

The By-Laws of the Faculty Senate

(Revisions proposed April 15, 2013)

Text in red represents changes.

Text in blue is imported from the most recent version of the document “Functions and Responsibilities of Standing Committees of the CCSU Faculty”, which was approved by the Faculty Senate in January 2013. It is unchanged from that version.

1. Elections Procedures

1.1. In the Spring of each academic year, the Office of the President of the University, in consultation with the unions representing Faculty Senate constituencies, shall prepare lists of eligible voters and convey those lists by March 15 to those responsible for conducting elections in each constituency, including department chairs and the Senate Elections Committee.

1.2. Voting eligibility and the calculation of the number of Senators for constituencies shall be according to the following rules:

1.2.1. Individuals are counted as voting members of a constituency regardless of term of employment or leave status.

1.2.2. Prospective employees who have not yet started their employment at the University are not counted as voting members of any constituency.

1.2.3. An individual may vote in no more than one constituency.

1.2.4. An individual who is a full-time employee of the University in one constituency represented in the Senate and who is a part-time employee of the University in another constituency represented in the Senate shall be eligible to vote and be counted in the calculation of Senate representation only as a member of the full-time constituency.

1.2.5. An individual who has been a part-time faculty member who becomes a full-time faculty member shall be counted as a full-time faculty member for purposes of voting and calculation of Senate representation unless such an individual is serving as a Senator or alternate representing part-time faculty.

1.3. Within five days of the completion of an election of a Senator or Senators, the committee, individual, or office responsible for conducting the election shall notify the Office of the President of the University, the President of the Faculty Senate, and the Senate Elections Committee of the Senator or Senators and alternate or alternates elected.

1.4. The Office of the President of the University shall publish the membership of each year's Senate before the beginning of each academic year.

1.5. Each ex-officio Senator may designate a permanent alternate each academic year who shall have no vote. Elected alternates shall meet the same requirements as elected Senators. The permanent alternate is the only one who may substitute for a Senator. Elected alternates shall be elected by the same procedures used for election of Senators. No individual may cast more than one vote.

1.6. Replacements and additions to the membership during the year shall be in accord with applicable procedures above.

2. Organization

2.1. Elections of the Senate Elections Committee and Elections for Senate President, Vice President, and Secretary

2.1.1. The first order of business of each initial fall meeting of the Faculty Senate shall be the election of the members of the Elections Committee. Nominations shall be made from the floor and seconded. Election shall be by a majority of the Senators present and voting. The Elections Committee shall make nominations for all vacant positions on other elected committees at the next regular Senate meeting. All faculty members shall be asked by the President of the Senate to indicate their committee preferences at the beginning of each fall semester.

2.1.2. During the Spring semester of even numbered calendar years, the Senate shall solicit nominations for President, Vice-President, and Secretary from its existing Senators. The election of officers shall occur at the first regularly scheduled Senate meeting in April.

2.2. Meetings

2.2.1. The Senate shall meet for seven sessions per academic semester on the second and fourth Mondays of each month in the semester. In the event that classes are not in session on any of the above dates, the President may cancel the meeting or set an alternative time for the Senate to meet.

2.2.2. An emergency-meeting may be called at any time by the President of the Senate after consulting with the Steering Committee of the Senate.

2.2.3. An emergency meeting of the Senate shall be called by the President of the Senate upon receipt of a written petition signed by at least ten Senators.

2.2.4. In the event of the absence of both the President and the Vice President at any regular or emergency Senate meeting, the Senate shall organize itself and elect a temporary presiding officer, who shall preside only as long as both the President and Vice President are absent.

2.3. The President of the Senate

2.3.1. The President shall report all approved Bills and Resolutions to the President of the University. A "Resolution" is defined as an expression of the sentiment of the Senate which requires no action by the President of the University. A "Bill" requires action by the President of the University. The President of the Senate shall, with the help of the Secretary, keep a running account of these Bills and Resolutions, by their numbers, which shall be published annually in the first minutes of the Senate's regular sessions. In this record of Bills and Resolutions, the status of each shall be noted.

2.3.2. The President may address the Senate at any time.

2.3.3. In emergencies, that is, in the case of a major disruption of the ordinary academic activities of the University, the President of the Senate shall be called upon as an adviser to the President of the University.

2.3.4. On ceremonial occasions, such as graduations and inaugurations, the President of the Senate shall be given a proper and honored place.

2.3.5. Before making any remarks in general faculty meetings, the President shall make it clear whether these remarks are made on behalf of the Senate or as an individual faculty member.

2.3.6. The President shall annually appoint a Parliamentarian.

2.3.7. The President shall call and preside over the meeting at which a successor is chosen. Tenure of office shall cease upon the first meeting of the Fall semester in even numbered calendar years when the President-Elect shall assume the leadership of the Senate.

2.4. The Vice President of the Senate

2.4.1. The tenure of office for the Vice President shall cease upon the first meeting of the Fall semester in even numbered calendar years when the Vice President-Elect shall assume his or her position in the Senate.

2.4.2. In the absence of the President, the Vice President shall preside with the full authority of the President. The Vice President shall be a member of the Steering Committee.

2.4.3 If the President will be on leave for a full semester, the Vice President shall serve as President Pro-Tem for the duration of absence. The Senate shall elect a Vice President Pro-Tem, preferentially from the Senate Steering Committee of the Senate.

2.5. The Secretary

2.5.1. The Secretary shall prepare and distribute the minutes, call the roll on roll call votes, and call the time under limited debate. The Secretary shall be a member of the Steering Committee.

2.5.2. If the Secretary will be on leave for a full semester, the Senate shall elect a Secretary Pro-Tem to serve for the duration of absence.

2.6. Standing Committees of the Senate and Their Duties

2.6.1. The Steering Committee shall consist of the Vice President, The Secretary, and from three to five senators appointed annually by the President of the Senate. The number of Senators appointed shall depend on the constituencies represented by the President of the Senate, the Vice President and the Secretary. The Steering Committee (including; the President of the Senate) shall include Senators representing at least one of each of the following constituencies: Arts and Sciences; Business; Education and Professional Studies; Engineering and Technology; and a combined constituency that includes librarians, coaches and athletic trainers, counselors, part-time faculty and administrative faculty. Appointments shall be confirmed by a majority vote of the Senate at the first regularly scheduled Senate meeting after the appointments are announced. In the event that an appointment is not confirmed, the President of the Senate shall make another appointment. This committee meets with the President of the Senate before each regular meeting to determine the agenda. It shall assign each Bill or Resolution a number running continuously from "FS-1" on. Should a Bill or Resolution arise in debate, the Secretary shall immediately assign it an appropriate number. The agenda, as agreed upon by the Steering committee, shall be sent to all members of the Faculty prior to each meeting.

2.6.2. The Elections Committee shall consist of six Senators elected annually from different areas of the University. This Committee makes nominations for and conducts all internal Senate elections and University-wide elections that are the responsibility of the Senate. The Committee's nominations shall be distributed to Senators so as to allow sufficient time for

Senators to consult their constituents. Nominations by the Elections Committee shall not require a second. Before all elections within the competence of this committee, the floor of the Senate shall be opened for further nominations. Nominations from the floor shall require seconds. In elections to University-wide committees a plurality of at least forty (40) percent of those voting is required for election. In the event that a sufficient number of candidates are not elected, the following runoff procedure shall be used for a first run-off:

Number to be elected	Number to be in nomination
1	2 leading candidates
2 or more	2 or more than the number of vacancies

If subsequent run-offs are required, then only one (1) more than the number of candidates to be elected shall be on the ballot.

2.6.3. The Committee on Committees shall consist of three Senators elected by the Senate annually to review and keep up-to-date the committees of the Senate and the Functions and Responsibilities of Standing Committees of the Faculty. All Standing Committees of the Faculty should be reviewed by the Senate on a three-year cycle. This review should include one-third of all committees each year. There should be no overlapping or duplication of standing committee responsibilities. The Committee on Committees shall report to the Senate by the end of the Spring semester.

2.6.4. The Committee on Appointments and Personnel shall consist of three Senators elected by the Senate annually. It shall consult with the Administration on University-wide appointments. It shall oversee the procedures for the implementation of the personnel policies provided in the existing collective bargaining contracts.

2.6.5. The Committee on Constitution and By-Laws shall consist of the Parliamentarian and two Senators elected annually.

2.6.6. The Committee on Academic Freedom shall consist of three Senators elected annually and shall review and report to the Senate all matters involving academic freedom within the University, advise and consult with the faculty and administration on issues of academic freedom and promote an awareness of these issues throughout the University community. The Committee shall elect its own chairperson and shall present an annual report to the Senate during the spring.

2.6.7. Where committee representation is by school (e.g., the Academic Standards Committee) elections will be specific to that school unless otherwise stated in a committee description.

~~2.7. Standing Committees of the Faculty Elected University Wide, with Special Contractual Obligations~~

~~2.7.1. The Elections Committee supervises university-wide elections to the Mediation Committee for Instructional Faculty and the Termination Hearing Committee for Instructional Faculty. These elections shall be held in the Spring for a term beginning in the Fall. An interim vacancy shall be filled as needed. The Elections Committee will propose panels of nominees to the faculty. The Elections Committee will survey the faculty to determine interest in particular committee service.~~

2.7. Standing Committees of the Faculty

2.7.1. Standing Committees of the Faculty with Members Elected by the Senate

The Elections Committee shall solicit nominations, shall determine indications of willingness to serve, and shall conduct elections in the Senate for the following Standing Committees of the Faculty:

Academic Integrity Committee

CCSU Foundation Grant Advisory Committee

Excellence in Teaching Award Committee

Grade Appeals Committee

Library Committee

Student Affairs Committee

University Athletics Board

University Planning and Budget Committee

The members of these committees shall be elected annually in the Spring for terms beginning in the Fall. Interim vacancies shall be filled as needed.

2.7.2. Standing Committees of the Faculty with Members Elected by the Faculty.

The Elections Committee shall solicit nominations, shall determine indications of willingness to serve, and shall conduct elections from amongst the faculty for the following Standing Committees of the Faculty:

Academic Assessment Committee

Advisory Committee for CSU Professorship

Committee on Academic Advising

CSU Trustees Research Award Committee

CSU Trustees Teaching Award Committee

Information Technology Committee

Mediation Committee

Promotion and Tenure Committee

Sabbatical Leave Committee (AAUP)

Termination Hearing Committee

The members of these committees shall be elected annually in the Spring for terms beginning in the Fall, except in the case of the Promotion and Tenure Committee, whose members shall be elected annually in the Fall for terms beginning in the Fall. Interim vacancies shall be filled as needed.

2.7.3. Other Standing Committees of the Faculty

The following committees are also considered to be Standing Committees of the Faculty, but the election of the members is not conducted by the Elections Committee, or there is no election of members:

Academic Standards Committee

Community Engagement Committee

Curriculum Committee

Diversity Committee

Graduate Studies Committee

International and Area Studies Committee

2.7.4. The operations and by-laws of all Standing Committees of the Faculty shall be consistent with these By-laws, and with the document entitled “Functions and Responsibilities of Standing Committees of the CCSU Faculty,” which document is appended to these By-laws.

2.8. Administrative Committees with members Elected by the Senate

2.8.1. The Elections Committee shall solicit nominations, shall determine indications of willingness to serve, and shall conduct elections for the Distinguished Service Award Committee. The members of the Distinguished Service Award Committee shall be elected annually by the Senate in the Spring for terms beginning in the Fall. Interim vacancies shall be filled as needed.

2.9. Formation of new Standing Committees of the Faculty Senate and Standing Committees of the Faculty

2.9.1. Formation of new ~~or ad hoc~~ Standing Committees of the Faculty Senate and Standing Committees of the Faculty shall be by the action of the Faculty Senate. At the time of formation, the membership, means of selection, and the specific functions and responsibilities of the new committee must be clearly defined. Upon approval of the Faculty Senate, the name, functions, responsibilities, and by-laws shall be posted in the listed descriptions of Standing Committees of the Faculty in the Faculty Handbook and on the Faculty Senate website. It is the responsibility of the Faculty Senate to keep the handbook and the website up to date.

2.9.2. A similar process (as in 2.9.1 above) may be implemented for dissolution of a committee, merging of related committees, or other such actions involving new ~~Standing Committees. standing, or ad hoc committees.~~

2.10. Members of standing committees who either have missed three (3) regularly scheduled or generally announced consecutive meetings or who have not notified the committee Chair of their intention to serve by the first of November may, by discretion of the Chair, have forfeited membership for that academic year. In such cases, the committee Chair will notify the electing or appointing body.

2.11. Interim vacancies

The following procedure shall be used to fill vacancies for all committees listed in 2.7.1, 2.7.2 and 2.8, except those whose by-laws specify a different procedure for filling vacancies. The procedure shall apply only to members elected by the Faculty or by the Faculty Senate, and not to appointed, ex officio or student members.

2.11.1. If a vacancy is created on a committee because a member resigned from, was removed from, or became ineligible to serve on the committee, then the member shall be replaced on the committee by the person with the highest vote total from the appropriate rank and constituency in the election in which the former member was elected, who is willing, able and eligible to serve on the committee. If no such person exists, then a special election shall be held to fill the vacancy. Only people who meet the normal conditions of eligibility for the vacated seat can be candidates in the special election. In any case, the person who fills the vacancy shall serve the remainder of the former member's term.

2.11.2. If a temporary vacancy is created on a committee because a member is unable to serve for an extended period of time (due to sabbatical leave, medical leave, conflicting class, etc.), but the member is willing to resume service on the committee before the end of his/her term, then the committee may contact the Secretary of the Faculty Senate to request a temporary substitute member. The temporary substitute shall be the person with the highest vote total from the appropriate rank and constituency in the election in which the former member was elected, who is willing, able and eligible to serve on the committee. If no such person exists, then a special election shall be held to fill the temporary vacancy. Only people who meet the normal conditions of eligibility for the temporarily vacated seat can be candidates in the special election. In any case, the person who fills the vacancy shall serve until the original member's resumption of service on the committee, or until the end of the original member's term, whichever comes first.

2.12. Term limits.

2.12.1. To allow access to committee service and to prevent undue accumulation of individual power, elected, non-ex-officio membership in committees described in these By-Laws shall be limited to no more than six consecutive years at a time, with at least a one year gap in service before being allowed to serve on the same committee again, except where otherwise specified in these By-Laws.

2.12.2. Members on Standing Committees of the Faculty that are elected to a committee officer position during their last term may be granted a one-term extension and thereby allowed to remain on a committee until the end of their term as an officer.

2.12.3. Committees listed in article 2.7.3 above, "Other Standing Committees of the Faculty," may exempt themselves from the six-consecutive-year term limits described above, with the exception of the Academic Standards Committee.

2.12.4. The Senate may, on a case-by-case basis, for stated cause, by two-thirds vote, permit individuals to remain on a committee for additional terms. This provision to extend terms shall not apply to the Senate itself, to the Promotion and Tenure Committee, to the Mediation Committee for Instructional Faculty, or to the Termination Hearing Committee for Instructional Faculty.

2.13. The Senate may, on a case-by-case basis, for stated cause, by two-thirds vote, temporarily enlarge a committee or permit individuals not eligible to serve on a committee to serve on that committee. This provision to allow special membership on a committee shall not apply to the Senate itself, to the Promotion and Tenure Committee, to Mediation Committee for Instructional Faculty, or to the Termination Hearing Committee for Instructional Faculty.

2.14. It is the responsibility of each school or constituency to provide at least two candidates for every open position designated for the school or constituency. If the requisite candidates are not provided, the Senate Elections Committee, in consultation with the Senate Steering Committee may make the designated position into an at-large position for that term; with the exception of the Sabbatical Leave Committee, the Promotion & Tenure Committee, the Advisory Committee for CSU Professorship and any other committees that relate to remuneration.

3. Floor Procedures

3.1. Robert's Rules of Order in its latest edition, shall be used to regulate the meetings of the Senate except where they are in conflict with the Constitution or By-Laws of the Faculty Senate.

3.2. The Steering Committee shall place items on the agenda, shall request that the President of the Senate conduct open hearings on items, or shall request that the President of the Senate refer items to another committee for comment and study. The Steering Committee shall arrange for the distribution to each faculty member a copy of any proposal, be it resolution, report, or other document, from any committee of the University at least seven days in advance of the meeting at which the proposal appears as an agenda item. To recommit an item back to the Standing Committee, however, requires a vote of the Senate.

3.3. The order of business shall normally be: Minutes, Announcements, Faculty Standing Committee reports, Senate Committee reports, Unfinished Business, New Business. A committee chair shall have the right to participate in Senate discussion when making a report to the Senate or when business is before the Senate that affects the operation of his or her committee. The President of the Senate may use his or her discretion as to the participation of non-Senators in discussion. Faculty Senate meetings are open, and the Steering Committee should make efforts to see that meetings are held in a way to accommodate those interested in attending.

When, despite such efforts, space is limited, priority attendance should be given to members of constituencies represented in the Senate.

3.3.1. A consent agenda may be presented by the President of the Senate at the beginning of a meeting. Items may be removed from the consent agenda at the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

3.4. A roll call vote shall be taken on any motion upon the request of a Senator unless there is objection. If objection is heard, the affirmative vote of five or more Senators shall be required to over-rule the objection. The roll call vote of each Senator shall be recorded in the minutes as "Yes", "No", "Abstain", or "Absent". A majority of the Senate may require any vote to be taken by secret ballot. Whenever a meeting is adjourned for lack of a quorum, the roll shall be taken and printed in the minutes.

3.5. All elections shall be by secret ballot.

3.6. Any parliamentary error made in one session but noted in the next shall become immediately the first "Announcement," and the Senate shall judge whether the error is to stand or be corrected.

3.7. All Bills and Resolutions, duly numbered and passed, shall be reported to the President of the University within five school days of the session in which they are passed. Bills shall be returned to the President of the Senate marked: "approved", "disapproved", or "deferred", within ten school days of their receipt. If a Bill is not approved or deferred, the President of the University shall append an explanatory comment. All Senators shall be notified by the President of the Senate, of the President's action concerning a duly numbered Bill within twenty school days of such action. If a Bill is approved, the President of the University shall circulate the contents as University policy within ten days of approval and cause the same to be printed in the appropriate official University publication.

4. Miscellaneous Rules and Regulations

4.1. Provisions in these By-Laws pertaining to the conduct of a meeting and not pertaining to the rights of Senators or to the representation of faculty may be suspended for all or a portion of a meeting by majority vote.

4.2. These By-Laws may be amended by a majority vote. A copy of any proposed amendment to these By-Laws must be circulated to every Senator at least seven days in advance of the meeting at which the amendment will be considered, and notice of it must appear on the meeting agenda.

4.3. These By-Laws shall become effective immediately upon passage by the Faculty Senate and shall be published in the Faculty Handbook.

APPENDIX: Functions and Responsibilities of Standing Committees of the CCSU Faculty

Role of the Faculty Senate and of Standing Committees of the Faculty

- A. Within the limits established by the Connecticut Board of Regents for Higher Education and provisions set forth in the approved Policies and Procedures for the State University Faculties, the academic faculty and administration share jointly the establishing of University Policy.
- B. The Faculty formulates and recommends policy through the Faculty Senate and through Standing Committees of the Faculty.
- C. The Faculty Senate is recognized as the instrument of the Faculty with the functions and responsibilities indicated in the Constitution of the Faculty Senate of Central Connecticut State University, approved by vote of the Faculty on May 9, 1974.
- D. Standing Committees of the Faculty are committees established by the Faculty Senate, with membership and responsibilities that extends beyond a single department or school, whose membership is open to some or all faculty members (including those who are not members of the Faculty Senate). In this **appendix**, “committee” always refers to a Standing Committee of the Faculty, unless otherwise stated.

Relationship between the Administration and Standing Committees of the Faculty

- E. The President of the University, having the ultimate responsibility for the operation of the University, shall have veto powers concerning all matters of policy. All Faculty Senate and Departmental Appointees to Standing Committees are subject to the approval of the President.
- F. It shall be the prerogative of the Vice President for Academic Affairs to sit as an ex officio, non-voting member of any committee to which he/she is not specifically assigned, except those dealing with individual personnel or individual student issues (such as the Mediation, Termination, Promotion and Tenure, and Grade Appeals committees).

Reporting Duties of Standing Committees of the Faculty

- G. Each Standing Committee of the Faculty with more than seven (7) elected faculty shall maintain a website, on which information and documents produced by the committee shall be permanently posted, and kept up to date. The minutes of each of the meetings of the committee should be posted on the website.

H. Each Standing Committee of the Faculty that does not post its minutes on its website shall forward one copy of the minutes of each of its meetings to the Secretary of the Faculty Senate. The Secretary of the Faculty Senate shall post these minutes to the website of the Faculty Senate, and at the end of the year, shall forward a copy of all minutes of all committee meetings, and all minutes of Faculty Senate meetings, to the Library for retention in the archives of the University.

I. Each Standing Committee of the Faculty Senate and all Standing Committees of the Faculty are to report at least once annually to the Faculty Senate.

J. Standing committees dealing with confidential personnel or student-related matters may be exempted from points G, H, and I.

K. Chairs of Standing Committees of the Faculty should be aware that all policy recommendations requiring Faculty Senate approval need to be submitted in writing to the President of the Faculty Senate at least one week prior to the meeting at which the proposal is to appear as an agenda item.

Organization of Standing Committees of the Faculty

L. Each Standing Committee of the Faculty is to organize by October 15th and is to report names of their elected chairs to the Secretary of the Faculty Senate in order that these be posted on the Faculty Senate's website. (The Promotion and Tenure Committee, which is elected in the Fall, shall organize itself as described in its by-laws.) The President of the Faculty Senate shall charge a committee member to schedule an organizational meeting. Those committees whose deliberations do not involve confidentiality should also report their meeting times.

M. Every Standing Committee of the Faculty shall have a statement of purpose including functions, responsibilities, and by-laws. The by-laws shall include a description of how members of the committee are chosen, their number, the length of a single term of service and the maximum number of consecutive terms.

Membership on Standing Committees of the Faculty

N. Committees are encouraged to limit the number of their members to a reasonable number. Any committee with more than seven (7) elected faculty members should have a pre-arranged meeting time, which should be included in its by-laws.

O. Committees are encouraged to adopt membership rules that guarantee representation from multiple schools, and administrative faculty if appropriate. In particular:

- 1) A committee with five (5) or more elected AAUP faculty members should require representation from at least two schools;

- 2) A committee with eight (8) or more elected AAUP faculty members should require representation from all four schools;
- 3) If a committee's business is likely to directly impact departments, then the committee's membership should be limited to at most one member per department (or two for larger committees).

If a committee adopts such membership rules, they shall be clearly stated in the committee's by-laws.

P. Part-time faculty members shall be eligible to serve on all committees from which they are not excluded, either explicitly (through a statement such as "only full-time faculty members may serve on the committee") or by implication (through a statement such as "membership is open to tenured faculty only"). Part-time faculty members who participate on a committee, do so only on their own volition and on a volunteer basis.

Q. Rules governing who can be a member of the various Standing Committees of the Faculty shall be included in each committee's by-laws. All committees shall follow the following rules governing membership:

- 1) Some committees may have an "open membership" rule, according to which members of the university committee may become members by sending a membership request to the Chair of the committee, without having to stand for election. Such committees shall state clearly which members of the university community can become committee members. If such a committee has any curricular role, voting on curricular issues shall be restricted to teaching faculty members.
- 2) Voting membership on committees with a curricular role shall be restricted to AAUP faculty members elected by a department, their school, or by the AAUP faculty or a subset thereof; student members may also vote, provided that a fixed number of voting seats on the committee are reserved for students.
- 3) Voting membership on committees whose role is to fulfill duties mandated by the CSU-AAUP/BOT contract, or whose existence is mandated by the contract, shall be restricted to AAUP faculty members, and shall adhere to any membership rules prescribed by the contract.
- 4) Voting membership on committees whose role is to determine the winner(s) of a teaching or research award, or of teaching or research grants, shall be restricted to AAUP faculty members; in the case of a teaching award, a fixed number of voting seats may also be assigned to students.
- 5) Voting membership on all other committees shall be restricted to AAUP faculty, administrative faculty and students.

Definitions

R. In all committee by-laws,

1. The term “AAUP faculty” refers to full-time and part-time employees of CCSU who are represented by AAUP.
2. The term “Instructional faculty” is synonymous with “AAUP faculty”, but is archaic and should be replaced if possible.
3. The term “Teaching faculty” refers to AAUP faculty members whose primary job description includes classroom teaching. Such individuals shall be considered teaching faculty even if non-teaching reassigned time takes more than half of their load credit.
4. The term “Administrative faculty” refers to employees of CCSU who are represented by SUOAF-AFSCME.