

# 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 professors 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 and Sciences
3. College of Business
4. College of Engineering
5. College of Health and Human Sciences

### 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 elected for more than two consecutive terms.

### Section 6.

If a Senator must vacate their seat, the vacancy shall be filled by a special election within the unit from which they were 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 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 their 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 the 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 they lose their eligibility, voluntarily resign with eligibility, or are 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-thirds majority vote at a regular Senate meeting, followed by a two-thirds majority 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 over by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete their 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 they will start their originally elected term.
  - a. The removed President will not serve as Immediate Past President.
4. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. The appointment as acting President-Elect shall terminate at the end of the academic year. The acting President-Elect may choose to run for the full position of President-Elect. 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 they will convene and preside over 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. Represent the Senate to the Staff Senate and the Student Government.
10. Schedule a room for all Senate meetings.
11. Lead the stage party during winter and spring Commencements.
12. Moderate the official mandatory and voluntary 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. Assist the president in moderating the official mandatory and voluntary faculty listserv.
6. 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. Represent the Senate to the Staff Senate and the Student Government.
5. 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 Senate will confirm the appointment of a person not on the Senate to serve as Secretary; 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. Maintain a permanent record of Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of Senators and committee members.

### **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. In event of a conflict, the president, in consultation with Faculty Senate Executive, will reschedule the meeting and communicate the change to the Senate.

### **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 may make a ruling with the advice from the Parliamentarian. There is no term limit for the Parliamentarian.

#### **Section 14.**

The primary business of the Senate is to review, propose, and make recommendations on 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. Committees and other reports.
5. Consent agenda.
6. Unfinished business.
7. New business.
8. Adjournment.

In consultation with the Senate Executive Committee, general and special-order items can be added to the agenda as necessary.

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. Special order: Planning and prioritizing Senate action for the year.
6. Unfinished business
7. New business.
8. Adjournment.

**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 Provost Office 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.

### **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 on the Tuesday following Spring Commencement, unless otherwise specified.

### **Section 5.**

In the first meeting of the Senate, membership of all Senate committees will be approved. 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. Faculty members with part time or interim appointment as chair/head or equivalent may be eligible to serve on Faculty Senate Standing Committees. In special circumstances faculty with greater than 50% appointments as chair/head or equivalent may serve on Faculty Senate Standing committees with the approval of Faculty Senate.

### **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. Special committees shall be commissioned by a majority vote of the full Senate. The Faculty Senate President shall appoint members of special committees. However, Senate approval by a majority vote is required for appointment of special committee members who are not members of the Faculty Senate. 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. Such committees shall be discharged, by the President upon the completion of their assigned duties.

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

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

1. Voting membership (five 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 (five members):
  - a. One faculty member from each representation unit.
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 two committee members 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 regular 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, one representing each academic unit.
  - b. These faculty members are recommended by the Executive Committee and appointed by the President.
  - c. In the event that a member of the committee recuses themselves 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.
  - c. Each spring elect an alternate to a one-year term. Alternate is a voting member when serving in the absence of another elected member.
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. Access and Opportunity**

1. Voting membership (six members):
  - a. Five faculty members; one 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 (eight members):
  - a. One Senator from each representation unit.
  - b. Faculty Senate President.
  - c. Faculty Senate Immediate Past President.
  - d. Faculty Senate President-Elect.
2. Non-voting membership (six 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. One faculty representative from the Council of College Faculties
  - e. The Secretary.
  - f. The Parliamentarian.
3. Terms and limits of voting members:
  - a. One-year term.
  - b. Limit of two consecutive terms.
4. Committee responsibilities:
  - a. Meet and organize for the academic year during mid-August, prior to the first Senate meeting.
  - 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.
- f. Meet after the last Senate meeting to close the loop on the year.
- g. Meet in the summer, as needed, to address University concerns or issues.

## **Section 7. Faculty Affairs**

- 1. Voting membership (five members):
  - a. One faculty member from each representation unit.
- 2. Non-voting membership (one member):
  - a. One faculty representative from the Commission on the Status of Women Faculty.
- 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 8. Faculty Rights**

- 1. Voting membership (five members):
  - a. One faculty member from each representation unit.
    - 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 is on leave, unavailable, or recuses her/himself themselves 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 six 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 9. General Education Committee**

1. Voting membership (eight members):
  - a. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Business; Engineering; Health and Human Sciences;
  - b. Three faculty members from the College of Arts and Sciences.
  - 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.
2. Non-voting membership (three members):
  - a. Vice Provost for Assessment and Strategic Initiatives
  - b. One representative of the Registrar's Office, designated by the Registrar.
  - c. One representative from Career and Advising Center/Professional Advisors, designated by Career and Advising Center Director
3. 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.
4. Committee responsibilities:
  - a. Review new general education courses to ensure and validate that the general education outcomes are being met.
  - b. 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.
  - c. Review General Education Appeal petitions.
  - d. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
  - e. Conduct assessment of students' attainment of general education learning outcomes.
  - f. Develop a university policy governing the policy and procedures for general education revalidation
  - g. Perform other appropriate duties as assigned by the Senate.
  - h. Selecting two representatives and one alternate for the North Dakota General Education Council.

## **Section 10. 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 (nine members; eight alternates):
  - a. One faculty member and one alternate from each representation unit.
    - i. These faculty are elected by their representation unit.
  - b. 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.
  - c. One representative from the Provost's Office, who will also serve as Board Chair.
3. Terms and limits:
  - a. Three-year term.
  - b. No consecutive term-limit has been designated.
4. 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.
  - c. Must meet during the summer to address appeals from spring semester.

## **Section 11. Research and Consulting**

1. Voting membership (five members):
  - a. One faculty member from each representation unit.
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 recommendations 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 12. Technology and Instructional Services**

1. Voting membership (five members):
  - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
  - a. Three representatives from the 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 13. University Curriculum**

- 1. Voting membership (eight members):
  - a. One tenured faculty member from each representation unit, except for Arts and Sciences, which will have two.
    - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
  - b. One student appointed by the Student Government.
  - c. 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 a special (*ad hoc*) Senate committee 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.

### **Section 14. Policy 352: Promotion, Tenure and Evaluation Committee**

- 1. Voting membership (eight members):
  - a. One tenured faculty member from each representation unit (5)



- b. One member from Faculty Affairs Committee
  - c. One member from the Commission on the Status of Women Faculty
  - d. One member from the Promotion to Professor Task Force
- 2. Non-voting membership:
  - a. There are no non-voting members for this committee.
- 3. Terms and limits:
  - a. Three-year term.
  - b. Limit of two consecutive terms (six years)
- 4. Committee responsibilities:
  - a. Review Policy 352: Promotion, Tenure and Evaluation in light of our changing and more complex university
  - b. Initiate and propose policy changes to Policy 352: Promotion, Tenure and Evaluation
  - c. Serve as a forum for faculty members to bring concerns about Policy 352: Promotion, Tenure and Evaluation

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

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

1. membership
  - a. Faculty Senate President.
  - b. Staff Senate President.
  - c. Student Body Vice President (or proxy).
  - d. two members from each of the represented bodies (Faculty Senate, Staff Senate, Student Government) appointed by the Presidents or in accordance with their codes.
2. Non-voting membership (three members):
  - a. Human Resources Director
  - b. Two representatives from Office of the Provost to facilitate meetings and maintain Records.
  - c. 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 reviewed and recommended by required bodies be moved on to appropriate channels at NDSU for final approval.
  - d. Facilitate the work of Shared Governance between the Faculty Senate, Staff Senate, Student Government, and Administration.
    - i. When no policies have required discussion, University business will be reviewed.

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

1. Voting membership (fourteen 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. Provost (or designee).
  - e. Registrar.
  - f. 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 (ten 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. 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 (fourteen 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 5. Program Effectiveness

- 1. Voting membership (ten members):
  - a. One faculty member from each representation unit.
  - b. Two students (one undergraduate and one graduate), appointed by the Student Government.
  - c. One representative from the Office of Institutional Research and Analysis.
  - d. One representative from the Office of Teaching and Learning.
  - e. Provost (or designee).
- 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. Promote a culture of learning improvement within the institution.
  - b. Oversee the development and implementation of program-level learning assurance plans.
  - c. Ensure alignment of student learning in academic programs with institutional mission and strategic goals.
  - d. Review student learning data and make recommendations for program improvements.
  - e. Monitor the implementation of program improvements.
  - f. Prepare reports on program effectiveness for internal and external stakeholders.
  - g. Ensure accountability for program quality and student learning.

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

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### **Section 1.**

Amendments to the bylaws may be proposed by the Senate in a regular meeting 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-thirds 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 under General Order.

### **Section 2.**

The Secretary of the Senate, or in the absence of a Secretary the President, will distribute the proposed amendment to all members of the faculty no later than nine business 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 a two-thirds vote, the change will be submitted to the University President.

### **Section 4.**

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