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Faculty Senate Documents

Faculty Senate

10-19-2023

Standing Rules of the Faculty Senate - Fall 2023

Faculty Senate

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**STANDING RULES
of the
FACULTY SENATE**

Articles:

I. General Rules and Meeting Procedures _____ **p. 1**

II. Election Procedures _____ **p. 4**

III. Senate Committees _____ **p. 6**

IV. University Committees and Other Bodies _____ **p. 6**

V. Records _____ **p. 7**

Appendices _____ **p. 9**

ARTICLE I. GENERAL RULES AND MEETING PROCEDURES

SECTION 1

- A. All definitions in the Standing Rules shall reflect those definitions set forth in the Bylaws.
- B. All motions, except as may be otherwise specified in the Bylaws or Standing Rules, shall be determined by a simple majority of the votes cast.
- C. Senators may not speak more than 5 minutes at a time unless additional time has been scheduled on the agenda. If the Senator goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Senator requests additional time, an exception may be approved by a majority vote of Senators present.
- D. Announcements and Reports from Guests shall be limited to no more than 10 minutes per person, unless additional time has been scheduled on the agenda, upon which the floor shall be opened for discussion. If the Guest goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Guest requests additional time, an exception may be approved by a majority vote of Senators present.

- E. At the discretion of the Faculty Senate President, Guests wishing to report to the Faculty Senate may be asked to provide a one-page summary of their presentation to the Executive Committee, and the Guest shall be present to answer questions at the Faculty Senate meeting for which their item is placed on the agenda.

SECTION 2

The President shall set the order of business at each regular meeting of the Senate and the Executive Committee shall draft the agenda.

SECTION 3

New Standing Rules of the Senate and Amendments to these rules may be voted upon by a simple majority vote, provided that the amendments have been presented in writing to the Faculty Senate President six days before a regular meeting of the Senate Executive Committee. New Standing Rules or Amendments shall be considered for inclusion in the agenda for either of the next two meetings of the Faculty Senate.

SECTION 4

The Senate President has the discretion to invite any person to attend a Senate or Executive Committee meeting and to speak within limits set by the Senate. If the presence of a guest is disruptive, a hindrance to the order of business, or unreasonably limits discussion by Senators, the Senate President, or the Senate by simple majority, may request that the guest exit the meeting room.

SECTION 5

The University President, Provost, faculty bargaining unit president, and the presidents of such other senates as may exist at the university, or designee(s) thereof, shall be invited to meet with and/or provide written reports to the Senate.

SECTION 6

The Senate and its Executive Committee have the right by simple majority vote to go into executive (closed) session. When an executive session is approved, each guest must exit the meeting room unless invited to stay by simple majority vote.

SECTION 7

The Senate may periodically request written or oral reports from Committees to update the Senate on its work.

SECTION 8

The Senate President, or designee from among the officers, shall prepare the agenda of each meeting and circulate a draft to the Senators no fewer than 48 hours prior to the meeting, together with electronic copies of the minutes of the last preceding regular meeting and of any intervening special meeting, and any written reports from Standing, Ad Hoc, or Task Force Committees.

SECTION 9

Senators participating via teleconference or videoconference shall be considered present and in attendance for purposes of determining the existence of a quorum and any vote on motions.

SECTION 10

Regular meetings of the senate shall be held from 1:00 to 3:00 P.M. Central Time on the fifth Thursday of August if there is one, the fourth Thursday otherwise; and the third Thursday of September, October, November, January, February, March, April, and May. When the scheduled meeting date occurs during a holiday, campus closure, or spring break, the meeting shall occur on the fifth Thursday of that month if there is one; otherwise it shall occur on the fourth Thursday, and any senate committees which meet regularly on the fourth Thursday of the month shall adjust their schedules accordingly. When the scheduled May meeting date occurs after commencement, the meeting shall occur on the second Thursday, and any senate committees which meet regularly on the second Thursday shall adjust their schedules accordingly.

SECTION 11

The Senate Secretary, following the appropriate bylaws and standing rules, shall conduct an annual review of the calendar for the following academic year no later than December 31, and shall develop a schedule for all meetings of the Senate and the Executive Committee, which the President shall announce no later than January 31.

SECTION 12

The Senate President shall be responsible for negotiating reassigned time for Senate Officers and committee chairs with the university administration and the recognized union. The President shall request that such reassigned time be delineated with as much specificity as possible in the Agreement, the Credit Hour Guidelines, or other Memoranda of Understanding.

The minimum amount of reassigned time that the Senate requests for its officers and other leadership is as follows:

- President: 6 credits
- Vice President: 3 credits
- Secretary: 3 credits
- Director, General Education Council: 6 credits
- Associate Director, General Education Council: 3 credits
- Standing Committee and Institutional Review Board Chairs: 3 credits each

ARTICLE II. ELECTION PROCEDURES

SECTION 1

Election of officers of the Senate shall be by secret ballot during the first Faculty Senate Meeting of the academic year during which a new term of office begins. Officers, even if no longer serving as senators, will hold their offices through the election of their successors. The Faculty Senate Parliamentarian and one Faculty Senate officer will count ballots, with at least one outside observer. For contested elections, each candidate may appoint one observer. In the event of a tie, a revote shall occur and be repeated until a winner is determined.

SECTION 2

Percentages for determining apportionment of the elected membership of the Faculty Senate shall be based on a Unit A census conducted by the Senate president, in conjunction with the Office of the Provost, no fewer than ninety days prior to the regular election, but no earlier than the preceding September.

SECTION 3

Nomination and Election Procedures. In all references to “Senate president” herein, another Senate officer shall substitute in the absence or incapacity of the president, according to the hierarchy set forth in the Bylaws under officer duties. All references to the duties and expectations of the president are understood to be under the supervision of the Senate Executive Committee.

- A. The Senate president, or designee from among the Senate officers, shall determine the election schedule, including periods for nominations and balloting, for all regular and special elections. The deadlines for nomination and ballot submission shall be during regular business hours at a time when the Senate president and at least one other Senate officer can devote at least one hour to nomination verification and two hours to ballot counting. In the event that the Senate president intends to be a candidate for any open seat, at least two other Senate officers must be available.
- B. The Senate president, or designee from among the Senate officers, shall provide the faculty with the election schedule and the list of available faculty seats in university shared governance subject to election. These must be provided prior to the opening of nominations, according to the following timetable: for regular elections, at least seven (7) calendar days in advance; for special elections, at least three (3) calendar days in advance.
- C. The Senate president, or designee from among the Senate officers, shall generate and provide the faculty with a standard nomination form no later than 12:00 Noon on the first day of nominations.
- D. The Senate president shall designate an election master, from among the tenured faculty not seeking or willing to accept nomination for any elected seat in the current cycle, subject to confirmation by the Executive Committee. Normally the election master shall be a current or former officer of the Faculty Senate.

- E. Nominations shall be open for at least four business days (or portions thereof). Completed nomination forms are to be sent to the Election Master according to a procedure determined by the Senate president.
- F. The Senate president shall invite all Senate officers to participate in nomination verification. In the event that fewer than two officers are present (or three if one of the officers present is a nominee for any contested seat), verification shall be delayed, and the nomination forms safeguarded by the Election Master.
- G. The Senate president, or designee from among the Senate officers, shall transmit to the nominees the results of nominations, including seats filled without contest, prior to the start of the balloting period.
- H. The Senate president, or designee from among the Senate officers, shall generate and provide the faculty in each constituency blank ballots according to the list of verified nominees for each contested seat no later than 12:00 Noon on the first day of balloting.
- I. Balloting shall be open for at least four business days (or portions thereof). Completed ballots are to be sent to the Election Master according to a procedure determined by the Senate president.
- J. The Senate president shall invite all Senate officers to participate in ballot counting. In the event that fewer than two officers are present (or three if one of the officers present is a nominee for any contested seat), verification shall be delayed, and the ballots safeguarded by the Election Master.
- K. The Senate president, or designee from among the Senate officers, shall transmit to the nominees and the Executive Committee the results of the elections within three business days of ballot counting, and shall report the Senate's certification of the results of the regular election no later than May 31.

SECTION 4

Faculty may petition the President of the Senate to include ballot items in an annual or special election, so long as such petitions require a vote of all Unit A and/or Unit B faculty in a college, division, department, or the University Library, and so long as such petitions are received during the nomination period.

SECTION 5

The At-large Senior-Status Unit B Senate seat shall be held by Unit B teaching faculty according to the following annual rotation:

- *College of Arts & Sciences (CAS)
- *College of Business (COB)
- *College of Education & Human Development (CEHD)
- *College of Health & Human Services (CHHS)

In the event that there are no Senior-Status Unit B teaching faculty in the designated unit in the rotation at the census date, the seat for the following year shall fall to the next unit in the rotation. Nominations shall be open each year to all senior-status Unit B faculty to best ensure that the seat is filled in the event that no eligible faculty are nominated from the unit in the rotation; should that be the case, the seat shall fall to the next unit in the rotation.

ARTICLE III. SENATE COMMITTEES

SECTION 1

Regular meetings of the Executive Committee shall be held from 1:00 to 3:00 P.M. on the third Thursday of August and the first Thursday of September, October, November, December, February, March, April, and May. When the scheduled meeting date occurs during a holiday, campus closure, spring break, or when Unit A faculty are off-contract, the meeting shall occur on the second Thursday of that month, and any senate committees which meet regularly on the second Thursday of the month shall adjust their schedules accordingly.

SECTION 2

Regular meetings of senate standing committees, other than the Executive Committee, shall be held from 1:00 to 3:00 P.M. on the second and/or fourth Thursday of each month from September through May, while regular classes are in session and Unit A faculty are on contract, excluding holidays, campus closures, spring break, or when preempted by the Senate. This section can be waived by a simple majority of the Senate upon request of the committee chair.

SECTION 3

The Senate shall appoint committees or Task Forces to consider subjects not already assigned to the permanent Senate Committees. These bodies shall be terminated when the specific task or objective is completed. The Faculty Senate shall reaffirm their duties annually. Reports of actions taken by these bodies shall be included in the Senate record.

ARTICLE IV. UNIVERSITY COMMITTEES AND OTHER BODIES

SECTION 1

The composition and charge of university-wide committees, councils, and boards (excluding committees required by federal or state statute or regulation or by order of the Board of Trustees) shall be determined by resolution of the Faculty Senate or memorandum of understanding to which the Faculty Senate is a party. In appropriate cases, such resolutions shall require concurrent resolution of the Civil Service Senate and/or the Student Senate. Such resolutions shall be appended to, and hold the full force of, these Standing Rules.

SECTION 2

The composition and charge of joint committees (excluding committees established under the Collective Bargaining Agreement) shall be determined by joint resolution of the Senate and one or more additional stakeholders. Such resolutions shall be appended to, and hold the full force of, these Standing Rules.

SECTION 3

- A. The Senate shall appoint at least one Unit A faculty member to the Student Conduct Committee from CAS, CEHD, CHHS, and COB, and at least one at large, upon nomination by the Senate Executive Committee. Library faculty shall be eligible for at large appointment.
- B. The Senate shall reserve one appointed seat on the Student Conduct Committee for the IPC chair or his/her designee, who shall serve as the IPC-SCC liaison. In the event that the individual holding that seat shall cease to be a member of the IPC, the Senate's appointment to that seat shall be rescinded.

SECTION 4

As stated in Bylaws Article II, Section 5, Subsection D, the senate shall select slates for dean and executive search committees. Senators will be invited to serve on slates via email if necessary. The Faculty Senate slate for university-level administrative searches and for the position of Dean of the University Library shall normally be comprised of the elected members of the Senate Executive Committee. The Faculty Senate slate for college dean searches shall normally be comprised of the members of that college's Senate caucus. The Executive Committee shall make individual substitutions when necessary. The President shall report the composition of each slate to the Senate.

ARTICLE V. RECORDS

SECTION 1

The Standing Rules adopted for the current academic year shall be accessible online, replacing previous versions.

SECTION 2

Previous versions of Standing Rules shall be archived online and accessible to the University.

SECTION 3

Meeting Minutes and reports of the Faculty Senate and its Standing and Ad Hoc Committees and Task Forces shall be housed electronically on the Faculty Senate website.

Revised October 19, 2023

These Standing Rules approved by a simple majority
vote at a Senate meeting with quorum on October 19,
2023

 /s/Leonis Wright
Leonis Wright
Secretary, University Faculty Senate

*Appendices: Senate resolutions and memoranda of understanding determining the
composition and charge of university committees and other bodies.*

A RESOLUTION
regarding the establishment of an
ADMINISTRATIVE POLICIES COMMITTEE

UFS 2017-18 02

Whereas it is in the interest of Governors State University to adopt and implement policies pertaining to its non-academic units; and

Whereas faculty, students, administrators, and the community have an interest in ensuring the smooth and regular operations of the university's non-academic units; and

Whereas timely adoption of policies affecting non-academic units affects auditing and other matters pertaining to compliance review;

Now, therefore be it Resolved that there shall be established, as a joint affiliation between the University Faculty Senate and the Office of the Vice President for Administration and Finance, an Administrative Policies Committee (APC), composed of faculty members, students, and administrators; and

Be it further resolved that membership on the APC shall not constitute membership in any other council or committee affiliated with either the University Faculty Senate or the Office of the Vice President for Administration and Finance; and

Be it further resolved that the charge of the APC shall be to receive, evaluate, and recommend to the University President proposals and proposal amendments originating from, pertaining only to, and administered by a non-academic university unit or non-academic unit of the Office of the Dean of Students; and

Be it further resolved that proposals originating from the Dean of Students shall be reviewed by the University Provost, and proposals originating from a non-academic unit shall be reviewed by the Vice President for Administration and Finance, prior to their consideration by the APC; and

Be it further resolved that proposals under consideration by the APC will be posted in appropriate public formats to allow input from all university constituencies and stakeholders; and

Be it further resolved that policies recommended by the APC and approved by the University President shall be considered university policies, shall be listed on the university policy list with all

existing policies, and shall be subject to periodic review by the Faculty Senate Institutional Policies Committee or successor committees; and

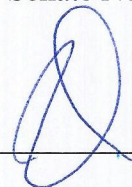
Be it further resolved that the composition of the APC shall be as follows:

1. Two Unit A faculty members, to serve staggered two-year terms, elected in the same manner and at the same time as members of the standing committees of the University Faculty Senate;
2. Two students in good standing, appointed by the University Student Senate;
3. One dean and one division or department chair from two different academic colleges (the University Library shall count as an academic college), appointed by the provost;
4. The chair of the Faculty Senate Institutional Policies Committee (or designee from among the members of that committee);
5. One representative each from the following units:
 - a. Student Affairs (specifically a non-academic department within)
 - b. University Events
 - c. Advancement
 - d. Facilities Development and Maintenance
 - e. Financial Services
 - f. Information Technology Services;
6. The University Internal Auditor; and

Be it further resolved that the APC shall be led by the Vice President for Administration and Finance and the President of the University Faculty Senate (or designee from among the Faculty Senate officers), who shall serve as co-chairs; and

Be it further resolved that all members of the APC, including the co-chairs, shall have a vote on all matters.

Approved in Faculty Senate November 16, 2017.



Jayne Goode
Acting Secretary, University Faculty Senate

Approved by the Office of the Vice President for Administration and Finance
November 16, 2017.



W. Paul Bylaska
Interim Vice President for Administration and Finance

A JOINT RESOLUTION
Renaming and Reorganizing the
ACADEMIC MASTER PLAN COMMITTEE

UFS 2017-18 08

Whereas there exists at Governors State University an Academic Master Plan Committee, chaired by the University Provost and consisting of faculty members and administrators, constituted and charged under a memorandum dated August 27, 2010, by then-Provost Terry L. Allison, which is attached to this resolution;

Now, therefore be it Resolved that effective with the start of the 2018-19 academic year, the Academic Master Plan Committee (AMPC) shall be renamed the Academic Master Plan Advisory Committee (AMPAC) and reorganized as a joint affiliation between the University Faculty Senate and the Office of the Provost, comprised of faculty members, students, and administrators; and

Be it further resolved that the current AMPC shall be tasked with reviewing the charge of the committee during the remaining months the 2017-18 academic year and making recommendations for changes to said charge, such changes, as well as the membership and method of appointment to the committee, to be further reviewed by the AMPAC during the 2018-19 academic year, and presented no later than March 31, 2019, as recommendations for joint adoption by the University Faculty Senate and University Provost; and

Be it further resolved that the membership of the AMPAC shall be as follows:

1. One Unit A faculty member from each academic college, one from the University Library, and one at-large, elected in the same manner and at the same time as members of the standing committees of the University Faculty Senate, to staggered two-year terms;
2. One Unit A faculty member from each academic college and the University Library appointed by their respective deans, and one at-large Unit A faculty member appointed by the University Provost, to staggered two-year terms;
3. One dean from one academic college or the University Library and one division or department chair from a different academic college, appointed by the provost;
4. The Dean of Graduate Studies (or designee from the Graduate Council);
5. The Director of General Education (or designee from the General Education Council);
6. The Dean of Students (or designee);
7. The Chairpersons of the University Curriculum Committee and Academic Program Review Committee (or designee[s] from their respective committees);
8. The Associate Provost overseeing curriculum development (or designee);
9. The Director of the Undergraduate Academic Advising Center (or designee from the UAAC staff);

10. One lower-division student in good standing, one upper-division student in good standing, one graduate student in good standing, and one additional student in good standing, appointed by the University Student Senate to one-year terms; and

Be it further resolved that the AMPAC shall be led by the University Provost (or designee from among the associate provosts and the deans of the academic colleges or the University Library) and the President of the University Faculty Senate (or designee from among the Faculty Senate), who shall serve as co-chairs; and

Be it further resolved that the staggering of terms for elected and appointed faculty members shall follow a schedule determined by the University Faculty Senate; and

Be it further resolved that membership on the AMPAC shall not constitute membership in any other council or committee affiliated with either the University Faculty Senate or the Office of the Provost, nor preclude members from serving on other committees; and

Be it further resolved that there shall be no term limits for membership on the AMPAC, and that current or prior membership on the existing AMPC shall not in itself disqualify faculty or administrators from election or appointment to future membership on the AMPAC.

Approved in Faculty Senate
March 29, 2018.



Jayne Goode
Secretary
University Faculty Senate

Approved by the Office of the Provost
March 30, 2018.



Elizabeth Cada
Interim Provost and
Vice President for Academic Affairs

Governors State University

Interoffice Memorandum

Provost Office

To: Academic Senate Executive Committee
Student Senate President
College Deans, Diane Dates-Casey, John Stoll, Sandra Mayfield, Linda Buyer

From: Terry L. Allison, Provost/VP Academic Affairs

Date: August 27, 2010

Subject: Charge to Form an Academic Master Plan Committee

While each College at Governors State University has a strategic plan, there is no single document that communicates GSU's direction for programmatic growth. In addition, the Colleges' respective strategic plans should align with the University's overall direction for growth outlined in Strategy 2015 and there currently may be some misalignments in the Colleges' and University's plans.

In order to align departmental, division, college, and university plans for programmatic growth many universities have a formally adopted Academic Master Plan and a university-wide (or even system-wide) process to amend that plan. I am placing a call for participation in developing an initial Academic Master Plan and also in developing an annual review process of an Academic Master Plan. More specifically, I will charge an Academic Master Planning Committee of faculty, students, staff, and administrators to:

- Recommend an initial 10-year Academic Master Plan for the University linked to Strategy 2015 and projecting academic growth needs beyond the end of the current planning period. This initial plan should be informed by external data, current College plans, and Strategy 2015. A final draft of the initial plan should be completed by March 2011 ready for Faculty Senate review.
- Pay special attention to the balance of undergraduate and graduate programs, growing undergraduate programs significantly.
- Project the potential size of new academic programs in headcount and Student Credit Hours over an initial 3-year period of implementation. The plan also should consider faculty hiring, space, equipment, and other needs.
- Consider data on projected regional growth in employment. At the same time, the plan should address GSU's role as a master's *comprehensive* university and the need for liberal arts and sciences programs whether or not students have an immediate career goal for their degree.

- Design an annual process to review and amend the Academic Master Plan.

Composition of the Academic Master Plan Committee shall be:

- One Unit A faculty member (and for scheduling reasons, one alternate) elected by each College
- One Unit A faculty member (and one alternate) elected jointly by the Library and Digital Learning and Media Design
- One Unit A faculty member (and one alternate) elected at large by the Faculty Senate
- Two Chairs (from two different Colleges) recommended by Deans
- Two Deans selected by the Provost (from Colleges where Chairs aren't represented)
- One student (and one alternate) recommended by the Student Senate
- One Advisor (and one alternate) selected from volunteers from either Unit B or A&P
- The Provost (ex officio, non-voting Chair)

Other Ex-officio, non-voting members will include the Assistant Provost and the Director of Institutional Research.

I request that the Colleges and respective Senates elect representatives by September 15.

Please note that acceptance on the Academic Master Plan would not guarantee program implementation. Normal College, Faculty Senate Committee, and IBHE review of new programs will be followed. At the same time, an Academic Master Plan provides a planning overview that communicates to current and future faculty as well as current, future, and potential students, community members and the region we serve the intended future program development of the university. Therefore, future programs should not be placed on the Academic Master Plan unless there is a strong intention to deliver them.

Thank you.

A RESOLUTION
regarding the RECONSTITUTION of the
FACULTY DEVELOPMENT ADVISORY COMMITTEE
as the FACULTY DEVELOPMENT COMMITTEE

UFS 2017-18 10

Whereas there exists at Governors State University a committee known as the Faculty Development Advisory Committee (FDAC) housed in the Center for Active Engagement and Scholarship (formerly known as the Center for Online Teaching and Learning); and

Whereas there is an identified need for a new university-level faculty committee to actively engage in discussion and deliberation of strategies pertaining to teaching, research, and faculty service at Governors State University, which would make recommendations to appropriate shared governance bodies; and

Whereas faculty service on the FDAC contributes to university shared governance;

Now, therefore be it Resolved that the Faculty Development Advisory Committee shall be reconstituted effective July 1, 2018, as a standing faculty committee of Governors State University known as the Faculty Development Committee (FDC), whose members shall be elected and appointed in a manner regularized and routinized under the Bylaws and Standing Rules of the University Faculty Senate; and

Be it further resolved that the charge of the FDC shall be to discuss and deliberate strategies pertaining to teaching, research, and faculty service, and to make recommendations to the University Faculty Senate and the Office of the Provost within that charge; and

Be it further resolved that the voting membership of the FDC shall be as follows:

1. One faculty member elected by and from the Unit A faculty of each academic college and the University Library, and one at-large;
2. One Unit A faculty member from each academic college and the University Library appointed by their respective deans, and one at-large appointed by the University Provost; and
3. Two at-large Unit B faculty members appointed by the University Provost, each from a different academic college or the University Library; and

Be it further resolved that the elected and appointed terms shall be for a duration of two academic years, and shall be staggered such that one seat per college shall be open each year, and such that half the appointed seats and half the elected seats will be open each year; and

Be it further resolved that at least one of the elected or appointed faculty members from each college shall hold a tenured appointment in that college; and

Be it further resolved that a vacancy among the appointed members shall not count with respect to a quorum, except as pertains to vacancies among appointees representing the colleges or the University Library where the elected member from that college or the University Library does not hold a tenured appointment; and

Be it further resolved that the Director of the CAES (or successor of equivalent title) shall serve as a nonvoting, ex-officio member; and

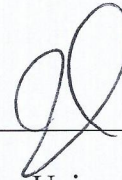
Be it further resolved that membership on the FDC alone shall not constitute, nor shall it preclude, membership in any other University shared governance body; and

Be it further resolved that the FDC shall elect from among its membership (voting or nonvoting) a chairperson or co-chairs, and may elect a secretary or other officers as may best effectuate its activities; and

Be it further resolved that the FDC shall meet at least once per semester, and shall communicate any recommendations to the Faculty Senate and the Office of the Provost; and

Be it further resolved that the FDC shall function only as a fact-finding, deliberating, and advisory body, and shall have no authority to enforce any university policy.

Approved in Faculty Senate March 29, 2018.



Jayne Goode
Secretary, University Faculty Senate

A RESOLUTION
regarding the RECONSTITUTION of the
STUDENT DISABILITY SERVICES ADVISORY COMMITTEE

UFS 2018-19 No. 02

Whereas there previously existed at Governors State University a campus-wide committee which advised the Office of Student Disability Services (or previous office with similar title); and

Whereas there is an identified need for a campus committee representing various stakeholders with interests in student disability services at Governors State University, which would make recommendations to the director of student disability Services and other administrators and appropriate shared governance bodies; and

Whereas students with disabilities, their allies, and the services they receive are a fundamentally important part of campus life at Governors State University;

Now, therefore be it Resolved that the Student Disability Services Advisory Committee (SDSAC) shall be reconstituted effective July 1, 2019 as a standing student services committee of Governors State University; and

Be it further resolved that the charge of the SDSAC shall be to discuss and deliberate strategies pertaining to services for students with disabilities, and to make recommendations to the director of student disability services and other administrators and appropriate shared governance bodies; and

Be it further resolved that the voting membership of the SDSAC shall be as follows:

1. The director of student disability services, who shall serve as chair of the committee;
2. One faculty member appointed by the director of student disability services, who shall serve as co-chair of the committee;
3. One faculty member from each academic college and the University Library, and one at-large, elected under conditions set forth by the University Faculty Senate;
4. Two students appointed by the University Student Senate;
5. One student appointed by the director of veterans' services;
6. One university employee without faculty rank appointed by the Civil Service Senate; and
7. One representative of each of the following departments, appointed by the senior administrator of said office:
 - a. Office of Facilities Development and Management;
 - b. Office of Instructional Technology Services;
 - c. Office of Admissions;
 - d. Department of Public Safety;
 - e. Department of Digital Learning and Graphic Design;
 - f. University Procurement Office; and
 - g. Auxiliary Services and University Housing.

Be it further resolved that the terms of the elected faculty on the committee shall be for a duration of two academic years, and shall be staggered such that half shall be open each year; and

Be it further resolved that the terms of the students on the committee shall be for a duration of one academic year; and

Be it further resolved that the Civil Service Senate shall determine the duration of the term of its appointee to the committee, such term being no shorter than one academic year; and

Be it further resolved that the director of student disability services, and the senior administrators of the offices listed in #7 above, shall determine the duration of the terms of their respective appointees, such terms being no shorter than one academic year; and

Be it further resolved that a vacancy among the seats reserved for appointed members shall not count against a quorum; and

Be it further resolved that membership on the SDSAC alone shall not constitute, nor shall it preclude, membership in any other University shared governance body; and

Be it further resolved that the SDSAC shall meet at least once per semester; and

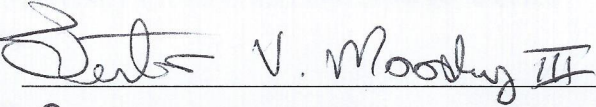
Be it further resolved that the SDSAC shall function only as a fact-finding, deliberating, and advisory body, and shall have no authority to enforce any university policy.

Approved in Faculty Senate October 18, 2018.



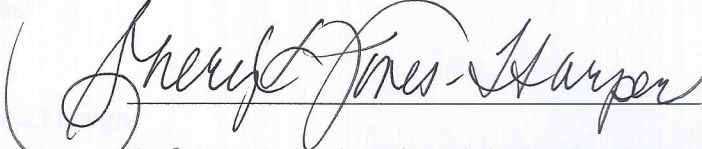
Jayne Goode
Secretary, University Faculty Senate

Approved in Student Senate November 14, 2018.



Dennis V. Moody III
President, University Student Senate

Approved in Civil Service Senate November 14, 2018.



PRESIDENT, University Civil Service Senate

A RESOLUTION
regarding the REORGANIZATION of the
AUXILIARY SERVICES ADVISORY COMMITTEE

UFS 2018-19 03

Whereas there exist at Governors State University several committees advising the Office of Auxiliary Services and University Housing, including committees concerned with the university cafeteria and catering, the university bookstore, and student housing; and

Whereas there is an identified need for significant student representation, shared governance, and university-wide coordination in these areas;

Now, therefore be it Resolved that effective July 1, 2019, there shall be a university committee known as the Auxiliary Services Advisory Committee (ASAC); and

Be it further resolved that the charge of the ASAC shall be to discuss and deliberate strategies pertaining to university auxiliary services functions, and to make recommendations to the Director of Auxiliary Services and Student Housing and other administrators and appropriate shared governance bodies; and

Be it further resolved that the voting membership of the ASAC shall consist of six (6) students, six (6) faculty members, and three (3) university employees without faculty rank, as follows:

1. One student elected by and from each of the following constituencies: lower division undergraduate students, upper division undergraduate students, and graduate students, in an election conducted by and according to the rules of the University Student Senate;
 2. Three students elected by and from the residential students, in an election conducted by and according to the rules of residence life elections;
 3. One Unit A or Unit B faculty member elected by and from the Unit A and Unit B faculty of each academic college and the University Library, and one at-large, elected under the bylaws and standing rules of the University Faculty Senate;
 4. One university employee without faculty rank appointed by the Director of Auxiliary Services and Student Housing; and
 5. Two university employees without faculty rank appointed by the Civil Service Senate;
- and

Be it further resolved that the terms of the students on the committee shall be for a duration of one academic year, with vacancies to be filled by the University Student Senate; and

Be it further resolved that the terms of the elected faculty on the committee shall be for a duration of two academic years, and shall be staggered such that half shall be open each year, with vacancies to be filled by the University Faculty Senate; and

Be it further resolved that the Civil Service Senate shall determine the duration of the terms of its appointees to the committee, such terms being no shorter than one academic year, and shall fill vacancies according to its own rules; and

Be it further resolved that the non-voting membership of the ASAC shall be as follows:

1. The Director of Auxiliary Services and Student Housing (or successor of equivalent title);
2. The Residence Hall Director (or designee);
3. The director or manager of the university bookstore or contractor thereof (or designee);
4. The director or manager of the university cafeteria and catering or contractor thereof (or designee); and
5. One faculty member selected by and from the faculty in residence at Prairie Place; and

Be it further resolved that ASAC shall elect from among its membership (voting or nonvoting) one student and one university employee (with or without faculty rank) to serve as equal co-chairs, and may also elect a secretary or other officers as may best effectuate its activities; and

Be it further resolved that ASAC may form subcommittees pertaining to student housing, the university cafeteria, the university bookstore, and any other area deemed to fall under the purview of the committee; that each subcommittee shall include at least three members of ASAC representing students, faculty, and other university employees, and shall annually elect a chair serving concurrently on ASAC, who shall regularly report the subcommittee's activities and findings to ASAC; and

Be it further resolved that ASAC shall meet at least once per semester (fall and spring), and shall report its recommendations at least annually to the Director of Auxiliary Services and Student Housing, the Faculty Senate, Student Senate, and Civil Service Senate; and

Be it further resolved that membership on ASAC alone shall not constitute, nor shall it preclude, membership in any other university shared governance body; and

Be it further resolved that ASAC shall function only as a fact-finding, deliberating, and advisory body, and shall have no authority to enforce any university policy; and

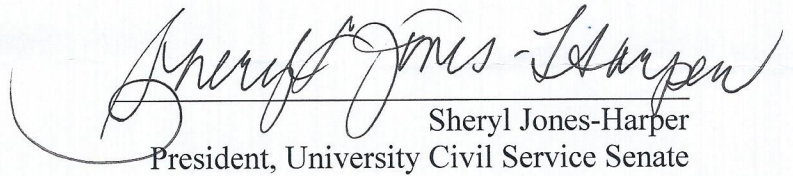
Be it further resolved that all current and previous committees and subcommittees advising or otherwise charged with matters pertaining to auxiliary services and university housing are hereby dissolved effective June 30, 2019.

Approved in Faculty Senate February 21, 2019.



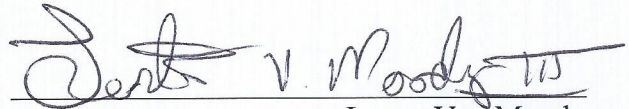
David H. Golland
President, University Faculty Senate

Approved in Civil Service Senate March 13, 2019.



Sheryl Jones-Harper
President, University Civil Service Senate

Approved in Student Senate March 13, 2019.



Lester Van Moody
President, University Student Senate

A JOINT RESOLUTION
Charging and Adding Members to the
ACADEMIC MASTER PLAN ADVISORY COMMITTEE

UFS 2018-19 04 corrected 4/9/19

Whereas the Academic Master Plan Committee (AMPC) was renamed the Academic Master Plan Advisory Committee (AMPAC) and reorganized as a joint affiliation between the University Faculty Senate and the Office of the Provost, comprised of faculty members, students, and administrators, under the provisions of UFS Resolution 2017-18 08 approved in Senate and signed by the Provost March 29, 2018; and

Whereas AMPC was tasked with reviewing the charge of the committee during the remaining months the 2017-18 academic year and making recommendations for changes to said charge, such changes, as well as the membership and method of appointment to the committee, to be further reviewed by the AMPAC during the 2018-19 academic year, and presented no later than March 31, 2019, as recommendations for joint adoption by the University Faculty Senate and University Provost;

Whereas the membership of the AMPAC is as follows:

1. One Unit A faculty member from each academic college, one from the University Library, and one at-large, elected in the same manner and at the same time as members of the standing committees of the University Faculty Senate, to staggered two-year terms;
2. One Unit A faculty member from each academic college and the University Library appointed by their respective deans, and one at-large Unit A faculty member appointed by the University Provost, to staggered two-year terms;
3. One dean from one academic college or the University Library and one division or department chair from a different academic college, appointed by the provost;
4. The Dean of Graduate Studies (or designee from the Graduate Council);
5. The Director of General Education (or designee from the General Education Council);
6. The Dean of Students (or designee);
7. The Chairpersons of the University Curriculum Committee and Academic Program Review Committee (or designee[s] from their respective committees);
8. The Associate Provost overseeing curriculum development (or designee);
9. The Director of the Undergraduate Academic Advising Center (or designee from the UAAC staff);
10. One lower-division student in good standing, one upper-division student in good standing, one graduate student in good standing, and one additional student in good standing, appointed by the University Student Senate to one-year terms;

Whereas the staggering of terms for elected and appointed faculty members follows a schedule determined by the University Faculty Senate; and

Whereas there are no term limits for membership on AMPAC; and

Whereas the AMPAC is led by the University Provost (or designee from among the associate provosts and the deans of the academic colleges or the University Library) and the President of the University Faculty Senate (or designee from among the Faculty Senate), who serve as co-chairs; and

Whereas membership on AMPAC does not constitute membership in any other council or committee affiliated with either the University Faculty Senate or the Office of the Provost, nor preclude members from serving on other committees; and

Now, therefore, be it Resolved that the charge of AMPAC shall be to:

- Serve as consultative body for potential program proposals, providing feedback that will assist the program developers as they prepare for Faculty Senate committees such as APRC and UCC, as well as external bodies, e.g. IBHE and HLC;
- Develop an Academic Master Plan document that communicates GSU's direction for programmatic growth, in alignment with the university strategic plan and college, division and departmental plans for programmatic growth;
- Design and implement a process to review and update the Master Plan document as needed;
- Expedite the process for program review;
- Facilitate communication within and among university stakeholders to identify gaps and promote new academic initiatives in alignment with the current university strategic plan; and

Be it further resolved that the membership of AMPAC shall be expanded as follows:

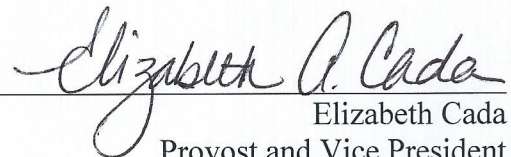
1. The Director of Admissions (or designee);
2. The University Administrator responsible for supervision of the Office of Information Technology (or designee);
3. The University Administrator responsible for supervision of the Office of Marketing and Communications (or designee).

Approved in Faculty Senate
March 28, 2019.



Jayne Goode
Secretary
University Faculty Senate

Approved by the Office of the Provost
March 28, 2019.



Elizabeth Cada
Provost and Vice President
for Academic Affairs



A RESOLUTION
regarding the
SENATE STANDING COMMITTEES
as amended

UFS 2019-20 No. 01

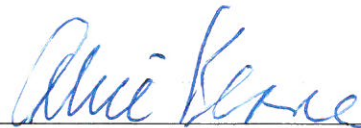
Whereas the standard membership of the Senate Standing Committees other than the Senate Executive Committee consists of two Unit A faculty members from each college, one from the University Library, and two at-large; and

Whereas the membership of Academic Program Review Committee (APRC), a Standing Committee of the University Faculty Senate, consists of one Unit A faculty member from each college, one from the University Library, and four at-large;

Now, therefore be it Resolved that the membership of the Senate Standing Committees other than the Senate Executive Committee shall consist of two Unit A faculty members from each college, one from the University Library, and two at-large, exclusive of temporary increases as provided by Standing Rules Article II, Section 4; and

Be it further resolved that Professor Carlos Ferran shall hold a seat on the Academic Program Review Committee (APRC) representing the College of Business expiring in 2021, that Associate Professor Jing Zhang shall hold a seat on APRC representing the College of Arts & Sciences expiring in 2020, and that the at-large seats on APRC currently held by Professors Ferran and Zhang are eliminated.

Approved in Faculty Senate September 19, 2019.



 Alice Keane
 Secretary, University Faculty Senate

A RESOLUTION
regarding the
INSTITUTIONAL REVIEW BOARD

UFS 2020-21 No. 01

Whereas the Governors State University Institutional Review Board (IRB) includes five seats appointed by the University Faculty Senate, and five seats appointed by the University Provost, with a chair appointed by the Provost from among the members; and

Whereas the Senate-appointed seats include tenure-line faculty members representing the four academic colleges and the University Library; and

Whereas members of the IRB serve three-year terms which can be renewed without limit; and

Whereas the volume of training required for service on the IRB creates an identified need for continuity of membership; and

Whereas all five Senate-appointed seats on the IRB expired on July 31, 2020;

Now, therefore be it Resolved that the Senate-appointed seats on the IRB shall be staggered such that no more than two shall expire per year; and

Be it further resolved that the 2020 Senate appointee to the IRB from the College of Arts and Sciences shall be seated for a one-year term expiring July 31, 2021, with subsequent appointees holding three-year terms thereafter; and

Be it further resolved that the 2020 Senate appointees to the IRB from the College of Business and the College of Education shall be seated for two-year terms expiring July 31, 2022, with subsequent appointees holding three-year terms thereafter; and

Be it further resolved that the 2020 Senate appointees to the IRB from the College of Health and Human Services and the University Library shall be seated for three-year terms expiring July 31, 2023, with subsequent appointees holding three-year terms thereafter; and

Be it further resolved that the Senate shall endeavor to make appointments at its May meeting each year to fill any seats for terms on the IRB scheduled to expire during the ensuing summer; and

Be it further resolved that the University Faculty Senate urges the University Provost to adopt a similar staggering plan for the five Provost-appointed seats when they expire in 2021.

Approved in Faculty Senate August 27, 2020.

/s/ Alice Keane

Alice Keane
Secretary, University Faculty Senate

A RESOLUTION
concerning a STATEMENT of PRINCIPLES regarding
SHARED GOVERNANCE in the STAFFING of COMMITTEES

UFS 2020-21 No. 02

Whereas the University Faculty Senate takes seriously its role in defining, supporting, and defending shared governance at Governors State University; and

Whereas shared governance requires that faculty serving on university committees be responsible to their constituencies in relative proportion to the degree of importance of each committee to the academic mission of the university; and

Whereas faculty are elected by various constituencies and appointed by various authorities to seats on university committees;

Now, therefore be it Resolved that the University Faculty Senate, on behalf of the faculty, declares and affirms the following principles regarding shared governance at Governors State University:

1. The centrality of curriculum, program review, and academic policy to the core mission of the university, requiring the highest level of responsiveness to the faculty, necessitates that all members of committees dealing with such matters be elected by the faculty, or appointed to fill a vacancy by the Faculty Senate, and that the chairs thereof shall concurrently serve as elected members of the Faculty Senate or as officers thereof, and that such committees shall also include groups dealing with honors programs, general education, and graduate studies,
2. Senate appointments to committees which significantly interface with executive leadership or trustees, requiring responsiveness to the Senate, shall be reserved, where possible, to individuals who concurrently serve as elected members of the Faculty Senate or as officers thereof, and in the event that no current senator or senate officer is available to serve, the Senate shall appoint a faculty member who will be expected to regularly attend Senate meetings throughout the term,
3. Committees dealing with other matters pertinent to instruction, such as admissions and enrollment, student affairs, facilities, budget, marketing, and development, requiring moderate levels of responsiveness to the faculty, may have a mix of elected and appointed members,
4. Faculty appointed to committees by the Faculty Senate normally elected by the faculty should be considered as having been elected by the faculty, except that they should not be

**A RESOLUTION
RENAMING *the* FACULTY DEVELOPMENT COMMITTEE *the*
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**

UFS 2020-21 No. 03

Whereas the Faculty Development Committee was reconstituted as an Academic Affairs Committee at Governors State University under the terms of Faculty Resolution UFS 2017-18 No. 10; and

Whereas the committee's initialism, "FDC," conflicts with an initialism commonly used to refer to the GSU Family Development Center; and

Whereas the chair of the committee has requested on behalf of the committee that its name be changed to the Faculty Professional Development Committee;

Now, therefore be it Resolved that the name of the Faculty Development Committee shall be changed to Faculty Professional Development Committee; and

Be it further resolved that this change shall take place immediately.

Approved in Faculty Senate August 27, 2020.

/s/ Alice Keane

Alice Keane
Secretary, University Faculty Senate