

BY-LAWS

of the

SHEPHERD UNIVERSITY FACULTY SENATE

Article I Authorization

- Section 1.1 Acknowledging the principle of faculty self-governance and recognizing the critical role that the faculty performs in the internal affairs of the institution, the Faculty Senate is established by the University Assembly under Article IV of the Constitution of Shepherd University.
- Section 1.2 The rules contained in the current edition of the Shepherd Faculty Senate By-laws shall govern the Faculty Senate in all cases to which they are applicable, and in which they are not inconsistent with the Shepherd University Constitution, *Roberts Rules of Order*, and any special rules of order that the Faculty Senate may adopt.

Article II Constituency and Membership

- Section 2.1 The Faculty Senate constituency includes all Shepherd Assembly members who are issued teaching contracts.
- Section 2.2 The membership of the Faculty Senate includes one faculty representative elected by majority vote from each administratively recognized department or institute, one representative of the library faculty, and the faculty representative elected by the Assembly to the Advisory Council of Faculty.
- Section 2.3 Names of voting Senators shall appear on an official Faculty Senate Roster. School Deans are ineligible for membership in the Senate. Senators shall be elected during April of each even-numbered year, their two-year senate appointment effective upon election.
- Section 2.4 The faculty representative to the Advisory Council of Faculty, elected by the University Assembly during April of each odd-numbered year, shall have voting membership on the Senate.
- Section 2.5 A Senator who is unable to continue or complete a term of office will be replaced by a special election held within that Senator's department or institute. The faculty member so elected will serve throughout the remainder of the departing Senator's term.
- Section 2.6 A Senator may be removed only by a majority vote of that Senator's department or institute, and the decision must be communicated in writing to the Faculty Senate President.
- Section 2.7 Sabbatical leaves
- a. A Senator granted sabbatical leave during the term of office must be replaced by a special election held within that Senator's department or institute.

- b. Should the chair of a permanent committee be awarded a sabbatical leave, the Senate shall hold an election to choose a new chairperson.
- c. In the event that the sitting Senate President, Secretary, or Parliamentarian is awarded sabbatical leave, that office is vacated, and a new election shall be held.

Article III Functions

- Section 3.1 Meeting in open session, the Faculty Senate provides an opportunity for faculty to express their concerns, formulate policy, forward proposals to the University administration, and review policies developed by the University administration on matters pertaining to the following:
- a. instruction, research, service and students;
 - b. requirements for the granting of degrees;
 - c. curricula requirements for general education;
 - d. additions and deletions of courses and programs;
 - e. students' admission, selection, retention standards;
 - f. professional development including criteria and faculty selection for sabbaticals and leaves of absence;
 - g. academic freedom and tenure; and
 - h. faculty evaluation for tenure, promotion, and merit pay.
- Section 3.2 The Faculty Senate establishes and communicates to the administration various faculty resolutions pertaining to the following:
- a. development of library, laboratories, computer facilities, telecommunications, and other aids to instruction, research, and experimentation;
 - b. faculty salaries, retirement, fringe benefits, teaching loads;
 - c. such other academic and professional affairs of interest to the University community.
- Section 3.3 The Faculty Senate is the conduit for providing faculty representation for University administrative vacancies. Upon request, the Faculty Senate recommends faculty representatives to serve and participate in the selection process of various University administrative officers.
- Section 3.4 Resolutions
- a. All motions requiring action, including a response, shall be made in the form of a resolution. A resolution must contain a statement as to how the policy recommendation is to be directed and who shall be the recipients.
 - b. All approved Faculty Senate resolutions shall be transmitted in written form, by the Senate President, to the appropriate University Vice President, the University President, or any other agent of the University so identified in the resolution. The Senate President shall also prepare and attach an explanatory memorandum specifying an appropriate action or response that the Faculty Senate's resolution intends to achieve.

- c. If the resolution and memorandum is addressed to the Vice President or other agent of the University, a written response will be made within sixty (60) days of receipt.
- d. If the response from the Vice President or other agents of the University is not satisfactory to the Faculty Senate, the Senate may then, by resolution, instruct the Faculty Senate President to request in writing that the action or response sought by the Faculty Senate be directly resolved by the University President.
- e. The University President will respond in writing within sixty (60) days to any such request.
- f. If the resolution and memorandum are addressed to the University President, a written response shall be received by the Senate President within sixty (60) days of receipt.
- g. The agent or agents of the University, or a designee or designees to whom the Senate Resolution is addressed, may initiate discussions with the Senate President prior to providing the Senate with a written response.

Article IV Senate Officers

Section 4.1 The officers of the Faculty Senate shall be the President, Secretary, and Parliamentarian.

Section 4.2 President

- a. Members of the faculty senate shall elect a president for a two-year term. The Senate President may serve no more than two consecutive terms.
- b. The President presides over meetings of the Faculty Senate. Should the President be unable to preside over a Faculty Senate session, the Parliamentarian shall preside in the President's absence.
- c. The President shall refer agenda items to appropriate committees or sub-committees with concurrence of the membership.
- d. The President shall be a voting member of the Faculty Senate.

Section 4.3 Secretary

- a. At the end of the Senate year and by majority vote of those present, the Faculty Senate elects a Secretary from among its voting membership for a term of one year.
- b. The Secretary shall record and keep minutes of all meetings of the Faculty Senate.
- c. The Secretary shall distribute the minutes of Faculty Senate meetings to members of the University Assembly and maintain a Library and Web archive.

Section 4.4 Parliamentarian

- a. The Parliamentarian shall be appointed from the voting membership of the Faculty Senate by the Faculty Senate President and approved by the Faculty Senate for a one-year term.
- b. As a voting member, the Parliamentarian shall advise the presiding officer and Senators on parliamentary procedure during the course of any Faculty Senate meeting.

- c. The Parliamentarian shall prepare, distribute, and be the repository of the current official Faculty Senate membership roster, the By-Laws, and the electoral cycle for each Senator.
- d. The Parliamentarian shall conduct all Faculty Senate elections.
- e. In the absence of the Senate President, the Parliamentarian shall preside over a Faculty Senate session and shall designate a Parliamentarian pro tem.

Section 4.5 Faculty Senate officers may be removed only by a 2/3rds majority of the Faculty Senate membership roster.

Article V Meetings

Section 5.1 The regular meetings of the Faculty Senate shall be held every first and third Monday at 3:10 p.m. during the academic year when classes are in session.

Section 5.2 Two-thirds of the Faculty Senate membership constitutes a quorum.

Section 5.3 The Faculty Senate meetings are open and public. Visitors are asked to sit in the “visitor section.”

Section 5.4 The Faculty Senate may, by two-thirds vote and in conformity with the provisions of the state law on open governmental meetings (Article 9-A State Statutes), enter into executive session limited to Faculty Senate voting membership.

Section 5.5 The discussion of issues before the Faculty Senate is normally limited to Faculty Senate members. Only with the prior permission of the presiding officer can non-voting faculty and other agents of the University be recognized as guests and permitted to engage in Faculty Senate deliberations.

Section 5.6 A member of the University community may place items on the Faculty Senate agenda by informing the Faculty Senate President four academic class days prior to the session.

Section 5.7 The Faculty Senate President assembles the agenda and distributes it to the University faculty prior to each Faculty Senate session.

Section 5.8 Following each Faculty Senate session, the Senate Secretary distributes the minutes to the Faculty Senate membership. After Faculty Senate approval, the Secretary distributes the amended minutes to the University Assembly membership, including a library and Web archival copy.

Section 5.9 Voting Procedures:

- a. Only voting Senators may propose motions, resolutions, and amendments.
- b. Voting may be by voice, by show of hands, or by secret ballot at the request of any Senator.

Section 5.10 Special meetings maybe called by the Faculty Senate President at the request of at least five Faculty Senate members or by resolution of the Faculty Senate.

Section 5.11 The conduct of the Faculty Senate meetings shall be governed by Robert’s Rules of Order Newly Revised, 10th Edition, 2000. Modifications to existing Senate Rules must be by a 2/3rds majority of the Faculty Senate membership roster.

Article VI Faculty Senate Committees

Section 6.1 The chairperson or designee of any committee created under the provisions of the Shepherd University Constitution or by the Faculty Senate shall, in any matter germane to its jurisdiction, have authority for recommending policy adoptions and for reviewing and reporting established policies to the Faculty Senate.

Section 6.2 The Shepherd University Assembly establishes three permanent committees that report directly to the Faculty Senate. From among its own membership, the Faculty Senate elects committee chairs at the first meeting of the academic year. Each chair's tenure is one full year.

- a. **The Admissions and Credits Committee** formulates admission and credit policies and supervises the enforcement of approved policies adopted by the Faculty Senate. The committee meets at 3:10 p.m. on the second and fourth Wednesdays of each month during the academic year. Committee membership consists of two voting faculty from each School serving staggered two-year terms and the chair. Ex officio members include the following:
 - i. the Vice President for Academic Affairs,
 - ii. the Registrar,
 - iii. the Director of Admissions,
 - iv. the Director of the Honors Program,
 - v. the Director of Academic Support Services.

- b. **The Curriculum and Instruction Committee** considers changes in courses and curricula programs that have been forwarded to the committee by the various Schools, by the Professional Education Unit Council, or by the General Studies Committee. Policies that are passed by at least a 2/3-majority vote in committee shall be forwarded directly to the Vice President for Academic Affairs. Other policies shall be forwarded to the Faculty Senate for further action. The committee meets at 3:10 p.m. on the second Monday of every month during the academic year. Membership consists of two voting faculty members from each School and one representative of the library faculty serving staggered two-year terms and the chair. No academic department or institute shall have more than one representative on this committee. Non-voting ex officio members include the following:
 - i. Vice President for Academic Affairs,
 - ii. Registrar,
 - iii. Director of Admissions,
 - iv. Director of the Honors Program,
 - v. Director of Academic Support Services, and
 - vi. Assistant Dean of Teaching, Learning and Instructional Resources
 - vii. General Studies Chair.

- c. **The General Studies Committee** considers and initiates proposals for course and programmatic change to the General Studies Curriculum. Changes to the curriculum that are passed by 2/3-majority vote in committee shall be forwarded to the appropriate body. Changes that increase or decrease the total number or distribution of hours require a majority vote of all University full-time faculty; the Committee Chair, the Senate's Parliamentarian, and the Registrar will supervise the vote. The committee meets at 4:10 PM on the third Wednesday of each month during the academic year. Committee membership consists of one member elected from each department serving a two-year term, one representative of the library faculty serving a two-year term, and the chair. Non-voting ex officio members include the following:

- i. Two students, elected by SGA
- ii. Registrar
- iii. Assessment Task Force, Chair
- iv. Retention Specialist
- v. Multicultural Student Affairs, Director
- vi. Service Learning, Director
- vii. Academic Support Center, Director
- viii. C&I Chair
- ix. FYEX Director.

Section 6.3 The Faculty Senate establishes additional permanent committees that report directly to it. These permanent committees continue until terminated by the Faculty Senate. At the last meeting of the academic year, the Faculty Senate elects, from its membership, committee chairs for all permanent committees, except the Honors Board. A chair's tenure is one full year.

- a. **The Honors Board Committee** oversees the University Honors Program. The Board's membership includes one voting faculty representative elected from each School, one student of each class rank elected from the current Honors students, and one representative from the Residence Life Office. Ex officio members include past Honors Directors, who may serve at their convenience. Student terms of office are one academic year; other members have no term limits. The Director of Honors is chosen by the Honor's Board Committee and by past Honors Board Directors serving on the Committee.
- b. **The Institutional Review Board** reviews all proposed research involving human and animal subjects to ensure that the rights and welfare of the subjects are protected. Committee membership consists of a minimum of four voting faculty members, the chair, and members external to the institution as the committee deems necessary. Faculty membership will be selected by the chair so as to represent a broad range of academic disciplines and research methodologies.
- c. **The Library Committee** determines the subject allocation formula for the library materials budget and assists in setting library policy. Membership includes one voting faculty representative from each School, serving a two-year term, and a chair. The Dean of Libraries and Information Service is an ex officio member.
- d. **The Professional Development, Faculty Salary, and Welfare** Committee develops, assesses, and coordinates policies regarding sabbatical leaves and other matters of professional development. Membership includes two voting faculty representatives from each School, serving staggered two-year terms, and the chair. The committee assumes the following responsibilities:
 - i. collects and disseminates data regarding professional opportunities such as fellowships, grants, and stipends;
 - ii. researches issues concerning salary, fringe benefits, and general faculty welfare;
 - iii. reviews applications for sabbatical leaves and other proposals for research, writing, continuing education, and similar activities;
 - iv. forwards policy proposals to the Faculty Senate; and
 - v. in those cases where the committee is asked to react to specific applications by faculty, the committee shall submit confidential written statements directly to the Vice President for Academic Affairs.
- e. **The Scholarship and Awards Committee** devises the criteria and appropriate ceremonies for the citation of McMurrin Scholars, develops appropriate methods for

recognizing outstanding academic scholarship, and manages the Faculty Scholarship. Membership includes two voting faculty representative from each School, serving a two-year term, and the chair.

- f. **The Senate By-Laws Committee** shall meet as required to review the By-laws and to make recommendations to the Senate regarding amendments to those By-laws. Membership includes the Senate Parliamentarian, who shall chair the committee, the Senate President, the Senate Secretary, and two additional Senators, elected by the Senate, at the end of each academic year.
- g. **The Washington Gateway Committee** extends the University's activities into the Baltimore and Washington, D.C. areas. Membership includes two voting faculty representatives from each School, serving a two-year term, and the chair, and one student representative. Ex officio members include the following:
 - i. the Washington Gateway Director;
 - ii. the Washington Gateway Administrative Aide.

Section 6.4 By resolution the Faculty Senate shall establish special committees as it deems necessary. A resolution establishing a special committee shall describe the jurisdiction of the committee and designate a reporting schedule for it. A special committee expires at the end of the Senate year in which it was established, unless renewed by the Faculty Senate. A committee not specifically designated as a permanent committee shall be designated as a special committee.

Section 6.5 Senate committees may create *ad hoc* committees, whose membership may include any full-time Shepherd University faculty member. The chair of the *ad hoc* committee shall be a member of the permanent Senate committee that has created the *ad hoc committee*.

Section 6.6 Committees established by the Shepherd University Constitution or by the Faculty Senate are subject to Faculty Senate oversight and review.

Article VII AMENDMENTS

Section 7.1 An amendment to the By-Laws of the Shepherd University Faculty Senate may be made by a two-thirds majority vote of the Faculty Senate at any regular meeting, provided that the proposed amendment shall have been circulated among the Senators at the previous regular meeting.

Section 7.2 Adopted amendments shall be incorporated in the appropriate "Article and Section" upon the next printing of these By-Laws.

The Faculty Senate first approved the By-laws on Monday 03 May 1993. The By-laws were subsequently amended and approved by the Faculty Senate on Monday 06 October 1997, on Monday 04 March 2002, on February 16, 2004, on April 19, 2004, on September 18, 2006, on April 21, 2008, and on March 30, 2009.