

**BY-LAWS
FOR THE FACULTY SENATE
SOUTHERN UTAH UNIVERSITY**

ARTICLE 1. Duties of the Officers/Executive Committee.

Section 1. The Executive Committee shall have the responsibility of directing the affairs of the Faculty Senate including discussion appropriate issues, accepting agenda items from Faculty Senate Members, and setting the agenda for each regularly scheduled meeting of the Faculty Senate. The Executive Committee consists of the Senate President, Vice-President, Secretary, Treasurer, and Parliamentarian. The Executive Committee shall:

- arrange for an examination of the financial records at the conclusion of the year;
- serve as a liaison to standing, university, or ad hoc committees as determined by the Executive Committee;
- prepare and transmit a budget request for funds necessary to accomplish the activities of the Senate to the President of the Senate, for transmittal to the President of the University; and,
- perform other official Faculty Senate duties as assigned.

Section 2. The President of the Senate shall be a tenured Faculty member of Southern Utah University. The President is elected by the Faculty Senate and serves a term of one year. The teaching load of the Faculty Senate President is reduced by two classes (6 Semester Hours) during the one-year term of office. The President shall:

- preside at Faculty Senate Executive Committee meetings;
- preside at Faculty Senate meetings;
- votes only in the event of a tied vote;
- appoint, with senate approval, members to standing, university, and/or ad hoc committees;
- attend meetings of the Dean's Council;
- attend such meetings as designated by the President of the University
- represent the Faculty Senate at official SUU functions
- verify membership for Faculty-Staff loans;
- arrange for facilities for meetings;
- notify deans of the number of senate seats to be filled for their college for the following year;
- notify appropriate administration of Faculty Senate election results;
- monitor financial records;
- serve as liaison to standing, University, and/or ad hoc committees as determined by the Executive Committee;
- make an annual written report to the President of the University and University Faculty; and,
- perform other official Faculty Senate Duties as appropriate.

Section 3. The Vice-President of the Senate shall be a tenured Faculty member of Southern Utah University. The Vice-President shall serve a term of one year, and then shall succeed and assume the duties as President of the Faculty Senate the following year. The Vice-President of the Senate shall:

- serve on the Executive Committee of the Faculty Senate;
- serves as a non-voting member;
- attend meetings of the SUU Board of Trustees throughout the year, and meetings of the Dean's Council during the last two months of term;
- serve as Southern Utah University's representative to the Utah Association for Academic Professionals (UAAP);
- preside over Faculty Senate meeting in the absence of the President;
- assume duties of the President in the absence of the president;
- serve as a liaison to standing, university, and/or ad hoc committees as determined by the Executive Committee; and,

- perform other official Faculty Senate duties as assigned.

Section 4. The Secretary of the Senate shall be elected from among the membership of the Senate and shall serve a term of one year. The Secretary may or may not be tenured, but a strong preference for a tenured faculty exists. The Secretary may be reelected for the same position or any other position on the Executive Committee. The Secretary shall:

- serve on the Executive Committee of the Faculty Senate;
- be responsible for recording the minutes of the Faculty Senate meetings;
- distribute the agenda for the up-coming meeting and the minutes of the preceding meeting to all Faculty members via electronic mail distribution and on the faculty senate web-page (<http://suu.edu/ad/senate/minutes>);
- place a copy of the approved minutes and other official documents in the Archives of the SUU Library where they are open to inspection or reference by any Faculty member;
- collect and recognize proxies to establish voting eligibility;
- serve as liaison to standing, university, and/or ad hoc committees as determined by the Executive Committee; and,
- perform other official Faculty Senate duties as assigned.

Section 5. The Treasurer of the Senate shall be elected from the membership of the senate and shall serve a term of one year. The Treasurer may be reelected to the same position, or may be elected to any other position on the Executive Committee. The Treasurer may or may not be tenured; however, a strong preference for a tenured faculty member exists. The Treasurer shall:

- serve on the Executive Committee of the Faculty Senate
- assume the duty of collecting dues from Faculty, provide dues/membership forms, and maintain an up-to-date roster of dues-paying members by College and at-Large classifications;
- verify membership for Faculty-Staff loans;
- maintain checking and savings accounts and the financial records of the Senate;
- present a current financial report at Faculty Senate Meeting;
- present the proposed budget as determined by the Executive Committee to the Faculty Senate for approval;
- serve as a liaison to standing, university, and/or ad hoc committees as determined by the Executive Committee; and,
- perform other official Faculty Senate duties as assigned.

Section 6. The Parliamentarian of the Senate shall be elected from among the membership of the Senate and shall serve a one year term. The Parliamentarian may be reelected to the same position, or may be elected to any other position on the Executive Committee. The Parliamentarian shall be a tenured Faculty member of Southern Utah University. The Parliamentarian of the Senate shall:

- serve on the Executive Committee of the Faculty Senate;
- ensure that the rules of procedures (Parliamentary authority), according to Robert's Rules of Order are followed in the Senate meetings;
- chair the Faculty Senate in the absence of both the President and Vice-President;
- serve as liaison to standing, university, and/or ad hoc committees as determined by the Executive Committee; and,
- perform other official Faculty Senate duties as assigned.

Section 7. The elected Faculty Senate officers shall assume their positions at the April meeting of the Faculty Senate.

ARTICLE 2. Elections.

Section 1. The elections of Senators shall be conducted during the Spring Semester prior to the April Senate Meeting. The respective College Faculties shall nominate and elect from te eligible Faculty members within the College as outlines in Article II, section 2 of the Constitution. The respective College Faculties shall vote by secret ballot. To be eligible for election to the Faculty Senate, faculty members must be full-time faculty as defined in the Faculty Senate Constitution: Article 2.1; they must not have served on Senate more than the last full academic year; and they must be in, at least, their second year of full-time employment at the University, thus taking office no earlier than the beginning of their third year. Senators completing a term of office longer than one year will not be eligible for re-election until one (1) academic year has elapsed. No faculty person shall serve as a Senator for consecutive elected terms, but may be elected again following the lapse of one (1) academic year.

Section 2. On the first day of Spring Semester of each academic year, the Provost of the University shall furnish the Senate President with a Faculty roster to be used for determining the number of Senators each College shall have on the Senate. The Senate President, in consultation with the Senate Executive Committee, shall notify the appropriate deans of the number of seats each college is eligible to fill and how many seats must be occupied by tenured faculty during the ensuing academic year. Notification to the deans shall occur prior to March 1.

Section 3. The senior retiring Senator of the College shall conduct the election. The senior Senator of each College shall transmit the results of the election the newly elected Senators and the Senate President. The Senate President shall notify the President of the University and the Faculty Senate Executive Committee the results of the elections.

Section 4. Vacancies in the Senate due to resignation, incapacitation, or impeachment shall be filled by an emergency election called by the Faculty Senate Executive Committee. The elections shall follow procedures established in Article 2, Section1 of the Bylaws ensuring that the appropriate number of tenured faculty from each College is maintained. The senior Senator from the College in which a vacancy exists shall be responsible for carrying out the election.

Section 5. Procedures for nominations and election of the Vice President (President Elect): At any time the Vice President seat becomes vacant, the President of the Faculty Senate shall call for nominations from the University faculty. To be eligible for nomination for Faculty Senate Vice President, a faculty member must be tenured and must be a current or former faculty senator.

The Senate President will confirm that all nominees are eligible, and will contact each nominee to confirm their willingness to serve if elected. If a nominee is not willing to serve, their name will not be included on the ballot. Once the ballot is finalized, the Senate President will initiate a two phase election process.

Phase One: An anonymous voting process will be provided for all University faculty members. The Phase One ballot will include the names in alphabetical order of all eligible nominees who have agreed to serve if elected. After votes are tallied, the two candidates with the highest number of votes will be placed on a final ballot for Phase Two.

Phase Two: All University faculty members will be provided the opportunity to vote anonymously for the two finalists. The two finalists will be listed alphabetically on the ballot. The candidate receiving the simple majority vote will be elected as Faculty Senate Vice President.

If at any time both the President and Vice President seats become vacant simultaneously, the presiding officer of the Senate will call for nominations for both seats, and will follow these procedures for both elections.

ARTICLE 3. Vacated Senate Seats; Proxy Representation.

Section 1. Vacated Senate seats shall be filled by following the election procedures established in Article 2: Section 4 of the Bylaws. If the seat is vacated by an individual holding an office in the Senate, the Senate seat shall be filled through the established procedures, and the office in the Executive Committee shall be filled for the remainder of the term in accord with election procedures described in Article 3 of the Senate Constitution. The presiding officer of such an election shall be the senior officer present at the meeting: President, Vice-President, Parliamentarian, Secretary, or Treasurer respectively.

Section 2. An elected Senator unable to attend scheduled Senate meetings may designate a proxy representative. The Senator must sign an official affidavit granting the proxy voting privileges. The signed affidavit must be submitted to the Senate Secretary at the beginning of the Senate meeting. Affidavit forms are available from the Senate Secretary.

Section 3. After two consecutive unexcused absences by a Senator in which no proxy has been designated, the Secretary of the Senate shall notify the Senator. After three unexcused absences, the Senate seat shall be deemed “vacated” and procedures for filling a vacated Senate seat shall begin.

ARTICLE 4. Standing Committees

Section 1. The following describe the standing *Academic University Committees*, length of office, and duties and responsibilities of committee members. All appointments to these committees are made by the Faculty Senate President-elect and Dean of respective college.

(A). ACADEMIC AFFAIRS COMMITTEE: Members serve a 3 year term. One member from each academic college will serve on this committee and one at-large member. Charge: Review and make recommendations on matters and policies relating to curriculum and other affairs concerning the faculty, including the Faculty Senate constitution bylaws.

(B). FACULTY DEVELOPMENT AND EVALUATION COMMITTEE: Members serve a 3 year term. One representative from each academic college and one at-large number. Charge: Determine areas of faculty development and methods of faculty evaluation. Duties include organizing and conducting Faculty Development workshops during the academic year, planning annually a Southern Utah Faculty Development conference (reviewing presentation proposals), reviewing faculty evaluation instruments and recommending revisions and additional instruments, and conducting in-service for administrators of the student evaluation of instruction forms and processes.

(C). LEAVE RANK AND TENURE COMMITTEE: Members serve a 3 year elected term. One tenured representative from each academic college and one at-large member will serve on the committee. Members are elected by their colleges and will be elected in alternating years. Charge: Review applications for LRT (sabbatical leave, tenure, and rank advancement) for the current academic year in accordance with current LRT policy, review and report on effectiveness of current LRT policy and collect and file the approved department and college LRT committee composition policies along with committee members' names.

(D). DISTINGUISHED FACULTY LECTURE & GRACE A. TANNER COMMITTEE: Members serve a 3 year term. One representative from each academic college and one at-large member will serve on the committee. Charge: Solicit and review abstracts and select appropriate lectures from the Faculty form presentation at the SUU Convocation Series, and arrange receptions and/or other appropriate activities.

(E). FACULTY PUBLICATION COMMITTEE & STUDENT SCHOLARSHIP COMMITTEE: Members serve a 3 year term. One representative from each College with one at-Large member should serve on this committee. Charge: Evaluate the annual award for the best scholarly publication by a

Faculty member, solicit and arrange for display of faculty scholarship, and arrange for binding of faculty work if applicable. Evaluated the award for the Student Scholarship (this award is to provide a tuition scholarship and fees for one year for two applications, provided the recipient maintains 12 credits per semester and a 3.0 GPA).

(F). DISTANCE EDUCATION COMMITTEE: Members serve a 3 year term. Representation from all areas of academics should serve on the committee, including IT and Continuing Ed. Charge: Advise Distance Education staff regarding programs and course development, and pedagogical aspects of delivery to insure that distance learning is delivered with appropriate rigor and within accreditation standards.

(G). FACULTY SALARY-EQUITY COMMITTEE: Members serve a 3 year term. One representative from each academic college with three at-large members (library, HR, budget) serve on this committee. Charge: Establish and review criteria and process by which salary is provided, merit-pay distributed and other fiscal compensations for faculty given.

(H). FACULTY REVIEW BOARD: Members serve a 3 year term. One tenured representative from each academic college with one tenured at-large member. Charge: Review grievances raised which involve faculty (SUU Policy 6.22). If a student is involved in the faculty grievance, two students will be added named by SUU SA Executive Officers and approved by the Faculty Senate Executive committee. This is done on a case-by-case basis.

(I). OUTSTANDING AND DISTINGUISHED EDUCATOR AWARD COMMITTEE: Members serve a 3 year term. One representative from each academic college with one at-large member should serve on this committee. Charge: Select SUU's Outstanding Educator Award recipient and the two Distinguished Educator Award Recipients. The selection process will include, the committee notifying the campus community of the nomination process and calling for and processing nominations. The committee will then select ten finalists and contact each finalist's chair for a letter of support and curriculum vita. The committee will review the finalists and make final selection of the Outstanding Educator and two Distinguished Educators. Those names will be forwarded to the Provost and the Office of University Relations the first week of March.

(J). POLICY/PROCEDURE ARBITRATION COMMITTEE: Members include: Faculty Senate President, Academic Affairs Committee Chair, Academic Dean and Provost. Charge: Mediate difference in academic policies between Dean's Council and Faculty Senate.

Section 2. The following identifies committees, length of office and duties and responsibilities for University Committees with Faculty Senate Representation.

(A). INSURANCE COMMITTEE.

(B). FACULTY & STAFF ASSOCIATION COMMITTEE.

(C). LIBRARY COMMITTEE.

(D). UNIVERSITY PARKING COMMITTEE.

(E). UNIVERSITY PRESS EDITORIAL BOARD.

(F). UNDERGRADUATE RESEARCH ADVISORY BOARD.

(G). UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE.

(H). UNIVERSITY GENERAL SCHOLARSHIP COMMITTEE.

Section 3. Ad hoc committees shall be appointed or elected by the Faculty Senate or Executive Committee when deemed necessary.

ARTICLE 5. Faculty Senate Meetings/Disposition of Action Items

Section 1. The Senate shall have at least one meeting per month as per Article 3: Section 6 of the Senate Constitution.

Section 2. The Executive Committee shall meet one week prior to the regularly scheduled meeting to set the agenda for the regular meeting. Agendas are distributed as outlined in Article 3: Section 9 of the Constitution.

Section 3. The agenda for the Faculty Senate Meetings shall generally include:

- Call to order
- Review and approval of minutes from previous meeting
- President Report
- Treasurer Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 4. Faculty Senate meeting are open meetings. In accord with Constitution Article 3: Section 8, Meetings and/or portions of meetings may be designated as Executive Sessions in which only elected members of the Senate may be in attendance.

Section 5. Motions approved by the senate (Article 3: Section 7 of the Senate Constitution) are forwarded to the appropriate administrative bodies (as determined by SUU policies) with a request that a written response be returned to the Senate within 30 days.

Section 6. Any confidential matter concerning professional competency or information possibly damaging to the character or integrity of a Faculty member shall not be handled by the Faculty Senate or in public forums unless so requested by the individual involved. Rather, such matters shall be handled by the appropriate administrative body/bodies.

ARTICLE 6. Faculty Finances.

Section 1. An account shall be established with the University by the Executive Committee of the Senate. Withdrawals of Senate funds shall be made after approval of expenditures by the Senate and upon the signature of the Treasurer and President or Vice-President of the Senate. If Faculty members elect to have the donations deducted from their pay checks, the SUU Accounting Department shall be issues a signed form by the Faculty member to that effect. The Accounting Department shall then issue a check to the Treasures of the Senate for donations.

ARTICLE 7. Amendments.

Section 1. Procedures for amending the Faculty Senate Bylaws shall be as follows: Amendments to these Bylaws may be adopted at any regular business meeting of the Faculty Senate by a (simple majority) vote of the Senate, provided they have been presented in writing at a previous meeting.

Section 2. The Faculty Senate is permitted to take action as necessary following an approving vote on situations not expressly addressed in Policy 6.10 Faculty Senate Constitution or the By-Laws for the Faculty Senate.