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Constitution and By-Laws

Faculty Senate

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## Faculty Senate Constitution

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## **Eastern Illinois University Faculty Senate Constitution**

Approved by Board of Trustees January 22, 2021

### **Preamble**

The Faculty Senate, along with the Council on Academic Affairs (CAA), the Council on Graduate Studies (CGS), the Council on Teacher Education (COTE), and the Council on Faculty Research (CFR), constitute the comprehensive shared governance system of Eastern Illinois University.

The goal of the Faculty Senate and the Councils is to represent faculty in the shared governance of the university, in the best interests of the university, its students and employees.

The Faculty Senate represents faculty in all matters affecting the welfare of the university, except in matters within the scope of collective bargaining as determined by Regulations for Collective Bargaining by Academic Employees, or where limited by relevant law. CAA, CGS, COTE, and CFR represent faculty on issues of curriculum and programs, as stated in their respective by-laws.

### **Article I: Membership**

The term “faculty,” as used in this Constitution, is defined as all unit A and unit B faculty and Department Chairs.

### **Article II: Consultation Responsibility**

Section 1. The Faculty Senate shall serve as an ombudsman in consideration of major academic or administrative planning proposals to promote open communication and assure that all parties that are duly concerned are consulted. In addition, the Faculty Senate may serve as an advisory body to the President or Vice President for Academic Affairs when they seek faculty advice in assessing faculty response to planning proposals.

Section 2. After appropriate administrative consultation, the President or Vice President for Academic Affairs shall relay major academic or administrative planning proposals to the Executive Committee of the Faculty Senate through its Chairperson and to all faculty and staff directly affected by the proposed plan. Of particular concern to the Faculty Senate are planning proposals resulting from internal or external recommendations which:

- a. Would have a major effect upon curriculum structure and offerings or upon faculty staffing, including the addition of new programs.<sup>1</sup> The primary focus of deliberation for new programs shall be on the program’s centrality to the university’s mission and allocation of fiscal and personnel resources.
- b. Would result in a significant revision in the function(s) of a major administrative unit, or,

- c. Would require the addition of administrators at the rank of Assistant Dean (or the equivalent) or above.

<sup>1</sup> Creation of a degree program, excluding certificate programs, in a new field or at a new level based on Classification of Instructional Programs or IPEDS definitions. This explicitly excludes all extensions of existing programs that qualify as Reasonable and Moderate Extensions (RMEs) according to the Illinois Board of Higher Education.

Section 3. With exceptions for emergency situations and the creation of new programs, at least a 90-day consultation period shall be allowed from the time a major academic or administrative planning proposal is provided to the Executive Committee of the Faculty Senate and concerned parties. This ninety-day period is intended to allow adequate time for consideration including response to and suggested changes of the proposal before implementation.

### **Article III: Relationship of the Faculty Senate to the Administration, the Student Body, and the Faculty Generally**

Section 1. The Faculty Senate shall establish and maintain open and regular channels for communication with the Student Senate and with other appropriate members of student committees and shall assure communication between faculty organizations and the university community generally in matters affecting the welfare of the university, in matters looking to the future of the university, and in matters affecting proper balance between the various functions and segments of the university.

Section 2. The Faculty Senate and the President shall maintain open and regular channels of communication, and the Senate shall do likewise with other appropriately responsible members of the administration.

Section 3. Approved minutes of Faculty Senate meetings shall be sent to all faculty, the Chief Academic Officer of the University, and to the Board of Trustees. Minutes shall also be posted on the faculty senate public website.

Section 4. Through a procedure that is outlined in Article VI, Section 7, the Faculty Senate may act as an appeal or review body for faculty councils and committees within the scope of this Constitution. Entry to such concerns may result from acts of commission or omission or in clarification of contemplated action.

Section 5. With respect to academic matters that are not within the scope of collective bargaining as determined by the Regulations for Collective Bargaining by Academic Employees, the Faculty Senate shall have authority to represent the views of the faculty and make recommendations to the President concerning such views.

Section 6: In keeping with their duties, the Faculty Senate may invite members of the university to report in open session on issues of concern. This includes, but is not limited to, Faculty, the President, the various Vice Presidents, and members of the Board of Trustees.

Section 7. The President of the University has authority to approve or reject any recommendation made by the Faculty Senate. Such approval or rejection should be in the form of a written communication to the Chairperson of the Senate. If a recommendation is rejected, the President's communication shall contain reasons for the rejection. In extreme situations where the administration and faculty leadership are unable to communicate, or it is deemed by the faculty leadership that severe problems have evolved with respect to proper functioning of the university between the faculty and administration which cannot be resolved internally, then the Senate shall have the right to appeal to the Board of Trustees

#### **Article IV: Membership and Elections**

Section 1. Members of the Faculty Senate shall be elected from and by the faculty, as defined in Article I.

Section 2. The number of Senators shall be fifteen at all times:

- a. Five members shall be elected each spring for terms of three academic years.
- b. Other necessary election procedures shall be established by the Faculty Senate Bylaws.

Section 3. By a petition of twenty percent of the faculty for her/his recall, a member of the Faculty Senate must stand for a special election within two weeks of the presentation of such petition to the Senate. If the member receives a majority of the votes cast at the special election, she/he shall serve out the remainder of her/his term. If the special election is lost, the vacancy shall be filled as provided in the Bylaws.

Section 4. The Chair of the Faculty Senate shall request the Chair of the Student Senate to appoint up to three students to sit regularly as non-voting members of the Faculty Senate

#### **Article V: Officers and Executive Committees**

Section 1. The Faculty Senate shall elect from its membership a chairperson, a vice-chairperson, and a recorder, who together shall constitute the Executive Committee of the Senate. The chairperson shall be the presiding officer for meetings of the Senate and of its Executive Committee.

Section 2. In the absence of the chairperson of the Senate, the vice-chairperson shall preside. In the event that the chairperson shall resign or be unable to continue in office, the vice-chairperson shall serve out the chairperson's term and a new vice-chairperson shall be elected from members of the Faculty Senate.

#### **Article VI: Standing Committees of the Faculty**

Section 1. The Council on Academic Affairs, the Council on Graduate Studies, the Council on Teacher Education, and the Council on Faculty Research shall be standing committees of the faculty and shall have their recommending authority described below generally, with specific duties as stated in their bylaws.

Section 2. The Council on Academic Affairs (CAA) shall have the responsibility and authority for making recommendations to the President through the Vice President of Academic Affairs concerning changes in undergraduate curriculum and academic regulations and requirements, other than for those matters that fall under the jurisdiction of the Council on Teacher Education.

Section 3. The Council on Graduate Studies (CGS) shall have the responsibility and authority for making recommendations to the President, through the Dean of the Graduate School and the Vice President for Academic Affairs, policy that pertains to graduate programs and graduate students, and procedures for appointing members of the graduate faculty, other than for those matters that fall under the jurisdiction of the Council on Teacher Education.

Section 4. The Council on Teacher Education (COTE) shall have the responsibility and authority for curriculum and academic regulations and requirements that affect undergraduate and graduate programs leading to certification by the State Educator Preparation and Licensure Board and/or those accredited by the Council for the Accreditation of Educator Preparation (CAEP).

Section 5. Council on Faculty Research (CFR) shall review University policies with respect to research and creative activity and recommend changes to administrative procedures to the President and/or Vice President for Academic Affairs; and consider proposals by faculty for research and creative activity projects.

Section 6. Elections for Standing Committees of the Faculty.

- a. The elections shall be supervised by the Faculty Senate.
- b. The electorate for such standing committees of the faculty shall be the faculty as defined in Article I.
- c. Any member of the faculty shall be eligible for nomination and election to any of the standing committees of the faculty
- d. Any elective council may, in its bylaws, limit particular seats and the electorate for those seats to faculty from particular academic units or areas to ensure balanced representation.
- e. The Council on Graduate Studies may, in its bylaws, limit membership and electorate to graduate faculty.

Section 7. Upon a supermajority vote of 2/3 of Faculty Senate, or upon petition by ten percent of the faculty, the Senate may review any recommendation made by any faculty committee or

council when that recommendation falls within its jurisdictional responsibility. Any review must be completed not more than fifteen days after notice of that recommendation is made. After such review, the Senate may, by a two-thirds vote of its total membership, forward a recommendation to the President.

## **Article VII. Faculty Senate Committees**

Section 1. The Faculty Senate shall establish an Executive Committee composed of the chairperson, the vice-chairperson, and the recorder of the Senate. This committee shall carry out such duties as are assigned by the full Senate and shall meet regularly with the President of the University.

Section 2. The Faculty Senate shall establish standing committees with such responsibilities as the Senate has power to confer. The Faculty Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

Section 3. Special meetings of the Faculty Senate may be held at any time at the call of the chairperson or at the written request of any three members of the Senate. The chair must announce the date and time of the special meeting within three working days of receiving this request. The meeting itself must be held within ten working days of this announcement.

Section 4. A quorum of the Faculty Senate shall be ten members; however, if because of resignations, sabbaticals, or other reasons, the number of senators serving is less than 15, then no less than 2/3 of the members shall constitute a quorum.

Section 5. The right to address the Faculty Senate shall be open to members of the university community upon written request to the chairperson. Other individuals of the university community requesting to address the Senate will be recognized according to parliamentary procedure delineated in Robert's Rules of Order.

Section 6. Meetings of the Faculty Senate shall be open to the university community, except when the Senate is in executive session. Executive sessions shall be held only in circumstances specifically permitted by Illinois law; present at such sessions shall be only voting members of the Faculty Senate and such other persons as the Senate may invite.

Section 7. Known items for consideration shall appear as tentative agenda with the minutes of the preceding meeting. The order of the agenda may be altered while the Senate is in session provided there is no objection by any senator present.

Section 8. Robert's Rules of Order (latest edition) shall be the parliamentary authority for all meetings of the Faculty Senate, of the committees of the Senate, and of the constituency of the Faculty Senate as defined herein.

## **Article VIII: General Meetings**

Section 1. A general meeting of the faculty open to the entire university community shall be held at least once per year. This meeting will be conducted by the chairperson, or, in her/his absence, the vice- chairperson of the Faculty Senate.

Section 2. Special meetings of the faculty shall be called by the chairperson of the Faculty Senate upon petition by ten percent of the faculty or upon request of the President. Such meetings will be conducted by the chairperson or, in her/his absence, the vice-chairperson of the Senate.

## **Article IX: Amendments**

Section 1. By a two-thirds vote of the Faculty Senate membership, a proposal to amend this Constitution may be submitted to the faculty for vote.

- a. A copy of the proposed amendment shall be distributed through the campus mail to each faculty member at least two weeks before a vote is taken. In the interim, a general faculty meeting shall be called for the purpose of discussing the proposal only.
- b. Vote on the proposal shall be by secret ballot at a time subsequent to the meeting.
- c. To succeed, an amendment must receive a majority of the votes cast.

Section 2. Upon petition by ten percent of the faculty, a proposed amendment shall be presented directly to the general faculty and the proposal must then pass through stages a., b., and c. of Section 1 of this Article.

Section 3. All amendments to the Constitution must be approved by the President and submitted to the Board of Trustees for review before they will be considered adopted.

## **Article X: By-Laws**

Section 1: By-laws of the Faculty Senate may be adopted, amended, or revoked by a two-thirds vote of the total membership of the Senate.

Section 2: If a petition signed by ten percent of the faculty calling for a referendum concerning any change in the by-laws is received by the Senate chair within thirty days of the Senate's vote on the bylaw change, then the Senate shall conduct a vote of the faculty within three weeks of receiving a valid petition.

- a. The vote shall be by secret ballot.
- b. To defeat the by-law change requires a majority of votes cast to be against the change.

## **Article XI: Referenda**

Twenty percent or more of the faculty eligible to vote in Faculty Senate elections can petition the Faculty Senate to hold a referendum on a question that does not relate to collective

bargaining as determined by the Regulations for Collective Bargaining by Academic Employees. The Senate shall hold a referendum within four weeks following receipt of said petition. Author(s) of said petition must present the petition to the Faculty Senate and explain the intended purpose of the referendum.