



FACULTY SENATE

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**TO:** Members of the Faculty Senate and Guests      **DATE:** May 4, 2020  
**FROM:** Pamela E. Grimm, Chair of the Faculty Senate  
**SUBJECT:** Agenda and Materials for the May 11, 2020 Faculty Senate Meeting

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Attached you will find the agenda and the materials for the May 11<sup>th</sup> Faculty Senate meeting.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the April 13, 2020 Faculty Senate Meeting Minutes
5. Chair's Remarks
6. President's Remarks
7. Interim Provost's Remarks
8. Vice President for Enrollment Management Mary Parker with an Enrollment Update
9. Senior Vice President for Finance and Administration Mark Polatajko with a Budget Update
10. Educational Policies Council (EPC):
  - a. Action Item:
    - i. Division of Graduate Studies: Revision of the policy on dissertation for the doctoral degree. Effective fall 2020. [Proposal](#)
  - b. Information Items: See items listed at the end of the agenda
11. Old Business: Revision to Charter and Bylaws
12. New Business
13. Announcements / Statements for the Record:
  - a. July 13 Senate Meeting
  - b. Senators Only:
    - i. Additional Information Meetings June 8 and August 10
    - ii. Possible additional meeting if needed for input on questions from the Ad Hoc Continuity Planning Committee
  - c. Reminder: CAO elections close at 11:59pm today (May 11)

14. Adjourn

EPC Information Items:

- a. Office of the Provost: Revision of the policies on dual degrees double majors. Effective fall 2020. [Proposal](#)
- b. Division of Graduate Studies: Revision of the policy on combined bachelor's/master's degree programs. Effective fall 2020. [Proposal](#)
- c. Division of Graduate Studies: Revision of the policy on thesis for the master's degree. Effective fall 2020. 2020 [Proposal](#)
- d. Division of Graduate Studies: Establishment of a policy on remote participation in a thesis or dissertation defense. Effective fall 2020. [Proposal](#)
- e. College of Communication and Information: Revision of school name, from School of Journalism and Mass Communication to School of Media and Journalism. Effective fall 2020. [Proposal](#)
- f. College of Education, Health and Human Services: Revision of name of the Evaluation and Measurement major within the M.Ed. and Ph.D. degrees. Revised name is Research, Measurement and Statistics. Effective fall 2021. [Proposal](#)
- g. University College: Revision of the university readiness standards and placement assessment for undergraduate students entering the university. Effective fall 2020. [Proposal](#)



## FACULTY SENATE

### Meeting Minutes

April 13, 2020

**Senators Present:** Ann Abraham, Simon Adamtey, Omid Bagheri, Sheryl Chatfield, Jeffrey Child, Michael Chunn, Jeffrey Ciesla, Sue Clement, Tammy Clewell, Alice Colwell, Jennifer Cunningham, Ed Dauterich, Jean Engohang-Ndong, Christopher Fenk, Pamela Grimm, Angela Guercio, Mariann Harding, Todd Hawley, David Kaplan, Edgar Kooijman, Darci Kracht, Cynthia Kristof, Janice Kroeger, Tracy Laux, Richard Mangrum, Mahli Mechenbier, Oana Mocioalca, Kimberly Peer, Vic Perera, Rocco Petrozzi, Linda Piccirillo-Smith, Helen Piontkivska, Terri Polanski, Susan Roxburgh, James Seelye, Denice Sheehan, Deborah Smith, Blake Stringer, Brett Tippey, Robin Vande Zande, Theresa Walton-Fisette, Molly Wang, Donald White, Kathryn Wilson, Haiyan Zhu, Melissa Zullo

**Senators Not Present:** Kathy Bergh, Robert Twieg

**Senators-Elect Present:** Tracy Dodson, Yanhai Du, Julie Evey, Velvet Landingham, Cathy Marshall, Abe Osbourne, Athena Salaba, Murali Shanker, Diane Stroup

**Ex-Officio Members Present:** President Todd Diacon; Interim Senior Vice President and Provost Melody Tankersley; Senior Vice President Mark Polatajko; Vice Presidents: Alfreda Brown, David Dees, Paul DiCorleto, Lamar Hylton, Rebecca Murphy, Mary Parker, John Rathje, Charlene Reed, Jack Witt; Deans: Sonia Alemagno, James Blank, Christina Bloebaum, Allan Boike, Barbara Broome, Ken Burhanna, John Crawford-Spinelli, James Hannon, Mark Mistur, Eboni Pringle, Amy Reynolds, Alison Smith, Deborah Spake, Cynthia Stillings

**Ex-Officio Members No Present:** Vice Presidents: Stephen Sokany, Willis Walker; Dean Stocker

**Observers Present:** Thomas Janson (Emeritus Professor), Anna Solberg (GSS), Thomas Niepsuj (USS)

**Guests Present:** Tess Kail, Cynthia Stillings

#### 1. Call to Order

Chair Grimm called the meeting to order at 3:22 p.m. through Microsoft Teams.

#### 2. Roll Call

Secretary Dauterich called the roll.

#### 3. Approval of the Agenda

Chair Grimm asked for a motion to approve the agenda. A motion was made and seconded (Sheehan/Smith). The agenda was approved unanimously.

#### **4. Approval of the Faculty Senate Meeting Minutes of March 9, 2020**

Chair Grimm asked for a motion to approve the minutes from the March 9, 2020, Faculty Senate meeting. A motion was made and seconded (Mocioalca/Piccirillo-Smith).

The minutes were approved unanimously.

#### **5. Chair's Remarks**

Chair Grimm delivered her remarks. [Attachment]

She then invited comments or questions. There were no comments or questions.

#### **6. Election of Officers**

Chair Grimm explained how the process would be handled through email and the online voting system. The election was held with each position being voted on and then the winner reported back to the full senate before the next position was announced. Candidates for Chair of Faculty Senate were Pamela Grimm and Dave Kaplan. There were no nominations from the floor. Chair Grimm and Senator Kaplan made their remarks. Chair Grimm was re-elected. Candidates for Vice Chair of Faculty Senate were Tracy Laux and Darci Kracht. There were no nominations from the floor. Senator Laux was elected. Candidates for Secretary of Faculty Senate were Ed Dauterich and Mahli Mechenbier. There were no nominations from the floor. Senator Dauterich was re-elected. Candidates for the At-Large position on Faculty Senate were Melissa Zullo and Linda Piccirillo-Smith. Senator Darci Kracht was added from the floor. Senator Kracht was elected.

#### **7. President's Remarks**

President Diacon thanked Chair Grimm and thanked the full senate for their efforts in moving their in-person courses to a new environment much faster than any other Ohio schools did. He also thanked administrative leaders. He did mention being troubled about the size and speed at which decisions were being made, yet he stressed that many more were coming. The constant uncertainty may be tiring, but the president said we have learned that individual people can make a huge difference. He then returned the floor to the chair. There were no questions or comments for President Diacon.

#### **8. Interim Provost's Remarks**

Interim Provost Tankersley mentioned that the Ad Hoc Academic Continuity Committee (ACC) was formed with the help of the Faculty Senate Executive Committee and that the committee has been working ever since. The committee was formed to create temporary policies and procedures that would help both students and faculty succeed in Spring 2020 in response to the COVID-19 outbreak. Committee membership was carefully chosen to represent faculty and administration, with an underlying philosophy that the work and the outcomes would meet the academic goals while being reasonable, flexible, and equitable. The ACC is made up of members of the Faculty Senate Executive Committee (Pam Grimm, Ed Dauterich, Tracy Laux, Denice Sheehan, Molly Wang

and Robin Vande Zande), Tara Smith (College of Public Health), Jenny Marcinkiewicz (Director of the Center for Teaching and Learning), Deborah Smith and Tracy Laux (faculty members and presidents of the tenure-track and non-tenure-track AAUP, respectively); Mandy Munro-Stasiuk, Manfred Van Dulmen, Sue Averill, Therese Tillett and Jen Abate (from Provost's Office/Academic Affairs), Amy Quillin (Student Ombuds), Amanda Feaster (Director of Student Accessibility Services); Vice President Mary Parker, Gail Rebeta and Lynnette Johnson (Office of the University Registrar); Brenda Burke (Financial Aid), Andrew Crawford (Strategic Enrollment representing the regional campuses), Iris Mirelez (the One Stop), Jim Raber (Information Technology), and Ben Hollis (Office of Continuing and Distance Education). She thanked all of them for the work they had done on the committee.

Interim Provost Tankersley said that the first task of the committee was to create a process to expedite the approval of policies, procedures and guidelines that the university did not have in place. This was accomplished through the working group representing Faculty Senate, AAUP, Faculty Affairs, Academic Affairs, and Legal Counsel.

She then shared some of the policies and procedures that have been proposed and approved through the ACC, as well as those that the committee is still working on. One of the first actions of the ACC took on was to create a pass/fail deadline and the processes, policies, and guidelines associated with it. Faculty responded positively to offering the pass/fail grading option to students, and currently 80 percent of our students can take all their classes as pass/fail if they choose. An additional 16 percent can take one or more but not all courses pass/fail, and only 4 percent cannot take any. In addition to grading, the ACC also looked at student-oriented issues. They provided guidelines for instructors for when students become ill during the COVID-19 pandemic or when a student's classwork is affected by additional family responsibilities. These guidelines have been approved and communicated, and in both cases, faculty have been asked to be flexible. The ACC also created, and she has approved, academic standing, dismissal, probation, time limits, and leave of absence policies for graduate students which have not yet been broadly communicated. The information will be sent in an email as well as being posted on the Academic Affairs Response to COVID-19 link on the Office of the Provost's website. The ACC is also working on a few other guidelines for student issues. One will be for final exams, and one will be for addressing incompletes from last semester.

In addition to grading and student-oriented issues, the ACC has also worked on faculty-oriented issues. They created guidelines for minimum expectations for remote instruction, guidelines for the use of Student Surveys of Instruction (SSIs), tolling guidelines for probationary faculty, and service expectations. Each of those have been communicated and approved by the faculty. The committee is still working on finalizing backup plans for when an instructor becomes ill. They are also working on interruptions to Faculty Professional Improvement Leaves (FPILs) and guidelines for external reviewers for reappointment, tenure and promotion.

The committee has been working on summer continuity as well as scenario planning for the fall semester, how to phase back to face-to-face instruction, and what to do if we would need to continue with remote instruction. She then expressed gratitude for the work done by the committee.

Interim Provost Tankersley then said that there are many uncertainties ahead in terms of when we will be back up to full force but expressed certainty that we would get through it together. She said that our faculty pivoted in three working days to move their 9,279 face to face courses to remote delivery. They have kept their students engaged, learning, and excelling. She said she is

certain that we will continue to offer excellent instruction with kindness and care because that is what we do at Kent State.

Interim Provost Tankersley then thanked everyone in attendance and invited questions or comments.

Senator Mocioalca asked about how the Fall Semester would continue.

Interim Provost Tankersley answered that they have not yet made that decision. They will look to CDC and state guidelines and then try to work with those as we go on.

President Diacon added that they are putting together a group including members of the College of Public Health, epidemiologists, and public policy people to help advise us on reopening.

Senator Mocioalca said that this could change textbook decisions for faculty and asked whether the deadline would allow for change.

Interim Provost Tankersley replied that textbook deadlines are required by state law, so we have to try to follow the deadline.

Senator Smith said that although we have state guidelines, instructors often pick up classes late and change texts, so she hopes that faculty could change them later if the situation for face-to-face vs. remote learning continues.

Senator Kaplan said there are a few universities talking about splitting their semester into two modules, so the first half of the semester would potentially be online, and the second half in-person. He asked whether we had plans for that. He also asked whether the Provost knew when people may be able to go back into their offices and labs and get library materials and all of the other items that they needed.

Interim Provost Tankersley said we will not reopen campus itself before the state and the CDC recommend it. She added that faculty can get things from offices or labs with the department chair's/dean's permission.

Interim Senior Associate Provost Mandy Munro-Stasiuk said that we have just begun to consider the situation for Fall 2020. We have looked at making some offerings five weeks long for that semester.

Interim Provost Tankersley added that there were over 12,000 sections to be scheduled just for Fall 2020. Planning these is a difficult job for the entire university.

Senator Roxburgh asked about enrollment.

President Diacon answered that we are planning for the worst and hoping for the best. He said they are assuming the enrollment could be down by as much as 20 percent and planning for this.

Senator Laux suggested that faculty could be allowed back to campus in Fall 2020 even if students were not present. Faculty could run their classes from campus remotely or even from their classroom. For some faculty, working from campus would allow the classes to run more smoothly than working from home.

Senator Elect Du had a question about the relationship between economy and enrollment.

Chair Grimm said that this is a unique situation because of the social isolation requirements that prevent students from making the social connections they might otherwise look for in an economic downturn. Even though an economic downturn normally results in higher enrollment, this case is an exception.

Senator Piontkivska asked whether we could decide on Summer 3 sooner.

Interim Provost Tankersley replied that we may be able to make that decision before the end of May.

There were no further comments or questions.

## **9. Update from Interim Vice President for Student Affairs Lamar Hylton**

Interim Vice President Hylton wished everyone well and mentioned what was going on in the Division of Student Affairs. He addressed student support/advocacy, health/well-being, and co-curricular engagement. 53 out of 6,000 on-campus students still remain on campus. They are in Stopher-Johnson Hall and are international students with no home to return to or students who would be returning to homes that would not be conducive to academic success. There is a limited dining services operation for them in Prentice Hall. There is also a Pay-It-Flash-Forward emergency grant, which allows students access to financial resources. Over 500 applications are already in even though the grant is not yet public. Some of this may come from federal funding designated for this purpose. The Campus Kitchen and Women's Center pantry continue to provide food for students in need every Friday. The Dean of Students has created a website to help students get support on and off campus. They are still offering telehealth and telemedicine through UHS to continue to offer continuity of care for those being seen on campus. The Kent State of Wellness has developed a COVID-19 page that offers many resources as well. The Recreation Center is offering online workout classes. Faculty, staff, students, and alumni can participate. The university is also offering closing celebrations online to help students celebrate their accomplishments, and they are offering students more opportunities for student-to-student engagement. He then invited comments or questions.

Senator Ngohang-Ndong asked whether mental health services were available for international students remaining on campus.

Interim Vice President Hylton said we continue to offer mental health services to all students and to deploy them as well as they can in a remote environment.

Senator Chunn asked how many students are still on campus

Interim Vice President Hylton replied that there were 53.

Senator Kroeger thanked Interim Vice President Hylton for his responses and reassurance.

There were no further comments or questions.

## **10. Old Business: Discussion Item: Charter and Bylaws Revision**

Secretary Dauterich explained the reasons for the changes to the charter and bylaws. The changes were originally driven by changes made to the Educational Policies Council (EPC), which were discussed in the Spring 2019 Semester at two Faculty Senate meetings before the Faculty Senate voted to move forward with having the changes made in the charter and bylaws. Additional changes to the charter and bylaws involved correcting minor errors, cleaning up the documents, adding new and previous committee descriptions, and removing some committee membership descriptions to keep the charter and bylaws consistent. Chair Grimm invited comments or questions.

Senator Smith asked whether the language about who gets first privilege of the floor in the charter and bylaws could be strengthened to make it clear that the first privilege goes to faculty senators.

Secretary Dauterich agreed that the language could be changed to reflect the concern.

Chair Grimm agreed with Senator Smith's concerns, pointed out two more small revisions and asked Secretary Dauterich to incorporate those for a final draft to be agreed on by the Ad Hoc Charter and Bylaws Commission.

Secretary Dauterich agreed to do so.

Senator Smith also asked why membership information on the different committees in the documents had been removed and placed on the Faculty Senate website. She wanted to know whether it was simply to avoid having to revise the charter and bylaws whenever a committee changed.

Secretary Dauterich agreed that this was the main reason.

## **11. New Business**

There was no new business.

## **12. Announcements / Statements for the Record**

Chair Grimm asked what people were doing to respond to the situation during the virus.

Senator Kaplan said he would like it if faculty could return to campus to teach, even if students could not be there; this would at least be slightly closer to in-person classes.

Chair Grimm agreed.

Senator Tippey mentioned a student who could not turn on a computer over Passover, and said that he made accommodations for the student, but he suggested that the ACC should consider this as soon as possible.



Chair Grimm said she will bring it to the committee.

Senator Mocioalca added that she already brought up problems with religious accommodations last year and wanted advice on what to do about this both with remote learning and when we resume classes.

Chair Grimm said she remembered that but that the challenge is with the wide variety of religious practices. She said she will bring this to the Executive Committee and see whether they would make a commission for how accommodations could be made. She invited Senator Mocioalca to be on the commission.

Senator Mocioalca agreed.

Senator Roxburgh asked who is taking care of the animals on campus.

Vice President DiCorleto responded that the animals are being cared for and that critical cell lines are being maintained as well.

### **13. Adjournment**

Chair Grimm adjourned the meeting at 4:57 p.m.

Respectfully submitted by Edward Dauterich  
Secretary, Faculty Senate

Attachment

## Chair's Remarks for April 13, 2020 Faculty Senate Meeting

I'd like to begin by welcoming our newly elected senators

Yanhai Du ( Applied Science & Technology )  
Cathy Soergel Marshall ( Architecture Program )  
Diane Stroup ( Chemistry & Biochemistry )  
Murali Shanker ( Management & Information Systems )  
Velvet Landingham ( Management & Information Systems ) - new  
Abe Osbourne ( Podiatric Medicine )  
Tracy Dodson ( Nursing, Kent )  
Julie Evey ( Psychology, Geauga )  
Athena Salaba ( School of Information, Kent )

I'd also like to welcome again our re-elected senators

Oana Mocioalca ( Mathematical Science, Kent )  
David Kaplan ( Geography )  
Jeffrey Child ( Communication Studies )  
Cynthia Kristof ( University Libraries )  
Edward Dauterich ( English, Kent )  
Darci Kracht ( Mathematical Science, Kent )

### A Switch is Thrown

I can only think of one time in my life when it felt as though a switch had been thrown. It was a little over 18 years ago. I had been at work and when I got home and saw I had a message on the phone. It was my mother and she was crying. She said my oldest brother, Bobby, had been in an accident and it wasn't good.

He had died in a motorcycle accident. At the beginning of that day I had 4 siblings. At the end I had 3. At the beginning of that day my nephew Myles had a father. At the end he didn't. At the beginning of that day my sister-in-law Sue had a husband. At the end she didn't. And at the beginning of that day my mother had her beloved first born, her favorite child (there was no hiding it). At the end of that day he was gone.

Eighteen years later it still hurts, but life went on. One foot in front of the other, one step at a time. We were able to remain a constant in my nephew's life. Hockey games, vacations, time with his cousins. When he turned 19, I picked him up in Canada and drove him to Kent to start in our Flight program. He graduated four years later. It has been a joy and pleasure to have him in our lives. When I spend time with him or think of him, I also think of my brother. There are so very different, yet there are so many characteristics they share, it makes me laugh.

Those were and remain the darkest days of my life and at times I wasn't sure I could go on. But my family came together to help and support each other. And it was the big, extended family: a small army of people, not necessarily connected by blood in anyway, but connected by heart in every way. Despite the tragedy of that day, I reflect on the aftermath and can't help but think how very fortunate I have been.

I feel a switch has been thrown again. But I'm not experiencing that sense of loss that I read many others are experiencing. I think that's because I continue to be a very fortunate person. I haven't suffered any deaths in my extended family from COVID-19.

And I...we happen to be in an industry that has allowed us to continue working. We don't have to worry about where the next paycheck is coming from, how we will feed our families or ourselves or whether we can afford health care.

We do have to worry about the health of our colleagues, families, ourselves and our students. And we have to worry about the broader impact of coronavirus on our students' lives. Many of our students and their families are not as fortunate as we are. They don't know where the next paycheck, meal or rent payment is coming from.

We do what we can. Faculty, staff and the administration have come together to help our students continue to move forward toward their educational goals, even when the rest of their lives may be in chaos.

The challenge of helping our students progress has been greatest for instructors who were teaching face-to-face classes. They have busted their butts making the transition to remote teaching. These instructors have, in many cases, had help from their colleagues who teach online, from tech support and in some cases from their chairs and directors. Instructors are the educational front line, struggling mightily to do what they can.

Thanks to your willingness to pass the resolution at our March Senate meeting (which seems a lifetime away), the Senate Exec has been able to represent you and your constituents as we navigate uncharted waters with the Ad Hoc Academic Continuity Committee. There was no plan in place and we've been figuring it out as we go. I think it's going about as well as it could because of an extraordinary level of communication and cooperation, and an unwavering commitment to putting students first, on the part of our administration, the Faculty Senate and the leadership of the AAUP. I want to give a special shout out to Deb Smith, president of the Tenure Track unit and Tracy Laux, president of the Full Time Non-Tenure Track unit, who also does double duty as the At-Large member of the Faculty Senate Exec. I have no hesitation in saying that, without Deb and Tracy at the table we could not have made the progress I believe we have. They have been especially instrumental in helping everyone understand how we can move forward for the sake of our students while acknowledging and mitigating, whenever possible, the hardships and challenges our instructors are facing.

Of course, the voice of the Faculty Senate Exec and the AAUP leadership would not have mattered if no one had been listening. The past month has been an exemplar of what shared governance can and should always be. A broad range of perspectives driving discussion, respectful dissent, questioning and consensus building. I want to acknowledge and thank the administration, especially those in the Office of the Provost, for their willingness to embrace shared governance so fully. I think we've been making a lot of progress at Kent in terms of fostering shared governance over the years, but the pace of action required and achieved over the past month has been extraordinary.

In this time of trouble and challenge, the Kent State University family has come together. We have focused on the thing that binds us as family – our students. I know that we will continue to do so as we plan for an uncertain short-term future, using our robust shared governance processes.

I am so proud to be at a university that is making principle-driven decisions and I want to thank President Diacon for the leadership he has shown in insisting we, as an institution, be guided by our principles.

Thank you.  
Pamela E. Grimm  
Chair, Faculty Senate

## WHAT CHANGED AND WHY

### CHARTER

B(3)(e): Suggestion from the commission.

C(1)(e): College changed names.

D(3)(c): Added for clarification based on recent questions about who is on the electorate.

G(1)(a): Changed to reflect the makeup of the new EPC.

G(2): Changed to reflect the recommendations of the ad-hoc EPC restructuring committee.

G(3)(g-i): Changed to reflect the addition of new committees and the existence of a standing committee.

G(7): Changed to reflect the commission's charge to remove membership information of committees from the charter and by-laws and place them on the senate website.

### BY-LAWS

B(7): Corrected a typo.

C(1)(a)(ii): College changed names.

C(1)(a)(iii): College changed names.

C(4): Changed based on discussion of having part-time observers at faculty senate and to correct the titles of student observers, which were pointed out as outdated during the April 2020 senate meeting.

D(4)(d): Suggestion from the commission.

D(5)(b): Suggestion from the commission.

E(1)(a): Suggestion from the commission.

E(1)(b): Suggestion from the executive committee.

E(1)(d)(ii): Suggestion from the commission.

F(3)(d)(i): Changed based on discussion of having part-time observers at faculty senate and on concerns raised about the exact order of speaking that were expressed during the April 2020 senate meeting.

G(2): Changed to reflect the recommendations of the ad-hoc EPC restructuring committee.

G(2)(f): Suggestion from the commission.

G(3)(b)(iv): Suggestion from the commission.

G(3)(c)(iv): Changed to reflect the commission's charge to remove membership information of committees from the charter and by-laws and place them on the senate website.

G(3)(d)(v-vii): Changed to reflect the commission's charge to remove membership information of committees from the charter and by-laws and place them on the senate website.

G(3)(d)(viii-ix): Numbering changed to reflect changes to G(3)(d)(v-vii).

G(3)(e): Suggestion from the commission.

G(3)(f)(ii-iii): Changed to align language with other committee language on membership

G(3)(g): Added to reflect the creation of new committee.

G(3)(h): Added to reflect the creation of a new committee.

G(3)(i): Added to reflect the existence of a faculty senate committee that was not in the previous bylaws.

FACULTY SENATE CHARTER

- (A) Preamble. The university is dedicated to teaching, advancing knowledge, and to public service. The faculty of the university supports these aims and resolves to promote excellence in all endeavors. In the interest of achieving these objectives, the charter and bylaws of the university faculty senate as set forth in this rule and in rule 3342-2-06 of the Administrative Code, respectively, define a role and mechanisms for effective participation of the faculty in the formation and establishment of university policies and the conduct of university affairs.
  
- (B) Entitlement and functions of the faculty senate.
  - (1) Adoption of and amendments to this charter and the accompanying bylaws.
    - (a) This charter and the accompanying bylaws shall, following ratification by the board, supersede all earlier versions of the faculty senate charter and bylaws.
    - (b) Amendments to this charter and the accompanying bylaws shall proceed in accordance with section (H) of this rule.
  
  - (2) General responsibilities and rights of the faculty senate.
    - (a) The faculty senate shall be concerned with the formulation and enactment of policies for the university as a whole.
    - (b) The faculty senate shall render advice and, if appropriate, act upon any matters laid before it by the president, bodies of the university, bodies of the faculty senate, or members of the faculty.
    - (c) Consistent with a principle of shared responsibility, the faculty senate shall recognize its own prerogative and that of the administration of the university to consider any matter relevant to the welfare of the university. Consistent with a need for differential responsibility, the charter and bylaws shall provide for differential involvement of the faculty senate across areas of university interest.
      - (i) There shall be domains within which the faculty senate and/or its bodies have a primary responsibility. That responsibility is, foremost, to approve or disapprove proposed changes in policy. It shall be understood that faculty senate actions in areas of primary responsibility will be disapproved by the president only in circumstances where substantive reason can be described. It is also understood that a primary responsibility conveys neither an exclusive right nor an exclusive obligation for the genesis or

presentation of proposals for change. Ideas and recommendations are the privilege and responsibility of every segment of the university community.

- (ii) There shall be domains within which responsibilities for decisions and actions are shared cooperatively with others as specifically assigned through regular channels. Major proposals within these areas shall uniformly be referred to the faculty senate for consideration as provided in implementing procedures.
  - (iii) There shall be domains in which the faculty senate recognizes an important interest, but within which its role is primarily advisory and consultative.
  - (d) The faculty senate shall organize, establish, and define the functions of its councils, committees, and commissions.
  - (e) The faculty senate shall define its own rules and procedures within the limits of this charter and the accompanying bylaws.
- (3) Specific responsibilities and rights of the faculty senate.
- (a) Primary responsibilities.
    - (i) The faculty senate shall have primary responsibility for the academic standards and the educational policies of the university. This responsibility shall encompass proposals for the establishment, discontinuance, or major alteration of academic programs.
    - (ii) The faculty senate shall have primary responsibility for general policies related to professional standards of the university and its faculty. This responsibility includes general policies on faculty appointment, rank, promotion, leave, tenure, and academic privilege; welfare, and dismissal; it also encompasses general policies related to the evaluation of academic programs, units, and personnel.
    - (iii) The faculty senate shall have primary responsibility for defining the mechanisms of approved or established faculty participation in university governance and in statewide faculty issues and bodies.
  - (b) Shared responsibilities. The faculty senate shall participate in and consider with others, by means specified in the faculty senate bylaws as included in rule 3342-2-06 of the Administrative Code, problems related to long-range academic planning, student affairs, selection of academic administrative officers, and academic facilities in long-range planning.

- (c) Advisory responsibilities.
  - (i) The faculty senate bylaws shall provide for a body advisory to the president on the university budget.
  - (ii) The faculty senate shall be consulted with respect to proposed changes in the administrative organization of the university directly and primarily related to academic divisions.
  - (iii) The faculty senate shall be prepared to render advice on nonacademic facilities.
- (d) Recommendations approved by the faculty senate shall be forwarded to the president and, as appropriate, to other subordinate members or bodies of the university; thereafter, the president or the appropriate administrative officers or bodies of the university shall within ninety days advise the faculty senate, in writing, of the nature of the action which has been taken in reference to the recommendation. "Action" as defined shall mean steps which have been taken toward acceptance, rejection, or further study of the recommendation. In the absence of such response within ninety days, acceptance may be assumed.
- (e) If a recommendation approved by the faculty senate is ~~disapproved~~ not accepted by the president or appropriate officer, the matter shall be discussed in detail by the interested parties, with the end in view of mutually satisfactory action but without prejudice to a final decision.
- (f) The faculty senate shall be responsive to faculty petitions seeking initiative and referenda as defined in paragraph (B)(7) in rule 3342-2-06 of the Administrative Code.
  - (i) On petition containing at least one hundred signatures of tenure-track faculty members and/or full-time non-tenure-eligible faculty members as defined in paragraphs (D)(1)(b) to (D)(1)(c) of this charter, any action of the faculty senate shall be submitted to a referendum of the entire tenure-track and full-time non-tenure-eligible faculty.
  - (ii) On petition containing at least one hundred signatures of tenure-track faculty members and/or full-time non-tenure-eligible faculty members, the faculty senate shall submit the issue initiated by the petition to a vote of the faculty senate or of the entire tenure-track and full-time non-tenure-eligible faculty, whichever is requested in the petition.
  - (iii) A majority of votes cast in either an initiative or a referendum shall have the force of faculty senate action.



- (iv) The secretary may review any and all signatures to a petition and discard those deemed not to be signed by a tenure-track or full-time non-tenure-eligible faculty member.
- (v) All petitions and the signatures contained therein are public records and subject to disclosure to anyone who submits a request to the office of general counsel.

(C) Membership.

(1) Academic unit representatives.

- (a) Academic unit representatives shall be elected representatives.
- (b) An "academic unit" is a faculty body headed by an administrative officer who reports to the provost or the vice president for Kent state system integration.
- (c) The full-time non-tenure-eligible faculty shall be considered a unit separate from the academic units in which they have their primary assignments.
- (d) Each college, independent school, regional campus, and the university libraries shall be entitled to representation.
- (e) Tenure-track faculty with appointment in the ~~regional college~~college of applied and technical studies shall be entitled to representation in addition to their representation as members of a regional campus.
- (f) The number of representatives from an academic unit shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(2) At-large representatives.

- (a) At-large representatives shall be elected representatives.
- (b) The number of the at-large representatives shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(3) Full-time non-tenure-eligible representatives:

- (a) Full-time non-tenure-eligible faculty shall be entitled to representation.
- (b) Full-time non-tenure-eligible representatives shall be elected representatives.

- (c) The number of representatives for the full-time non-tenure-eligible faculty unit shall be determined in accord with the senate bylaws and shall be based upon the most recent faculty census.
- (4) "Ex officio" representatives.
  - (a) The faculty senate bylaws shall enumerate the titles of those individuals who shall be "ex officio" members of the faculty senate.
  - (b) "Ex officio" representatives are without vote.
  - (c) Except where specifically indicated otherwise in this charter or the accompanying bylaws, "ex officio" members share the privileges and responsibilities of elected members.
- (D) Elections.
  - (1) Eligibility for faculty senate membership.
    - (a) Only tenure-track faculty members and full-time non-tenure-eligible faculty members are eligible for election to the faculty senate.
    - (b) Tenure track faculty members are full-time faculty members or librarians with indefinite tenure or full-time faculty members or librarians in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.
    - (c) Full-time non-tenure-eligible faculty members are full-time faculty members or full-time librarians who do not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.
  - (2) Term of office.
    - (a) The term of office for an elected representative is three years, except in special circumstances for which the faculty senate bylaws shall make provision.
    - (b) The faculty senate year shall begin on the first of June and shall end on the thirty-first of May of the following calendar year.
  - (3) Electorate.

- (a) All tenure-track faculty members; full-time non-tenure-eligible faculty members, and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the elections of their assigned academic unit.
  - (b) All tenure-track faculty members and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the election of at-large representatives.
  - (c) An annual census of tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank shall be taken in the fall term of each academic year by the provost or designee. The census shall be used to determine the electorate, the number and apportionment of elected representatives, and to identify by name, department, and academic unit all tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank.
- (4) Nominations. Candidates for academic unit representative, full-time non-tenure-eligible representative, and at-large representative shall be nominated as specified in the faculty senate bylaws.
- (5) Election procedures.
- (a) Elections shall be conducted by the secretary of the faculty senate and certified by the vice chair of the faculty senate.
  - (b) Elections of both academic unit and at-large representatives shall be conducted by the fractional single transferable vote (FSTV) system.
- (E) Officers and delegates of the faculty senate.
- (1) Election of officers.
    - (a) Elected officers of the faculty senate shall be elected annually.
    - (b) Only elected representatives are eligible for election as officers.
  - (2) Officers. The elected officers of the faculty senate shall be the chair, the vice chair, the secretary, and an at-large member of the executive committee.
  - (3) Delegates. A "delegate" shall be an official faculty senate representative to another body which is either within or external to the university as defined in paragraphs (B)(5) to (B)(6) of rule 3342-2-06 of the Administrative Code.
  - (4) Appointed officers. The faculty senate bylaws may define the responsibilities of additional officers who shall be selected by appointment.

(F) Meetings.

(1) Types of meetings.

- (a) The faculty senate shall hold regularly scheduled meetings which may be attended by any member of the faculty, administration, or student body, or by other guests upon invitation of the faculty senate.
- (b) The faculty senate may hold special meetings which may be closed to nonmembers by the chair of the faculty senate, by the faculty senate executive committee, or by vote of the faculty senate.

(2) Frequency and schedule of meetings. The faculty senate shall schedule at least eight regular meetings per year.

(3) Procedures and rules.

- (a) The faculty senate bylaws shall establish rules and procedures under which the faculty senate meetings shall be conducted.
- (b) A quorum shall be a simple majority of the elected members. The presence of a quorum is required for the faculty senate to take binding action and to vote on substantive matters.
- (c) Meetings of the faculty senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."

(4) Minutes of all regular faculty senate meetings shall be made available to the faculty.

(G) Councils, committees and commissions.

(1) Rights of the faculty senate and definitions.

- (a) The faculty senate may establish faculty senate councils. A "faculty senate council" is a permanent body chaired by the president, ~~or the provost,~~ or a faculty senate member appointed by the faculty senate executive committee.
- (b) The faculty senate may establish faculty senate committees. A "faculty senate committee" is a permanent body chaired by a faculty member, or an administrative officer other than the president or the provost.
- (c) The faculty senate may establish faculty senate commissions. A "faculty senate commission" is a body which is discharged upon completion of a specific responsibility.

- (d) A "body of the faculty senate" is any council, committee, or commission so designated by the faculty senate charter or the accompanying bylaws, or established by action of the faculty senate.
- (e) Bodies not of the faculty senate whose primary concerns are the total university, as opposed to collegial and departmental matters, shall be referred to as university councils, university committees and university commissions.

(2) Councils of the faculty senate. The educational policies council shall be a body of the faculty senate. The educational policies council shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate body responsible for long-range academic planning for the university. Following discussion and support of the educational policies council, all curricular matters including associate, undergraduate, graduate, certificate, and research programs offered on all campuses are forwarded to the faculty senate for approval.

~~(a) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other for graduate education called the graduate council.~~

~~(b) Issues jointly affecting undergraduate and graduate education will be discussed by the full educational policies council.~~

~~(c) The educational policies council and its bodies shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate bodies responsible for long range academic planning for the university.~~

~~(d) The educational policies council and its bodies shall be co-chaired by the provost and the chair of faculty senate.~~

(3) Committees of the faculty senate.

(a) The faculty senate executive committee shall be a body of the faculty senate.

(b) The professional standards committee shall be a body of the faculty senate.

(c) The committee on administrative officers shall be a body of the faculty senate. The committee on administrative officers shall represent the faculty senate and the faculty in procedures implemented to select or replace the president, the provost, and other academic administrative officers of the university. It shall be available for consultation by the president on other matters involving administrative officers.

(d) The committee on committees shall be a body of the faculty senate.

- (e) The faculty ethics committee shall be a body of the faculty senate.
- (f) The faculty senate budget advisory committee shall be a body of the faculty senate.

(g) The faculty marshals shall be a body of the faculty senate.

(h) The survey of student instruction review committee shall be a body of the faculty senate.

(i) The university libraries advisory committee shall be a committee of the faculty senate.

- (4) Commissions of the faculty senate. The chair of the faculty senate shall establish commissions as needed.
- (5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.
  - (a) Faculty senate bodies shall carry out charges directed to them by the faculty senate or the chair of the faculty senate.
  - (b) Faculty senate bodies shall assume responsibilities within their general sphere of interest.
  - (c) Faculty senate bodies may appoint subcommittees.
- (6) University councils, committees, commissions and boards.
  - (a) The president, in consultation with the committee on committees, shall designate those university councils, committees, commissions and boards to which the faculty senate may appoint one or more senator(s) to full membership. The appointee(s) shall be the faculty senate representative(s) to the body.
  - (b) Those university councils, committees, commissions, and boards designated positively under paragraph (G)(6)(a) of this rule shall report to the faculty senate upon request.
  - (c) The faculty senate may recommend responsibilities to university councils, committees, commissions and boards.
- (7) ~~Membership of faculty senate bodies shall be provided for in the faculty senate bylaws.~~ Membership of faculty senate bodies shall be determined in accordance with the procedures in the faculty senate bylaws. Membership of faculty senate bodies shall be listed on the faculty senate website.

- (8) Additional programs, functions, and responsibilities of the faculty senate may be established.
- (H) Amendments.
- (1) Proposals to amend the faculty senate charter.
    - (a) Proposals to amend the faculty senate charter may be submitted to the faculty senate at any regular meeting.
    - (b) A valid proposal to amend the faculty senate charter must be submitted in writing and must be supported by the handwritten signatures of:
      - (i) At least ten elected members of the faculty senate, or
      - (ii) At least twenty-five tenure-track and/or full-time non-tenure-eligible faculty members, or
      - (iii) The majority of the membership of a charter and bylaws commission appointed by the chair of the faculty senate to prepare proposed amendments.
  - (2) Votes upon proposed amendments to the faculty senate charter.
    - (a) The faculty senate shall vote upon a proposed amendment to the faculty senate charter at the regular meeting immediately following the one at which the amendment is introduced.
    - (b) The secretary of the faculty senate shall circulate a written copy of the proposed amendment to each member of the faculty senate at least two weeks in advance of the meeting at which a vote is to occur.
    - (c) Written ballots shall be used in votes upon proposed amendments to the faculty senate charter.
    - (d) Amendments to the faculty senate charter shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.
  - (3) Proposed faculty senate charter amendments ratified by the faculty senate.
    - (a) Amendments ratified by the faculty senate shall be submitted to the president and the board for approval.
    - (b) Amendments approved by the president and the board shall be incorporated into the faculty senate charter.

- (c) A veto of a proposed amendment shall be accompanied by a statement expressing reasons for the veto.
  - (d) An amendment which fails because of a veto may be voted upon again by the faculty senate and, if the vote is favorable, may be submitted to the president and the board a second time.
- (4) Proposed faculty senate charter amendments which fail to be ratified by the faculty senate.
- (a) A proposed amendment which fails to receive faculty senate approval may be ratified by a vote of the full-time faculty as described in sub-section (c) of paragraph (H)(4) of this rule.
  - (b) The secretary of the faculty senate shall conduct a referendum on the question of the amendment if a petition requesting a referendum is submitted containing the signatures of at least one hundred tenure-track and/or full-time non-tenure-eligible faculty.
  - (c) Ratification of a proposed amendment by the full-time faculty shall require a favorable vote of at least two-thirds of the electorate consisting of tenure-track and full-time non-tenure-eligible faculty members eligible and voting.
  - (d) Amendments ratified by the full-time faculty shall be processed in the same manner as amendments ratified by the faculty senate.
- (5) Amendments to the faculty senate bylaws.
- (a) Amendments to the faculty senate bylaws shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.
  - (b) Amendments to the faculty senate bylaws ratified by the faculty senate shall be submitted to the president and the board for approval, with any veto accompanied by a statement expressing reasons for the veto, and, subsequently, the amendment is subject to resubmission by the faculty senate a second time for final disposition.
- (6) Effective date for incorporation of amendments into the faculty senate charter and the accompanying bylaws, and for implementation of changes mandated by amendments.
- (a) Amendments to the faculty senate charter and the accompanying bylaws are incorporated into said charter and bylaws immediately after approval by the faculty senate, the president, and the board, and pursuant to the



procedures established in section 111.15 of the Revised Code for the filing of new rules, amendments or rescissions.

- (b) Changes mandated by incorporation of amendments into said charter and/or bylaws will be implemented immediately, subject to the following understandings and exceptions.
  - (i) No current member of the faculty senate shall be removed from membership as a consequence of new rules governing number and/or apportionment of representatives. All senators shall serve out their terms.
  - (ii) When changes in rules increase the number of elected representatives due any constituency, the increase shall be accomplished in the immediately following regularly scheduled election.
  - (iii) In instances in which application of the principle of immediate implementation introduces ambiguities or creates special problems, the faculty senate shall vote to resolve the points at issue.

(I) Miscellaneous provisions.

- (1) Rights of the board of trustees. The board reserves the power to initiate and make changes in this charter or to take other actions in accordance with sections 3341.01 to 3341.06 of the Revised Code or any applicable statute, or rules, directives, or regulations of the Ohio department of higher education.
- (2) A member of the faculty senate may be granted a reduced teaching load during the period of this service to the faculty senate. Officers and members of the executive committee of the faculty senate shall be granted reduced teaching loads during the period of their service to the faculty senate.
- (3) Delegates to the faculty senate.
  - (a) All bodies to which the faculty senate has delegates may send delegates to the faculty senate.
  - (b) The faculty senate may recognize delegates from other bodies.

Policy Effective Date: Nov. 01, 2016

Policy Prior Effective Dates: 11/4/1977, 8/31/1979, 1/25/1980, 7/11/1980, 5/18/1984, 2/19/1990, 9/23/1991, 5/5/1995, 3/7/2000, 12/29/2001, 5/20/2009, 10/2/2014, 3/1/2015

FACULTY SENATE CHARTER

- (A) Preamble. The university is dedicated to teaching, advancing knowledge, and to public service. The faculty of the university supports these aims and resolves to promote excellence in all endeavors. In the interest of achieving these objectives, the charter and bylaws of the university faculty senate as set forth in this rule and in rule 3342-2-06 of the Administrative Code, respectively, define a role and mechanisms for effective participation of the faculty in the formation and establishment of university policies and the conduct of university affairs.
  
- (B) Entitlement and functions of the faculty senate.
  - (1) Adoption of and amendments to this charter and the accompanying bylaws.
    - (a) This charter and the accompanying bylaws shall, following ratification by the board, supersede all earlier versions of the faculty senate charter and bylaws.
    - (b) Amendments to this charter and the accompanying bylaws shall proceed in accordance with section (H) of this rule.
  
  - (2) General responsibilities and rights of the faculty senate.
    - (a) The faculty senate shall be concerned with the formulation and enactment of policies for the university as a whole.
    - (b) The faculty senate shall render advice and, if appropriate, act upon any matters laid before it by the president, bodies of the university, bodies of the faculty senate, or members of the faculty.
    - (c) Consistent with a principle of shared responsibility, the faculty senate shall recognize its own prerogative and that of the administration of the university to consider any matter relevant to the welfare of the university. Consistent with a need for differential responsibility, the charter and bylaws shall provide for differential involvement of the faculty senate across areas of university interest.
      - (i) There shall be domains within which the faculty senate and/or its bodies have a primary responsibility. That responsibility is, foremost, to approve or disapprove proposed changes in policy. It shall be understood that faculty senate actions in areas of primary responsibility will be disapproved by the president only in circumstances where substantive reason can be described. It is also understood that a primary responsibility conveys neither an exclusive right nor an exclusive obligation for the genesis or

presentation of proposals for change. Ideas and recommendations are the privilege and responsibility of every segment of the university community.

- (ii) There shall be domains within which responsibilities for decisions and actions are shared cooperatively with others as specifically assigned through regular channels. Major proposals within these areas shall uniformly be referred to the faculty senate for consideration as provided in implementing procedures.
  - (iii) There shall be domains in which the faculty senate recognizes an important interest, but within which its role is primarily advisory and consultative.
  - (d) The faculty senate shall organize, establish, and define the functions of its councils, committees, and commissions.
  - (e) The faculty senate shall define its own rules and procedures within the limits of this charter and the accompanying bylaws.
- (3) Specific responsibilities and rights of the faculty senate.
- (a) Primary responsibilities.
    - (i) The faculty senate shall have primary responsibility for the academic standards and the educational policies of the university. This responsibility shall encompass proposals for the establishment, discontinuance, or major alteration of academic programs.
    - (ii) The faculty senate shall have primary responsibility for general policies related to professional standards of the university and its faculty. This responsibility includes general policies on faculty appointment, rank, promotion, leave, tenure, and academic privilege; welfare, and dismissal; it also encompasses general policies related to the evaluation of academic programs, units, and personnel.
    - (iii) The faculty senate shall have primary responsibility for defining the mechanisms of approved or established faculty participation in university governance and in statewide faculty issues and bodies.
  - (b) Shared responsibilities. The faculty senate shall participate in and consider with others, by means specified in the faculty senate bylaws as included in rule 3342-2-06 of the Administrative Code, problems related to long-range academic planning, student affairs, selection of academic administrative officers, and academic facilities in long-range planning.

- (c) Advisory responsibilities.
  - (i) The faculty senate bylaws shall provide for a body advisory to the president on the university budget.
  - (ii) The faculty senate shall be consulted with respect to proposed changes in the administrative organization of the university directly and primarily related to academic divisions.
  - (iii) The faculty senate shall be prepared to render advice on nonacademic facilities.
- (d) Recommendations approved by the faculty senate shall be forwarded to the president and, as appropriate, to other subordinate members or bodies of the university; thereafter, the president or the appropriate administrative officers or bodies of the university shall within ninety days advise the faculty senate, in writing, of the nature of the action which has been taken in reference to the recommendation. "Action" as defined shall mean steps which have been taken toward acceptance, rejection, or further study of the recommendation. In the absence of such response within ninety days, acceptance may be assumed.
- (e) If a recommendation approved by the faculty senate is not accepted by the president or appropriate officer, the matter shall be discussed in detail by the interested parties, with the end in view of mutually satisfactory action but without prejudice to a final decision.
- (f) The faculty senate shall be responsive to faculty petitions seeking initiative and referenda as defined in paragraph (B)(7) in rule 3342-2-06 of the Administrative Code.
  - (i) On petition containing at least one hundred signatures of tenure-track faculty members and/or full-time non-tenure-eligible faculty members as defined in paragraphs (D)(1)(b) to (D)(1)(c) of this charter, any action of the faculty senate shall be submitted to a referendum of the entire tenure-track and full-time non-tenure-eligible faculty.
  - (ii) On petition containing at least one hundred signatures of tenure-track faculty members and/or full-time non-tenure-eligible faculty members, the faculty senate shall submit the issue initiated by the petition to a vote of the faculty senate or of the entire tenure-track and full-time non-tenure-eligible faculty, whichever is requested in the petition.
  - (iii) A majority of votes cast in either an initiative or a referendum shall have the force of faculty senate action.

- (iv) The secretary may review any and all signatures to a petition and discard those deemed not to be signed by a tenure-track or full-time non-tenure-eligible faculty member.
- (v) All petitions and the signatures contained therein are public records and subject to disclosure to anyone who submits a request to the office of general counsel.

(C) Membership.

(1) Academic unit representatives.

- (a) Academic unit representatives shall be elected representatives.
- (b) An "academic unit" is a faculty body headed by an administrative officer who reports to the provost or the vice president for Kent state system integration.
- (c) The full-time non-tenure-eligible faculty shall be considered a unit separate from the academic units in which they have their primary assignments.
- (d) Each college, independent school, regional campus, and the university libraries shall be entitled to representation.
- (e) Tenure-track faculty with appointment in the college of applied and technical studies shall be entitled to representation in addition to their representation as members of a regional campus.
- (f) The number of representatives from an academic unit shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(2) At-large representatives.

- (a) At-large representatives shall be elected representatives.
- (b) The number of the at-large representatives shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(3) Full-time non-tenure-eligible representatives:

- (a) Full-time non-tenure-eligible faculty shall be entitled to representation.
- (b) Full-time non-tenure-eligible representatives shall be elected representatives.

- (c) The number of representatives for the full-time non-tenure-eligible faculty unit shall be determined in accord with the senate bylaws and shall be based upon the most recent faculty census.
- (4) "Ex officio" representatives.
  - (a) The faculty senate bylaws shall enumerate the titles of those individuals who shall be "ex officio" members of the faculty senate.
  - (b) "Ex officio" representatives are without vote.
  - (c) Except where specifically indicated otherwise in this charter or the accompanying bylaws, "ex officio" members share the privileges and responsibilities of elected members.
- (D) Elections.
  - (1) Eligibility for faculty senate membership.
    - (a) Only tenure-track faculty members and full-time non-tenure-eligible faculty members are eligible for election to the faculty senate.
    - (b) Tenure track faculty members are full-time faculty members or librarians with indefinite tenure or full-time faculty members or librarians in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.
    - (c) Full-time non-tenure-eligible faculty members are full-time faculty members or full-time librarians who do not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.
  - (2) Term of office.
    - (a) The term of office for an elected representative is three years, except in special circumstances for which the faculty senate bylaws shall make provision.
    - (b) The faculty senate year shall begin on the first of June and shall end on the thirty-first of May of the following calendar year.
  - (3) Electorate.

- (a) All tenure-track faculty members; full-time non-tenure-eligible faculty members, and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the elections of their assigned academic unit.
  - (b) All tenure-track faculty members and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the election of at-large representatives.
  - (c) An annual census of tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank shall be taken in the fall term of each academic year by the provost or designee. The census shall be used to determine the electorate, the number and apportionment of elected representatives, and to identify by name, department, and academic unit all tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank.
- (4) Nominations. Candidates for academic unit representative, full-time non-tenure-eligible representative, and at-large representative shall be nominated as specified in the faculty senate bylaws.
- (5) Election procedures.
- (a) Elections shall be conducted by the secretary of the faculty senate and certified by the vice chair of the faculty senate.
  - (b) Elections of both academic unit and at-large representatives shall be conducted by the fractional single transferable vote (FSTV) system.
- (E) Officers and delegates of the faculty senate.
- (1) Election of officers.
    - (a) Elected officers of the faculty senate shall be elected annually.
    - (b) Only elected representatives are eligible for election as officers.
  - (2) Officers. The elected officers of the faculty senate shall be the chair, the vice chair, the secretary, and an at-large member of the executive committee.
  - (3) Delegates. A "delegate" shall be an official faculty senate representative to another body which is either within or external to the university as defined in paragraphs (B)(5) to (B)(6) of rule 3342-2-06 of the Administrative Code.
  - (4) Appointed officers. The faculty senate bylaws may define the responsibilities of additional officers who shall be selected by appointment.



(F) Meetings.

(1) Types of meetings.

- (a) The faculty senate shall hold regularly scheduled meetings which may be attended by any member of the faculty, administration, or student body, or by other guests upon invitation of the faculty senate.
- (b) The faculty senate may hold special meetings which may be closed to nonmembers by the chair of the faculty senate, by the faculty senate executive committee, or by vote of the faculty senate.

(2) Frequency and schedule of meetings. The faculty senate shall schedule at least eight regular meetings per year.

(3) Procedures and rules.

- (a) The faculty senate bylaws shall establish rules and procedures under which the faculty senate meetings shall be conducted.
- (b) A quorum shall be a simple majority of the elected members. The presence of a quorum is required for the faculty senate to take binding action and to vote on substantive matters.
- (c) Meetings of the faculty senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."

(4) Minutes of all regular faculty senate meetings shall be made available to the faculty.

(G) Councils, committees and commissions.

(1) Rights of the faculty senate and definitions.

- (a) The faculty senate may establish faculty senate councils. A "faculty senate council" is a permanent body chaired by the president, provost, or a faculty senate member appointed by the faculty senate executive committee.
- (b) The faculty senate may establish faculty senate committees. A "faculty senate committee" is a permanent body chaired by a faculty member, or an administrative officer other than the president or the provost.
- (c) The faculty senate may establish faculty senate commissions. A "faculty senate commission" is a body which is discharged upon completion of a specific responsibility.

- (d) A "body of the faculty senate" is any council, committee, or commission so designated by the faculty senate charter or the accompanying bylaws, or established by action of the faculty senate.
  - (e) Bodies not of the faculty senate whose primary concerns are the total university, as opposed to collegial and departmental matters, shall be referred to as university councils, university committees and university commissions.
- (2) Councils of the faculty senate. The educational policies council shall be a body of the faculty senate. The educational policies council shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate body responsible for long-range academic planning for the university. Following discussion and support of the educational policies council, all curricular matters including associate, undergraduate, graduate, certificate, and research programs offered on all campuses are forwarded to the faculty senate for approval.
- (3) Committees of the faculty senate.
- (a) The faculty senate executive committee shall be a body of the faculty senate.
  - (b) The professional standards committee shall be a body of the faculty senate.
  - (c) The committee on administrative officers shall be a body of the faculty senate. The committee on administrative officers shall represent the faculty senate and the faculty in procedures implemented to select or replace the president, the provost, and other academic administrative officers of the university. It shall be available for consultation by the president on other matters involving administrative officers.
  - (d) The committee on committees shall be a body of the faculty senate.
  - (e) The faculty ethics committee shall be a body of the faculty senate.
  - (f) The faculty senate budget advisory committee shall be a body of the faculty senate.
  - (g) The faculty marshals shall be a body of the faculty senate.
  - (h) The survey of student instruction review committee shall be a body of the faculty senate.
  - (i) The university libraries advisory committee shall be a committee of the faculty senate.

- (4) Commissions of the faculty senate. The chair of the faculty senate shall establish commissions as needed.
  - (5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.
    - (a) Faculty senate bodies shall carry out charges directed to them by the faculty senate or the chair of the faculty senate.
    - (b) Faculty senate bodies shall assume responsibilities within their general sphere of interest.
    - (c) Faculty senate bodies may appoint subcommittees.
  - (6) University councils, committees, commissions and boards.
    - (a) The president, in consultation with the committee on committees, shall designate those university councils, committees, commissions and boards to which the faculty senate may appoint one or more senator(s) to full membership. The appointee(s) shall be the faculty senate representative(s) to the body.
    - (b) Those university councils, committees, commissions, and boards designated positively under paragraph (G)(6)(a) of this rule shall report to the faculty senate upon request.
    - (c) The faculty senate may recommend responsibilities to university councils, committees, commissions and boards.
  - (7) Membership of faculty senate bodies shall be determined in accordance with the procedures in the faculty senate bylaws. Membership of faculty senate bodies shall be listed on the faculty senate website.
  - (8) Additional programs, functions, and responsibilities of the faculty senate may be established.
- (H) Amendments.
- (1) Proposals to amend the faculty senate charter.
    - (a) Proposals to amend the faculty senate charter may be submitted to the faculty senate at any regular meeting.
    - (b) A valid proposal to amend the faculty senate charter must be submitted in writing and must be supported by the handwritten signatures of:
      - (i) At least ten elected members of the faculty senate, or

- (ii) At least twenty-five tenure-track and/or full-time non-tenure-eligible faculty members, or
  - (iii) The majority of the membership of a charter and bylaws commission appointed by the chair of the faculty senate to prepare proposed amendments.
- (2) Votes upon proposed amendments to the faculty senate charter.
  - (a) The faculty senate shall vote upon a proposed amendment to the faculty senate charter at the regular meeting immediately following the one at which the amendment is introduced.
  - (b) The secretary of the faculty senate shall circulate a written copy of the proposed amendment to each member of the faculty senate at least two weeks in advance of the meeting at which a vote is to occur.
  - (c) Written ballots shall be used in votes upon proposed amendments to the faculty senate charter.
  - (d) Amendments to the faculty senate charter shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.
- (3) Proposed faculty senate charter amendments ratified by the faculty senate.
  - (a) Amendments ratified by the faculty senate shall be submitted to the president and the board for approval.
  - (b) Amendments approved by the president and the board shall be incorporated into the faculty senate charter.
  - (c) A veto of a proposed amendment shall be accompanied by a statement expressing reasons for the veto.
  - (d) An amendment which fails because of a veto may be voted upon again by the faculty senate and, if the vote is favorable, may be submitted to the president and the board a second time.
- (4) Proposed faculty senate charter amendments which fail to be ratified by the faculty senate.
  - (a) A proposed amendment which fails to receive faculty senate approval may be ratified by a vote of the full-time faculty as described in sub-section (c) of paragraph (H)(4) of this rule.

- (b) The secretary of the faculty senate shall conduct a referendum on the question of the amendment if a petition requesting a referendum is submitted containing the signatures of at least one hundred tenure-track and/or full-time non-tenure-eligible faculty.
  - (c) Ratification of a proposed amendment by the full-time faculty shall require a favorable vote of at least two-thirds of the electorate consisting of tenure-track and full-time non-tenure-eligible faculty members eligible and voting.
  - (d) Amendments ratified by the full-time faculty shall be processed in the same manner as amendments ratified by the faculty senate.
- (5) Amendments to the faculty senate bylaws.
- (a) Amendments to the faculty senate bylaws shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.
  - (b) Amendments to the faculty senate bylaws ratified by the faculty senate shall be submitted to the president and the board for approval, with any veto accompanied by a statement expressing reasons for the veto, and, subsequently, the amendment is subject to resubmission by the faculty senate a second time for final disposition.
- (6) Effective date for incorporation of amendments into the faculty senate charter and the accompanying bylaws, and for implementation of changes mandated by amendments.
- (a) Amendments to the faculty senate charter and the accompanying bylaws are incorporated into said charter and bylaws immediately after approval by the faculty senate, the president, and the board, and pursuant to the procedures established in section 111.15 of the Revised Code for the filing of new rules, amendments or rescissions.
  - (b) Changes mandated by incorporation of amendments into said charter and/or bylaws will be implemented immediately, subject to the following understandings and exceptions.
    - (i) No current member of the faculty senate shall be removed from membership as a consequence of new rules governing number and/or apportionment of representatives. All senators shall serve out their terms.
    - (ii) When changes in rules increase the number of elected representatives due any constituency, the increase shall be accomplished in the immediately following regularly scheduled election.

(iii) In instances in which application of the principle of immediate implementation introduces ambiguities or creates special problems, the faculty senate shall vote to resolve the points at issue.

(I) Miscellaneous provisions.

- (1) Rights of the board of trustees. The board reserves the power to initiate and make changes in this charter or to take other actions in accordance with sections 3341.01 to 3341.06 of the Revised Code or any applicable statute, or rules, directives, or regulations of the Ohio department of higher education.
- (2) A member of the faculty senate may be granted a reduced teaching load during the period of this service to the faculty senate. Officers and members of the executive committee of the faculty senate shall be granted reduced teaching loads during the period of their service to the faculty senate.
- (3) Delegates to the faculty senate.
  - (a) All bodies to which the faculty senate has delegates may send delegates to the faculty senate.
  - (b) The faculty senate may recognize delegates from other bodies.

Policy Effective Date: Nov. 01, 2016

Policy Prior Effective Dates: 11/4/1977, 8/31/1979, 1/25/1980, 7/11/1980, 5/18/1984, 2/19/1990, 9/23/1991, 5/5/1995, 3/7/2000, 12/29/2001, 5/20/2009, 10/2/2014, 3/1/2015

## FACULTY SENATE BYLAWS

- (A) Entitlement and functions of the faculty senate. The entitlement and functions of the faculty senate are specified in the faculty senate charter as included in rule 3342-2-05 of the Administrative Code.
- (B) Definitions.
- (1) "Tenure-track faculty member" denotes a full-time faculty member or librarian with indefinite tenure or a full-time faculty member or librarian in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.
  - (2) "Full-time non-tenure-eligible faculty member" denotes a full-time faculty member or full-time librarian who does not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.
  - (3) "Designee" denotes a person selected or designated to represent a regular member of faculty senate or its councils, committees, commissions, or other bodies should the regular member be unable to fulfill her or his duties for an extended period of time. A designee has all of the privileges and responsibilities of the regular member.
  - (4) "Proxy" denotes a person serving as a temporary substitute for a regular member of one of faculty senate's councils, committees, commissions, or other bodies in the regular member's occasional absence. A proxy has all of the privileges and responsibilities of the regular member, except voting.
  - (5) "Delegate of the faculty senate" denotes an official faculty senate representative to another body which is either within or external to the university.
  - (6) "Delegate to the faculty senate" denotes a person designated to represent other bodies at the faculty senate.
  - (7) "Petition" denotes a document calling upon the faculty senate or the entire full-time faculty to take some action. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate his or her support for the preceding petition by
    - (a) Including his or her handwritten signature or a digital reproduction thereof,
    - (b) Clearly printing his or her name, and

- (c) Indicating the date signed. Although a petition may be circulated as an email attachment, in no case does an email message by itself constitute a petition.

(C) Membership.

(1) Academic and full-time non-tenure-eligible unit representatives.

- (a) Each academic unit having at least ten tenure-track faculty members shall be entitled to one representative for the first ten tenure-track faculty members, a second representative for an additional fifty tenure-track faculty members, and one additional representative for each fifty tenure-track faculty members in excess of sixty.
  - (i) Administrators with faculty rank who are tenured or in the probationary period prior to tenure shall be included in the census of full-time faculty of the academic unit in which they hold academic rank and may vote in the election for that unit. However, administrators with faculty rank who are tenured or in the probationary period prior to tenure may not stand for election to faculty senate.
  - (ii) Tenure-track faculty and tenured administrators with faculty rank whose responsibilities are exclusively or primarily associated with a regional campus shall be counted in the census of that campus and, with the exception of the ~~regional college~~college of applied and technical studies, shall not be counted in the census of the university-wide college or school in which they also hold rank.
  - (iii) The ~~regional college~~college of applied and technical studies census will show some overlap of individuals who are members of the ~~regional college~~college of applied and technical studies, as well as faculty on a regional campus. Those individuals are entitled to participation in the election of representatives both from the ~~regional college~~college of applied and technical studies and from the regional campus.
  - (iv) If there are tenure-track faculty members or tenured administrators with faculty rank not clearly identified with an academic unit or for whom primary identification is uncertain, such individuals shall each be assigned for purposes of faculty senate representation to a specific academic unit by the provost in consultation with the executive committee of the faculty senate and, if necessary, with the person(s) involved.
  - (v) Part-time faculty members are not eligible for faculty senate membership or participation in the election of representatives; nor



are "visiting" or adjunct faculty, unless the appointment is explicitly for more than a single academic year of continuing full-time teaching, research, or service as a librarian.

- (b) Full-time non-tenure-eligible faculty shall constitute a separate unit and (except as specified in paragraph (C)(1)(d) of this rule) shall not be counted in the census of the college, school or department in which they hold rank, nor in the census of the campus where they have their primary appointment. The full-time non-tenure-eligible faculty will not be included in the overall census for determination of the number of at-large representatives. The non-tenure-eligible faculty unit shall be entitled to one representative for the first ten faculty members, a second representative for an additional fifty faculty members, and one additional representative for each fifty faculty in excess of sixty.
  - (c) The "faculty head count" compiled by the office of the provost in the fall academic term shall constitute the basis for identification of academic units entitled to representation; the identification of tenure-track faculty and full-time non-tenure-eligible faculty; and the assignment of an individual to a specific college, independent school, regional campus or to the full-time non-tenure-eligible unit. A separate roster of administrators with academic rank shall also be compiled and combined with the "faculty head count" to constitute the census (referenced in paragraph (C)(1)(f) of rule 3342-2-05 of the Administrative Code) for determining the appropriate representation of the academic units.
  - (d) If an academic unit has fewer than ten tenure-track faculty members, but the total number of full-time faculty members exceeds ten, then the electorate for that unit will consist of all full-time faculty members.
  - (e) If an academic unit or the full-time non-tenure-eligible unit has fewer than ten members, the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded to them.
- (2) There shall be one at-large representative for each one hundred members of the tenure-track faculty electorate or the major portion thereof (fifty-one through ninety-nine).
  - (3) Individuals holding the following positions or their designees shall be "ex officio" members of the faculty senate: the president; the provost and vice presidents; the deans of the colleges and the deans or directors of independent schools; the dean of university libraries; the dean of university college; the dean of graduate studies; and the dean of the honors college.

- (4) The chair of the retired faculty association or designee, the executive chair of the graduate student senate or designee, the ~~executive director of the undergraduate student senate~~ student body president or designee, an elected representative from the part-time faculty, and a parliamentarian appointed by the chair-elect of the faculty senate shall be observers in the faculty senate and have the right of the floor.
- (D) Elections.
- (1) Term of office.
- (a) The term of office of an elected representative shall be three years except in such instances as provided for in this rule.
- (b) If it is known or anticipated that an elected representative will be absent from, or unable to discharge his or her responsibilities to, the faculty senate for an entire academic semester (including summer) or longer, the representative's place on the faculty senate shall be filled during his or her absence by an alternate. The alternate will serve with full privileges and responsibilities of an elected representative until the return of the representative he or she replaces or until the completion of that representative's term.
- (c) The secretary of the faculty senate is responsible for determining whether an alternate representative is needed and for initiating actions necessary to implement the appointment.
- (d) The faculty senate executive committee shall render decisions when questions are raised regarding the seating of an alternate representative.
- (e) A representative will be replaced by the highest available alternate from the immediately preceding election held by the electorate which selected the representative.
- (f) If no alternate is available from the most recent senate election in that unit to replace a representative therefrom, it shall be the responsibility of the highest elected faculty body of that unit to provide for a representative. For at-large vacancies the faculty senate shall provide for a representative.
- (2) Removal and recall of elected representatives.
- (a) When an elected representative has been absent from three consecutive regular meetings of the faculty senate without provision for temporary replacement by an alternate (as provided in paragraph (D)(1)(c) of this rule), the secretary of the senate shall notify the faculty senate executive committee of this fact and report same in the minutes of the faculty senate.

- (b) After reviewing the circumstances and discussing them with the affected senator, the faculty senate executive committee may recommend that the senator be removed from office and his or her place in the faculty senate assumed by the highest available alternate from the most recent election of the academic unit (or at-large), the alternate to serve for the remainder of the term of the removed senator or until the next regular election for faculty senate representatives, whichever comes first.
  - (c) Removal shall be effected or disapproved by majority vote of members present and voting of the faculty senate at a meeting to which the senator whose removal has been recommended has been invited and availed both the right of the floor and of the vote, to both of which as an elected representative to the faculty senate he or she is entitled.
  - (d) Upon receipt of a petition containing the valid signatures of full-time faculty members comprising twenty per cent of the eligible electorate of that constituency, the secretary of the faculty senate shall, within thirty days, conduct a special recall election among the electorate of the constituency which selected the senator whose recall is being requested.
  - (e) A two-thirds majority of eligible faculty voting in the recall election shall effect the removal of the senator, his or her place in the faculty senate to be assumed by the highest available alternate from the most recent faculty senate election of that unit.
  - (f) If no alternate is available, the faculty senate may advise the executive committee to fill the vacancy in accord with the provisions of paragraph (D)(1) of this rule.
  - (g) Representatives elected by an academic unit who during their term of office change their assigned academic unit shall be ineligible to complete their elected term, and their place on the senate shall be filled according to the provisions of paragraphs (D)(1)(e) and (D)(1)(f) of this rule.
- (3) Rotation of terms.
- (a) In order to provide for an appropriate balance between continuity and rotation of faculty senate membership over a three-year cycle of annual elections among academic unit representation, at-large representation, and the faculty senate membership as a whole, the faculty senate executive committee--with the approval of the faculty senate--shall be empowered prior to the first elections conducted under these revised provisions of the faculty senate bylaws and at three-year intervals thereafter to provide for this balance by designating certain specific seats to be filled for a term shorter than three years.

- (b) Wherever possible, this shall be effected by designating that the initial multiple-representative academic unit and at-large elections shall be for successively shorter terms, e.g., the first candidate elected under the fractional single transferable vote system shall serve a full three-year term, the second a two-year term, and so forth.
  - (c) In effecting a proper distribution of single-representative academic units over a three-year cycle, the designation shall be made by lot with the independent schools and regional campuses grouped separately.
  - (d) In the implementation of these revised representation and election provisions and procedures, no incumbent senator is to lose his/her seat prior to the normal expiration of the term, nor is any academic unit to be denied or delayed its appropriate representation in the faculty senate.
- (4) Nominations.
- (a) On the Monday after Thanksgiving the secretary of the senate shall send forms to each tenure-track and full-time non-tenure-eligible faculty member for each of the constituencies for which they are eligible to nominate. Nomination forms are to be submitted to the faculty senate office no later than the end of the fall term.
  - (b) Nomination forms for a nominee must contain the signature of the nominee and at least two signatures of eligible members of the electorate that the nominee would represent.
  - (c) A faculty member is eligible to sign no more than one nomination form for an academic unit representative, no more than one nomination form for a full-time non-tenure-eligible representative, and no more than one nomination form for an at-large representative.
  - (d) In the event that the nominations obtained for unit representatives or at-large representatives total fewer than twice the number of representatives to be elected, the executive committee of the faculty senate shall endeavor to make the necessary nominations to achieve the desired number.
  - (e) Tenure-track faculty may be nominated either for academic unit representative or for at-large representative, but not both. Full-time non-tenure-eligible faculty may only be nominated for the non-tenure-eligible unit.
- (5) Election procedures.
- (a) Ballots shall be sent directly to each member of the electorate no later than the third week of the spring term either by physical mail or using electronic means that guarantee the same level of security and anonymity. Each voter

shall receive one ballot for each election in which he or she is eligible to vote. In the case of ballots mailed physically, ballots shall be returned to the faculty senate office in a signed and sealed envelope no later than Friday of the fifth week of the spring term. In the case of electronic ballots, they will be returned by means to a designated web site no later than Friday the fifth week of the spring term.

- (b) As a part of these bylaws there shall be appended a description of the fractional single transferable vote (FSTV) system, including a sample ballot and a description of the procedure by which ballots are counted, candidates are declared elected, and defeated nominees are ranked as alternates. If only two candidates are vying for one seat, election shall be by simple majority of the valid ballots cast. Ties will be resolved by the secretary's flip of a coin in the presence of the chair and vice-chair of faculty senate or an equivalent in the online voting system. ~~Ties will be resolved by the secretary's flip of a coin in the presence of the faculty senate executive committee.~~
- (c) The secretary of the faculty senate shall notify all candidates of the election results, no later than Friday of the seventh week of classes of the spring term.
- (d) The results of all elections shall be filed and shall become part of the records of the faculty senate.

(E) Officers and delegates.

(1) Election of officers.

- (a) In the fifth week of the spring term the chair of the faculty senate shall appoint a nominating committee from the elected membership of the present faculty senate. The committee shall have three members and shall ~~prepare slates of~~ endeavor to have at least two candidates for the offices of chair, vice chair, secretary, and one at-large member of the executive committee from the elected faculty senate membership. The nominating committee shall issue a call for nominations from the full membership of faculty senate. The nominating committee shall not put forward any of its members as candidates. The committee shall determine the best possible slate of candidates willing to serve in advance of entering their names in nomination. The names of nominees shall be circulated to members of the faculty senate-elect no later than seven days prior to the penultimate meeting of the spring term.
- (b) Officers of the faculty senate shall be elected at the penultimate meeting of the spring term. Elected representatives of the faculty senate-elect shall be invited to the meeting and shall constitute the electorate. Additional nominations may be made from the floor by members of the electorate.

Elections shall be conducted by the fractional single transferrable vote (FSTV) system. Ballots shall be counted by tellers selected by the chair.

(c) Officers shall be elected sequentially in the following order: chair, vice chair, and secretary and at-large member of the executive committee. A defeated candidate may be nominated for another office.

(d) Term of office/vacancy in office.

(i) The term of office for all officers shall be one year. Officers may be re-elected to an office without limitation provided his or her three-year term has not expired.

(ii) In the event of a vacancy in the office of chair, the vice chair accedes to the office of chair and a special election will be held to fill the office of vice chair.

(iii) In the event of a vacancy in any other elected senate office, a special election will be held to fill that office.

(2) Officers and their responsibilities.

(a) Duties of the chair of the faculty senate.

(i) The chair shall preside at regular and special meetings of the faculty senate.

(ii) The chair of the faculty senate shall be the chair of the executive committee.

(iii) The chair or designee shall represent the faculty senate in its external relations, except where these bylaws provide for other representatives. The chair shall be one of the representatives to the Ohio faculty council.

(iv) The chair shall facilitate the legislative action of the faculty senate by monitoring the activities of the faculty senate committees, by serving as a liaison between the faculty senate executive committee and other committees, and by determining that committee proposals and recommendations are brought to the faculty senate in proper form and after due process.

(v) In instances in which faculty senate resolutions are forwarded to individuals or bodies for approval or action, the chair shall deliver the resolutions and be responsible for reporting to the faculty senate the responses of the receiver.

- (vi) The chair shall be responsible for the management of the faculty senate office.
  - (vii) The chair shall be the appointing officer for all appointed positions in the faculty senate, except that after the election of officers in the spring term, the chair-elect shall be the appointing officer for all appointments for the coming year.
  - (viii) The chair must approve individual purchases from the faculty senate budget which exceed two hundred fifty dollars.
  - (ix) The chair shall have such other duties as are assigned by actions of the faculty senate, by the faculty senate charter, or by these bylaws.
  - (x) The chair of the faculty senate shall have ex officio membership on all faculty senate councils, committees, and commissions.
- (b) Duties of the vice chair of the faculty senate.
- (i) The vice chair shall preside at meetings of the faculty senate and shall chair the faculty senate executive committee in the absence of the chair.
  - (ii) The vice chair shall assume all of the duties of the chair of the faculty senate whenever the chair is absent from the campus more than two consecutive weeks.
  - (iii) The vice chair of the faculty senate shall be the chair of the committee on committees.
- (c) Duties of the secretary of the faculty senate.
- (i) The secretary shall supervise the preparation and distribution of the faculty senate minutes.
  - (ii) The secretary shall be the archivist of the faculty senate and shall file all faculty senate correspondence and copies of the minutes of faculty senate committees and other committees reporting to the faculty senate.
- (3) Faculty senate delegates.
- (a) Duties of delegates.
- (i) Delegates shall be the principal agents of communication between the faculty senate and the bodies to which the delegates have been assigned.

- (ii) Delegates shall attend the meetings of the groups to which they have been assigned.
  - (iii) Delegates shall prepare upon request or by their own initiative, oral and/or written reports to be presented to the faculty senate and/or the faculty senate executive committee.
- (b) Designation and selection of delegates.
- (i) The chair of the faculty senate shall be the delegate to the board of trustees.
  - (ii) The chair of the faculty senate shall be a member of and the delegate to the president's advisory council.
  - (iii) The chair of the faculty senate shall appoint the requisite delegate(s) to serve during his/her term to:
    - (a) The Ohio faculty council. The chair shall be a delegate to the Ohio faculty council. In addition, the chair shall appoint one additional delegate and one alternate. The appointee and the alternate may be any tenure-track or full-time non-tenure-eligible faculty member.
    - (b) Appropriate organization(s) of student governance, as requested.
    - (c) Appropriate organization(s) of the university alumni association, as requested.
    - (d) The university parents organization(s), as requested.
    - (e) Such other university or statewide organizations as may request a delegate representing the faculty of the university.
  - (iv) The chair shall also appoint a member of the tenure-track or full-time non-tenure-eligible faculty, not necessarily a senator, as a faculty representative to the alumni council.
- (4) Removal and recall of elected officers.
- (a) Upon receipt of a petition containing the valid signatures of faculty senators comprising twenty per cent of the elected membership of faculty senate, the secretary of the faculty senate shall within thirty days conduct a special recall election of the officer whose removal is being requested. If the secretary is the officer whose recall is requested, this special election shall



be conducted by another elected officer designated by the chair of faculty senate.

- (b) A two-thirds majority of eligible senators voting in the recall election shall effect the removal of the officer. A special election shall be held to elect a replacement.

(F) Meetings.

(1) Types of meetings.

- (a) Regular meetings shall be open meetings.
- (b) Guests may be invited to closed meetings by the chair of the faculty senate or the faculty senate executive committee or by vote of the faculty senate.
- (c) Special meetings may be called by the chair of the faculty senate. The chair shall be obliged to convene the faculty senate whenever one-fifth or more of the members submit a written request for a special meeting.

(2) Frequency and schedule of meetings.

- (a) The number of regular meetings in each term shall be at least: fall, four; spring, four. A summer meeting may be called at the discretion of the executive committee.
- (b) Regular meetings of the faculty senate shall be scheduled on Mondays, normally the second Monday of each month of the regular academic year during which the university is in session.
- (c) If called, a summer meeting shall normally be scheduled the first Monday of the summer III term.

(3) Procedures and rules.

- (a) Meetings of the senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."
- (b) Normally, the regular agenda shall be:
  - (i) Call to order
  - (ii) Roll call
  - (iii) Approval of the agenda

- (iv) Approval of minutes
  - (v) Senate chair's remarks
  - (vi) President/provost's remarks
  - (vii) Old business
  - (viii) New business
  - (ix) Announcements/statements for the record
  - (x) Adjournment
- (c) The faculty senate executive committee may prepare an agenda which devotes a meeting to discussion, precludes action, and sets aside "Robert's Rules of Order Revised."
- (d) Privileges of the floor.
- (i) ~~Members of the faculty senate, and student or retired faculty observers, shall have first privilege of the floor.~~ Senators shall have first privilege of the floor, followed by administrators who are ex-officio members of the senate, the retired faculty observer, student observers (graduate and undergraduate student senate officers), and the part-time faculty observer.
  - (ii) Faculty senate delegates to other bodies shall have the privilege of the floor at all regular meetings of the faculty senate.
  - (iii) A guest or delegate may be recognized if the chair rules that recognition is appropriate. Guests or delegates need not be introduced by a senate member.
  - (iv) An elected member of the faculty senate who will be absent from a meeting may delegate neither his or her seat nor vote to a proxy.
- (e) Voting procedures.
- (i) Voice votes shall be the usual voting procedure. Other voting procedures (e.g. show of hands) may be selected at the senate chair's discretion.
  - (ii) A request by any member for a secret ballot shall be granted unless a majority of the faculty senate elects to vote in another manner.

- (iii) A member may move for a roll call vote. The motion for a roll call vote must be seconded, is not debatable, and must pass by a majority vote.
  - (iv) Under special circumstances, the faculty senate, or its councils, committees, commissions or other bodies, may conduct electronic votes.
  - (f) The secretary may require that motions and amendments be submitted in writing.
- (4) Minutes, invitations and announcements.
- (a) An agenda shall be sent to each member of the faculty senate three working days in advance of regular meetings.
  - (b) All faculty senate delegates and delegates to the faculty senate from other bodies shall receive invitations and agenda to regular meetings.
  - (c) The faculty senate, through its chair, shall invite appropriate administrative officers, including the president, to discuss university matters with faculty senate.
  - (d) A full record of the proceedings of each faculty senate meeting shall be filed in the faculty senate office. An edited set of minutes which preserves the substance of the meeting shall be distributed to members of the faculty senate and to chairs and directors of academic units. At regular intervals, at least once in each academic term, a digest and status report of faculty senate actions shall be distributed to the faculty.
- (G) Councils, committees and commissions.
- (1) Rights of the faculty senate and definitions. The rights of the faculty senate and definitions with respect to councils, committees and commissions are specified in paragraph (G)(1) of rule 3342-2-05 of the Administrative Code.
  - (2) Educational policies council.
    - (a) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, inactivation or significant revisions of academic programs; the establishment or discontinuance of bodies or agencies that are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college

curriculum committees, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

- (b) All recommendations of the educational policies council related to long-range academic planning or to the establishment, inactivation or significant revision of academic policies, programs or bodies shall be submitted to the faculty senate for approval. Proposals for the inactivation or significant revision to an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.
- (c) Business of the educational policies council that normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.
- (d) All commissions appointed to consider academic planning for the university shall report to the educational policies council.
- (e) The chair of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the Kent core requirements, diversity requirements, writing-intensive requirements and experiential learning requirements. This subcommittee shall report to the educational policies council.
- (f) Changes to the composition of the educational policies council membership or changes in the process of selection and appointment of members to the council shall be proposed by the committee on committees and approved by the faculty senate.

~~(a) Composition.~~

- ~~(i) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other responsible for graduate education called the graduate council. Issues jointly affecting undergraduate and graduate education will be discussed at a meeting of the full educational policies council.~~

~~(b) Function.~~

- ~~(i) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library~~

policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate.

~~(ii) The undergraduate council shall be concerned with conceptual and structural aspects of long range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact undergraduate education.~~

~~(iii) The graduate council shall be concerned with conceptual and structural aspects of long range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact graduate education.~~

~~(c) Division of labor.~~

~~(i) All recommendations of the educational policies council related to long range academic planning or to the establishment, discontinuance, or major alteration of programs or bodies shall be submitted to the faculty senate for approval. Proposals for the discontinuance or major alteration of an academic program shall be preceded by a program review conducted according to established procedures.~~

~~(ii) Business of the educational policies council which normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.~~

~~(iii) All commissions appointed to consider academic planning for the university shall report to the educational policies council.~~

~~(iv) The co chairs of the educational policies council shall appoint a university requirements curriculum committee which shall be concerned with the liberal education requirements, the diversity requirements, and the writing intensive requirements. This subcommittee shall report to the undergraduate council.~~

~~(d) Voting.~~

~~(i) "Ex officio" members shall have vote and shall consist of those who are "ex officio" members of the undergraduate council and/or the graduate council.~~

~~(ii) "Ex officio" members on the undergraduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of the university college; the dean or his/her designee from each of the academic colleges; the dean of the honors college; the dean or director or his/her designee in each independent school; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee.~~

~~(iii) "Ex officio" members on the graduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of graduate studies; the associate dean for graduate affairs or his/her designee in each of the academic colleges or independent schools with graduate programs; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee. In any degree-granting unit without an associate dean for graduate affairs, that position on the graduate council shall be filled by the administrator or faculty member with administrative responsibility for graduate affairs in that unit or his/her designee.~~

~~(iv) There is no voting by proxy.~~

~~(e) From the elected representatives on the faculty senate, the chair elect shall appoint ten senators to membership on the educational policies council with due regard for representation by curricular units of the university. Five senators will be appointed to the undergraduate council and five senators with full graduate faculty status within their respective units will be appointed to the graduate council.~~

~~(f) One elected member of each college curriculum body shall be elected by these bodies to membership on the undergraduate council.~~

~~(g) To ensure representation from among the university's graduate coordinators, one member of each college graduate coordinating body shall be elected by these bodies to membership on the graduate council. The~~

~~faculty member must be a full member of the graduate faculty within their respective academic unit.~~

~~(h) The chair elect shall appoint additional tenure track faculty to membership on the educational policies council with due regard for representation by curricular units of the university as needed so that the faculty membership equals the "ex officio" membership.~~

~~(i) One undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate shall serve as observers to the educational policies council with rights of participation but without a vote. The undergraduate student shall also be a member of the undergraduate council and the graduate student shall also be a member of the graduate council.~~

~~(j) The educational policies council shall meet at least once during each term of the academic year.~~

~~(k) The undergraduate and graduate councils shall each meet at least three times during each term of the academic year.~~

~~(l) Agendas, minutes and attachments of the meetings of the educational policies council and its two bodies shall be distributed to each other as well as to members of the faculty senate.~~

      (3) Committees of the faculty senate.

(a) Faculty senate executive committee.

(i) The faculty senate executive committee shall be the three officers elected by the faculty senate (chair, vice chair, and secretary), one at-large member elected by the faculty senate, and two senators appointed by the chair-elect prior to the inauguration of his/her term upon consultation with the other officers-elect and with due regard to appropriate representation among the collegial units and curricular divisions of the university. In addition, at the invitation and pleasure of the chair-elect, the immediate past chair may serve as an ex-officio (not voting) member of the executive committee.

(ii) The faculty senate executive committee shall prepare agenda for faculty senate meetings; shall transact routine business for the faculty senate between meetings; shall meet with the president regularly for confidential discussions or consideration of faculty senate business; and shall act for the faculty senate in emergencies. The faculty senate executive committee may assign responsibilities to faculty senate councils, committees, and commissions and

determine which recommendations of these bodies require specific faculty senate approval. Individuals may appear before the faculty senate executive committee to make requests or present ideas relevant to the current or potential senate business.

- (iii) The executive committee shall meet regularly each term during the academic year and during the summer.
  - (iv) The secretary of the faculty senate shall be the secretary of the executive committee and shall circulate minutes of meetings to all members of the faculty senate.
  - (v) Subsequent to the election of officers in the spring term, the chair shall invite members of the executive committee-elect to all meetings of the executive committee.
- (b) Professional standards committee.
- (i) The professional standards committee shall be concerned with standards and policies encompassing matters such as faculty rank, promotion, appointment, leave, privilege, tenure, and dismissal.
  - (ii) The professional standards committee shall be concerned with policies and procedures relevant to the evaluation of academic units.
  - (iii) The professional standards committee shall be concerned with the quality of instruction.
  - (iv) Changes to the composition of the professional standards committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (c) Committee on administrative officers.
- (i) The committee on administrative officers shall interview candidates for the administrative positions within the province of the committee.
  - (ii) The committee on administrative officers shall establish, within the constraints of the law and of the faculty senate charter and these bylaws, a published set of procedures which shall define the extent and mechanics of its participation in the selection of administrative officers. Before becoming operative, the procedures shall be approved by the faculty senate, the president, and the board.



- (iii) The chair of the faculty senate shall be the chair of the committee on administrative officers.
  - (iv) Changes to the composition of the committee on administrative officers membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
  - ~~(iv) — The committee on administrative officers shall consist of twelve members including the chair of the faculty senate; the vice chair of the faculty senate; six members of the faculty at least three of whom are members of the faculty senate elected by the faculty senate; two deans elected by the academic deans; and two students, one undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate.~~
- (d) Committee on committees.
- (i) The committee on committees shall be a resource body for the chair-elect (or chair) of the faculty senate whose responsibility it is to oversee the appointment of the members of all senate committees where the members are not otherwise selected as stipulated by these bylaws, and to appoint the convener thereof where appropriate.
  - (ii) The committee on committees should propose to the chair-elect or chair of the faculty senate, members and alternates for appointed positions to be filled on all university councils, committees, commissions and boards.
  - (iii) Essential information on each university and senate body to which the committee on committees nominates members is maintained in a separate document which shall be approved by the committee on committees, in which shall be specified the structure of each group. This catalog of university and senate councils, committees, commissions and boards identifies the body's charge, qualifications of membership, number of members and alternates, term and means of appointment, and the office to which the body reports. Request for alteration of catalog entries may be made by notifying the chair of the committee on committees no later than January first, to be effective the following academic year.
  - (iv) The committee on committees shall make recommendations regarding the structure and functioning of faculty senate and university councils, committees, commissions and boards.

~~(v) The vice chair of the faculty senate shall be chair of the committee on committees.~~

~~(vi) The faculty senate executive committee shall appoint the members of the committee on committees, at least two of whom shall be members of the faculty senate.~~

~~(vii) The president or a designee shall be an ex-officio member of the committee with vote.~~

(viii) In the spring term the committee shall make available in summary form information on each group and circulate an interest inventory to all faculty members to determine the committees for which individuals would like to be considered.

~~(ix)~~ Annual recommendations of faculty members for membership on university councils, committees, commissions and boards shall be completed before the end of the spring term. Prior to the meeting at which recommendations are made, the faculty senate executive committee shall designate those university councils, committees, commissions and boards upon which the faculty senate shall have representation during the coming faculty senate year within the term of faculty senate, paragraph (G)(6)(a) of the faculty senate charter as provided for in rule 3342-2-05 of the Administrative Code.

~~(vii) Changes to the composition of the committee on committees membership or changes in the process of selection and appointment of members to the committee shall be proposed by the faculty senate executive committee and approved by the faculty senate.~~

(e) Faculty senate budget advisory committee. ~~The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.~~

~~(i) The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.~~

~~(ii) Changes to the composition of the faculty senate budget advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.~~

~~(f) Faculty ethics committee.~~

(i) The faculty ethics committee shall serve as a screening and hearing body for any faculty member(s), who wishes to lodge a charge of unethical professional practice against another faculty member. A charge may also be filed against an administrator with faculty rank only in relation to those responsibilities assigned as a faculty member. "Unethical professional practice" is defined as violations of the faculty code of professional ethics (as included in rule 3342-6-17 of the Administrative Code). The ethics committee may also serve as a hearing body for faculty members who wish to request a hearing to respond to charges made against them.

~~(ii) Procedures for establishment and membership of the faculty ethics committee shall be established by the committee on committees subject to approval by the faculty senate.~~

(ii) The operating procedures for the faculty ethics committee shall be developed by the committee subject to approval by the faculty senate.

~~(iii) Changes to the composition of the faculty ethics committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.~~

(g) Faculty marshals

~~(i) The Faculty Marshals shall be a faculty senate committee charged with acting as observers and liaisons between administration and students during university-wide gatherings and times of possible unrest. As observers, they are important sources of information to Faculty Senate and the faculty as a whole. They will be trained in coordination with the staff observers, but report to the chair of faculty senate.~~

~~(ii) The Senate Executive Committee will select from a pool of volunteers, based on need.~~

(h) Survey of student instruction review committee

~~(i) This committee shall bear primary responsibility for curating the list of custom questions used in the Survey of Student Instruction (SSI). The process of curation will allow for modification, removal or addition of list questions. This Committee will also be responsible for preparing an annual summary of SSI participation rates at both the aggregate level and broken down by campus, college, undergraduate versus graduate and online versus traditional delivery. The Committee will also respond to requests from Faculty Senate Executive Committee for any additional information on the SSIs. The committee may make any recommendations to the Faculty Senate Executive Committee specific to the SSIs.~~

(ii) Changes to the composition of the survey of student instruction review committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(i) University libraries advisory committee

(i) This committee shall advise and make recommendations to the Dean of University Libraries and the Provost regarding the short and long-term operations and planning of University Libraries. Matters within the purview of the committee may include, but are not necessarily limited to, the following: (1) collection development and budgetary issues; (2) service initiatives, evaluating existing services, creating new initiatives; (3) physical facilities (use and planning); and (4) assessment activities.

(ii) Changes to the composition of the university libraries advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(4) Appointments of commissions of the faculty senate. Appointments of members of commissions shall terminate at the end of a faculty senate year. Members may be reappointed if the task of the commission has not been completed.

(5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.

(a) Meetings.

(i) All faculty senate bodies should meet at least once during each term of the academic year.

(ii) All faculty senate bodies should hold a planning meeting early in the faculty senate year. Each body should submit an outline of proposed activities to the executive committee.

(iii) All bodies shall file a copy of the minutes of their meetings with the faculty senate office.

(b) Facilities and services.

(i) The faculty senate conference room shall be available for meetings of faculty senate bodies.

- (ii) Secretarial services of the faculty senate office shall be available to faculty senate bodies. Requests for services shall be directed to the chair of the faculty senate.
  - (iii) Bodies of the faculty senate may file requests for funds from the faculty senate budget to support their activities.
  - (iv) A faculty senate body may request that the chair appoint consultants to the body. Consultants will not have voting privileges.
- (c) Reports.
- (i) Each faculty senate body shall file a report at the end of the faculty senate year summarizing the activities of the body. The chair of the body is responsible for the report.
  - (ii) Progress reports to the faculty senate may be made orally.
  - (iii) Reports to the faculty senate which summarize investigations or which embody recommendations shall be submitted in writing.
  - (iv) Reports which embody major recommendations shall be submitted to the vice chair of the senate prior to presentation at a faculty senate meeting. The vice chair or the executive committee of the faculty senate may request additional work by the body including hearings which permit interested parties to comment upon proposals. Reports to members of the senate shall be circulated in advance of the meeting at which a vote is to occur.
- (6) Composition and terms of appointment. Composition and terms of appointments of members of faculty senate councils, committees, and commissions except where specified elsewhere in the bylaws shall be specified for each group in the catalog of university and senate councils, committees, and commissions.
- (7) Membership of faculty senate bodies.
- (a) Sizes of faculty senate committees and commissions. Every effort shall be made to keep committees and commissions small except when bodies require a number of permanent subcommittees. A committee or commission with as few as three members is not inappropriate.
  - (b) Representation on faculty senate bodies.
    - (i) Faculty senate committees will normally be chaired by members of the faculty senate.

- (ii) Faculty senate commissions may be chaired by any member of the faculty.
  - (iii) Faculty senate committees shall have at least two members of the faculty senate as members of the committee. Other faculty members, students, and alumni may serve as members of the faculty senate bodies.
  - (iv) A faculty senate commission will normally have at least one member of the faculty senate as a member.
- (8) Additional programs, functions, and responsibilities of the faculty senate may be established.

Policy Effective Date: Nov. 01, 2016

Policy Prior Effective Dates: 11/4/1977, 10/5/1979, 7/11/1980, 3/11/1982, 4/30/1982, 3/5/1984, 5/18/1984, 2/19, 1990, 9/23/1991, 2/24/1992, 01/02/2002, 5/20/2009, 6/20/2012, 1/7/2013, 10/3/2013, 10/2/2014, 3/1/2015

## FACULTY SENATE BYLAWS

- (A) Entitlement and functions of the faculty senate. The entitlement and functions of the faculty senate are specified in the faculty senate charter as included in rule 3342-2-05 of the Administrative Code.
- (B) Definitions.
- (1) "Tenure-track faculty member" denotes a full-time faculty member or librarian with indefinite tenure or a full-time faculty member or librarian in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.
  - (2) "Full-time non-tenure-eligible faculty member" denotes a full-time faculty member or full-time librarian who does not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.
  - (3) "Designee" denotes a person selected or designated to represent a regular member of faculty senate or its councils, committees, commissions, or other bodies should the regular member be unable to fulfill her or his duties for an extended period of time. A designee has all of the privileges and responsibilities of the regular member.
  - (4) "Proxy" denotes a person serving as a temporary substitute for a regular member of one of faculty senate's councils, committees, commissions, or other bodies in the regular member's occasional absence. A proxy has all of the privileges and responsibilities of the regular member, except voting.
  - (5) "Delegate of the faculty senate" denotes an official faculty senate representative to another body which is either within or external to the university.
  - (6) "Delegate to the faculty senate" denotes a person designated to represent other bodies at the faculty senate.
  - (7) "Petition" denotes a document calling upon the faculty senate or the entire full-time faculty to take some action. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate his or her support for the preceding petition by
    - (a) Including his or her handwritten signature or a digital reproduction thereof,
    - (b) Clearly printing his or her name, and

- (c) Indicating the date signed. Although a petition may be circulated as an email attachment, in no case does an email message by itself constitute a petition.

(C) Membership.

(1) Academic and full-time non-tenure-eligible unit representatives.

- (a) Each academic unit having at least ten tenure-track faculty members shall be entitled to one representative for the first ten tenure-track faculty members, a second representative for an additional fifty tenure-track faculty members, and one additional representative for each fifty tenure-track faculty members in excess of sixty.
  - (i) Administrators with faculty rank who are tenured or in the probationary period prior to tenure shall be included in the census of full-time faculty of the academic unit in which they hold academic rank and may vote in the election for that unit. However, administrators with faculty rank who are tenured or in the probationary period prior to tenure may not stand for election to faculty senate.
  - (ii) Tenure-track faculty and tenured administrators with faculty rank whose responsibilities are exclusively or primarily associated with a regional campus shall be counted in the census of that campus and, with the exception of the college of applied and technical studies, shall not be counted in the census of the university-wide college or school in which they also hold rank.
  - (iii) The college of applied and technical studies census will show some overlap of individuals who are members of the college of applied and technical studies, as well as faculty on a regional campus. Those individuals are entitled to participation in the election of representatives both from the college of applied and technical studies and from the regional campus.
  - (iv) If there are tenure-track faculty members or tenured administrators with faculty rank not clearly identified with an academic unit or for whom primary identification is uncertain, such individuals shall each be assigned for purposes of faculty senate representation to a specific academic unit by the provost in consultation with the executive committee of the faculty senate and, if necessary, with the person(s) involved.
  - (v) Part-time faculty members are not eligible for faculty senate membership or participation in the election of representatives; nor are "visiting" or adjunct faculty, unless the appointment is explicitly



for more than a single academic year of continuing full-time teaching, research, or service as a librarian.

- (b) Full-time non-tenure-eligible faculty shall constitute a separate unit and (except as specified in paragraph (C)(1)(d) of this rule) shall not be counted in the census of the college, school or department in which they hold rank, nor in the census of the campus where they have their primary appointment. The full-time non-tenure-eligible faculty will not be included in the overall census for determination of the number of at-large representatives. The non-tenure-eligible faculty unit shall be entitled to one representative for the first ten faculty members, a second representative for an additional fifty faculty members, and one additional representative for each fifty faculty in excess of sixty.
  - (c) The "faculty head count" compiled by the office of the provost in the fall academic term shall constitute the basis for identification of academic units entitled to representation; the identification of tenure-track faculty and full-time non-tenure-eligible faculty; and the assignment of an individual to a specific college, independent school, regional campus or to the full-time non-tenure-eligible unit. A separate roster of administrators with academic rank shall also be compiled and combined with the "faculty head count" to constitute the census (referenced in paragraph (C)(1)(f) of rule 3342-2-05 of the Administrative Code) for determining the appropriate representation of the academic units.
  - (d) If an academic unit has fewer than ten tenure-track faculty members, but the total number of full-time faculty members exceeds ten, then the electorate for that unit will consist of all full-time faculty members.
  - (e) If an academic unit or the full-time non-tenure-eligible unit has fewer than ten members, the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded to them.
- (2) There shall be one at-large representative for each one hundred members of the tenure-track faculty electorate or the major portion thereof (fifty-one through ninety-nine).
  - (3) Individuals holding the following positions or their designees shall be "ex officio" members of the faculty senate: the president; the provost and vice presidents; the deans of the colleges and the deans or directors of independent schools; the dean of university libraries; the dean of university college; the dean of graduate studies; and the dean of the honors college.
  - (4) The chair of the retired faculty association or designee, the executive chair of the graduate student senate or designee, the student body president or designee, an

elected representative from the part-time faculty, and a parliamentarian appointed by the chair-elect of the faculty senate shall be observers in the faculty senate and have the right of the floor.

(D) Elections.

(1) Term of office.

- (a) The term of office of an elected representative shall be three years except in such instances as provided for in this rule.
- (b) If it is known or anticipated that an elected representative will be absent from, or unable to discharge his or her responsibilities to, the faculty senate for an entire academic semester (including summer) or longer, the representative's place on the faculty senate shall be filled during his or her absence by an alternate. The alternate will serve with full privileges and responsibilities of an elected representative until the return of the representative he or she replaces or until the completion of that representative's term.
- (c) The secretary of the faculty senate is responsible for determining whether an alternate representative is needed and for initiating actions necessary to implement the appointment.
- (d) The faculty senate executive committee shall render decisions when questions are raised regarding the seating of an alternate representative.
- (e) A representative will be replaced by the highest available alternate from the immediately preceding election held by the electorate which selected the representative.
- (f) If no alternate is available from the most recent senate election in that unit to replace a representative therefrom, it shall be the responsibility of the highest elected faculty body of that unit to provide for a representative. For at-large vacancies the faculty senate shall provide for a representative.

(2) Removal and recall of elected representatives.

- (a) When an elected representative has been absent from three consecutive regular meetings of the faculty senate without provision for temporary replacement by an alternate (as provided in paragraph (D)(1)(c) of this rule), the secretary of the senate shall notify the faculty senate executive committee of this fact and report same in the minutes of the faculty senate.
- (b) After reviewing the circumstances and discussing them with the affected senator, the faculty senate executive committee may recommend that the senator be removed from office and his or her place in the faculty senate

assumed by the highest available alternate from the most recent election of the academic unit (or at-large), the alternate to serve for the remainder of the term of the removed senator or until the next regular election for faculty senate representatives, whichever comes first.

- (c) Removal shall be effected or disapproved by majority vote of members present and voting of the faculty senate at a meeting to which the senator whose removal has been recommended has been invited and availed both the right of the floor and of the vote, to both of which as an elected representative to the faculty senate he or she is entitled.
  - (d) Upon receipt of a petition containing the valid signatures of full-time faculty members comprising twenty per cent of the eligible electorate of that constituency, the secretary of the faculty senate shall, within thirty days, conduct a special recall election among the electorate of the constituency which selected the senator whose recall is being requested.
  - (e) A two-thirds majority of eligible faculty voting in the recall election shall effect the removal of the senator, his or her place in the faculty senate to be assumed by the highest available alternate from the most recent faculty senate election of that unit.
  - (f) If no alternate is available, the faculty senate may advise the executive committee to fill the vacancy in accord with the provisions of paragraph (D)(1) of this rule.
  - (g) Representatives elected by an academic unit who during their term of office change their assigned academic unit shall be ineligible to complete their elected term, and their place on the senate shall be filled according to the provisions of paragraphs (D)(1)(e) and (D)(1)(f) of this rule.
- (3) Rotation of terms.
- (a) In order to provide for an appropriate balance between continuity and rotation of faculty senate membership over a three-year cycle of annual elections among academic unit representation, at-large representation, and the faculty senate membership as a whole, the faculty senate executive committee--with the approval of the faculty senate--shall be empowered prior to the first elections conducted under these revised provisions of the faculty senate bylaws and at three-year intervals thereafter to provide for this balance by designating certain specific seats to be filled for a term shorter than three years.
  - (b) Wherever possible, this shall be effected by designating that the initial multiple-representative academic unit and at-large elections shall be for successively shorter terms, e.g., the first candidate elected under the

fractional single transferable vote system shall serve a full three-year term, the second a two-year term, and so forth.

- (c) In effecting a proper distribution of single-representative academic units over a three-year cycle, the designation shall be made by lot with the independent schools and regional campuses grouped separately.
- (d) In the implementation of these revised representation and election provisions and procedures, no incumbent senator is to lose his/her seat prior to the normal expiration of the term, nor is any academic unit to be denied or delayed its appropriate representation in the faculty senate.

(4) Nominations.

- (a) On the Monday after Thanksgiving the secretary of the senate shall send forms to each tenure-track and full-time non-tenure-eligible faculty member for each of the constituencies for which they are eligible to nominate. Nomination forms are to be submitted to the faculty senate office no later than the end of the fall term.
- (b) Nomination forms for a nominee must contain the signature of the nominee and at least two signatures of eligible members of the electorate that the nominee would represent.
- (c) A faculty member is eligible to sign no more than one nomination form for an academic unit representative, no more than one nomination form for a full-time non-tenure-eligible representative, and no more than one nomination form for an at-large representative.
- (d) In the event that the nominations obtained for unit representatives or at-large representatives total fewer than twice the number of representatives to be elected, the executive committee of the faculty senate shall endeavor to make the necessary nominations to achieve the desired number.
- (e) Tenure-track faculty may be nominated either for academic unit representative or for at-large representative, but not both. Full-time non-tenure-eligible faculty may only be nominated for the non-tenure-eligible unit.

(5) Election procedures.

- (a) Ballots shall be sent directly to each member of the electorate no later than the third week of the spring term either by physical mail or using electronic means that guarantee the same level of security and anonymity. Each voter shall receive one ballot for each election in which he or she is eligible to vote. In the case of ballots mailed physically, ballots shall be returned to the faculty senate office in a signed and sealed envelope no later than Friday of

the fifth week of the spring term. In the case of electronic ballots, they will be returned by means to a designated web site no later than Friday the fifth week of the spring term.

- (b) As a part of these bylaws there shall be appended a description of the fractional single transferable vote (FSTV) system, including a sample ballot and a description of the procedure by which ballots are counted, candidates are declared elected, and defeated nominees are ranked as alternates. If only two candidates are vying for one seat, election shall be by simple majority of the valid ballots cast. Ties will be resolved by the secretary's flip of a coin in the presence of the chair and vice-chair of faculty senate or an equivalent in the online voting system.
- (c) The secretary of the faculty senate shall notify all candidates of the election results, no later than Friday of the seventh week of classes of the spring term.
- (d) The results of all elections shall be filed and shall become part of the records of the faculty senate.

(E) Officers and delegates.

(1) Election of officers.

- (a) In the fifth week of the spring term the chair of the faculty senate shall appoint a nominating committee from the elected membership of the present faculty senate. The committee shall have three members and shall endeavor to have at least two candidates for the offices of chair, vice chair, secretary, and one at-large member of the executive committee from the elected faculty senate membership. The nominating committee shall issue a call for nominations from the full membership of faculty senate. The nominating committee shall not put forward any of its members as candidates. The committee shall determine the best possible slate of candidates willing to serve in advance of entering their names in nomination. The names of nominees shall be circulated to members of the faculty senate-elect no later than seven days prior to the penultimate meeting of the spring term.
- (b) Officers of the faculty senate shall be elected at the penultimate meeting of the spring term. Elected representatives of the faculty senate-elect shall be invited to the meeting and shall constitute the electorate. Additional nominations may be made from the floor by members of the electorate. Elections shall be conducted by the fractional single transferrable vote (FSTV) system. Ballots shall be counted by tellers selected by the chair.
- (c) Officers shall be elected sequentially in the following order: chair, vice chair, and secretary and at-large member of the executive committee. A defeated candidate may be nominated for another office.

- (d) Term of office/vacancy in office.
  - (i) The term of office for all officers shall be one year. Officers may be re-elected to an office without limitation provided his or her three-year term has not expired.
  - (ii) In the event of a vacancy in the office of chair, the vice chair accedes to the office of chair and a special election will be held to fill the office of vice chair.
  - (iii) In the event of a vacancy in any other elected senate office, a special election will be held to fill that office.
  
- (2) Officers and their responsibilities.
  - (a) Duties of the chair of the faculty senate.
    - (i) The chair shall preside at regular and special meetings of the faculty senate.
    - (ii) The chair of the faculty senate shall be the chair of the executive committee.
    - (iii) The chair or designee shall represent the faculty senate in its external relations, except where these bylaws provide for other representatives. The chair shall be one of the representatives to the Ohio faculty council.
    - (iv) The chair shall facilitate the legislative action of the faculty senate by monitoring the activities of the faculty senate committees, by serving as a liaison between the faculty senate executive committee and other committees, and by determining that committee proposals and recommendations are brought to the faculty senate in proper form and after due process.
    - (v) In instances in which faculty senate resolutions are forwarded to individuals or bodies for approval or action, the chair shall deliver the resolutions and be responsible for reporting to the faculty senate the responses of the receiver.
    - (vi) The chair shall be responsible for the management of the faculty senate office.
    - (vii) The chair shall be the appointing officer for all appointed positions in the faculty senate, except that after the election of officers in the

spring term, the chair-elect shall be the appointing officer for all appointments for the coming year.

- (viii) The chair must approve individual purchases from the faculty senate budget which exceed two hundred fifty dollars.
- (ix) The chair shall have such other duties as are assigned by actions of the faculty senate, by the faculty senate charter, or by these bylaws.
- (x) The chair of the faculty senate shall have ex officio membership on all faculty senate councils, committees, and commissions.

(b) Duties of the vice chair of the faculty senate.

- (i) The vice chair shall preside at meetings of the faculty senate and shall chair the faculty senate executive committee in the absence of the chair.
- (ii) The vice chair shall assume all of the duties of the chair of the faculty senate whenever the chair is absent from the campus more than two consecutive weeks.
- (iii) The vice chair of the faculty senate shall be the chair of the committee on committees.

(c) Duties of the secretary of the faculty senate.

- (i) The secretary shall supervise the preparation and distribution of the faculty senate minutes.
- (ii) The secretary shall be the archivist of the faculty senate and shall file all faculty senate correspondence and copies of the minutes of faculty senate committees and other committees reporting to the faculty senate.

(3) Faculty senate delegates.

(a) Duties of delegates.

- (i) Delegates shall be the principal agents of communication between the faculty senate and the bodies to which the delegates have been assigned.
- (ii) Delegates shall attend the meetings of the groups to which they have been assigned.

- (iii) Delegates shall prepare upon request or by their own initiative, oral and/or written reports to be presented to the faculty senate and/or the faculty senate executive committee.
- (b) Designation and selection of delegates.
- (i) The chair of the faculty senate shall be the delegate to the board of trustees.
  - (ii) The chair of the faculty senate shall be a member of and the delegate to the president's advisory council.
  - (iii) The chair of the faculty senate shall appoint the requisite delegate(s) to serve during his/her term to:
    - (a) The Ohio faculty council. The chair shall be a delegate to the Ohio faculty council. In addition, the chair shall appoint one additional delegate and one alternate. The appointee and the alternate may be any tenure-track or full-time non-tenure-eligible faculty member.
    - (b) Appropriate organization(s) of student governance, as requested.
    - (c) Appropriate organization(s) of the university alumni association, as requested.
    - (d) The university parents organization(s), as requested.
    - (e) Such other university or statewide organizations as may request a delegate representing the faculty of the university.
  - (iv) The chair shall also appoint a member of the tenure-track or full-time non-tenure-eligible faculty, not necessarily a senator, as a faculty representative to the alumni council.
- (4) Removal and recall of elected officers.
- (a) Upon receipt of a petition containing the valid signatures of faculty senators comprising twenty per cent of the elected membership of faculty senate, the secretary of the faculty senate shall within thirty days conduct a special recall election of the officer whose removal is being requested. If the secretary is the officer whose recall is requested, this special election shall be conducted by another elected officer designated by the chair of faculty senate.



- (b) A two-thirds majority of eligible senators voting in the recall election shall effect the removal of the officer. A special election shall be held to elect a replacement.

(F) Meetings.

(1) Types of meetings.

- (a) Regular meetings shall be open meetings.
- (b) Guests may be invited to closed meetings by the chair of the faculty senate or the faculty senate executive committee or by vote of the faculty senate.
- (c) Special meetings may be called by the chair of the faculty senate. The chair shall be obliged to convene the faculty senate whenever one-fifth or more of the members submit a written request for a special meeting.

(2) Frequency and schedule of meetings.

- (a) The number of regular meetings in each term shall be at least: fall, four; spring, four. A summer meeting may be called at the discretion of the executive committee.
- (b) Regular meetings of the faculty senate shall be scheduled on Mondays, normally the second Monday of each month of the regular academic year during which the university is in session.
- (c) If called, a summer meeting shall normally be scheduled the first Monday of the summer III term.

(3) Procedures and rules.

- (a) Meetings of the senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."
- (b) Normally, the regular agenda shall be:
  - (i) Call to order
  - (ii) Roll call
  - (iii) Approval of the agenda
  - (iv) Approval of minutes
  - (v) Senate chair's remarks

- (vi) President/provost's remarks
  - (vii) Old business
  - (viii) New business
  - (ix) Announcements/statements for the record
  - (x) Adjournment
- (c) The faculty senate executive committee may prepare an agenda which devotes a meeting to discussion, precludes action, and sets aside "Robert's Rules of Order Revised."
- (d) Privileges of the floor.
- (i) Senators shall have first privilege of the floor, followed by administrators who are ex-officio members of the senate, the retired faculty observer, student observers (graduate and undergraduate student senate officers), and the part-time faculty observer.
  - (ii) Faculty senate delegates to other bodies shall have the privilege of the floor at all regular meetings of the faculty senate.
  - (iii) A guest or delegate may be recognized if the chair rules that recognition is appropriate. Guests or delegates need not be introduced by a senate member.
  - (iv) An elected member of the faculty senate who will be absent from a meeting may delegate neither his or her seat nor vote to a proxy.
- (e) Voting procedures.
- (i) Voice votes shall be the usual voting procedure. Other voting procedures (e.g. show of hands) may be selected at the senate chair's discretion.
  - (ii) A request by any member for a secret ballot shall be granted unless a majority of the faculty senate elects to vote in another manner.
  - (iii) A member may move for a roll call vote. The motion for a roll call vote must be seconded, is not debatable, and must pass by a majority vote.

- (iv) Under special circumstances, the faculty senate, or its councils, committees, commissions or other bodies, may conduct electronic votes.
  - (f) The secretary may require that motions and amendments be submitted in writing.
- (4) Minutes, invitations and announcements.
  - (a) An agenda shall be sent to each member of the faculty senate three working days in advance of regular meetings.
  - (b) All faculty senate delegates and delegates to the faculty senate from other bodies shall receive invitations and agenda to regular meetings.
  - (c) The faculty senate, through its chair, shall invite appropriate administrative officers, including the president, to discuss university matters with faculty senate.
  - (d) A full record of the proceedings of each faculty senate meeting shall be filed in the faculty senate office. An edited set of minutes which preserves the substance of the meeting shall be distributed to members of the faculty senate and to chairs and directors of academic units. At regular intervals, at least once in each academic term, a digest and status report of faculty senate actions shall be distributed to the faculty.
- (G) Councils, committees and commissions.
  - (1) Rights of the faculty senate and definitions. The rights of the faculty senate and definitions with respect to councils, committees and commissions are specified in paragraph (G)(1) of rule 3342-2-05 of the Administrative Code.
  - (2) Educational policies council.
    - (a) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, inactivation or significant revisions of academic programs; the establishment or discontinuance of bodies or agencies that are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.
    - (b) All recommendations of the educational policies council related to long-range academic planning or to the establishment, inactivation or significant

revision of academic policies, programs or bodies shall be submitted to the faculty senate for approval. Proposals for the inactivation or significant revision to an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.

- (c) Business of the educational policies council that normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.
  - (d) All commissions appointed to consider academic planning for the university shall report to the educational policies council.
  - (e) The chair of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the Kent core requirements, diversity requirements, writing-intensive requirements and experiential learning requirements. This subcommittee shall report to the educational policies council.
  - (f) Changes to the composition of the educational policies council membership or changes in the process of selection and appointment of members to the council shall be proposed by the committee on committees and approved by the faculty senate.
- (3) Committees of the faculty senate.
- (a) Faculty senate executive committee.
    - (i) The faculty senate executive committee shall be the three officers elected by the faculty senate (chair, vice chair, and secretary), one at-large member elected by the faculty senate, and two senators appointed by the chair-elect prior to the inauguration of his/her term upon consultation with the other officers-elect and with due regard to appropriate representation among the collegial units and curricular divisions of the university. In addition, at the invitation and pleasure of the chair-elect, the immediate past chair may serve as an ex-officio (not voting) member of the executive committee.
    - (ii) The faculty senate executive committee shall prepare agenda for faculty senate meetings; shall transact routine business for the faculty senate between meetings; shall meet with the president regularly for confidential discussions or consideration of faculty senate business; and shall act for the faculty senate in emergencies. The faculty senate executive committee may assign responsibilities to faculty senate councils, committees, and commissions and determine which recommendations of these bodies require specific faculty senate approval. Individuals may appear before the faculty senate executive committee to make requests or present ideas relevant to the current or potential senate business.

- (iii) The executive committee shall meet regularly each term during the academic year and during the summer.
  - (iv) The secretary of the faculty senate shall be the secretary of the executive committee and shall circulate minutes of meetings to all members of the faculty senate.
  - (v) Subsequent to the election of officers in the spring term, the chair shall invite members of the executive committee-elect to all meetings of the executive committee.
- (b) Professional standards committee.
- (i) The professional standards committee shall be concerned with standards and policies encompassing matters such as faculty rank, promotion, appointment, leave, privilege, tenure, and dismissal.
  - (ii) The professional standards committee shall be concerned with policies and procedures relevant to the evaluation of academic units.
  - (iii) The professional standards committee shall be concerned with the quality of instruction.
  - (iv) Changes to the composition of the professional standards committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (c) Committee on administrative officers.
- (i) The committee on administrative officers shall interview candidates for the administrative positions within the province of the committee.
  - (ii) The committee on administrative officers shall establish, within the constraints of the law and of the faculty senate charter and these bylaws, a published set of procedures which shall define the extent and mechanics of its participation in the selection of administrative officers. Before becoming operative, the procedures shall be approved by the faculty senate, the president, and the board.
  - (iii) The chair of the faculty senate shall be the chair of the committee on administrative officers.

(iv) Changes to the composition of the committee on administrative officers membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(d) Committee on committees.

- (i) The committee on committees shall be a resource body for the chair-elect (or chair) of the faculty senate whose responsibility it is to oversee the appointment of the members of all senate committees where the members are not otherwise selected as stipulated by these bylaws, and to appoint the convener thereof where appropriate.
- (ii) The committee on committees should propose to the chair-elect or chair of the faculty senate, members and alternates for appointed positions to be filled on all university councils, committees, commissions and boards.
- (iii) Essential information on each university and senate body to which the committee on committees nominates members is maintained in a separate document which shall be approved by the committee on committees, in which shall be specified the structure of each group. This catalog of university and senate councils, committees, commissions and boards identifies the body's charge, qualifications of membership, number of members and alternates, term and means of appointment, and the office to which the body reports. Request for alteration of catalog entries may be made by notifying the chair of the committee on committees no later than January first, to be effective the following academic year.
- (iv) The committee on committees shall make recommendations regarding the structure and functioning of faculty senate and university councils, committees, commissions and boards.
- (v) In the spring term the committee shall make available in summary form information on each group and circulate an interest inventory to all faculty members to determine the committees for which individuals would like to be considered.
- (vi) Annual recommendations of faculty members for membership on university councils, committees, commissions and boards shall be completed before the end of the spring term. Prior to the meeting at which recommendations are made, the faculty senate executive committee shall designate those university councils, committees, commissions and boards upon which the faculty senate shall have representation during the coming faculty senate year within the

term of faculty senate, paragraph (G)(6)(a) of the faculty senate charter as provided for in rule 3342-2-05 of the Administrative Code.

- (vii) Changes to the composition of the committee on committees membership or changes in the process of selection and appointment of members to the committee shall be proposed by the faculty senate executive committee and approved by the faculty senate.
- (e) Faculty senate budget advisory committee.
  - (i) The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.
  - (ii) Changes to the composition of the faculty senate budget advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (f) Faculty ethics committee.
  - (i) The faculty ethics committee shall serve as a screening and hearing body for any faculty member(s), who wishes to lodge a charge of unethical professional practice against another faculty member. A charge may also be filed against an administrator with faculty rank only in relation to those responsibilities assigned as a faculty member. "Unethical professional practice" is defined as violations of the faculty code of professional ethics (as included in rule 3342-6-17 of the Administrative Code). The ethics committee may also serve as a hearing body for faculty members who wish to request a hearing to respond to charges made against them.
  - (ii) The operating procedures for the faculty ethics committee shall be developed by the committee subject to approval by the faculty senate.
  - (iii) Changes to the composition of the faculty ethics committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (g) Faculty marshals
  - (i) The Faculty Marshals shall be a faculty senate committee charged with acting as observers and liaisons between administration and students during university-wide gatherings and times of possible unrest. As observers, they are important sources of information to Faculty Senate and

the faculty as a whole. They will be trained in coordination with the staff observers, but report to the chair of faculty senate.

- (ii) The Senate Executive Committee will select from a pool of volunteers, based on need.
- (h) Survey of student instruction review committee
  - (i) This committee shall bear primary responsibility for curating the list of custom questions used in the Survey of Student Instruction (SSI). The process of curation will allow for modification, removal or addition of list questions. This Committee will also be responsible for preparing an annual summary of SSI participation rates at both the aggregate level and broken down by campus, college, undergraduate versus graduate and online versus traditional delivery. The Committee will also respond to requests from Faculty Senate Executive Committee for any additional information on the SSIs. The committee may make any recommendations to the Faculty Senate Executive Committee specific to the SSIs.
  - (ii) Changes to the composition of the survey of student instruction review committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (i) University libraries advisory committee
  - (i) This committee shall advise and make recommendations to the Dean of University Libraries and the Provost regarding the short and long-term operations and planning of University Libraries. Matters within the purview of the committee may include, but are not necessarily limited to, the following: (1) collection development and budgetary issues; (2) service initiatives, evaluating existing services, creating new initiatives; (3) physical facilities (use and planning); and (4) assessment activities.
  - (ii) Changes to the composition of the university libraries advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (4) Appointments of commissions of the faculty senate. Appointments of members of commissions shall terminate at the end of a faculty senate year. Members may be reappointed if the task of the commission has not been completed.
- (5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.
  - (a) Meetings.



- (i) All faculty senate bodies should meet at least once during each term of the academic year.
  - (ii) All faculty senate bodies should hold a planning meeting early in the faculty senate year. Each body should submit an outline of proposed activities to the executive committee.
  - (iii) All bodies shall file a copy of the minutes of their meetings with the faculty senate office.
- (b) Facilities and services.
- (i) The faculty senate conference room shall be available for meetings of faculty senate bodies.
  - (ii) Secretarial services of the faculty senate office shall be available to faculty senate bodies. Requests for services shall be directed to the chair of the faculty senate.
  - (iii) Bodies of the faculty senate may file requests for funds from the faculty senate budget to support their activities.
  - (iv) A faculty senate body may request that the chair appoint consultants to the body. Consultants will not have voting privileges.
- (c) Reports.
- (i) Each faculty senate body shall file a report at the end of the faculty senate year summarizing the activities of the body. The chair of the body is responsible for the report.
  - (ii) Progress reports to the faculty senate may be made orally.
  - (iii) Reports to the faculty senate which summarize investigations or which embody recommendations shall be submitted in writing.
  - (iv) Reports which embody major recommendations shall be submitted to the vice chair of the senate prior to presentation at a faculty senate meeting. The vice chair or the executive committee of the faculty senate may request additional work by the body including hearings which permit interested parties to comment upon proposals. Reports to members of the senate shall be circulated in advance of the meeting at which a vote is to occur.
- (6) Composition and terms of appointment. Composition and terms of appointments of members of faculty senate councils, committees, and commissions except where

specified elsewhere in the bylaws shall be specified for each group in the catalog of university and senate councils, committees, and commissions.

- (7) Membership of faculty senate bodies.
  - (a) Sizes of faculty senate committees and commissions. Every effort shall be made to keep committees and commissions small except when bodies require a number of permanent subcommittees. A committee or commission with as few as three members is not inappropriate.
  - (b) Representation on faculty senate bodies.
    - (i) Faculty senate committees will normally be chaired by members of the faculty senate.
    - (ii) Faculty senate commissions may be chaired by any member of the faculty.
    - (iii) Faculty senate committees shall have at least two members of the faculty senate as members of the committee. Other faculty members, students, and alumni may serve as members of the faculty senate bodies.
    - (iv) A faculty senate commission will normally have at least one member of the faculty senate as a member.
- (8) Additional programs, functions, and responsibilities of the faculty senate may be established.

Policy Effective Date: Nov. 01, 2016

Policy Prior Effective Dates: 11/4/1977, 10/5/1979, 7/11/1980, 3/11/1982, 4/30/1982, 3/5/1984, 5/18/1984, 2/19, 1990, 9/23/1991, 2/24/1992, 01/02/2002, 5/20/2009, 6/20/2012, 1/7/2013, 10/3/2013, 10/2/2014, 3/1/2015



**Faculty Senate Executive Committee  
Minutes of the Meeting  
April 8, 2020**

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed)

1. Call to Order

Chair Grimm called the meeting to order at 3:30 p.m. on Microsoft Teams.

2. Discuss the Process for the Upcoming Senate Meeting

The Executive Committee discussed the technical procedures for how the first online meeting of the Faculty Senate will be held. This included a discussion of how the election for the Executive Committee will be managed.

3. Review Charter and Bylaws

The revisions were sent to the ad hoc commission (Secretary Ed Dauterich, Senator Jen Cunningham, Emeritus Professor Paul Farrell, and Emeritus Professor Tom Janson) today, and the members approved them by email. The Executive Committee discussed the revisions and made suggestions for changes. The commission then approved the final version to be distributed to the full senate.

4. Review Schedule for Upcoming Executive Committee Meetings

The schedule was reviewed.

5. Report on the Service Survey

344 responses have currently been received about faculty members' interest in serving on university and senate committees. This is the highest recorded level of response to the survey ever.

6. Additional Items

There were no additional items.

7. Adjournment

Chair Grimm adjourned the meeting at 5:02 p.m.

Respectfully submitted by Edward Dauterich  
Secretary, Faculty Senate



**Faculty Senate Executive Committee  
Minutes of the Meeting  
April 15, 2020**

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed), Darci Kracht (At-Large Elect)

Guests Present: President Todd Diacon, Interim Provost Melody Tankersley, Interim Senior Associate Provost Mandy Munro-Stasiuk, Interim Associate Provost Manfred Van Dulmen, and Associate Provost for Faculty Affairs Sue Averill

1. Call to Order

Chair Grimm called the meeting to order at 3:07 p.m. on Microsoft Teams.

2. Review of Topics for the President and the Interim Provost

Topics that the Executive Committee wished to address included the communications about teaching and learning on the COVID-19 website from the Provost's Office. The committee believes that this information needs to be more up-to-date, and it needs to be kept under the control of one person in the Provost's Office. It would also help if a user from marketing and an expert web designer could be made available to work with the site. Testing of the site for usability is a must; the current state of the site makes it difficult to find information about recommendations and guidelines. We also need the online catalog to reflect that face-to-face courses might not be meeting in the scheduled classroom. The committee would also like an update on the possibility of employees returning to campus in the near future. The Executive Committee also has questions about the budget that may not be able to be answered at this time. In addition, there were questions about future enrollment and about how other universities are faring during the pandemic.

3. (3:30) Meet with President Diacon and Interim Provost Tankersley

The Executive Committee addressed some of the questions above with President Diacon and Interim Provost Tankersley. President Diacon congratulated the committee for running a smooth faculty senate meeting earlier in the week. He also mentioned some of the work we are doing on reopening the university. A team has been created to address how to reopen for employees in the summer and to discuss what we can do in the fall.

The president maintained that we need to become more comfortable with uncertainty. Statewide, with a 20% reduction in subsidies many universities will face financial hardships. For some of these, the effects will begin soon. Kent is in a stable position for now.

Interim Provost Tankersley congratulated the committee and shared that nursing and podiatric medicine students will graduate early (May1) in order to enter the workforce as soon as possible.

Regarding the concerns discussed before the meeting, Interim Provost Tankersley said the information websites will be investigated to see how we can better communicate the guidelines to students, faculty, and staff. She suggested that a subgroup of the Ad Hoc Academic Continuity Committee (ACC) could seek out the individual problems, so that her office could take care of them as they arise. She also mentioned that we are still projecting a 20% enrollment decline. Recent numbers show that it may be less than 10% down for incoming freshmen at Kent State. Deadlines for students to decide on attending have been extended, and we will let students make the decision until the first day of classes in Fall 2020. As far as cuts at the university go, all deans must propose a 20% cut now, but will be asked what they could add back in if cuts only needed to be 10% or 15%. All departments will probably not be treated equally. Deans will provide these lists to her, and then she will meet with them one-on-one to explain the reasons behind cutting or not cutting areas.

4. Meet with Interim Provost Tankersley, Interim Senior Associate Provost Mandy Munro-Stasiuk, Interim Associate Provost Manfred Van Dulmen and Associate Provost for Faculty Affairs Sue Averill to Discuss the Establishment of the Academic Continuity Planning Committee

The process for forming the committee was discussed. The Committee on Committees will work to establish the membership of the committee as a joint committee between Faculty Senate and Academic Affairs. Until the committee is officially formed the Ad Hoc Academic Continuity Committee will continue to do the work with the addition of members from unrepresented areas of campus. The final committee will contain the Faculty Senate Executive Committee, but hopefully other faculty can be brought for membership in the group. In the end, we hope for policies and procedures that could be implemented in not only public health emergencies, but also other problems (internet taken down by hackers, natural disasters, etc.).

5. Committee Preference Survey

The survey will be shared with the COC, who will make recommendations about who will serve on which committees. They will also have a list of committees showing how many people they need to recommend and how many alternates will be needed.

6. Discussion of Appointed Positions to the Executive Committee

Denice Sheehan will continue as a member of the committee. Other senators will be contacted about their willingness to serve.

7. Additional Items

There were no additional items.

8. Adjournment

Chair Grimm adjourned the meeting at 5:18 p.m.

Respectfully submitted by Edward Dauterich  
Secretary, Faculty Senate



**Faculty Senate Executive Committee  
Minutes of the Meeting  
April 22, 2020**

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed), Darci Kracht (At-Large Elect)

Guests Present: Dean Eboni Pringle, Dr. Julie Mazzei, LeAnn Starlin-Nilsson, Director Jennifer Marcinkiewicz, Dr. Christopher Woolverton, Kjera Seregi

1. Call to Order

Chair Grimm called the meeting to order at 2:38 p.m. on Microsoft Teams.

2. Approval of Minutes:

a. Executive Committee Meeting Minutes of April 8, 2020

A motion was made and seconded to approve the minutes (Sheehan/Vande Zande). The minutes were approved as written.

b. Faculty Senate Meeting Minutes of April 13, 2020

The minutes of the meeting were not available and will be distributed to the Executive Committee later to be approved at the next Executive Committee meeting.

c. Executive Committee Meeting Minutes of April 15, 2020

A motion was made and seconded to approve the minutes (Sheehan/Vande Zande). Senator Laux suggested an amendment. Senator Sheehan moved to approve the amendment. The change was approved. The minutes were approved with the amendment.

3. Nominate Senate and Non-Senate Member for the Committee on Administrative Officers (CAO) to Be Elected at the May Faculty Senate Meeting

Four total candidates were identified to run for the two open positions on the committee.



4. Ohio Faculty Council

Senator Dauterich volunteered to continue as the representative to the council. Senator Sheehan volunteered to serve as an alternate.

5. (3:30) Meet with Dean Eboni Pringle, Dr. Julie Mazzei, LeAnn Starlin-Nilsson, Director Jennifer Marcinkiewicz, Dr. Christopher Woolverton, and Kjera Seregi

The Executive Committee met with the group to discuss the restructuring of the First Year Experience (FYE) courses. Dean Pringle began the discussion by thanking the Executive Committee and then turned it over to Dr. Mazzei to give context for the changes. Dr. Mazzei said that the climate study indicated problems with students having a sense of belonging at Kent State. 49% of students at the Kent campus considered leaving because they did not feel they belonged. Students were invited by Student Affairs to a series of Lean Education Academic Network (LEAN) meetings to discuss this problem, and students suggested using FYE as a resource for building community. Students and other experts on campus were consulted to see how the changes could be best incorporated. They hope to create five teams with two students, two faculty, and two staff on each team to develop proposals to see what the new class would look like. Each team will go to workshops on design and community building as well as others before submitting their proposals. They anticipate that there will probably be a combination of components from proposals that may build the best course at the end.

Chair Grimm said that FYE is tightly programmed in her college and asked about the purpose of making these teams if colleges will have ultimate control of the course.

Dr. Mazzei said that what currently exists in individual colleges' FYE courses will be rehoused somewhere else. A new FYE structure would be created where clear boundaries would be set for what is appropriate in the class.

Director Marcinkiewicz listed the learning objectives of the course as it stands, and she pointed out that skills learned in FYE should meet those objectives.

Dean Pringle added that it will be important to find out where displaced portions of existing courses can be housed, so students will still have access to college specific components.

Senator Laux asked who will determine what faculty have the ability to teach these classes. He also asked how the group would address the problem of academic freedom for these courses.

Dr. Mazzei said they want to embrace academic freedom. Instructors should be able to build community by teaching something they are passionate about while still delivering students the tools they need to build a sense of community. In order to get the right instructors into the classroom, they may provide advance workshops for instructors before they teach the course.

Dean Pringle said that the faculty workshops have not been finalized yet, but they will work closely with the colleges to find faculty who want to connect with those learning outcomes and help students achieve them.

Director Marcinkiewicz said that this is similar to submitting a course proposal for building curriculum. There is a basic data sheet outlining essential elements, but there is not a lot there about how the goals will be achieved. The group working on it now hopes to offer faculty examples of how to achieve learning outcomes, but they will not be mandated as procedures.

Senator Wang suggested that different people should work together to develop the curriculum, and she offered that at the end of the discussion, a group could put together a booklet showing all the different resources they used to reach the learning outcomes.

Senator Vande Zande said a digital repository would be a good way to do it, and that people could add things as they are created.

Dr. Woolverton explained how the course could help students build mental health resiliency. He liked the framework that is set up for redesigning the course because developers can look at it and build their own examples of courses from there. The redesign will help with building resiliency by allowing students to rely on one another in times of stress. It will build capacity for community support.

Dr. Mazzei said that this is definitely part of the process. Reflection on self in the community is part of it, but agency in the community is also woven through all four learning objectives:

- developing skills for advocating for self and others;
- understanding how to persist through adversity and assist others with their challenges;
- establishing the foundation for long-term personal resilience; and
- embracing personal and professional identity exploration.

The group is hoping to distribute a call for participants on the teams at the beginning of Fall 2020 and have teams together by late September, workshops in mid-October, and proposals and presentations by the end of the semester with implementation the following fall. They hope to possibly do a test case in Fall 2020, but this has not yet been determined to be possible. Revenues for the courses will probably remain with the colleges if they work with the outline that is eventually approved through the normal curricular process.

#### 6. Email from Michael Beam Regarding Committee Appointment

Dr. Beam wishes to continue on the University Council on Technology (UCT), but he will be transitioning to an administrative position. Chair Grimm will contact the UCT chair about him and other possible candidates.

7. EPC Items

The Executive Committee passed the items transmitted from the EPC and voted to have them included as information items.

8. Finalize Agenda for the May 11, 2020 Faculty Senate Meeting

Chair Grimm would like to invite Vice President Parker to discuss enrollment at the next Executive Committee meeting. We would also like to invite someone to talk about pandemic planning and the chair of the UCT to discuss the LMS process.

9. Additional Items

There were no additional items.

10. Adjournment

Chair Grimm adjourned the meeting at 5:18 p.m.

Respectfully submitted by Edward Dauterich  
Secretary, Faculty Senate



**Faculty Senate Executive Committee  
Minutes of the Meeting  
April 29, 2020**

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed), Darci Kracht (At-Large Elect), Ann Abraham (Newly Appointed)

Guests Present: Vice President Mary Parker

1. Call to Order

Chair Grimm called the meeting to order at 3:06 p.m. on Microsoft Teams.

2. Approval of the Faculty Senate Meeting Minutes of April 13, 2020

This was postponed due to time restrictions. The Executive Committee will vote on these minutes over email.

3. Election of Committee on Academic Officers (CAO) Representatives

A motion was made and seconded to have the election done electronically rather than in person at the next meeting (Wang/Kracht).

4. Meeting with Vice President Mary Parker (3:30)

Vice President Parker spoke with the Executive Committee about enrollment statistics and strategies. Nationally, 86% of all enrollment leaders are concerned about meeting goals. Analytics and trend data that were previously used are no longer accurate due to the COVID-19 pandemic. 44% of high school seniors are second guessing where they want to go for college, and 53% of that group (and their parents) want them to attend closer to home. 34% of continuing students are unsure whether they will return for Fall 2020 (particularly if courses are still being taught remotely), and 77% need more financial aid to continue. Enrollment Management will investigate how foundation dollars are leveraged to support financial aid for students. Parent income is down, and we know that Kent State University is receiving many calls from families who have lost their wages. Financial aid applications and the eligibility for aid were based off 2018 tax returns, and these are no longer accurate. There will also be an increase in Pell Grants due to declining available income for families. Cost will be the biggest impact on our

enrollment. Enrollment Management is conducting individual financial aid appointments, holding Facebook Live meetings, sending letters to families and students, and engaging in web appointments on days, nights, and weekends in an effort to assist students with their financial needs.

Summer enrollment is down 8-9% for 2020. Fall 2020 enrollment predictions depend on which group of students is being considered.

Graduate applications for Fall 2020 have experienced an uptick (international students mostly), but travel restrictions and financial problems could work against this. We will try to be the first school in the state to allow anyone with a bachelor's from an Ohio institution to attend graduate school at Kent State as a new or continuing graduate student without paying out-of-state fees. This could help with domestic applications as well.

Undergraduate international applications are down. SARS in 2003 led to a 10% decline in international undergraduate enrollment. Nationally, if we recover well from COVID-19 by fall, the comparable decline in international undergraduate applications would be twice as bad; if there is a partial recovery, the decline would be four times as bad; if there are few signs of recovery, the predictions are that the decline would be eight times as bad.

For continuing students, Institutional Research (IR) reports that we are down 8.8% at Kent State University as a whole, which factors in a 6.3% decline at the Kent campus and about 19% at the regional campuses. This does not mean that students are coming, even if they are registered, and the retention committee is working to remove barriers to continued registration, as well as to make housing more accessible. They are also launching a Fall 2020 Ready campaign. The message from most colleges in the United States is that they are ready to support students, so Kent State needs to be doing the same by addressing how we build community and what students will experience with regard to community even if courses remain online. Marketing, Student Affairs, Academic Affairs, and others are working on this messaging. These communications are already working for prospective students, so we need to communicate them to continuing students. Fee assessment for the Fall 2020 semester has been moved to an earlier time, so parents are more prepared. Bill assessment will take place by June 5<sup>th</sup> for all students. Room assignments will happen in mid-May, and this will give the university more time to work with families. 5-month payment plans will be extended to 6-month plans, and holds for those who could not afford to pay previous bills in order to register for fall have been lifted. Financial Aid, the One Stop, Student Affairs, and others are participating in these efforts. Each college is also represented in these efforts.

The projected enrollment for the new freshman class is 700 students up from last year, but Kent State is 650 down from last year (about 15%) on actual deposits. In addition, students are not registering and signing up for Destination Kent State (DKS) as much as they usually do. Enrollment Management is looking at scholarship strategies here as well.

The Executive Committee expressed concern over which courses and classes must be offered online, how that will affect enrollment, and whether the focus is on serving

existing students or bringing in new ones. Many students attend college partially to move away from home and form new communities and new social bonds.

Vice President Parker agreed that this is a problem and says they will try to create community regardless. If we are fully online, this will be a bigger problem. Students may wait to enroll until they can be physically present on campus. She said she knows that the Ad Hoc Academic Continuity Committee (ACC) is looking into what courses will be offered on campus, and she wants to remain a member of the group to see whether we can look at getting rid of online fees or reducing them for courses that cannot be taught in person.

Housing deposits are being taken for the fall, and we are at about 86% capacity, but those deposits may have to be returned depending on the recovery from COVID-19.

5. Finalize Agenda for the May 11, 2020 Faculty Senate Meeting

The agenda was finalized.

6. Meeting over the Next Six Weeks

We will have additional Executive Committee meetings out of the ordinary schedule.

7. Additional Items

There were no additional items.

8. Adjournment

Chair Grimm adjourned the meeting at 5:18 p.m.

Respectfully submitted by Edward Dauterich  
Secretary, Faculty Senate