

Eastern Illinois University

The Keep

Constitution and By-Laws

Faculty Senate

2-19-2019

Faculty Senate By-Laws

Faculty Senate

Follow this and additional works at: https://thekeep.eiu.edu/facsen_docs

**Faculty Senate By-Laws
Eastern Illinois University**

*Revisions Approved
February 19, 2019*

I. Faculty Senate Membership

A. Membership on Faculty Senate shall have college representation and at-large positions as follows, elected by their constituents: 1 from Library faculty, 1 from Lumpkin College of Business and Technology, 1 from College of Education, 1 from College of Health and Human Services, 4 from College of Liberal Arts and Sciences, 1 annually contracted faculty representative, and 6 at-large members.

II. Standing committees shall include the following committees, either elected from the Faculty Senate or appointed by the chair with the concurrence of a majority of the Senate. The Senate may create other committees as needed.

- A. Executive Committee
- B. Elections and Nominations Committee
- C. Student and Staff Senate Relations Committee
- D. Faculty Forum Committee
- E. Awards Committee

III. Membership and Duties of the Senate's Standing Committees:

A. Executive Committee

1. The Executive Committee shall have three members: Chairperson, Vice-Chairperson, and Recorder and shall serve as the liaison between the Faculty Senate and the President and Provost of the University.
2. To be nominated for election to the Executive Committee, nominees need to be members of the Faculty Senate, including newly-elected Senators whose terms begin in the following Fall semester. Nominations to the Executive Committee shall be made during the last regular meeting of the Spring semester and are subject to approval by majority vote of the Faculty Senate.
3. The responsibilities of the members of the Executive Committee shall be as described in Robert's Rules of Order.

B. Elections and Nominations Committee

1. The Committee shall have at least three members, including the Vice-Chairperson of the Senate who shall serve as chair of the Committee. The Committee shall distribute to the faculty in February a statement of eligibility requirements for elections and nominations.

2. The Committee shall be responsible for the appointment of faculty members as defined in Article 1 of the Faculty Senate Constitution (Full-time Unit A and Unit B Faculty and Chairs) for Faculty Committees and Student-Faculty Boards. The Committee will maintain a list of faculty committees and boards that need to be populated.
3. Candidates will be required to submit short personal statements for appointed committees, and when filling vacancies on appointed committees. These nominations will be presented no later than the last regular meeting of the Spring semester and be subject to approval through majority vote of the Faculty Senate.
4. The Committee shall maintain a database of the bylaws and contacts for each of the Faculty Committees and Student-Faculty Boards.
5. One member of the Committee shall serve as a liaison between the Faculty Senate and the Faculty Committees and Boards to which the Senate appoints members. In keeping with the Senate's on-going commitment to Shared Governance, this member shall strive to determine whether or not the committees and boards are meeting regularly (as needed), and shall report to the Senate when this does not take place.
6. Vacancies in the membership of appointed committees shall be filled by appointment from the remaining pool of volunteers for that position in the most recent Spring nominations term. If no candidates remain in that pool for a position, the Senate may appoint any eligible faculty member as a replacement and they will be required to submit short personal statements when filling vacancies on appointed committees.
7. Annual elections shall be conducted each Spring semester for membership on the Faculty Senate, the Council on Academic Affairs, the Council on Teacher Education, the Council on Graduate Studies, the Council on Faculty Research, the University Personnel Committee, the Academic Program Elimination Review Committee, the Council on University Planning and Budget, and the Sanctions and Termination Hearing Committee. In addition, the Committee shall supervise an election in the Fall semester as needed to fill vacant positions on these committees.
8. To be nominated for election to any of these committees, a faculty member must submit (or have submitted for her/him) a brief candidate statement as well as an individual petition bearing the names of at least three (3) members of the faculty. The Committee shall prescribe a time by which petitions of nomination are to be received; petitions reaching the chairperson of that committee later than the prescribed time (day and hour of that day) shall not be considered. Any faculty member (as defined in the Senate Constitution) is eligible to sign a petition—this is not restricted to those faculty members who would be eligible to be elected to the position in question.

9. If fewer than two nominations are received for each vacancy to be filled, the Committee shall advise the Senate, whereupon the Senate will, with discretion as to the availability of the suitable and willing candidates, attempt to secure additional nominees sufficient to bring the number of nominees for each vacancy to at least two. Such nominations will usually be recommendations of the Committee, but, in any instance, they shall require a majority vote of the Senate.
10. Regular elections shall be held at an announced central polling place on the campus or via secured electronic means.
11. The Faculty Senate minutes shall carry a list of all candidates not later than the second week of March, along with announcement of the date for election, to be held not later than the last week of March. Names on the ballots shall be arranged in the order petitions are received. The Committee shall make arrangements for absentee voting. Voters may vote for write-in candidates, but a write-in candidate must receive at least ten votes to be elected or placed on the list of alternates (section II. C. 9.).
12. The winning candidates will be those with the most votes. In case of ties the selection will be made by a coin flip conducted by the chair of the Committee. The coin flip will take place in the presence of the candidates tied in the voting process, if feasible.
13. The Committee shall create a list of alternates for the Senate and each of its elected committees. Any nominated candidate, or write-in candidate receiving at least ten votes, who was not elected, shall be an alternate. Alternates will be ranked in order of most votes received in the election.
14. Final election results shall be published as early as possible in the Senate minutes; these results shall include the number of votes received by each nominee.
15. Newly elected members shall take office at the first meeting of the Fall semester.
16. In addition to their electoral functions, the Committee shall strive to determine whether these committees are meeting regularly (except for those whose functions designate that they meet only at certain times or under certain conditions). Should any committee not be meeting appropriately the Committee shall report this, in the interest of Shared Governance, to the Senate as a whole. The Committee will also coordinate any special votes of the faculty that the Senate chooses to conduct, such as those specified in Article XII of the Faculty Senate Constitution.
17. Filling of Vacancies
 - a) Definition of a Vacancy: A position shall be considered vacant whenever the faculty member can no longer fulfill the obligations of that position, or when

no faculty member filed a valid petition and no write-in candidate received sufficient votes to be elected.

- b) In the event that a vacancy occurs in any elected position with one academic year or less remaining on the term for that position, the Senate shall select a replacement. The Senate shall be informed of the names of any alternates available for that position from the most recent election, but the Senate is not required to choose such a candidate.
- c) In the event that a vacancy occurs in any elected position with more than one academic year remaining on the term for that position, the Senate shall select a replacement (after having been informed of the names of any alternates). This replacement shall serve only until the next election (Fall or Spring), when the position will be opened for vote. If the Senate judges that the next election will occur so soon that the replacement is not needed, they may choose to leave the position vacant until an elected replacement can be seated.
- d) In either case, the replacement shall never serve more than the remainder of the original term of the vacancy.
- e) In the event of the resignation of the entire Senate, the chair shall call and chair a special faculty meeting at which arrangements will be made to hold a special election. All decisions at that meeting will be made by a majority vote of those attending.

C. Student and Staff Relations Committee. The Student and Staff Senate Relations Committee will be composed of at least three members of the Faculty Senate. The purpose of this committee shall be to improve student-faculty and staff-faculty relations through joint discussion concerning teaching, grading, evaluation, housing, budgetary concerns, Faculty Forum, and other related matters. This committee shall meet as needed.

D. Faculty Forum Committee. The Faculty Forum Committee will be composed of at least three members of the Faculty Senate. The purpose of this committee shall be to encourage discussion of topics of University-wide concern. This committee shall meet as needed.

E. Awards Committee. The Awards Committee will be composed of at least three members of the Faculty Senate. The purpose of the committee shall be to oversee the Luis Clay Mendez Distinguished Service Award and the Distinguished Faculty Award. The committee shall meet as needed.

- 1. Luis Clay Mendez Distinguished Service Award. The Luis Clay Mendez Distinguished Service Award Committee shall be composed of the members of the Awards Committee. (Should one or more Awards Committee members be nominated for this award, the Senate shall appoint at-large members as needed to bring the committee up to at least three members.) Faculty Senate shall initiate annual notification concerning the nomination. The Award will be presented during the fall commencement ceremonies.

2. Distinguished Faculty Award Committee. The Distinguished Faculty Award Committee shall be composed of four faculty members, two student members, and one alumnus/alumnae. Faculty Senate shall appoint three of the four faculty members and the University President shall appoint the fourth faculty member. Two students, one graduate and one undergraduate, shall be appointed by the Student Senate. The Eastern Illinois University Alumni Association shall appoint one alumnus/alumnae of Eastern Illinois University. Faculty Senate shall initiate annual notification concerning the nomination and appointment of members of the Distinguished Faculty Committee. The Award will be presented during the Spring semester.

F. All voting in Faculty Senate will be conducted in such a way that the votes of each member can be recorded. A roll call vote on any matter will be required if any Senator requests it.

G. Parliamentarian: If the Senate so chooses, a non-voting parliamentarian may be appointed to assist Faculty Senate in conducting meetings in adherence to Roberts Rules of Order, or a Senator other than the Chair may be chosen to fulfill this function. The individual shall be selected by the Faculty Senate Executive Committee and approved by a majority vote of the Faculty Senate.