

# NDSU Faculty Senate Bylaws

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## Article I: Faculty Senate Membership

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### Section 1.

Each representation unit shall have one elected Faculty Senator (hereto within referred to as "Senator") for every fifteen eligible faculty members (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of the previous academic year. Faculty members, regardless of their location (*e.g.*, Agriculture Experimental Station and the NDSU Extension Service), shall be counted in and vote with their assigned representation unit.

### Section 2.

Members of representation units, including senior lecturers, assistant/associate/full professors of practice, assistant/associate/full professor of research, assistant/associate/full professors, chairs/heads/or their equivalents, assistant/associate deans, and deans shall be eligible to vote for representatives.

### Section 3.

The following are considered representation units for the purposes of determining Senate (hereto within referred to as "Senate") seats:

1. College of Agriculture, Food Systems, and Natural Resources
2. College of Arts, Humanities, and Social Sciences
3. College of Business
4. College of Engineering
5. College of Human Sciences and Education
6. College of Health Professions
7. College of Science and Mathematics

### Section 4.

The Senate President (hereto within referred to as "President") with the assistance of the Senate Secretary (hereto within referred to as "Secretary") will stagger Senate terms so that approximately one-third of the Senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary Senators by April 15 of each year for the term to begin in May of that year.

### Section 5.

Terms of office shall begin on the Tuesday following Spring Commencement. The term of office of an elected Senator shall be three years. Senators cannot be reelected for consecutive terms.

### Section 6.

If a Senator must vacate her/his seat, the vacancy shall be filled by a special election within the unit from which she/he was elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

**Section 7.**

A Senator may be removed from office by way of a two-third majority vote at a regular Senate meeting, followed by a two-third majority vote at the next meeting. This action may never be part of a consent agenda. In the event a Senator is removed, the President will inform the relevant academic unit to elect another Senator before the Senate meets in its next regular meeting.

**Section 8.**

All Senators are expected to:

1. Attend all Senate meetings. If unable to attend the meeting, the Senator must find a competent substitute (who is not already a Senator) to act as her/his proxy at the meeting. Said proxy will have all rights and privileges accorded a regular Senator. The Senator must provide signed notification of the substitution to the Secretary prior to start of the meeting.
2. Prepare for Senate meetings, including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings, as long as doing so advances the business of the Senate.
4. Disseminate Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Senate activity.
6. Show proper decorum during meetings.

## **Article II: Organization and Faculty Senate Operation**

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### **Section 1.**

Administrative officers of the Senate consist of the President, the President-Elect, and the Immediate Past President.

### **Section 2.**

The President-Elect shall be elected for a one-year term by the Senate at the last meeting of the academic year. The President-Elect will be elected from the roster of current or former Faculty/University Senators.

### **Section 3.**

At the end of the term, the President will assume the role of the Immediate Past President, and the President-Elect will succeed the President for a one-year term of office. In the event the outgoing President is unable or unwilling to serve as the Immediate Past President, the President will appoint another past Faculty/University Senate President as a replacement for the position of Immediate Past President.

### **Section 4.**

During their respective terms the President-Elect, the President, and the Immediate Past President will not represent their representation units in the Senate.

### **Section 5.**

The authority of the President-Elect, the President, and the Immediate Past President will be terminated before the end of its term if she/he loses eligibility, voluntarily resigns with eligibility or is removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President, President-Elect or Immediate Past President by the Senate requires a two-third vote at a regular Senate meeting, followed by a two-third vote at a special meeting of the Senate convened in not more than two weeks after the first meeting. The second meeting will be convened and presided by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete her/his term as a Senator.
3. In the event that the authority of the President is terminated, but the President-Elect is still in good standing, the President-Elect will assume the role of President to finish the term left by the removed President and then she/he will start her/his originally elected term.
  - a. The removed President will not serve as Immediate Past President.
  - b. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. This appointment does not necessarily imply automatic elevation to the full position of President-Elect at the end of the term.
4. In the event that the authority of the President-Elect is terminated, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible Past President to serve in that capacity.
6. In the event that the authority of both the President and the President-Elect is terminated at the same time:

- a. If the authority of the Immediate Past President is still in good standing, then she/he will convene and preside the Senate meeting to elect a new President and the President-Elect in not more than two weeks.
- b. If the authority of the Immediate Past President is also terminated, then a Special Returning Officer appointed by the Senate will convene and preside over the election of the President and the President-Elect in not more than two weeks. Article II, Section 5.5 will then be used to fill the position of the Immediate Past President.

### **Section 6.**

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Senate on administrative councils.
9. Provide the Secretary and the incoming President with an annual report summarizing the Senate activities for the preceding year.
10. Moderate the official faculty listserv.

### **Section 7.**

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Executive Committee.
4. Serve on the Senate Coordinating Council.
5. Represent the Senate to the Staff Senate and the Student Government.

### **Section 8.**

Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over regular Senate meetings in the absence of both the President and the President-Elect.
3. Serve on the Executive Committee.
4. Undertake duties outlined in Article II, Section 9.2-9.4 in the absence of the Secretary at a Faculty Senate meeting.

### **Section 9.**

The administrative role of Secretary shall be appointed by Office of the Provost; the Secretary is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and

- disseminate the agenda in accordance with Article II, Section 13.
2. Maintain a current roster of Senators and record attendance to confirm a quorum.
  3. Collect and read the member substitution authorizations at the meeting.
  4. Record and prepare meeting minutes.
  5. Disseminate meeting minutes according to Article II, Section 16.
  6. Schedule a room for all Senate meetings.
  7. Maintain a permanent record of Senate minutes.
  8. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
  9. Maintain records of standing committee membership.
  10. Prepare updated versions of the Constitution for distribution.
  11. Archive all past versions of Constitutions and Bylaws.
  12. Verify the eligibility of Senators and committee members.
  - ~~13. Perform other appropriate tasks as assigned by the President in consultation with Office of the Provost.~~

**Section 10.**

Regular meetings of the Senate shall be held at 3:00 pm 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 yet in session at least one week prior to the second Monday of the month.

**Section 11.**

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

**Section 12.**

Meetings of the Senate shall be open to the public; however, debate on some of the agenda items may be deemed closed at the discretion of the Senate. For closure to occur, a motion to enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators will be asked to leave except the Secretary and Parliamentarian; the Senate can also exempt some invited guests to stay in the executive session. At each Senate meeting the University President, Provost, Student Body President, and Staff Senate President will be invited to make announcements. The President may allow other non-Senators to speak and/or provide reports. However, only Senators may make motions and only Senators may vote on motions before the Senate.

**Section 13.**

Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Senate will 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. There is no term limit for Parliamentarian.

**Section 14.**

The primary business of the Senate is to review, propose, and approve of policy with respect to the

following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.
3. Research and scholarship.
4. Admissions standards and prerequisites.
5. Requirements for regular certificates and degrees.
6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
7. Teaching quality.
8. Professional standards and criteria for positions accorded academic rank.
9. Policies and procedures for promotion, tenure, and evaluation.
10. And other academic matters.

The agenda for each regular meeting shall be posted to the Senate website at least one week before each meeting. Any member of the Senate may request of the President that an item be placed on the agenda. The order of business for Senate meetings shall be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Committee and other reports.
5. Consent agenda.
6. Unfinished business.
7. New business.
8. Adjournment.

At the October meeting, the primary order of business will be planning and prioritizing Senate goals for the academic year. The order of business for this meeting will be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Consent agenda.
5. Planning and prioritizing Senate action for the year.
6. Adjournment.

The President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.

### **Section 15.**

A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

### **Section 16.**

The minutes of the meeting shall be posted to the Senate website by the Secretary within one week after the meeting.

## **Article III: Faculty Senate Committees**

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### **Section 1.**

Duties of standing committees include:

1. Selecting a chair who will serve as a liaison to the Senate.
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the Senate for action.
4. Consulting with and providing advice to the Administration, students, and staff when requested to do so.
5. Promptly and responsively discharging their duties.

### **Section 2.**

The Senate shall confirm the membership of all standing committees, except the Standing Committee on Faculty Rights.

### **Section 3.**

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress to the Senate at the President's request. Committees will also submit a written report at the end of the academic year.

### **Section 4.**

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Unit representatives shall be faculty members as defined by the Senate's Constitution, unless otherwise specified under the committee description. Such membership shall be presented to the Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. Committee service begins and ends at the last Senate meeting of the spring semester, unless otherwise specified.

### **Section 5.**

After the Senate has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties.

### **Section 6.**

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

### **Section 7.**

The Senate may create special committees as it deems necessary. Such committees shall be discharged upon the completion of their assigned duties. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Special committees shall be commissioned by a majority vote of the full Senate.

## **Article IV: Faculty Senate Standing Committees**

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### **Section 1. Academic Integrity**

1. Voting membership (seven members):
  - a. One tenured faculty member from each representation unit.
    - i. Full professor is preferred.
    - ii. An associate professor may be appointed.
2. Non-voting membership:
  - a. There are no non-voting members for this committee.
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive years (two terms).
  - c. No designation about non-consecutive terms.
4. Committee responsibilities:
  - a. Provide investigative assistance on cases involving academic misconduct as described in Policy 326.
  - b. Select panels composed of three persons competent to investigate allegations. Such panels may include members from outside the University.
  - c. Review and recommend policies pertaining to academic integrity.

### **Section 2. Budget**

1. Voting membership (eight members):
  - a. One faculty member from each representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
2. Non-voting membership (two members):
  - a. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance and Administration (or designee).
3. Terms and limits:
  - a. Three-year term
  - b. Limit of two consecutive terms (six years).
  - c. Terms shall be staggered, so that new members have at least one year to become familiar with the committee and its work.
  - d. Unless by necessity, no more than one third of the committee may be in their first year of service to the committee.
  - e. To maintain continuity within ongoing budgetary discussions, the outgoing Chair of the committee will continue to serve for at least the year following their term.
    - i. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity.
    - ii. If the outgoing Chair is reappointed/re-elected to represent their academic unit, then they will return to normal committee membership.
4. Committee responsibilities:



- a. Become familiar with the University budget process.
- b. Develop a set of guiding principles which align with strategic priorities, with the intent of informing University budget decisions from a faculty perspective.
- c. Solicit input regarding the budget process from a wide range of faculty and on an ongoing basis.
- d. Serve as a resource for the Provost in budget matters.
- e. Act as a conduit of information between faculty and Administration for budget discussions and decisions.

### **Section 3. Conflict of Interest Advisory**

- 1. Voting membership (five members):
  - a. Five tenured faculty members.
  - b. These faculty members are recommended by the Executive Committee and appointed by the President.
  - c. No two committee members may have primary appointments in the same representation unit.
  - d. In the event that a member of the committee recuses her/himself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.
- 2. Non-voting membership:
  - a. There are no non-voting members for this committee.
- 3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive years (two terms).
- 4. Committee responsibilities:
  - a. Serve as an advisory body to the Administration on the issue of conflict of interest.
  - b. Initiate and review policies concerning conflict of interest and make recommendations regarding such policy to the Senate.
  - c. Hear and rule on appeals of decisions in conflict of interest cases.
  - d. Act in accordance with procedures approved by the Senate, specifically Policy 151.1.

### **Section 4. Council of College Faculties**

- 1. Voting membership (three members):
  - a. Three faculty members elected to staggered three-year terms.
  - b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
- 2. Non-voting membership:
  - a. There are no non-voting members for this committee.
- 3. Terms and limits:
  - a. Three-year term.
  - b. No restriction on consecutive terms.
- 4. Responsibilities:
  - a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

## **Section 5. Equity, Diversity and Inclusion**

1. Voting membership (eight members):
  - a. One faculty member from each representation unit.
  - b. One faculty representative from the Commission on the Status of Women Faculty
    - i. Recommended by the Executive Committee. The Executive Committee shall strive for representation from diverse groups.
    - ii. Appointed by the President.
2. Non-voting membership (one member):
  - a. Vice Provost for Faculty Affairs and Equity.
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive terms.
4. Committee responsibilities:
  - a. Review, revise, and propose policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.
  - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people.

## **Section 6. Executive Committee**

1. Voting membership (ten members):
  - a. One Senator from each representation unit.
  - b. The President.
  - c. The Immediate Past President.
  - d. The President-Elect.
2. Non-voting membership (five members):
  - a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School
  - b. One faculty representative of the Provost's Office, designated by the Provost.
  - c. One faculty representative from the Commission on the Status of Women Faculty.
  - d. The Secretary.
  - e. The Parliamentarian.
3. Terms and limits:
  - a. One year starting immediately following the regular May Senate meeting.
4. Committee responsibilities:
  - a. Meet and organize for the academic year during the first week of the fall semester.
  - b. Delegate tasks to Senate committees
  - c. Review the progress of Senate committees.
  - d. Set the agenda for upcoming Senate meetings.
  - e. Interpret, when necessary, provisions of the Constitution and the Bylaws.

## **Section 7. Faculty Affairs**

1. Voting membership (seven members):
  - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
  - a. One faculty representative from the Commission on the Status of Women Faculty
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive years (two terms).
  - c. No designation about consecutive terms.
4. Committee responsibilities include:
  - a. Review policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching, and service.
  - b. Review and recommend revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
  - c. Review the Ombudsperson's annual report and perform an annual interview and written evaluation of the Ombudsperson and office (to be submitted to the Ombudsperson and Provost at the end of each fall semester). The review and evaluation shall be conducted by a subcommittee comprised of at least three faculty members with broad college representation who do not possess any actual or perceived conflict of interest with the Ombudsperson's Office.

## **Section 9. Faculty Rights**

1. Voting membership (five members):
  - a. Five members, each from different representation units.
    - i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.
    - ii. Elected by the faculty each spring by secure electronic ballot.
  - b. In the event that a member of the committee recuses her/himself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case.
    - i. The replacement will preferably be a faculty member who has previously served on the committee.
    - ii. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other four members, if reasonably possible.
    - iii. Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.
2. Non-voting membership:
  - a. There are no non-voting members for this committee.
3. Terms and limits:
  - a. Five-year term.
  - b. Begins and ends on August 15.

- c. No consecutive term limit has been set.
- 4. Committee responsibilities:
  - a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

**Section 10. General Education Committee**

- 5. Voting membership (10 members):
  - a. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Arts, Humanities and Social Sciences; Business; Engineering; Health Professions; Human Sciences and Education; Science and Mathematics
    - i. Each representative College shall also select an alternate faculty member to serve in case of recusal or absence.
  - b. Two faculty members from each of the following Colleges:
  - c. One undergraduate student, appointed by the Student Government.
  - d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 1. Non-voting membership (four members):
  - a. Director of Assessment and Accreditation
  - b. One representative of the Registrar's Office, designated by the Registrar.
  - c. One representative of the Libraries, designated by the Dean of Libraries.
  - d. One representative from Institutional Research, designated by Institutional Research.
- 2. Terms and limits:
  - a. Three-year terms
  - b. No consecutive terms for voting members. No restriction for non-voting members.
  - c. Terms shall be staggered so that no more than one-third of the members are new.
- 2. Committee responsibilities:
  - d. Review new general education courses to ensure and validate that the general education outcomes are being met.
  - e. Complete the revalidation of courses and experiences on a periodic, five-year timeline to ensure that general education outcomes are being met. The course revalidation should be staggered to review approximately 20% of the general education courses each year.
  - f. Review General Education Appeal petitions.
  - g. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
  - h. Conduct periodic assessment of students' attainment of general education learning outcomes.
  - i. Develop a university policy governing the policy and procedures for general education revalidation
  - j. Perform other appropriate duties as assigned by the Senate.
  - k. Selecting two representatives and one alternate for the North Dakota General Education Council.

## **Section 11. Grade Appeals Board**

1. Committee purpose:
  - a. To provide an avenue for students to challenge any grade they believe to have been unfairly assigned.
2. Voting membership (twelve members; ten alternates):
  - a. One faculty member and one alternate from each representation unit.
    - i. These faculty are elected by their representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - c. Three students and three student alternates selected by the Student Government.
    - i. Students should be full-time students.
    - ii. Students should have a minimum 2.00 cumulative grade point average.
    - iii. Students should be of junior standing.
  - d. One representative from the Provost's Office, who will also serve as Board Chair
3. Non-voting membership:
4. Terms and limits:
  - a. Three-year term.
  - b. No consecutive term-limit has been designated.
5. Committee responsibilities:
  - a. Hear charges of inequitable or prejudiced academic evaluations and provide redress for improper evaluation.
  - b. Act in accordance with procedures approved by the Senate, specifically Policy 337.

## **Section 12. Program Review**

1. Voting membership (eleven members):
  - a. One tenured faculty member from each representation unit.
    - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - c. One faculty representative of the Provost's Office, designated by the Provost.
  - d. Two students selected by the Student Government.
2. Non-voting membership:
  - a. There are no non-voting members for this committee.
3. Terms and limits:
  - a. Four-year term.
  - b. Limit of two consecutive terms.
4. Committee responsibilities:
  - a. Develop criteria and procedures for review of academic programs.
  - b. Perform a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.

- c. Address concerns and make recommendation to the Senate regarding duplication of programs and courses.
- d. Recommend policies for University support to individual programs.
- e. Coordinate the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

### **Section 13. Research and Consulting**

- 1. Voting membership (eight members):
  - a. One faculty member from each representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
- 2. Non-voting membership (one member):
  - a. One representative of the Vice President for Research and Creative Activities, designated by the Vice President for Research and Creative Activities.
- 3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive terms.
- 4. Committee responsibilities:
  - a. Initiate and review policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
  - b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

### **Section 14. Technology and Instructional Services**

- 1. Voting membership (eight members):
  - a. One faculty member from each representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
- 2. Non-voting membership (one member):
  - a. Three representatives from Information Technology (IT) Division.
  - b. One student representative appointed by Student government
- 3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive terms.
- 4. Committee responsibilities:
  - a. An annual review of IT support services to the NDSU teaching and research communities.
  - b. Make recommendations for Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.
  - c. Formulate recommendations regarding needs of the faculty that are unmet by the IT Division.
  - d. Serve as the liaison between the Senate and the IT Division's administration.

## Section 15. University Curriculum

1. Voting membership (ten members):
  - a. One tenured faculty member from each representation unit.
    - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
  - b. One tenured faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - c. Two students, one graduate and one undergraduate, appointed by the Student Government.
  - d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
2. Non-voting membership (two members):
  - a. One representative of the Provost's Office, designated by the Provost.
  - b. One representative of the Registrar's Office, designated by the Registrar.
3. Terms and limits:
  - a. Four-year term.
  - b. No consecutive terms for voting members. No restriction for non-voting members.
  - c. Terms shall be staggered, so that no more than one-third of the members are new.
4. Committee responsibilities:
  - a. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
  - b. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.
  - c. Request the formation of an *ad hoc* Senate committee(s) to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
  - d. Perform other appropriate duties as assigned by the Senate.

## **Article V: Joint Standing Committees**

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### **Section 1. Senate Coordinating Council**

1. Voting membership (six members):
  - a. One representative of the Faculty Senate as appointed by the Faculty Senate
  - b. President. One representative of the Staff Senate as appointed by the Staff Senate President.
  - c. One representative of Student Government appointed in accordance with the Student Government Code..
  - d. Faculty Senate President.
  - e. Staff Senate President.
  - f. Student Body President.
2. Non-voting membership (three members):
  - a. Vice President for Finance and Administration (or designee).
  - b. Two representatives from Office of the Provost to facilitate meetings and maintain records
    - i. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
  - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
  - a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
  - b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
  - c. Send policies that have been voted on to appropriate channels at NDSU for final approval.
  - d. Serve in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and Administration.

### **Section 2. Campus Space & Facilities**

1. Voting membership (seventeen members):
  - a. One faculty member from each representation unit.
  - b. Three staff members, appointed by the Staff Senate.
  - c. Three student members (graduate, undergraduate, and on-campus), appointed by the Student Government.
  - d. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - e. Provost (or designee).
  - f. Registrar.
  - g. Vice President for Finance and Administration (or designee).
2. Non-voting membership (four members):



- a. Director of Facilities Management.
  - b. Chair of the Department of Architecture and Landscape Architecture.
  - c. Assistant to the Director of the North Dakota Agricultural Experiment Station.
  - d. One representative of the Libraries, designated by the Dean of Libraries.
3. Terms and limits:
- a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
- 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 review changes in University space allocation, including classrooms and laboratories.
  - c. Review proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the 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.

### **Section 3. Library**

- 1. Voting membership (thirteen members):
  - a. One faculty member from each representation unit.
  - b. Two students (one undergraduate and one graduate), appointed by the Student Government.
  - c. One staff member, appointed by the Staff Senate.
  - d. One representative from Information Technology Services
  - e. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - f. Dean of Libraries.
- 2. Non-voting membership:
  - a. There are no non-voting members for this committee.
- 3. Terms and limits:
  - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
  - a. Formulate policy recommendations for the NDSU Libraries.

### **Section 4. University Athletics**

- 1. Committee purpose:
  - a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 2. Voting membership (sixteen members):
  - a. One faculty member from each representation unit.
  - b. Two students.

- c. Student Body Vice President.
  - d. President of the Student-Athletes Advisory Council.
  - e. Two representatives of the Staff Senate.
  - f. Director of Intercollegiate Athletics.
  - g. Senior Women's Administrator.
  - h. Faculty Athletics Representative.
3. Non-voting membership:
    - a. There are no non-voting members for this committee.
  4. Terms and limits:
  5. Committee responsibilities:
    - a. Promote compliance with principles of conduct as defined by the NCAA.
    - b. Act as the Board of Appeals for athletic grievances.
    - c. Initiate and review policies concerning University athletics and make recommendations for consideration of said policy to the Senate. Such areas of concern include guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, and eligibility of athletes.
    - d. Review upcoming issues at intercollegiate conference meetings and recommend institutional positions.
    - e. Review the budget of the athletic programs prior to its approval by the University President.
    - f. Stimulate interest in athletic events throughout the University community.

## **Section 6. University Assessment**

1. Voting membership (seventeen members):
  - a. One faculty member from each representation unit.
  - b. One representative from the General Education Committee.
  - c. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - d. Provost (or designee).
  - e. Two students (one undergraduate and one graduate), appointed by Student Government.
  - f. One representative from the Division of Student Affairs and Enrollment Management.
  - g. One representative from the NDSU Extension Service.
  - h. One representative from the Office of Institutional, Research and Analysis.
  - i. One representative from Distance and Continuing Education.
  - j. Director of the Office of Accreditation and Assessment.
2. Non-voting membership:
  - a. There are no non-voting members for this committee.
3. Terms and limits:
  - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:

- a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and Enrollment Management and in the NDSU Extension Service.
- b. Develop procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs and Enrollment Management, and the NDSU Extension Service on their assessment activities.
- 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 Senate, the Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

## **Article VI: Amending the Bylaws**

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### **Section 1.**

Amendments to the bylaws may be proposed by the Senate or by a petition signed by twenty-five percent of the Faculty. At a meeting of the Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Senate meeting. If two-third of the votes cast are in favor of the bylaws change, it will be added to the agenda for the next regular meeting of the Senate.

### **Section 2.**

The Secretary of the Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the Senate votes to consider the amendment at their next regular meeting.

### **Section 3.**

At the next regular meeting of the Senate, if approved by two-third of the ballots cast, the change will be submitted to the University President.

### **Section 4.**

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