

Saint Francis University

Loretto, Pennsylvania

BYLAWS OF THE FACULTY SENATE

1. ELECTIONS TO THE FACULTY SENATE

- 1.1. In February of each academic year, the Vice President of the Faculty Senate shall prepare a nominating ballot by school listing all those eligible for election to the Faculty Senate and shall distribute it to all eligible voters in that school. Faculty senators who have been elected to a second consecutive term will be ineligible for re-election in the spring of the academic year in which their second three-year term expires. The dean of each school will be ineligible for election to the Faculty Senate based on the school election.
- 1.2. The ballots shall make no distinction between incumbent members of the senate whose first terms are expiring and other faculty members listed on the ballot.
- 1.3. Voters may, but are not obligated to, cast a vote for the total number to be elected in a given election. A ballot will not be invalidated by reason of not being complete.
- 1.4. Subsequently, the Vice President of the Faculty Senate shall prepare and distribute to all eligible voters of each school an electing ballot bearing the names of the four members of the faculty receiving the largest number of votes on the nominating ballot, except that should there be a tie for the fourth position, the names of all those tied for that position will appear on the electing ballot.
- 1.5. When the election of school representatives to the Faculty Senate has concluded, the Vice President of the Faculty Senate shall prepare a nominating ballot listing all those eligible for election to the Faculty Senate as at-large representatives and distribute it to all eligible voters. Faculty Senators who have been elected to a second consecutive term will be ineligible for re-election in the spring of the academic year in which their second three-year term expires. Deans are eligible for election to at-large positions as long as they meet all other eligibility requirements of the Faculty Senate.
- 1.6. Subsequently, the Vice President of the Faculty Senate shall prepare and distribute to all eligible voters an electing ballot for at-large positions bearing the names of the eight members of the faculty receiving the largest number of votes on the nominating ballot, except that should there be a tie for the eighth position, the names of those tied for that position shall appear on the electing ballot.
- 1.7. The faculty members with the highest number of votes received on the electing ballot shall be elected to the available at-large positions on the Faculty Senate.
- 1.8. For all Senate elections, official ballots shall be returned to the Vice President of the Faculty Senate within two weeks of distribution. Tabulation of official ballots shall take place within twenty days of distribution.

- 1.9. For all Senate elections, official ballots shall be tabulated by the Vice President and one other member of the Senate.
 - 1.10. For all Senate elections, all ties for a position on the Senate shall be settled by a run-off election conducted in the same manner as a regular election, but with the official ballot listing only the candidates involved in the tie.
 - 1.11. For all Senate elections, official ballots to decide a tie vote shall be prepared and distributed by the Vice President of the Faculty Senate within one week of the tabulation of votes for the regular election.
 - 1.12. For all Senate elections, within forty-eight hours of each vote tabulation, the Vice President of the Faculty Senate shall inform each faculty member individually in writing of the results.
 - 1.13. For all Senate elections, faculty members on temporary or sabbatical leave are eligible to be listed on ballots for election to the Faculty Senate.
 - 1.14. For all Senate elections, faculty members on temporary or sabbatical leave may vote in the election
 - 1.15. Term of Office
 - 1.15.1. Faculty members elected to the Faculty Senate shall serve three-year terms.
 - 1.15.2. The term of office for senators will begin at the beginning of the new school year following the election.
 - 1.15.3. In the event of a vacancy occurring, the uncompleted term will be filled by the person with the next highest number of votes in the most recent election. The same procedure will be used in making temporary appointments to replace senators on sabbatical or other leaves of absences.
 - 1.16. Any changes to the structure, composition of term limits of the Faculty Senate will require a vote of the full Faculty. Passage for ratification is considered a 2/3 vote of the faculty casting votes.
2. ORGANIZATION AND PROCEDURE OF THE FACULTY SENATE
- 2.1. Officers
 - 2.1.1. All elected members of the Faculty Senate are eligible for all offices within the Faculty Senate
 - 2.1.2. President
 - 2.1.2.1. Shall conduct such correspondence as is appropriate to this position
 - 2.1.2.2. Shall request the President of the University to provide for the introduction of the officers of the Faculty Senate and other Senate members at the first faculty meeting of each academic year.
 - 2.1.2.3. The duties of the President are:
 - 2.1.2.3.1. To preside over the meetings of the Faculty Senate
 - 2.1.2.3.2. To present the agenda for said meetings
 - 2.1.2.3.3. To perform any other duties designated in the Bylaws of the Faculty Senate.
 - 2.1.3. Vice President

- 2.1.3.1. Shall keep the official lists of the Senate members and faculty members and shall keep accurate records of all Senate elections.
- 2.1.3.2. Shall assist in the conduct of all elections as provided elsewhere in the Bylaws.
- 2.1.3.3. The duties of the Vice President are:
 - 2.1.3.3.1. To assume the function of parliamentarian
 - 2.1.3.3.2. To assume the function of the President in the President's absence
 - 2.1.3.3.3. To conduct the election for those positions specified in the Bylaws of the Faculty Senate.
- 2.1.4. Secretary-Treasurer
 - 2.1.4.1. Shall keep detailed minutes of all regular and special meetings of the Faculty Senate. Said minutes shall record all motions made and actions taken, the identities of those moving, seconding, and voting, and other details as directed by the Faculty Senate from time to time. Approved minutes shall be distributed by mail to all Senate and faculty members and to all officers of the administration.
 - 2.1.4.2. Shall conduct all necessary correspondence except as otherwise provided in the Bylaws.
 - 2.1.4.3. Shall maintain a file of all committee reports.
 - 2.1.4.4. Shall be responsible for the receipt and expenditures of any funds of the Faculty Senate.
 - 2.1.4.5. To submit an annual financial report to the Faculty Senate
 - 2.1.4.6. Shall work with the Director of Human Resources to ensure that all University policy revisions are brought to the Senate for approval.
 - 2.1.4.7. Shall monitor the Faculty Handbook and present proposed updates to the Faculty Senate President as needed
 - 2.1.4.8. Shall exercise the powers of the President should both the President and the Vice President be absent.
 - 2.1.4.9. Shall perform such other duties as the Senate requires or as are designated by other Bylaws.
- 2.2. Election of Officers
 - 2.2.1. Officers of the Faculty Senate shall be chosen by majority vote of the members present, provided a quorum is constituted.
 - 2.2.2. Voting for officers of the Faculty Senate shall be made by secret ballot. Ballots shall be tabulated by officers of the Senate
 - 2.2.3. Officers shall assume their office upon the commencement of the fall semester immediately following their election.
- 2.3. Tenure of Officers
 - 2.3.1. Officers shall serve for one academic year and may serve no more than two consecutive terms in the same office.
 - 2.3.2. Any vacancy shall be filled within two weeks of the occurrence of such vacancy by an election conducted in the same manner as the regular election for senate officers
- 2.4. Ex Officio Members

2.4.1. In keeping with the constitution, Ex officio members, shall not have voting rights and may not hold office in the Faculty Senate.

2.5. Senate Meetings

2.5.1. The Faculty Senate shall hold regular monthly meetings during the academic year.

2.5.2. A quorum shall consist of eleven voting members.

2.5.3. Decisions are rendered by majority vote except as stated otherwise.

2.5.4. Notice of all regular meetings shall reach the members at least one week before the date of the meeting.

2.5.5. Items for inclusion in the agenda must be in the hands of the President of the Senate in ample time for such inclusion.

2.5.6. All items sent to the President for the Senate since the last regular meeting shall be included in the published agenda

2.5.7. The President of the Senate shall determine the order of priority of the items on the agenda.

2.5.8. Items not dealt with at one meeting shall be placed on the agenda for a subsequent meeting.

2.5.9. The President of the Senate shall include on the agenda only those items submitted in writing.

2.5.10. Matters not included on the published agenda may be considered in either of two ways;

2.5.10.1. By a decision of the presiding officer that they are in order,

2.5.10.2. By a motion of a Senator with a majority vote if the Senators present.

2.5.11. Special meetings may be called at any time by the President of the Senate or at the written request of any five Senators.

2.5.12. The President of the Senate, or the Senate by a majority vote, shall have the power to invite to any meeting such persons as may contribute to the purpose of the meeting or to the general purposes and functions of the Faculty Senate.

2.5.13. The Senate shall have the power to adopt regulations governing its own procedures, including the provisions of necessary committees.

2.5.14. Faculty members may attend all meetings of the Faculty Senate.

2.5.15. Two duly authorized representatives of the Student Government Association, above the sophomore level, may attend on a regular basis meetings of the Faculty Senate and participate in its deliberations as non-voting members.

2.5.16. One duly authorized representative of the University's full-time administrative staff and one duly authorized representative of the University's full-time operational staff may attend on a regular basis meetings of the Faculty Senate and participate in its deliberations as non-voting members.

2.5.17. The rules contained in Robert's Rules of Order shall govern meetings of the Faculty Senate in all cases where they are applicable or unless otherwise provided in the Bylaws of the Senate.

2.5.18. The order of business of meetings of the Faculty Senate shall be

2.5.18.1. Call to order

- 2.5.18.2. Prayer
- 2.5.18.3. Roll call
- 2.5.18.4. Consideration of minutes
- 2.5.18.5. Senate President's report
- 2.5.18.6. Senate Vice President's report
- 2.5.18.7. Senate Secretary-Treasurer's report
- 2.5.18.8. Provost's report
- 2.5.18.9. Unfinished business
- 2.5.18.10. New business
- 2.5.18.11. Letters of communication
- 2.5.18.12. Comments for the good of the Senate
- 2.5.18.13. Motion of adjournment
- 2.5.19. Reports from standing and ad hoc committees are to be sent to the President of the Senate for inclusion on the agenda.
- 2.5.20. Reports and Referendums:
 - 2.5.20.1. The President of the Senate, or the Senate by majority vote, shall have the power to convene faculty meetings for the presentation of annual reports and for other purposes as are deemed necessary.
 - 2.5.20.2. The annual report shall consist only of actions and matters of great import, since the faculty receives the minutes of the Senate meetings.
 - 2.5.20.3. At least once each year, the Senate shall submit a written report to the faculty for purposes of discussion at a general faculty meeting. Decisions requiring immediate action shall be submitted to faculty meetings called for this purpose.
 - 2.5.20.4. Questions may be submitted to the voting faculty for referendum by:
 - 2.5.20.4.1. A two-thirds vote of the entire Faculty Senate
 - 2.5.20.4.2. Submission of a written petition signed by a majority of the voting faculty.
- 2.5.21. Executive Committee of the Faculty Senate
 - 2.5.21.1. The Faculty Senate shall, in its last regular meeting of each academic year, designate from among its elected members, an Executive Committee of five persons, this committee shall serve from the expiration of the spring semester to the official opening of the subsequent fall semester.
 - 2.5.21.2. All powers and responsibilities vested in the Faculty senate by the Constitution shall be vested for the term of office stated above in the Executive Committee of the Faculty Senate.
 - 2.5.21.3. The Executive Committee of the Faculty Senate may be convened by either of the ex officio voting members of the Faculty Senate, who shall be then a sixth voting member of the Executive Committee.
 - 2.5.21.4. Four members shall constitute a quorum of the Executive Committee.
- 3. STANDING COMMITTEES OF THE FACULTY SENATE
 - 3.1. General Provisions

- 3.1.1. Elected members of the standing committees are chosen by vote of the Faculty Senate in secret ballot during its regular April meeting upon the nomination offered by the Committee on Committees. Nominations for the standing committees after a review by the President of the University, are to be circulated among members of the Faculty senate at least one week before the election.
 - 3.1.2. All full time members of the University faculty are eligible to serve in no more than one standing committee, excluding the Committee on Committees.
 - 3.1.3. The term of office for members of the standing committees is three years. Faculty members shall serve no more than two consecutive full terms on the same standing committee.
 - 3.1.4. Members of the Faculty Senate are eligible for service on standing committees, but there shall be no provisions requiring Faculty senate representation on each standing committee.
 - 3.1.5. Since committee service is a matter of contractual obligation, resignations should not be submitted lightly. Letters of resignation from senate committees will be addressed to the President of the Faculty Senate and will be considered by the full senate. The senate is empowered to accept such resignations by a majority vote. In the event that such resignations are accepted, the Senate will take steps to fill committee vacancies in accordance with established procedures. In any event, copies of all such letters of resignation will be forwarded to the President of the University.
 - 3.1.6. A chair for each of the standing committees shall be elected by the committee unless otherwise provided.
 - 3.1.7. A secretary for each standing committee shall be elected by the committee with the duties of recording the proceedings of each meeting and distributing them to the appropriate members of the University community.
 - 3.1.8. A quorum of a standing committee shall be a majority of its membership.
 - 3.1.9. Standing committees shall meet at least once a month, except for the Committee on Curriculum which shall meet weekly. Committees may be convened also for special purposes.
 - 3.1.10. Each standing committee is expected to concern itself without specific assignments with the affairs of the University in its own areas, with the University welfare and improvements as its main objectives. However, the Faculty Senate or the President of the University may designate relevant problems for consideration of the standing committees as need arises.
 - 3.1.11. Standing committees are responsible to the Faculty Senate to make annual reports to the Senate on their recommendations and actions taken during the year in written form and present an oral summary by the chair of the committee. In cases needing emergency action, a standing committee may request to report on a particular matter.
- 3.2. Committee on Committees
 - 3.2.1. Membership

- 3.2.1.1. Three members are to be elected by and from the membership of the Faculty Senate.
- 3.2.2. The duties of the committee are:
 - 3.2.2.1. To poll members of the faculty near the beginning of the spring semester on their preferences (1,2,3) for serving on standing committees.
 - 3.2.2.2. On the basis of preference, individual qualifications, and/or consultation with various faculty members and officers of the administration, to present a slate of candidates for membership on the standing committees of the Faculty Senate.
 - 3.2.2.3. Additional nominations from the floor are permissible.
 - 3.2.2.4. To ensure that the slate of candidates presented to the Faculty senate for election shall contain a choice for every open position on standing committees.
 - 3.2.2.5. To maintain the Standard Operation Procedures Manual of the Standing Committees of the Faculty Senate.
- 3.3. Committee on Curriculum and Teaching
 - 3.3.1. Membership:
 - 3.3.1.1. Eight faculty members including *at least one faculty member from each school of whom not more than one faculty member should be from any single academic department*; three student members *who should represent three different schools*. The committee will also have a non-voting representative from the library. The Director of Academic Success and retention shall serve as ex-officio member. The Provost or his/her delegate shall serve as ex-officio member and chairperson.
 - 3.3.2. The duties of this committee are
 - 3.3.2.1. To develop a total dynamic curriculum that will best carry out the philosophy and aims of Saint Francis University.
 - 3.3.2.2. To provide a means for the continuing appraisal and improvement of the curriculum.
 - 3.3.2.3. To consider and act upon proposed changes in existing programs
 - 3.3.2.4. To consider and act upon proposed new programs.
 - 3.3.2.5. To be concerned with all academic undergraduate programs, including those associated with Adult Degree and Continuing Studies.
- 3.4. Committee on Faculty Development
 - 3.4.1. Membership:
 - 3.4.1.1. Six elected faculty members plus the Provost (or his/her designate) and an instructional technology specialist, both of whom shall serve as ex officio members. Other members shall represent various academic areas.
 - 3.4.2. The duties of this committee are:
 - 3.4.2.1. To facilitate personal, professional, and instructional development for faculty.
- 3.5. Committee on Resources: Library and Academic Facilities
 - 3.5.1. Membership:
 - 3.5.1.1. Seven faculty members, two student members, The Chief Information Officer for information technology services, The Dean of Library Services and the Director of

CETL (Center for Excellence in Teaching and Learning) shall serve as ex-officio members. Other members shall represent various academic areas.

3.5.2. The duties of this committee are:

- 3.5.2.1. To assist the Dean of the Library and Academic Information Services and library staff in the formulation of policies and guidelines governing the use of library's physical and intellectual resources, its services, and its relationships with the public.
- 3.5.2.2. To assist the administration and faculty in the integration of the instructional program with the available physical, intellectual, and electronic resources of the University.
- 3.5.2.3. To assist in the formulation and dissemination of policies regarding the use of intellectual resources belonging to the University, including library collections and computer software.
- 3.5.2.4. To assist the Director of Administrative and Management Information Systems / Department of Information Technology Services in the formulation of policies and guidelines governing the University's academic computing resources, services offered, and use thereof.
- 3.5.2.5. To assist the Provost in the preparation and implementation of a University-wide computing and information services long-range plan based on current and projected future needs.

3.6. Committee on Graduate Studies

3.6.1. Membership:

- 3.6.1.1. Automatic ex officio membership for all graduate program chairs; election to the committee two faculty members by the Faculty Senate; appointment by the consensuses of the graduate program chairs to the committee of two graduate students. Total membership of the committee, then, will no longer be limited to eight people, but would expand as new graduate programs are created.

3.6.2. The duties of this committee are:

- 3.6.2.1. To review, evaluate, approve, and recommend new graduate programs that are designed to serve the community, to encourage competence in graduate study, and to articulate with the aims and scope of the undergraduate curricula.
- 3.6.2.2. To maintain, consider, and act on all proposed changes in existing graduate programs.
- 3.6.2.3. To review and recommend potential courses of action for any identified issue that is related to graduate programs such as but not limited to: University policies and processes, Academic standards and policies, Faculty and student resources

3.7. Committee on Faculty Affairs

3.7.1. Membership:

- 3.7.1.1. Six faculty members, to include one representative from each of the four academic schools and two at-large representatives. Four members shall be tenured faculty and two shall be untenured. The Provost, Associate Provost and the Deans are ineligible for election to this committee.

3.7.2. The duties of this committee are:

- 3.7.2.1. To review and make recommendations to the Faculty Senate regarding academic freedom and responsibility, professional standards and ethics, policies regarding tenure and promotion, and other areas relating to faculty matters, exclusive of those matters dealt with by the Salary and Benefits Committee.
 - 3.7.2.2. To consider professional problems of individual members of the faculty as assigned by the Faculty Senate and to make appropriate recommendations to the Faculty Senate.
 - 3.7.2.3. To annually update the Faculty Handbook or sections thereof.
 - 3.7.2.4. To constitute the body to which a faculty member may appeal the decisions made by the Tenure Committee, as described in the Faculty Handbook.
- 3.8. Committee on Student Affairs
- 3.8.1.Membership:
 - 3.8.1.1. Six faculty members; four student members. The Vice-President for Student Development shall serve as ex officio member. The four student members shall be chosen by the Student Government Association, which should make an effort to assign from each of the four schools.
 - 3.8.2.The duties of this committee are:
 - 3.8.2.1. To assume responsibility for reviewing and recommending general policies brought to the committee on behalf of students and faculty on such matters as the physical, cultural, and spiritual welfare of students; student awards; student organizations and activities; and student conduct.
 - 3.8.2.2. To evaluate effectiveness of such policies post implementation.
 - 3.8.2.3. To disseminate information related to the above matters to the faculty body through faculty senate.
 - 3.8.2.4. To serve as a point of contact in the event the natural structure of an organization already in place related to student governance is not working.
- 3.9. Committee on Standards and Admissions
- 3.9.1.Membership:
 - 3.9.1.1. Six faculty members, four student members. The Vice President for Student Development shall serve as ex officio member. The four student members shall be chosen by the Student Government Association which should make an effort to assign students from each of the four schools.
 - 3.9.2.The duties of this committee are:
 - 3.9.2.1. To be constantly aware of University objectives and to develop and maintain standards consistent with them.
 - 3.9.2.2. To develop, maintain, and formulate admissions standards for all undergraduate degree programs.
 - 3.9.2.3. To develop, maintain, and formulate policies regarding grading and examinations.

- 3.9.2.4. To develop, maintain, and formulate policies regarding class attendance and class standing.
- 3.9.2.5. To develop, maintain, and formulate bases for honor organizations.
- 3.10. General Education Committee
 - 3.10.1. Membership:
 - 3.10.1.1. Four faculty members with one representative from each school, two students, Dean of General Education (Chair), Associate Dean of General Education, and the Provost. The Dean of General Education, Associate Dean of General Education, and the Provost are ex officio voting members. The Director of Service Learning, the General Education Administrative Assistant, the Director of Academic Success & First-year Experience, a designee of the Dean of Library and a designee of the Vice President for Student development are permanent non-voting members of the committee
 - 3.10.2. The duties of this committee are:
 - 3.10.2.1. To make recommendations regarding the General Education curriculum and co-curricular offerings. (Includes reviewing all courses for the core curriculum to certify that they advance the goals of the program; establishing guidelines for special populations, such as transfer students; establish and maintaining requirements for CES attendance; considering proposed changes to the core curriculum; supervision of and reporting regarding the WCE; et cetera)
 - 3.10.2.2. To function in an advisory capacity to the Dean and Associate Dean of General Education in matters of program operation and faculty development.
 - 3.10.2.3. To evaluate assessment reports prepared by the Dean and Associate Dean of General Education and/or the Assessment Subcommittee and offer advice on courses of action stemming from the assessment information.
 - 3.10.2.4. To function in an advisory capacity to the Director of Service Learning.
 - 3.10.2.5. To advise the Dean and Associate Dean of General Education in issues regarding first year programming. This includes linked courses, first year seminars, Community Enrichment Series, approval of first year reading book choices, et cetera.
- 3.11. Institutional Review Board
 - 3.11.1. Membership:
 - 3.11.1.1. Four teaching faculty members representing each of the four schools, one external community member, a student member appointed by the Student Government Association, the Provost or his/her designee as an ex officio non-voting member, the Research Integrity officer as an ex officio voting member, and two co-chairs appointed by the Provost to staggered renewal three-year terms. The chairpersons are chosen from the teaching faculty membership. As well, there should be an election of one alternate faculty member from each school to be called into service in an as needed basis as determined by the co-chairs of the IRB committee.
 - 3.11.2. The duties of this committee are:

- 3.11.2.1. To review research proposals to assure appropriate steps are taken to protect the rights and welfare of humans participating as subjects in the research performed at Saint Francis University. This committee does not have the responsibility to change study designs, sentence structures, punctuation, or writing styles.
- 3.11.2.2. To maintain a list of qualified internal and external consultant members to be utilized as necessary.
 - 3.11.2.2.1. External members should not be affiliated with the University and will be appointed by the Provost upon the input of the IRB members.
- 3.12. The Distance Education Committee
 - 3.12.1. Membership:
 - 3.12.1.1. Five faculty members, four faculty members representing different schools and one faculty member representing at-large; two student members; The director of the Center for Excellence in Teaching and Learning will be and ex officio member and chair of the committee; The Provost or his/her designee; the Director of Adult Degree and Continuing Studies will be an ex officio member; the chairperson of the Graduate Studies Committee will be an ex officio member.
 - 3.12.1.2. In the event that an Office of Distance Education is instituted, the director of that office will be added to the committee and will assume the role of chair. The Director of the Center for Excellence in Teaching and learning will remain an ex officio member. An additional at-large faculty member will be added.
 - 3.12.2. The duties of this committee are:
 - 3.12.2.1. To review and make recommendations to the Faculty Senate regarding distance education policies, procedures, and standards and to monitor the effectiveness with which the adopted policies, procedures, and standards are being implemented.
 - 3.12.2.2. To function in an advisory capacity on topics related to distance education
 - 3.12.2.3. To establish, review, and implement course diagnostic standards for the approval of the initial offering of an online course.
 - 3.12.2.4. To collaborate with all campus constituencies to support distance education students, faculty, staff, and administration.
- 4. Other Committees elected under the auspices of the Faculty Senate
 - 4.1. Any changes to the structure or charge of committees elected by the full faculty require a vote of the full Faculty. Ratification requires a 2/3 vote of the faculty casting votes. (Examples of such committees include the Faculty Salary and Benefits Committee, The Committee on Promotion and the Committee on Tenure).
 - 4.2. Faculty Salary and Benefits Committee
 - 4.2.1. Six faculty members; four tenured faculty members elected by the tenured members of the faculty for a two-year term; two non-tenured faculty members elected by the non-tenured faculty for a two-year term. Faculty members shall serve no more than two consecutive full terms on the Faculty Salary and Benefits Committee. The Provost, Associate Provost and the Deans are ineligible for election to this committee.
 - 4.3. The Committee on Promotion

- 4.3.1. Five faculty members holding the academic rank of full professor, one (1) from each of the four schools. The election will normally be held during the first week of December, tenured and non-tenured members of the faculty are eligible to vote. A new committee is elected each year. The Provost, Associate Provost, and the Deans are ineligible for election to this committee.
 - 4.3.1.1. All Faculty, regardless of school affiliation, will be eligible to vote for all members of this committee.
- 4.4. The Committee on Tenure
 - 4.4.1. Six tenured faculty members, at least one from each of the four schools. The election will normally be held during the fall semester, tenured and non-tenured members of the faculty are eligible to vote. A new committee is elected each year. The tenure committee serves as the Sabbatical Leave review Committee during the following fall semester. The Provost, Associate Provost and the Deans are ineligible for election to this committee.
 - 4.4.1.1. All Faculty, regardless of school affiliation, will be eligible to vote for all members of this committee.
- 4.5. The Honor's Program Advisor Board
 - 4.5.1. Three faculty members are elected to the committee for a three year term by the vote of the faculty senate in secret ballot during its regular April meeting upon nominations offered by the Committee on Committees.
- 4.6. The Athletic Advisory Board
 - 4.6.1. Three faculty members are elected to the committee for a three year term by the vote of the faculty senate in secret ballot during its regular April meeting upon nominations offered by the Committee on Committees.
- 4.7. The Academic Standing Committee
 - 4.7.1. Four faculty members each from different schools are elected to the committee for a three-year term by the vote of the Faculty Senate in secret ballot during its regular April meeting upon the nominations offered by the Committee on Committees.
5. Ad hoc committees
 - 5.1. The Faculty Senate, at its discretion, shall appoint ad hoc committees as it deems advisable. The composition, responsibilities, and terms of office of such committees shall be determined by the Faculty Senate.
6. Student Representation on Standing Committees
 - 6.1. Duly authorized representatives of the Student Government Association, sophomore level or above except where otherwise indicated, may attend on a regular basis meetings of each standing committee of the Faculty Senate (except the Committee on Faculty Affairs and the Committee on Faculty Development, which have no student members). The Committee on Resources; Library and Academic Facilities will accept a first-year student as representative as long as one student is an upperclassman.
 - 6.2. The Student Government Association shall select student committee members to standing committees according to the same procedure employed by the Faculty Senate in selection of the faculty members to these committees.

- 6.3. Different representatives are to be assigned by the Student Government Association to each standing committee of the Faculty Senate (except the Committee on Faculty Affairs and the Committee on Faculty Development) in the numbers indicated:
 - 6.3.1. Curriculum Committee,
 - 6.3.1.1. three students who should represent majors from three different schools;
 - 6.3.2. Resources: Library and Academic Facilities Committee
 - 6.3.2.1. two students
 - 6.3.3. Standards and Admissions Committee
 - 6.3.3.1. two students
 - 6.3.4. Student Affairs Committee
 - 6.3.4.1. four students
 - 6.3.5. General Education Committee
 - 6.3.5.1. two students
 - 6.3.6. Graduate Studies Committee
 - 6.3.6.1. two students possessing the baccalaureate
 - 6.3.7. Distance Education Committee
 - 6.3.7.1. Two students
 - 6.4. Students elected to standing committees of the Faculty Senate shall serve one year terms and are eligible for re-election.
 - 6.5. Student representatives may enter fully into the discussion of the standing committees
7. Amendments to the Constitution of the Faculty Senate
 - 7.1. Proposal of Amendments
 - 7.1.1. The responsibility for the content and the wording of proposed amendments shall reside in the group sponsoring such amendments
 - 7.2. Ratification
 - 7.2.1. The President of the Faculty Senate shall preside at the faculty meeting called for the purpose of amending the constitution.
 - 7.2.2. Faculty members who wish to express a general opinion on proposed amendments at the faculty meeting shall so inform the President of the Faculty Senate at least 48 hours prior to the meeting so that the President may determine the order of speakers.