

## ***UNIVERSITY SENATE BYLAWS***

### **I. Meetings**

- A. The University Senate shall hold at least four monthly meetings per academic semester, excluding the summer sessions, at a time and place indicated by the presiding officer. Additional meetings may be called at the discretion of the chair, or upon petition by one-third of the University Senate membership to the Rules Committee, which shall establish a date and place and publish the reason for such a meeting within two days of the date such a petition is received.
- B. No meeting of the University Senate shall be held when the university is not officially in session.
- C. The chair of the University Senate may convene that body during the summer session when there is necessary business to transact. For the summer session, 45 members shall be considered a quorum. Any business transaction during the summer shall be subject to the review and approval of the regular University Senate at its first scheduled meeting in the fall.
- D. Following the last scheduled University Senate meeting of the year, an electronic (nonsynchronistic) meeting will be held within one week. The sole purpose of this nonsynchronistic meeting will be to approve the minutes from the previous meeting in order to forward recommendations to the Council of Trustees. The minutes will be distributed to senators via a senate listserv. Any comments, corrections, or concerns that a senator has regarding the minutes can be expressed on the listserv so that all senators will receive the posting. Five business days following the posting of the minutes, the chair of the University Senate will call for a vote and provide an electronic link where senators can vote. Votes can be made during the two business days following the chair's call for a vote. The completion of the vote must occur prior to commencement. Once tallied, senators will be informed of the outcome via the listserv.
- E. Notice of all meetings of the University Senate shall be published by the Senate secretary at least one week in advance of such meeting.
- F. A majority of the membership of the University Senate shall constitute a quorum.
  - 1. In the event a quorum is called for, a roll-call vote will be taken by the Senate secretary, using the podium roster. Only those senators whose names appear on this list will be eligible to vote.
  - 2. The podium roster will be updated in the following manner.
    - a. The Rules Committee chair shall submit to the Senate secretary an up-to-date list of all faculty<sup>1</sup>, administrative, staff, and alumni senators at least one week prior to each University Senate meeting. This list shall indicate all vacant seats.
    - b. The Student Government Association vice chair shall submit to the Senate secretary an up-to-date list of all student senators, both graduate and undergraduate, at least one week prior to each University Senate meeting. This list shall include the effective dates of the terms of office for any additions and/or replacement senators, as well as indicate any vacant seats.

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<sup>1</sup> The term faculty is used to represent not only those members of the university staff whose duties are primarily instructional, but also department level administrators, the professional library staff (with the exception of the head librarian, who is classified as an administrator), and the professional or managerial staff of the Student Cooperative Association (with the exception of its director, who is classified as an administrator).

#### G. Protocol for absences.

1. Senators unable to attend scheduled University Senate meetings shall inform the Senate secretary prior to the meeting.
2. The chair may ask for a roll call or designate a person or persons to record attendance.
3. Any senator unable to attend a scheduled standing committee meeting shall inform the committee chairperson prior to the meeting.

#### H. Procedures relating to University Senate absences

1. In the case of absenteeism of faculty senators: The chair of the Rules Committee is empowered to ask any faculty senator who is absent from more than three University Senate meetings in one academic year or two consecutive absences, to state cause for the absences. Further, the chair of the Rules Committee, after such inquiry, may determine, with the majority consent of the committee, whether or not the absences are justified. If it is determined that there has been no justifiable reason for absences, or it is determined that circumstances will prevent the senator from fulfilling his or her duties, the chair, with the consent of the committee, may take the following action:
  - a. In the case of an at-large senator, the senator may be replaced from the list of nominees, beginning with the nominee with the highest number of votes short of election.
  - b. In the case of a department representative, the committee may ask the department chair to conduct an election for the purpose of replacing the incumbent. This election should be completed as early as possible.
2. In the case of student senators: The same procedure of inquiry as for faculty senators is used, and, in appropriate cases, the following action may be taken:
  - a. For undergraduate students, the Student Government Association may be asked to appoint or select a new University Senate member.
  - b. For graduate students, the Graduate Student Assembly may be asked to appoint or elect a new University Senate member.
  - c. Student members must remain members in good standing within their legislative student body.
3. In the case of administrative senators: The same procedure of inquiry is used, and, in appropriate cases, the following action may be taken:
  - a. In the case of senators ex officio, the president of the university is to be informed in writing of the absences.
  - b. In the case of elected senators, the senator may be replaced from the list of nominees, beginning with the nominee with the highest number of votes short of election.
  - c. In the case of presidentially appointed senators, the president shall be notified and asked to name a replacement.
4. In the case of staff absences, the same procedure will be followed as for at-large faculty.
5. In the case of the alumni representative, the Alumni Association shall be notified and may be asked to make a replacement.

I. Protocol for absenteeism from standing committee meetings: The chair of the committee notifies the Rules Committee chair, who is empowered to exercise the same inquiry and action procedures as delineated above in sections H-1 through H-5.

## II. Officers

### A. Chair

1. The chair shall be elected by and from the University Senate for a two-year term commencing with the fall semester. In the absence of the chair, the vice chair, or, in the absence of both, the chair of the Rules Committee shall preside at the meetings.
2. The chair shall be a non-voting member of all committees.

#### B. Vice-Chair

1. The vice chair shall be from the student segment and shall be elected by the membership of the University Senate to a one-year term. A University Senate majority vote is required. Ballots will be used if necessary.
2. The vice chair shall insure that student members are named to the University Senate by the Student Government Association and Graduate Student Assembly.
3. The vice chair shall be a non-voting member of all committees.

#### C. Secretary

1. The Senate secretary shall be elected by and from the membership of the University Senate to a term of two years to run concurrently with the term of the chair.
2. The Senate secretary shall receive copies of reports that are delivered at University Senate meetings, as well as a hard copy or electronic copy of the minutes of all Senate committee meetings. This officer also shall receive all agenda items, and prepare and distribute the regular meeting agenda to all members of the University Senate one week before the meeting, as well as deposit a copy in the University Archives.
3. The Senate secretary shall be responsible for setting and publishing dates of all University Senate meetings; keeping records of all University Senate actions, past and present; and, when necessary, retrieving information concerning previous University Senate and committee actions.
4. The Senate secretary shall maintain a record of attendance and shall inform the chair of the Rules Committee on the occasion of any senator's second absence in any semester and of all absences thereafter.
5. The Senate secretary may serve as an elected member of any committee.

#### D. Parliamentarian

The parliamentarian shall be appointed by the chair from the University Senate membership, for a term commensurate with the term of the chair, until relieved by the chair.

### III. Procedures

- A. The University Senate ordinarily refers new business to its appropriate committee for consideration, although it may initiate and create policy from the floor upon the approval of two-thirds of the members present. Questions concerning repeal of existing policies are to be treated as new business and should ordinarily be referred to the Rules Committee.
- B. The chair of the University Senate shall report to the University Senate the disposition of such matters as it has recommended to the Council of Trustees. Recommendations that have been rejected by the Council of Trustees shall be returned to the floor of the University Senate for deliberation and disposition as old business at the meeting immediately following communication of such rejection.
- C. Senate meetings shall be conducted according to Robert's Rules of Order, excepting where such procedures conflict with the bylaws of the University Senate, in which case the latter shall take precedence.
- D. Committee reports shall be presented on a rotating basis after reports by the Rules Committee, University-Wide Undergraduate Curriculum Committee, and University-Wide Graduate Committee. A committee chair may ask that the University Senate chair give the committee's report unusually urgent priority. Preferably, the request should be made before the University Senate is called to order, but may be made during the meeting if unavoidable.
- E. Appointed University Senate representatives to other organizations shall report at University Senate meetings. "Senate Representative Reports" will be a standard University Senate agenda item after the standing committees' reports.

- F. Proposed amendments to the bylaws shall be presented by the Rules Committee to the University Senate members at least 15 days before the meeting at which a vote will be taken. Passage of an amendment requires a simple majority of those voting.
- G. No action on curricular matters can be taken by the University-Wide Graduate Committee, the University-Wide Undergraduate Curriculum Committee or the University Senate without FACULTY<sup>2</sup> members comprising a majority of members voting. In addition, a motion on curricular matters shall be approved only if a majority of those FACULTY members vote to approve the motion. A curricular motion can be defeated by a simple majority of all senators voting.

#### IV. Committees

- A. The University Senate shall have certain standing and consultative committees, as designated below, to formulate and recommend university policy within the area of responsibility assigned to each, and subject to review and approval by the entire University Senate. These committees shall have the authority to create subcommittees and to call upon consultants as they deem necessary to carry out their assigned functions. Committees shall not appoint or elect voting members to their membership in addition to those provided for in the bylaws of the University Senate.
- B. Terms of service for elected members of the standing committees shall be two years, one-half to be elected yearly. Length of service of student members of University Senate committees may be one year, but not less. Election of members to the standing committees shall be conducted by the Rules Committee on an annual basis.
- C. The chair of each committee shall be responsible for publishing the dates and locations of open committee meetings. The secretary of each committee shall be responsible for filing a copy of the minutes of each meeting with the chair of the Rules Committee and shall send a hard copy or electronic copy of these minutes to the Senate secretary as soon as possible following each meeting.
- D. Relevant reports of standing committees may be distributed to members of the University Senate in advance of the scheduled University Senate meeting as part of agenda mailings.
- E. All formal actions of committees shall be voted on by the University Senate. Executive sessions of committees may be held at the discretion of the committee.
- F. All policy recommendations of committees to the University Senate shall be accompanied by suggested implementation dates.
- G. Non-senators may be appointed to University Senate committee(s) as non-voting members where specified in these bylaws.
- H. When a senator serving as a faculty representative on a senate committee is appointed as an acting manager at the university, the senator shall relinquish his/her faculty representation on the University Senate committee.

#### V. Standing Committees

##### A. Rules Committee

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<sup>2</sup> The term FACULTY is herein defined as it is in the Collective Bargaining Agreement between APSCUF, as the bargaining agent for the FACULTY, and the SSHE. FACULTY is defined as all members of the FACULTY bargaining units, union members and non-union members alike.

1. Function: The Rules Committee shall be responsible for conducting elections as specified below; maintaining on-file procedures for electing non-faculty segments of the University Senate; maintaining the membership roster; preparing amendments to the constitution and bylaws and submitting them to the University Senate for action; adjudicating jurisdictional conflicts between University Senate committees; and interpreting the rules and regulations of the University Senate.
    - a. Elections: The Rules Committee shall conduct elections for the at-large faculty segment of the University Senate, for nominations of faculty members to serve on the IUP Foundation Board, for FACULTY members to serve on the University-Wide Undergraduate Curriculum Committee and the University-Wide Graduate Committee, and for other positions as have been or may be requested. The committee also shall conduct elections for faculty and administrative members of each of the standing committees. The elections shall be conducted in accordance with procedures adopted by the University Senate.
    - b. Membership Roster: The Rules Committee shall be responsible for keeping the University Senate roster up-to-date. Vacancies occurring during the year in the faculty-at-large segment or standing committees shall be filled by the next highest vote recipient in the most recent election except as otherwise stipulated in these bylaws.
    - c. Amendments: Proposed amendments to the University Senate bylaws shall automatically go to the Rules Committee for study and presentation to the University Senate for action. The Rules Committee shall draft appropriate wording and present it to senators at least 15 days before the meeting at which a vote will be taken. Ordinarily, the proposed amendment shall be presented at one meeting for information and shall be acted upon at the next meeting. Passage of the amendment requires a simple majority of those voting.
    - d. Adjudication: The Rules Committee shall interpret the rules and regulations of the University Senate, including the constitution and bylaws, and shall be responsible for establishing and supervising regulations governing non- members' admission to and participation in University Senate meetings.
  2. Membership:
    - a. Ex officio: The parliamentarian of the University Senate.
    - b. Elected: Eight faculty and two administrative members shall be elected by and from the University Senate.
    - c. Three undergraduate students shall be appointed by and from the Student Government Association.
    - d. One graduate student shall be appointed by and from the Graduate Student Assembly.
    - e. One staff member may be elected.
  3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
  4. Meetings: All regular meetings of the committee shall be open.
- B. Academic Committee
1. Function: The area of responsibility of the committee shall be all academic policies and procedures including academic standards, academic grievances, general policies for admission and scholarships, and recommendations for the awarding of honorary degrees and emeritus status, except as herein after relegated to the charge of another committee.
  2. Membership:
    - a. Ex officio: The registrar, and the provost and vice president for Academic Affairs or his or her designee.
    - b. Appointed: One representative from the Council of Deans.
    - c. Elected: Eight faculty and two at-large members shall be elected by and from the University Senate.

- d. Three undergraduate students shall be appointed by and from the Student Government Association.
  - e. One graduate student shall be appointed by and from the Graduate Student Assembly.
3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
  4. Meetings: All regular meetings of the committee shall be open.

C. University-Wide Undergraduate Curriculum Committee

1. Function: The area of responsibility of the committee shall be degree requirements and all matters relating to undergraduate programs and curricula except as herein after relegated to the charge of another committee.
  - a. During the UWUCC's deliberations on curricular proposals, the APSCUF-appointed co-chair shall be responsible for informing the UWUCC of any CBA compliance problems identified by APSCUF.
  - b. The APSCUF co-chair of the UWUCC is responsible for communicating APSCUF's position(s) on curricular matters to the University Senate.
  - c. The committee shall present its curricular recommendations to the University Senate.
  - d. Any senator may request the chair of the University Senate, in consultation with the attending chair(s) of the committee and/or representatives of the originating department, to rule whether a change proposed on the floor is substantive. If substantive changes are made on the University Senate floor, the proposal shall return to the originator for possible re-submission.
2. Membership:
  - a. Ex officio: The provost and vice president for Academic Affairs, and the president of APSCUF or her/his designee from the FACULTY. The APSCUF co-chair of the UWUCC is responsible for communicating APSCUF's position(s) on curricular matters to the University Senate.
  - b. Elected: Twelve members shall be elected by and from the FACULTY in university-wide elections. FACULTY members elected to the UWUCC shall be automatically elected to the at-large portion of the faculty segment of the University Senate. A committee member who resigns from the UWUCC shall at the same time relinquish her/his at-large seat in the University Senate. A FACULTY member elected to the University-Wide Undergraduate Curriculum Committee who is also elected as a department representative to the University Senate, shall notify the chair of the Rules Committee immediately, who will then fill the at-large vacancy from the list of alternates. If a department representative resigns or is removed from the UWUCC during a term of office, the seat will be filled from the University Senate by the next highest vote recipient in the UWUCC election who is available to serve. If no vote recipient for the UWUCC is available to serve, the seat will remain vacant until the next regular University Senate election. If two or more seats are vacant on either or both of the UWGC or the UWUCC, or if any academic college lacks representation, a special election shall be scheduled to fill the vacant seats from the University Senate.
  - c. Three students shall be appointed by and from the Student Government Association.
  - d. Each academic college shall have FACULTY representation on this committee.
  - e. No more than one FACULTY member from the same department may serve on this committee.
  - f. No more than four FACULTY members of any individual college or unit may serve on this committee.
3. Officers:
  - a. Co-chairs shall be named from the FACULTY. The president of APSCUF or his/her designee shall serve as one of the co-chairs. Upon appointment, the

APSCUF-designated co-chair shall be automatically elected to the at-large portion of the faculty segment. If the APSCUF president or designated co-chair resigns as committee co-chair, at the same time, he/she shall relinquish his/her at-large seat in the University Senate. The APSCUF-designated co-chair cannot serve as a department representative. The other co-chair shall be elected by the committee from its membership.

- b. The secretary shall be elected by the committee from its membership.
- 4. Meetings: All regular meetings of the committee shall be open.

D. University-Wide Graduate Committee

- 1. Function: The area of responsibility of the committee shall be degree requirements, all matters relating to graduate curricula, general policies for admission, scholarships, assistantships, and other matters pertaining to the graduate students and the School of Graduate Studies and Research.
  - a. During the UWGC's deliberations on curricular proposals, the APSCUF-appointed co-chair shall be responsible for informing the UWGC of any CBA compliance problems identified by APSCUF. The APSCUF-appointed co-chair of the UWGC is responsible for communicating APSCUF's position(s) on curricular matters to the University Senate. On non-curricular matters that come before the UWGC, the APSCUF-appointed co-chair shall participate simply as a committee member and shall not chair or direct the deliberations.
  - b. The committee shall present its curricular recommendations to the University Senate.
  - c. Any senator may request the chair of the University Senate, in consultation with the attending chair(s) of the committee and/or representatives of the originating department, to rule whether a suggested change is substantive. If substantive changes to curricular proposals are made on the University Senate floor, the proposal shall return to the originator for possible resubmission.
- 2. Membership:
  - a. Ex officio: The dean of the School of Graduate Studies and Research or his or her designee.
  - b. Elected: Twelve members shall be elected by and from the FACULTY in university-wide elections. FACULTY members elected to the University-Wide Graduate Committee shall be automatically elected to the at-large portion of the faculty segment. A committee member who resigns from the UWGC shall at the same time relinquish his/her at-large seat in the University Senate. A FACULTY member elected to the University-Wide Graduate Committee who is also elected as a department representative to the Senate, shall notify the chair of the Rules Committee immediately, who will then fill the at-large vacancy from the list of alternates. If a department representative resigns or is removed from the UWGC during a term of office, the seat will be filled from the University Senate by the next highest vote recipient in the UWGC election who is available to serve. If no vote recipient for the UWGC is available to serve, the seat will remain vacant until the next regular University Senate election. If two or more seats are vacant on either or both of the UWGC or the UWUCC, or if any academic college lacks UWUCC or UWGC representation, a special election shall be scheduled to fill the vacant seats from the University Senate.
  - c. Three graduate students appointed by and from the Graduate Student Assembly.
  - d. Each academic college that has a graduate program shall have FACULTY representation on this committee.
  - e. No more than one FACULTY member of a department may serve on the committee.
  - f. No more than four members of any individual college or unit may serve on the committee.

3. Officers: Chairs shall be named from the FACULTY. The president of APSCUF or her/his designee shall serve as one of the co-chairs. Upon appointment, the APSCUF-designated co-chair shall be automatically elected to the at-large portion of the faculty segment. If the APSCUF president or designated co-chair resigns as committee co-chair, at the same time, she/he shall relinquish her/his at-large seat in the University Senate. The APSCUF-designated co-chair cannot serve as a department representative. The other co-chair shall be elected by the committee from its membership. The secretary shall be elected by the committee from its membership.
4. Meetings: All regular meetings of the committee shall be open.

E. Libraries and Educational Services Committee

1. Function: The committee shall be responsible for recommending policies for the IUP Libraries, Academic Technology Services, the Technology Services Center, and other educational services.
2. Membership:
  - a. Ex officio: dean of Libraries and the chief information officer.
  - b. Elected: Seven faculty members and one at-large member shall be elected by and from the University Senate.
  - c. Two undergraduate students appointed by and from the Student Government Association.
  - d. One graduate student appointed by and from the Graduate Student Assembly.
  - e. One staff member may be elected.
3. Officers: chair, vice chair, and secretary shall be elected from its membership.
4. Meetings: All meetings of the committee shall be open.
5. Liaisons: The LESC may have liaisons to any campus committees whose charges relate to the charge of the LESC.

F. Research Committee

1. Function: The committee shall be responsible for recommending policies and procedures relating to research.
2. Membership:
  - a. Ex officio: associate dean for Research.
  - b. Elected: One faculty member per college and one faculty member representing university services shall be elected by and from the University Senate. The School of Graduate Studies and Research is excluded from membership.
  - c. Three undergraduate students shall be appointed by and from the Student Government Association.
  - d. One graduate student shall be appointed by and from the Graduate Student Assembly.
3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
4. Meetings: All meetings of the committee shall be open.
5. Sub-committee on faculty research grants
  - a. Function: The sub-committee shall be responsible for the final rankings of both the IUP Senate Fellowship Awards and the Senate Research Committee Awards. The sub-committee must abide by the ranked order of proposals within a college as set by the College Committee. The associate dean for Research will fund the proposals in the order presented until all funds have been expended. A list of awards shall be forwarded to the University Senate for information only.
  - b. Members: Only the faculty members of the Committee on Research and the associate dean for Research shall constitute membership of this sub-committee.
  - c. Officers: chair and secretary shall be elected by the sub-committee from its membership.

G. Student Affairs Committee

1. Function: The Committee on Student Affairs shall have as its area of responsibility problems and policies concerning student affairs including housing, health services, the extra-curricular program of the university, social regulations including disciplinary matters, the financial aid program, and other student affairs except those involved in the instructional program.
2. Membership:
  - a. Ex officio: The vice president for Student Affairs and the executive director for the Student Cooperative Association.
  - b. Elected: Ten faculty members and one at-large member shall be elected by and from the University Senate.
  - c. Twelve undergraduate students shall be appointed by and from the Student Government Association.
  - d. Two graduate students shall be appointed by and from the Graduate Student Assembly.
  - e. One staff member may be elected.
3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
4. Meetings: All regular meetings of the committee shall be open.

#### H. University Development and Finance Committee

1. Function: The area of responsibility of the committee shall be policies and issues pertaining to university development and planning, including the design, placement, and proper function of facilities, the efficient utilization of space, the maintenance and care of buildings and grounds, safety and security, and general improvement of the campus. In addition, the committee shall advise the University Senate on matters relating to the university capital and operating budgets.
2. Membership:
  - a. Ex officio: The associate vice president for Finance or designee and the vice president for Finance and Administration or designee.
  - b. Elected: Seven faculty members and one at-large member shall be elected by and from the University Senate.
  - c. Two undergraduate students shall be appointed by and from the Student Government Association.
  - d. One graduate student shall be appointed by and from the Graduate Student Assembly.
  - e. One staff member may be elected.
3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
4. Meetings: All regular meetings of the committee shall be open.

#### I. University-Wide Awards Committee

1. Function: The committee shall have general responsibility for the development of procedures and policies for the granting of awards, receiving nominations, and screening and evaluating of candidates for university-wide awards in:
  - a. Creative Arts
  - b. Community Service
  - c. Research
  - d. Teaching
  - e. Others assigned

These recommendations shall be forwarded directly to the university president for consideration. The committee shall report these awards to the University Senate for its information. The policies and procedures of the committee shall be approved by the University Senate.

2. Membership:
  - a. Administration:

1. One dean elected by and from the membership of the University Senate.
2. One administrative member elected by and from the University Senate.
3. One administrative member appointed by the president.
- b. Faculty:
  1. One faculty member per college.
  2. One faculty member representing the university service areas.
- c. The School of Graduate Studies and Research is excluded from membership.
- d. Two undergraduate students appointed by and from the Student Government Association.
- e. One graduate student appointed by and from the Graduate Student Assembly.
3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
4. Meetings: All regular meetings of the committee shall be open.

J. Non-credit Instruction Committee

1. Functions: The committee shall oversee non-credit instruction and activities sponsored by the university. The committee shall advise administrators and administrative offices responsible for non-credit instruction and activities. The committee shall formulate policy recommendations in the areas related to non-credit instruction and activities including non-credit short courses, workshops, conferences, training, etc.
2. Membership:
  - a. Ex officio: The associate provost for Academic Programs.
  - b. Elected: Four faculty members and one additional administrator/manager shall be elected by and from the University Senate. There shall be no student members on the committee.
  - c. One staff member may be elected.
3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
4. Meetings: All regular meetings of the committee shall be open.

K. Consultative Committee

Consultative Committees shall be formed at the request of the University Senate itself, the president of the university, or the Council of Trustees. Such committees shall serve in an advisory capacity to these officials or the University Senate itself concerning the selection and qualification of candidates for certain administrative positions and other matters. Reports of such consultative committees shall be made to the University Senate, the president, and the Council of Trustees in the regular manner. Members of these committees shall be selected from a list of student, faculty, and administrative nominees, in the ratio of two nominees for each member, prepared by the Rules Committee.