

1 Bylaws of the University Senate for the Faculty of Vincennes University

2

3 PROLOGUE/PREAMBLE

4 These bylaws exist for the sake of defining the faculty's unique share in the governance of
5 Vincennes University and delineating, within the limitations established by the Board of Trustees
6 and the laws of the State of Indiana, the operation of its Senate as the sole legislative body with
7 advisory authority to the Board of Trustees through the University President in the areas of the
8 faculty's chief responsibility, in accordance with Article II, Section 2A. Their implementation
9 will be directed toward the development of such educational and other institutional policies as
10 will best serve the well being of this University and its students.

11 ARTICLE I - NAME

12 The name of the body shall be the University Senate for the Faculty of Vincennes University,
13 hereinafter referred to as "the University Faculty Senate."

14 ARTICLE II - OBJECT (Authority of the University Faculty Senate)

15 SECTION 1. Subject to the authority of the Board of Trustees, by whose approval it was
16 established, the University Faculty Senate is the policy advisory body representing the faculty of
17 Vincennes University. The University Faculty Senate has the advisory authority to propose and
18 review policies consistent with the mission and philosophy of Vincennes University as an
19 institution of higher education.

20 SECTION 2.

21 A. The chief advisory responsibility of the University Faculty Senate shall be to propose and
22 review educational policies in the following areas and forward such advice to the Board of
23 Trustees through the University President.

- 24 1. Curriculum changes, curriculum requirements for degrees and certificates, and other
25 academic affairs issues. (Curriculum and Academic Affairs Committee).
- 26 2. New academic programs. (Curriculum and Academic Affairs Committee).
- 27 3. Instructional standards and professional responsibilities. (Curriculum and Academic
28 Affairs Committee).
- 29 4. Academic standards for continuing enrollment of students. (Curriculum and Academic
30 Affairs Committee).
- 31 5. Guidelines and principles for fair, democratic, and open procedures for colleges,
32 departments, and other governmental units. (Governmental Structures and Procedures
33 Committee).
- 34 6. Faculty conduct and discipline. (Faculty Affairs Committee).
- 35 7. Faculty appointment, retention, tenure, and promotion. (Faculty Affairs Committee).
- 36 8. Freedom of expression and academic freedom. (Faculty Affairs Committee).

37 9. Sabbatical awards and professional development leave of absences. (Sabbatical and
38 Professional Development Leave of Absence Review Committee).

39 B. Action taken by the Board of Trustees relative to the areas of advisory responsibility of the
40 University Faculty Senate will be transmitted by the President to the University Faculty
41 Senate membership.

42 SECTION 3. It shall also be within the authority of the University Faculty Senate to advise the
43 University President in the following areas:

44 1. General budgetary policy and the allocation of financial resources. (Finance and Budget
45 Review Committee).

46 2. General development of campus physical facilities. (Finance and Budget Review
47 Committee).

48 3. Standards for programs sanctioned by the University. (Finance and Budget Review
49 Committee and/or Curriculum and Academic Affairs Committee).

50 4. Academic standards for admission of students. (Curriculum and Academic Affairs
51 Committee).

52 5. Standards for student conduct and discipline. (Student Affairs Committee).

53 6. Standards concerning extra-curricular activities. (Student Affairs Committee).

54 7. Creation of faculty governing bodies and determination of their responsibilities and
55 powers. (Governmental Structures and Procedures Committee).

56 8. Changes of policy in the University Manual. (Governmental Structures and Procedures
57 Committee).

58 9. Sabbatical awards and professional development leave of absences. (Sabbatical and
59 Professional Development Leave of Absence Review Committee).

60 SECTION 4.

61 A. The University Faculty Senate minutes, decisions, and policy recommendations shall be
62 transmitted to the Board of Trustees through the President of the University.

63 B. On any University Faculty Senate proposal requiring the specific approval of the Board of
64 Trustees, University Faculty Senate action takes the form of a resolution communicated to
65 the President of the University to be submitted to the Board for approval.

66 The resolution shall begin with substantially the following wording:

67 Under the authority granted it by Article II, Section 2 of its bylaws, the University
68 Faculty Senate for the Faculty of Vincennes University submits to the Board of Trustees
69 the following resolution for approval:

70 The University President, within 45 business days after the University Faculty Senate's action
71 or as soon thereafter as the Board may meet, shall present the resolution to the Board with the
72 University President's recommendation for its approval or disapproval. Prior to presenting
73 this recommendation, the University President will inform the Senate of the intended

74 recommendation. Representatives of the Senate will be given an opportunity (At the board's
75 option) to discuss the resolution with the Board prior to the Board's action on the resolution
76 unless this opportunity is denied by the Board Chair in writing delivered to the President of
77 the Senate at least 24 hours before the Board takes action. Provisions of the resolution take
78 effect immediately upon the Board's approval unless otherwise specified.

79 If 45 business days has expired without the University President presenting the resolution to
80 the Board, then the Senate President will notify the University Faculty Senate that there was
81 no response from the University President and ask for a vote recommending the resolutions
82 be presented directly to the Board by the Senate President with the notation that there was no
83 response from the University President.

84 C. On any Senate resolution not requiring the specific approval of the Board of Trustees, but
85 requiring the specific approval of the University President, Senate action takes the form of a
86 resolution submitted to the University President for approval. The resolution shall begin with
87 substantially the following wording:

88 Under the authority granted it by Article II, Section 3 of its bylaws, the University
89 Faculty Senate for the Faculty of Vincennes University submits to the University
90 President the following resolution for approval:

91 Within 45 business days after the Senate's action, the University President will either notify
92 the Senate of the University President's approval or approval with changes and forward it
93 through the appropriate channels, or will return the resolution to the Senate with the reasons
94 for its return or suggestions for revision. In case of rejection or approval with changes, the
95 Senate may review the proposal in line with the University President's suggestions or may
96 work out a compromise resolution satisfactory to both the University President and the
97 Senate. Provisions of the resolution take effect immediately upon the University President's
98 notice to the Senate of his/her approval unless otherwise specified.

99 If 45 business days has expired without the University Faculty Senate receiving notification
100 from the University President regarding the resolution, then the resolution will be assumed to
101 be approved.

102 D. On any University Faculty Senate resolution not requiring the approval of either the Board of
103 Trustees or the University President, University Faculty Senate action on the resolution is
104 forwarded through the appropriate channels by the Senate President. Provisions of the
105 resolution take effect immediately upon their approval by the University Faculty Senate
106 unless otherwise specified.

107 ARTICLE III - MEMBERS

108 SECTION 1. The membership will be identified as individuals who are annual, full-time faculty
109 with teaching being at least 50% of their contract responsibility. No individual continuously
110 serving in an administrative position of Dean or in a position of higher administrative rank for a
111 period longer than a year will be defined as faculty for the purposes of serving on the University
112 Faculty Senate for the Faculty. The University Faculty Senate reserves the right to determine the
113 eligibility of its members in accordance with the bylaws.

114 SECTION 2. The membership shall be organized in different representative units described in
115 the bylaws as "functional units" or "representative units" or "units." Each representative unit
116 shall be entitled to two (2) automatic seats on the University Faculty Senate, and units with
117 twenty-five (25) or more faculty shall be entitled to additional proportional representation. The
118 terms "unit" or "functional unit" or "representative unit" are defined as a group of at least fifteen

119 (15) full-time faculty representing multiple programs organized as a single administrative body
120 chaired by a Dean reporting to or directly supervised by the Provost and Vice-President for
121 Instructional Services and Dean of Faculty.

122 The membership shall also include representatives from off-campus sites, sites traditionally not
123 thought of as part of the "main-campus." Sites providing academic service as programs in a
124 functional unit shall elect to be represented either as part of their functional unit or as a separate
125 site with representation as described below. No program or site shall receive dual representation
126 both as an independent site and as a program in a functional unit. No member shall serve as a
127 representative of two units or as a representative of a unit and a site. A member will represent
128 the functional unit or site for which the member does the majority of his or her instruction.

129 Sites with at least fifteen (15) full-time faculty representing multiple programs organized as a
130 single administrative body chaired by a Dean, Department Chair, or Program Chair/Coordinator
131 reporting to or supervised by the Provost and Vice-President for Instructional Services and Dean
132 of Faculty shall be recognized as "units" or "functional units" as described above. Sites with at
133 least five (5) but not more than fourteen (14) full-time faculty organized as a single
134 administrative body chaired by a Dean, Department Chair, or Program Chair/Coordinator may
135 elect to have representation separate from a functional unit and will receive one (1) automatic
136 seat on the University Faculty Senate. Sites with less than five (5) full-time faculty shall gain
137 representation through the unit under which they are administered, and those sites that are not
138 represented as part of a separate functional unit shall elect a functional unit to participate in
139 solely for the purposes of University Faculty Senate representation.

140 Additional University Faculty Senate membership shall include one representative from the
141 following groups: (A) Part-time or Adjunct Faculty, and (B) Retired or Emeritus Faculty. These
142 additional representatives shall serve in a non-voting capacity and shall be approved by the
143 University Faculty Senate body as a slate recommended by the Governmental Structures and
144 Procedures Committee. Candidates will have submitted in writing to the chair of the
145 Governmental Structures and Procedures Committee their desire to serve, their years of service,
146 and their qualifications.

147 SECTION 3. The University Faculty Senate shall consist of thirty (30) full-time faculty
148 members as indicated in Exhibit A and two (2) non-voting members as indicated in Article III,
149 Section 2.

150 SECTION 4. The formula for faculty proportionment shall be as described in Exhibit A.

151 SECTION 5. The ex officio members of the University Faculty Senate who shall have a
152 speaking, non-voting membership shall be:

- 153 ▪ President of the University
- 154 ▪ Provost and Vice President for Instructional Services and Dean of Faculty
- 155 ▪ Assistant Provost for Curriculum and Instruction
- 156 ▪ Director of Institutional Effectiveness
- 157 ▪ Assistant Provost for Student Affairs and Dean of Students
- 158 ▪ Vice President for Financial Services and Government Relations
- 159 ▪ Vice President for Workforce Development and Community Services
- 160 ▪ Director of External Relations
- 161 ▪ Deans
- 162 ▪ Liaison of the Professional Staff Congress
- 163 ▪ Liaison of the Support Staff Council
- 164 ▪ President of the Student Government Association

165 SECTION 6.

166 A. Terms shall be for two years for voting and non-voting Senators unless realignment of
167 continuing and incoming Senators needs to occur, then refer to Article III, Section 11.

168 B. No Senator can serve more than two terms consecutively. A former two-consecutive-term
169 Senator shall not be eligible for re-election until one year has elapsed without University
170 Faculty Senate approval before the name is placed on the ballot.

171 SECTION 7. Any member of the University Faculty Senate who is unable to attend a meeting
172 will designate an alternate from the same functional unit or site. The Senator will supply the
173 alternate with the agenda and any other pertinent material. The alternate must print his/her name
174 and the word "substitute" on the attendance sheet next to the name of the Senator from whom
175 he/she is substituting.

176 SECTION 8. In the event of a vacancy in the office of a Senator, the individual with the next
177 highest number of votes in the most recent election will complete the un-expired term; if there is
178 no such individual, a special election to complete the un-expired term shall be held by the
179 appropriate unit or site, using the election process described in Article III, Section 11.

180 SECTION 9. A Senator may be removed from the University Faculty Senate prior to the
181 expiration of the term by a means of recall. Initiation of the recall process requires a petition of
182 33 percent of the constituency of that unit or site. A two-thirds vote of the unit or site
183 constituency will effect the recall. If removal occurs, the unit or site must inform the University
184 Faculty Senate officers of the recall, and the Senator can be replaced with the runner-up from the
185 previous election. If no runner-up is available, then the functional unit or site can hold an
186 election as described in Article III, Section 11.

187 SECTION 10. Any Senator may be removed from office if he/she misses 25% of the regularly
188 scheduled meetings. After a Senator is absent for 3 meetings, with or without a substitute, any
189 Senator can initiate removal of the absentee Senator by calling for a discussion and vote during
190 the following month's meeting. For removal of the Senator to occur, a 2/3 majority vote by the
191 University Faculty Senate must be obtained. If removal occurs, the functional unit or site will be
192 notified, and the Senator can be replaced with the runner-up from the previous election. If no
193 runner-up is available, then the functional unit or site can hold an election as described in Article
194 III, Section 11.

195 SECTION 11.

196 A. The election process for the University Faculty Senate shall be a secret ballot process. The
197 first ballot shall contain only the names of those members of that eligible group who would
198 serve if elected. If the number of candidates exceeds three times the number of positions to
199 be filled, then a second ballot will be distributed. The second ballot shall have those
200 individuals who received the most votes. There may be up to three candidates for each
201 University Faculty Senate position on the second ballot. The ballots shall be prepared and
202 tabulated by the Governmental Structures and Procedures Committee. Newly elected
203 Senators shall be notified in writing by the chair of the Governmental Structures and
204 Procedures Committee.

205 B. In the event of a tie between two candidates, the Governmental Structures and Procedures
206 Committee will meet, and the chair of the committee will, in the presence of the committee
207 members, write each candidate's name on a slip of paper and one will be drawn from a
208 container by a designated committee member to break the tie.

209 C. At the discretion of the Governmental Structures and Procedures Committee, to ensure a
210 balance between continuing and incoming Senators, some Senators will serve two year terms
211 and some will serve one year terms.

212 SECTION 12. The year of service shall run from May 1 through April 30. Elections shall be
213 held from March 1 through April 15 in the Spring Academic term.

214 SECTION 13. Senators who voluntarily resign must submit that resignation in writing to the
215 Secretary of the University Faculty Senate, identifying the effective date.

216 ARTICLE IV - OFFICERS

217 SECTION 1. Officers of the University Faculty Senate shall be President, Vice President, and
218 Secretary, elected by voting members of the University Faculty Senate. Neither ex officio nor
219 non-voting members may serve as officers of the University Faculty Senate.

220 SECTION 2. The University Faculty Senate shall have three (3) elected officers chosen by
221 majority vote at the first meeting of each University Faculty Senate calendar year to serve one-
222 year terms.

223 SECTION 3. No functional unit or site may have more than one Senator holding an office at any
224 one time.

225 SECTION 4. No University Faculty Senate officer shall serve more than two years
226 consecutively in the same office.

227 SECTION 5. Duties of the University Faculty Senate Officers

228 A. The University Faculty Senate President's duties shall be to preside over all meetings of the
229 University Faculty Senate, chair the Agenda Committee and formulate an agenda for each
230 University Faculty Senate meeting, appoint a University Faculty Senate parliamentarian for
231 the year, represent the University Faculty Senate in all matters and meetings when necessary,
232 meet regularly with the University President and, when requested by the University
233 President, make necessary reports to the Board of Trustees, convene the Sabbatical and
234 Professional Development Leave of Absence Review Committee, coordinate activities of the
235 committees, serve on the Governmental Structures and Procedures Committee, assign
236 committee items for study, perform any other duties mandated by a majority vote of the
237 University Faculty Senate, and convene the University Faculty Senate in special session.

238 B. The University Faculty Senate Vice President shall serve in all capacities as Assistant to the
239 University Faculty Senate President and serve as presiding officer whenever the University
240 Faculty Senate President is unable to perform the duties of the Office, serve as a member of
241 the Agenda Committee, serve as Chairperson of the Governmental Structures and Procedures
242 Committee, and perform any other duties mandated by a majority vote of the University
243 Faculty Senate.

244 C. The University Faculty Senate Secretary's duties shall be to publish an agenda sufficiently in
245 advance of each meeting of the University Faculty Senate, to file, maintain, and preserve all
246 University Faculty Senate minutes and records, publish and distribute official copies of the
247 minutes and voting records in whatever place and within whatever time limit designated by
248 the University Faculty Senate, handle all official correspondence of the University Faculty
249 Senate, and perform any other duties mandated by majority vote of the University Faculty
250 Senate.

251 D. Outgoing University Faculty Senate officers shall relay relevant information about University
252 Faculty Senate policies and procedures to incoming University Faculty Senate officers and
253 offer to aid in transition as needed.

254 SECTION 6. Any University Faculty Senate officer may be removed from office prior to the
255 expiration of the term by means of recall. Initiation of the recall process requires a petition of 33
256 percent of the constituency of the membership of the University Faculty Senate. A two-thirds
257 vote of the University Faculty Senate will effect the recall.

258 SECTION 7. In the event of a vacancy of an elected officer, a special election of the University
259 Faculty Senate will be held to complete the unexpired term.

260 SECTION 8. Officers of the University Faculty Senate who voluntarily resign must submit that
261 resignation in writing to the Secretary of the University Faculty Senate identifying the effective
262 date. If the Secretary is voluntarily resigning, he/she must submit that resignation in writing to
263 the President of the University Faculty Senate identifying the effective date.

264 ARTICLE V - MEETINGS

265 SECTION 1. The calendar of the University Faculty Senate shall consist of twelve (12)
266 regularly scheduled meetings with one held each month on the second Tuesday of the month at
267 11:00 a.m. (Vincennes time). The calendar year of the University Faculty Senate shall be from
268 May 1 through April 30. The date of the meeting may, under unusual circumstances, be
269 displaced not more than one week by action of the Agenda Committee and be announced at least
270 one week in advance of the actual date of said scheduled meeting.

271 SECTION 2. Special meetings of the University Faculty Senate may be called by the President
272 of the University Faculty Senate or the President of the University or upon petition by one-third
273 of the membership of the University Faculty Senate submitted to the President of the University
274 Faculty Senate. Written notice must be provided to the Senators at least forty-eight (48) hours in
275 advance of such meetings. Only subjects specifically listed in a proposed agenda for a special
276 meeting may be considered at that meeting.

277 SECTION 3. A quorum shall consist of sixteen (16) voting Senators.

278 SECTION 4. Meetings shall be open to all members of the Vincennes University community
279 except when the University Faculty Senate meets in executive session.

280 SECTION 5. The agenda for each University Faculty Senate meeting shall be prepared by the
281 President of the University Faculty Senate and the Agenda Committee.

282 SECTION 6. The University Faculty Senate shall operate under the most current edition of
283 *Robert's Rules of order*.

284 ARTICLE VI - COMMITTEES

285 SECTION 1. The standing committees shall be:

- 286 ▪ Curriculum and Academic Affairs Committee
- 287 ▪ Faculty Affairs Committee
- 288 ▪ Student Affairs Committee
- 289 ▪ Finance and Budget Review Committee
- 290 ▪ Sabbatical and Professional Development Leave of Absence Review Committee
- 291 ▪ Governmental Structures and Procedures Committee

- 292 ▪ Agenda Committee
- 293 ▪ University Tenure and Promotion Committee

294 SECTION 2. The standing committees of the University Faculty Senate shall have the advisory
295 authority, duty, and responsibility to deal with the following policies.

296 Curriculum and Academic Affairs Committee

- 297 1. The curriculum of the University.
- 298 2. Academic standards for admission and continuous enrollment of students.
- 299 3. Curriculum changes, curricular requirements for degrees and certificates, and other
300 academic affairs issues.
- 301 4. Instructional standards and professional responsibility (including extension and
302 continuing education classes earning college credit).

303 Faculty Affairs Committee

- 304 1. Faculty appointment and retention.
- 305 2. Selection and retention of departmental chairs and college deans.
- 306 3. Freedom of expression and academic freedom.
- 307 4. Faculty evaluations, promotions, and tenure.
- 308 5. Faculty salaries and benefits, including insurance, retirement, professional development,
309 and study leaves.
- 310 6. Faculty conduct, work rules, job descriptions, complaint or grievance procedures, and
311 disciplinary procedures.
- 312 7. Faculty research.

313 Student Affairs Committee

- 314 1. Standards of student conduct and discipline.
- 315 2. Standards concerning extra-curricular activities.
- 316 3. Standards and policies for recruitment and retention of students.

317 Finance and Budget Review Committee

- 318 1. General budgetary policy and the allocation of financial resources.
- 319 2. General development of campus physical facilities.

320 Sabbatical and Professional Development Leave of Absence Review Committee

- 321 1. Recommendations to the Provost regarding the ranking and priority of sabbatical
322 proposals.

- 323 2. Consultation with the Provost on his or her initial rankings.
- 324 3. Reports to the University Faculty Senate, the Provost, and those proposing sabbaticals
325 regarding rankings, evaluations, and post-sabbatical summaries.
- 326 4. Reports, presented with the Provost, regarding sabbaticals both achieving and failing to
327 achieve their stated objectives.

328 Governmental Structures and Procedures Committee

- 329 1. Developmental and approval of guidelines and principles of fair, democratic, and open
330 procedures for colleges, departments, and other governmental units.
- 331 2. Creation of faculty governing bodies and determination of their responsibilities and
332 powers.
- 333 3. Changes of policy in the University Manual.
- 334 4. Nomination of University Faculty Senate members and other University personnel to
335 University Faculty Senate committees.
- 336 5. Reception of proposed amendments to University Faculty Senate bylaws.

337 Agenda Committee

- 338 1. Development and circulation in advance of an agenda for each meeting of the University
339 Faculty Senate.
- 340 2. Direct all written resolutions and requests for study of a problem or issue to the
341 appropriate University Faculty Senate Committee or directly to the University Faculty
342 Senate for action.
- 343 3. Organize and promote open discussion of broad and specific issues of concern to the
344 University community.

345 University Tenure and Promotion Committee

- 346 1. All committee members must keep confidential committee proceedings.
- 347 2. The committee reviews tenure and promotion application materials from College Tenure
348 and Promotion committees.
- 349 3. The committee makes recommendations for tenure and promotion or tenure and
350 promotion denial to the Provost and Vice President for Instructional Services and Dean of
351 Faculty in the context of the University's overall mission and goals.
- 352 4. The committee hears appeals of tenure and promotion denial from the College Tenure
353 and Promotion committees.

354 SECTION 3. The Standing Committees of the University Faculty Senate shall be comprised of
355 the following membership:

356

357	<u>Curriculum and Academic Affairs Committee</u>	
358	Members from the University Faculty Senate (one from each functional unit)	7-8
359	Faculty from outside the University Faculty Senate (two representatives from each functional unit)	14
360	College and Jasper Deans	7
361	Provost and Vice President for Instructional Services and Dean of Faculty	
362	(Chair designate. Vote only in case of tie.)	1
363	Chairs/Directors of Standing Subcommittees (ex officio)	
364	General Education/UCC Committee	1
365	Assessment Committee	1
366	Academic Advising Committee	2
367	Developmental Education and Academic Support Committee	2
368	Vice President for Financial Services and Government Relations (ex officio)	1
369	Assistant Provost for Student Affairs (ex officio)	1
370	Vice President for Statewide Services (ex officio)	1
371	Assistant Vice President of Life Long Learning (ex officio)	1
372	Assistant Vice President of Outreach/Engagement (ex officio)	1
373	Dean of Early College (ex officio)	1
374	Director of Learning Support Services (ex officio)	1
375	Registrar (ex officio)	1
376	Assistant Provost for Academic Affairs (ex officio)	<u>1</u>
377		44-45*
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Faculty Affairs Committee

381		
382	Faculty members from the University Faculty Senate (one from each functional unit)	7-8
383	One additional faculty per functional unit from outside the University Faculty Senate	7-8
384	Provost and Vice President for Instructional Services and Dean of Faculty (ex officio)	1
385	Representative from College Deans	<u>1</u>
386		16-18*
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Student Affairs Committee

389		
390		
391	Members from the University Faculty Senate (each must be from different functional units or sites)	2
392	One additional faculty per functional unit from outside the University Faculty Senate	7-8
393	Student Government Association President and Vice President,	
394	plus one dorm resident and one commuter	4
395	Assistant Provost for Student Affairs and Dean of Students (ex officio)	1
396	Associate Dean of Students (ex officio)	1
397	Director of Career and Employer Relations (ex officio)	1
398	Director of Counseling Center (ex officio)	1
399	Director of Disability Services (ex officio)	1
400	Director of Housing/Residential Life (ex officio)	1
401	Director of Student Activities (ex officio)	1
402	Director of International Recruitment (ex officio)	1
403	Director of Multicultural Affairs (ex officio)	1
404	Athletic Director (ex officio)	<u>1</u>
405		23-24*
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410	<u>Finance and Budget Review Committee</u>	
411		
412	Members from the University Faculty Senate (each must be from different functional units or sites)	5
413	One additional faculty per functional unit from outside the University Faculty Senate	7-8
414	Representative from College Deans	1
415	Vice President for Financial Services and Government Relations (ex officio)	1
416	Provost and Vice President for Instructional Services and Dean of Faculty (ex officio)	1
417	Assistant Provost for Student Affairs and Dean of Students (ex officio)	1
418	Vice President for Workforce Development and Community Services (ex officio)	<u>1</u>
419		17-18*

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421		
422	<u>Sabbatical and Professional Development Leave of Absence Review Committee</u>	
423		
424	Members from the University Faculty Senate (each must be from different functional units or sites)	2
425	One additional University Faculty Senator or Non-Senate faculty member from each of the remaining	
426	unrepresented units	5-6
427	President of the University Faculty Senate (Convener and votes only in the case of ties)	<u>1</u>
428		8-9*

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430		
431	<u>Governmental Structures and Procedures Committee</u>	
432		
433	Members from the University Faculty Senate	4
434	President of the University Faculty Senate	1
435	Vice President of the University Faculty Senate (Chair designate. Vote only in case of a tie.)	1
436	Secretary of the University Faculty Senate	1
437	Representative from College Deans	<u>1</u>
438		8

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440		
441	<u>Agenda Committee</u>	
442		
443	Officers of the University Faculty Senate	3
444	President of the University or Designee	<u>1</u>
445		4

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447 *Site representatives may select or may be assigned to a committee to serve on, thus possibly changing

448 the total number of committee members by one (1).

449

450

University Tenure and Promotion Committee

451 A. Structure

452 1. The membership of the committee shall consist of one college dean who is elected by the
453 Instructional Deans and one tenured full professor from each college, including the Jasper
454 campus, who shall be elected by the faculty of each college.

455 2. If a college cannot meet the above criterion, then the Provost and Vice President for Instructional
456 Services and Dean of Faculty shall appoint a tenured full professor to serve on the committee.

457 3. The Provost and Vice President for Instructional Services and Dean of Faculty will receive the
458 names of the committee members and will convene the first meeting of the committee.

459 B. Criteria for Membership

460 1. A faculty member on this committee may not also serve on the Department or College Tenure
461 and Promotion Committee.

462 2. The term of membership shall be two years.

463 3. This committee shall elect its own chair.

464 4. Elections for faculty membership shall be held at the beginning of each academic year.

465 5. The decisions of the committee shall be determined by a majority vote.

466 6. If a committee member cannot fulfill his/her term, then the college or unit represented shall hold
467 a special election to fill the vacancy.

468

469 SECTION 4. The voting members of each committee, unless otherwise specified, shall elect the
470 Chair of the standing committees, from the voting University Faculty Senate membership of each
471 said committee. A simple majority of the voting membership of the committee constitutes a
472 quorum. Ex officio members and non-voting members on the committee may take part in
473 discussion and debate, but may not vote in the committee.

474 SECTION 5. Committee chair duties include convening the committee meetings, maintaining
475 committee minutes with attendance records, reporting to the University Faculty Senate, and
476 submitting minutes to the University Faculty Senate Secretary. When reasonably possible,
477 committees should minimally be meeting monthly during the academic year.

478 SECTION 6. When reasonably possible, every elected Senator shall serve on a committee of the
479 University Faculty Senate. After consultation by University Faculty Senate officers with
480 University Faculty Senate members to determine the most effective distribution of talents and
481 preference, University Faculty Senate members will be assigned to each standing committee.
482 Each committee member will be notified in writing of his or her appointment by the Vice
483 President of the University Faculty Senate.

484 SECTION 7. Standing committees are derived from the University Faculty Senate Bylaws and
485 must report directly to the University Faculty Senate. Upon reception of recommendations or
486 proposals from the standing committees, the University Faculty Senate may either:

- 487 A. Approve the proposal or recommendation without alteration.
- 488 B. Approve the proposal or recommendation with alteration and communicate the alterations to
489 the submitting committee.
- 490 C. Return the proposal or recommendation to the submitting committee with a recommendation
491 for further study.
- 492 D. Reject the proposal or recommendation with an explanation of the reasons.

493 SECTION 8.

- 494 A. Standing committees shall have the authority to form subcommittees and determine their
495 composition and duties.
- 496 B. Any existing subcommittee shall be accountable to that standing committee dealing with
497 related matters as described in Exhibit B. Subcommittee members shall be nominated within
498 each college and/or appropriate support area for balanced representation and confirmed by
499 the appropriate standing committees.

500 SECTION 9. Ad hoc committees are those committees established by a majority vote of the
501 University Faculty Senate to accomplish a specific task. They answer directly to the University
502 Faculty Senate. Ad hoc committees shall have such powers and perform such duties and act for
503 such times as are designated in the resolution calling for their establishment, except that no ad
504 hoc committee shall be formed to perform any regular duties already specifically assigned to a
505 standing committee or subcommittee of the University Faculty Senate. Ad hoc committees shall
506 be established only during the University Faculty Senate calendar year in which they are
507 authorized, unless a definite term is specified in the authorizing motion or it is continued by
508 action of the University Faculty Senate.

509 SECTION 10. University Faculty Senate committee meetings shall be open to all members of
510 the Vincennes University community, except when a committee meets in executive session.

511 SECTION 11. Committees shall be reviewed annually on the basis of their function and/or role.

512 SECTION 12. Terms of service on all committees shall be arranged to achieve a reasonable
513 continuity of membership. This continuity shall be reviewed on a yearly basis.

514 SECTION 13. Eligibility for membership on committees and subcommittees is not limited to
515 full-time faculty but may include part-time faculty and, where appropriate, may include students
516 and other staff members. All committee members approved by the University Faculty Senate
517 have a full voice and voting rights within said committees and subcommittees, unless otherwise
518 specified in the Bylaws. The Student Government Association shall select the student members
519 of the Student Affairs Committee, and all student members shall have a full voice and voting
520 rights on that committee and its subcommittees. If appropriate, students may be named to serve
521 as members of an ad hoc committee and will have full voting rights on that committee unless the
522 University Faculty Senate resolution creating that committee states otherwise.

523 SECTION 14. The normal route of legislative and advisory action is for the item to be
524 considered successively by a standing committee of the University Faculty Senate, and by the
525 whole University Faculty Senate. Exceptions are the following:

- 526 A. Resolutions without legislative significance.

527 B. The University Faculty Senate may, by a majority vote of those present and voting, choose to
528 bring any matter directly onto the floor.

529 ARTICLE VII - UNIVERSITY FACULTY SENATE LIAISONS

530 A University Faculty Senator will serve as liaison to the following:

- 531 ▪ President's Advisory Committee
- 532 ▪ Professional Staff Congress
- 533 ▪ Support Staff Council
- 534 ▪ Professional Development Committee
- 535 ▪ Student Government Association

536 The liaison will attend meetings or maintain monthly contact so that reports can be given to the
537 University Faculty Senate.

538 ARTICLE VIII - AMENDMENTS

539 SECTION 1. An amendment to these Bylaws may be adopted by a two-thirds vote of those
540 Senators present and voting at any regular meeting of the University Faculty Senate. Each
541 member must be notified two weeks in advance of such a vote and at that same advance date be
542 furnished with a copy of the proposed amendment. The amendment must have been discussed at
543 the meeting immediately preceding the regular meeting where action is being proposed.

544 SECTION 2. An amendment to the Bylaws shall become effective upon approval by two-thirds
545 of those Senators present and voting at the regular meeting of the University Faculty Senate and
546 then recommended to the Board of Trustees through the President. No amendment may be
547 effective without the express approval of the Board of Trustees. The Board of Trustees, through
548 the President, may propose direction to the University Faculty Senate. Suspension of rules is not
549 permitted when considering proposed amendments to these Bylaws.

550 SECTION 3. Initiation of amendments may come about either by one-third of the University
551 Faculty Senate or by petition from outside the University Faculty Senate of fifty members of the
552 represented constituency.

553 ADOPTED BY THE BOARD OF TRUSTEES

554

555 AS AMENDED
556 August 22, 2018

557

558

EXHIBIT A

559 The formula for election of proportionate representation of faculty on an adjustable annual basis:

- 560 1. Notwithstanding anything else to the contrary, units or sites with less than 25 full-time
561 faculty may have no more than two (2) seats.
- 562 2. Two (2) seats are assigned to each unit, and sites with 5-14 full-time faculty are assigned
563 one (1). (Note: Units might vary over the years.)
- 564 3. Subtract the sum of assigned seats (e.g., 2007-2008: 6 colleges + Jasper Center + ATC =
565 15 seats) from the 30 available seats (e.g., $30 - 15 = 15$).
- 566 4. Allot the remaining seats according to the following formula:
- 567 a. Count the number of full-time tenured and annualized contracted faculty annually
568 as of October 1 (2007-2008 = 259).
- 569 b. Count the number of full-time tenured and annualized contracted faculty per unit
570 (college) and determine what percentage of the whole faculty body this number
571 represents. (Technology has 51 faculty divided by 259 total faculty = 0.197).
- 572 c. Multiply this percentage times the number of seats remaining after the assignment
573 of two seats per unit (e.g., 15), and disregarding fractions, designate Senators for
574 respective colleges accordingly (e.g., Technology = 5).
- 575 d. Assign one each of however many seats are left to those colleges with the highest
576 fractions.
- 577 e. In case of a tie, to determine which functional unit is awarded the extra University
578 Faculty Senate seat, a tiebreaker procedure will occur. The tiebreaker would
579 involve a Senator from each of the involved functional units picking a piece of
580 paper out of a hat or bag. One of the pieces of paper will say "Senator"; the other
581 piece of paper will be blank. In the presence of a University Faculty Senate
582 Officer and the Provost, each Senator will blindly pick a piece of paper out of the
583 hat. The functional unit of the Senator who picks the piece of paper that says
584 "Senator" will be awarded the extra University Faculty Senate seat.
585

586 2007-2008 numbers and breakdown on the basis of formula: $FTP \div \text{Total Faculty} \times \text{remaining seats}$

587

Unit		Total Seats
Health Sciences and Human Performance	$34/259 = 0.131 \times 15 = 1.965$	2+1+1 = 4
Humanities	$52/259 = 0.201 \times 15 = 3.015$	2+3+1 = 6
Science, Engineering, and Mathematics	$33/259 = 0.127 \times 15 = 1.905$	2+1+1 = 4
Business and Public Service	$34/259 = 0.131 \times 15 = 1.965$	2+1+1 = 4
Technology	$51/259 = 0.197 \times 15 = 2.955$	2+2+1 = 5
Social Science, Performing Arts, and Communications	$31/259 = 0.120 \times 15 = 1.800$	2+1+1 = 4
ATC	N/A (5 full-time Faculty)	1+0+0
Jasper	N/A (19 full-time Faculty)	2+0+0
		15+9+6 = 30

588

589

590

EXHIBIT B

591 Curriculum and Academic Affairs Committee

592 Academic Advising Committee

593 Developmental Education and Academic Support Committee

594 General Education/UCC Committee

595 Assessment Committee

596 Student Affairs Committee

597 Blue and Gold Cord Awards Committee