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Faculty Senate Documents

Faculty Senate

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Bylaws of the Faculty Senate - Fall 2023

Faculty Senate

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The Faculty of Governors State University, in establishing and ratifying these bylaws, do recognize and embrace the rights and responsibilities required to support a robust system of shared governance at Governors State University. These bylaws formalize the structure of shared governance and direct how decisions are made and business is conducted in the Faculty Senate and University Councils and Committees.

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ARTICLE I. DEFINITIONS

Section 1. **Academic Rank** shall refer to the ranks of Instructor, Assistant Professor, Associate Professor, Professor, and University Professor, including **Unit A** tenure-line Faculty, as defined in the **Agreement**. **Contingent Faculty** shall mean temporary faculty as described in the Agreement, including Unit B Faculty, holding the titles lecturer or lecturer, senior status. For the purposes of these Bylaws, Contingent Faculty also includes adjuncts, until these positions are defined in the Agreement.

Section 2. **Academic Year** shall mean the period during which Unit A faculty are “on contract” (typically from mid-August through mid-May).

- Section 3.** **Administrators** shall mean department and division chairs; directors not in a bargaining unit; deans, associate deans, and assistant deans; the provost, associate provosts, and assistant provosts; individuals with equivalent non-academic titles, and the President of the University.
- Section 4.** **Agreement** shall mean the current binding contract between University Board of Trustees and the recognized faculty union.
- Section 5.** **Caucus.** A Caucus shall be comprised of all Senators holding academic rank in a particular college or support unit.
- Section 6.** **Days** shall mean calendar days unless otherwise specified.
- Section 7.** **Emeritus Faculty** shall mean individuals holding the status of Professor or Associate Professor *emeritus* or *emerita* conferred by the GSU Board of Trustees in accordance with the appropriate policy.
- Section 8.** **Guest** shall mean any person present at a meeting of the Senate or a Committee who is not a member of the Senate or that committee.
- Section 9.** **Standing Committee** shall mean a permanent committee, either elected or appointed, to address a specified subject, task, or objective.
- Section 10.** **Task Force** shall mean a temporary group formed under the recommendation of the Faculty Senate for the purpose of carrying out a continuing specific task or objective and dissolved after the completion of the task or achievement of the objective.
- Section 11.** **Liaison.** Liaisons shall mean individuals who are appointed to gather and share information relevant to Senate matters. Those who serve as liaisons to the Faculty Senate, University, Bargaining Unit, Board of Trustees, or other Committees shall prepare periodic reports for the Senate. Service as liaison shall confer floor rights, but not voting rights, at meetings.
- Section 12.** **University Community** shall mean all university employees, students, trustees, and *emeritus* faculty.

ARTICLE II. FUNCTIONS

- Section 1.** **Authority.** All actions taken by the Faculty Senate shall be considered as actions taken for the Faculty and in no case as actions of an autonomous body.

- Section 2. Primary Functions.** The Faculty Senate is the elected and representative body of the Faculty. The Faculty Senate shall consider, make recommendations, and pass resolutions concerning matters of university interest, including policies and processes regarding curriculum, academic programs, research, and Faculty status, and other responsibilities and obligations necessary for shared governance of Governors State University.
- Section 3. Representatives of the Faculty.** The Faculty Senate speaks as representative of the Faculty, and shall report the views and the collective wisdom of the Faculty on issues related to the University or education, to whatever audience it deems appropriate.
- Section 4. Role in University Governance.** A primary function of the Faculty Senate is to define and safeguard academic freedom and shared governance at Governors State University.
- Section 5. Consultative Body.** The Faculty Senate shall have a consultative or an advisory role in all other matters concerning the mission, welfare, and performance of the University.
- A. Advisory.** The Faculty Senate may recommend policies to any administrator.
 - B. Shared Responsibility.** The Faculty Senate shall make recommendations to the President, Provost, and other senior Administrators. If the Faculty Senate and the Administrator disagree, then they or their representatives must confer in an attempt to resolve the differences. Any failure to resolve must be addressed by the Senate President and communicated in writing.
 - C. Role in Administrative Reviews.** The Faculty Senate shall have a consultative role in developing criteria for and the summary publication of periodic reviews of university Chairs, Deans, and other Administrators, up to and including the Provost and President, with the goal of improving performance of Administrators during their tenure of office.
 - D. Role in Senior Administrative Search Committees.** The Faculty Senate shall be responsible for selecting a slate of Faculty candidates to serve on Presidential, Provost, and Deans Search Committees. The Search Committees shall include at least one Faculty member from this slate. Each search may lead to the creation of a new slate of candidates.
 - E. Resolutions to Board of Trustees.** On its own initiative, the Faculty Senate may submit recommendations and resolutions to the Board of Trustees, transmitted through the President of the Faculty Senate or its designee, on any matter affecting the interests of the University.

ARTICLE III. MEMBERSHIP

Section 1. Apportionment. The elected membership of the Faculty Senate shall consist of twelve-and-a-half percent (12.5%) of the Unit A full-time tenured and tenure track Faculty of CAS, CEHD, CHHS, COB, and UL. In applying the forgoing percentages, fractional memberships of one-half (1/2) or more shall be rounded to one (1). At its discretion, by an affirmative vote of at least two-thirds of its voting membership, the Faculty Senate may appoint one (1) additional member from CAS, CEHD, CHHS, COB.

An additional five (5) seats shall be elected At Large from the Unit A faculty.

An additional one (1) seat shall be elected by the Unit B teaching Faculty from the Senior-Status Unit B teaching faculty, rotating annually among CAS, COB, CEHD, CHHS and UL according to a schedule set in the Standing Rules.

An additional one (1) seat shall be elected at-large from among the *emeritus* faculty.

Section 2. Eligibility. Faculty are eligible for election immediately upon their University appointment. Students, staff, administrators, and adjunct instructors are ineligible for election to the Faculty Senate.

Section 3. Terms. Terms of membership for Unit A and *emeritus* seats shall coincide with the academic biennial, except that the term of a member elected to fill an existing vacancy shall begin on the date of election. The term of membership for the Unit B seat shall coincide with academic year. The Senate term of elected officers shall be extended to encompass the term-in-office. Officers in extended terms shall be counted in addition to normal apportionment.

Section 4. Elections. Regular elections to fill open seats shall be held prior to the last Faculty Senate meeting of the academic year when the Faculty Senate shall certify the election results. Special elections can be held, if necessary, at any time during the academic year.

A. Voting Eligibility. Only Unit A Faculty from the represented constituency (college, library, or at-large) are eligible to vote in elections to fill Unit A seats. Only Unit B teaching faculty are eligible to vote in elections to fill the Senior-Status Unit B seat. Only *Emeritus* faculty are eligible to vote in elections to fill the *Emeritus* seat.

B. Procedures. Nominations, balloting, election duration, voting procedures, results, handling ties, certification, and election disputes shall be codified in the Standing Rules.

- C. Nominations.** Prospective Faculty senators for all Unit A seats and the Senior-Status Unit B seat shall submit, by the deadline set by the Senate President, a nomination form that includes support from at least five Faculty members (nominators) other than themselves. For Unit A college and library seats, all nominators must be Unit A faculty members from the same constituency, unless the constituency has fewer than five Faculty members, in which case at least one of the nominators must be from the same constituency. For the Senior-Status Unit B seat, all nominators must be Unit B teaching faculty members. Nominations for the at-large Unit A and Senior-Status Unit B seats must include nominators from more than one college, with the University Library counting as a college. *Emeritus* faculty seeking nomination shall inform the Senate President by the deadline. If the number of nominations for a constituency does not exceed the number of vacancies for that constituency, the nominees for that constituency shall be considered elected without balloting.
- D. Balloting.** Ballots must ensure both voter eligibility and confidentiality of votes. The handling of paper and electronic balloting shall be codified in the Standing Rules. The Faculty Senate is empowered to conduct secure electronic balloting.
- E. Election Duration.** Voting periods shall be specified in the Standing Rules.
- F. Voting.** Votes for a position shall not exceed the number of vacancies to be filled. Voting is limited to Faculty members from the same constituency, unless the position sought is at-large. Those receiving the greatest number of votes shall be declared elected. The Senate is empowered to conduct ranked-choice voting and require that all senators shall be elected by a majority of voters in their constituencies.
- G. Results.** The Senate President shall report results to the Faculty Senate in a timely manner.
- H. Ties.** The group counting the ballots shall resolve ties through a run-off election amongst the tied candidates, which shall be conducted in a timely manner.
- I. Certification.** The Senate shall be the final authority for certifying the results of regular elections, and the Executive Committee shall be empowered to certify the results of special elections. Procedures for certification shall be specified in the Standing Rules.

- Section 5. Vacancies.** Vacancies in the Faculty Senate caused by other than normal expiration of terms may occur through resignation, impeachment, loss of status, extended leave, or persistent absenteeism from meetings of the Senate. The Executive Committee shall appoint a temporary member from the same constituency as the vacating member to serve until the next election.
- Section 6. Replacement Senators for Teaching Conflict, Sabbatical, or Other Authorized Leave.** Senators are welcome and encouraged to attend Senate meetings during sabbatical or other authorized leave. Those who do not plan to attend Senate meetings due to teaching conflict, sabbatical, or other authorized leave shall notify the Senate president no later than two months prior to the start of the leave. The president shall solicit nominations from the senator's constituency for a replacement Senator and bring the names of those responding to the Executive Committee. The Executive Committee will select one candidate who will become the replacement Senator subject to confirmation by the Senate. Replacement Senators shall have all the rights and responsibilities of elected Senators. Upon conclusion of the leave, if the Senate term has not expired, the elected Senator shall retake the Senate seat.
- Section 7. Special Elections.** In the event that temporary and/or replacement Senators exceed one third (1/3) of a particular caucus, the Senate shall conduct a special election to fill all Senate vacancies.
- Section 8. Service on Committees.** Except under pressing personal and professional circumstances, all members of the Faculty Senate are expected to serve on a Senate Committee, University Committee, University Council (or a committee thereof), or Board of Trustees Committee with reporting responsibilities to the Senate.
- Section 9. Attendance at Senate.** Attendance at Senate meetings is expected of all Senators, Senate committee chairs, the Director of General Education, and liaisons to university councils and committees. Expected attendees shall notify the Senate President of their absence in advance of a Senate meeting unless precluded by emergent circumstances. The Secretary shall keep a record of attendance at all meetings and enter it in the minutes. At the end of each semester the Secretary shall give the Senate President a summary of attendance of each Senator during the semester. The Faculty Senate may take any action it considers appropriate for excessive absenteeism, including declaration of vacancy.

ARTICLE IV. IMPEACHMENT

Section 1. Impeachment. Any Senator, Officer, or elected faculty or contingent faculty member of any Senate committee, University Council (or committee thereof), University Committee, representative to a Board of Trustees Committee, or the Illinois Board of Higher Education Faculty Advisory Committee, or appointed by the Senate to such bodies, may be impeached for failure to perform the specified duties and/or behavior incompatible with the status of duties of the position. Removal from each office or seat are separate procedures and shall be conducted as such.

- A. Removal from Senate.** The removal process is initiated when at least one-third (1/3) of Senators sign a petition calling for the removal of the Senator from their seat and forward the petition to the Senate Executive Committee. Upon verification of the signatures, the Executive Committee shall place the proposed action on the next Faculty Senate agenda. At the meeting during which the item is considered, the petitioners will be afforded the opportunity to state their charges and the Senator will be allowed, but is not required, to address the charges. A two-thirds (2/3) vote of the Faculty Senate membership by secret ballot is necessary to remove the Senator from the seat. A removed Senator may not run for Senate for four (4) years after removal except by a petition signed by a two-thirds (2/3) majority of the faculty member's constituency, presented to the Executive Committee prior to the election.
- B. Removal of Officers from Office.** The removal process is initiated when at least one-third (1/3) of Faculty Senators sign a petition calling for the removal of the officer from office and forward the petition to the Senate Executive Committee. Upon verification of the signatures, the Executive Committee shall place the proposed action on the next Faculty Senate agenda. At the meeting during which the item is considered, the petitioners will be afforded the opportunity to state their charges and the officer will be allowed, but is not required, to address the charges. A two-thirds (2/3) vote of the Faculty Senate by secret ballot is necessary to remove the officer from office, and the position from which they are removed declared vacant. A removed officer may not be considered for any Senate office for a period of four (4) years after removal except by a petition signed by at least two-thirds (2/3) of the Senate, presented to the Executive Committee prior to the election of officers.

- C. **Removal from Committee, Council, or Other Such Body.** The removal process is initiated when one-third (1/3) of the Senate membership or one-third (1/3) of the elected or Senate-appointed faculty members of the committee or body in question signs a petition calling for the removal of the individual from the Committee, and forwards the petition to the Senate Executive Committee. This proposed action will then be placed on the next Faculty Senate agenda. At the meeting during which the item is considered, the petitioners will state their charges and the member will be allowed, but not required, to address the charges. A two-thirds (2/3) vote of the Faculty Senate is necessary to remove the individual from the seat. An individual so removed may not be considered for any elected (or Senate-appointed) seat on a university-level Council, Committee, or other such group for a period of four (4) years after removal.

ARTICLE V. OFFICERS

Section 1. Officers. The officers of the Faculty Senate shall be a President, a Vice President, an Immediate Past President, a Secretary, and a Parliamentarian. The President, Vice President, and Secretary shall be elected by and from the membership of the Senate, and the President shall hold a tenured appointment. Regular officer elections shall take place at the start of the August Senate meeting in odd-numbered years.

Section 2. Terms.

- A. **Elected Officers.** The term of office of the Senate President, Vice President, and Secretary shall be for two (2) academic years and commence immediately upon election. No individual shall serve more than two (2) consecutive terms in any individual office (in addition to a portion of the previous consecutive term resulting from a vacancy). In the event of vacancy in the office of the President, the Vice President, if willing and qualified, shall assume office as President for the remainder of the term of office; otherwise, and in the event of a vacancy in one of the other elected offices, the Senate shall hold a special election to fill the office from its membership for the duration of the term of office.
- B. **Immediate Past President.** The most-recent former President, not having been impeached or resigned under dishonorable circumstances, holding an academic title at Governors State University (including *emeritus*) and willing to serve, shall hold the office of Immediate Past President. The Immediate Past President need not be a member of the Senate. When no former president is qualified and willing to serve, there shall be no Immediate Past President.

- C. **Parliamentarian.** A Parliamentarian shall be appointed by the President with the advice and consent of the Senate. The Parliamentarian shall serve at the pleasure of the President. The Parliamentarian may be reappointed without limit by successor presidents.

Section 3. Duties. The primary duties of Senate officers are listed below. The Standing Rules may include additional duties and responsibilities.

- A. The Senate President shall chair all meetings of the Faculty Senate and its Executive Committee; convene Senate committees' first meetings of each year in the absence of a committee chair, presiding over the election of same; attend or lead such university councils and committees as have seats or offices reserved for the Senate President (or select a designee); attend and report at, on behalf of the faculty, meetings of the Board of Trustees and the Academic Council (or bodies of equivalent title); report to the Senate the activities of such committees and councils; report to the faculty the activities of the Senate; and such additional duties and responsibilities as are prescribed in the Standing Rules and in these Bylaws. The Senate President shall serve as Grand Marshal in all academic processions.
- B. The Senate Vice-President shall assume the responsibilities of the Senate President in the former's absence or incapacity and shall complete such additional duties and responsibilities as prescribed in the Standing Rules and in these Bylaws.
- C. The Immediate Past President shall provide wisdom, guidance, and continuity, shall conduct officer elections, shall assume the responsibilities of the Senate President in the absence or incapacity of the President and Vice President, and may assume other duties at the discretion of the President.
- D. The Senate Secretary shall be responsible for keeping accurate minutes of all Senate activities including motions acted upon and their disposition; shall sign all approved resolutions of the Senate, including amendments to the Bylaws and Standing Rules; and shall complete such additional duties and responsibilities as prescribed in the Standing Rules and in these Bylaws. The Senate Secretary shall preside at Senate meetings in the absence of the Senate President, Vice-President, and Immediate Past President.
- E. The Parliamentarian shall advise the President and the Senate on matters of order and matters pertaining to these bylaws, University regulations and policies, and *Robert's Rules of Order Newly Revised*, shall assume the responsibilities of the Senate President in the absence of all other officers, shall complete such additional duties and responsibilities as prescribed in the Standing Rules and in these Bylaws, and may assume other duties at the discretion of the President.

ARTICLE VI. MEETINGS

- Section 1. Regular Meetings.** The Senate Standing Rules shall include a schedule for regular meetings of the Faculty Senate.
- Section 2. Special Meetings.** Special meetings of the Faculty Senate shall be convened by the Senate President on motion of the Senate or on petition of at least fifteen percent (15%) of the Faculty, provided at least seven (7) days advance notice is published to the university community. The purpose of the meeting must be announced at the time of notification.
- Section 3. Notification.** The Senate President shall notify the Faculty of the date, time, and location of regular meetings no less than 48 hours prior to the meeting. The meeting agenda shall be sent at the time of notification.
- Section 4. Meeting Cancellation.** Any regularly scheduled meeting of the Faculty Senate may be canceled no less than 24 hours in advance by unanimous approval of the Executive Committee provided that notice of the cancellation is made to the university community. If matters have been submitted to the Executive Committee for that particular meeting, the Executive Committee must place those matters on priority for the subsequent meeting.
- Section 5. Location.** Under normal circumstances, Faculty Senate meetings shall be held on the campus of Governors State University in the McGee Hall of Honors. Meetings can be held electronically or off-site in the event that the campus is closed under extraordinary circumstances.
- Section 6. Rights.**
- A. Floor Rights.** All current Senators, the chairs of Senate Committees, and Senate liaisons shall have floor rights at Senate meetings. Floor rights for Guests may be extended at the discretion of the president, subject to override by the voting members of the meeting.
 - B. Voting Rights.** All Senators shall have voting rights on all matters at Senate meetings, except that the Unit B Senator shall not have voting rights on curricular matters. Guests shall not have voting rights.

Section 7. Voting on Motions.

- A. Voting in Meetings.** Voting on motions in the Faculty Senate shall be by voice vote unless the president requests a roll-call vote. The Senate can vote by secret ballot on personnel or other confidential matters at the request of any Senator with the concurrence of at least two-thirds (2/3) of Senators present at the meeting. Motions to enter executive (closed) session, to amend or waive the bylaws, and to waive the standing rules shall be by roll call vote. The results of all votes shall be entered in the minutes.
- B. Electronic Voting on Time-Sensitive Motions.** The Senate President, with consent of the Faculty Senate, may from time to time request an electronic vote on time-sensitive and non-emergency motions that are limited to items that have already been considered in a Senate meeting and/or require a decision which cannot wait for the next regular meeting or special meeting. The Senate President shall electronically obtain consent for each individual request with a simple majority from Senators. A simple majority of all Senators is required to pass the motion.
1. If the motion fails to either obtain consent or pass, then the motion shall be placed on the agenda for the next Senate Meeting.
 2. Quorum shall be considered met according to a simple majority of Senators.
 3. In order to respect and protect shared governance, the Faculty Senate shall be empowered to limit as strictly as necessary the qualifications and timing of utilizing electronic methods of voting.
 4. The same rules shall apply to electronic voting by Senate committees.
- C. Absentee and Proxy Votes.** Absentee ballots from any Senator and proxy votes on behalf of any Senator shall not be accepted in any tally of votes in the Faculty Senate.
- D. Electronically Present.** Senate Standing Rules may permit Senators to participate as present by audioconference or videoconference.

Section 8. Order of Business. Unless amended by the Senate at the meeting, regular meetings will follow the order of business as specified in the Standing Rules.

Section 9. Special Meeting Order of Business. The agenda of special meetings will be limited to the items which generated the need for the meeting. New business items will be based on requests made by the Senators present. New business items tabled or not discussed due to adjournment will constitute old business at the next regular meeting.

Section 10. Quorum. A simple majority of the members of the Faculty Senate shall constitute a quorum for a Senate meeting. In the absence of a quorum, discussion may occur at the discretion of the Senate President. Those Senators present may, by majority vote, create a Committee of the Whole and proceed without a quorum; any decisions made by the Committee of the Whole shall be void unless adopted by the Senate when a quorum is present.

Section 11. Addition of New Matters. After the agenda is certified at the beginning of the Senate meeting, any new matter except resolutions of respect, commendation, or regret shall not be acted upon at the same session in which it is introduced, except by consent of two-thirds of those present.

Section 12. Open Meetings. The published agenda for all Faculty Senate meetings shall include an invitation to members of the Faculty to attend Faculty Senate meetings. Except during executive (closed) sessions, guests of the Senate and members of the University community who are not members of the Senate may be granted the privilege of the floor and attendance in meetings in accordance with the Standing Rules established by the Senate.

Section 13. Minutes. The Faculty Senate shall maintain meeting minutes open for review by the general public and University and housed in a repository as specified in the Standing Rules.

ARTICLE VII. SENATE STANDING COMMITTEES
and OTHER SENATE COMMITTEES

Section 1. General Guidelines.

- A. Composition.** Each committee of the Faculty Senate, with the exception of the Executive Committee, shall be comprised of at least seven (7) regular members with one representative from CAS, CEHD, CHHS, COB, and UL, and two At-Large. Incumbency of membership on Senate committees, with the exception of the Executive Committee, shall be for staggered terms of two years. The membership of Senate committees may include faculty other than persons currently serving as Senators, but only a Senator shall be eligible to chair a Senate committee without the authorization of the Senate by two-thirds (2/3) majority of the entire Senate.

The Executive Committee may authorize a temporary increase in voting membership of a Senate committee to ensure that all committee work is completed in a timely manner. Such an increase must be recertified annually by the Senate.

The Executive Committee may authorize a temporary increase in voting membership of a Senate committee to ensure that all Senators can meet their responsibility to the Senate. Such an increase must be recertified annually by the Senate.

- B. Ex-Officio Membership.** Contingent Faculty, Administrators, and Staff shall not serve as voting members on any Faculty Senate committee but may serve as voting members on task forces if the Faculty Senate deems it appropriate. Senate committees may add to their membership (with the recommendation of the Executive Committee and approval of the Faculty Senate) nonvoting resource personnel, on either a continuing or an *ad hoc* basis, based on their position, interest, expertise, or membership in a particular sector of the University community.
- C. Term Expirations.** Expiration of terms shall coincide with the first day of classes in the fall term.
- D. Mid-term Vacancies.** Mid-term vacancies (other than for the Executive Committee) shall be filled by Senate appointment following open solicitation of members of the appropriate constituency and nomination by the Executive Committee.

Mid-term vacancies for the caucus representatives on the Executive Committee shall be filled by appointment of the appropriate caucus, either in person or electronically, convened by the senior officer from that caucus or, if no member of the caucus is an officer, the longest-serving Senator from that caucus.

- E. Meetings.** Each Standing Committee of the Faculty Senate shall meet at least monthly during Fall and Spring semesters. Other Senate committees shall meet at least once per academic year, with the first meeting to take place no later than September 30.
- F. Attendance.** Attendance at Senate committee meetings is expected of all committee members not on sabbatical or other approved leave. The Committee shall report to the Executive Committee cases of excessive absenteeism for any member, including the Chair. The Faculty Senate may take any action it considers appropriate for excessive absenteeism, including declaration of vacancy.

- G. Records.** Each of the Senate committees shall maintain its own records and shall periodically render summaries to the Senate of its actions and notices of upcoming proposals and deadlines. The Chair shall deliver an annual written report of the committee activities to all Faculty Senators prior to the first Faculty Senate meeting of the academic year. The Faculty Senate may accept by majority vote, from time to time, electronic versions of summaries in lieu of delivery in person.
- H. Reporting.** Upon introduction, the Faculty Senate may refer an issue to a Senate committee or Task Force for its recommendation. This committee or task force shall be responsible for making a formal recommendation to the Faculty Senate. The Faculty Senate may take any action it considers appropriate for inconsistent or absent reporting.
- 1. Procedure.** All reports and recommendations from any Senate committee or Task Force concerning the University's operations shall be submitted to the Faculty Senate. The Senate President or designee will inform the appropriate administrator of the status of Faculty Senate actions on committee reports and recommendations.
 - 2. Process.** The Faculty Senate may approve or disapprove a report or recommendation, either in whole or in part, or may withhold action while requesting additional study by the reporting committee or task force, or by the Faculty Senate.
 - 3. Committee Reports.** When a committee report is placed on the Faculty Senate agenda and presented, the Faculty Senate automatically receives the report and no further action is necessary (i.e., for information only). If the Faculty Senate wishes to adopt a committee report, a motion to do so must be made and, if passed, indicates that the Faculty Senate adopts the entire report. The Faculty Senate may adopt, amend, or fail to adopt any recommendation made by a committee in its report.
 - 4. Liaison Responsibilities.** Faculty who serve as liaisons will prepare written reports for the Senate at least once per semester.
 - 5. Promptness in Reporting.** Committee reports for Faculty Senate action shall be submitted to each Senator at least 48 hours prior to the meeting date on which the committee's report will be discussed.

Section 2. Executive Committee (EC). The Executive Committee, a Senate standing committee, has the responsibility of developing long-range plans for Faculty Senate activities but is subject to the orders of the Senate and none of its actions shall conflict with actions taken by the Senate.

- A. Composition.** The Executive Committee shall consist of the elected Senate officers and one representative of each of the caucuses, elected annually at the first meeting of the academic year, by and from the members of that caucus. The other Senate officers and the chairpersons of the Senate Committees and the General Education Council shall serve as non-voting members, and the University Provost (or designee) shall serve as liaison from the academic administration. The President of the Senate shall serve as chair of the Executive Committee.
- B. Duties.** The Executive Committee shall have general supervision of the affairs of the Senate between its meetings, shall set Senate meeting agendas, and shall perform such other duties as are set forth elsewhere in these Bylaws and the Standing Rules.
- C. Meetings.** Regular meetings of the Executive Committee shall be held once a month in advance of the regular Senate meetings, as noted in the Standing Rules, for the setting of Senate meeting agendas and other purposes. A quorum shall consist of a simple majority of the Executive Committee.
- D. Governance.**
 - 1. Supervisory Role.** The Executive Committee shall supervise nominations and elections to the Faculty Senate and all-university-level shared governance bodies.
 - 2. Resolutionary Role.** The Executive Committee, under advisement of the parliamentarian, shall be responsible for resolving conflicting interpretations of the Standing Rules and/or these Bylaws.
 - 3. Relationship with Colleges and Other Academic Units.** The caucus representatives shall serve as the senior elected faculty members from their units in the university shared governance structure and shall serve as Senate liaisons to their units.

Section 3. The Academic Program Review Committee (APRC). The Academic Program Review Committee, a Senate standing committee, shall perform the following duties, as well as any others as specified in the Standing Rules:

- A. Primary Task.** Review, in depth, the requests for new and expanded program proposals and make appropriate recommendations. In addition, review, in depth, annual program reviews, status categories recommended by academic units, and any other reviews of similar nature and make appropriate recommendations.
- B. Advisory Role.** Develop criteria for recommending internal and external program reviews. Review proposals for academic reorganization and make appropriate recommendations. Academic reorganization, for this purpose, is defined as a shift in any or all programs from one division, school, or college to another division, school, or college.
- C. Shared Responsibility.** The Academic Program Review Committee shall forward all recommendations concerning graduate studies to the Executive Committee, and the committee shall present all major proposals to the Senate prior to approval.

Section 4. Institutional Wellness Committee (IWC). The Institutional Wellness Committee, a Senate standing committee, shall perform the following duties, as well as any others as specified in the Standing Rules:

- A. Primary Task.** The Institutional Wellness Committee shall address various issues affecting wellness at Governors State University. The committee shall work with the Faculty Senate, all recognized unions, faculty members, administrators, staff, students, alumni, and other relevant stakeholders to accomplish its goals and objectives.
- B. Advisory Role.** The Institutional Wellness Committee shall work with the Institutional Policies Committee to recommend new policies designed to serve the wellness needs of the university.
- C. Shared Responsibility.** The Institutional Wellness Committee shall present its recommendations to the Faculty Senate for approval.

Section 5. Institutional Policies Committee (IPC). The Institutional Policies Committee, a Senate standing committee, shall perform the following duties, as well as any others as specified in the Standing Rules:

- A. Primary Task.** The Institutional Policies Committee shall receive, evaluate, and recommend proposals for new policies with academic content, interim policies, and proposals for revisions of existing policies from any member of the University community, and review existing University policies and recommend appropriate changes.
- B. Advisory Role.** The Institutional Policies Committee shall recommend new policies designed to serve the needs of the institution.
- C. Expert Testimony.** The Institutional Policies Committee shall conduct hearings and obtain expert testimony to help the Committee form University policy recommendations when advisable.
- D. Shared Responsibility.** The Institutional Policies Committee shall present its policy recommendations to the Faculty Senate for approval.

Section 6. The University Curriculum Committee (UCC). The University Curriculum Committee, a Senate standing committee, shall perform the following duties, as well as any others as specified in the Standing Rules:

- A. Primary Task.** Recommend approval, modification, or rejection of proposed academic curricula on a periodic basis, including use of criteria on the scope, level, and sequence of work, internal and external evaluation, admission requirements, culminating experiences, and qualification of teaching Faculty. The Committee review shall exclude analysis of cost, need, and allocation of resources.
- B. Advisory Role.** Recommend approval, modification, or rejection of all new courses, all changes to existing courses, and existing courses on a periodic basis. The Committee shall use sets of criteria to evaluate program inclusion of minimal competency levels at the undergraduate and graduate level, relevance to program objectives, overlap with existing courses, and student demand.
- C. Evaluative Role.** Periodically recommend approval or modification of academic advising procedures including evaluating programs on consistency, assessment of effectiveness, and availability. In addition, the Committee shall periodically review the cumulative experiences of each graduate program and use evaluation criteria to assess the relevance of curriculum to program objectives, assessment procedures, extent of Faculty involvement, and record keeping.

- D. Shared Responsibility.** The University Curriculum Committee shall forward all recommendations concerning graduate studies to the Executive Committee, and the committee shall present all major proposals to the Senate prior to approval.

Section 7. Policy Monitoring Committee (PMC). The Policy Monitoring Committee shall receive and investigate without prejudice, from any member of the GSU community, reports of alleged violations of University-wide policies, including but not limited to Institutional Policies, Board of Trustees Bylaws, Governing Policies, and Regulations; and any other policies related to Governors State University and shall work with the Office of the Provost to facilitate the reporting of such allegations. The PMC shall function only as a fact-finding, deliberating, and advisory body, and shall have no authority to enforce any university policy.

ARTICLE VIII. UNIVERSITY COUNCILS

Section 1. General Guidelines.

- A. Formation.** The university administration shall retain the authority to form university councils to address matters of continuing critical importance to the institution not otherwise in the purview of the Board of Trustees, the Faculty Senate, or existing councils. The Faculty Senate shall be consulted in the formation of any new university councils.
- B. Composition.** Faculty shall be elected to seats on university councils at the same time and in the same manner as to the faculty Senate. Faculty seats filled by administrator appointment left vacant after September 30 of each year shall be filled according to the rules for seats filled by Senate appointment.
- C. Term Expirations.** Expiration of terms shall coincide with the first day of classes in the fall term.
- D. Mid-term Vacancies.** Mid-term vacancies for elected faculty seats on university councils shall be filled by the Senate, upon recommendation of the Executive Committee, for the remainder of the vacated term.
- E. Attendance.** Attendance at meetings of university councils is expected of all faculty members not on sabbatical or other approved leave. The council shall report to the the Senate Executive Committee cases of excessive absenteeism for any faculty member. The Faculty Senate may take any action it considers appropriate for excessive faculty absenteeism on university councils, including declaration of vacancy.

- F. Reporting.** Faculty members on university councils shall be responsible for regularly reporting the activities of university councils to the faculty Senate. When the chairperson of the council is a member of the Senate or the Senate Executive Committee, the chairperson shall be responsible for the report. Otherwise, when officers of the Senate (or their designees) serve concurrently on the council, this responsibility shall fall to the highest-ranking Senate officer (or designee thereof) on the council; when the council includes no Senate officers, the faculty serving on the council shall select from among themselves a liaison to the Senate.

Section 2. General Education Council (GEC). The General Education Council meets monthly during the Unit A contract year and reports to the Provost and the Faculty Senate.

- A. Charge.** The General Education Council oversees the General Education Program and works with Faculty Senate Standing Committees tasked with curriculum and program changes. This oversight includes:
1. Policies and procedures for admissions criteria and placement into SmartStart or any successor programs;
 2. Guidance and oversight of SmartStart, Mastering College, or any successor programs;
 3. Inclusion of courses into the General Education curriculum in full cooperation with appropriate Faculty Senate committees;
 4. Facilitation of Illinois Articulation Initiative (IAI) course approvals;
 5. Review of program outcomes and courses for General Education Student Learning Outcomes in full cooperation with appropriate Faculty Senate committees;
 6. Assessment of General Education Student Learning Outcomes oversight;
 7. Development of faculty, especially those teaching First Year Seminar or any successor curricula;
 8. Interaction with support services;
 9. Facilitation of Learning Communities;
 10. Organization of support and review initiatives, including but not limited to small grants and service learning projects; and
 11. Suggestion of changes or updates to General Education-related policies and procedures in full cooperation with appropriate Faculty Senate committees.

- B. Composition.** The composition of the General Education Council shall be as follows:
1. Five elected Unit A faculty members representing CAS, CEHD, CHHS, COB, and UL;
 2. Four Unit A faculty members from the College of Arts and Sciences, appointed to staggered two-year terms by their respective Division Chairs, with experience or expertise in teaching first- or second-year students, representing the following content areas:
 - a. Communication or the Arts,
 - b. Humanities or Social Sciences,
 - c. Computing or Mathematics, and
 - d. Chemistry or Biology;
 3. Three academic administrators (or designee[s] with academic rank), as follows:
 - a. The Provost of the University;
 - b. The Dean of the College of Arts and Sciences;
 - c. The Director of the Center for the Junior Year;
 4. The Director of the University Honors Program (or designee with academic rank);
 5. The Coordinator of the Mastering College course (or designee with faculty rank)
 6. The University IAI coordinator;
 7. A staff member employed at the Undergraduate Academic Advising Center with knowledge of lower division requirements;
 8. A staff member employed at the Academic Resource Center;
 9. The Chairperson of the University Curriculum Committee (or designee from that committee);
 10. The President of the University Faculty Senate (or designee from the Senate);
 11. A representative elected by and from the Committee for Assessment of Student Learning Outcomes (CASLO), or successor committee with equivalent responsibility;
 12. One student currently in the lower division, one student or recent alumnus/alumna who completed lower division study at GSU, and one upper-division student who completed lower division study at another institution, appointed by the University Student Senate.

- C. **Chair.** The General Education Council shall be led and chaired by the Director of General Education, with the active assistance of the Associate Director of General Education, each of whom shall hold (unless waived by the Senate) a tenured appointment at the university and membership on the Faculty Senate. Each shall receive reassigned time for such service that does not exceed the maximum allowed for faculty to remain in the Union Bargaining Unit, with the Director receiving at least three credits more than the Associate Director, and summer compensation appropriate for the amount of time necessary to perform such duties as extend beyond the contract dates specified in the Agreement. The Director shall not simultaneously receive course release time for program coordination, service as an officer of the Faculty Senate (including leadership of a Senate Standing Committee), or service to the recognized union. The Director and Associate Director shall be appointed by the provost to three-year terms, with a limit of two terms, from a slate approved by the Faculty Senate following a search conducted by the members of the Council at the expiration of each term or in the event of a vacancy. In the event that a waiver of Senate membership is granted, the Director and Associate Director shall have floor rights at Senate meetings.
- D. **Committees.** The General Education Council may form advisory committees to assist in its work. Each advisory committee shall include at least three Unit A faculty members.
- E. **Lower Division Steering Committee (LDSC).** The Lower Division Steering Committee facilitates logistics related to the lower division and General Education program, including enrollment in courses. It reports to the Provost and General Education Council, is chaired by the Dean of Arts and Sciences, and includes two faculty members appointed by and from the General Education Council.

Section 3. Graduate Studies Council (GSC). The Graduate Studies Council evaluates matters pertaining to graduate education at Governors State University and makes recommendations to the Academic Master Plan Advisory Committee, the University Curriculum Committee, the Academic Program Review Committee, and Institutional Policies Committee, as necessary. It reports to the Provost and Faculty Senate and is chaired by the Dean of Graduate Studies.

- A. **Membership.** Faculty membership on GSC includes Senate appointees, the chair of the Institutional Review Board, and Unit A faculty elected from the CAS, CEHD, CHHS, and COB. Non-faculty membership shall be determined by the provost and shall not exceed the number of faculty members.

- B. **Committees.** The GSC may form advisory committees to assist in its work. Each advisory committee shall include at least three Unit A faculty members, and at least one member who is simultaneously a member of the GSC. Non-faculty membership shall be determined by the dean of graduate studies and shall not exceed the number of faculty members on the committee.
- C. **Procedures.** The GSC may adopt procedures governing its operations, subject to periodic review by the Senate Executive Committee. All other matters shall be governed by *Roberts Rules of Order, Newly Revised*.

Section 4. Planning and Budget Advisory Council (PBAC). The Planning and Budget Advisory Council reviews proposals for university spending, tuition, and fees, and the university budget. It reports to and advises the University President and is co-chaired by the Provost and the Vice President for Administration and Finance.

- A. **Membership.** Faculty membership on PBAC includes Senate appointees, provost's appointees, and the Senate president. Non-faculty membership shall be determined by the university president (or designee). The number of members without faculty rank shall not exceed the number of members with faculty rank.
- B. **Committees.** PBAC may form advisory committees to assist in its work. Each advisory committee shall include at least three Unit A faculty members, including at least one who is simultaneously a member of PBAC. Non-faculty membership shall be determined by the university president (or designee). The number of committee members without faculty rank shall not exceed the number of committee members with faculty rank.

ARTICLE IX. UNIVERSITY COMMITTEES

Section 1. General Guidelines.

- A. **Composition.** Faculty shall be elected to seats on university committees at the same time and in the same manner as to the faculty Senate. Faculty seats filled by administrator appointment left vacant after September 30 of each year shall be filled according to the rules for seats filled by Senate appointment.
- B. **Term Expirations.** Expiration of terms shall coincide with the first day of classes in the fall term.
- C. **Mid-term Vacancies.** Mid-term vacancies for elected faculty seats on university committees shall be filled by the Senate upon recommendation of the Executive Committee for the remainder of the vacated term.

- D. Attendance.** Attendance at meetings of university committees is expected of all faculty members not on sabbatical or other approved leave. The Committee shall report to the Executive Committee cases of excessive absenteeism for any faculty member. The Faculty Senate may take any action it considers appropriate for excessive faculty absenteeism on university committees, including declaration of vacancy.
- E. Reporting.** Faculty members on university committees shall be responsible for regularly reporting the activities of university committees to the faculty Senate. When the chairperson of the committee is a member of the Senate or the Senate Executive Committee, the chairperson shall be responsible for the report. Otherwise, when officers of the Senate (or their designees) serve concurrently on the committee, this responsibility shall fall to the highest-ranking Senate officer (or designee thereof) on the committee; when the committee includes no Senate officers, the faculty serving on the committee shall select from among themselves a liaison to the Senate.

Section 2. Joint University Committees. At the joint behest of two or more university-level stakeholders, including the offices of the university president, the provost or any other university vice president, the Faculty Senate, Student Senate, or Civil Service Senate; or a recognized union; and with the advice and consent of the Faculty Senate (or under the Agreement), the university may constitute, reconstitute, or decommission such permanent and *ad hoc* university-level committees as necessary to conduct the functions of the university not otherwise in the purview of the Board of Trustees, the Faculty Senate, or university councils. The Senate shall set forth in its standing rules procedures for determining the composition and charge of joint committees not otherwise delineated by the Agreement.

Section 3. Academic Affairs Committees. With the advice and consent of the Faculty Senate, the Office of the Provost may constitute, reconstitute, or decommission such permanent and *ad hoc* committees as the Provost deems necessary to conduct academic functions of the university not otherwise in the purview of the Board of Trustees, the Faculty Senate, university councils, or other university committees. The Senate shall set forth in its standing rules procedures for determining faculty membership on Academic Affairs Committees. The Office of the Provost may waive Senate consent when the constitution, reconstitution, or decommission of Academic Affairs Committees are required by federal or state statute or regulation or by order of the Board of Trustees. In the event that Senate consent is waived, the Senate shall be informed of the action within ninety days.

Section 4. Student Affairs Committees. With the advice and consent of the Faculty Senate, the Dean of Students may constitute, reconstitute, or decommission such permanent and *ad hoc* university-level committees as the Dean deems necessary to conduct student-related functions of the university not otherwise in the purview of the Board of Trustees, the Faculty Senate, university councils, or other university committees. The Senate shall set forth in its standing rules procedures for determining faculty membership on Student Affairs Committees. The Office of the Dean of Students may waive Senate consent when the constitution, reconstitution, or decommission of Student Affairs Committees are required by federal or state statute or regulation or by order of the Board of Trustees. In the event that Senate consent is waived, the Senate shall be informed of the action within ninety days. This section shall not apply to student organizations, student clubs, or groups designed solely to offer advice to the Dean of Students on matters that do not impact the university as a whole.

Section 5. Other University Committees. With the advice and consent of the Faculty Senate, the university may constitute, reconstitute, or decommission such permanent and *ad hoc* committees as necessary to conduct the functions of the university not otherwise in the purview of the Board of Trustees, the Faculty Senate, university councils, or other university committees. The Senate shall set forth in its standing rules procedures for determining faculty membership on such other committees. The university president may waive Senate consent when the constitution, reconstitution, or decommission of such other committees are required by federal or state statute or regulation or by order of the Board of Trustees. In the event that Senate consent is waived, the Senate shall be informed of the action within ninety days.

ARTICLE X. STANDING RULES

Section 1. Creation. At the start of each new academic year, the Faculty Senate shall affirm, with or without amendments, the set of Standing Rules from the previous academic year to establish specific procedures and content areas for governance.

Section 2. Adoption. Standing Rules can be adopted by a simple majority vote of the Faculty Senators to establish governance procedures and content areas with respect to matters that are too specific to be described in the Bylaws.

Section 3. Suspension. The Standing Rules, in part or in whole, may be suspended by a simple majority of members of the Faculty Senate.

Section 4. Amendments. Amendments to the Standing Rules may be adopted at any meeting of the Senate by a simple majority vote of Senators, provided that the amendments have been presented in writing in the agenda for that meeting.

Section 5. Consistency. The Standing Rules must be consistent with the University's Statutes and the Faculty Senate's Bylaws.

ARTICLE XI. UNIVERSITY POLICIES

Section 1. Definitions.

- A. **University Policy.** A University Policy is a document signed by the President of Governors State University concerning aspects of behavior at the University and/or by individuals connected with the University which fall under the purview of the University.
- B. **Procedure.** A Procedure is a set of instructions, processes, or steps developed to ensure compliance with state and/or federal law, BOT policy, and/or University Policy.

Section 2. Order of Precedence. In adjudicating conflicts between various types of policies, procedures, and laws, the following order of precedence shall govern:

- A. State or Federal Laws and Regulations
- B. Board of Trustees Policies, Regulations, and Resolutions (including all approved collective bargaining agreements)
- C. University Policies
- D. Procedures

Section 3. Adoption of New University Policies with Academic Elements. All proposals for new University policies with academic elements shall be reviewed by the Institutional Policies Committee (IPC) as outlined in Article VII, Section 5, above. Upon approval by the Faculty Senate, such proposals shall be submitted to the University Provost for review. The University Provost shall have 90 calendar days to recommend approval by the University President or return the proposal to the Faculty Senate with comments.

Section 4. Adoption of New University Policies without Academic Elements. All proposals for new University policies without academic elements shall be reviewed by an Administrative Policies Committee (APC), co-chaired by the Faculty Senate President and the University Vice President for Administration and Finance (or designee[s] thereof), and including among its members the chairperson of the Institutional Policies Committee. Upon approval by the APC, the Vice President for Administration and Finance shall recommend approval of such proposals by the University President. For policies that do not contain academic elements but may benefit from academic perspective, the APC shall seek informal input from IPC. The full charge and composition of the APC shall be included in the Senate Standing Rules.

Where there is disagreement on whether or not a proposal contains academic elements, the APC Executive Subcommittee (APEX), consisting of the APC Co-chairs, the IPC Chair, and one other APC member appointed by Vice President for Administration and Finance, shall make a determination. In the event that the APEX is deadlocked the University Provost shall make the determination.

- Section 5. Amendment or Deletion of University Policies.** All proposals for amendments or deletions of existing University policies shall be reviewed according to the process for Proposals for New Policies with Academic Elements in Section 3 above, whether or not they contain academic elements.
- Section 6. Status to Propose.** Any member of the university community, or group representing members of the university community, may propose new policies or amendments to existing policies following the process outlined in Sections 3-5 above.
- Section 7. Adoption of New University Policies Deemed Urgent.** The University President may approve and implement, on an interim basis, new University policies dealing with matters of an urgent nature not already covered by existing policy. Such interim policies shall be reviewed according to the process for Proposals for New Policies with Academic Elements in Section 3 above, whether or not they contain academic elements.
- Section 8. Adoption of Procedures.** Every University policy shall include procedures to ensure compliance or designate an academic or nonacademic office responsible for the development of the procedures, which shall be published online with the corresponding policy.
- Section 9. Policy Publication and Distribution.** The Office of the Provost or designee shall maintain, and make available on the University's website, accurate records of the approved, current versions of all University policies.
- Section 10. Effective Date for University Policies.** University policies become effective on the date the policy is signed by the University President or designee unless an alternate date is specified within the policy.
- Section 11. Expiration of University Policies.** University Policies without expiration dates or sunset clauses continue in force through the appointment of subsequent University presidents but may be amended or deleted pursuant to Section 5 above.

ARTICLE XII. RELATION TO BARGAINING UNIT

- Section 1. Limitations.** The Faculty Senate shall discharge such duties as are assigned it as a result of collective bargaining agreements between the Board of Trustees and the approved bargaining agent for the Faculty.

ARTICLE XIII. RELATION TO EXTERNAL ORGANIZATIONS

Section 1. Representation. The Faculty Senate shall appoint representatives to serve with the Illinois Board of Higher Education Faculty Advisory Committee and other approved external organizations seeking representation from the Faculty Senate. Representatives need not be senators but are expected to report to the Senate on a regular basis.

ARTICLE XIV. MATTERS PERTAINING TO CONTINGENT FACULTY

Section 1. Contingent Faculty. The Unit B Senator shall bring to the attention of the Senate the concerns or issues of contingent Faculty related to academic matters and university governance.

ARTICLE XV. SUPREMACY AND PARLIAMENTARY AUTHORITY

Section 1. Supremacy. These Bylaws supersede any Bylaws heretofore adopted by this Senate and shall in no way supersede applicable federal or state law, Governors State University Board of Trustees Bylaws, University Regulations and Policies, Presidential Interim Policies, or current or future collective bargaining agreements. Academic units and the divisions and departments therein are encouraged to adopt bylaws for matters pertaining to their internal shared governance.

Section 2. Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Faculty Senate, Senate committees, and University Councils and Committees in all cases where they are applicable and in which they are not inconsistent with these bylaws and/or the Standing Rules.

ARTICLE XVI. RATIFICATION, AMENDMENTS, WAIVERS, AND NULLIFICATION

Section 1. Ratification. Ratification of these bylaws shall follow their approval by a two-thirds majority of the Faculty Senate.

Section 2. Amendments. Amendments of the Bylaws may be adopted at any meeting of the Senate by a two-thirds (2/3) vote of Senators present, provided that the amendments shall have been presented in writing at a preceding regular meeting, and provided there shall be a quorum present at the time of voting.

Section 3. Waivers. Upon application to the Executive Committee, a Senator or committee chair may request a temporary or one-time waiver of any specific rule or procedure contained in these bylaws (other than those pertaining to quorum and voting rights at meetings). Such waivers must appear in the Executive Committee’s report at the next regular or special meeting. A simple majority of those present and voting at a Senate meeting with a quorum present may overrule any waiver.

Section 4. Nullification. Upon the completion of ten years following the most recent amendment, this document shall be considered null and void unless ratified again, with or without amendment, following the same procedure as outlined in “Ratification” above.

These Bylaws approved by a two-thirds vote at a Senate meeting with quorum on
October 19, 2023

/s/ Leonis Wright

Leonis Wright
Secretary, University Faculty Senate

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