Bylaws

Article I: Faculty Senate Membership

Section 1.
Each representation unit shall have one elected 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 each 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, professors of practice, research faculty, assistant, associate, and 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 Faculty Senate seats:
   a. College of Agriculture, Food Systems, and Natural Resources
   b. College of Arts, Humanities, and Social Sciences
   c. College of Business
   d. College of Engineering
   e. College of Human Development and Education
   f. College of Health Professions
   g. College of Science and Mathematics

Section 4.
The Faculty Senate President with the assistance of the Secretary of the Senate will stagger Senate terms so that approximately 1/3 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.

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 or his seat, the vacancy shall be filled by a special election within the unit from which she or 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-thirds majority vote at a regular Faculty
Senate meeting, followed by a 2/3 majority vote at the next meeting. This action may never be part of a consent agenda. In the event a senator is removed, the Faculty Senate 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 Faculty 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 or 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 of the Faculty Senate prior to start of the meeting.

2. Prepare for Faculty 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 Faculty Senate.

4. Disseminate Faculty Senate information to their individual representation units.

5. Gather opinions and other information from their representation units concerning Faculty Senate activity.

6. Show proper decorum during meetings.

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

**Section 1.**
Administrative officers of the Faculty 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 Faculty Senate at the last meeting of the Faculty Senate in the academic year. The President-Elect will be elected from the roster of current or former 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 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 he/she 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 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate convened in not more than 2 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 his/her 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 he/she will start his/her 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 he/she 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 of the election of the President and the President-Elect in not more than two weeks. Section 5.5 above 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 Faculty Senate in consultation with the Senate Executive Committee.
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 Faculty Senate on administrative councils.
9. Provide the Secretary of the Senate and the incoming President with an annual report summarizing the Senate activities for the preceding year.

10. Submit policies or actions approved by the Faculty Senate to the University President for consideration.

11. 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 Senate Executive Committee.
5. Represent the Faculty 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 the Senate regular meetings in the absence of both the President and the President-Elect.
3. Serve on the Senate Executive Committee.

Section 9.
The administrative role of Secretary of the Senate shall be appointed by the Provost; the Secretary of the Senate 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 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, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.
12. Perform other appropriate tasks as assigned by the President in consultation with 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 Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate 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. Faculty Senate meetings shall be conducted under Robert’s Rules of Order, Newly Revised. The Faculty 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 Faculty Senate is to review, propose, and approve of policy with respect to the following matters:

a. Academic freedom, including rights and responsibilities.

b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.

c. Research and scholarship.

d. Admissions standards and prerequisites.

e. Requirements for regular certificates and degrees.

f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.

g. Teaching quality.

h. Professional standards and criteria for positions accorded academic rank.

i. Policies and procedures for promotion, tenure, and evaluation.

j. And other academic matters.

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

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

At the October meeting, the primary order of business will be planning and prioritizing Faculty 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 minutes of the previous meeting.
3. Announcements.
4. Consent agenda.
5. Planning and prioritizing Faculty 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: Senate Committees

Section 1.
Duties of standing committees include:

1. Selecting a chair who will serve as a liaison to the Faculty Senate.
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the Faculty 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 Faculty 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 Faculty Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress (5 minutes) at the May meeting of the Faculty Senate or, at the President of the Faculty Senate’s request, 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 Faculty Senate’s Constitution, unless otherwise specified under the committee description. Such membership shall be presented to the Faculty 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 spring semester, unless otherwise specified.

Section 5.
After the Faculty 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.

Section 6.
All Faculty Senate committee action is subject to review and approval by the Senate.

Section 7.
The Faculty 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

Section 1. Academic Integrity
1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.
2. Committee responsibilities include:
   a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.
   b. Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.
   c. Reviewing and recommending policies on academic integrity.

Section 2. Budget
1. Voting members shall consist of one faculty from each representation unit, and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean.
   a. Each term is three years, and a member may serve no more than two consecutive terms.
   b. Terms shall be staggered so that new members have at least one year to become familiar with the committee and its work. Unless by necessity, no more than one third of the committee may be in their first year of service to the committee.
   c. 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. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity. If the outgoing chair is reappointed/re-elected to represent their academic unit, then they will return to normal Committee membership.

2. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance (or designee).

3. Committee responsibilities include:
   a. Becoming familiar with the university budget process.
   b. Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective.
   c. Soliciting 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. Acting as a conduit of information between faculty and administration for budget discussions and decisions.

Section 3. Conflict of Interest Advisory
1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.

2. No two committee members may have primary appointments in the same representation unit.

3. Committee responsibilities include:
   a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.

c. Hearing and ruling on appeals of decisions in conflict of interest cases.

d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.

4. In the event that a member of the committee recuses himself/herself 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.

Section 4. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.

2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.

3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members and a faculty representative from the Commission on the Status of Women Faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President. The Executive Committee shall strive for representation from diverse groups.

2. Non-voting membership shall consist of the Vice Provost for Faculty Advancement (or designee).

3. Committee responsibilities include:
   a. Reviewing, revising and proposing 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 of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. The term of office shall be for one year following the regular May meeting.

2. Non-voting membership shall consist of a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Provost’s Office designated by the Provost, a faculty representative from the Commission on the Status of Women Faculty, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.

3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.
4. Committee responsibilities are the following:
   a. Delegating tasks to Faculty Senate committees.
   b. Reviewing the progress of Faculty Senate committees.
   c. Setting the agenda for upcoming Faculty Senate meetings.
   d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

Section 7. Faculty Affairs
1. Membership shall consist of one faculty member from each representation unit, a non-voting faculty representative from the Commission on the Status of Women Faculty, and a non-voting faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean.
2. Committee responsibilities include:
   a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
   b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
   c. Reviewing the ombudsperson’s annual report and performing an annual interview and written evaluation (to be submitted to the Ombudsperson and Provost at the end of each Fall semester) of the ombudsperson and office. 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 office.

Section 8. Faculty Pool for Administrative Search Committees
1. Membership shall consist of all active senators for the entirety of their term.
2. For each administrative search out of the Provost office, the Provost shall send a request the Faculty Senate President listing the number of faculty members from the faculty pool the Provost will seat on the search committee.
3. The Faculty Senate President (or designee) shall ask the senators for nominations (from the pool) and hold a vote (among senators). A list with the names of the top candidates shall be generated. The number of candidates on this list shall be the number requested by the Provost plus one.
4. Once an adequate list of qualified candidates is created, that list shall be sent by the Faculty Senate President (or designee) to the Provost.
5. The Provost shall select from that list the number of faculty members she/he indicated are needed for that search committee.

Section 9. Faculty Rights
1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. Membership consists of five members, from different representation units, elected for five-
year terms by the faculty. Membership is restricted to tenured full professors who do not
hold an administrative appointment in an academic or non-academic unit.

3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on
the Standing Committee on Faculty Rights. Committee members’ terms will begin and end
on August 15.

4. In the event that a member of the committee recuses himself/herself from the committee for
a particular case or is recused by committee vote, the committee will appoint a replacement
to serve for that case, preferably a faculty member who has previously served on the
committee. 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.

5. Members sitting on an appeal shall complete that appeal even if the member’s term expires
while the appeal is pending.

Section 10. Grade Appeals Board
The purpose of this Board is to provide an avenue for students to challenge any grade they believe
to have been unfairly assigned. Membership shall consist of one faculty member and one alternate
from each representation unit, the Associate Vice-President of Academic Affairs, a faculty
representative of the College of Graduate and Interdisciplinary Studies designated by the Dean,
three students and three student alternates selected by the Student Government. The Associate Vice-
President of Academic Affairs will serve as Board Chair, and Policy 337 governs process.

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average
and junior standing.

3. Committee responsibilities include:
   a. Hearing charges of inequitable or prejudiced academic evaluations and to provide
      redress for improper evaluation.
   b. Acting in accordance with procedures approved by the Faculty Senate, specifically
      Policy 337.

Section 11. Program Review
1. Membership shall consist of one tenured faculty member from each representation unit, a
   faculty representative of the College of Graduate and Interdisciplinary Studies designated by
   the Dean, a faculty representative of the Provost’s Office designated by the Provost, and two
   students selected by the Student Government. Each representation unit shall also select an
   alternate faculty member to serve in case of recusal.

2. Each representation unit’s member term shall be four years, with a maximum of two
   consecutive terms.

3. Committee responsibilities include:
   a. Developing criteria and procedures for review of academic programs.
b. Performing 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. Addressing concerns and making recommendation to the Faculty Senate regarding duplication of programs and courses.

d. Recommending policies for University support to individual programs.

e. 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.

Section 12. Research & Consulting
1. Voting membership shall consist of one faculty member from each representation unit and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean.

2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.

3. Committee responsibilities include:
   a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
   b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services Committee
1. Voting membership shall include one faculty member from each of the representation units and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean.

   Non-voting membership shall include one representative from Information Technology Division (IT).

2. Committee responsibilities shall include:
   a. An annual review of IT support services to the NDSU teaching and research communities.
   b. Making recommendations for Faculty Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.
   c. Formulating recommendations regarding needs of the faculty that are unmet by the IT Division.
   d. Serving as the liaison between the Faculty Senate and the IT Division’s administration.

Section 14. University Curriculum Committee
1. Voting members shall consist of one tenured faculty member from each of the representation units, a tenured faculty representative appointed by the Dean of the College of Graduate and Interdisciplinary Studies, and two students – one graduate and one undergraduate - appointed by the Student Government.
The Provost, Registrar, and Dean of Libraries shall each appoint one non-voting representative.

a. Terms shall be four years. Voting members shall not serve consecutive terms. Terms shall be staggered so that no more than one-third of the members are new.

b. One faculty member will be elected as chair. Neither the Provost’s, Registrar’s, nor Dean of Libraries’ representative shall serve as chair.

c. The chair shall have served at least one year on the committee.

d. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.

2. Committee responsibilities are:
   a. Developing criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
   b. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges.
   c. Overseeing the general education program, including:
      a. Validating/revalidating courses and experiences to ensure that general education outcomes are met.
      b. Coordinating periodic assessment of students’ attainment of intended student outcomes in general education.
   d. Requesting the formation of ad hoc Faculty Senate committees to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed, and
   e. Performing other appropriate duties as assigned by the Faculty Senate.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council
   1. Voting membership shall consist of two representatives each from the Faculty, Student, and Staff Senates, the Faculty Senate President, the Staff Senate President, and the Student Body President.

   2. Non-voting membership shall consist of the Provost (or designee), the Vice President for Student Affairs (or designee), the Vice President for Finance and Administration (or designee), and representatives of one of these Vice President’s offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President’s offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.

   3. Committee responsibilities include:
      a. Reviewing 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. Coordinating the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Government Constitutions.

c. Sending policies that have been voted on to appropriate channels at NDSU for final approval.

d. Serving in a liaison capacity regarding the Faculty Senate, administration, Staff Senate, and Student Government.

Section 2. Campus Space & Facilities

1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, the Provost (or designee), the Registrar, and the Vice President for Finance and Administration (or designee).

2. Non-voting members shall consist of the Director of Facilities Management, the Chair of the Department of Architecture and Landscape Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and a representative of the Dean of Libraries.

3. Committee responsibilities include:

   a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.

   b. Recommending policies and procedures to meet the current and future needs for all physical facilities and reviewing changes in University space allocation including classrooms and laboratories.

   c. Reviewing proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.

   d. Recommending policies for site location for new buildings and for overall landscaping.

   e. Recommending traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.

   f. Recommending plans for sidewalks, streets, and parking lots.

Section 3. Library

1. Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, and the Dean of Libraries.

2. Committee responsibilities include:

   a. Formulating policy recommendations for the NDSU Libraries.

Section 4. University Athletics
1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice-President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, Senior Women’s Administrator, and the Faculty Athletic Representative.

2. The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).

3. Committee responsibilities include:
   a. Promoting compliance with principles of conduct as defined by the NCAA.
   b. Acting as the Board of Appeals for athletic grievances.
   c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
   d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
   e. Reviewing the budget of the athletic programs prior to its approval by the University President.
   f. Stimulating interest in athletic events throughout the University community.

Section 5. Equal Opportunity Hearing Panel
1. Membership shall consist of six faculty members appointed by the Faculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.

2. Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.

3. Committee responsibilities include:
   a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

Section 6. University Assessment
1. Membership shall consist of one faculty member from each representation unit, a representative from the General Education Committee, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, the Provost (or designee), one undergraduate student, and one graduate student appointed by the Student Government, a representative from the Division of Student Affairs, a representative from the NDSU Extension Service, a representative from the Office of Institutional, Research and Analysis, a representative from Distance and Continuing Education, and the Director of the Office of Accreditation and Assessment.

2. Committee responsibilities include:
   a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.

c. Providing feedback and assistance to departments and other academic units on their assessment activities.

d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

Section 1.
Amendments to the bylaws may be proposed by the Faculty Senate or by a petition signed by twenty-five percent of the Faculty. At a meeting of the Faculty Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Faculty Senate meeting. If two-thirds of the votes cast are in favor of the bylaws change will be added to the agenda for the next regular meeting of the Faculty Senate.

Section 2.
The Secretary of the Faculty Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the Faculty Senate votes to consider the amendment at their next regular meeting.

Section 3.
At the next regular meeting of the Faculty Senate, if approved by two-thirds 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.