

# OHIO STATE UNIVERSITY SENATE FACULTY COUNCIL BYLAWS

The faculty council is established in rule 3335-5-44(B), constituent bodies of the senate, as a body with the right to meet separately and to organize itself in whatever manner it shall deem appropriate.

The faculty council comprises the seventy-one elected faculty members of the university senate, representing faculty of the fifteen colleges, the university libraries, the military sciences, and the four regional campuses. These bylaws are consistent with the rules of the university faculty and the rules prevail if there is any inconsistency.

Faculty council meetings are conducted in accordance with the latest revision of Robert's Rules of Order. Floor privileges, quorum and voting follows university senate practices as described in the rules of the university faculty (3335-19-01, 3335- 19-05, and 3335-19-06). Meetings of faculty council are found on the senate website calendar and are open to all members of the faculty.

## I. **Duties and Responsibilities of the Faculty Council**

- A. The faculty council provides a considered faculty perspective on matters related to the academic and educational policies of the university. It brings these matters to the president and to the university senate.
- B. The faculty council ensures adequate faculty discussion of proposed modifications of academic and educational policies prior to consideration by the university senate.
- C. The faculty council initiates proposals or resolutions regarding academic and educational policies to the secretary of the senate for senate committee action.
- D. The faculty council appoints faculty members to committees and councils of the university senate by delegation to its executive committee.
- E. The faculty council approves the annual apportionment of tenure-track faculty among constituencies [3335-17-04(B)].
- F. The faculty council approves revisions to the policy on intellectual property patents and copyrights [3335-13-06(A)].
- G. The faculty council shall meet at least seven times during the academic year.

## II. **Membership**

- A. The seventy-one elected faculty senators constitute the voting membership of the faculty council.
- B. Elected faculty alternates to the senate are also alternates to the faculty council. An alternate attending a faculty council meeting for a faculty senator has voting

privileges according to faculty rule 3335-5-40 and 3335-19-10.

- C. All alternates are invited and encouraged to attend all meetings of the faculty council. Alternates have all floor privileges except the vote according to the bylaws of the university senate (3335-19-05).

### III. **Organization**

- A. The **faculty council** is presided over by a chair, who is elected by majority vote of its seventy-one members. The chair is first elected chair-elect and serves for one year in that position before taking office.
- B. The **executive committee** of faculty council consists of the chair and chair-elect of faculty council, plus the six faculty senators elected to the steering committee. The secretary of the university senate is an ex-officio, non-voting member. The chair of faculty council chairs the executive committee.
- C. The **faculty cabinet** comprises the chair, the chair-elect, and the previous year's chair of faculty council, the chair of the graduate council as well as the chairs of the university senate standing committees. The secretary of the university senate is an ex-officio, non-voting member. The chair of the steering committee chairs the faculty cabinet. As not all standing committee chairs are senators these chairs are invited as guests to faculty council meetings and to senate meetings.
- D. The **senate faculty leadership** consists of the chair and chair-elect of faculty council, the chair of steering, and the secretary of the university senate, as defined in 3335-5-45.4.
- E. The **recording secretary** provides administrative support for faculty council.

### IV. **Organization Duties and Responsibilities**

- A. **Chair of faculty council**
  - 1) Schedules, prepares the agenda, and presides at meetings of faculty council and the executive committee of faculty council.
  - 2) Calls special meetings when requested by the executive committee of faculty council, by the senate faculty leaders, or when requested by ten percent of the members of faculty council.
  - 3) Serves as a member of the senate faculty leadership, which is composed of the secretary of the senate, the steering committee chair, the faculty council chair, and the faculty council chair-elect as defined in 3335-5-45.4.

- 4) Appoints and charges ad hoc committees to study and to advise faculty council on matters related to the academic and educational policies or mission of the university.
- 5) Implements recommendations of the faculty cabinet on matters related to the academic and educational policies or mission of the university.
- 6) Ensures that the considered judgments of faculty council on significant matters related to the academic and educational policies or mission of the university are communicated to senate members before they are acted upon by the university senate.
- 7) Is the major spokesperson for the faculty council on matters relating to the academic and educational policies or mission of the university.
- 8) Provides, in consultation with faculty council, an annual report to the university senate.

#### **B. Executive committee of faculty council**

- 1) Is responsible for populating the standing committees of the senate.
- 2) Provides advice and counsel to the chair of faculty council on matters relating to the academic and educational policies or mission of the university.
- 3) Consults with the chair of faculty council to place information and action items on the meeting agenda of faculty council.

#### **C. Faculty cabinet**

- 1) The faculty cabinet serves as a channel of communication among university senate committees and between those committees and the chair of the steering committee.
- 2) The faculty cabinet advises the chair of the steering committee.
- 3) Typically meets monthly to advance senate business.
- 4) Typically meets annually with the president to enhance shared governance.

#### **D. Senate faculty leadership**

- 1) Typically meets weekly to advance senate business.
- 2) Typically meets monthly with the president to enhance communication between faculty and the office of the president.
- 3) Typically meets monthly with the provost to communicate about matters relating to the academic and educational policies or mission of the university.

- 4) Meet with other leaders of the university on an as-needed basis to foster shared governance.

E. **Recording secretary**

1. The recording secretary shall document and maintain a record of all actions taken by the faculty council.
2. These records shall be maintained in the senate office by the recording secretary.
3. The recording secretary supports the secretary of the university senate.

## V. **Amendments to These Bylaws**

- A. Substantive modifications or additions to these bylaws require a two-thirds majority vote. These bylaws may be amended as provided for in rule 3335-19-13.
- B. The secretary of the university senate, with the concurrence of the executive committee, is entrusted to make non-substantive emendations in diction and grammar and is authorized to update names in these bylaws without a faculty council vote.

## VI. **Election Procedures**

The secretary of the senate is responsible for conducting all elections of faculty members to the university senate and to the faculty council.

A. **Faculty council elections**

- 1) Faculty elections will begin in January and be completed in March.
- 2) If a senator is unable to complete a term, the executive committee of faculty council will appoint a replacement from the elected faculty alternates. If a faculty alternate is not available, the senate faculty leadership will recommend a replacement to the executive committee of faculty council who will vote on the recommendation.

B. **Election to chair-elect of faculty council**

- 1) The nomination and election of the chair-elect occurs during spring semester following the election of faculty senators and new members of the university senate steering committee.
- 2) A Nominating committee comprising the outgoing, continuing, and incoming

members of steering will solicit possible nominees from the faculty council membership and determine a slate of no fewer than two candidates, who must be continuing members of faculty council.

- 3) The secretary of the senate prepares, distributes the ballots to the current and newly elected members of faculty council, collects and verifies the accuracy of the ballot count.

#### C. Election of faculty members on the steering committee

- 1) The membership, duties and responsibilities, and organization of the steering committee is rule 3335-5-47.1. The nomination and election of the faculty members of the senate steering committee occurs during spring semester following the election of faculty senators.
- 2) The executive committee of faculty council shall compile a slate of candidates. The slate shall consist of at least one more candidate than there are vacancies.
- 3) The secretary of the senate prepares, distributes the ballots to the current and newly elected members of faculty council, collects and counts the ballots.
- 4) Faculty members serve two-year terms and are eligible for immediate reelection to a second term. When a term becomes vacant, the faculty replacement serves the duration of the term. Appointments of faculty members to a vacant term are made by the executive committee of the faculty council.

## VII. Senate Standing Committees that Report Through Council

These standing committees have primary responsibility for faculty issues and are comprised mostly or fully of faculty members. These committees shall report to senate by way of faculty council at least once yearly.

- A. The committee on **honorary degrees** [3335-5-48.8] shall consist of seven tenure-track faculty members. It shall report to the faculty council the results of its deliberations on any person who received no fewer than four affirmative votes from its members.
- B. The **committee on academic freedom and responsibility** shall have seven faculty members selected by the council [3335-5-48.9]. It shall report to the faculty council its study of all conditions which may affect the academic freedom or responsibilities of the faculty of the university, including, but not limited to, the number and types of cases handled in the previous year, and suggestions of possible measures to address recurring problems. Confidentiality shall be maintained in all reports.
- C. The twenty-four faculty **hearing committee** members shall be selected by the

faculty council [3335-5-48.10]. The report should include the number and types of cases handled in the previous year, and suggestions of possible measures to address recurring problems. Confidentiality shall be maintained in all reports.

- D. The **faculty compensation and benefits committee** [3335-5-48.12] shall report annually to the council its findings on the state of the faculty with respect to compensation and benefits.
- E. The **fiscal committee** will report annually to the faculty council and the senate on the budgetary and financial condition of the university [3335-5-48.11(B)(6)].
- F. The **council on academic affairs** [3335-5-48.1] should inform the faculty council of its actions that may require a senate vote.

G. **The university sanctioning committee** [3335-5-04.3(D)] deals exclusively with complaints made against faculty members involving sexual misconduct, workplace violence, whistleblower retaliation, and protected class discrimination, harassment, and retaliation as defined in applicable university policies. A faculty member may be disciplined up to and including termination for violations established under this rule. [3335-5-04.3(A)].

- 1) This committee shall consist of fifteen tenured members of the faculty selected by the executive committee of faculty council from at least eight different colleges and regional campuses.
- 1) Each member of the university sanctioning committee must receive required training before serving on a panel. Each selected person shall serve a three-year term followed by a one-year term as an alternate member. A chair shall be elected from the membership in the spring for a one-year term, starting during the subsequent summer session.
- 2) Training must be renewed annually during a member's appointment period. Members of the university sanctioning committee do not need to be senators.
- 3) In lieu of the year as an alternate, members are eligible for immediate reappointment to a second term. Following a second three-year term and alternate year, members are ineligible for reappointment until one full year has elapsed. The chair may not serve for more than three successive years.
- 4) When a term becomes vacant, the replacement serves the duration of the vacant term. The executive committee of the faculty council will make all appointments to a vacant term.
- 5) Because of the sensitive nature of cases under rule 3335-5-04.3, committee members must uphold the highest level of discretion, impartiality, and temperament. If at any time the executive committee of faculty council determines that a committee member does not uphold these standards, it may remove that individual from the committee.

- 6) The chair of the committee shall report its activities, including but not limited to the number and types of cases handled in the previous year, and suggestions of possible measures to address recurring problems. Confidentiality shall be maintained in all reports.

## VIII. **Appointment of Committees or Councils**

### A. **Process**

- 1) With the exception of the faculty members elected to the steering committee, faculty membership on senate standing committees and councils is determined by the executive committee of faculty council.
- 2) Each spring semester, the executive committee distributes a description of the senate standing committees and councils to all eligible faculty and solicits their nominations or self-nominations to these committees. At the same time, the executive committee asks each senate committee chair to nominate potential members for their committee.
- 3) The list of executive committee appointments is then sent to the president, who will then fill those committee vacancies designated as presidential appointments.
- 4) The term of service on standing committees is three years unless otherwise specified. In the case of a mid-term vacancy, the senate faculty leadership will identify a nominee to serve the duration of the term. The nomination will be presented to the executive committee of faculty council for a vote.

### B. **Appointment of ad-hoc committees**

- 1) As needed, the chair of faculty council or the chair of the senate steering committee may create ad-hoc committees.
- 2) Ad-hoc committees appointed by the chair of faculty council shall report to council and those appointed by the steering chair shall report to steering.