

# Collected Rules and Regulations

## Faculty Bylaws and Tenure Regulations

### Chapter 300: Faculty Bylaws

#### 300.030 Faculty Bylaws of the Missouri University of Science and Technology \*

Bd. Min. 6-25-71, p. 35,936; Amended Bd. Min. 10-12-73, p. 36,845; Bd. Min. 10-31-75, 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. 6-23-89; Bd. Min. 10-13-89; Bd. Min. 8-3-90, 7-30-92; Amended Bd. Min. 3-20-97; Bd. Min. 3-22-02; Bd. Min. 10-16-03; Bd. Min. 11-29-07.

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

B. **Executive Authority**

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

C. **General Faculty**

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

promotion, salary, retirement, and other factors affecting faculty morale and welfare; and student affairs including health, welfare, conduct and morale of the students.

3. **Faculty Rights and Responsibilities**

- a. **Academic Rights** -- Each faculty member has the right to freedom of inquiry, discourse, teaching, research and publication, as well as the responsibilities correlative with this right (as prescribed by the Board's Rules and Regulations).
  - b. **Civil Rights** -- Faculty members are not required to relinquish any of their constitutional rights (as prescribed by the Board's Rules and Regulations).
  - c. **Employment Rights** -- Faculty members shall have rights consistent with their continuous appointment or term appointment (during the term), except for cause, retirement or financial exigencies (as stated in the Board's Rules and Regulations).
  - d. **Notification of Appointment** -- Faculty members shall be notified of their appointments promptly (as stated in the Board's Rules and Regulations).
  - e. **Right to be Kept Informed** -- The faculty shall be kept informed of actions and activities of committees and executive officers, and of other occurrences that pertain to the Missouri University of Science and Technology. Where possible such information shall be made available to the Faculty before being made available to the general public.
4. **Officers of the General Faculty** -- The officers of the General Faculty shall consist of the President of the University, the Chancellor, the President of the Faculty Senate, a Secretary, and a Parliamentarian.
- a. **Chancellor** -- The Chancellor of the Missouri University of Science and Technology is the presiding officer of the General Faculty. The Chancellor presides at meetings of the General Faculty but may extend this right to the President of the University when present.
  - b. **President** -- The President of the Faculty Senate presides at meetings of the General Faculty in the absence of or at the discretion of the Chancellor.
  - c. **Secretary** -- The Secretary is appointed by the Chancellor and need not be a member of the General Faculty. The Secretary keeps minutes of the proceedings of the General Faculty meetings. The Secretary is required to distribute an agenda prior to each meeting, and the minutes after each meeting, to all members of the General Faculty.
  - d. **Parliamentarian** -- The Parliamentarian is appointed by the Chancellor and must be a member of the General Faculty.
5. **Meetings** -- All meetings are called by the Chancellor. A quorum shall consist of ten (10) percent of the voting members when business described in the

published agenda is being considered and fifty (50) percent of the voting members when other items of business are being considered.

- a. **Regular Meetings** -- There shall be at least three (3) regular meetings of the General Faculty each academic year.

- b. **Special Meetings**

- (1) Special meetings are called upon the request of the President of the University; of the Chancellor; of the Faculty Senate; and by written petition of five (5) percent of the members of the General Faculty.

- (2) All Special Meetings shall be called within ten (10) school days after the request is presented to the Chancellor.

- (3) Only topics designated in the call for a Special Meeting may be discussed or acted upon at said meeting.

- c. **Notice of Meetings** -- Notice of all meetings of the General Faculty shall be sent to each member of the General Faculty at least five (5) school days prior to the meeting. Such notice includes the agenda for the meeting.
- d. **Restriction on Voting at Regular Meetings** -- In general, business coming before the General Faculty for action at a regular meeting shall be placed on the agenda before coming to a vote. Any other matters may be placed before the General Faculty and acted upon at a regular meeting without being placed on the agenda, unless five (5) voting members of the General Faculty request a delay. If such a request for delay is presented, the presiding officer delays the vote until the next regular meeting of the General Faculty at which time the matter will automatically be placed on the agenda, unless the matter has been acted upon at a special meeting before the next regular meeting is held.
- e. **Minutes of Meetings** -- Minutes of all General Faculty meetings will be distributed by the Secretary to all members of the General Faculty within ten (10) school days after the meeting.
- f. **Rules of Order** -- Meetings of the General Faculty are conducted in accordance with Robert's Rules of Order.

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

- 1. **Departments**

- a. **Organization and Membership**

(1) Departments are the primary functional units of the campus. The program of a department is conducted by its faculty through the chair, who has general responsibility over the department. The chair shall act as the administrative representative of the department in its official relations with the University.

(2) Members of the department are all those members of the faculty who hold the rank of Instructor or above in the department, and such other persons who teach in or do research in the department and are accepted by a majority vote of the department members.

(3) When the position of department chair is vacated, a search and screen committee consisting of only individuals elected by the department tenured/tenure track faculty will search for and screen applicants (in accordance with MS&T EEO/AA procedures), will select candidates to be interviewed, and will interview them with the assistance of other faculty, administrators, staff, and students. Up to five candidates will then be selected by a majority vote of the department tenured/tenure track faculty, and the names of the selected candidates will be forwarded to the Provost. The Provost then shall select one of the nominated candidates to be the new department chair, or return the search to the committee with an explanation of why the candidates are unacceptable or unavailable. The committee will operate until a new department chair is selected.

**b. Operation and Meetings**

(1) Department meetings are held throughout the academic year and are conducted according to democratic procedures. All matters concerning the department are open to discussion.

(2) When a department position is to be filled, knowledge of the qualifications of the applicants is to be made available to the department members. Their opinions on the choice of candidates shall be sought by the chairperson before final recommendations for appointment are submitted.

**c. Responsibility and Authority --** Faculty members direct and perform the work of instruction, coordinate and conduct research within the department, and provide service within the University, to the academic community, and to the public. They are also concerned about the internal administration of the department and should be kept fully informed consistent with 20.110 of the Collected Rules and Regulations about all matters related to the department except any matter that is explicitly protected by written university policy, or confidentiality or privacy laws preventing disclosure. Proposals for changes in curriculum or courses may be initiated by the department and submitted to the

Curricula Committee. Each department, acting in accordance with the Rules and Regulations established by the Board of Curators and Campus Policy, shall have delegated directly to it by the General Faculty jurisdiction over matters primarily of interest only to that department. This includes but is not limited to: entrance requirements for degree programs; the curricula of the department; action concerning petitions for changes in prescribed courses of study presented by individual students enrolled in the department; decisions concerning the scholastic standing of students enrolled in the department; recommendations to the General Faculty concerning the granting of degrees to students enrolled in the department; and primary responsibility for maintaining and improving the academic excellence of the department. All academic coursework shall be offered by departments, with the exception of courses offered through Special Programs.

## **2. Special Programs**

- a. **Definition of Special Programs.** Special Programs are academic programs that are highly interdisciplinary, or for some other reason may not readily conform to the Academic Department structure.
- b. **Creation of Special Programs.** The Provost may propose, with the appropriate academic rationale and suggested structure, that a Special Program be formed. The Provost forwards the proposed program, with his/her recommendations, and the suggested constituencies from which the Program Representatives will be drawn, to the Faculty Senate for approval.
- c. **Governance of Special Programs.** Each Special Program will be governed by a Board of Program Representatives. The mechanism for selection of the Program Representatives must be delineated in the Special Program proposal from full time, ranked, faculty – to be elected by and from the faculty of the participating Academic Departments. The election of Program Representatives shall be conducted by the Provost, or his/her designee. The Provost will inform the Faculty Senate of the composition of the Program Representatives upon initial creation of the Program, and annually thereafter.
- d. **Program Leader.** The Program Representatives shall normally select a Program Leader from their ranks. The Program Leader is authorized, upon a vote of the Program Representatives, to submit curricula changes to the Faculty Senate via the Campus Curricula Committee. The Program Leader may act as the approval authority for items within the purview of the Program.
- e. **Scope of Special Programs.** Special Programs shall not duplicate, or infringe, on Academic Department responsibilities. Special Programs shall not offer Bachelors, Masters or Ph.D. degrees, but may offer Certificates, Minors, or other acknowledgements of a student's participation in a Special Program. Special Programs may offer a

limited number of courses provided they are no more than one credit hour.

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

### 3. **Graduate Faculty**

- a. **Membership** -- The membership of the Graduate Faculty shall consist of the following: The President of the University of Missouri, the Chancellor, the Provost, all Academic Vice Provosts, chairs of departments authorized to offer graduate degree programs, and other ranked members of the instructional and research faculty, who are accepted under the rules of the Graduate Faculty to assume the responsibilities and authorities delegated to it.
- b. **Meetings** -- Regular meetings of the Graduate Faculty shall be held, upon the call of the Provost, at least once each semester. The call for meetings shall be mailed to all members of the Graduate Faculty at least one week in advance of the meetings. A quorum shall consist of those members in attendance when considering items included in an agenda sent to members at least one week in advance of the meeting. No business shall be conducted on other items without a quorum consisting of fifty (50) percent of the members of the Graduate Faculty. The Provost is the presiding officer. Minutes of Graduate Faculty meetings shall be distributed to all members of the General Faculty within ten days.
- c. **Special Meetings** -- Special meetings are called upon the request of the Provost and by written petition of five (5) percent of the membership of the Graduate Faculty. All special meetings shall be called within ten (10) school days after the request has been made.
- d. **Responsibility and Authority** -- The Graduate Faculty, acting in accordance with the Rules and Regulations of the Board of Curators and Campus Policy legislated by the General Faculty, is responsible for the establishment of the policies, rules, and regulations governing all graduate studies on the campus. Specific functions of the Graduate Faculty are:

(1) To exercise responsibility for research and for creative or scholarly work on the graduate level and to make recommendations to the Chancellor and the General Faculty concerning the fostering of these activities.

(2) To have special regard for campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees and to consider and to act on recommended

curricula and course offerings within the graduate programs.

(3) To recommend to the Chancellor, for presentation for approval to the General Faculty, names of acceptable candidates for graduate degrees.

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

#### **4. Faculty Senate**

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

b. **Membership and Voting Rights**

(1) Members of the Faculty Senate are elected in August, and serve from September 1 until the end of their term.

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

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

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

(5) **Terms of Office**

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

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

(c) **Officers of the Faculty Senate** -- The officers of the Faculty Senate consist of a Past President, President, President-Elect, Secretary and Parliamentarian. The new officers, with the exception of the Past President, are elected annually from the membership of the Faculty Senate by its voting members. The election is held during the meeting in which the new members are seated. The Past President presides at the meeting for electing new officers.

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

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

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

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

**c. Meetings and Rules of Order**

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

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

(3) Meetings of the Faculty Senate are conducted in accordance with



Robert's Rules of Order. Should a conflict arise among Robert's Rules of Order, the Bylaws of the General Faculty, and the Procedural and general Resolutions for the Faculty Senate, the order of precedence shall be first the Bylaws, second the Procedural and general Resolutions, and then Robert's Rules of Order.

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

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

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

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

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

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

d. **Delegation of Authority**

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

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

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

5. **Standing Committees:**

- a. Standing Committees report to the Faculty Senate. Standing Committees report through the Faculty Senate unless otherwise provided for in these Bylaws. These committees formulate and

recommend actions and policies in the assigned area of each. Authority to act is limited to the specific functions for which this power is delegated in the following sections of these Bylaws or the functions prescribed by the Board of Curators in its Rules and Regulations.

- b. Each Standing Committee prepares an annual report to be distributed to all faculty members.
- c. A faculty member shall serve on no more than two Standing Committees, excluding the Rules, Procedures and Agenda (RP&A) Committee at the same time. If any department lacks sufficient faculty for representation on all Faculty Senate committees, that department may select representatives to serve on committees of its choice until such time as the number of faculty increases to the point where the department can be represented on all committees. All full-time students in good standing are eligible to serve on committees.
- d. Whenever possible, Standing Committees shall organize prior to September 1 and be responsible for their duties from September 1 through August 31 of the following year.
- e. The Chancellor may appoint one non-voting member to any standing committee, for a one-year (1-year) term.
- f. Chairs of standing committees shall be tenured faculty. Department chairpersons, and other persons who devote 50% or more of their time to administrative duties shall not be eligible to serve as standing committee chairs.
- g. The Rules, Procedures and Agenda (RP&A) Committee has the right to call a meeting of any standing committee. Upon a determination by RP&A that a standing committee is not acting in a timely manner on an issue it has been asked to address, RP&A can call a meeting of the committee and appoint an ad hoc chair for that meeting.
- h. Judicial committees are not subject to the provisions applicable to standing committees.

## **6. Faculty Standing Committees**

### **a. Academic Freedom and Standards Committee**

(1) This committee is concerned with the academic freedom of faculty and promoting academic excellence. It recommends and reviews policies concerning requirements for admission, graduation and academic standards.

(2) Each Department may nominate one faculty member for service on the Academic Freedom and Standards Committee. The Faculty Senate will select from the nominees eight (8) faculty to serve on the committee. Members serve a two-year (2-year) term with approximately one half elected each year.

**b. Administrative Review Committee**

(1) This committee sets policies and procedures for review of campus administrators. The committee recommends the evaluation questionnaires and a plan/schedule for conducting reviews to the Faculty Senate. The committee conducts the reviews; oversees the sending of the evaluation forms to the evaluating persons; oversees the collection and collation of the resulting evaluations; and, along with the officers of the Faculty Senate, reviews and forwards the results of the evaluation.

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

**c. Budgetary Affairs Committee**

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

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

**d. Information Technology / Computing Committee**

(1) This committee advises the Provost and the Chief Information Officer on the formulation and implementation of information technology (IT) and computing activities on campus. These activities include but are not limited to networking, email, academic computing, electronic data bases, web publishing, distance learning, electronic

classrooms, academic software and procurement of equipment for faculty, student and staff desktops and campus IT/computing facilities.

(2) The committee consists of one member elected from each academic department desiring representation, two students selected by the Student Council, and one graduate student selected by the Council of Graduate Students. The Provost, the Vice Chancellor for Administrative Services and the Chief Information Officer serve as ex officio members. Faculty members serve for a 3-year term with approximately one third of the membership elected each year. Subcommittees may be formed by the committee to assist in timely decision making.

**e. Discipline Specific Curricula Committees**

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

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

(a) Every DSCC shall be identified by a discipline name.

(b) Every degree program shall be associated with one, and only one, DSCC. This association will be stated in the charter of each DSCC, and may be altered only with the approval of the Provost and the Faculty Senate.

(c) Each DSCC program leader shall be elected from, and by, its members. The DSCC program leader shall be an ex-officio, voting, member of the Campus Curricula Committee.

**f. Campus Curricula Committee**

(1) This committee acts as advisor and coordinator in regard to curricula proposals and all course offerings. Proposals for curricula and course changes shall be submitted to the Campus Curricula Committee via the Discipline Specific Curricula Committee (DSCC) associated with the proposal. The DSCC recommendations shall be submitted with the proposal. Special Programs are not normally associated with a DSCC, and may submit proposals directly to the Campus Curricula Committee. Within two weeks after receipt of the proposal, the Campus Curricula Committee shall distribute copies to all departments. Counter proposals submitted to the committee by the department

representative of the concerned department should be considered when the original proposals are discussed. The recommendation of the committee shall be forwarded to the Faculty Senate for appropriate action.

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

(3) The committee consists of two (2) faculty members elected from and by the Faculty Senate, the program leader of each DSCC, and one member elected by the Curricula Committee of the Graduate Council. Elected members serve a 2-year term with approximately one half elected each year.

**g. Facilities Planning Committee**

(1) This committee studies and makes recommendations to the Faculty Senate and the Chancellor concerning policies and priorities for physical facilities, including buildings, equipment, and land acquisition and use. The committee also makes recommendations to the Faculty Senate on policy pertaining to parking, security, traffic and matters affecting campus safety.

(2) Each Department may nominate one faculty member for service on the Facilities Planning Committee. The committee shall consist of three (3) faculty members elected from and by the Faculty Senate; four (4) elected by the Faculty Senate from the list of department nominees; one administrative member appointed by the Chancellor; one student selected by the Student Council, and one graduate student selected by the Council of Graduate Students. Faculty members shall serve for a two-year (2-year) term with approximately one half selected each year.

**h. Honorary Degrees Committee**

(1) This committee reviews recommendations from the faculty for Honorary Degrees and submits its selection to the Board of Curators after a three-fourths vote of approval of the General Faculty. These recommendations with supporting information must be submitted to the committee chair. Only those persons thus recommended shall be considered by the committee. All recommendations shall be held in strict confidence, and public announcements will be made only by the Board of Curators or its representatives.

(2) Each Department may nominate one (1) faculty member for

service on the Honorary Degrees committee. The committee consists of the Provost and four (4) elected by the Faculty Senate from the list of department nominees. Elected committee members serve one-year (1-year) terms.

**i. Library and Learning Resources Committee**

(1) This committee makes recommendations to the Faculty Senate and appropriate administrative officials with respect to the administration of the Library and Learning Resources facilities and on rules governing use by students, faculty, and others. It shall consider all problems concerning the operation of the Library and its facilities.

(2) Each Department may nominate one (1) faculty member for service on the Library and Learning Resources Committee. The committee consists of eight (8) elected by the Faculty Senate from the list of department nominees with each faculty member serving a 2-year term with approximately one half to be elected each year; one graduate student selected by the Council of Graduate Students and one undergraduate student to be selected by the Student Council and the Director of Library and Learning Resources.

**j. Personnel Committee**

(1) This committee recommends to the Faculty Senate general policies on the conditions of appointment, employment and retirement of faculty and administrative officers.

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

**k. Public Occasions Committee**

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

schedules.

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

**l. Rules, Procedures and Agenda Committee**

(1) This committee oversees the application of these Bylaws and any Rules and Regulations of bodies established by them. It may investigate and make recommendations on procedure to the Faculty Senate. It may also prepare drafts for amending the Bylaws.

(2) The committee is responsible for the conduct and supervision of Faculty Senate and General Faculty elections. It shall receive nominations from the faculty for elections, adding, but not deleting, names as necessary to provide candidates for all offices and committees and shall obtain the consent of all nominees. The committee shall also be responsible for submitting slates of candidates nominated for serving on the standing committees for Faculty Senate elections. In the event that nominations for committees from departments are fewer than the number of positions to be filled, RP&A may add additional departmental nominees to fill the positions which would otherwise become vacant.

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

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

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

**m. Student Affairs Committee**

(1) This committee makes recommendations to the Faculty Senate regarding relationships between students and MS&T, including, but not

limited to, the following: student-teacher relationships; student-administration relationships; scheduling of classes and examinations; budgeting and distribution of funds paid by students for student activities; rules and regulations pertaining to student housing, health and services for students, University counseling services, departmental advisement practices; rules and regulations pertaining to student organizations, including varsity and intramural athletics; oversight and discipline of student organizations, including review of all sanctions, withdrawals or denials; operations of the University Center; student publications; and civil rights of all students. The committee may appoint subcommittees and delegate its responsibility to them. Members of such subcommittees need not be members of the Faculty Senate or the Student Affairs Committee.

(2) Each department may nominate one (1) faculty member for service on the Student Affairs committee. The committee consists of four (4) elected by the Faculty Senate from the list of department nominees, one (1) elected from the Faculty Senate; four (4) students selected by the Student Council; one (1) student selected by the Council of Graduate Students. The Director of Student life, the Vice Chancellor for Student Affairs, and the Registrar are ex-officio non-voting members of the committee.

**n. Student Awards and Financial Aids Committee**

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

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

**o. Tenure Committee**



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

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

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

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

## **7. Judicial Committees**

### **a. Grievance Hearing Panel**

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

(2) This panel consists of thirty (30) faculty members, fifteen (15) selected by the Faculty Senate and fifteen (15) appointed by the Chancellor.

Members will serve a three-year (3-year) term. One third of the panel will be chosen by the Faculty Senate and the Chancellor each year.

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

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

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

**c. Student Conduct Committee**

(1) This committee conducts hearings and makes dispositions under the Rules and Procedures in Student Conduct Matters as provided in Section 200.020 of the Collected Rules and Regulations of the University of Missouri. It may also provide aggregate information regarding its decisions to the Faculty Senate, and make recommendations on policies relating to student discipline to the Faculty Senate for forwarding to the Board of Curators.

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

**d. Student Scholastic Appeals Committee**

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

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

**e. Tuition and Residence Committee**

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

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

**8. Special Committees**

- a. Special Committees addressing issues not presently the purview of the Faculty Standing Committees or Judicial Committees may be authorized from time to time, as needed, by the Chancellor, General Faculty, Faculty Senate, and departments. However, when the faculty or the administration establishes any committee having campus-wide responsibilities or authority, they shall file with the Secretary of the Faculty Senate a statement specifying the responsibilities, authority and composition of the committee, together with a list of current members. A catalog of such existing committees shall be circulated to the faculty annually by the Secretary of the General Faculty.
- b. When deemed appropriate by the Chancellor, by the General Faculty, or by the Faculty Senate reports of Special Committees shall be distributed to all members of the General Faculty. Each Special Committee shall prepare an annual report to be made available to all faculty members.
- c. Whenever possible, Special Committees shall be organized prior to September 1 and be responsible for their duties from September 1 through August 31 of the following year.

**E. Student Regulations**

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

2. Rules and disciplinary regulations which apply to students and the "University of Missouri Rules of Procedure in Student Disciplinary Matters" shall be printed in the "Manual of Information" and distributed to all students.
3. **Student Participation in Academic Governance**
  - a. Students shall be eligible to serve on the Faculty Senate and/or on committees as designated by these Bylaws.
  - b. Individual students and student organizations may recommend changes in policies governing students to the appropriate committee. These recommendations, when submitted in writing, must be considered promptly by the committee, and the students informed in writing of the disposition of the recommendations.

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

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

**H. Publication of the Bylaws** -- At the beginning of each fall semester the Secretary of the General Faculty shall make a current edition of these Bylaws available to each faculty member, upon request. A list of the names of the officers of the General Faculty and of the officers and members of the Faculty Senate and all Standing Committees established by the Bylaws shall be distributed to each faculty member. Current copies of the Bylaws shall be made available to deans and department chairs for distribution to prospective faculty members.

\* Effective January 1, 2008 all references to University of Missouri-Rolla were changed to read Missouri University of Science and Technology.