

FACULTY COUNCIL BYLAWS

The Faculty Council is established in Rule 3335-5-44, 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.

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 open to all members of the faculty.

The purpose of Faculty Council is:

- To bring to the President and the University Senate matters of academic and educational policy
- To monitor Senate actions concerning academic and educational policy
- To provide a faculty forum on matters of academic and educational policy
- To select, by election and appointment, faculty membership on Senate committees

I. Duties and Responsibilities of the Faculty Council

- A. The Faculty Council's mandate is to provide a considered faculty perspective on matters related to the academic and educational policies of the University.
- 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 regarding academic and educational policies to the Secretary of the Senate for Senate committee action.
- D. The Faculty Council selects faculty members for appointment to committees and councils of the University Senate, following procedures specified in section 7 of these bylaws.
- E. The Faculty Council shall meet at least seven times during the academic

year. A record of all actions taken by the Faculty Council shall be maintained in the Senate Office by the Recording Secretary of the University Senate, under the supervision of the Secretary of the University Senate.

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 the Bylaws of the University Senate in Faculty Rule Chapter 3335-19.
- 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 in Faculty Rule Chapter 3335-19.

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 Vice-Chair, or 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.
- 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.

IV. Powers, 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 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.
- 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 major 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.

D. 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.

V. **Amendments to These Bylaws**

Modifications or additions to these Bylaws require a two-thirds majority vote.

VI. **Election Procedures**

The Secretary of the Senate is responsible for conducting all elections pertaining to 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. Chair-Elect of Faculty Council

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.

- 1) 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.
- 2) The Secretary of the Senate prepares, distributes the ballots to the current and newly elected members of Faculty Council, and will collect and verify the accuracy of the ballot count.

C. Steering Committee

The Membership, Duties and responsibilities, and Organization of the Steering Committee can be found in 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.

- 1) During the Spring Semester, the Executive Committee of Faculty Council shall compile a slate of candidate. The slate shall consist of at least one more candidate than there are vacancies.
- 2) The Secretary of the Senate prepares, distributes the ballots to the current and newly elected members of Faculty Council, and will collect and count the ballots.
- 3) 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.

D. Rules Committee

The Membership, Duties and responsibilities, and Organization of the Rules Committee can be found in Rule 3335-5-47.3.

- 1) Faculty members of the Rules Committee are appointed by the Executive Committee of the Faculty Council.

Faculty members serve two-year terms and are eligible for immediate reappointment to a second term. When a term becomes vacant, the faculty replacement serves the duration

of the term. Appointments of faculty to a vacant term are made by the Executive Committee of the Faculty Council.

VII. Appointment of committees or councils

A. Process

- 1) With the exception of the organizing committees of the Senate, the Steering Committee and the Rules Committee, whose membership is determined in Section 6 of these Bylaws, 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.

B. Terms of service

The term of service for committee members is, unless otherwise specified, three years. 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.

C. Appointment of Ad-hoc committees or councils

As needed, the Chair of Faculty Council or the Chair of the Senate Steering committee may create ad-hoc committees.