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Eastern Michigan University Faculty Senate BY-LAWS

Faculty Senate
Eastern Michigan University

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Eastern Michigan University Faculty Senate
BY-LAWS
Adopted by the Senate on Nov. 11, 2009

I. NAME

The name of this organization shall be the Eastern Michigan University (EMU) Faculty Senate.

II. PURPOSE

The Faculty Senate shall act as the representative voice of the Eastern Michigan University faculty (the EMU-AAUP Bargaining Unit) in academic matters that affect more than one college and in university matters beyond the Academic Division that are not rights and responsibilities of the EMU-AAUP.

A. Contractual Authority

The Faculty Senate is given specific authority in the EMU-AAUP Master Agreement. The relevant sections of the current Master Agreement are included as Appendix 1 to these By-laws.

B. Commitment to Joint Effort

The Senate endorses the principles delineated in the *Joint Statement on the Government of Colleges and Universities* which is included as Appendix 2 to these By-laws. The Senate reaffirms the call for joint effort made in the *Joint Statement*:

“The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students and others. The relationship calls for adequate communication among these components and full opportunity for joint planning effort.”

and endorses these suggested guidelines for decision making:

- (1) *“Important areas of action involve, at one time or another, the initiating capacity and decision making participation of all institutional components.”*
- (2) *“Differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand.”*

III. AREAS OF RESPONSIBILITY

A. Areas of Joint Responsibility

The Joint Statement on the Government of Colleges and Universities delineates three broad areas of joint responsibility: determining a general education policy, internal operations and external relations. As the Faculty’s agent for governance at the university level, the Faculty Senate interprets its responsibility in these three areas as follows:

1. Determining General Education Policy

- a. Participate in formulating and approving changes in the Eastern Michigan University Mission Statement
- b. Advise the Provost and Vice President for Academic Affairs on curricular and instructional issues that affect more than one college
- c. Advise the Administration and Regents on matters such as proposed changes in the size or composition of the student body and relative emphasis to be given to various elements of the educational and research program
- d. Advise the Administration and Regents on matters of student life that relate in significant ways to the academic mission of the University

2. Internal Operations

- a. Advise the Administration and Regents in the framing and execution of long range plans
- b. Advise the Administration and Regents on decisions regarding existing or prospective physical resources
- c. Advise the Provost and Vice President for Academic Affairs on Divisional Budget and division-wide resource issues
- d. Advise the Administration on university budget and resource issues
- e. Participate in the selection of the President
- f. Participate in the selection of the academic officers at the level of Dean and above
- g. Advise the appropriate authority on retention of the above-mentioned officers

3. External Relations: Public Statements

- a. Champion the right of faculty members, students and other members of the university community to speak on general educational questions and the administration and operations of the university
- b. Present faculty perspectives on the educational programs and mission of Eastern Michigan University to the public
- c. Ensure that Faculty Senate spokespersons faithfully represent the position of the Faculty Senate in official statements

B. Appropriate Channels

Advice to the Administration shall be provided directly to the Provost or President (as appropriate) in the established manner or in other ways that may be agreed upon by the parties. Advice shall be presented to the Regents through the Faculty Affairs Committee, through presentations at the Public Communications segment of Board meetings or through other channels that may be established in the future. In all cases, care shall be taken to inform the Provost when advice is given to the President and to inform both the President and Provost when advice is given to the Regents.

C. Faculty Perspectives

The Faculty Senate recognizes that many of our most treasured faculty prerogatives in curriculum and instruction are best exercised at the individual, department or college level and will champion the principle of local faculty control, free of unnecessary

restrictions or encroachments, where such control is feasible and consistent with the EMU-AAUP Master Agreement.

IV. MEMBERSHIP

The membership shall be as specified in the current EMU-AAUP Master Agreement. For the purposes of these By-laws, Department includes professional Schools and the University Library. If departments are created or eliminated during the life of the Master Agreement, the membership of the Senate shall be modified accordingly. Each department is allocated, by contract, one voting member, and by Senate By-laws, one alternate member.

A. Election of Members and Alternates

Following the Faculty Senate Rotation of Elections calendar (See Appendix 3), Senators and their alternates for each school, department, or program shall be elected by their constituents no later than May 1 and the results of the election shall be reported by the outgoing/re-elected representative to the Vice President of the Faculty Senate no later than May 15. Exceptions shall be made in advance, explained, negotiated, and reconciled with the Vice President, the keeper of the membership roster.

B. Terms

Members shall be Bargaining Unit members, elected by the Bargaining Unit members in their respective departments. Members shall be elected for three-year terms. The terms of office begin and end on September 1. Members shall be elected so that approximately one third of the Senate is newly elected each year. New members and alternates serve as alternates from the date of their election until assuming office on September 1. The rotation of elections is specified in Appendix 3.

C. Absences and Vacancies

If the regular member is unable to meet with the Senate, the alternate shall assume the role of member, with full voting privileges, for the period of the absence. Should a member resign from Senate or leave the University, the unexpired term shall normally be filled by the alternate who shall become the official department representative. If the time remaining in the term is long, the department may wish to elect a new alternate member. In any event, the alternate must inform the President that he/she is taking the place of the member and for what duration. In such cases, the department should inform the President that the change has been made.

D. Removal from Office

Should it be determined that a member of Senate (regular or alternate) is unable or unfit to continue as a representative, Senate shall inform the department and the faculty in the department shall have the prerogative to recall the representative by whatever means they deem advisable, and to elect a new representative to fill the unexpired term. A Department may recall its member or alternate at any time and elect a new member or alternate who shall complete the unexpired term. In such cases, the department should inform the Vice-President that the change has been made.

V. OFFICERS AND EXECUTIVE BOARD

A. Officers and Their Election

1. There shall be a President, Vice-President, Membership Coordinator and Secretary, nominated by regular Senate members from among their number and elected by a majority secret ballot vote of those present at the Senate where a quorum is met.
2. In the event there are three or more candidates for any officer position and no candidate receives a majority of the votes cast, a runoff election will take place between the two candidates who received the greatest number of votes on the first ballot.
3. The Senate shall elect a President in April of each odd numbered year. The newly elected President shall take office on July 1 of the year of the election and shall serve two years. The President may not serve more than two consecutive elected terms.
4. The Vice-President, Secretary, and Membership Coordinator shall be elected in April for terms of one year. They will take office on July 1.

B. Duties of the Officers

The Officers shall be responsible for performing or delegating the responsibility of the following duties of their respective office:

1. President

- a. Chair all Faculty Senate and Executive Committee Meetings
- b. Provide a President's Report to the Faculty Senate on relevant issues under discussion in Executive Committee and progress on attaining Faculty Senate objectives.
- c. Send agendas to the Faculty Senate members one week prior to the Faculty Senate.
- d. Send corrected and approved minutes of Faculty Senate meetings to all EMU faculty, the Provost, the President, and the President of the board of Regents and any other parties who have particular interest in the meeting's agenda items.
- e. Represent the Faculty Senate to the Board of Regents, the University President, the Provost and Vice-President of Academic Affairs and to other entities both inside and outside the university in matters where Faculty Senate opinion and/or action is relevant.
- f. Serve as a liaison to other university or external entities that seek to collaborate with Faculty Senate and/or seek faculty input.

2. Vice-President

- a. Serve as the President Pro-Tem in the absence of the President.

- b. Assist the President when needed.
- c. Serve as the President if the elected President is no longer able to finish his or her term of office.
- d. Monitor the work and progress of University Committees where Faculty Senate has appointed representatives.
- e. Monitor the terms of office of the members of Faculty Senate and ensure that those who are up for re-election or are vacating their positions are following election protocols in a timely way in their home programs, departments, or schools.
- f. Monitor the attendance of Faculty Senate members to ensure that programs, departments, and schools are participating meaningfully in Faculty Senate.

3. Secretary

- a. Record the minutes of the meetings of the Faculty Senate and distribute them in draft form to the members of the Executive Board for review. Corrections are made in a timely fashion so that a draft can be distributed to Faculty Senate members prior to its next meeting.
- b. Record notes on meetings of Executive Boards and distribute them in draft form to the members of the Executive Board for review. Make corrections if needed.
- c. Provide the President with corrected and approved minutes for distribution.

4. Membership Coordinator

- a. Monitor the Faculty Senate web page to ensure it is current and useful to faculty and the public.
- b. Maintain corrected lists of members and their alternates for the President to distribute communications to them. Oversee the clerical preparation of desktop nametags and attendance sheets.
- c. Maintain updated lists and email and telephone contact information of Faculty Senate members. Provide these lists to Senate members and oversee their posting on the website.
- d. Maintain updated lists of all faculty members serving on University Committees who were appointed by the Faculty Senate.

B. Executive Board

The Executive Board shall consist of the four officers: President, Vice-President, Membership Coordinator and Secretary and four to six (4-6) at-large Senators who are appointed by the President, subject to the approval of the Faculty Senate in a confirmation vote. Appointments

should be members who are active in current Faculty Senate matters. The President shall take into account representation of all colleges in making appointments.

The Executive Board

1. Shall meet on the first, third (and, if needed the fifth) Wednesday of each month during the Fall and Winter terms, and as needed during the Spring and Summer terms.
2. Is empowered to meet and act for the Senate when it is impractical for the full Senate to meet and there is business to conduct that cannot be postponed. In all such cases, a full report of such action shall be made to the Senate in a timely manner, and the Senate shall be asked to reaffirm the action.
3. Shall direct all requests for input to the appropriate committee or officer establish tentative timelines and track progress to ensure a timely response
4. Shall provide advice and assistance to committee chairs.
5. Shall oversee communication with faculty members who have been appointed by the Senate to represent faculty on university board and committees, and shall be responsible for communicating important information to the Senate or the faculty at large.
6. Shall make recommendations to the Faculty Senate on appointments and other matters that it deems appropriate.
7. Shall collaborate with or empower the Faculty Senate President to prepare agendas for Faculty Senate meetings.

VI. MEETINGS

Regular meetings of the Faculty Senate will be held twice a month on the second and fourth Wednesday of the month. Special meetings may be called as needed by the Executive Board or the President. The schedule of regular meetings will include the Fall and Winter semesters. Meetings may be called at other times as needed.

VII. VOTING AND QUORUM

A quorum shall consist of one half of the voting members. Every member shall be entitled to one (1) vote. Alternate members who are attending in place of the regular member shall have full voting privileges. There shall be NO proxy voting in absentia. Except as specified elsewhere in the By-laws, a motion must be supported by a majority of representatives or alternates eligible to vote (not simply a majority in attendance) in order to carry.

VIII. EX-OFFICIO MEMBER

The Provost and Vice-President for Academic Affairs or designee shall serve as an Ex-Officio member.

IX. STANDING COMMITTEES

A. The Standing Committees are:

1. Academic Issues
2. Budget and Resources
3. Institutional Issues
4. Intercollegiate Athletics Advisory Committee
5. Student Issues
6. Honorary Degree and Distinguished Faculty
7. Procedures and Elections

8. Technology Issues

B. Committee Chairs

Standing Committees are chaired by Senate members nominated each fall by the Senate President and ratified by a majority vote of the Senate.

C. Standing Committee Members

Each Standing Committee shall consist of the Chair and five or more faculty members chosen, wherever possible, to reflect the departmental and college diversity of the University. The composition of individual committees, including provision for ex-officio members, may be more clearly specified in the Operating Procedures of those committees. Committee members shall be approved by a majority vote of the Senate. Except under extraordinary circumstances, a faculty member may serve on only one Standing Committee.

D. Operating Procedures

Each Standing Committee shall draft a statement of its Standard Operating Procedures including any special provisions for the composition and selection of its members that are not specified in B and C above. These statements shall be subject to ratification of the Senate and shall be appended to these By-laws as approved. They may be modified with the approval of the Senate.

X. PROCEDURES

Except as otherwise provided in the By-laws, Senate procedures shall be governed by Robert's Rules of Order.

XI. AMENDMENTS

A Senator may propose an amendment to the By-laws in writing at any regularly scheduled meeting. The amendment will be acted upon at the next meeting. Acceptance requires a two-thirds majority of the members of the Senate.

APPROVED:

1. By the Faculty Senate

[Matthew Evett, March 22, 2012]

Date

Faculty Senate President

AGREED TO:

2. By the Provost

[Kim Schatzel, April 2012]

Date

Provost and VP for Academic Affairs

3. By the EMU-AAUP

[Susan Moeller, April 2012]

Date

EMU-AAUP President

Appendix 1:
Section C of Article XIII of the EMU-AAUP Master Agreement

386. C. Faculty Senate

387. The Faculty Senate shall consist of the Provost and Executive Vice President, or his/her designated representative, as a non-voting member and one (1) Faculty Member from each department, and the University Library, each of whom shall be elected in accordance with the ByLaws of the Faculty Senate.

388. The Faculty Senate shall provide recommendations to the Provost and Executive Vice President, with copies to the EMU-AAUP on all credit producing areas and instructional matters including but not limited to admissions, advising, withdrawals and incompletes, grading, attendance, assessment, General Education, Continuing Education, research, and other instructional matters affecting more than one (1) college. The Provost and Executive Vice President or designee shall respond in writing to written recommendations in a timely manner.

389. The Faculty Senate and the Provost and Executive Vice President shall mutually agree to any modification of the established system for providing recommendations and operational guidelines. The Association reserves the right to object to any modification(s) on the grounds that such modification(s) violate this Agreement or the Association's rights and obligations as the sole bargaining representative.

390. It is understood by the parties that when Faculty input is sought, Faculty Senate shall have the right to select or appoint Faculty representatives on all university- wide committees, commissions, councils, or task forces. Should Faculty Senate choose not to appoint a representative, they will notify the Provost and Executive Vice President in writing in a timely manner. If minutes are taken, chairs of these university-wide bodies shall distribute minutes of their meetings to the Faculty Senate President in a timely manner. This does not limit the University's right to invite Faculty to serve on any committee, commission, council or task force; however, these Faculty Members are not to be construed as providing Faculty input under Article XIII of the Agreement.

Appendix 3:
The following rotation of departmental elections shall be observed:

Amended by vote of Faculty Council - April 6, 2005

Group 1 (elected in 2008, 2011, 2014, 2017, 2020, 2023 etc.)

Accounting and Finance
African American Studies
Art
Biology
Chemistry
Communication and Theater Arts
Computer Information Systems
Computer Science
Halle Library
Health Promotion and Human Performance

Group 2 (elected in 2009, 2012, 2015, 2018, 2021, 2024 etc.)

Economics
Engineering Technology
English
World Languages
Geology and Geography
History and Philosophy
Leadership and Counseling
Management
Math
Nursing
Teacher Education

Group 3 (elected in 2010, 2013, 2016, 2019, 2022, 2025 etc.)

Health Sciences

Marketing
Music
Physics and Astronomy
Political Science
Psychology
Social Work
Sociology, Anthropology, and Criminology
Special Education
Technology Studies
Women and Gender Studies

Appendix 4: Faculty *Senate* Standing Committees

A major portion of the Faculty *Senate's* work is done by its eight standing committees. The Faculty *Senate* By-laws specify that the standing committees will be chaired by a member who is nominated by the *Senate* President.

ACADEMIC ISSUES:

Considers new degree programs and program revisions affecting the University as a whole, admission standards, grading policies, course number policies, and attendance policies, among others. A representative of this committee attends meetings of the Educational Policies Committee of the Board of Regents.

INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE:

Encourages the proper balance between athletics and academics within the University life of the student athlete, advises the Director of Athletics on matters involving the University's intercollegiate athletic program, reviews operational procedures and practices and monitors the athletic program of the University.

HONORARY DEGREES & DISTINGUISHED FACULTY AWARDS:

Suggests and screen nominees for honorary degrees. Also serves as an internal screening committee for Distinguished Faculty Awards.

INSTITUTIONAL ISSUES:

Considers personnel policies, changes in building and grounds, and learning resources and library issues.

PROCEDURES & ELECTIONS:

Conducts Faculty *Senate* Officer elections, revises Faculty *Senate* By-laws, and aids in the selection of committee members and appointments.

STUDENT ISSUES:

Provides a liaison with the student government and administration on issues dealing with student affairs, facilitates student input on faculty concerns and faculty input on student affairs. A representative of this committee attends meetings of the Student Affairs Committee on the Board of Regents.

BUDGET & RESOURCES:

Monitors and reports on University and Academic Affairs Division budgets and expenditures. Develops a current profile of the EMU budget and expenditures that sheds light on operational University priorities. Also studies ABBR requests, presents information to Faculty *Senate*, and refines procedure Senate uses in ranking ABBR requests.

TECHNOLOGY ISSUES:

Considers technology policies, new technologies and usage issues.

MB: 10/26/10