

Rules, Procedures and Agenda (RP&A) Committee

Meeting Minutes

Tuesday, March 11, 2014

2:30 – 4:30 p.m.

Meramec/Gasconade room, Havener Center

Members present: Martin Bohner, Michael Davis, Mark Fitch, Barbara Hale, Don Madison, Melanie Mormile, Daniel Tauritz

1. *Approval of March 11, 2014, RP&A Agenda*

Daniel Tauritz motioned to approve the agenda. Martin Bohner seconded the motion. The motion passed.

2. *Approval of February 12, 2014, RP&A Meeting Minutes*

Daniel Tauritz motioned to approve the minutes from the February 12, 2014, RP&A minutes. Martin Bohner seconded the motion. The motion passed.

3. *Referrals:*

a) *Experiential Learning (Madison)*

The Academic Freedom and Standards (AF&S) Committee is in the process of drafting not ready to make a recommendation in regard to setting campus standards and processes for experiential learning and inserting a corresponding section yet on the definition of experiential learning.

It was noted that once the definition for experiential learning is agreed upon, it would be inserted into the Undergraduate Catalog.

b) *NTT Guidelines (Acar)*

No report was made.

c) *Ad hoc bylaw committee (Fitch)*

Mark Fitch stated that only Faculty Bylaws 300.030 needed to be changed. Mark proceeded to go through the changes that the Ad hoc Bylaw Committee had made and the justification for each. This document is attached at the end of these minutes. There was discussion regarding whether Deans should be named as ex officio non-voting members of

Faculty Senate. A vote was taken. One person was in favor of including Deans and five people were not in favor. The Deans were not included as ex officio non-voting members of Faculty Senate in the document.

After discussing the changes in the document, Barbara Hale motioned to approve the document. Don Madison seconded the motion. The motion passed.

4. *New Business*

a) Michael Davis reported that the Tenure committee recommended to delay the inclusion of the Deans in the promotion and tenure process for this coming year. He also reported that a simple solution for the subsequent inclusion of the Deans is to insert their review of the dossier files between the Area Committee and the Campus Committee reviews. Michael also commented that the committee was considering if multiple votes by the same person should be allowed on promotion and/or tenure cases. There was also discussion in the Tenure Committee regarding the fate of the Area Subcommittees.

b) The agenda for the next Faculty Senate meeting was discussed and approved (attached).

5. *Adjourn*

Meeting adjourned at 4:05 PM.

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; BD. Min. 1-29-10.

- 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 Academic Deans \(i.e., those Deans that lead a College\)](#), 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 matters](#) 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**

Comment [MWF1]: We considered and rejected the idea of
3. **Colleges** – Each college has an Academic Dean as the chief executive and academic officer of that college.

Comment [MWF2]: Committee noted bad pronoun (meaningless phrase)

Comment [MWF3]: 2007 had "School or College" instead of Department

- 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 or ten (10) percent of the faculty members of any college.
 - (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.

Comment [MWF4]: Assumes both are named college

Comment [MWF5]: Yes, same as pre-2007 language

Comment [BNH6]: Was this in the previous version (bhale)?

- 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, [Colleges](#), 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 screening committee consisting of only individuals elected by the department tenured/tenure track faculty will search for and screen applicants (in accordance with Missouri S&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 their [Provost/Dean](#). The [Provost/Dean](#) 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 chair 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. Colleges

a. Membership and Organization

(1)The faculty of the colleges consists of all tenured, tenure-track, and non-tenure track full-time faculty members holding the rank of instructor or above in the departments that belong to the college, its Dean, and any of its Associate or Assistant Deans. Faculty whose appointment is divided between colleges may participate in deliberations of these colleges, but shall be a voting member of only the college in which they hold their primary appointment. The Provost, Vice Provosts, and the Chancellor also serve as ex officio members.

Comment [MWF7]: Does this exclude anyone?

(2)The chief executive and administrative officer of each college is its Dean. When the position of Dean is vacated, a search and screening committee consisting of only individuals elected by the college tenured/tenure track faculty will search for and screen applicants (in accordance with Missouri S&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 college 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 Dean, 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 Dean is selected.

Comment [MWF8]: Consistent with Chair search process, diff't than previous

b. Meetings

(1)Each college faculty will meet at least once a semester at the call of its Dean. A quorum shall consist of twenty (20) percent of the members when business described in the published agenda is being considered and fifty percent when other items of business are being considered. Notice of all meetings of the faculty of a college shall be sent to each member of that college at least one week prior to the meeting. Such notice includes the agenda for the meeting. The Dean is the presiding officer.

(2)Special Meetings -- Special meetings are called upon request of the Dean of the college or by written petition of ten (10) percent of the membership. All special meetings shall be called within two weeks after the request has been made.

c. Responsibility and Authority -- Each college faculty, 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 college. This includes appeals of departmental academic actions and establishment of new certificates, minors, and degree programs, with a primary responsibility for maintaining and improving the academic excellence of all departments within the college.

2.3. 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 or in cases where the proposed program curriculum is entirely within a single college, the Dean of that college, may propose, with the appropriate academic rationale and suggested structure, that a Special Program be formed or an existing Special Program changed. The Provost or Academic Dean forwards the proposed program, or change to an existing 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 Provost, or in cases where the proposed program curriculum is entirely within a single college, the Dean of that college, then the Campus Curricula Committee and then the Faculty Senate for approval. 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

Comment [MWF9]: We wanted to not make Deans sign the various Registrar's forms, except:
•Second BS Program of Study
•Results of Scholastic Action Appeal
•Curriculum Name Change Form

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 or in cases where the program curriculum is entirely within a single college, the Dean of that college, and the Faculty Senate. Elimination of a Special Program also requires the approval of the Provost or in cases where the program curriculum is entirely within a single college, the Dean of that college, and Faculty Senate.

~~3-4.~~ **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, Academic Deans, 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.

~~4-5.~~ **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 during the second semester of the academic year, and serve from August 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, [Chancellor](#), 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, all of whom must be members of the General Faculty. The new officers, with the exception of the Past President, are elected annually. The election is held during the last regular meeting of the second semester of the academic year, and officers begin their duties August 1.

(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.

5-6. **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. The Standing Committees shall monitor and assess the status and implementation of their policy recommendations. The policies, implementation, details, and assessments shall be included in the annual report.
- c. A faculty member shall serve on no more than two (2) Standing Committees, excluding the Rules, Procedures and Agenda (RP&A) Committee at the same time. If any department lacks sufficient faculty members 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 members 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 during the second semester of the academic year and be responsible for their duties from August 1 through July 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. [Deans, Associate Deans, Assistant Deans](#), Department chairs, and other persons who devote 50% or more of their time to administrative duties shall not be eligible to serve as standing committee chairs. Standing committee chairs shall be elected annually, from and by the membership of the standing committee, unless otherwise provided for in these Bylaws. [The previous chair shall organize the election of their successor; if the previous chair is unavailable, then the Faculty Senate President will designate one of the committee members to organize the elections unless a particular committee has its own chair election policy.](#)
- 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.

Comment [MWF10]: FS Passed 9/20/2012

~~6-7.~~ **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 members to serve on the committee. Faculty 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~~ three (43) 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 two (2) years, terms to be staggered with the election of two faculty members each one year and one faculty member the other year, and shall be full-time, tenured faculty members with an administrative component of 50% or less.

Comment [MWF11]: FS passed 10/18/2012

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. Campus Curricula Committee

- (1) This committee acts as advisor and coordinator in regard to the disciplinary appropriateness and quality of 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 representatives from the Faculty Senate, ~~Graduate Council~~ and DSCC committees. Two (2) faculty members will be elected from and by the Faculty Senate, each serving a two-year (2-year) term. The Senate will attempt to stagger the terms of the representatives. ~~The Curricula Committee of the Graduate Council will elect one (1) representative to serve a two year (2 year) term.~~ The program leader of each DSCC will be an ex-officio, voting, member of the Campus Curricula Committee.

Comment [MWF12]: FS passed 10/18/2012

e. Committee for Effective Teaching

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

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

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

f. 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 serve a one year term, and be elected from, and by, its members. The DSCC program leader shall be an ex-officio, voting, member of the Campus Curricula Committee.

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 and one non-voting member selected by the Chief Information Officer. Faculty members shall serve for a two-year (2-year) term with approximately one half selected each year. The remaining committee members shall be elected, or appointed, annually.

h. Honorary Degrees Committee

- (1) This committee meets at least annually, and reviews current and previous recommendations from the Campus for honorary degrees. The committee shall submit its recommendations to the Chancellor. After appropriate review by the UM System President and Board of Curators, a list of candidates is then submitted to the General Faculty, which may choose from the recommended nominees through a three-fourths vote of those casting ballots at the General Faculty meeting where the matter is considered. All names shall be held in strict confidence, with public announcements made only by the Board of Curators or the Chancellor.
- (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. 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 voting members of the committee consist of one person elected from each academic department desiring representation, the Director of the Library or his/her appointee, two students selected by the Student Council, and one graduate student selected by the Council of Graduate Students. The non-voting members of the committee include the Provost, the Vice Chancellor for Administrative Services and the Chief Information Officer. Department representatives serve for a three-year (3-year) term with approximately one third elected each year. The representative of the library serves for a three-year (3-year) term, while students serve for one year. Subcommittees may be formed by the committee to assist in timely decision making.

j. Intellectual Property and Technology Transfer Committee

- (1) This committee is ~~concerned~~ charged with the formulation and implementation of ~~intellectual property~~ policies and procedures concerning intellectual property and

Comment [BNH13]: Define this – it could prove troublesome in the future.

technology transfer. It reviews and makes recommendations to the Faculty Senate, Chancellor and Provost on patent ~~and~~ copyright, and technology transfer matters.

- (2) The committee consists of seven (7) members of which six (6) are faculty members elected by the Faculty Senate and one (1) is an administrative member appointed annually by the Provost. The faculty members shall serve for two (2) years with three (3) members elected each year. The committee shall be chaired by a faculty member. ~~Priority for nominated members should be those with patent and/or copyright experience and appropriate representation from engineering, liberal arts, management and science academic departments.~~

Comment [MWF14]: FS passed 10/18/2012

k. 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 two-year (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.

l. Personnel Committee

- (1) This committee recommends to the Faculty Senate general policies on the conditions of appointment, employment, compensation, and retirement of faculty and administrative officers. Also, it recommends reporting schemes and procedures regarding the annual salary and wage raise pool.
- (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) faculty member elected from and by the Graduate Faculty, one (1) faculty 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.

m. 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 (6) faculty members elected from and by the General Faculty, one administrator appointed by the Chancellor, three (3) 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.

n. Rules, Procedures and Agenda Committee

- (1) This committee oversees the application of these Bylaws, any Rules and Regulations of bodies established by them, and the process of Bylaw amendment as described elsewhere in these Bylaws. It may investigate and make recommendations on procedure to the Faculty Senate.
- (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, appropriately distributed among the disciplines. 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.

o. Student Affairs Committee

- (1) This committee makes recommendations to the Faculty Senate regarding relationships between students and Missouri S&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.

p. 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 members 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 members are elected for two-year (2-year) terms; students are selected annually.

q. Tenure Policy 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) faculty 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 members to membership on the committee to serve for the following academic year, and also elect an alternate faculty member who shall serve whenever the regular committee member is unable to serve.
- (3) Faculty members shall be elected from the eligible Professors on continuous appointment. If there are no eligible Professors within a department, then faculty members shall be elected from the eligible Associate Professors. Vice Provosts, department chair, 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 faculty 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.

a. Grievance Hearing Panel

- (1) This panel is concerned with the fair and equitable resolutions of faculty grievances with the University. It functions in accordance with CRR 370.010 and 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 Missouri S&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-seven (127) faculty members elected by the Faculty Senate from the list of department nominees for a two-year (2-year) term with one-half four being elected each one year and three the other year, two one 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 One (21) additional committee members may be appointed by the Chancellor. The Chancellor shall designate one of the faculty committee members as chair.

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 Missouri S&T. It serves as an appeal board for cases of students on scholastic probation who are involved in the activities of organizations.

Comment [MWF15]: Passed FS 9/20/2012. Also "add a Grievance Oversight Committee to operate in accordance with the same" The Provost does list such a committee. CRR 370.010 C 11 specifies: There will be a Faculty Council/Senate Oversight Committee (OC), whose purpose will be to monitor the Grievance process as neutral observers and provide feedback on the process to the Faculty Council or Faculty Senate, the faculty and the Provost's and Chancellor's Office.
1. The OC will consist of 3-5 tenured faculty appointed by Faculty Council or Faculty Senate for up to three year staggered terms.
2. Chair of the OC will be a member of the Faculty Council or Faculty Senate.
Procedurally we seem to have failed to elect all of the members of either panel for the current year.

Comment [MWF16]: Passed FS 10/18/2012

(2)The committee shall consist of eight (8) 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.

8-9. 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.
- 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 August 1 through July 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) faculty 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 and Committee Membership-- The Secretary of the General Faculty shall maintain, on a publicly accessible, open, location (such as a worldwide web site), the current edition of these Bylaws, a list of the officers of the General Faculty, a list of the officers and members of the Faculty Senate, and the membership of all Standing and Judicial committees defined elsewhere in these Bylaws. The name, responsibilities, authority and current members of all other committees which have campus-wide responsibilities or authority will be similarly posted. The information shall be updated within thirty (30) days of any change in committee status.

Faculty Senate Meeting Agenda

Thursday, March 20, 2014
204 McNutt Hall; 1:30 PM

- I. Call to Order and Roll Call
- II. Approval of February 20, 2014 meeting minutes
- III. Campus Reports and Responses
 - A. President's Report - Mark Fitch (5 mins)
 - B. Administrative Reports
 - i) C. Schrader (5 mins)
 - ii) K. Wray (5 mins)
 - C. Staff Council Report - N. Weaver (3 mins)
 - D. Student Council - A. Koesterer (3 mins)
 - E. Council of Graduate Students - K. Limmer (3 mins)
- IV. Hank Foley (Executive Vice President of Academic Affairs, UM System)
- V. Reports of Standing and Special Committees
 - A. Rules, Procedures and Agenda - S. N. Balakrishnan (5 mins)
 - B. Curricula - D. Tauritz (5 mins)
 - C. ITCC - T. Vojta (5 mins)
- VI. Old Business
 - A. Report on Current Referrals and Actionable Items
- VII. New Business and Announcements
- VIII. Adjourn