

CONSTITUTION AND BYLAWS

University Senate
North Dakota State University



Initiated March 11, 1974
With Amendments through February 21, 2008

Table of Contents

	PAGE
UNIVERSITY SENATE CONSTITUTION	
Article I. Preamble.....	1
Article II. Definition of Faculty and Administrative Membership.....	1
Article III. Faculty and Administrative Responsibility.....	1
Article IV. Legislative Body of the Faculty and Administration.....	2
Article V. Amending the Constitution.....	2
BYLAWS	
Part I. General.....	3
Part II. Definitions	
Section 1. Students.....	3
Section 2. Staff.....	3
Section 3. Representation Units.....	3
Section 4. Graduate School.....	3
Part III. Elected Faculty Members of the Senate	
Section 1. Formula for Number of Senators.....	3
Section 2. Procedure.....	4
Section 3. Number of Faculty Senators.....	4
Section 4. Beginning of Term.....	4
Section 5. Election Procedure.....	4
Section 6. Length of Term.....	4
Section 7. Term Limitation.....	4
Part IV. Administrative Membership.....	4
Part V. Student Membership	
Section 1. Election of Student Members.....	5
Section 2. Number of Student Members.....	5
Section 3. Student Committee Members.....	5
Part VI. Staff Membership	
Section 1. Election of Staff Members.....	5
Section 2. Staff Members.....	5
Part VII. Organization and Rules of Senate Operation	
Section 1. Succession to Presiding Officer.....	5
Section 2. Duties of Presiding Officer.....	5
Section 3. Election of Presiding Officer-Elect.....	5
Section 4. Duties of Presiding Officer-Elect.....	6
Section 5. Secretary of Senate.....	6
Section 6. Meetings of the Senate.....	6
Section 7. Open Meetings.....	6
Section 8. Substitutes for Members.....	6
Section 9. Parliamentary Rules.....	6
Section 10. Agenda.....	7
Section 11. Quorum.....	7
Section 12. Minutes of Meetings.....	7
Section 13. Vacant Membership.....	7

	PAGE
Part VIII. Senate Committees: General	
Section 1. Committee Types	7
Section 2. Senate Confirmation.....	7
Section 3. Committee Rules of Conduct	7
Section 4. Membership Eligibility.....	8
Section 5. Membership Appointment.....	8
Section 6. Membership Limitation.....	8
Section 7. Senate Review	8
Section 8. University-Wide Committees.....	8
Part IX. Senate Committees: Standing	
Section 1. Membership Confirmation	8
Section 2. Purpose	8
Section 3. Executive Committee	9
Section 4. Standing Committee on Faculty Rights.....	9
Section 5. Faculty Personnel Committee.....	9
Section 6. Teaching and Professional Service Committee.....	10
Section 7. Research and Consulting Committee	10
Section 8. Faculty Development Committee.....	10
Section 9. Academic Integrity Committee	11
Section 10. Academic Affairs Committee.....	11
Section 11. General Education Committee	11
Section 12. University Assessment Committee.....	12
Section 13. Program Review Committee	12
Section 14. Library Committee	12
Section 15. Computing and Information Technologies Planning and Goals Committee.....	13
Section 16. Campus Space and Facilities Committee	13
Section 17. University Athletics Committee.....	13
Section 18. Technology-Enhanced Learning Committee.....	14
Part X. Senate Committees: Special.....	14
Part XI. Grade Appeals Board	
Section 1. Purpose	14
Section 2. Membership.....	15
Section 3. Procedure.....	15
Part XII. Election to Council of College Faculties	
Section 1. Membership.....	15
Section 2. Election and Term of Office.....	15
Section 3. Appointment to the Senate Executive Committee.....	15
Part XIII. Faculty Caucus	
Section 1. Membership	15
Section 2. Agenda	15
Section 3. Meetings	15
Part XIV. Amendments	
Section 1. Initiation	16
Section 2. Procedure.....	16
Section 3. Effective Date.....	16

University Senate Constitution

ARTICLE I. PREAMBLE

Section 1.

North Dakota State University of Agriculture and Applied Science, hereafter called the University, includes the College of Agriculture, Food Systems, and Natural Resources; the College of Arts, Humanities and Social Sciences; the College of Business; the College of Engineering and Architecture; the College of Human Development and Education; the College of Pharmacy, Nursing, and Allied Sciences; the College of Science and Mathematics; the College of University Studies; the College of Graduate and Interdisciplinary Studies; the Agricultural Experiment Station; and the NDSU Extension Service. Emanating from these units are three areas of responsibility—instruction, research, and service.

Section 2.

With a firm resolve to maintain the highest standards, Faculty and Administrators of North Dakota State University accept the responsibility of collaboratively determining and recommending policies affecting the instruction, research, and service activities of the University subject to the laws of the State of North Dakota and to the policies and directives of the North Dakota State Board of Higher Education.

ARTICLE II. DEFINITION OF FACULTY AND ADMINISTRATIVE MEMBERSHIP

Faculty membership of the University Senate consists of the elected representatives of those individuals who are appointed in one or more of the areas of instruction, research, and/or extension and have the rank of professor, associate professor, assistant professor, or instructor. Elected representatives do not need to be tenure-track faculty.

Permanent administrative membership on the University Senate shall be the following: the University President, the Provost/Vice-President for Academic Affairs, Dean of each College, Dean of Libraries, and Director of the NDSU Extension Service.

ARTICLE III. FACULTY AND ADMINISTRATIVE RESPONSIBILITY

The Faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction of both on-campus and off-campus education, research, faculty status, and aspects of student life which relate to the educational process.

The Administration holds primary responsibility for leadership and management of the institution or one of its recognized departments or subdivisions. Administrative assignments involve work directly related to management policies or general business operations of the institution, college, department, or subdivision.

ARTICLE IV. LEGISLATIVE BODY OF THE FACULTY AND ADMINISTRATION

Section 1.

The legislative body of the Faculty and Administration shall be the University Senate (hereafter called the Senate). In addition to elected faculty and permanent administrative members, the Senate may also include such elected student and staff members as the Senate deems necessary to carry out Senate responsibilities. All matters concerning the elected and permanent members of the Senate are described in the Bylaws.

Section 2.

The Senate shall determine University-wide policies and regulations in the areas of instruction, research, and service. Each college, school, and division shall govern itself, subject to review and action by the Senate when actions of the individual college, school, or division conflict with University-wide policies and regulations.

Section 3.

In addition the Senate shall, from time to time, make recommendations to the proper administrative authority in those areas of administration that are of continuing interest to the community of scholars that comprise the University.

ARTICLE V. AMENDING THE CONSTITUTION

Section 1.

Amendments may be proposed by the Senate or by a petition signed by twenty-five percent of the Faculty and presented to the Senate at a regularly scheduled meeting. The secretary of the Senate shall distribute the proposed changes to all members of the Faculty and to Student Government through the Office of the Student Body President, and to the President of the Staff Senate no later than nine days after the meeting.

Section 2.

The Senate shall set a date for voting on the proposed changes which shall be no later than sixty days nor earlier than thirty days after the distribution is made to the Faculty. Faculty voting shall be by written or secure electronic ballot. Opportunities for absentee voting shall be provided.

Section 3.

The ballots shall be counted by the Executive Committee; and if the proposed changes are approved by a two-thirds majority of those voting, the amendment shall be sent to the President of the University for concurrence and then forwarded to the North Dakota State Board of Higher Education for consideration.

Section 4.

When approved by the North Dakota State Board of Higher Education, the changes shall become effective immediately.

HISTORY: March 11, 1974. Amended: March 26, 1976; December 9, 1985; February 9, 1987; February 12, 1990; February 8, 1993; May 8, 2000; May 6, 2002; November 19, 2007.

November 2007

BYLAWS

As approved by the University Senate with Amendments

PART I. GENERAL

Section 1.

These bylaws are adopted by the Senate in order to carry out its responsibilities as defined in the Constitution.

Section 2.

Recognizing a need for basic responsibility and accountability, provision has been made for permanent members, elected faculty members, staff representatives, and elected student members in the Senate so that each group may be involved in the legislative process of the Senate.

PART II. DEFINITIONS

Section 1. Students

A student is defined as any undergraduate or graduate student who is classified as a full-time student by the University Registrar.

Section 2. Staff

Staff are defined as individuals in non-administrative positions covered by the North Dakota University System Broadbanding System.

Section 3. Representation Units

The words representation unit shall be used in these Bylaws to refer to the following named colleges and schools and any other equivalent academic units as determined by a 2/3 vote of the Senate:

College of Agriculture, Food Systems, and Natural Resources

College of Arts, Humanities and Social Sciences

College of Business

College of Engineering and Architecture

College of Human Development and Education

College of Pharmacy, Nursing, and Allied Sciences

College of Science and Mathematics

College of University Studies

College of Graduate and Interdisciplinary Studies

Section 4. Graduate School

The Graduate School operates as a separate academic unit with administrative procedures developed by the Dean of Graduate and Interdisciplinary Studies. There will be a Graduate Council that will consult with and advise the Dean of Graduate and Interdisciplinary Studies. The makeup of the Graduate Council will be determined by the graduate faculty of the University in consultation with the Dean of Graduate and Interdisciplinary Studies.

PART III. ELECTED FACULTY MEMBERS OF THE SENATE

Section 1. Formula for Number of Senators

Each representation unit (except the College of University Studies and College of Graduate and Interdisciplinary Studies) shall have one elected senator for every ten full-time faculty members, or major fraction thereof, assigned to the Fargo campus as of October 1 of each year. Faculty members in the Agricultural Experiment Station and the NDSU Extension Service shall be counted in and vote with their assigned representation unit. A listing of all faculty members, along with the number of senators assigned to each college, shall be prepared by the President's Office, approved by the University President, and sent to the dean of each college prior to October 15 of each year.

Section 2. Procedure

The University President shall stagger Senate terms so that approximately 1/3 of the senators from each representation unit are elected each year. For the purpose of determining the number of senators and for the purpose of voting, administrative officers shall be counted with the college that includes their major field of academic training and responsibility, except that permanent members of the Senate shall not be counted for the purpose of determining the number of senators. Faculty members on leave shall not be counted, but their replacements shall be counted.

Section 3. Number of Faculty Senators

When necessary, the University President shall adjust the ratio of senators to faculty members as mentioned in Section 1 so that the total number of elected senators shall be maintained as close to forty-five as possible.

Section 4. Beginning of Term

The term of office for a senator shall begin on the Tuesday following the second Monday in May.

Section 5. Election Procedure

Each of the representation units (except the College of University Studies and College of Graduate and Interdisciplinary Studies) shall hold a meeting to elect, by written or secure electronic ballot, the necessary senators prior to March 15 of each year. Nominations shall be made from the floor and shall continue until there are at least twice as many candidates for election as there are Senate positions to be filled. Voting shall continue until one candidate for each position receives a majority of the votes of those voting. At the time of the election, each representation unit (except the College of University Studies and College of Graduate and Interdisciplinary Studies) shall select, by written or secure electronic ballot, one of its senators, either previously elected or newly elected, to serve as a member of the Executive Committee for the following year. The representation unit of the President shall elect a representative from among its senators to the Executive Committee for the term of the President.

Section 6. Length of Term

The term of office of an elected faculty senator shall be three years unless a shorter term has been established prior to the election by the President in the exercise of responsibility under PART III, Section 2.

Section 7. Term Limitation

A period of at least nine months shall elapse before a senator may be re-elected.

PART IV. ADMINISTRATIVE MEMBERSHIP

Permanent members of the Senate shall be the following:

1. President of the University
2. Provost/Vice-President for Academic Affairs
3. Dean of each College
4. Dean of Libraries
5. Director of the NDSU Extension Service

PART V. STUDENT MEMBERSHIP

Section 1. Election of Student Members

Student members of the Senate shall be elected by the Student Government in a manner prescribed by that body and shall have the full rights of elected senators in Senate matters except the right to serve as committee chair.

Section 2. Number of Student Members

Student membership to the Senate shall be limited to members at large to make a total of ten students and the student body president.

Section 3. Student Committee Members

At the appropriate time, the President of the Senate shall request from the student body president the names of those students who will serve on Senate committees and of those who have been selected to serve in the Senate. In the event of subsequent vacancies on the Senate and/or Senate Committees, the President shall request replacements from the student body president. Student members of Senate committees shall be selected by the Student Government in a manner prescribed by that body.

PART VI. STAFF MEMBERSHIP

Section 1. Election of Staff Members

The Staff Senate shall select four staff representatives to represent the staff on the University Senate. The four staff representatives shall be selected in a manner prescribed by the Staff Senate, but one shall be the Staff Senate President.

Section 2. Staff Members

Staff representatives shall have the full rights of elected senators in Senate matters, including the right to serve as committee chair.

PART VII. ORGANIZATION AND RULES OF SENATE OPERATION

Section 1. Succession to President

1. The President-elect shall become the President of the Senate for a one-year term after the completion of his/her term as President-elect. The President will no longer represent his or her unit during the year of office but will serve as representative of the faculty as a whole.
2. As of September 12, 2005, the Presiding Officer and the Presiding Officer-Elect will be referred to as the President and President-elect.

Section 2. Duties of President

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Coordinate the dissemination of information relating to Senate activities to the administration, faculty, staff, and student body.
3. Serve as chair of the Executive Committee.
4. Represent the University Senate on the Program Review Committee and various administrative councils.
5. Recommend a parliamentarian.
6. Provide the Secretary of the Senate and the incoming President with an Annual Report summarizing the Senate activities for the preceding year.

Section 3. Election of President-Elect

The President-elect shall be elected for a one-year term by the Senate from the elected membership with at least one year of Senate membership remaining at the regular May meeting of the Senate.

Section 4. Duties of President-Elect

Duties of the President-elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Preside at the meetings of the Senate in the absence of the President.
3. Serve as chair of the Executive Committee in the absence of the President.
4. Represent the University Senate on various administrative councils in the absence of the President.
5. Represent the University Senate on the Policy Coordination Committee.

Section 5. Secretary of Senate

The University Registrar shall be the secretary of the Senate. The duties of the secretary shall include the following:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate according to PART VII, Section 10, University Senate Bylaws.
2. Maintain a current roster of senators and record attendance to confirm a quorum of voting members.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare, and disseminate meeting minutes according to PART VII, Section 12, University Senate Bylaws.
5. Schedule a room for the regularly scheduled meetings.
6. Maintain a permanent record of University Senate minutes.
7. Maintain a permanent file of annual reports submitted by the President and chairs of University Senate committees (PART VIII, Section 3, University Senate Bylaws).
8. Following approval of revisions to the University Senate Constitution and Bylaws, prepare the updated version for distribution.
9. Retain a file of each preceding version of the Constitution and Bylaws.
10. Maintain the necessary records of standing committee membership and monitor the provisions of PART VIII, Section 6, University Senate Bylaws.

Section 6. Meetings of the Senate

Regular meetings of the Senate shall be held at 3:30 p.m. on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not in session at least one week prior to the second Monday of the month.

Special meetings may be called by the President, the Executive Committee, or on petition of one-third of the membership on the Senate.

Section 7. Open Meetings

Non-Senate faculty, staff, and students may attend Senate meetings but shall not vote or make motions. Such Faculty, staff, and students may be invited by the Senate on matters under consideration.

Section 8. Substitutes for Members

A faculty, staff, or student Senate member who is unable to attend a meeting of the Senate may designate any non-Senate faculty, staff, or student, respectively, to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

Section 9. Parliamentary Rules

Senate meetings, unless otherwise stated elsewhere in these Bylaws, shall be conducted under *Robert's Rules of Order Newly Revised*. At the first meeting of the Senate in September of each year, the Senate shall confirm the appointment of a person not on the Senate to serve as parliamentarian. Whenever doubt arises on questions of procedure, the President or a senator may ask the parliamentarian for a ruling.

Section 10. Agenda

The agenda for each regular meeting shall be prepared by the secretary of the Senate and posted to the Senate website one week before each meeting and an announcement with links sent to the faculty, staff, and student e-mail lists. Items may be placed on the agenda by any member of the Senate. The consent agenda shall consist of any routine or non-controversial matters the Executive Committee or Senate President (President) adds to the consent agenda. When matters on the consent agenda are called up, they may be considered in gross or without debate or amendment. If one or more senators object to an item on the consent agenda, then it will be removed from the consent agenda to be restored to the ordinary process by which it is placed in line of consideration on the regular agenda. The order of business for a Senate meeting shall be as follows:

1. Approval of the minutes of the previous meeting
2. Announcements
3. Consent Agenda
4. Committee reports
5. Unfinished business
6. New business
7. Adjournment

Section 11. Quorum

In order to conduct business, a quorum of at least sixty percent of the total voting membership of the Senate shall be present.

Section 12. Minutes of Meetings

The minutes of the meeting, including a summary of the discussion of committee reports, shall be posted to the Senate website by the secretary within one week after the meeting and an announcement with links sent to the faculty, staff, and student e-mail lists; a permanent copy shall be maintained in the office of the secretary and in the University Archives.

Section 13. Vacant Membership

A member of the Senate who does not or is unable to participate may be replaced by a two-thirds vote of the Senate. The vacancy may be filled with a new senator to complete the unexpired term according to procedures prescribed in PART III, Section 5 for faculty; PART V, Section 1 for student; and PART VI, Section 1 for staff vacancies.

PART VIII. SENATE COMMITTEES: GENERAL

Section 1. Committee Types

Faculty committees of the Senate shall consist of two types: standing and special.

Section 2. Senate Confirmation

The Senate shall confirm the membership of all Senate committees with the exception of the Executive Committee, the Standing Committee on Faculty Rights, and the Graduate Council.

Section 3. Committee Rules of Conduct

In general, the committees and subcommittees shall determine their own operational rules, excepting that meetings shall be open to the faculty, staff, and students and that a majority of the members must be present in order to transact business. Each committee will keep such records as necessary to conduct its business.

Following the May Senate meeting every Senate committee will submit to the President a written summary of its year's work. The President will submit an annual report to the Senate at its September meeting. After approval by the Senate, the annual report will be placed on permanent file in the University Archives and with the secretary of the Senate.

Section 4. Membership Eligibility

Unless specifically excluded in the descriptions of standing committees included in PART VIII of the Bylaws, all members of the faculty, staff, as defined in PART II, Section 2 and students as defined in PART II, Section 1, are eligible for committee membership. The chair of each committee will be selected by the committee and need not be a senator.

Section 5. Membership Appointment

Representation units shall be represented by one member on each standing committee. Members of the standing committees will be appointed by the representation units in a manner to be determined by each prior to September. In September, the President shall appoint a Senate liaison person for each standing committee with the exception of the Standing Committee on Faculty Rights, the Academic Affairs Committee, the Academic Integrity Committee, and the Graduate Council. Terms of office for committee membership shall be for one year. At its initial meeting in September, each committee shall elect a chair-elect who will become chair commencing the following May. The name of this person shall be forwarded to the President. Should there be an unanticipated vacancy in the chair's position, the Senate liaison shall call a meeting prior to the next Senate meeting for the purpose of electing a chair. The name of the new chair shall be forwarded to the President.

Section 6. Membership Limitation

Continuous membership on any one Senate committee is limited to four years unless specified otherwise in the Bylaws. No faculty or student member shall serve on more than three Senate standing committees nor be chair of more than one Senate committee at any one time. The Executive Committee shall enforce the provisions of this section. In the event the bylaws call for a faculty member with the rank of associate or full professor to serve on a committee, and a representation unit does not have a faculty member with such rank who is able to serve on the committee, the representation unit may select an assistant professor to so serve. In the event the Senate liaison person is a member of the committee to which he is elected by the Executive Committee, the Senate liaison person will serve in a dual capacity but have only one vote on the committee.

The Senate liaison person shall not serve as chair of the committee. The chair of all Senate standing committees shall have rank of full or associate professor unless otherwise noted in the bylaws.

Section 7. Senate Review

All Senate committee action is subject to review by the Senate.

Section 8. University-Wide Committees

University-wide committees appointed by the University President or the University Senate shall submit summaries of their work to the Senate yearly and their status will be reviewed every three years. Exceptions are the Honorary Degree Committee and all committees having a term of less than one year.

PART IX. SENATE COMMITTEES: STANDING

Section 1. Membership Confirmation

Membership of Senate standing committees shall be confirmed at the regular Senate meeting in May.

Section 2. Purpose

The standing committees, provided for in PART IX, shall be maintained to carry out the responsibilities of the faculty delegated to the Senate.

Section 3. Executive Committee

1. Membership shall consist of one senator from each representation unit (except the College of University Studies and College of Graduate and Interdisciplinary Studies), the President, the immediate Past President, the President-Elect, the Provost/Vice-President for Academic Affairs, the Dean of the College of Graduate and Interdisciplinary Studies, the Staff Senate president, the student body president and one of the three Council of College Faculties representatives. The President-Elect shall be an ex-officio (non-voting) member unless elected to the Executive Committee by his/her representative unit. The Council of College Faculties representative will be appointed by the President in September to serve a one-year, ex-officio (non-voting) term on the committee. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as a replacement for the immediate Past President on the committee. The Past President, or his or her replacement, will serve as chair of an ad-hoc Bylaws committee should one be required.
2. The term of office shall be for one year following the regular May meeting. PART III, Section 5, permits a member to be re-elected during that member's term as senator.
3. During the first week of the new Senate term, the Executive Committee shall meet and organize for the following year.
4. Committee responsibilities are the following:
 - a. Expedite Senate functions by receiving all problems referred by members of the faculty, administration, or student body; by assigning problems to Senate committees; and by reviewing periodically the progress of these committees.
 - b. Serve in a liaison capacity regarding the University Senate, administration, Staff Senate, and Student Senate.
 - c. Interpret, when necessary, provisions of the University Senate Constitution and Bylaws.

Section 4. Standing Committee on Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. The Standing Committee on Faculty Rights shall consist of five members, preferably from different representation units, elected for a five-year period by members of the faculty. Membership shall consist of non-administrative, tenured faculty with the rank of professor. If no full professor exists or is available, an associate professor may be elected. The Senate Executive Committee shall hold an election during spring semester of each year to select replacements for five-year terms beginning with the next fall semester. The Standing Committee on Faculty Rights shall elect its own chair from within its membership. In the event a member of the committee recuses himself/herself from the committee in a particular case or is recused by committee vote, the committee will appoint a replacement, preferably a prior member of the committee.

Section 5. Faculty Personnel Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies and the College of Graduate and Interdisciplinary Studies) and the Senate liaison person.
2. Committee responsibilities are the following:
 - a. Study current policies and procedures relating to faculty personnel issues such as academic freedom, fringe benefits, retirement, promotion, tenure, and evaluation.
 - b. Review periodically and recommend revision of the personnel sections of the Faculty Handbook containing all current directives of the North Dakota State Board of Higher Education concerning personnel issues for the faculty.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 6. Teaching and Professional Service Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies) and the Senate liaison person.
2. Committee responsibilities are the following:
 - a. Study current policies and procedures relating to faculty teaching and service issues such as advising, grading, academic responsibility, and conduct.
 - b. Review periodically and recommend revision of the teaching and professional service sections of the Faculty Handbook containing all current directives of the North Dakota State Board of Higher Education concerning teaching and professional service issues for the faculty.
 - c. Promote use of valid and reliable procedures by schools and colleges to evaluate teaching.
4. The Committee shall provide a yearly summary of its activities to the Senate.

Section 7. Research and Consulting Committee

1. Membership shall consist of appointed and permanent members. The Vice President for Research, Creative Activities, & Technology Transfer will make one appointment for a three-year term from each of the representation units except the College of University Studies. Approximately one third of appointed membership will rotate each year, beginning September 1. Permanent members include several voting and several ex-officio (non-voting) representatives. Permanent voting members shall include the Assistant/Associate Vice President for Sponsored Programs Administration, who will act as Chair, the Director of the Agricultural Experiment Station, and the Director of Technology Transfer and Research Foundation. Ex-officio (non-voting) members include the Vice President for Research, Creative Activities, and Technology Transfer; the Director of Restricted Fund Accounting; a staff member from Sponsored Programs Administration (who acts as program coordinator); the Dean of Graduate and Interdisciplinary Studies; and the Senate liaison. This totals 10 voting members and 5 ex-officio (non-voting) members.
2. Committee responsibilities are the following:
 - a. Review policies related to University research and consulting issues and make recommendations for consideration by the University Senate.
 - b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.
 - c. Review periodically and recommend revision of the research and consulting sections of the Faculty Handbook containing all current directives of the University and all directives of the North Dakota State Board of Higher Education.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 8. Faculty Development Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, a representative from the Division of Student Affairs, and the Provost/Vice-President for Academic Affairs.
2. Committee responsibilities are to encourage faculty development through organizing faculty development workshops, providing supplemental funds for developmental leaves, and administering faculty development small grants programs. The committee also will oversee two standing subcommittees, the Faculty Lectureship and Cooperative Sponsorship committees, which will carry out certain responsibilities of the committee. Subcommittee members will be appointed by the chair with the approval of the committee.
3. The Committee shall provide a yearly summary of its activities to the Senate, but routine conduct of its business as previously described shall not need Senate approval.

Section 9. Academic Integrity Committee

1. Members shall be appointed by the University Senate Executive Committee. Membership shall consist of non-administrative, tenured faculty with the rank of professor from each of the representation units (except the College of University Studies). If no full professor exists or is available, an associate professor may be appointed. The Committee shall have staggered three-year terms and annually shall appoint a chair from among its membership.
2. The purpose of the committee is to provide investigative assistance to the University community on cases involving academic misconduct. If a member of the Committee on Academic Integrity feels that a conflict of interest in a particular case may occur, this person shall be excused. The Executive Committee will provide a substitute.
3. Upon receipt of the findings of an inquiry, the Committee on Academic Integrity shall select a panel of three persons competent to investigate the allegations. Because of the specialized nature of the evidence to be investigated, as well as the gravity of the charges, the panel may consist of one or more members chosen from outside the University. Every effort should be made to include a peer with similar rank to the accused.

Section 10. Academic Affairs Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies), two students, the Provost/Vice-President for Academic Affairs, and the University Registrar. The Chair of the Academic Affairs Committee will serve as a liaison to the University Senate Executive Committee.
2. Committee responsibilities are the following:
 - a. Coordinate and recommend actions on the proposals for curriculum and course changes received from the colleges

- b. Recommend policies for the evaluation of transfer credits.
 - c. Recommend policies for graduation.
 - d. Recommend candidates for graduation.
 - e. Recommend scheduling policies to provide for efficient utilization of classrooms and laboratories.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 11. General Education Committee

1. Membership shall consist of one tenured faculty member from each of the representation units (except the College of University Studies and the College of Graduate and Interdisciplinary Studies), two students, one representative each from the University Assessment Committee, the Division of Student Affairs, and one representative from the NDSU Libraries.

Liaisons from the Deans, the University Registrar, and the Associate Registrar will serve as ex-officio members. The Provost/Vice-President of Academic Affairs' representative will serve as chair and an ex-officio representative and, pending confirmation by the committee, will serve as chair and Senate Liaison. The chair must be a tenured faculty member who has previous experience on the Committee and holds the rank of associate or full professor. Ex-officio representatives may vote on student petitions and matters of committee governance.

2. Committee responsibilities are the following:
 - a. Ensure that all existing courses or experiences, subsequently approved to meet general education requirements, include evidence that they are consistent with the University's mission and that they help students attain two of the General Education Intended Student Outcomes.
 - b. Develop criteria and procedures for submitting, evaluating, and approving courses or experiences that meet NDSU general education requirements and the general education guidelines of the North Central Accreditation Association.
 - c. Develop criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 - d. Coordinate and recommend actions to the Senate on proposals for approving general education courses.
 - e. Provide periodic assessment of students' attainment of intended student outcomes in general education.
 - f. Study, coordinate, and recommend policies and procedures for continuing improvement in general education.
3. All courses approved by the committee shall be reviewed by the committee every five years. Recommendations on reviewed courses will be forwarded to the Senate for action.
4. The Committee shall provide a yearly summary of its activities to the Senate

Section 12. University Assessment Committee

1. Membership shall consist of one member from each of the representation units (except the College of University Studies), the Senate liaison person, the Provost/Vice President for Academic Affairs (non-voting, ex officio), one undergraduate and one graduate student, a representative from the General Education Committee, a representative from the Division of Student Affairs, a representative of the NDSU Extension Service, a representative from the Division of Distance and Continuing Education, the Director of the Office of Institutional Research and Analysis, and the Director of the Office of Accreditation and Assessment.
2. Committee responsibilities are the following:
 - a. Periodically review the assessment of student learning in the university's undergraduate and graduate programs.
 - b. Develop procedures for the annual reporting of assessment activities by departments and other academic units.
 - c. Provide feedback and assistance to departments and other academic units on their assessment activities.
 - d. Provide a yearly summary of assessment activities to the Provost/Vice President for Academic Affairs, the Office of Institutional Research and Analysis, the Office of Accreditation and Assessment, and the Senate.

Section 13. Program Review Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies), the President of the University Senate, who will serve as the Senate liaison person, two students, the Dean of the College of Graduate and Interdisciplinary Studies, and the Provost/Vice-President for Academic Affairs. An alternate member, preferably tenured, will also be designated from each unit represented.
2. Committee responsibilities are the following:

- a. Develop criteria and procedures for review of academic programs.
 - b. Perform a continuing review of the University's academic graduate and undergraduate programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
 - c. Address concerns regarding duplication of programs and courses.
 - d. Recommend policies for levels of University support to the various programs.
3. The Committee shall consider coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.
 4. The committee shall provide a yearly summary of its activities to the Senate. Recommendations for program elimination shall be subject to Senate review.

Section 14. Library Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, two students, a representative from the Staff Senate, a representative from Information Technology Services, and the Dean of Libraries.
2. Committee responsibilities are to formulate policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, data bases, electronic, and other services.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 15. Campus Space and Facilities Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, one member appointed by the Staff Senate, one member appointed by the Student Senate, the Provost/Vice-President for Academic Affairs, and the Vice-President for Business and Finance who shall serve as chair. Ex-officio (non-voting) members include the Director of Facilities Management, Chair of the Department of Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, Associate Director of Student Academic Affairs, and the Campus Police/Security Chief.
2. The Campus Space and Facilities Committee is responsible for providing campus-wide representation in decisions that relate to the campus physical environment. Committee responsibilities are the following:
 - a. Provide for the systematic development and review of the Campus Master Plan and Guidelines for Campus Development.
 - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and to review changes in University space allocation.
 - c. Review proposed building projects and major building renovations prior to submission to the President of the University and presentation to the State Board of Higher Education and Legislature.
 - d. Recommend policies for site location for new buildings and for overall landscaping.
 - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
 - f. Recommend plans for sidewalks, streets, and parking lots.
3. The Committee is required to meet at least once each semester. The Committee shall provide a yearly summary of its activities to the Senate.

Section 16. University Athletics Committee

1. The University Athletics Committee serves as the North Dakota State University Athletics Advisory Board as described in the constitution of the National Collegiate Athletic Association (NCAA).
2. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies and the College of Graduate and Interdisciplinary Studies) and the following: two students, the student body Vice President and the President of the Student-Athletes Advisory Council; a representative of the Staff Senate; the Director of Intercollegiate Athletics; the Director of Intercollegiate Women's Athletics; the Executive Director/Chief Diversity Officer; the Faculty Athletic Representative, and the Senate liaison person.
3. Committee responsibilities are the following:
 - a. Promote compliance with principles of conduct as defined by the NCAA.
 - b. Act as the Board of Appeals for athletic grievances.
 - c. Formulate policy recommendations to be forwarded to the Senate. Policy recommendations should cover such areas as follows:
 - (1) Guidelines for athletic schedules
 - (2) Guidelines for participation in postseason activities
 - (3) Awards for excellence in athletics
 - (4) Eligibility of athletes

- d. Review the upcoming issues at intercollegiate conference meetings and recommend institutional position.
 - e. Review the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulate interest in athletic events by the entire University community.
5. The Committee shall provide a yearly summary of its activities to the Senate.

PART X. SENATE COMMITTEES: SPECIAL

From time to time, the Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

PART XI. GRADE APPEALS BOARD

Section 1. Purpose

A University Senate Grade Appeals Board shall be established with authority to hear charges of inequitable or prejudiced academic evaluations and to provide redress for any improper evaluation as it may find actually to have taken place.

Section 2. Membership

The Board shall consist of the following persons:

1. One faculty member and one alternate from each representation unit (except the College of University Studies), to be elected by the faculty of each college for alternating three-year terms. The term shall commence on the Tuesday following the May Senate meeting.
2. Three full-time students and three alternates, each with a minimum 2.00 grade point average and a standing of at least second semester sophomore, to be appointed by the Student Senate. Terms shall be for one year, commencing on the Tuesday following the May University Senate meeting.
3. A chair, in addition to the foregoing members, to be elected by the Senate membership. The chair shall serve for three years with the term to commence on the Tuesday following the May Senate meeting of the first year for which he/she was elected.

Section 3. Procedure

The Grade Appeals Board shall act in accordance with procedures approved by the Senate (Policy 337).

PART XII. ELECTION TO COUNCIL OF COLLEGE FACULTIES

Section 1. Membership

Membership, responsibilities, and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 2. Election and Term of Office

The University representatives on the Council of College Faculties shall consist of three faculty members elected to staggered three-year terms by members of the faculty. The representatives shall be non-administrative faculty members. The Senate Executive Committee shall hold an election during spring semester of each year to select a replacement for the three-year term beginning with the next fall semester.

Section 3. Appointment to the Senate Executive Committee

One of the three Council of College Faculties representatives will be appointed by the President of the Senate in September to serve a one year, non-voting, ex-officio term on the Executive Committee.

PART XIII. FACULTY CAUCUS

Section 1. Membership

The Faculty Caucus consists of all non-administrative faculty, full-time lecturers, and any administrative faculty member who is serving as the elected Senator from his or her representation unit.

Section 2. Agenda

Any member of the Senate can call a meeting of the Faculty Caucus to address any matter of faculty concern. If the matter is on the agenda of the next Senate meeting, the Faculty Caucus will ordinarily meet on the Monday before the scheduled meeting of the Senate.

Section 3. Meetings

The President-elect will give notice to the faculty of the time and place of the meeting and act as Chair of the Faculty Caucus. All members of the Faculty Caucus shall be entitled to vote on matters before the caucus. Any resolution or motion passed by the Faculty Caucus shall be presented by the President-elect to the Senate.

PART XIV. AMENDMENTS

Section 1. Initiation

Amendments and additions to the Bylaws may be proposed by the Senate or by a petition signed by twenty-five percent of the faculty and presented to the Senate at a regularly scheduled meeting. The secretary of the Senate shall distribute the proposed changes to all faculty members no later than nine days after the meeting. The Executive Committee may appoint an ad hoc Bylaws Committee, typically chaired by a Past President, to review the Bylaws and make recommendations for Bylaws amendments and/or additions.

Section 2. Procedure

No later than thirty days nor earlier than seven days after distribution, the Senate shall vote on the proposed changes, either in a regular or a special meeting. If approved by a two-thirds majority of the total membership of the Senate, the secretary shall forward the changes to the University President for consideration.

Section 3. Effective Date

When approved by the University President, the changes become effective immediately.

HISTORY: March 11, 1974. Amended: March 26, 1976; February 24, 1978; February 9, 1981; November 14, 1983; December 9, 1985; February 9, 1987; February 12, 1990; September 18, 1991; March 16, 1992; February 8, 1993; April 11, 1994; May 8, 1995; April 15, 1996; May 4, 1998; May 8, 2000; May 6, 2002; May 12, 2003; May 8, 2006; October 8, 2007.

APPROVED:

Joseph A. Chapman
President

01/04/2008
Date