

University Senate Bylaws Eastern Connecticut State University

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BYLAWS OF THE UNIVERSITY SENATE EASTERN CONNECTICUT STATE UNIVERSITY

1. *Organization:*

The first order of business of each organizational meeting of the University Senate shall be the election of the President, Vice-President from the Instructional Faculty, Vice-President from the Administrative Faculty, Secretary, and members of the Standing Committees. Once elected, the President shall appoint a Parliamentarian.

2. *Meetings:*

Meetings of the University Senate shall be called by the President of the Senate at regular intervals during each semester. Such regular intervals shall be established at the organizational meeting.

2.1 In the event of the absence of the President of the University Senate, the Vice-President from the Instructional Faculty shall preside as President in odd-numbered calendar years, the Vice-President from the Administrative Faculty in even-numbered calendar years.

2.2 In the event of the absence of the President of the University Senate, the Vice President who then presides has full authority of the President.

2.3 Other sessions may be called at any time by the President or acting President of the University Senate after consulting with the Executive Committee, or within five (5) working days of receipt of a written petition signed by at least ten (10) senators.

2.4 The President of the University Senate shall chair all Faculty Meetings called by the Senate.

3. *Officers:*

Designation of officers is as described in the Constitution of the University Senate.

3.1 Term of office: Senate officers shall assume their duties immediately upon election.

3.2 Duties: Duties of officers are as described in the Constitution of the University Senate.

4. *Nominations and Elections:*

Except in cases exempted by the University Senate, the Organization Committee serves as the nominating and elections committee. Each Department, the Library Faculty, the Counseling Faculty, the Athletics Faculty, and the Administrative Faculty shall submit to the Organization Committee the names of its Senators and Alternates for the next academic year no later than the last Friday in March.

- 4.1 Senators and Alternates must be chosen from among full time members of the Faculty who have served one full academic year. The names of the new Senators and Alternates will be published by the end of March.
- 4.2 The Organization Committee shall distribute to all Faculty eligible to vote a list of vacancies among At Large Committees and At Large Senators, Standing Committees and University wide Committees, together with descriptions of these committees and any restrictions on membership, by the end of March.
- 4.3 Nominations will be accepted until the end of the second week in April. The Chair of the Organization Committee shall scrutinize each nomination for eligibility, and shall confirm each nominee's willingness to serve if elected. A list of all Standing Committee nominees will be sent to the University community no later than the fourth week of April in preparation for voting at the first Senate meeting of the new year (usually the first week in May).
- 4.4 The Organization Committee shall conduct At-Large and University-wide elections electronically during the last full week of April. Results shall be announced at the first meeting of the new Senate, and shall be published via email shortly thereafter along with the results of the Senate elections.
- 4.5 The Organization Committee will retain a list of runners up to provide replacements for unexpired terms or full-semester leaves of At Large Senators, At-Large Committees, Standing Committees, or other vacancies. If such replacements are insufficient in number, other elections will be conducted as needed.
- 4.6 Whenever a vacancy leaves an unexpired term, the vacancy will be filled for the unexpired portion of the term only. In the case where a committee has one or more alternate members who are qualified to fill the unexpired term of a regular member, the Chair of the Organization Committee will contact the alternates in order of seniority on the committee to see if any wishes to fill the unexpired term before attempting to fill the unexpired term in some other way. An alternate who agrees to fill the unexpired term of a regular member will remain on the committee until the end of that term, whether doing so lengthens or shortens the time that the former alternate remains on the committee. The person who

subsequently fills the alternate position will remain in that position for the unexpired portion of the former alternate's term. The purpose of paragraph 4.6 is to ensure that committee terms remain staggered.

- 4.7 The Secretary of the University Senate will update the web version of the Senate Bylaws at the end of the spring and fall semesters. As specified in the Constitution of the University Senate (4.4.3.1), the Secretary will promptly deposit paper copies of the current Bylaws and other Senate documents in the University Archives at the Library following the close of each annual session in the spring. It is the responsibility of the Chair of the Organization Committee to ensure that the listing of committee memberships is current on the University Senate website. The Chair of the Organization Committee will work with the Secretary to update the website as required.

5. Committee Responsibilities and Membership

5.1 Standing Committees of Senate

General Description/Duties

- Standing Committees of the Senate shall do the work outlined below, fulfill obligations assigned in the contract, and assume other duties at the behest or with concurrence of the Senate.
- The first order of business for each Standing Committee will be the election of a Chairperson and Secretary.
- It is the duty of the Chairperson to report to the Senate.
- If the Chairperson is not available to give a report, then a member of the Committee may be appointed by the Committee to report to the Senate.

Term

- Varies with individual committees.
- Members will be elected on a rotating basis so that terms are staggered. Where corrections need to be made, those corrections will be done through a Senate resolution.
- No elected member may serve more than three consecutive terms on any one Standing Committee of the Senate (excluding the Executive Committee).

Membership

- Varies with individual committees.

Special Requirements

- Unless otherwise noted in the description of an individual committee, each member of a Standing Committee shall have one vote.
- Unless otherwise noted in the description of an individual committee, a quorum shall consist of a majority of elected voting members.

5.1.1 The Executive Committee

General Description/Duties

- The Executive Committee shall coordinate and expedite the work of the Senate and prepare the agenda for Senate meetings.
- It represents the University Senate throughout the calendar year.
- When a vacancy occurs in a management, non-union position such as Director, Dean, or Vice-President, the University President or his/her designee contacts the President of the University Senate to discuss the establishment of the search committee.
- The Search Committee shall consist of:
 - Two Instructional and two Administrative Faculty members chosen by the University Senate and
 - One Administrative and one Instructional Faculty member appointed by the University President.
 - In addition, the University President may appoint a senior administrative officer who is not a member of the Administrative Faculty.
 - If both the University President and the President of the University Senate deem it appropriate to have student representation, the Student Senate may elect a student member and the University President may appoint another.
- The President of the University Senate calls for nominations for search committee members who are to be chosen by the University Senate.
- The President or his/her designee shall convene the first meeting of the search committee.

Term

- The office varies with individual committees.

Membership

- As per the Constitution the Executive Committee shall be composed of the officers of the University Senate and the chairpersons of all Standing Committees of the Senate.

Special Requirements

- Any decision the Executive Committee makes in the name of the University Senate must be submitted to the Senate for action.

5.1.2 The Academic Affairs Committee

General Description/Duties

- The Academic Affairs Committee shall consider academic matters including but not limited to the following: academic policy, calendar, catalogue, standards of admissions and retention, advisement, standards for major/minor requirements, transfer credit from other institutions, and credit earned by life experience and learning.

Term

- The term of office shall be for two years.

Membership

- Shall consist of ten members; the eight voting members are:
 - Three members from the different departments in the School of Arts and Sciences.
 - Two members from different departments in the School of Education and Professional Studies.
 - One member of the Administrative Faculty.
 - One member from Librarians, Counselors, and Coaches.
 - One student elected by the Student Senate.
- The two nonvoting members are:
 - The Vice-President for Academic Affairs, who serves as an *ex-officio* member.
 - The University Registrar also serves as an *ex-officio* member unless elected by Senate to be the voting representative of the Administrative Faculty.

Special Requirements

- In no case shall there be more than one member from any academic department.

5.1.3 The Academic Program Review Committee

General Description/Duties

- The Academic Program Review Committee shall oversee the assessment process for all academic programs.
- Shall notify programs that are due for self-assessment.
- Shall review and comment on the written report.
- Shall select the outside consultants who will also review and comment on the program and its report.

Term

- The term of office shall be for three years.

Membership

- Shall consist of six voting members elected by the University Senate from among the full-time Instructional Faculty.
 - Five members shall be from the full-time Instructional Faculty.
 - One member shall be from the full-time Administrative Faculty.

Special Requirements

- In no case shall there be more than one member from any academic department.

5.1.4 The Budget and Resources Allocation Committee

General Description/Duties

- The Budget and Resources Allocation Committee shall inform and advise the University Senate on matters of budget and allocation of human and material resources that are vital to the welfare and development of the University as a whole.
- The committee has the following responsibilities: overall assessment of the present and proposed budgets of the University; recommendation of ways to strengthen the University's effort to secure resources and to distribute them equitably; and advisement to the University Senate on ways of handling financial matters.

Term

- The term of office shall be for two years.

Membership

- Shall consist of seven members; the six voting members are:
 - Five faculty elected by the University Senate.
 - One student elected by the Student Senate.
- The nonvoting member is:
 - The Vice-President for Finance & Administration or designee shall be an *ex-officio* member.

Special Requirements

- At least one faculty member shall be from the Administrative Faculty.
- At least one faculty member shall be from the Instructional Faculty.

5.1.5 The Curriculum Committee

General Description/Duties

- The Curriculum Committee shall concern itself with the development of any curriculum offered for credit in the undergraduate, graduate, and continuing education programs of the University.
- Major concerns will be the introduction, growth, reduction, or discontinuance of departments or programs, proposed majors and minors, shifts in program emphasis, and new courses.

Term

- The term of office shall be for two years.

Membership

- Shall consist of nine members; the eight voting members shall represent the broadest possible constituency in accordance with the following formula:
 - Two seats total from Education, Communication, Business/Management, Kinesiology and Physical Education elected by the University Senate. The two representatives must be from different departments.
 - One seat total from Humanities (Art and Art History, Performing Arts, English, World Languages and Cultures, and Philosophy) elected by the University Senate.
 - One seat total from Natural Sciences and Mathematics (Biology, Environmental Earth Science, Health Sciences, Physical Sciences, Mathematical Sciences, and Computer Science) elected by the University Senate.
 - One seat total from Social Sciences (History, Geography, Political Science, Economics, Psychology, Sociology, Anthropology and Social Work) elected by the University Senate.
 - One seat total from Support Services (Library, Counseling, Athletics, Academic Affairs, Student Affairs, Business Affairs, Special Programs) elected by the University Senate.
 - One seat elected by Instructional Faculty At-Large.
 - One student elected by the Student Senate.
- The nonvoting member is:
 - The Registrar or Registrar's designee, who shall be an *ex-officio* member.

Special Requirements

- The Deans of Arts and Sciences, Continuing Education, and Professional Studies shall be consulted when appropriate, but shall not be members of the Committee.
- Election of the At-Large member of the Committee shall be conducted with other University-wide elections.
- In no case shall there be more than one member from any academic department, with the exception of the At-Large seat.

5.1.6 The First Year Program Committee

General Description/Duties

- The First-Year Program Committee shall be concerned with the program, procedures, and policies relating to the curriculum and structure of the First-Year Program at Eastern. These concerns include approval and oversight of Curriculum Committee-approved courses to serve as components of the First-Year Program and the categorization of courses within the program. The First-Year Program Committee shall advise the Director of the First Year Program in the administration of the First-Year Program.

Term

- The term of office shall be three years.

Membership

- Shall consist of eleven members; the eight voting members are:
 - Four members from the full-time Instructional Faculty elected by the University Senate.
 - Two members from the full-time Administrative Faculty elected by the University Senate.
 - One member from the Liberal Arts Program Committee.
 - One student elected by the Student Senate.
- The three nonvoting members are:
 - The Director of the First Year Program, who shall be an *ex-officio* member.
 - The Director of the Academic Advisement Center or her/his designee, who shall be an *ex-officio* member.
 - The Vice President for Student Affairs or her/his designee, who shall be an *ex-officio* member.

Special Requirements

- In no case will there be more than one member from any academic department, with the exception of the Liberal Arts Program Committee representative.

5.1.7 The Liberal Arts Program Committee

General Description/Duties

- The Liberal Arts Program Committee shall be concerned with the program, procedures, and policies relating to the program of liberal arts education of students at Eastern.
- These concerns include leadership for the program, approval and oversight of courses to serve the liberal arts core curriculum, and the categorization of courses within the program.
- The committee shall work closely with the appropriate Senate committees, academic officers, department chairs, academic program directors, and administrators.

Term

- The term of office shall be for three years.

Membership

- Shall consist of eleven members; the eight voting members are:
 - One total from Humanities (Art and Art History, Performing Arts, English, World Languages and Cultures, and Philosophy) elected by the University Senate.
 - One total from Social Sciences (History, Economics, Geography, Political Science, Psychology, Sociology, Anthropology and Social Work) elected by the University Senate.
 - One total from Natural Sciences and Mathematics (Biology, Environmental Earth Science, Health Sciences, Physical Sciences, Mathematical Sciences, and Computer Science) elected by the University Senate.
 - Two total from different departments of Education, Communication, Business/Management, and Kinesiology and Physical Education elected by the University Senate.
 - One total from the Administrative Faculty elected by the University Senate.
 - One from the Library Faculty elected by the University Senate.
 - One student member elected by the Student Senate.
- The three nonvoting members are:
 - The LAC Coordinator, who shall be an *ex-officio* member.
 - The LAC Assessment Coordinator, who shall be an *ex-officio* member.
 - The Registrar, or designee, who shall be an *ex-officio* member.

Special Requirements

- In no case shall there be more than one voting member from any academic department with the exception of the Curriculum Committee representative.
- If the chair of the Curriculum Committee is from the same department as an elected committee member, the chair shall give way to a designee from a department not represented on the committee.
- If the LAC Coordinator and the LAC Assessment Coordinator are the same person, there shall be only one nonvoting member of the committee.

5.1.8 The Liberal Arts Work Committee

General Description/Duties

- The Liberal Arts Work Committee will be responsible for approving the proposals of individual departments to fulfill the LAW graduation requirement. The Committee will assist in developing a procedure to assess whether programmatic learning goals are met by those approved experiences and create and administer a process for granting exemptions and substitutions to the LAW requirement. The Committee will also be responsible for developing and administering the non-credit bearing transcript notation system.

Term

- The term of office shall be for three years.

Membership

- Shall consist of thirteen members; the eight voting members are:
 - Two Instructional Faculty from the School of Arts and Sciences.
 - Two Instructional Faculty from the School of Education and Professional Studies.
 - One Instructional Faculty member from either School.
 - One Administrative Faculty member.
 - The Director of the Center for Internships and Career Development, *ex-officio*.
 - One student elected by the Student Senate.
- The five non-voting members are:
 - The Coordinator of LAW
 - The Dean of the School of Continuing Education or designee, *ex officio*.
 - The Vice President for Academic Affairs, *ex-officio*.
 - One representative from Alumni Affairs.
 - The University Registrar or designee, *ex-officio*.

Special Requirements

- In no case shall there be more than one member from the same department.
- The committee will send a representative to all Senate meetings.

5.1.9 The Organization Committee

General Description/Duties

- The Organization Committee shall be the nominations and elections committee that represents the Faculty, except in cases exempted by the University Senate.
- It will maintain a roster of all existing University Committees.
- It will maintain an elections list, in accordance with Sec. 4.5.
- It will oversee the Senate committee structure and make recommendations to the Senate for establishing or abolishing committees, changing the composition or structure of committees, and resolving jurisdictional disputes. While this oversight will occur on an ongoing basis, every five years in academic years ending in zero and five, the Organization Committee will begin the process of conducting a systematic review of the Senate bylaws, including the existing Standing and At-Large committee structure, to ensure that the existing structure continues to fit the governance needs of the University. Review of the Standing Committees will be completed in the first year (ending in zero or five). Review of the At-Large Committees will be completed by the following year. Based upon its reviews of each type of committee, the Organization Committee will make recommendations to the University Senate to improve the system of governance. The Organization Committee will create written procedures to conduct this review.
- At the request of the Senate, the Organization Committee shall propose revision of the Constitution and/or Bylaws of the Senate.

Term

- The term of office shall be for two years.

Membership

- Shall consist of eight voting members:
 - Five Faculty elected by the University Senate.
 - University Senate Vice-President for Instructional Faculty, ex officio.
 - University Senate Vice-President for Administrative Faculty, ex officio.
 - One student elected by the Student Senate.

Special Requirements

- At least one elected faculty member shall be from the Administrative Faculty.
- At least one elected faculty member shall be from the Instructional Faculty.

5.1.10 The Personnel Policies Committee

General Description/Duties

- The Personnel Policies Committee shall be the primary body in which University policies and procedures are developed, reviewed and revised for submission to the Senate which pertain to 1) the evaluation of faculty for renewal, promotion, and tenure; 2) professional assessment; 3) sabbatic leave; 4) faculty development; and 5) research reassigned time.
- The committee shall review department procedures for evaluation and assessment of faculty to make them as consistent and fair as possible.
- The committee shall aid in developing guidelines for departments to use in their deliberations on renewal, promotion and tenure, including definitions of equivalencies.

Term

- The term of office shall be for two years.

Membership

- Shall consist of six members; the five voting members are:
 - Five Faculty elected by the University Senate.
- The nonvoting member is:
 - The chief human resources officer or designee, who serves as an *ex-officio* member.

Special Requirements

- Not more than one faculty member shall be from the Administrative Faculty.

5.1.11 The Student Academic Advising Committee

General Description/Duties

- The Student Academic Advising Committee shall consider all matters related to academic advising, including the faculty advising system and advising support services.
- The Committee shall provide ongoing assessment of the academic advisement system.
- The Committee shall develop goals, initiatives, and recommendations to strengthen the academic advisement system and increase student retention.
- The Committee shall make recommendations to the University Senate, the Director of the Academic Advisement Center, and the Dean of Continuing Education regarding academic advising.
- The Committee will work closely with the University Senate, appropriate Senate committees, academic officers, department chairs, academic program directors, and administrators on matters related to academic advisement.

Term

- The term of office shall be for two years.

Membership

- Shall consist of nine members; the seven voting members are:
 - Two full-time Instructional Faculty elected by the University Senate from different academic departments in the School of Arts and Sciences.
 - Two full-time Instructional Faculty elected by the University Senate from different academic departments in the School of Education and Professional Studies.
 - Two full-time members of the Administrative Faculty elected by the University Senate.
 - One student member appointed by the Student Senate.
- The two nonvoting members are:
 - The Director of the Academic Advisement Center (or designee) who will serve as an *ex-officio* member.
 - The Dean of Continuing Education (or designee) who will serve as an *ex-officio* member.

Special Requirements

- In no case shall there be more than one member from any academic department.

5.1.12 The Support Services Committee

General Description/Duties

- The Support Services Committee shall facilitate understanding between the University Senate and all support services including Administrative and Fiscal Affairs, University Relations, Institutional Research, Student Affairs, Admission & Enrollment Management, and Records. The Support Services Committee shall serve as a forum for Support Services personnel to present problems, ideas, and recommendations. The Support Services Committee is consulted in matters related to traffic and parking regulations on campus.

Term

- The term of office shall be for two years.

Membership

- Shall consist of six voting members:
 - Five Faculty elected by the University Senate.
 - One student elected by the Student Senate.

Special Requirements

- At least one faculty member shall be from the Administrative Faculty.
- At least one faculty member shall be from the Instructional Faculty.
- The Committee shall consult with the appropriate Vice President as needed.

5.1.13 University Assessment Committee

General Description/Duties

- The purpose of the University Assessment Committee is to ensure that Eastern implements and maintains a systematic assessment of student learning in the major, the liberal arts core curriculum program and outside-the-classroom experiences, with a focus on educational improvement. In addition, this committee shall be the consulting body for which University-wide assessments are approved and/or conducted.
- Their responsibilities shall include
 - A. Advise the Vice President for Academic Affairs and the Vice President for Student Affairs on assessment matters
 - B. Promote assessment activities at the University, and disseminate assessment information to the campus community
 - C. Review and monitor the University's Assessment Plan and assessment reports
 - D. Recommend policy to ensure that the University complies with accreditation requirements and other external mandates
 - E. Report to the University Senate on assessment activities

Term

- The term of office shall be three years.

Membership

- Shall consist of fourteen members; the ten voting members are:
 - Three members from different departments in the School of Arts and Sciences.
 - Three members from different departments in the School of Education and Professional Studies.
 - Two members of the Administrative Faculty with at least one member from the Division of Student Affairs.
 - One member from Librarians, Counselors, and Coaches.
 - One student selected by the Student Senate.
- The four nonvoting members are:
 - The Vice-President for Academic Affairs or designee, *ex-officio*.
 - University Assessment Coordinator, *ex-officio*.
 - Director of Institutional Research, *ex-officio*.
 - Coordinator of the Liberal Arts Program Committee, *ex-officio*.

5.2 At-Large University Committees

- Academic Misconduct Committee (SBA 08/09-1)
- CSU Professorship Awards Advisory Committee (SB 87/88-2; SBA 08/09-3)
- Faculty Development Committee (SB 87/88-1 A)
- Grade Appeals Committee (SBA 08/09-2)
- Individualized Major - Advisory Committee (SB 94/95-4; see also Senate Minutes for 4/1/2003 under 6.1)
- Information Technology Committee (SBA 08/09-4; SBA 09/10-3)
- Mediation Committee (SB 87/88-7)
- Promotion and Tenure Committee (SB 03/04-1)
- Research Reassigned Time Committee (SBA 08/09-6)
- Sabbatic Leave Committee (SB 14-82A amended SB 86/87-2; SB 08/09-6)
- Termination Hearing Committee (SB 87/88-8)
- University Writing Board (SB 89/90-3)

These committees shall have their purposes, duties, membership, term of service, and method of selection determined by the Senate at the time of their establishment, and will be subject to review.

Upon passage of a Senate bill that guides one of these committees, the new Senate bill will be added to the list of relevant bills above, without requiring passage of a separate Senate Bylaws Amendment, unless the bill also changes that committee's bylaws.

Committee members will be elected on a rotating basis so their terms are staggered.

Election rules for these committees and brief statements of purpose are summarized below.

Committees as they function will refer to the original Senate documents.

5.2.1 Academic Misconduct Committee

General Description/Duties

- The Academic Misconduct Committee reviews all cases of academic misconduct brought under the University Policy on Academic Misconduct, hears appeals by students accused of academic misconduct and may impose additional sanctions when requested by the faculty member bringing the claim.

Term

- The term of office shall be for three years.

Membership

- Shall consist of five voting members:
 - Three members from the full-time Instructional Faculty elected at-large.
 - The Dean of Students or designee.
 - One student elected by the Student Senate.
- Two full-time Instructional Faculty Alternate members will also be elected at-large to serve in cases where a Committee member is unable to attend a meeting or has brought a misconduct case to the Committee.
- The University Judicial Officer, who serves as an *ex-officio* member without vote, will convene Committee meetings and record the procedures.

Special Requirements

- In no case shall there be more than one member from any academic department or more than one member from the non-teaching Instructional Faculty (i.e., the Librarians, Counselors, Coaches, and Athletic Trainers).
- There must be at least one regular Committee member from the School of Arts and Sciences and one member from the School of Education and Professional Studies.

5.2.2 The CSU Professorship Awards Advisory Committee

General Description/Duties

- The responsibility of the CSU Professorship Awards Advisory Committee is to act in an advisory capacity to the President of the University in all matters pertaining to the selection of faculty for the title CSU Professor in accordance with Article 5.6 of the CSU/AAUP Collective Bargaining Agreement.

Term

- The term of office shall be three years.

Membership

- Shall be composed of five full professors and one full professor alternate from among the tenured, full-time Instructional Faculty.

Special Requirements

- Committee members shall be nominated and elected at-large from among the full-time Instructional Faculty under the supervision of the Organization Committee of the University Senate.
- At least one member shall be from the School of Arts and Sciences.
- At least one member shall be from the School of Education and Professional Studies.
- In no case shall there be more than one member from any academic department.
- A faculty member nominated for CSU Professor is not eligible to serve on the Committee in the academic year in which their nomination is considered.
- A quorum shall consist of all five voting members. The alternate participates in all meetings.
- The Committee will meet at least once each year in the Fall semester to elect a Chair from among the membership of the Committee, to review the Bylaws, and maintain Committee archives.

5.2.3 The Diversity and Social Justice Committee

General Description/Duties

- The Diversity and Social Justice Committee will serve in an advisory role to the Associate Vice President of Equity and Diversity (AVPED). The primary purpose of the Diversity and Social Justice Committee is to represent the University community by providing input and advice to the AVPED on equity and diversity policies and their implications, and to assist the AVPED in periodically administering a campus climate survey to maintain data on diversity and inclusion at the University. The Committee will make periodic reports to the University Senate including reports at the beginning and end of each academic year.

Term

- The term of office shall be for two years.

Membership

- Shall consist of nine members; the seven voting members are:
 - Two full-time Instructional Faculty members represented by AAUP elected at-large.
 - One full-time Administrative Faculty member represented by SUOAF, elected at-large.
 - One full-time Instructional Faculty employee who is represented by AAUP, one full-time Administrative Faculty member who is represented by SUOAF, and Two members of campus unions excluding AAUP and SUOAF, appointed by the President of the University.
- The nonvoting members are:
 - The Associate Vice President of Equity and Diversity, who will serve as an *ex-officio* member without a vote.
 - The Provost or designee, who will serve as an *ex-officio* member without a vote.

Special Requirements

- Of the two elected AAUP faculty members, there shall not be more than one full-time Instructional Faculty member from the School of Arts & Sciences nor more than one full-time Instructional Faculty member from the School of Education and Professional Studies nor more than one full-time Instructional Faculty member from the Librarians/Counselors/Coaches/Athletic Trainers.

5.2.4 The Faculty Development Committee

General Description/Duties

- The Faculty Development Committee shall propose policies to promote faculty development to the University Senate through various bodies, such as the Personnel Policies Committee, the Office of Professional Development, and the Office of the Provost.
- Shall provide advice to the Provost.
- Shall provide a report of its activity to the University Senate at least once each semester.

Term

- The term of office shall be three years.

Membership

- Shall consist of seven members of the full-time Instructional and Administrative Faculty. There shall be six regular voting members:
 - Five members from the full-time Instructional Faculty.
 - One member from the full-time Administrative Faculty.
- There shall be one alternate member from the full-time Instructional Faculty to take the place of a regular member when required.
- At the invitation of the Faculty Development Committee and at the discretion of the Provost, administrative liaisons with no vote may be appointed to the Faculty Development Committee on a temporary basis.

Special Requirements

- Committee members shall be nominated and elected at-large from among the full-time Instructional and Administrative Faculty under the supervision of the Organization Committee of the University Senate.
- In no case shall there be more than one member from any academic department or more than one member from the non-teaching Instructional Faculty (i.e., the Librarians, Counselors, Coaches, and Athletic Trainers).
- A faculty member applying for faculty development funds is not eligible to serve on the committee in the academic year in which they apply.

5.2.5 Grade Appeals Committee

General Description/Duties

- The Grade Appeals Committee will be convened by the Dean of the school where the appeal originated, for the purposes of reviewing grade appeals for all cases not involving claims of Academic Misconduct, as outlined in the *Student Handbook*.

Term

- The term of office shall be for three years.

Membership

- Shall consist of four members; the three voting members are:
 - The Dean of the school concerned, or designee.
 - One full-time member of the teaching faculty.
 - One student elected by the Student Senate.
- There shall be one alternate member of the full-time teaching faculty to take the place of the regular member if required.

Special Requirements

- The regular and alternate teaching faculty Committee members will be nominated and elected at-large from among the full-time Instructional Faculty under the supervision of the Organization Committee of the University Senate.

5.2.6 Individualized Major – Advisory Committee

General Description/Duties

- To serve as a source of information about the option/program to faculty and students.
- To monitor the types of individualized majors being pursued and the progress of students.
- To oversee the periodic Academic Program Review required of all departments or programs at ECSU.
- To update Individualized Major catalog copy and website information when needed.

Term

- Committee members will serve for a term of 3 years.

Membership

- The committee shall consist of eight members.
- The five voting members shall consist of:
 - Three full-time Teaching Faculty members elected at-large from the School of Arts and Sciences.
 - Two full-time Teaching Faculty members elected at-large from the School of Education and Professional Studies.
- The three non-voting members shall consist of:
 - The Registrar or designee, ex-officio
 - The Director of the Advising Center or designee, ex-officio
 - The Director of Admissions and Enrollment Management or designee, ex-officio
- In addition to other duties, the chair will serve as the liaison to the two deans.

Special Requirements

- In no case shall there be more than one member from any academic department.

5.2.7 The Information Technology Committee

General Description/Duties

- The Information Technology Committee will serve in an advisory role to the Chief Information Officer. The Committee's primary purpose is to receive updates on technology issues from the CIO and represent the University community by providing input and advice to the CIO on technology policy and its implications. The Committee will make periodic reports to the University Senate throughout the academic year as appropriate, but will report to the University Senate at least twice a year, at the beginning and end of each academic year.

Term

- The term of office shall be for two years.

Membership

- Shall consist of eight members; the seven voting members are:
 - Three members from the full-time Instructional Faculty. At least one member shall be from the School of Arts & Sciences, and at least one member shall be from the School of Education and Professional Studies.
 - One member from the full-time Administrative Faculty.
 - Two members of the full-time Instructional Faculty appointed by the President of the University.
 - The Director of the Library or designee.
- The nonvoting member is:
 - The Chief Information Officer or designee, who will serve as an *ex-officio* member.

Special Requirements

- There may be no more than one member of the Committee from the same academic department with the exception of the University Presidential appointees.

5.2.8 The Mediation Committee

General Description/Duties

- The Committee shall assist the parties in attempting to affect a resolution in Procedures for Dismissal for Adequate Cause, as outlined in the *CSU-AAUP Bargaining Agreement* section 16.6.3.

Term

- The term of office shall be three years, commencing on September 1 and ending on August 31.
- No member shall serve more than two consecutive terms.

Membership

- Shall consist of six members from among the tenured full-time Instructional Faculty. There shall be three regular voting members:
 - At least one member from the School of Education and Professional Studies.
 - At least one member from the School of Arts and Sciences.
- There shall be three alternate members to take the place of regular members if required:
 - At least one alternate member from the School of Education and Professional Studies.
 - At least one alternate member from the School of Arts and Sciences.

Special Requirements

- Members and alternates of the Mediation Committee shall not be members or alternates of the Termination Hearing Committee.
- In no case shall there be more than one member or alternate member from any academic department.

5.2.9 The Promotion and Tenure Committee

General Description/Duties

- The Committee shall recommend, relative to Instructional Faculty, Librarians, Counselors, Coaches and Athletic Trainers, promotions and/or tenure, to the University President.

Term

- The term of office shall be for two years. Upon completion of two consecutive full terms, members will not be eligible to stand for re-election to another term as regular member or alternate member for at least the duration of a full term. Alternate members may be elected as regular members immediately following a partial or full term as an alternate providing the member's service does not exceed two consecutive full terms.

Membership

- Shall be composed of nine tenured Instructional Faculty, Librarians, Counselors, Coaches, and Athletic Trainers. There shall be seven regular voting members:
 - Four Full Professors, Librarians, Counselors, Coaches, or Athletic Trainers.
 - Three Associate Professors, Librarians, or Counselors.
- There shall be two alternate members to take the place of regular members if required:
 - One Full Professor, Librarian, Counselor, Coach, or Athletic Trainer Alternate.
 - One Associate Professor, Librarian, or Counselor Alternate.

Special Requirements

- Committee members shall be nominated and elected at-large from among the full-time Instructional Faculty, Librarians, Counselors, Coaches, and Athletic Trainers under the supervision of the Organization Committee of the University Senate.
- In no case shall there be more than one member from any academic department. In no case shall there be more than one Librarian nor more than one Counselor.
- At least three of the Full Professors and two of the Associate Professors must be from the teaching faculty.
- A member of the AAUP bargaining unit applying for promotion is not eligible to serve on the Promotion and Tenure Committee.

5.2.10 The Research Reassigned Time Committee

General Description/Duties

- The Committee shall review applications of Instructional Faculty for Reassigned Time for Research and recommend candidates to the Dean of Arts and Sciences and Dean of Education and Professional Studies. The Committee will meet each spring semester to review applicants and make recommendations to the Deans.
- The Committee will meet each fall semester to review the policy for awarding research release time and make recommendations to the Office of the Provost and the Personnel Policies Committee regarding possible changes to that policy.

Term

- The term of office shall be two years.

Membership

- Shall be composed of nine members of the Instructional Faculty. There shall be eight regular voting members:
 - Four members from the School of Arts and Sciences.
 - Four members from the School of Education and Professional Studies.
- There shall be one alternate member to take the place of regular member if required.

Special Requirements

- Committee members shall be nominated and elected at-large from among the full-time Instructional Faculty under the supervision of the Organization Committee of the University Senate.
- In no case shall there be more than one member from any academic department.
- A faculty member applying for reassigned time for research is not eligible to serve on this Committee.

5.2.11 The Sabbatic Leave Committee

General Description/Duties

- The Committee shall review requests of Instructional Faculty eligible for sabbatic leave and recommend candidates to the University President.

Term

- The term of office shall be three years.

Membership

- Shall be composed of eight members from among the full-time Instructional Faculty, seven of whom shall be regular voting members.
- There shall be one alternate member to take the place of a regular member if required.

Special Requirements

- Committee members shall be nominated and elected at-large from among the full-time Instructional Faculty under the supervision of the Organization Committee of the University Senate.
- In no case shall there be more than one member from any academic department or more than one member from the non-teaching Instructional Faculty (i.e., the Librarians, Counselors, Coaches, and Athletic Trainers).
- A faculty member applying for sabbatic leave is not eligible to serve on the Sabbatic Leave Committee.

5.2.12 The Termination Hearing Committee

General Description/Duties

- The Committee shall fulfill all responsibilities designated in the *CSU-AAUP Collective Bargaining Agreement* regarding procedures for dismissal.

Term

- The term of office shall be three years, commencing on September 1 and ending August 31.
- No member shall serve more than two consecutive terms.

Membership

- Shall consist of six members from among the tenured full-time Instructional Faculty. There shall be five regular voting members:
 - At least two members from the School of Education and Professional Studies.
 - At least two members from the School of Arts and Sciences.
- There shall be one alternate member to take the place of a regular member if required.

Special Requirements

- Committee members shall be nominated and elected at-large from among the full-time Instructional Faculty under the supervision of the Organization Committee of the University Senate.
- In no case shall there be more than one member from any academic department.
- Members and alternates of the Termination Hearing Committee shall not be members or alternates of the Mediation Committee.

5.2.13 The University Writing Board

General Description/Duties

- The Board shall work with the Academic Affairs Committee and the University's Transfer Articulation Officer to establish a sequence of University Writing Competence Requirements.
- The Board shall work with the Curriculum Committee to establish criteria for courses to meet those requirements.
- The Board shall work with the Office of Academic Affairs to solve staffing and funding problems for the examinations and courses.
- The Board shall work with the Academic Program Review Committee to evaluate the effectiveness of the program every five years.
- The Board shall advise the Director of the Writing Program in the administration of established requirements and oversight of the placement and competency examinations.
- The Board shall make appropriate recommendations to the Director and, where special circumstances exist, hear appeals.

Term

- The term of office shall be three years.

Membership

- Shall consist of six voting members:
 - Three from the School of Arts and Sciences: One from the Natural Sciences and Mathematics (Biology, Environmental Earth Science, Health Sciences, Physical Sciences, Mathematical Sciences, and Computer Science); one from Humanities (Art and Art History, Performing Arts, English, World Languages and Cultures, and Philosophy); and one from Social Sciences (History, Political Science, Geography, Psychology, Sociology, Social Work, Anthropology).
 - Two from different departments within the School of Education and Professional Studies.
 - The Writing Director, who shall serve as *ex-officio* member.

Special Requirements

- Board members shall be nominated and elected at large from among the full-time Instructional Faculty under the supervision of the Organization Committee of the University Senate.
- In no case shall there be more than one member from any academic department.

6. Amendments

- An amendment to the Bylaws of the University Senate may be initiated by any Faculty Senator or any Standing Committee of the Senate.
- The proposed amendment will be filed with the President of the Senate, who will publish the proposed amendment and the date of its presentation in the minutes of the Senate Meeting.
- The amendment will be acted upon at the next ensuing regular meeting of the Senate. Approval of an amendment requires a two-thirds majority of the Senators present, provided that a quorum is present.
- The section numbering system for the Bylaws has been designed for accuracy of reference with all committees listed alphabetically. If an amendment to these Bylaws results in a change to this list, all committees listed will then be renumbered appropriately so as to remain in alphabetical order without need for a separate amendment to solely address the renumbering process.
- Upon passage of a Senate bill that splits or merges departments, or that changes a department's name, the Bylaws will be updated with the new name(s), without requiring a separate Senate Bylaws Amendment to be passed by the Senate.

Revised as of December 6, 2016

Last complete review: 2010