

1 **Collected Rules and Regulations**

2 **Faculty Bylaws and Tenure Regulations**

3 **Chapter 300: Faculty Bylaws**

4
5 **300.030 Faculty Bylaws of the Missouri University of Science and Technology**

6 Bd. Min. 6-25-71, p. 35,936; Amended Bd. Min. 10-12-73, p. 36,845; Bd. Min. 10-31-75,
7 p. 37,462; Bd. Min. 11-13-81, 5-7-82 & 6-22-84; Bd. Min. 6-13-86; Bd. Min. 6-24-88; Bd. Min.
8 6-23-89; Bd. Min. 10-13-89; Bd. Min. 8-3-90, 7-30-92; Amended Bd. Min. 3-20-97; Bd. Min. 3-
9 22-02; Bd. Min. 10-16-03; Bd. Min. 11-30-07.

10
11 A. **Preamble** -- The faculty of the Missouri University of Science and Technology in order
12 to facilitate communications and to provide for effective academic governance, for
13 participation in decision making, and for shared responsibility in academic affairs, do
14 establish and subscribe to these Bylaws.

15 B. **Executive Authority**

- 16 1. **University** -- The President of the University of Missouri is its chief executive officer
17 and academic officer.
- 18 2. **Campus** -- The Chancellor of the Missouri University of Science and Technology is
19 the chief executive and academic officer of the campus. The Provost is the executive
20 officer for academic affairs.

21 C. **General Faculty**

- 22 1. **Membership** -- The General Faculty of the Missouri University of Science and
23 Technology consists of all tenured, tenure-track, and non-tenure track full-time
24 faculty members holding the rank of instructor or above, the President, the
25 Chancellor, the Provost, the Registrar, the Director of the Library, and any other
26 person who may be elected by a two-thirds majority vote of the General Faculty.
27 Voting members of the General Faculty are the full time tenured and tenure-track
28 faculty of the Missouri University of Science and Technology. All members of the
29 General Faculty have the right to participate in discussions.
- 30 2. **Duties, Powers, Responsibilities & Privileges** -- The primary functions of the
31 faculty are education, research and service. The responsibilities and functions of the
32 faculty are those derived from its authority to organize as granted to it by the Board of
33 Curators. It shall have such other authority as delegated to it by the President and/or
34 the Chancellor. The General Faculty is responsible for academic programs concerning
35 the Missouri University of Science and Technology or those involving more than one
36 Department, and for matters affecting the welfare of the institution, including but not
37 limited to: academic standards and courses of instruction; and general standards to be
38 met by educational, research, and service programs. The faculty may also make

1 recommendations to the Chancellor on: institutional facilities, personnel and
2 resources, professional standards, employment qualifications, tenure, promotion,
3 salary, retirement, and other factors affecting faculty morale and welfare; and student
4 affairs including health, welfare, conduct and morale of the students.

5 3. **Faculty Rights and Responsibilities**

- 6 a. **Academic Rights** -- Each faculty member has the right to freedom of inquiry,
7 discourse, teaching, research and publication, as well as the responsibilities
8 correlative with this right (as prescribed by the Board's Rules and Regulations).
- 9 b. **Civil Rights** -- Faculty members are not required to relinquish any of their
10 constitutional rights (as prescribed by the Board's Rules and Regulations).
- 11 c. **Employment Rights** -- Faculty members shall have rights consistent with their
12 continuous appointment or term appointment (during the term), except for cause,
13 retirement or financial exigencies (as stated in the Board's Rules and
14 Regulations).
- 15 d. **Notification of Appointment** -- Faculty members shall be notified of their
16 appointments promptly (as stated in the Board's Rules and Regulations).
- 17 e. **Right to be Kept Informed** -- The faculty shall be kept informed of actions and
18 activities of committees and executive officers, and of other occurrences that
19 pertain to the Missouri University of Science and Technology. Where possible
20 such information shall be made available to the faculty before being made
21 available to the general public.

22 4. **Officers of the General Faculty** -- The officers of the General Faculty shall consist 23 of the President of the University, the Chancellor, the President of the Faculty Senate, 24 a Secretary, and a Parliamentarian.

- 25 a. **Chancellor** -- The Chancellor of the Missouri University of Science and
26 Technology is the presiding officer of the General Faculty. The Chancellor
27 presides at meetings of the General Faculty but may extend this right to the
28 President of the University when present.
- 29 b. **President** -- The President of the Faculty Senate presides at meetings of the
30 General Faculty in the absence of or at the discretion of the Chancellor.
- 31 c. **Secretary** -- The Secretary is appointed by the Chancellor and need not be a
32 member of the General Faculty. The Secretary keeps minutes of the proceedings
33 of the General Faculty meetings. The Secretary is required to distribute an agenda
34 prior to each meeting, and the minutes after each meeting, to all members of the
35 General Faculty.
- 36 d. **Parliamentarian** -- The Parliamentarian is appointed by the Chancellor and must
37 be a member of the General Faculty.

- 1 5. **Meetings** -- All meetings are called by the Chancellor. A quorum shall consist of ten
2 (10) percent of the voting members when business described in the published agenda
3 is being considered and fifty (50) percent of the voting members when other items of
4 business are being considered.
- 5 a. **Regular Meetings** -- There shall be at least three (3) regular meetings of the
6 General Faculty each academic year.
- 7 b. **Special Meetings**
- 8 (1) Special meetings are called upon the request of the President of the
9 University; of the Chancellor; of the Faculty Senate; and by written petition of
10 five (5) percent of the members of the General Faculty.
- 11 (2) All Special Meetings shall be called within ten (10) school days after the
12 request is presented to the Chancellor.
- 13 (3) Only topics designated in the call for a Special Meeting may be discussed or
14 acted upon at said meeting.
- 15 c. **Notice of Meetings** -- Notice of all meetings of the General Faculty shall be sent
16 to each member of the General Faculty at least five (5) school days prior to the
17 meeting. Such notice includes the agenda for the meeting.
- 18 d. **Restriction on Voting at Regular Meetings** -- In general, business coming
19 before the General Faculty for action at a regular meeting shall be placed on the
20 agenda before coming to a vote. Any other matters may be placed before the
21 General Faculty and acted upon at a regular meeting without being placed on the
22 agenda, unless five (5) voting members of the General Faculty request a delay. If
23 such a request for delay is presented, the presiding officer delays the vote until the
24 next regular meeting of the General Faculty at which time the matter will
25 automatically be placed on the agenda, unless the matter has been acted upon at a
26 special meeting before the next regular meeting is held.
- 27 e. **Minutes of Meetings** -- Minutes of all General Faculty meetings will be
28 distributed by the Secretary to all members of the General Faculty within ten (10)
29 school days after the meeting.
- 30 f. **Rules of Order** -- Meetings of the General Faculty are conducted in accordance
31 with Robert's Rules of Order.

32 D. **Faculty Organizations** -- The primary functional unit of the faculty is the Department.
33 For its governing purposes the faculty is further organized into the
34 General Faculty, the Graduate Faculty, the Faculty Senate, Standing Committees, Judicial
35 Committees, and Special Programs.

36 1. **Departments**

- 37 a. **Organization and Membership**

- 1 (1) Departments are the primary functional units of the campus. The program of a
2 department is conducted by its faculty through the chair, who has general
3 responsibility over the department. The chair shall act as the administrative
4 representative of the department in its official relations with the University.
- 5 (2) Members of the department are all those members of the faculty who hold the
6 rank of Instructor or above in the department, and such other persons who
7 teach in or do research in the department and are accepted by a majority vote
8 of the department members.
- 9 (3) When the position of department chair is vacated, a search and screening
10 committee consisting of only individuals elected by the department
11 tenured/tenure track faculty will search for and screen applicants (in
12 accordance with Missouri S&T EEO/AA procedures), will select candidates
13 to be interviewed, and will interview them with the assistance of other faculty,
14 administrators, staff, and students. Up to five candidates will then be selected
15 by a majority vote of the department tenured/tenure track faculty, and the
16 names of the selected candidates will be forwarded to the Provost. The
17 Provost then shall select one of the nominated candidates to be the new
18 department chair, or return the search to the committee with an explanation of
19 why the candidates are unacceptable or unavailable. The committee will
20 operate until a new department chair is selected.

21 **b. Operation and Meetings**

- 22 (1) Department meetings are held throughout the academic year and are
23 conducted according to democratic procedures. All matters concerning the
24 department are open to discussion.
- 25 (2) When a department position is to be filled, knowledge of the qualifications of
26 the applicants is to be made available to the department members. Their
27 opinions on the choice of candidates shall be sought by the chair before final
28 recommendations for appointment are submitted.

- 29 **c. Responsibility and Authority** -- Faculty members direct and perform the work
30 of instruction, coordinate and conduct research within the
31 department, and provide service within the University, to the academic
32 community, and to the public. They are also concerned about the internal
33 administration of the department and should be kept fully informed consistent
34 with 20.110 of the Collected Rules and Regulations about all matters related to
35 the department except any matter that is explicitly protected by written university
36 policy, or confidentiality or privacy laws preventing disclosure. Proposals for
37 changes in curriculum or courses may be initiated by the department and
38 submitted to the Curricula Committee. Each department, acting in accordance
39 with the Rules and Regulations established by the Board of Curators and Campus
40 Policy, shall have delegated directly to it by the General Faculty jurisdiction over

1 matters primarily of interest only to that department. This includes but is not
2 limited to: entrance requirements for degree programs; the curricula of the
3 department; action concerning petitions for changes in prescribed courses of study
4 presented by individual students enrolled in the department; decisions concerning
5 the scholastic standing of students enrolled in the department; recommendations
6 to the General Faculty concerning the granting of degrees to students enrolled in
7 the department; and primary responsibility for maintaining and improving the
8 academic excellence of the department. All academic coursework shall be offered
9 by departments, with the exception of courses offered through Special Programs.

10 2. Special Programs

- 11 a. **Definition of Special Programs.** Special Programs are academic programs that
12 are highly interdisciplinary, or for some other reason may not readily conform to
13 the Academic Department structure.
- 14 b. **Creation of Special Programs.** The Provost may propose, with the appropriate
15 academic rationale and suggested structure, that a Special Program be formed, or
16 an existing Special Program changed. The Provost forwards the proposed
17 program, or change to an existing program, with his/her recommendations, and
18 the suggested constituencies from which the Program Representatives will be
19 drawn, to the Faculty Senate for approval.
- 20 c. **Governance of Special Programs.** Each Special Program will be governed by a
21 Board of Program Representatives. The mechanism for selection of the Program
22 Representatives must be delineated in the Special Program proposal from full
23 time, ranked, faculty – to be elected by and from the faculty of the participating
24 Academic Departments. The election of Program Representatives shall be
25 conducted by the Provost, or his/her designee. The Provost will inform the
26 Faculty Senate of the composition of the Program Representatives upon initial
27 creation of the Program, and annually thereafter.
- 28 d. **Program Leader.** The Program Representatives shall normally select a Program
29 Leader from their ranks. The Program Leader is authorized, upon a vote of the
30 Program Representatives, to submit curricula changes to the Provost, then the
31 Campus Curricula Committee and then the Faculty Senate for approval. The
32 Program Leader may act as the approval authority for items within the purview of
33 the Program.
- 34 e. **Scope of Special Programs.** Special Programs shall not duplicate, or infringe, on
35 Academic Department responsibilities. Special Programs shall not offer
36 Bachelors, Masters or Ph.D. degrees, but may offer Certificates, Minors, or other
37 acknowledgements of a student's participation in a Special Program. Special
38 Programs may offer a limited number of courses provided they are no more than
39 one credit hour.

- 1 f. **Modification and Deletion of Special Programs.** Requests to alter the number
2 of Program Representatives, method of selection of Program Representatives, or
3 the Academic Departments which they represent, must be approved by both the
4 Provost and the Faculty Senate. Elimination of a Special Program also requires
5 the approval of the Provost and Faculty Senate.

6 **3. Graduate Faculty**

- 7 a. **Membership** -- The membership of the Graduate Faculty shall consist of the
8 following: The President of the University of Missouri, the Chancellor, the
9 Provost, all Academic Vice Provosts, chairs of departments authorized to offer
10 graduate degree programs, and other ranked members of the instructional and
11 research faculty, who are accepted under the rules of the Graduate Faculty to
12 assume the responsibilities and authorities delegated to it.
- 13 b. **Meetings** -- Regular meetings of the Graduate Faculty shall be held, upon the call
14 of the Provost, at least once each semester. The call for meetings shall be mailed
15 to all members of the Graduate Faculty at least one week in advance of the
16 meetings. A quorum shall consist of those members in attendance when
17 considering items included in an agenda sent to members at least one week in
18 advance of the meeting. No business shall be conducted on other items without a
19 quorum consisting of fifty (50) percent of the members of the Graduate Faculty.
20 The Provost is the presiding officer. Minutes of Graduate Faculty meetings shall
21 be distributed to all members of the General Faculty within ten days.
- 22 c. **Special Meetings** -- Special meetings are called upon the request of the Provost
23 and by written petition of five (5) percent of the membership of the Graduate
24 Faculty. All special meetings shall be called within ten (10) school days after the
25 request has been made.
- 26 d. **Responsibility and Authority** -- The Graduate Faculty, acting in accordance
27 with the Rules and Regulations of the Board of Curators and Campus Policy
28 legislated by the General Faculty, is responsible for the establishment of the
29 policies, rules, and regulations governing all graduate studies on the campus.
30 Specific functions of the Graduate Faculty are:
- 31 (1) To exercise responsibility for research and for creative or scholarly work on
32 the graduate level and to make recommendations to the Chancellor and the
33 General Faculty concerning the fostering of these activities.
- 34 (2) To have special regard for campus problems involving graduate students, to
35 make regulations concerning eligibility and requirements for graduate degrees
36 and to consider and to act on recommended curricula and course offerings
37 within the graduate programs.
- 38 (3) To recommend to the Chancellor, for presentation for approval to the General
39 Faculty, names of acceptable candidates for graduate degrees.

1 (4) To administer graduate fellowships, scholarships, and similar awards.

2 **4. Faculty Senate**

3 a. **Authority and Responsibility** -- The Faculty Senate is the legislative and policy-
4 making body of the General Faculty. It carries out the functions and
5 responsibilities assigned to it by the General Faculty and shall consider all matters
6 referred to and by the Board of Curators, the President of the University, the
7 Chancellor, and individual faculty members. The Faculty Senate, acting in
8 accordance with the Rules and Regulations of the Board of Curators and the
9 General Faculty, formulates, recommends and assists in the implementation of
10 policies concerning the educational and research operations of the campus and
11 other matters affecting the welfare of the campus, the faculty and the students.

12 **b. Membership and Voting Rights**

13 (1) Members of the Faculty Senate are elected during the second semester of the
14 academic year, and serve from August 1 until the end of their term.

15 (2) Faculty representatives are elected from and by each department as follows:
16 each department elects one representative for the first ten (10) or fraction
17 thereof, full-time faculty members in that department, and an additional
18 representative for each additional ten (10) full-time faculty members in that
19 department, rounded off to the nearest ten (10) faculty members, with five (5)
20 being rounded upward.

21 (3) Ex officio non-voting members of the Faculty Senate consist of the Officers of
22 the Faculty Senate as described elsewhere in these Bylaws, Provost, Vice
23 Chancellor for Student Affairs, Registrar, Staff Council President, Student
24 Council President and Vice President, and Council of Graduate Students
25 President. If a Faculty Senate officer is also an elected department
26 representative, they will retain their voting rights. The Faculty Senate
27 President always has the right to vote, if required to break a tie.

28 (4) All members of the General Faculty are eligible to vote for, to be elected to,
29 and to serve on the Faculty Senate.

30 **(5) Terms of Office**

31 (a) Departmental representatives serve two-year (2-year) terms. Any
32 departmental representative unable to serve during a given semester will
33 be replaced by special election in the department. The replacement either
34 finishes the term or serves the semester in question, at the discretion of the
35 department.

36 (b) Student members are selected to a 1-year term.

1 (c) **Officers of the Faculty Senate** -- The officers of the Faculty Senate
2 consist of a Past President, President, President-Elect, Secretary and
3 Parliamentarian, all of whom must be members of the General Faculty.
4 The new officers, with the exception of the Past President, are elected
5 annually. The election is held during the last regular meeting of the second
6 semester of the academic year, and the officers begin their duties August
7 1.

8 (1) The President presides at the meetings of the Faculty Senate. The
9 President is the official spokesman of the Faculty Senate and maintains
10 open communications with the faculty, administration and students.
11 The President is responsible for supervising all authority delegated by
12 the Faculty Senate and execution of decisions made by the Faculty
13 Senate.

14 (2) The President-Elect serves in the capacity of the President during the
15 latter's absence, or upon the President's request. The President-Elect is
16 also an assistant to the President.

17 (3) The Secretary is responsible for all records, minutes, resolutions, and
18 correspondence of the Faculty Senate. The Secretary supervises the
19 publications of the agenda and the minutes of the meetings. The
20 minutes shall be distributed by the Secretary of the Faculty Senate to
21 all members of the General Faculty within ten (10) days after the
22 meeting.

23 (4) The Parliamentarian makes recommendations on questions of
24 parliamentary procedure for the Faculty Senate.

25 **c. Meetings and Rules of Order**

26 (1) The Faculty Senate meets on a Thursday (determined by the Faculty Senate)
27 at 1:30 p.m., at least three times each semester and once during the summer
28 term. Faculty Senate members shall be relieved from other time-conflicting
29 duties, and this time is considered to be a part of their full-time effort.

30 (2) Agenda of the Faculty Senate meetings are distributed to all faculty members
31 no later than one week in advance of the meetings.

32 (3) Meetings of the Faculty Senate are conducted in accordance with Robert's
33 Rules of Order. Should a conflict arise among Robert's Rules of Order, the
34 Bylaws of the General Faculty, and the Procedural and general Resolutions for
35 the Faculty Senate, the order of precedence shall be first the Bylaws, second
36 the Procedural and general Resolutions, and then Robert's Rules of Order.

37 (4) Faculty Senate meetings are open to the public, but only the members are
38 entitled to vote.

1 (5) Two-thirds of the voting membership of the Faculty Senate constitutes a
2 quorum.

3 (6) The effective date of all actions is thirty (30) days after the action has been
4 communicated to the faculty, unless four-fifths of the Faculty Senate members
5 approve a motion that an action become effective immediately or unless
6 action to veto or amend is initiated by the General Faculty within the thirty
7 (30) day period. No action taken by the Faculty Senate shall be implemented
8 prior to its certification at a meeting of the General Faculty if a petition to veto
9 or to amend such action is submitted to the Chancellor by more than ten
10 percent of the members of the General Faculty.

11 (7) Special Meetings -- Special Meetings are called upon the request of the
12 President of the University; of the Chancellor; of the President of the Faculty
13 Senate; and, by written petition of five (5) percent of the members of the
14 Faculty Senate.

15 (a) All special meetings shall be called within ten (10) school days after the
16 request is presented to the President of the Faculty Senate.

17 (b) Only topics designated in the call for a special meeting may be discussed
18 or acted upon at said meeting.

19 **d. Delegation of Authority**

20 (1) Since the authority of the Faculty Senate is delegated to it by the General
21 Faculty, it is subject to over-rule by the General Faculty.

22 (2) All authority delegated by the Faculty Senate to committees or individuals is
23 subject to revocation by the Faculty Senate.

24 (3) Standing Committees of the General Faculty shall report to the Faculty Senate
25 at regular meetings upon one week's notification by the President or President-
26 Elect of the Faculty Senate.

27 **5. Standing Committees:**

28 a. Standing Committees report to the Faculty Senate. Standing Committees report
29 through the Faculty Senate unless otherwise provided for in these Bylaws. These
30 committees formulate and recommend actions and policies in the assigned area of
31 each. Authority to act is limited to the specific functions for which this power is
32 delegated in the following sections of these Bylaws or the functions prescribed by
33 the Board of Curators in its Rules and Regulations.

34 b. Each Standing Committee prepares an annual report to be distributed to all faculty
35 members. The Standing Committees shall monitor and assess the status and
36 implementation of their policy recommendations. The policies, implementation
37 details, and assessments shall be included in the annual report.

- 1 c. A faculty member shall serve on no more than two (2) Standing Committees,
2 excluding the Rules, Procedures and Agenda (RP&A) Committee at the same
3 time. If any department lacks sufficient faculty members for representation on all
4 Faculty Senate committees, that department may select representatives to serve on
5 committees of its choice until such time as the number of faculty members
6 increases to the point where the department can be represented on all committees.
7 All full-time students in good standing are eligible to serve on committees.
- 8 d. Whenever possible, Standing Committees shall organize during the second
9 semester of the academic year, and be responsible for their duties from August 1
10 through July 31 of the following year.
- 11 e. The Chancellor may appoint one non-voting member to any standing committee,
12 for a one-year (1-year) term.
- 13 f. Chairs of standing committees shall be tenured faculty. Department chairs, and
14 other persons who devote 50% or more of their time to administrative duties shall
15 not be eligible to serve as standing committee chairs. Committee chairs shall be
16 elected annually, from and by the membership of the committee, unless otherwise
17 provided for in these Bylaws.
- 18 g. The Rules, Procedures and Agenda (RP&A) Committee has the right to call a
19 meeting of any standing committee. Upon a determination by RP&A that a
20 standing committee is not acting in a timely manner on an issue it has been asked
21 to address, RP&A can call a meeting of the committee and appoint an ad hoc
22 chair for that meeting.
- 23 h. Judicial committees are not subject to the provisions applicable to standing
24 committees.

25 6. Faculty Standing Committees

26 a. Academic Freedom and Standards Committee

- 27 (1) This committee is concerned with the academic freedom of faculty and
28 promoting academic excellence. It recommends and reviews policies
29 concerning requirements for admission, graduation and academic standards.
- 30 (2) Each Department may nominate one faculty member for service on the
31 Academic Freedom and Standards Committee. The Faculty Senate will select
32 from the nominees eight (8) faculty members to serve on the committee.
33 Faculty members serve a two-year (2-year) term with approximately one half
34 elected each year.

35 b. Administrative Review Committee

- 36 (1) This committee sets policies and procedures for review of campus
37 administrators. The committee recommends the evaluation questionnaires and

1 a plan/schedule for conducting reviews to the Faculty Senate. The committee
2 conducts the reviews; oversees the sending of the evaluation forms to the
3 evaluating persons; oversees the collection and collation of the resulting
4 evaluations; and, along with the officers of the Faculty Senate, reviews and
5 forwards the results of the evaluation.

- 6 (2) The committee consists of four (4) representatives nominated by the Rules,
7 Procedures and Agenda Committee (with the possibility of nominations from
8 the floor) and elected by a vote of the Faculty Senate. Committee members
9 serve for two (2) years, terms to be staggered with the election of two faculty
10 members each year, and shall be full-time, tenured faculty members with an
11 administrative component of 50% or less.

12 **c. Budgetary Affairs Committee**

- 13 (1) This committee makes recommendations to the Faculty Senate, the Chancellor
14 and the Vice-Chancellor of Administrative Services on matters concerning the
15 long-range vision of the campus; plans to fulfill this vision; and budgetary
16 matters as a consequence of the vision. This includes, but is not limited to: all
17 matters of a budgetary nature; and policies and priorities for strategic action
18 plans. The committee studies the Campus budget, keeps informed of its
19 preparation and status, and consults with and advises the Chancellor on all
20 matters pertaining to budgetary affairs.

- 21 (2) Each department may nominate one faculty member for service on the
22 Budgetary Affairs Committee. The committee consists of two faculty
23 members elected from and by the Faculty Senate, four (4) elected by the
24 Faculty Senate from the Department nominations, two from and by the
25 Graduate Faculty, one student chosen by the Student Council, and one
26 administrative member appointed by the Chancellor. Elected members serve
27 for a two-year (2-year) term, one half elected each year.

28 **d. Campus Curricula Committee**

- 29 (1) This committee acts as advisor and coordinator in regard to the disciplinary
30 appropriateness and quality of curricula proposals and all course offerings.
31 Proposals for curricula and course changes shall be submitted to the Campus
32 Curricula Committee via the Discipline Specific Curricula Committee
33 (DSCC) associated with the proposal. The DSCC recommendations shall be
34 submitted with the proposal. Special Programs are not normally associated
35 with a DSCC, and may submit proposals directly to the Campus Curricula
36 Committee. Within two weeks after receipt of the proposal, the Campus
37 Curricula Committee shall distribute copies to all departments. Counter
38 proposals submitted to the committee by the department representative of the
39 concerned department should be considered when the original proposals are

1 discussed. The recommendation of the committee shall be forwarded to the
2 Faculty Senate for appropriate action.

3 (2) The Campus Curricula Committee will submit proposals for new graduate
4 programs or significant changes to existing graduate programs to the Graduate
5 Faculty for approval prior to being considered by the Faculty Senate.

6 (3) The committee consists of representatives from the Faculty Senate, Graduate
7 Council and DSCC committees. Two (2) faculty members will be elected
8 from and by the Faculty Senate, each serving a two-year (2-year) term. The
9 Senate will attempt to stagger the terms of the representatives. The Curricula
10 Committee of the Graduate Council will elect one (1) representative to serve a
11 two-year (2-year) term. The program leader of each DSCC will be an ex-
12 officio, voting, member of the Campus Curricula Committee.

13 **e. Committee for Effective Teaching**

14 (1) This committee makes recommendations to the Faculty Senate, and the
15 Provost, regarding the instruments used for student evaluation of teaching, the
16 procedures for conducting these evaluations, and policies related to the public
17 disclosure of the evaluation results. The scope of the committee's
18 responsibilities includes all aspects of teaching in courses with academic
19 credit.

20 (2) In addition to student evaluations, the committee may consider alternate
21 methods of evaluating teaching, may suggest methods for improving teaching,
22 and makes recommendations on the selection process and criteria for campus-
23 wide teaching awards.

24 (3) The committee consists of one faculty member, elected from, and by, each
25 department desiring representation, one student selected by the Student
26 Council, one graduate student selected by the Council of Graduate Students.
27 Faculty representatives serve for three-year (3-year) terms, and students serve
28 for one (1) year. In addition, the Provost may appoint up to three (3) non-
29 voting members to this committee.

30 **f. Discipline Specific Curricula Committees**

31 (1) One, or more, Discipline Specific Curricula Committees (DSCC) shall be
32 created. These committees will assist in coordinating curricula proposals
33 generated by the degree programs specified in their charters.

34 (2) The Provost shall propose, with appropriate academic rationale and suggested
35 structure that Discipline Specific Curriculum Committees (DSCC) be formed.
36 The Provost forwards the proposals with his/her recommendations, and the
37 suggested constituencies from which the committee members will be drawn,
38 to the Faculty Senate for approval.

- 1 (a) Every DSCC shall be identified by a discipline name.
- 2 (b) Every degree program shall be associated with one, and only one, DSCC.
3 This association will be stated in the charter of each DSCC, and may be
4 altered only with the approval of the Provost and the Faculty Senate.
- 5 (c) Each DSCC program leader shall serve a one year term, and be elected
6 from, and by, its members. The DSCC program leader shall be an ex-
7 officio, voting, member of the Campus Curricula Committee.

8 **g. Facilities Planning Committee**

- 9 (1) This committee studies and makes recommendations to the Faculty Senate and
10 the Chancellor concerning policies and priorities for physical facilities,
11 including buildings, equipment, and land acquisition and use. The committee
12 also makes recommendations to the Faculty Senate on policy pertaining to
13 parking, security, traffic and matters affecting campus safety.
- 14 (2) Each Department may nominate one faculty member for service on the
15 Facilities Planning Committee. The committee shall consist of three (3)
16 faculty members elected from and by the Faculty Senate; four (4) elected by
17 the Faculty Senate from the list of department nominees; one administrative
18 member appointed by the Chancellor, one student selected by the Student
19 Council, and one graduate student selected by the Council of Graduate
20 Students and one non-voting member selected by the Chief Information
21 Officer. Faculty members shall serve for a two-year (2-year) term with
22 approximately one half selected each year. The remaining committee
23 members shall be elected, or appointed, annually.

24 **h. Honorary Degrees Committee**

- 25 (1) This committee meets at least annually, and reviews all current and previous
26 recommendations from the Campus for honorary degrees. The committee
27 shall submit its recommendations to the Chancellor. After appropriate review
28 by the UM System President and Board of Curators, a list of candidates is
29 then submitted to the General Faculty, which may award the degrees through
30 a three-fourths vote. All names shall be held in strict confidence, with public
31 announcements made only by the Board of Curators, or the Chancellor.
- 32 (2) Each Department may nominate one (1) faculty member for service on the
33 Honorary Degrees committee. The committee consists of the Provost and four
34 (4) elected by the Faculty Senate from the list of department nominees.
35 Elected committee members serve one-year (1-year) terms.

36 **i. Information Technology / Computing Committee**

- 37 (1) This committee advises the Provost and the Chief Information Officer on the
38 formulation and implementation of information technology (IT) and

1 computing activities on campus. These activities include but are not limited to
2 networking, email, academic computing, electronic data bases, web
3 publishing, distance learning, electronic classrooms, academic software and
4 procurement of equipment for faculty, student and staff desktops and campus
5 IT/computing facilities.

- 6 (2) The voting members of the committee consist of one person elected from each
7 academic department desiring representation, the Director of the Library or
8 his/her appointee, two students selected by the Student Council, and one
9 graduate student selected by the Council of Graduate Students. The non-
10 voting members of the committee include the Provost, the Vice Chancellor for
11 Administrative Services and the Chief Information Officer Department
12 representatives serve for a three-year (3-year) term with approximately one
13 third elected each year. The representative of the library serves for a three-
14 year (3-year) term, while students serve for one year. Subcommittees may be
15 formed by the committee to assist in timely decision making.

16 **j. Intellectual Property Committee**

- 17 (1) This committee is concerned with the formulation and implementation of
18 intellectual property policies and procedures. It reviews and makes
19 recommendations to the Faculty Senate, Chancellor and Provost on patent and
20 copyright matters.
- 21 (2) The committee consists of seven (7) members of which six (6) are faculty
22 members elected by the Faculty Senate and one (1) is an administrative
23 member appointed annually by the Provost. The faculty members shall serve
24 for two (2) years with three (3) members elected each year. The committee
25 shall be chaired by a faculty member. Priority for nominated members should
26 be those with patent and/or copyright experience and appropriate
27 representation from engineering, liberal arts, management and science
28 academic departments.

29 **k. Library and Learning Resources Committee**

- 30 (1) This committee makes recommendations to the Faculty Senate and
31 appropriate administrative officials with respect to the administration of the
32 Library and Learning Resources facilities and on rules governing use by
33 students, faculty, and others. It shall consider all problems concerning the
34 operation of the Library and its facilities.
- 35 (2) Each Department may nominate one (1) faculty member for service on the
36 Library and Learning Resources Committee. The committee consists of eight
37 (8) elected by the Faculty Senate from the list of department nominees with
38 each faculty member serving a two-year (2-year) term with approximately one
39 half to be elected each year; one graduate student selected by the Council of

1 Graduate Students and one undergraduate student to be selected by the
2 Student Council and the Director of Library and Learning Resources.

3 **l. Personnel Committee**

4 (1) This committee recommends to the Faculty Senate general policies on the
5 conditions of appointment, employment, compensation, and retirement of
6 faculty and administrative officers. Also, it recommends reporting schemes
7 and procedures regarding the annual salary and wage raise pool.

8 (2) Each Department may nominate one faculty member for service on the
9 Personnel Committee. The committee consists of two faculty members
10 elected from and by the Faculty Senate, four (4) elected by the Faculty Senate
11 from the list of department nominees, one (1) faculty member elected from
12 and by the Graduate Faculty, one (1) member selected by the Staff Council,
13 and one (1) administrative member appointed by the Chancellor. Elected
14 members serve a two-year (2-year) term with approximately one half elected
15 each year.

16 **m. Public Occasions Committee**

17 (1) This committee makes general plans for University-sponsored assemblies,
18 programs and public occasions such as University Day, Parents Day,
19 Homecoming, and Commencement. It recommends policy for faculty and
20 student programs, guest speakers and ad hoc events. The committee may
21 appoint special subcommittees and delegate its responsibilities in order to
22 assure appropriate preparation and execution of these activities. It also
23 supervises a calendar of events for the campus and approval of intercollegiate
24 athletic schedules.

25 (2) The committee consists of six (6) faculty members elected from and by the
26 General Faculty, one administrator appointed by the Chancellor, three (3)
27 students selected by the Student Council, and one (1) student selected by the
28 Council of Graduate Students. Faculty members shall serve for a two-year (2-
29 year) term with one half elected each year.

30 **n. Rules, Procedures and Agenda Committee**

31 (1) This committee oversees the application of these Bylaws and any Rules and
32 Regulations of bodies established by them. It may investigate and make
33 recommendations on procedure to the Faculty Senate. It may also review the
34 Bylaws and initiate Bylaws changes consistent with the process described
35 elsewhere in these Bylaws.

36 (2) The committee is responsible for the conduct and supervision of Faculty
37 Senate and General Faculty elections. It shall receive nominations from the
38 faculty for elections, adding, but not deleting, names as necessary to provide

1 candidates for all offices and committees and shall obtain the consent of all
2 nominees. The committee shall also be responsible for submitting slates of
3 candidates nominated for serving on the standing committees for Faculty
4 Senate elections, appropriately distributed among the disciplines. In the event
5 that nominations for committees from departments are fewer than the number
6 of positions to be filled, RP&A may add additional departmental nominees to
7 fill the positions which would otherwise become vacant.

8 (3) It is the responsibility of this committee to prepare the agenda for Faculty
9 Senate meetings and to assist the Secretary of the General Faculty in the
10 preparation of the agenda for General Faculty meetings.

11 (4) The voting members of the committee consists of the Past President, the
12 President, President-Elect, Secretary, and Parliamentarian of the Faculty
13 Senate; one graduate student selected by the Council of Graduate Students;
14 one student selected by the Student Council; and the chairs of the following
15 standing committees: Academic Freedom and Standards, Budgetary Affairs,
16 Curricula, Facilities Planning, Personnel, Student Affairs and Tenure. Other
17 Faculty Standing Committee chairs are ex-officio non-voting members.

18 (5) The Past President chairs this committee. If the Past President is unable to
19 serve, the committee will elect a chair.

20 o. **Student Affairs Committee**

21 (1) This committee makes recommendations to the Faculty Senate regarding
22 relationships between students and S&T, including, but not limited to, the
23 following: student-teacher relationships; student-administration relationships;
24 scheduling of classes and examinations; budgeting and distribution of funds
25 paid by students for student activities; rules and regulations pertaining to
26 student housing, health and services for students, University counseling
27 services, departmental advisement practices; rules and regulations pertaining
28 to student organizations, including varsity and intramural athletics; oversight
29 and discipline of student organizations, including review of all sanctions,
30 withdrawals or denials; operations of the University Center; student
31 publications; and civil rights of all students. The committee may appoint
32 subcommittees and delegate its responsibility to them. Members of such
33 subcommittees need not be members of the Faculty Senate or the Student
34 Affairs Committee.

35 (2) Each department may nominate one (1) faculty member for service on the
36 Student Affairs committee. The committee consists of four (4) elected by the
37 Faculty Senate from the list of department nominees, one (1) elected from the
38 Faculty Senate; four (4) students selected by the Student Council; one (1)
39 student selected by the Council of Graduate Students. The Director of Student

1 life, the Vice Chancellor for Student Affairs, and the Registrar are ex-officio
2 non-voting members of the committee.

3 **p. Student Awards and Financial Aids Committee**

4 (1) This committee recommends policies regarding the administration of student
5 awards and financial aids, including loans and scholarships, consistent with
6 specifications of the respective donors and grantors. It shall be the duty of the
7 committee to consider and rule on appeals that may be submitted by students
8 regarding awards and financial aids.

9 (2) The committee consists of three (3) faculty members elected from and by the
10 Faculty Senate, two (2) faculty members elected from and by the General
11 Faculty, two (2) undergraduates selected by the Student Council, one (1)
12 graduate student selected by the Council of Graduate Students, the Provost,
13 the Director of Student Financial Aid, and such other appointees as the
14 Chancellor names. Each member has voice and vote when considering new or
15 revised policy. When considering student appeals, only the elected faculty
16 members, the Provost and the Director of Student Financial Aid have voice
17 and vote. At the request of the appealing student, the undergraduate members--
18 for an undergraduate--or graduate student member--for graduate students--
19 may participate with voice and vote. Faculty members are elected for two-year
20 (2-year) terms; students are selected annually.

21 **q. Tenure Committee**

22 (1) This committee is concerned with the tenure rights of faculty. It functions
23 according to the principles stated in the Academic Tenure Regulations
24 adopted by the University of Missouri Board of Curators. It may also make
25 recommendations for policy changes through the Faculty Senate to the Board
26 of Curators. It serves as the hearing committee for cases of research
27 dishonesty.

28 (2) This committee consists of one (1) faculty member from each academic
29 department whose faculty is eligible for tenure. The faculty of each academic
30 department shall, during the second semester of each academic year, elect one
31 of its eligible faculty members to membership on the committee to serve for
32 the following academic year, and also elect an alternate faculty member who
33 shall serve whenever the regular committee member is unable to serve.

34 (3) Faculty members shall be elected from the eligible Professors on continuous
35 appointment. If there are no eligible Professors within a department, then
36 faculty members shall be elected from the eligible Associate Professors. Vice
37 Provosts, department chair, and other persons who devote 50% or more of
38 their time to administrative duties shall not be eligible for membership on the
39 committee.

1 (4) During the second semester of each academic year, the committee shall place
2 the names of three (3) of its faculty members in nomination before the
3 General Faculty for election to two-year (2-year) terms on the University-
4 Wide Tenure Committee. In the general election, each General Faculty
5 member shall vote for two (2) of the nominees. The nominee receiving the
6 largest number of votes shall fill the position of member of the committee.
7 The nominee receiving the next largest number of votes shall serve as the
8 alternate member.

9 7. **Judicial Committees**

10 a. **Grievance Hearing Panel**

11 (1) This panel is concerned with the fair and equitable resolutions of faculty
12 grievances with the University. It functions according to the principles stated
13 in the Academic Grievance Procedure adopted by the University of Missouri
14 Board of Curators. It may also make recommendations for policy changes
15 through the Faculty Senate to the Board of Curators.

16 (2) This panel consists of thirty (30) faculty members, fifteen (15) selected by the
17 Faculty Senate and fifteen (15) appointed by the Chancellor. Members will
18 serve a three-year (3-year) term. One third of the panel will be chosen by the
19 Faculty Senate and the Chancellor each year.

20 b. **Parking, Security and Traffic Committee**

21 (1) The committee oversees application of rules and regulations concerning
22 parking and traffic. It functions according to the principles stated in the Board
23 of Curators' description of the S&T Traffic Regulations.

24 (2) Each Department may nominate one (1) faculty member for service on the
25 Parking, Security and Traffic committee. The committee shall be composed
26 of twelve (12) faculty members elected by the Faculty Senate from the list of
27 department nominees for a two-year (2-year) term with one half being elected
28 each year, two undergraduate students selected by the Student Council, one
29 graduate student selected by the Council of Graduate Students, one member
30 selected by Staff Council, and the Director of the Physical Plant. Student
31 terms shall be for one year. The Director of the University Police shall be a
32 member ex officio. Two (2) additional committee members may be appointed
33 by the Chancellor. The Chancellor shall designate one of the faculty
34 committee members as chair.

35 c. **Student Conduct Committee**

36 (1) This committee conducts hearings and makes dispositions under the Rules and
37 Procedures in Student Conduct Matters as provided in Section 200.020 of the
38 Collected Rules and Regulations of the University of Missouri. It may also

1 provide aggregate information regarding its decisions to the Faculty Senate,
2 and make recommendations on policies relating to student discipline to the
3 Faculty Senate for forwarding to the Board of Curators.

- 4 (2) The committee consists of members as prescribed by the Board of Curators.
5 All members of the committee shall have the same voting privileges and
6 responsibilities. Faculty members serve two-year (2-year) terms with
7 approximately one half elected each year.

8 **d. Student Scholastic Appeals Committee**

9 (1) This committee establishes procedures for individual student scholastic
10 appeals. The committee shall consider and rule on all
11 individual cases of appeal relating to student scholastic performance,
12 including but not limited to: graduation with honors, probation and dropping
13 from school, readmission after being dropped for scholastic reasons,
14 scholastic deficiencies and evaluation of credit and transfer of credits, grades
15 and honor points from other campuses to S&T. It serves as an appeal board
16 for cases of students on scholastic probation who are involved in the activities
17 of organizations.

- 18 (2) The committee shall consist of eight (8) members; three faculty members
19 elected from and by the Faculty Senate, two elected from and by the General
20 Faculty, two student members selected by the Student Council, and one
21 student selected by the Council of Graduate Students. Faculty members serve
22 a two-year (2-year) term with approximately one half elected each year.
23 Student members serve a one-year (1-year) period.

24 **e. Tuition and Residence Committee**

25 (1) This committee assists the Cashier, when requested, in determining the
26 residence status of a student relative to the required non-resident tuition fees
27 established under the applicable regulations of the Board of Curators. The
28 committee also considers properly filed appeals by students taking exception
29 to the Cashier's ruling relative to their residence or tuition status.

- 30 (2) This committee consists of three faculty members and three administrative
31 members appointed for a one-year (1-year) term by the Chancellor, who shall
32 designate one member as Chair.

33 **8. Special Committees**

- 34 a. Special Committees addressing issues not presently the purview of the Faculty
35 Standing Committees or Judicial Committees may be authorized from time to
36 time, as needed, by the Chancellor, General Faculty, Faculty Senate, and
37 departments. However, when the faculty or the administration establishes any
38 committee having campus-wide responsibilities or authority, they shall file with

1 the Secretary of the Faculty Senate a statement specifying the responsibilities,
2 authority and composition of the committee, together with a list of current
3 members.

4 b. When deemed appropriate by the Chancellor, by the General Faculty, or by the
5 Faculty Senate reports of Special Committees shall be distributed to all members
6 of the General Faculty. Each Special Committee shall prepare an annual report to
7 be made available to all faculty members

8 c. Whenever possible, Special Committees shall be organized prior to August 1 and
9 be responsible for their duties from August 1 through July 31 of the following
10 year.

11 E. **Student Regulations**

12 1. The Student Council is the recognized spokesman for the undergraduate students to
13 the Faculty, and the Council of Graduate Students of the Missouri University of
14 Science and Technology for the graduate students.

15 2. Rules and disciplinary regulations which apply to students and the "University of
16 Missouri Rules of Procedure in Student Disciplinary Matters" shall be printed in the
17 "Manual of Information" and distributed to all students.

18 3. Student Participation in Academic Governance

19 a. Students shall be eligible to serve on the Faculty Senate and/or on committees as
20 designated by these Bylaws.

21 b. Individual students and student organizations may recommend changes in policies
22 governing students to the appropriate committee. These recommendations, when
23 submitted in writing, must be considered promptly by the committee, and the
24 students informed in writing of the disposition of the recommendations.

25 F. **Rules and Regulations** -- All committees and any other permanent body established by
26 these Bylaws, shall make rules and regulations necessary for the successful operation of
27 their organizations by at least a simple majority of the body. Copies shall be filed with
28 the Secretary of the General Faculty for general availability.

29 G. **Amending the Bylaws** -- Amendments may be proposed by twenty (20) faculty members
30 of the General Faculty by submitting them to the Rules, Procedures, and Agenda
31 Committee. This committee must transmit the proposal to the General Faculty within
32 fifteen (15) school days and then include the proposal in the agenda of the next General
33 Faculty meeting. Voting on the proposed amendment shall be by a mail ballot and shall
34 take place within fifteen (15) school days after completion of its consideration at a
35 meeting of the General Faculty. A two-thirds (2/3) majority of those voting shall be
36 required for the adoption of the proposed amendment. If adopted, the amendment will
37 become effective immediately upon approval by the Board of Curators.

1 **H. Publication of Bylaws and Committee Membership** -- The Secretary of the General
2 Faculty shall maintain, on a publically accessible, open, location (such as a worldwide
3 web site), the current edition of these Bylaws, a list of the officers of the General Faculty,
4 a list of the officers and members of the Faculty Senate, and the membership of all
5 Standing and Judicial committees defined elsewhere in these Bylaws. The name,
6 responsibilities, authority and current members of all other committees which have
7 campus-wide responsibilities or authority will be similarly posted. The information shall
8 be updated within thirty (30) days of any change in committee status.