

University Faculty Senate Constitution and Bylaws

Shawnee State University

Portsmouth, Ohio

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Contents

University Faculty Senate Constitution	3
ARTICLE I: NAME, PURPOSE, SCOPE, AUTHORITY AND FREEDOM OF ASSOCIATION	3
ARTICLE II: PROCEDURES FOR RECOMMENDATIONS.....	5
ARTICLE III: MEMBERSHIP AND OFFICERS	7
ARTICLE IV: ELECTIONS AND ELECTION DISTRICTS FOR SENATORS	10
ARTICLE V: ELECTIONS, RECALL, RESIGNATION	10
ARTICLE VI: UNIVERSITY FACULTY SENATE MEETINGS	11
ARTICLE VII: ORDER OF BUSINESS AT MEETINGS AND PLACING OF ITEMS ON THE AGENDA.....	12
ARTICLE VIII: FINANCES	15
ARTICLE IX: CONSTITUTIONAL AMENDMENTS	15
ARTICLE X: BYLAWS	16
University Faculty Senate Bylaws	16
SECTION 1: ESTABLISHING AND TERMINATING COMMITTEES	16
SECTION 2: GENERAL RESPONSIBILITIES OF COMMITTEES AND CHAIRS	16
SECTION 3: OVERSIGHT OF NON-DEPARTMENTAL DIRECTORS	17
SECTION 4: STANDING COMMITTEES OF THE UFS.....	19
1. UFS Executive Committee	19
2. Educational Policies and Curriculum Committee (EPCC).....	20
3. The Graduate Council: Graduate Council (GC)	21
4. General Education Advisory Committee (GEAC)	22
5. Distance Learning Committee (DLC).....	23
6. Honors Program Committee (HPC)	25
7. Teaching and Learning Committee (TLC)	26
8. Research and Scholarly Affairs Committee (RSAC).....	27
9. Celebration of Scholarship Committee (COSC)	28
10. Assessment and Accreditation Committee (AAC)	29
11. Distinguished Lecture Series Committee (DLSC)	30
SECTION 5: INITIATION OF CURRICULAR PROPOSALS	31
SECTION 6: ELECTION AND APPOINTMENT OF COMMITTEES	31
SECTION 7: SHARED GOVERNANCE COMMITTEES	32
SECTION 8: ELECTRONIC MEETINGS	33
SECTION 9: BYLAW AMENDMENTS.....	33

University Faculty Senate Constitution

ARTICLE I: NAME, PURPOSE, SCOPE, AUTHORITY AND FREEDOM OF ASSOCIATION

SECTION I.1: NAME - The full name of this organization shall be the University Faculty Senate of Shawnee State University (hereafter, UFS).

SECTION I.2: PURPOSE - The purpose of the UFS is to ensure that the full diversity of faculty viewpoints and the collective experience, knowledge and judgment of the faculty of Shawnee State University are fully heard and given appropriate weight by the President of the University, the Board of Trustees and the Ohio Board of Regents on all matters of educational and academic policy or other areas of concern that are not incorporated into an officially recognized collective bargaining agreement. It is also the purpose of the UFS to advance the dignity and worth of the academic profession and of higher education.

SECTION I.3: SCOPE AND AUTHORITY OF THE UFS - The UFS, including its standing committees and subcommittees, is the sole official voice of the Faculty of Shawnee State University in the University governance process for all matters not covered by any legally recognized collective bargaining agreement. The UFS recommends courses of action with respect to academic and educational policies and other related areas of faculty concern to the University President; through the University President, to the Board of Trustees; and, where relevant, to the Board of Regents of the State of Ohio. In order for a recommended course of action that is not covered under a recognized collective bargaining agreement to be deemed as having been recommended by the faculty, official approval by the UFS is a necessary condition. It is the expectation of the UFS that on matters that significantly impact academic or educational issues that the UFS will be viewed as the primary recommending body and that its recommendations will be considered as the deliberate recommendations of a professional body.

SECTION I.4: RIGHT TO PARTICIPATE IN UNIVERSITY GOVERNANCE - The UFS recognizes the existing collective bargaining agreement as currently protecting the academic freedom of the faculty of SSU. In the event this contract should be rendered null and void by a competent legal authority with jurisdiction to do so, the following provision will apply: No Officer of the Senate, no Senator, and no faculty member may be discriminated against with respect to terms and conditions of employment on the basis of their participation in UFS affairs, or the affairs of its committees, or the governance process of the University in general unless one's conduct in such matters is shown through established disciplinary procedures to

constitute misconduct. Where University Service is defined as a criterion for promotion or retention, that service shall be evaluated in accordance with the established retention and promotion guidelines.

SECTION I.5: AFFIRMATION OF THE WORTH, STATUS AND DIGNITY OF THE PROFESSION - The UFS affirms its commitment to the concepts of academic freedom, academic due process, shared governance, and the status and worth of faculty as these concepts have historically been defined and understood by professional associations of college and university faculty, including the American Association of University Professors, the National Education Association, and the American Federation of Teachers.

SECTION I.6: AFFIRMATION OF THE RIGHT OF FREE ASSOCIATION - The UFS affirms the rights of faculty to freely associate; to band together for mutual aid and support; to advance the interests, status and dignity of college and university faculty; and to advance the interests of higher education in general. The UFS also recognizes the rights of faculty to choose to reject any such affiliation or membership. The UFS recognizes the National Education Association, its state affiliate (The Ohio Education Association), and its local affiliate (The Shawnee Education Association) to be the sole representative of faculty for matters pertaining to salaries and working conditions under current Ohio Law. In the event that any existing Collective Bargaining Agreement is deemed to be invalid by an appropriate legal authority with jurisdiction to so rule, the UFS shall immediately create a committee whose purpose shall be to recommend to the UFS the best way to defend the status and dignity of the faculty of Shawnee State University. This committee shall have the right to receive technical and legal advice from any source, including, but not limited to, professional organizations that represent college and university faculty in collective bargaining agreements or that advocate collective bargaining for college and university faculty. Faculty shall not be discriminated against with respect to their conditions of employment by virtue of any such association or activity, or by virtue of their choice not to so associate and participate.

SECTION I.7: RELATION OF THE UFS TO THE UNIVERSITY - The UFS recognizes the role of governance and other university-wide committees or subcommittees that are not directly incorporated as UFS committees or subcommittees. Similarly, the UFS recognizes the importance of all constituency groups being heard in the governance process. However, any recommendation on their part that has the potential to significantly impact matters under the purview of the UFS must be voted on and approved by the UFS prior to their being viewed as recommendations by the Faculty. A matter shall be deemed to be under the purview of the UFS if it has the potential to significantly impact academic quality or the overall status of faculty in areas not covered by collective bargaining agreement.

SECTION I.8: RIGHT OF THE FACULTY TO ELECT REPRESENTATIVES TO GOVERNANCE OR OTHER UNIVERSITY-WIDE COMMITTEES - The UFS shall elect faculty representatives to Governance, University-Wide Committees, and Search Committees in which faculty participate in accordance with the procedures set forth in the UFS Bylaws. The President of the University shall have the right to request that the UFS Executive Committee reconsider any faculty member elected to serve on such committees. If after considering the information presented by the President, the UFS Executive Committee deems its choice to have been appropriate, that recommendation shall stand. The President may choose not to accept any such recommendation but a decision to do so shall constitute grounds for a motion of disapproval by the UFS.

ARTICLE II: PROCEDURES FOR RECOMMENDATIONS

SECTION II.1: RECOMMENDATIONS ON ACADEMIC PROGRAMS NOT REQUIRING PRESIDENTIAL OR BOARD APPROVAL - Recommendations with respect to any and all academic programs will be placed on the UFS agenda upon approval by the Educational Policies and Curriculum Committee (EPCC), Graduate Council (GC), or Distance Learning Committee (DLC). All such matters will be decided by majority vote of the UFS at a duly constituted meeting. Upon approval of the UFS, the President of the UFS will approve the proposals through Curriculog, which will forward the proposal to the Provost. The UFS President's approval of proposals in Curriculog will be deemed to constitute the recommendation of the UFS. Except in cases where such recommendations require the approval of the President of the University, the Board of Trustees or the Board of Regents, the Provost will review the recommendation.

SECTION II.1.1: If the Provost approves the recommendation, then the recommendation shall become effective.

SECTION II.1.2: If the Provost does not approve the recommendation, the Provost will request the faculty to reconsider and provide a written explanation for this request.

SECTION II.2: OTHER RECOMMENDATIONS

SECTION II.2.1: When a recommendation requires approval beyond the level of the Provost, the President of the UFS shall inform the President of the University in writing of the recommendation of the UFS. If the President approves, the President will pass the recommendation on to the appropriate authorities for review and approval. If the President or any other body does not approve or accept the proposal, then the procedures below with respect to recommendations of non-curricular matters will apply.

SECTION II.2.2: Upon receipt of the recommendation of an official recommendation by the UFS, the President of the University will make a decision regarding the recommendation within thirty (30) working days. If the recommendation is passed at the last UFS meeting of the academic year, the President may elect to inform the UFS of his or her decision within seven (7) working days of the commencement of fall semester classes. In acting upon a recommendation of the UFS, the President may:

SECTION II.2.2.A: Accept the recommendation and forward it to the Board of Trustees where required.

SECTION II.2.2.B: Return the recommendation to the UFS with a specific request to reconsider all or some of the recommendation. In making this request, the President of the University may choose to communicate his or her reasons officially in writing, or may elect to discuss the matter informally with the President of the UFS, or with the President of the UFS and the UFS Executive Committee. Only resolutions that receive approval by the UFS in accordance with its rules and Bylaws at an official UFS meeting shall be considered as an official recommendation of the UFS. If the President of the UFS, or the Executive Committee believe a compromise may be reached, they shall inform the UFS of the nature of the compromise and provide the UFS with a chance to vote. Such matters may be approved by acclamation. However, an objection by one Senator shall require a formal vote by the Senate.

SECTION II.2.2.C: If, after the above process is complete, the President of the University still does not accept the official recommendation of the UFS, the President of the University shall inform the President of the UFS in writing of his or her reason(s) for the disagreement. The President of the UFS will be afforded an opportunity to state the basis for the UFS's disagreement with the President of the University both in writing and in person before the Board of Trustees, per the Bylaws of the Board of Trustees. In formulating his or her response, the President of the UFS will consult with the UFS Executive Committee and provide the Executive Committee the opportunity to vote on the official response, if the UFS Executive Committee views this as necessary. The UFS Executive Committee shall also have the right to place the matter before the UFS as a collective body if in its judgment the situation warrants. In such matters, the UFS will decide by majority vote.

SECTION II.2.2.D: If the Board of Trustees takes an action contrary to the recommendation of the UFS, the President of the UFS shall convey this message to the UFS at its next officially scheduled meeting. The UFS may then choose to officially communicate its displeasure to the Board of Trustees, following the same procedure as in SECTION II.2.2.C above.

SECTION II.3: RELATIONSHIP OF UFS TO THE UNIVERSITY AS A WHOLE

SECTION II.3.1: The UFS President shall work with University administration to ensure that appropriate personnel, information, and other appropriate resources are available to assist and support the Senate in the conduct of its business.

SECTION II.3.2: Upon receipt of Board of Trustee meeting agenda and materials, the UFS President shall determine whether there are matters therein that should be presented to the UFS Executive Committee.

ARTICLE III: MEMBERSHIP AND OFFICERS

SECTION III.1: MEMBERSHIP - All tenure-track and tenured faculty, Full-Time Faculty with Continuing Contracts, and Full-Time Instructors/Non-Tenure Track (FTIs/NTTs) employed by the University shall be deemed a member of UFS and shall have the right to vote in elections for UFS Senators and Officers, to serve on UFS or other governance committees, and to serve as a Senator in the UFS. Faculty Directors or Coordinators of programs on release time with rights of return to faculty shall be deemed faculty for the purposes of this document. With the exception of Administrative Department Chairs or Assistant/Associate Deans, such as in the Department of Nursing, School of Business, or the School of Education, all Department Chairs shall also be deemed faculty for the purposes of this document.

SECTION III.2: PERMANENT INVITED GUESTS - The President of the University, Provost, Deans of any college, The General Education Program Director, the Honors Program Director, the Teaching and Learning Center Coordinator, the Center for International Programs and Activities (CIPA) Director, the Women's and Gender Equity Center Director or any other similar director not indicated in this document shall have the status of permanent invited guest. Invited guests may speak to motions with the same rights and privileges as Senators and shall have the right and responsibility to inform the UFS of significant developments in their respective areas. During a UFS meeting's normal course of business, invited guests are not permitted to make motions. However, at his or her discretion, the President of the UFS may allow invited guests to make motions when doing so will improve the flow of business. Invited guests lack voting rights in the UFS, even if the UFS President allows a guest to propose a motion.

SECTION III.3: OFFICERS AND EXECUTIVE COMMITTEE - The Officers and Executive Committee of the UFS shall consist of:

President
Vice President
Secretary

Treasurer
University at-Large Senator

Only faculty holding tenure or a continuing contract may serve as officers of the UFS. Each officer shall be elected by the popular vote of the majority of votes cast by UFS members and shall serve for a term of two years, unless that officer resigns or is recalled during the officer's term. Wherever possible, the terms of officers shall be staggered so that no more than three officers will be up for re-election each year. It shall be the responsibility of each officer of the UFS to be an advocate for faculty to the University administration, the Board of Trustees and the public at large.

SECTION III.3.1: PRESIDENT - The UFS President shall:

1. Serve as spokesperson for the UFS on all matters officially approved by the UFS (but may appoint the Vice President as spokesperson as needed);
2. Serve as Chair of the UFS Executive Committee;
3. Set the meeting agenda for UFS meetings and conduct UFS and Executive Committee meetings;
4. Ensure that the UFS meeting agenda is distributed electronically at least five (5) working days prior to each UFS meeting;
5. Sign official documents, approve proposals through Curriculog after passage by the UFS at an official meeting, and forward the UFS policy recommendations to the President of the University;
6. Monitor the performance of the UFS and make recommendations to the UFS or its committees for the better ordering of the body;
7. Report to the UFS any matters that he or she or other senators deem of importance to that body, including the status of UFS recommendations to the President of the University;
8. Promote University-wide knowledge of UFS workings;
9. Serve as one representative of the UFS to the Ohio Faculty Council;
10. Coordinate with the UFS Secretary and the Provost's Office (or other appropriate administrators) to ensure the smooth functioning of the UFS and timely posting of minutes on the UFS web page;
11. Receive a nine (9) credit hour reduction in teaching load in order to be able to effectively discharge his or her duties as UFS President. No more

than six (6) credit hours may be taken in any one semester, save at the sole discretion of the University Provost.

SECTION III.3.2: VICE PRESIDENT - The UFS Vice President shall:

1. Chair the Educational Policies and Procedures Committee;
2. Preside over/or chair meetings of the UFS and/or Executive Committee in the absence of the UFS President;
3. Serve as second voting representative to the Ohio Faculty Council;
4. Serve on the Executive Committee;
5. Coordinate with the UFS Secretary and Provost's Office (or other appropriate administrative office) to ensure timely posting of EPCC minutes on the UFS web page;
6. Receive a six (6) credit hour reduction in teaching load in order to be able to effectively discharge his or her duties as UFS Vice President.

SECTION III.3.3: SECRETARY - The secretary shall:

1. Take roll and record minutes of UFS meetings and Executive Committee Meetings when necessary;
2. Provide electronic copies of the minutes for the previous UFS meeting to all Senators five (5) working days prior to each UFS meeting;
3. Coordinate with the UFS President and the Provost's office to ensure full and accurate posting of approved UFS and EPCC minutes on the UFS web page and maintain Senate records and the UFS website;

SECTION III.3.4: TREASURER - The UFS Treasurer shall administer the funds/budget of the UFS, keep current records of receipts and disbursements, and submit reports at each UFS meeting and an annual financial report to the UFS.

SECTION III.3.5: AT-LARGE REPRESENTATIVE - The at-large representative serves on the Executive Committee and serves as alternate representative to the Ohio Faculty Council.

SECTION III.3.6: PARLIAMENTARIAN - The UFS President may appoint, at his or her discretion, any full-service faculty member to serve as UFS Parliamentarian. The role of the Parliamentarian is to provide non-binding advice to the UFS President on the appropriate interpretation of Robert's Rules of Order. If a Parliamentarian is appointed, the Parliamentarian shall be a non-voting member of the Executive Committee and of the UFS.

ARTICLE IV: ELECTIONS AND ELECTION DISTRICTS FOR SENATORS

SECTION IV.1: RESPONSIBILITIES OF SENATORS - Senators shall seek input from their constituents on matters before the UFS and shall seek to ensure that the concerns of their constituents receive due consideration before the UFS. It is the responsibility of Senators to attend UFS meetings and to inform their constituents and the UFS President of their absence and the reasons for that absence from any UFS meeting.

SECTION IV.2: ELECTION DISTRICTS

SECTION IV.2.1: Each academic department or school within the College of Arts & Sciences (CAS) and the College of Professional Studies (CPS) shall have the right to elect ONE Senator by majority vote of the UFS membership of each department.

SECTION IV.2.2: Officers: The entire faculty will be the election district of all officers.

SECTION IV.2.3: UFS members with appointments in the CPS shall have the right to elect TWO Senators-at-Large by majority vote of the UFS membership in the CPS.

SECTION IV.2.: UFS members with appointments in the CAS shall have the right to elect TWO Senators-at-Large by majority vote of the UFS membership in the CAS.

ARTICLE V: ELECTIONS, RECALL, RESIGNATION

SECTION V.1: ELECTIONS OF SENATORS AND OFFICERS - Elections of Senators and Officers shall be conducted annually. All Officers and Senators shall serve for a term of two years, but the terms shall be staggered so that no more than one half of the Senate shall stand for election in any given year. The election shall not take place sooner than two months prior to the last day of classes of the end of the Spring semester and no later than ten (10) working days prior to the last day of classes of the Spring semester. Thirty days prior to the officially announced date of the UFS election, the UFS President will establish, in consultation with the Executive Committee, an Election Committee composed of three faculty members to oversee the Election. The Election Committee shall select a Chair and the Chair shall solicit nominations for all open UFS Senatorial and Officer seats. The Chair shall issue a second call for nominations fifteen (15) days prior to the election and a third call seven (7) days prior to the election. Nominations shall be officially closed five (5) days prior to the election. The Election Committee shall then formulate a ballot and distribute it to faculty in a fashion that the Committee deems to be reasonably not susceptible to fraud. All elections shall be by secret ballot. The Committee shall tabulate votes and announce the winner. Vote totals shall be released in all competitive elections. Write-in candidates will be permitted as may "no"

votes when a candidate is unopposed. If any candidate receives more “no” votes than affirmative votes, another election will be held for that seat until a candidate receives at least a majority affirmation. No person seeking any seat may supervise the elections. The Election Committee Chair shall announce the results of the election within seven (7) calendar days of the close of the election.

SECTION V.2: RECALL OR RESIGNATION OF OFFICERS AND SENATORS –

Officers and Senators of the UFS may be recalled for misfeasance, malfeasance, or nonfeasance in office. Officers and Senators may also resign at any time by informing the President of the UFS in writing of their resignation. If the President of the UFS resigns, the President will inform the Vice President of the UFS. Recall proceedings can be initiated by a petition signed by 20% of the UFS members represented by the Senator or Officer and presented to the UFS Executive Committee. Upon receipt of such a petition, or in the case of a resignation, the President of the UFS shall appoint an Election Committee as required above in the section on elections. If the recall is against the President, the Vice President shall appoint the Election Committee. A majority vote of all UFS members of an officers’/senators’ constituency against an officer/senator shall result in a recall. Upon a successful recall, or in the event of a resignation by an Officer or Senator, a special election shall be held to elect a replacement who shall finish the term of the Officer or Senator who has been recalled or resigned. Special Elections for Officers shall be carried out by a UFS Elections Committee; Special Elections for Senators shall be carried out by the chair of the Senator’s academic department in accordance with their departmental by-laws.

ARTICLE VI: UNIVERSITY FACULTY SENATE MEETINGS

SECTION VI.1: MEETINGS – All meetings of the UFS shall be open to attendance by all interested parties unless the UFS votes to go into executive session.

SECTION VI.2: REGULAR MEETINGS – The UFS shall meet each month of the academic year, normally at 4:00 p.m. on the final Monday of each month. Dates and times of the meeting may be changed at the discretion of the UFS President in consultation with members of the UFS Executive Committee.

SECTION VI.3: CANCELLATION OF MEETINGS – Regularly scheduled meetings of the UFS may be canceled by the UFS President with the consent of the majority of the UFS Executive Committee. In the event of such a cancellation, the UFS President shall convey a reason for cancellation along with the notice to the University community. If the President of the University or a duly appointed representative of the President of the University cancels

classes or closes the University during a time when the UFS is scheduled to meet, the UFS meeting will be considered canceled and the UFS President will consult with the UFS Executive Committee regarding whether to reschedule the meeting or postpone consideration of the agenda until the next regularly scheduled UFS meeting.

SECTION VI.4: During meetings, the UFS President may only participate in the discussion in an effort to influence the outcome when the Senate has agreed to work informally as a committee of the whole. The UFS President may, however, ask any person participating in the discussion to clarify the intent of their speech or suggest motions that would be in order as a means of facilitating the smooth flow of business.

SECTION VI.5: The UFS President may vote only when there is a tie or when casting his vote would influence the outcome as established by Robert's Rules of Order. For example, if a motion requires a 2/3 majority to pass, and the Senate is one vote short, the UFS President may vote yea or nay on the motion. Similarly, the UFS President may cast a vote when doing so would prevent the motion from passing by a 2/3 majority. Interpretation of this article will be in strict accordance with Robert's Rules of Order.

SECTION VI.6: When in the judgment of the UFS President a person has engaged in speech or behavior that is contrary to the Rules of Order as set forth in this document or in Robert's Rules of Order, the President will caution that person. If after two successive cautions in the same meeting, the disruptive speech or behavior continues, the President may rule that person "out of order" and request that person to leave the meeting. As in all rulings by the UFS President, the Senate may overrule the President by a 2/3 majority.

ARTICLE VII: ORDER OF BUSINESS AT MEETINGS AND PLACING OF ITEMS ON THE AGENDA

SECTION VII.1: ORDER OF BUSINESS – At regular meetings, the order of business shall be:

- Call to Order
- Roll Taking
- Approval of Minutes
- Approval of Agenda
- Announcements and Remarks from the Senate President
- Treasurer's Report
- Administration Reports
- Announcements from the Senate Floor
- Committee and Director Reports
- Unfinished Business
- New Business
- Adjournment

SECTION VII.2: SENATE MATTERS – Matters for consideration by the UFS may be referred to the UFS by any member of the University community. Academic policies, resolutions to be put before UFS, and curricular proposals must be submitted through Curriculog. Curricular proposals must follow the curriculum approval processes described in the UFS Bylaws. All other requests must be in writing and may be made to the UFS Executive Committee or to any other UFS Committee. The Executive Committee shall direct requests to the appropriate committee. Any member of the University community will be recognized at the discretion of the President of the UFS or by any UFS Committee Chair to speak at any regularly scheduled meeting. Such recognition will be granted unless there are clear and compelling reasons to not grant such recognition. Such reasons shall be limited to a clear and compelling reason to believe that the person intends to materially disrupt, delay or otherwise hinder the duly established order of business of the UFS or the relevant committee. Any matter that is appropriately referred to the UFS out of committee shall be placed on the agenda of the next UFS meeting and shall be considered to have been moved and seconded. Committees may, at their discretion, choose to automatically “bundle” motions. However, such motions shall be unbundled if even one Senator requests such an action. The motion will still be considered moved and seconded.

Any Senator may request that an item be placed on the UFS agenda by writing to the UFS Executive Committee. Such items shall automatically be placed on the agenda by the UFS President and be considered as “moved.” Such motions will, however, require a second from the floor of the UFS. The President of the UFS will only refuse such motions when clear and compelling reasons exist to believe such a motion is “out of order.” When the UFS President makes such a determination, he or she shall inform the UFS of his or her ruling and the clear reasons for such a ruling. The UFS may overrule the UFS President by 2/3 majority vote.

Any Senator may “object to consideration” of any item on the agenda. Such a motion shall require a second and requires 2/3 majority to pass. The President of the SEA, or any recognized faculty collective bargaining agent, shall be given a copy of the agenda for each UFS meeting. If upon review of the agenda, the President of the SEA has reason to believe such a matter is better addressed by the SEA or is already addressed by the CBA, the President of the SEA will request in writing to the Executive Committee of the UFS that the motion be withdrawn. If the Executive Committee disagrees with this request, it will request a meeting with the President of the SEA in an effort to clarify the matter. Alternatively, the President of the UFS and the President of the SEA may make an effort to settle the matter through informal consultation. A reasonable belief by any Senator or Officer that a proposed motion interferes with the CBA may be the basis for a motion to “object to consideration.” Any motion passed by the UFS that is determined to conflict with one or more provisions of any

recognized Collective Bargaining Agreement or any law of the state of Ohio or the U.S. shall be considered null and void.

SECTION VII.3: UNIVERSITY PRESIDENT ADDRESSES TO THE FACULTY SENATE

– The President of the University shall have a standing invitation to address the UFS. Absent extraordinary circumstances, the President shall limit his or her remarks to 15 minutes. The President of the UFS may extend this time frame at his or her discretion.

SECTION VII.4: EXECUTIVE SESSION – Any Senator or Officer of the UFS, other than

the UFS President, may make a motion for Executive Session. The President of the UFS may ask if any Senator wishes to move for Executive Session. If such a motion is seconded, and receives 2/3 majority vote, the President of the UFS will request all non-voting members, guests and members of the public to leave. Minutes from Executive Session shall be kept and shared in accordance with Roberts Rules of Order. Though the UFS cannot legally compel any person to leave, in the event that a Dean, Provost or President of the University shall remain, the UFS may deem this action as sufficient grounds for a formal motion of censure.

SECTION VII.5: RIGHT OF THE SENATE TO VOTE ON NON-BINDING SANCTIONS OF SENIOR ADMINISTRATIVE OFFICIALS – For the purposes of this

section, “senior administrative official” shall be deemed to include the President of the University, The Provost, any Associate Provost with significant academic responsibility, or any Dean with significant responsibility for overseeing faculty or curricula. When any Senator or officer of the UFS, other than the UFS President, believes any officer of the University has acted in a fashion that is contrary to the academic mission of the University or the principles of shared governance and academic freedom, such a person may make any of the following motions. Such motions must receive a second and must be approved by 2/3 majority vote of the UFS:

SECTION VII.5.1: MOTION OF DISPLEASURE – Such a motion is simply intended to

communicate to the specific party a statement that the UFS is officially displeased with a specific action taken or not taken. When such a motion is made, the affected party shall be given an opportunity to defend themselves before the UFS.

SECTION VII.5.2: MOTION OF CENSURE – Such a motion is intended to communicate

to the specific party that the UFS finds an action taken or not taken to be contrary to the academic mission of the University, academic freedom, shared governance, or all three, and deems that action to be censurable. Prior to any such vote, the person affected shall be afforded the opportunity to defend their actions before the UFS.

SECTION VII.5.3: MOTION OF NO CONFIDENCE – A motion of no confidence means that the faculty as a collective body rejects the leadership of the individual in question and regards that individual as unfit to fulfill their duties and maintain the good faith and confidence of the faculty. Such a motion may be made only upon a majority vote of the Executive Committee and shall be placed on the agenda at least thirty (30) calendar days prior to the next UFS meeting, and only after a motion of censure has been passed and the party to which it is directed has continued on the same course of action or initiated new, similar actions. Such motions shall be made only under grave circumstances and only after fully and completely giving due consideration to the gravity of such a motion. Before undertaking such a course of action, the initiator of such an action and the UFS as a whole should carefully weigh the potential impact of such an action on the overall health of the University. When such a motion is made, the person affected shall be informed in writing of the charges and the basis for the charges at least thirty (30) calendar days in advance, afforded an opportunity to defend themselves before the UFS. If such a motion passes, the President of the UFS shall communicate the result to the Chairman of the Board of Trustees. The UFS recognizes the non-binding nature of such resolutions and acknowledges the legal authority of the Board of Trustees to enter into and terminate contracts with the above officials.

SECTION VII.6: WORKING DAYS – “Working days” refers to Mondays through Fridays when regular classes are scheduled at SSU. Holidays and breaks between academic semesters are not “working days” for such purposes.

ARTICLE VIII: FINANCES

SECTION VIII.1: MONETARY CONTRIBUTIONS – The UFS may accept monetary contributions and authorize disbursement as deemed appropriate by majority vote of the UFS.

SECTION VIII.2: REIMBURSEMENT OF UFS OFFICERS FOR TRAVEL ON OFFICIAL UFS BUSINESS – Where an annual budget for the UFS has been established in consultation with the Provost, bona fide expenses occurred by UFS Officers or any Senator who travels on official UFS business shall be fully reimbursed to that person from the UFS budget. Where an annual budget does not exist, or in circumstances where there are bona fide reasons to exceed the budget, the President and Treasurer of the UFS shall coordinate with the Provost’s office, in accordance with University travel policies, to establish reasonable conditions for reimbursement.

ARTICLE IX: CONSTITUTIONAL AMENDMENTS

The following procedures will apply to the proposal and ratification of the UFS constitution.

SECTION IX.1: PROPOSING CONSTITUTIONAL AMENDMENTS – Amendments to this Constitution shall be proposed by a 2/3 vote by the UFS at a regularly scheduled meeting. Any Senator or Officer may place a proposed amendment on the agenda. The UFS may create an ad hoc Constitution Revision Committee to draft and recommend constitutional amendments to the UFS.

SECTION IX.2: NOTIFICATION OF MEMBERS – The proposed amendment and notice of the UFS meeting at which the matter is to be discussed shall be distributed by the UFS secretary to all UFS members and ex officio members at least seven (7) working days prior to the meeting. Any UFS member may attend the meeting at which the proposed amendment is to be discussed and may address the issue.

SECTION IX.3: CONSTITUTIONAL AMENDMENT RATIFICATION – Ratification of amendments to this Constitution shall require approval by secret ballot of the majority of the votes cast. Only UFS Member Faculty as defined by this document may vote. The UFS Election Committee shall conduct the vote no sooner than two weeks after the proposed amendment passes the Senate and no later than thirty (30) calendar days within. Such amendments shall be submitted for public comment and discussion during this period.

ARTICLE X: BYLAWS

SECTION X.1: PURPOSE AND SCOPE OF BYLAWS – The UFS Bylaws describe processes and procedures relevant to the creation, operation, and staffing of ad-hoc or standing committees that report to the UFS and the oversight of non-departmental directors assigned to a committee. The Bylaws shall also include approved processes and procedures relevant to the operation of ad-hoc or standing committees, including processes, procedures, and bylaws adopted prior to the passage and ratification of this article.

University Faculty Senate Bylaws

SECTION 1: ESTABLISHING AND TERMINATING COMMITTEES

The UFS shall establish committees to carry out its business by 2/3 majority vote of the UFS. Alternatively, the UFS may terminate committees by 2/3 majority vote of the UFS.

SECTION 2: GENERAL RESPONSIBILITIES OF COMMITTEES AND CHAIRS

Responsibilities of each standing UFS committee shall include but not be limited to:

1. Initiating study of new issues and/or initiating review of existing policies as deemed necessary on matters related to its charge;

2. Recommending to the UFS as a whole the appointment of sub-committees as defined below for the purpose of dealing with specific matters relating to the charge of the committee;
3. Receiving and considering matters referred to it by the Executive Committee;
4. Receiving matters referred to it by members of the University community and forwarding them to the Executive Committee for inclusion on the UFS agenda when appropriate;
5. Informing the UFS of ongoing business;
6. Meeting on a regular basis, which shall normally be once a month. Committees may meet more or less often as circumstances require.

Committees shall appoint a secretary to record their meeting minutes. The committee chair may not serve as secretary; and meeting minutes shall be made available to the full senate upon request of the UFS President. UFS committees may also seek advice, input and expertise as necessary from other constituencies of the University and shall collaborate with other constituency groups in fulfilling their tasks.

Chairs of committees will be responsible for coordinating the overall work of the Committees and for making timely reports to the UFS. Such reports shall be made as requested by the UFS President or any other officer or senator. In cases where there is a minority report, or where a majority of the Committee disagrees with the Committee Chair, those members who disagree with the majority report or with the majority and the Committee Chair shall have the right to issue a minority report to the UFS

SECTION 3: OVERSIGHT OF NON-DEPARTMENTAL DIRECTORS

Those UFS standing committees that have been charged with oversight of Non-Departmental Directors shall conduct annual performance reviews of their assigned non-departmental directors and make recommendations to the Provost and the UFS Executive Committee on the appointment or re-appointment of directors, as outlined in the following:

1. Non-Departmental Directors shall have the ability to serve multiple, consecutive terms;
2. Directors shall receive their appointment before the end of Spring semester;
3. Non-Departmental Directors shall receive course release time or a stipend for their service, as set by the Office of the Provost;

4. Associated oversight committees, when asked by the Office of the Provost, the Director, or the UFS President will review and recommend changes to the Director's assigned duties;
5. There shall be annual performance reviews of Directors completed during the spring semester;
6. The Office of the Provost shall solicit annual performance reviews from associated oversight committee members and the UFS Executive Committee via a standard form (as recommended by the UFS); and shall share results with the Director, the associated oversight committee, and the UFS Executive Committee;
7. Upon expiration of term, resignation, or removal of a Director, the Provost or his/her designee will solicit nominations for the directorship from all qualified UFS members;
8. Provost or his/her designee will submit all nominations (including self-nominations) to the associated oversight committee for comment and recommendation; the committee's recommendation shall be forwarded to the full Senate for a final recommendation that will be submitted to the Provost;
9. Before appointing a director, the Provost or his/her designee will consult with UFS President regarding the Senate's recommendation;
10. In case of an immediate vacancy, the Provost, in consultation with the UFS President, shall appoint an Interim Director until a permanent one can be appointed according to these procedures.

SECTION 4: STANDING COMMITTEES OF THE UFS

For the smooth functioning of the UFS, the following Standing Committees shall be established: 1. UFS Executive Committee; 2. Educational Policies and Curriculum Committee (EPCC); 3. Graduate Council (GC); 4. General Education Advisory Committee (GEAC); 5. Distance Learning Committee (DLC); 6. Honors Program Committee (HPC); 7. Teaching and Learning Committee (TLC); 8. Research and Scholarly Activity Committee (RSAC); 9. Celebration of Scholarship Committee (COSC); 10. Assessment and Accreditation Committee (AAC); and 11. Distinguished Lecture Series Committee (DLSC).

1. *UFS Executive Committee*

The UFS Executive Committee shall consist of the five officers of the UFS, who shall be voting members, and, where relevant, a Parliamentarian, who shall be a non-voting member of the Executive Committee. The Executive Committee shall be responsible for:

- coordinating the business of the University Faculty Senate;
- overseeing the staffing of UFS committees;
- appointing all faculty representatives to shared-governance or other university-wide committees, task forces, etc.;
- maintaining a pool of faculty volunteers from which they can draw nominations and make appointments;
- assigning matters brought before it to the appropriate committee for investigation, reporting, and recommendations.

The UFS Executive Committee shall meet at least once a semester and otherwise as necessary. The Executive Committee may conduct routine business by e-mail. The President of the UFS shall be the Chair of the Executive Committee.

2. Educational Policies and Curriculum Committee (EPCC)

The UFS Vice President shall Chair the EPCC and shall be a voting member of EPCC. The EPCC shall have the responsibility of overseeing all matters pertaining to undergraduate educational policies and curricula, as well as all other university-wide academic policies, with the exception of those that concern graduate programs and curricula, which shall be overseen by the Graduate Council.

All curricular and academic policy proposals must be approved by a majority vote of EPCC before being referred to the UFS. Any proposed change in existing programs or proposals for new programs shall be properly vetted by the appropriate academic department or, where relevant, the General Education Advisory Committee prior to coming before EPCC.

It shall be the responsibility of each academic department to establish rules and procedures by which to recommend curricular and program changes to the EPCC.

All business before the EPCC will be made available for comment and criticism by the campus community via a five-working-day open hearing process. A digest of the five-day open hearing comments along with the agendas and minutes of previous meetings will be made available to the campus community by the Chair of the EPCC.

Upon EPCC approval, the Chair of EPCC will forward the course to the DLC (if necessary) or to UFS via Curriculog. Upon UFS approval, the President of UFS will forward the course to the Provost who will ensure the registrar and other necessary parties receive notification.

If any person or department is dissatisfied with a decision by EPCC, that person may resubmit the proposal to EPCC through the curricular processes required in Curriculog.

The University administration shall select one senior administrator to be the primary administrative representative to the EPCC. That person shall be a non-voting member of the EPCC. Other administrators as well as all faculty may attend and participate in EPCC deliberations as necessary.

3. *The Graduate Council: Graduate Council (GC)*

Each graduate program shall have the right to elect two representatives to the GC by popular, majority vote of UFS graduate faculty members in each program. Elections shall be conducted by the program's Department Chair or Graduate Director, according to their departmental or school bylaws. Representatives shall serve for a term of two years. The GC shall have a faculty chair, serving a two-year term, elected by the GC at its first meeting of the new academic year. The GC chair shall be a voting member of the committee.

The GC shall have the responsibility for overseeing all matters pertaining to graduate educational policies and curricula. Any proposed change in existing programs, or proposals for new programs shall be properly vetted by the appropriate academic program, prior to coming before the GC. All curricular proposals must be approved by a majority vote of the GC before being referred to the UFS.

The Graduate Council will be responsible for establishing rules and procedures by which to recommend curricular and program changes to the GC.

All business before the GC will be made available for comment and criticism by the campus community via a five-working-day open hearing process. A digest of the five-day open hearing comments along with the agendas and minutes of previous meetings will be made available to the campus community by the Chair of the GC.

Upon GC approval, the Chair of GC will forward the course to the DLC (if necessary) or to UFS via Curriculog. Upon UFS approval, the President of UFS will forward the course to the Provost who will ensure the registrar and other necessary parties receive notification.

If any person or department is dissatisfied with a decision by GC, that person may resubmit the proposal to GC through the curricular processes required in Curriculog.

The University Administration shall select one senior administrator to be the primary administrative representative to the GC. That person shall be a non-voting member of the GC. Other administrators as well as all faculty may attend and participate in the Council's deliberations as necessary.

4. General Education Advisory Committee (GEAC)

The General Education Program (GEP) Director shall be the Chair of GEAC. The GEP Director shall be appointed to a three-year term by the Provost, following consultation with GEAC and the UFS Executive Committee. The GEP Director shall be a tenured or continuing contract faculty member and be appointed to a three-year term. The GEP Director shall be a voting member of GEAC and serve as its Chair.

The GEAC shall oversee all areas of relevance to the University's General Education Program. The GEP Director, with the assistance of GEAC members, shall oversee the annual assessment of the program's student learning outcomes, recommending any needed changes to course offerings and program requirements to the EPCC. GEAC members shall assist the GEP Director in the collection of assessment artifacts and liaise with department faculty developing assessment plans and instruments.

All business before GEAC will be made available for comment and criticism by the campus community via a five-day open hearing process. All motions from GEAC must be subsequently approved by EPCC before being referred to UFS.

Each department will establish its rules and procedures through which proposals that impact the GEP may be brought before GEAC.

Upon GEAC approval, the GEP Director will forward the course to EPCC via Curriculog.

If any person or department is dissatisfied with a decision by GEAC, that person may resubmit the proposal to GEAC through the curricular processes required in Curriculog.

The University administration shall select one senior administrator to be the primary administrative representative to GEAC. That person shall be a non-voting member of GEAC. Other administrators as well as all faculty may attend and participate in GEAC deliberations as necessary.

5. *Distance Learning Committee (DLC)*

The Distance Learning Director shall be appointed to a three-year term by the Provost following consultation with the DLC and the UFS Executive Committee. The Director shall be a tenured, tenure-track, or continuing contract faculty member. UFS members who are categorized as FTIs/NTTs cannot serve as Distance Learning Director. The Director shall be a voting member of the DLC and serve as its Chair.

The DLC shall oversee all areas of relevance to the University's distance and on-line curriculum and program offerings as described below. All business before DLC will be made available for comment and criticism by the campus community via a five-day open hearing process. Administrators as well as all faculty may attend and participate in the Committee's deliberations as necessary.

Any faculty member wishing to convert a course to an online/ hybrid format or develop a new course in an online/ hybrid format shall successfully complete training in distance learning from an appropriate institution such as Online Learning Consortium, Quality Matters, or Wiley Educational Services. Additionally, any faculty, FTI or adjunct wishing to teach an online/ hybrid course shall successfully complete training in distance learning from an appropriate institution such as Online Learning Consortium, Quality Matters, or Wiley Educational Services.

New courses in an online/hybrid format must be submitted through Curriculog. The proposal must include the following materials:

- A course syllabus using the DLC syllabus template (available from the DLC);
- One course module outline using the DLC outline template (available from the DLC);
- One functioning online module made available for review on Blackboard (the faculty member developing the course shall request that the SSU Blackboard office add DLC members as guests to the course).

The course must proceed through the appropriate governance process for all new courses. Following departmental approval, general education courses must proceed to GEAC and then EPCC; graduate-level courses must proceed to GC; and all other courses must proceed to EPCC. If approved by GC or EPCC, the course then proceeds to DLC.

Existing courses that are converted to an online/hybrid format must be submitted through Curriculog. The proposal must include the following materials:

- A course syllabus using the DLC syllabus template (available from the DLC);
- One course module outline using the DLC outline template (available from the DLC);
- One functioning online module made available for review on Blackboard (the faculty member developing the course shall request that the SSU Blackboard office add DLC members as guests to the course).

Following departmental approval, the course will bypass GEAC, GC, and/or EPCC, proceeding directly to DLC.

The DLC will conduct a full review of new online/hybrid courses and courses converted to an online/hybrid format using the Quality Matters Rubric. The proposer or knowledgeable representative must be present at the DLC meeting to demonstrate the functioning online module and answer questions. Upon DLC approval, the Distance Learning Director will forward the course to UFS via Curriculog. Upon UFS approval, the President of UFS will forward the course to the Provost who will ensure the registrar and other necessary parties receive notification.

Any faculty member wishing to pilot a conversion of an existing course to a hybrid or 100% online format will consult with the Distance Learning Director and submit directly to the Distance Learning Director a course syllabus utilizing the DLC Syllabus Template and one (1) course module outline utilizing the DLC Outline Template.

If a new or existing course is to be developed for online delivery in conjunction with Wiley Educational Services, the course must be submitted as a proposal through Curriculog and must proceed through the appropriate committees as described above. However, courses developed in conjunction with Wiley Educational Services may bypass DLC and proceed directly to UFS for approval. This exception to DLC approval requirements reflects the 2021-2024 Collective Bargaining Agreement, Article 20, Section 3, Part A.

If any person or department is dissatisfied with a decision by DLC, that person may resubmit the proposal to DLCC through the curricular processes required in Curriculog.

6. Honors Program Committee (HPC)

The Honors Program Director shall be appointed to a three-year term by the Provost following consultation with the HPC and the UFS Executive Committee. The Director shall be a tenured, tenure-track, or continuing contract faculty member. UFS members who are categorized as FTIs/NTTs cannot serve as Honors Program Director. The Director shall be a voting member of the HPC and serve as its Chair.

The HPC shall oversee all areas of relevance to the University's Honors Program. Members of the committee shall:

- assist the Honors Program Director in identifying and discussing programmatic issues;
- provide guidance concerning the curricular and programming needs of the Honors program;
- consider and make decisions regarding proposed revisions to program components and requirements;
- provide feedback on proposed Honors conferences and experiential learning; and
- help promote the Honors Program within their colleges and departments/schools.

The HPC meets at least once per semester with additional meetings as needed.

7. *Teaching and Learning Committee (TLC)*

The TLC shall oversee all matters of relevance to the University's Teaching and Learning Center.

The Director of the Teaching and Learning Center will be appointed to a three-year term by the Provost, following consultation with the TLC and the UFS Executive Committee. The Director shall have voting rights and serve as an ex officio member of the committee.

The TLC shall meet at least three times an academic year to assist the Director in identifying and discussing issues, providing guidance, and making decisions that pertain to the programming needs of the Teaching and Learning Center.

8. *Research and Scholarly Affairs Committee (RSAC)*

The RSAC shall consider and recommend policies affecting the faculty with regard to research and scholarly activities of the University.

The RSAC shall be responsible for:

- soliciting nominations and recommending annual awards recognizing faculty excellence;
- reviewing faculty proposals for sabbatical (leave with pay and/or support) and leaves without pay.

The RSAC shall make timely recommendations on such matters to the UFS and University administration in accordance with UFS and University policy and procedures.

The RSAC shall have a faculty chair, elected by the committee at its first meeting of the academic year. The RSAC shall have a standing sub-committee, known as the Celebration of Scholarship Committee (COSC).

9. *Celebration of Scholarship Committee (COSC)*

The COSC shall be a subcommittee of the RSAC. The Chair of the COSC shall be the Director of the Celebration of Scholarship Conference. The Director shall be appointed to a one-year term by the Provost following consultation with the COSC and the UFS Executive Committee. The Director shall be a tenured, tenure-track, or continuing contract faculty member. UFS members who are categorized as FTIs/NTTs cannot serve as COSC Director or as Chair.

The COSC shall have responsibility for overseeing the annual Celebration of Scholarship Conference and its membership shall be appointed by RSAC in consultation with the COSC Director.

10. Assessment and Accreditation Committee (AAC)

The AAC shall oversee and coordinate all matters related to assessment of academic programs and curriculum. The committee shall be responsible for:

- Promoting awareness and understanding of university-wide accreditation processes;
- Organizing faculty involvement in the University accreditation process;
- Coordinating with other UFS Committees, other university-wide shared governance bodies and/or academic departments to ensure that:
 - faculty input on assessment is given appropriate weight;
 - assessment of academic programs is carried out in a consistent and effective fashion;
 - faculty are informed of university-wide accreditation matters.
- Making recommendations regarding changes to University assessment policies and procedures;
- Providing feedback, when requested, on assessment plans created by University departments and programs.

The AAC shall have a faculty chair, elected by the committee at its first meeting of the academic year. UFS members who are categorized as FTIs/NTTs cannot serve as Committee Chair.

The Director of Assessment and Accreditation is a non-voting member of the AAC and may attend and participate in AAC deliberations as necessary. The Director may request the committee's input on matters related to accreditation and assessment, such as University policies, accreditation activities, and assessment plans from specific programs or departments. Other administrators may also attend and participate in AAC deliberations as necessary.

11. Distinguished Lecture Series Committee (DLSC)

The purpose of the DLSC is primarily to promote academic discussion, including where appropriate, legitimate academic debate and controversy.

The DLSC shall be responsible for:

- soliciting nominations for the annual Distinguished Lecture Series, and;
- selecting speakers in accordance with the annual budget for the Distinguished Lecture Series.

Speakers shall generally be individuals with established and significant academic reputations who have made original contributions in areas of interest to faculty and the larger University community. Where relevant, speakers may be selected who have made significant contributions outside of academia to areas of general academic or public interest.

The chair of the DLSC will coordinate scheduling of DLSC events with other annual campus lecture programs in accordance with established committee and University procedures.

The DLSC shall have a faculty chair, elected by the committee at its first meeting of the academic year. -UFS members who are categorized as FTIs/NTTs cannot serve as Committee Chair.

SECTION 5: INITIATION OF CURRICULAR PROPOSALS

All curriculum proposals other than those specified below must be initiated by a current tenure-track or tenured faculty member. Graduate curriculum proposals must be initiated by a current tenure-track or tenured graduate faculty member.

The initiator will be responsible for authorship of all necessary documents, although collaboration with other colleagues may be noted through acknowledgements. The initiator will also be responsible for overseeing the movement of the proposal through all aspects of the approval process. The initiator is not, however, required to be the faculty member who implements proposed curricular changes or teaches proposed course(s). All proposals must get approval from the voting members of the department in which the courses will be offered. If courses are not offered through an established department, then they must get approval through the proposing faculty member's department. Graduate curriculum will be voted on by graduate program faculty.

Program discontinuation (warehousing) proposals not leading to retrenchment may be initiated by the Provost in accordance with the Program Closure Process adopted in April 2021.

SECTION 6: ELECTION AND APPOINTMENT OF COMMITTEES

Each academic department and school of the College of Arts & Sciences and the College of Professional Studies shall have the right to elect one representative to the EPCC, the GEAC, and the DLC by popular, majority vote of the UFS members in each department. Annual elections shall be conducted by the end of Spring Semester by department chairs, according to their departmental by-laws. Representatives to the EPCC, the GEAC, and the DLC shall serve for a term of two years and may stand for re-election at the end of their term.

The AAC, DLSC, RSAC, HPC, and TLC shall be staffed as follows: When an opening for a committee position occurs, the President of the UFS shall call for nominations. If only one person is nominated that person shall automatically be appointed to the committee. When more than one person is nominated, the President of the UFS will forward the names to the Executive Committee for a vote. The AAC, DLSC, RSAC, and TLC shall each consist of five members. Two of those members will be appointed from the College of Arts and Sciences, two will be appointed from the College of Professional Studies and the fifth member will be appointed from the faculty at large. When the Executive Committee appoints members to open seats a reasonable effort shall be made to stagger the terms of the members and ensure that representation is shared among each college's departments and programs. All faculty representatives shall serve for a period of two years and may stand for re-appointment at the end of their term.

Each graduate program shall have the right to elect two representatives to the Graduate Council by popular, majority vote of UFS graduate faculty members in each program. Elections shall be conducted by the program's department chair

or program director according to their departmental or school by-laws. GC representatives shall serve for a term of two years and may stand for re-election at the end of their term.

Wherever possible, all UFS Committees will have at least one Senator or UFS Officer serve on that committee. If the committee chair is not a Senator, either the committee chair or the Senator may provide official reports to the UFS, but the Senator shall have the responsibility of keeping the UFS informed of the committee's progress.

SUBCOMMITTEES AND AD HOC COMMITTEES - Standing Committees may create sub-committees to report back to the Standing Committee as necessary to better carry out their tasks. The UFS may create ad hoc Committees for a definite term and specific, limited charge to address specific issues that arise and are not addressed by the existing committee structure by a 2/3 majority vote at a duly constituted UFS meeting.

MID-TERM VACANCIES - In the event of a resignation or vacancy, an election shall be held to fill said vacancy within thirty (30) working days.

COMMITTEE MEETING SCHEDULE - Unless otherwise ordered by the UFS, the EPCC, the GC, the GEAC, the HPC, the DLC, and the UFS shall meet according to the following regular schedule: 1st Monday of the month (GEAC); 2nd Monday of the month (EPCC); 2nd Wednesday of the month (GC); 3rd Monday of the month (DLC); last Monday of the month (UFS); all other UFS committees shall attempt to meet at times conducive to a quorum of their members. Special meetings of all UFS committees can be called by the Committee Chair or upon written request of three committee members. The purpose of the meeting shall be stated in the call, which shall be sent in a timely manner to all members of the committee.

SECTION 7: SHARED GOVERNANCE COMMITTEES

In order to ensure a vital University shared-governance committee structure that includes the university-wide constituencies, representatives of the UFS and the other constituency groups of the University will collaborate through the "Committee Structure Agreement" in accordance with established University Procedures. The UFS will vote on changes to the Committee Structure Agreement, beyond minor ones, following the guidelines for establishment and termination of other UFS committees (SECTION IX.1). Staffing of these committees by full-service faculty will also be carried out in the same manner as other UFS committees (see Section 5 of UFS Bylaws).

SECTION 8: ELECTRONIC MEETINGS

To ensure that the business of University shared-governance can occur, electronic meetings are permissible. It is expected that shared-governance committees should meet in-person when feasible.

Meetings may be held in-person or electronically at the discretion of the committee chair, who must announce their intention to hold an electronic meeting at least fifteen (15) working days before the committee meets. Committees that are covered by this bylaw include, UFS, UFS Executive Committee, EPCC, GC, GEAC, DLC, HPC, TLC, RSAC, COSC, AAC, DLSC, and any ad-hoc committees of those committees.

Any member of the aforementioned committees can object to an electronic meeting if the committee chair calls for one. Objections must be made no later than five (5) working days following the chair's announcement of the electronic meeting. If a committee member objects to an electronic meeting a vote will be conducted over email of the committee's membership to determine if the meeting will be electronic or in-person. A majority vote of the membership is required. The results of the vote must be shared at least five (5) working days before the committee meets. Links and instructions for access to the electronic meeting must be distributed at least twenty-four (24) hours before the scheduled meeting time to all prospective attendees.

If electronic meetings occur, they must be conducted using synchronous video conferencing software (e.g. Collaborate, Teams, Zoom). Voting in electronic meetings should occur using a roll call unless the video conferencing software allows for clear voting to take place.

SECTION 9: BYLAW AMENDMENTS

The following procedures will apply to the proposal and approval of UFS Bylaws.

PROPOSING AND AMENDING BYLAWS – Proposals for establishing a new Bylaw or amending an existing Bylaw can be made by any Senator or Officer. Changes to Bylaw language specific to a UFS Standing Committee may be proposed by the Committee Chair after approval by the Standing Committee in question and consultation with the UFS Executive Committee. Bylaw proposals shall be submitted using Curriculog and will be made available for comment and criticism by the campus community via a five-working-day open hearing process prior to deliberation by the committee in question and/or the UFS. The proposal of a new Bylaw or a proposal to amend an existing Bylaw can be approved by a majority vote of the UFS at a regularly scheduled meeting.