



## By-Laws of the Faculty Senate

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### ARTICLE I: PROCEDURES OF THE SENATE

#### 1.1. Meetings

1. The Faculty Senate shall hold at least one regularly scheduled meeting each full month during the fall and spring semesters.
2. Summer meetings and special meetings of the full Senate may be called by the Executive Committee or by the Senate president upon petition of at least one-fourth of the senators. Notification of summer or special meetings shall be made to all members of the Senate at least three (3) workdays prior to such meetings.
3. Except for closed meetings, all meetings of the Senate shall be open to anyone who wishes to attend. The Senate may go into closed meeting by approval of two-thirds (2/3) of the members present.
4. A majority of the elected membership of the Faculty Senate shall constitute a quorum for the transaction of all business of the Senate.

*Revised Feb. 2020 – included at least one regularly scheduled meeting each full month during fall and spring*

*Revised April 7, 2017 – updated language for consistency*

*Revised: April 6, 2009*

#### 1.2. Conduct of Meetings

1. All business of the Faculty Senate shall be conducted in accordance with *Robert's Rules of Order*, revised edition.
2. The first Faculty Senate meeting of the academic year shall be the Faculty Senate Retreat.
3. Motions will be submitted to the Faculty Senate president via the form located on the Faculty Senate website. Motions will be placed on the agenda of the next meeting of the Senate as information/first reading items and then as action items at the subsequent Senate meeting.

#### 1.3. Parliamentarian

A parliamentarian shall be appointed by the Executive Committee and confirmed by the Senate no later than the second meeting each year. The parliamentarian shall advise the Senate on all matters of parliamentary procedure.

If the Parliamentarian vacates the office, the Executive Committee will appoint a new Parliamentarian who will be confirmed by the Senate at the next meeting of the full senate.

*Revised, November 2003*

*Revised Aug. 29, 2016 to reflect process for submitting motions.*

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## ARTICLE II: OFFICERS

The Faculty Senate officers shall be a President, a Vice President, a Secretary, a Treasurer/Chief Operating Officer (COO), and a Past President.

1. The president shall be elected for a single two (2)-year term.
2. The vice president, secretary, and treasurer/COO are to be elected annually from the membership of the Senate at the last spring meeting of the sitting Senate.
3. For the duration of their terms the President and Past President become at-large senators; the affected colleges will replace those positions with a senator who represents the college.

### 2.1. President

2.1.1. The Faculty Senate president shall preside over all meetings of the Senate and the Executive Committee.

2.1.2. The Faculty Senate president represents the Faculty Senate on:

1. University Council
2. Academic Council
3. SACS Leadership Team (as of spring 2017)
4. Budget Advisory & Strategic Planning Committee (as of spring 2017)
5. Commencement Platform Party (authorized fall 2009)
6. Any ad hoc committees the University President or Vice President(s) may convene which require faculty representation
7. Tennessee University Faculty Senates (TUFS)
8. Formal external faculty bodies

If the current president cannot participate, the vice president shall substitute for the president. If the vice president cannot participate, any other officer or member of the organization may be appointed by the president.

### 3.1.3. Compensation for Faculty Senate President

The Faculty Senate president shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as president. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each of those two academic semesters in which they serve as president. (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.) In addition, the president will receive a stipend of no less than \$2,400 for summer semester.

### 2.2 Vice President

2.2.1 In the absence of the president, the vice-president shall preside at the meetings of the Senate and Executive Committee, shall assume all duties of that office, and shall serve in other capacities as the president may direct. The vice-president may also preside at meetings of the Senate at which the president is present by direction of the president.

2.2.2 The Faculty Senate Vice President represents the Senate on:

1. Academic Council
2. Any ad hoc committees to which the Faculty Senate President may appoint them.

#### 2.2.3. Compensation for the Faculty Senate Vice President

The Faculty Senate vice president shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as VP. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each fall and spring semester (approved in Senior staff, May 25, 2011) in which they serve as vice president. (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.)

### 2.3 Secretary

#### 2.3.1 The Secretary shall:

1. Keep and maintain the minutes of any regular or special meetings of the Senate
2. Keep the official attendance records of all meetings.
3. Prepare and maintain the official membership list of the Senate.
4. Maintain a permanent and public collection of all of the records of the Senate.
5. Obtain faculty census data at the beginning of each spring semester

#### 2.3.2 Compensation for Faculty Senate Secretary

The Faculty Senate secretary shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as secretary. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each of those two academic semesters in which they serve as secretary. (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.)

### 2.4 Treasurer/Chief Operating Officer (COO)

#### 2.4.1 The Treasurer/COO shall:

1. Compile and maintain all records of any financial transactions involving the Senate, including expense authorizations and reimbursements and the Faculty Senate Courtesy Fund.
2. Make periodic reports and distribute these regularly to the members of the Senate.
3. Substitute for the secretary
4. Organize, maintain, and supervise the Faculty Senate office,
5. Organize and coordinate the annual Faculty Senate Retreat,
6. Secure meeting space for Senate meetings.

### 2.5. Past President

#### 2.5.1. The Past President represents the Faculty Senate on:

1. University Council
2. Academic Council

### 3. Budget Advisory and Strategic Planning Committee

#### 2.5.2. Compensation for the Past President.

The immediate past president shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as past president. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each of those two academic semesters in which they serve as past president. (approved by Senior Staff on May 25, 2011). (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.)

### 2.6. Vacancies

#### 2.6.1. President

If the President vacates the office, the Vice President of the Faculty Senate will become the President and fulfill the remainder of the President's term.

#### 2.6.2. Vice President, Secretary, Treasurer/COO

If the Vice President, Secretary, or Treasurer/COO vacates the office, the Executive Committee will appoint an interim replacement until the full senate conducts a special election within two regularly scheduled meetings after the vacancy to fulfill the remainder of the term.

#### 2.6.3. Past President

1. If the Past President vacates the office, the Executive Committee will appoint an interim replacement; a replacement for the Past President will be affirmed by the Senate no later than two meetings after the interim is appointed. Due to various University-level committee responsibilities of the Past President, consideration should be given to filling the position with a former Past President of the Faculty Senate.

2. Since the Past President is an at-large member of the Faculty Senate, it is possible to recruit a former Past President of the Senate who is not currently serving on the Senate. If no suitable candidate is available, a senior or past member of the Executive Committee should be considered.

*Revised Feb. 2020 – Past president listed as an officer; combined the Treasurer/COO position; President and Past-President become at-large senators with affected colleges replacing those members with a senator who represents the college.*

*Revised March 13, 2017 – see substantive changes document – duties of President, VP, COO*

*Revised April 7, 2014 following Senate approval to make By-laws and Constitution consistent with respect to the officers and Executive Committee members.*

*Revised July 23, 2014 to reflect the stipend for VP approved in May 2011*

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## ARTICLE III: MEMBERSHIP

### 3.1. Eligibility

Full time faculty in tenured, tenure-track, and non-tenure track appointments as defined in the Definition of Faculty policy are eligible to serve on faculty Senate.

### 3.2. Term of office

The term of office for an elected member of the Senate shall be three (3) years with the exception that the term of the president shall be extended automatically for up to three (3) years to ensure uninterrupted progression into the office of past president. At the end of this

extended term of office, the affected school, college, or academic unit shall elect a senator to complete any remaining years of the normal term.

### **3.3. Representation.**

Each college, school, or equivalent academic unit with its own faculty shall be entitled to elect three (3) Senators. Additional Senate members shall be elected by and within the various colleges, schools or equivalent academic units in the following manner:

1. A college, school or equivalent academic unit shall be entitled to one additional representative for every twenty-five (25) faculty members. The number of senators eligible shall be determined from the records of the Office of the Provost based on a three-year rolling average at the beginning of each spring Semester.
2. In the event of a shift of departments or faculty from one college to another, the Senate, with a simple majority vote of the body, can reassess the representation.
  - a. Any college, school or equivalent academic unit with a minimum of five faculty members organized after the adoption of this Constitution shall attain Senate representation in the first Senate election following its organization.
  - b. By two-thirds vote of those present at any regularly scheduled meeting, the Senate may grant senatorial representation to divisions or academic units not covered in this section. If a college, school or academic unit loses faculty so as to affect Senate representation, the first position to become vacant will not be filled.
2. The University Libraries shall be entitled to elect at least one (1) senator.

*Revised, Feb. 2020 – added that number of senators will be based on a three year rolling average of the faculty census; in the event of a shift of departments, that can be revisited by a simple majority*

### **3.4. Elections**

1. Each year, all Senators will be notified of forthcoming vacancies by the Elections Committee. Faculty shall be informed of vacancies by their senators in advance of the election.
2. Present senators from each college/school/unit will serve as election officials.
3. Elections to the Faculty Senate shall be concluded annually by the end of March.
4. When a vacancy occurs from a senator's resigning in mid-term, the president will inform the remaining senators from the relevant college. That college will choose how to select a replacement as defined by the college election procedures to begin serving as soon as possible.

*Revised, December 2017 – 4.1.1 -7 (repaired missing language on replacement of senators who resign mid-term).*

### **3.5. Participation**

1. Faculty Senators are expected to attend all bi-weekly meetings of the Senate.
2. Those Senators serving on the Executive Committee are also expected to attend the bi-weekly meetings of the Executive Committee on those weeks that the full Senate does not meet.

3. Senators who miss a meeting shall notify the Secretary of the reason for failure to attend.
4. After a Senator misses two meetings in a single semester, the Secretary will send an electronic notification to the Senator. The same will apply to members of the Executive Committee who miss two of the bi-weekly meetings of the Executive Committee (irrespective of attendance at the meetings of the full Senate).
5. After a third absence, the secretary will send a notification to the Senator and the Senator's attendance will be reviewed by the Executive Committee, the results of which will be communicated to the Senator.
6. The Executive Committee will consider the reasons for absenteeism and the review may result in the following:
  - a. No action taken or
  - b. A letter notifying the Senator's Dean of failure to meet obligations and/or
  - c. A request from the executive committee for resignation or formal leave of absence by the absent Senator and/or
  - d. The Executive Committee declaring the absent Senator's seat vacant and initiating the process for filling a vacant seat.

*Updated Nov. 2018 – to remove excused vs unexcused absences and to provide for Executive Committee review of absences*

### **3.6. Leaves of Absence**

When necessary, a senator may request an official leave of absence from their Senate duties. Request for a leave of absence must be submitted according to the following procedure:

1. A letter requesting a leave of absence which outlines the reasons for the request and the anticipated length of the leave of absence shall be sent to the president of the Faculty Senate for transmission to the Executive Committee;
2. The Executive Committee shall, by majority vote, either accept or deny the request for leave of absence;
3. In the event that the request for leave of absence is accepted, the President of the Faculty Senate shall instruct the affected school, college or academic unit to select a temporary replacement Senator.
4. The temporary replacement senator shall occupy the seat of the requesting senator until the requesting senator notifies the president of the Faculty Senate in writing that they wish to resume the duties of senator.
5. The maximum length of a leave of absence shall be an academic year.

### **3.7. Faculty Senate Selection of Faculty Trustee**

This shall be the process by which the Faculty representative to the ETSU Board of Trustees (the Board) will be determined:

1. In those years that the faculty trustee position on the Board is open according to HB2578, the floor will open for nominations at the last scheduled Faculty Senate meeting of the fall semester and close on January 31.
  - a. Any interested faculty shall submit a statement of qualifications to the President of the Senate during the nomination period.

- b. The President of Faculty Senate shall forward all statements of qualifications to the Faculty Senate Executive Committee which will review the eligibility of each candidate by no later than the scheduled meeting of the Senate at which the ballot is created.
    - c. The date of the faculty trustee election may be modified by the Faculty Senate to allow for selection of a Board representative prior to the first annual meeting of the Board.
  2. To be eligible for consideration, the potential nominee must have been a full-time faculty member for at least six (6) years and demonstrate satisfactory involvement in university-wide shared governance.
  3. A ballot of no more than three (3) and no fewer than two (2) nominees will be created in a Faculty Senate meeting by the end of February.
  4. A position on the ballot is secured by being among the top three in a vote by a quorum of the faculty Senate.
    - a. There will be up to three (3) rounds of voting.
    - b. Each Senator may vote only once in each round.
    - c. The top vote-getter in each round earns a position on the ballot. In the event of a tie in any round a coin-toss will break the tie.
    - d. Once a person is placed on the ballot, they may not be considered in subsequent nominee ballot voting.
    - e. The Faculty Senate shall vote again until at least two (2) and no more than three (3) nominees are on the ballot.
  5. The final ballot will be presented to the Faculty of ETSU for a vote in March.
  6. The faculty trustee will be determined by a plurality (person who gets the most votes) in a vote of the faculty. In the event of a tie, a run-off will be held. The person receiving the second most votes will be considered the alternate.
  7. If the newly-elected faculty trustee is not currently a member of the Senate, they automatically become an at-large member of the Senate and must remain a member in good standing for the duration of their term. Upon election to the ETSU Board of Trustees, the faculty trustee will become an ex-officio member of the Faculty Senate Executive Committee and will be expected to fulfill the following duties of an Executive Committee member:
    - a. Attend all scheduled meetings of the Faculty Senate Executive Committee
    - b. Attend all scheduled meetings of the Faculty Senate
    - c. Attend all monthly meetings of the Executive Committee and university administration
  8. In the event that the faculty trustee is unable to serve, the alternate will fill the remainder of the term.
    - a. If both the elected faculty trustee and the alternate are unable to serve, the Past President will step in to serve as the faculty trustee until a new faculty trustee can be elected to fill the remainder of the term.
    - b. Any out of cycle election will follow the process outlined above but in a timeframe to be determined by the Faculty Senate.
  9. The faculty member elected to the ETSU Board of Trustees shall have the term of service limited to two consecutive terms of two years each if they are nominated and elected. Thereafter, the faculty member would become eligible to seek another term only after having remained off the Board for one term.

*Revised, November 2018 – to update the timing of the election based on the BOT cycle; to change simple majority to plurality; to provide for an alternate in the event the elected faculty member is unable to serve; to implement a term limit consistent with the limits defined in the FOCUS ACT.*

*Revised, March 13, 2017 – see substantive changes document; participation updated  
Revised, April 2016*

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## **ARTICLE IV: COMMITTEES**

The Senate shall establish standing committees to study and make reports on matters of concern to the University faculty. Standing committees created by the Senate become committees of the Senate, receive their authority from the Senate, and shall report their findings and make their recommendations to the Senate.

### **4.1. Standing Committees**

1. Except for the Executive Committee, the size of standing committees shall be determined by the Senate.
2. The chair of each committee, except for the Executive Committee, shall be appointed by the executive committee no later than the second meeting of each year.

#### **4.1.1. Executive Committee**

##### **4.1.1.1. Members**

1. The Officers
2. Five at-large members elected at the first meeting of each year.
3. Faculty member of the Board of Trustees

##### **4.1.1.2. The Executive Committee duties shall be as follows:**

1. To consider and to act on urgent matters of immediate general interest to the University which cannot wait for action by the Senate in regular session. Such actions of the Executive Committee shall be reported to the Senate at next meeting and shall be subject to ratification by a majority vote of the Senate.
2. To appoint chairs of the Senate standing committees no later than the second Senate meeting of each year.
3. To approve the chair of the Tenure and Promotion Appeals Committee.
4. To propose such ad hoc committees of the Senate as may be needed.
5. To refer matters to the proper committees of the Senate.
6. To attend monthly meetings with members of the senior administration.
7. To meet at least five (5) workdays in advance of regular Senate meeting for preparing an agenda and making assignments to those who are to report to the Senate at the next meeting. A copy of the agenda will be sent to each member of the Senate at least three (3) workdays before the Senate convenes.
8. To act on requests for leave of absence from the Senate.
9. To address attendance issues as outlined in the section on Participation

#### 4.1.1.3. Vacancies

If an At-large member of the Faculty Senate Executive Committee vacates the position, the full senate will conduct a special election at the next meeting of the full senate for an at-large member who will fulfill the remainder of the term.

#### 4.1.2. Committee on Faculty Concerns and Grievances

The Committee on Faculty Concerns and Grievances may initiate recommendations and shall continuously review and evaluate University policies including but not restricted to such things as:

1. Academic freedom and responsibility;
2. Faculty salaries and other benefits;
3. Criteria for determining annual salary increments;
4. All faculty personnel policies including appointments, promotion, tenure, dismissal, resignation and leaves of absence. The Committee shall also act as an appeals body to hear grievances filed by individual faculty members. The committee is charged with developing procedures for this purpose, subject to approval by the Senate.

The Committee shall also act as a consulting body to hear grievances filed by individual faculty members, at such point in time as a grievance may reach the desk of the President of the University.

#### 4.1.3. Committee on Faculty Senate Elections and Governance

1. The Committee on Faculty Senate Elections is comprised of one member from each college/unit. The chair shall serve as the representative from their college.
2. The Committee is charged with these responsibilities:
  - a. Coordinating elections to the Senate;
  - b. Conducting the annual election of Faculty Senate officers and of the elected members of the Executive Committee
  - c. Supervising the conduct of said elections;
  - d. Ruling on the eligibility of nominees and voters;
  - e. Supervising the process for initiating and ratifying amendments of the Constitution and By-Laws

#### 4.1.4. Committee on the Faculty Handbook

1. Committee Leadership and Composition: The Committee on Faculty Handbook shall be chaired by a senator appointed by the Executive Committee. The committee will have a minimum of three and no more than five senators

2.. Duties of the Committee: The committee shall be responsible for oversight and disposition of any and all approved revisions to the faculty

handbook. Each year, between the last meeting of the spring semester and the first meeting of the fall semester, the committee shall be responsible for verifying all links are active and accurate and that any new information is updated. The committee will also notify the faculty Senate of any changes to the handbook.

*Revised March 13, 2017: See Substantive Changes document for specifics – Standing Committee membership, Executive Committee duties/ membership; Committee on Committees – made language consistent with immediate past president role*

*Revised July 23, 2014 to reflect stipend for Past President approved by Senior Staff on May 25, 2011.*

*Revised April 2012: On recommendation of the Standing Committee working group and approval of the Senate membership*

#### **4.2. Ad Hoc Committees**

1. The Senate shall, from time to time, establish temporary committees to study and make reports on matters of special concern to the University faculty and/or community. Ad hoc committees created by the Senate become committees of the Senate, receive their authority from the Senate, and shall report their findings and make their recommendations to the Senate.
2. Ad hoc committees shall be constituted for periods of one calendar year and are renewable upon a 2/3 vote of the senators present.

*Revised, November 2003*

#### **4.3. University Standing Committee Membership**

1. A Faculty Senate member appointed to a University (i.e., non-Faculty Senate) standing committee serves a three-year term on that committee,
2. At the point a senator serving on a standing university committee as a representative of Faculty Senate is no longer on Faculty Senate, they will cease to serve as the Faculty Senate representative on that committee and the Senate shall appoint or elect a new representative.
3. Senators serving as Faculty Senate representatives on standing university committees should report on the activities of those standing committees to the senate.

*Revised Feb, 2020 -Added that at the point a senator who is serving as a senate rep to a university committee is no longer a member of the senate, they will cease to serve on that committee as the senate rep and the senate will appoint/ elect a new representative; senators serving as senate reps to committees will report activities of those standing committees to the senate.*

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### **ARTICLE V: AMENDMENT PROCEDURE**

#### **5.1. Initiation.**

The By-Laws may be altered by a procedure begun in either of the following ways: by a petition signed by one-fifth (1/5) of the full-time faculty members; or through a proposal supported by one-third (1/3) of the Faculty Senate members.

#### **5.2. Ratification.**

Any amendments shall be ratified by a 2/3 majority of faculty senators voting in an official Senate meeting following the process for motions as noted in the Procedures of the Senate.

*Revised, November 2003*