

## **Chadron State College Faculty Senate By-laws Standing Sub-committees of Faculty Senate**

- I. **SENATE & STANDING SUB-COMMITTEE PROCESSES AND PROCEDURES:** The Organizational/Work Flow Structure of Faculty Senate Is Provided as Follows.
  - A. To facilitate the election of Senate and standing committee members, the Dean of each school shall provide time during the School's March meeting for these elections.
  - B. Standing committees of the Faculty Senate are directly responsible to the Faculty Senate. Subcommittees shall follow Robert's Rules.
    - i. Each committee shall include a Faculty Senator who serves as committee liaison to the full Faculty Senate. If no such member is elected to the committee, Faculty Senate will appoint a liaison during the first Senate meeting in the fall. A liaison that has not been selected or elected by their department or school to the standing committee will serve as an ex officio member without voting privileges. The liaison will also ensure that the committee operates within the parameters of the Faculty Senate Constitution and Bylaws.
    - ii. All standing committees will meet during the month of April to elect/identify the Chair and Secretary of the respective committees for the next academic year and report the results to the current Faculty Senate President prior to the end of April.
    - iii. Committee officers shall be faculty members, unless specified below in the committee membership descriptions.
    - iv. Each committee shall use a secure, faculty-accessible electronic location for distribution of all proceedings and documents, for review by Faculty Senate members and all faculty employees.
  - C. Faculty Status
    - i. Departments that seek exceptions for faculty status (i.e., tenured, or graduate faculty member) can seek exceptions if the department has fewer than three (0-2) tenured faculty. Exceptions are to be presented in writing and confirmed by Faculty Senate. Faculty Senate and the subcommittees of Academic Review and Promotion and Tenure must retain a 2/3 voting majority of tenured faculty. No exceptions will be made for School (at large) representatives.
    - ii. Those departments which have fewer than three (0-2) tenured faculty may choose, or not, to be represented on Senate or Senate Standing Committees by indicating such in writing to the Faculty Senate President.
  - D. Committee Minutes/Reports

- i. Each committee shall approve their respective meeting minutes, with specific recommendations highlighted and submit a digital copy of the approved minutes to the President of Faculty Senate within ten (10) working days following each meeting of the committee.
- ii. Faculty Senate will accept, and/or approve [or modify committee recommendations, if needed] and forward to the administration for their review, approval, or modification, or reject the recommendations. The administration is requested to respond back to Faculty Senate concerning the forwarded recommendations as outlined in Article I, Section E., point 8, of the Constitution.
- iii. In addition, each committee recommending course and/or program changes will forward all related documentation to the Academic Review Committee for approval.
- iv. Each chair of each committee will file an annual report of their activities before the second Friday of April.

II. **FACULTY SUB-COMMITTEES:**

A. **Academic Review Committee**

- i. **Membership:** Shall consist of twenty-four (2) members

Eighteen (18) Faculty	One (1) faculty member elected from each academic department.	Voting Members
Two (2) Students	Two (2) students (junior or senior Members standing) elected by the Student Senate	Voting Members
One (1) Dean of Curriculum		Ex-Officio, Non-voting Member
One (1) Registrar		Ex-Officio, Non-voting Member
One (1) Vice President for Academic Affairs		Ex-Officio, Non-voting Member
One (1) Dean of Essential Studies		Ex-Officio, Non-voting Member
Designated Chair: Dean of Curriculum		

- ii. **Responsibilities:** All undergraduate academic programs and policies at Chadron State College. Course and/or program changes shall be presented to the committee for approval by the appropriate department Chair and Revision supported by the appropriate Dean and/or selected faculty as deemed necessary.
- iii. **Functions:** To recommend the establishment, articulation, and maintenance of all undergraduate academic programs at Chadron State College; and to recommend initiation and modification of academic

policy including but not limited to Essential Studies and Academic Assessment at Chadron State College.

- iv. **Term of Office:** Two (2) years with half expiring each year. Students are members for one (1) year.
- v. **Essential Studies Sub-Committee**

Six (6) faculty	Two (2) of the two faculty members elected to the Academic Review Committee from each academic school (see above) provided they meet the following criteria: tenure in full-time teaching assignments and rank of Associate Professor or above. Exceptions will be made only with the approval of the Faculty Senate	Voting Members
One (1) Student	One (1) of the two students (junior or senior Members standing) elected to the Academic Review Committee by the Student Senate (see above)	Voting Members
One (1) Dean of Essential Studies		Ex-Officio, Non-voting Member
Designated Chair: Dean of Essential Studies		

**B. Educational Technology Committee**

- i. **Membership:** Shall consist of fourteen (14) to sixteen (16) members.

Nine (9) Faculty	Three (3) faculty members elected from each academic school provided they meet the following criteria: hold a full-time, tenure-track teaching assignment. Exceptions will be made only with the approval of the Faculty Senate	Voting Members
Two (2) Students	One (1) undergraduate student elected by the Student Senate and one (1) graduate student elected by the Graduate Council	Voting Members
Three (3) to five (5) Staff Members	Three (3) to five (5) staff members that adequately represent and are elected by the following areas: Library Learning Commons (LLC), Information Technology Services (ITS), and Teaching, Learning and Professional Education Center (TLPEC)	Ex-Officio Non-voting Members
Faculty member chair shall be elected by the committee		

- ii. **Responsibilities:**
  1. to serve as a communications link between technology staff and faculty;
  2. work together to proactively identify educational technologies and make decisions to pilot, assess, and recommend those technologies to Faculty Senate;
  3. assist the Teaching, Learning and Professional Education Center, the Library Learning Commons, and Information Technology Services in introducing new technology to the campus;
  4. provide input (via a written plan) to adopting and evaluating educational technology, i.e., assessment of the effectiveness of technology;
  5. carry out ongoing evaluation of the college's online learning platform.
- iii. **Functions:**
  1. To collaborate with all CSC (Chadron State College) technology-related entities on matters related to educational technology.
  2. To serve as a visionary forum for strategic institutional planning and analysis related to educational technology including but not limited to the committee responsibilities.
- iv. **Term of Office:** Two (2) years with four (4) terms expiring on even years and five (5) terms expiring on odd years. Students are members for one (1) year.

**C. Faculty Development Committee**

- i. **Membership:** Shall consist of six (6) members.

Six (6) Faculty	Two (2) faculty members elected from each academic school	Voting Members
Faculty member chair shall be elected by the committee		

- ii. **Responsibilities:** To review professional improvement grants at Chadron State College.
- iii. **Functions:** To review proposals for improvement grants and recommend appropriate awards. In addition, it shall advise the administration in setting priorities regarding the expenditure of improvement of instruction funds allocated to Chadron State College.
- iv. **Term of Office:** Two (2) years with one-half the members' terms expiring each year.
- v. **Procedure:**
  1. The initial call for proposals will be for the Friday after Labor Day in the fall semester. Proposals are to be submitted to the Vice President for Academic Affairs, and will be retrieved by the Faculty Senate Liaison who will call the first meeting. Subsequent calls for proposals may be issued, and will have at least two weeks of notification prior to the closing acceptance date.
  2. Proposals for summer (June through August) professional development will be considered in the previous April meeting, at which time the committee will confer with the administration regarding the funding for the subsequent year and make appropriate recommendations.

**D. Graduate Council Committee**

i. **Membership:** Shall consist of sixteen (16) members.

Eleven (11) Faculty	<p>One (1) graduate faculty member elected from each of the following graduate programs, unless indicated otherwise:</p> <ul style="list-style-type: none"> <li>• Master of Arts in Education – Clinical Mental Health Counseling</li> <li>• Master of Arts in Education – Education Administration</li> <li>• Master of Arts in Education – History</li> <li>• Master of Arts in Education – Math/Science (2 representatives – one from mathematics and one from natural sciences)</li> <li>• Master of Arts in Education – School Counseling</li> <li>• Master of Business Administration</li> <li>• Master of Education – Curriculum and Instruction</li> <li>• Master of Science in Organizational Management - Human Services</li> <li>• Master of Science in Organizational Management - Sports Management/Natural Resources</li> <li>• Master of Science in Athletic Training</li> </ul>	Voting Members
Three (3) Students	One (1) graduate student elected from each academic school	Voting Members
One (1) Graduate Studies Faculty Coordinator		Ex-Officio Non-voting Member
One (1) Dean of Graduate Studies		Ex-Officio Non-voting Member
Designated Chair: Dean of Graduate Studies		

ii. **Responsibilities:** Direct the graduate programs of Chadron State College.

- iii. **Functions:** To recommend the establishment, articulation, and maintenance of all graduate academic programs at Chadron State College; and to recommend initiation and modification of graduate academic policy including but not limited to establishing rules for admission, and the requirements for degrees, and recommend all candidates for degrees.
- iv. **Term of Office:** Two (2) years with 5 of the members’ terms expiring in odd years and 6 in even years. Students are members for one (1) year.
- v. **Graduate Student Conduct:** Any graduate student who breaches the confidentiality of any discussion of the Council concerning student records will be dismissed from the Committee following a due process hearing. Should dismissal occur, a new graduate student representative shall be selected.

**E. Rank Promotion and Tenure Committee**

- i. **Membership:** Shall consist of eighteen (18) members.

Eighteen (18) Faculty	One (1) tenured faculty members elected from each department.	Voting Members
Faculty member chair shall be elected by the committee		

- ii. **Responsibilities:** Receive, review, and respond in writing to each and every application for tenure and/or promotion.
- iii. **Function:**
  - To receive all requests for promotion and tenure from Academic Deans, and make recommendations to the Vice President for Academic Affairs.
  - To help establish consistent and available criteria for building promotion and tenure portfolios
  - To help provide support for building of portfolios of colleagues
- iv. **Term of Office:** Four (4) years with one member from each of the three academic schools expiring at the end of each year, with the following provisions a) Every fourth year three (3) members' terms shall expire. b) Members shall not serve consecutive terms without approval from Faculty Senate in accordance with Article I., Section C., Subsection ii. of this document.
  1. Departments having fewer than three (3) tenured faculty may choose not to be represented on the Rank Promotion and Tenure Committee by indicating such in writing to the Faculty Senate President.

**F. Research Institute Committee**

- i. **Membership:** Shall consist of ten (10) members.

Six (6) Faculty	Two (2) faculty members elected from each academic school	Voting Members
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Two (2) Students	One (1) undergraduate student senator elected by the Student Senate and one (1) graduate student elected by the Graduate Council	Voting Members
One (1) chair of the Institutional Review Board		Ex-Officio Non-voting Member, unless also elected as faculty representative
One (1) Vice President for Academic Affairs		Ex-Officio Non-voting Member
Designated Chair: Vice President for Academic Affairs		

ii. **Responsibilities:** Review research programs funded by the Board of Trustees; provide oversight to an Institutional Review Board subcommittee.

iii. **Functions:** Review and recommend for approval and funding, modification, or disapproval, all research proposals written by Chadron State College personnel, including those that fall within the jurisdiction of the Institutional Review Board as specified by federal or local institutional policy.

iv. **Term of Office:** Two (2) years with one-half the members' terms expiring each year. Students are members for one (1) year.

v. **Procedure:** The initial call for proposals will be issued during the first week in April of the Spring Semester preceding the fiscal year for which grants will be awarded. Proposals are to be submitted to the Vice President for Academic Affairs. Subsequent calls for proposals may be issued, and will have at least two weeks of notification prior to the closing acceptance date.

**G. Student Academic Appeal Committee**

i. **Membership:** Shall consist of fourteen (14) members.

Nine (9) Faculty	Three (3) faculty members elected from each academic school	Voting Members
Two (2) students	President and Vice President of Student Senate	Voting Members
One (1) Dean of Essential Studies Program		Ex-Officio Non-voting Member
One (1) Registrar		Ex-Officio Non-voting Member

Dean of Students		Ex-Officio Non-voting Member
Designated Chair: Dean of Essential Studies Program		

- ii. **Responsibilities:** Maintaining an Academic Appeal and Review Board on behalf of the students of Chadron State College.
- iii. **Functions:** The committee shall recommend standards of student academic progress and admission policy, student academic rules and regulations to Faculty Senate in advising College administration in matters of student rules and regulations. The committee shall also be the academic appeal and review board on student academic issues, including but not limited to final course grade appeal and probation/suspension appeals. It shall also serve as a Review Board in grievances brought by students against faculty.
- iv. **Term of Office:** Two (2) years with five (5) terms expiring on even years and four (4) terms expiring on odd. Student terms are for one (1) year.
- v. **Student Conduct:** Any student who breaches the confidentiality of any discussion of the Student Academic Review Committee concerning student records will be dismissed from the Committee following a due process hearing. Should dismissal occur, a new student representative shall be selected.

**H. Study Abroad/Study Away Committee**

- i. **Membership:** Shall consist of six (6) members.

Six (6) Faculty	Two (2) faculty members elected from each academic school, who are knowledgeable about foreign travel and study	Voting Members
Faculty member chair shall be elected by the committee		

- ii. **Responsibilities:** To review foreign tours and studies initiated at Chadron State College for academic integrity.
- iii. **Functions:** Review courses and plans for foreign studies by Chadron State College Faculty. This committee is to make recommendations for catalog changes, when appropriate, to Academic Review and send meeting minutes to Faculty Senate.
- iv. **Term of Office:** Two (2) years with one-half the members' terms expiring each year.
- v. **The proposal review process** will follow the timeline set forth in the CSC Faculty Study Abroad Handbook.



## **I. Budget Advisory Committee**

i. Membership: Three (3) senators, one from each academic school, elected by the Faculty Senate.

ii. Responsibilities: The committee works with the college President, Vice President of Academic Affairs, and Vice President of Administration and Finance, and other appropriate administrators to provide guidance with regard to the creation and implementation of budget in furtherance of the college's strategic plan. The committee provides faculty input to the business aspects of the college including budget, campus planning, and capital projects. The committee serves as a communication link between the Faculty Senate and the President for budgetary matters.

iii. Functions

a) The committee shall meet with the President, Vice President of Academic Affairs, and Vice President of Administration and Finance, and other appropriate administrators during the budgetary preparation process. There will be a minimum of three meetings per academic year, one early in the fall semester, one early in the spring semester, and a final meeting in early April. The Budget Advisory Committee will then provide a brief report to Faculty Senate following each of these meetings.

b) To represent the faculty in the budget process and provide faculty input on priorities for future expenditures.

c) To make recommendations concerning the allocation of resources for the academic component of the college's operating budget.

d) To review college policies relating to long-range financial planning, budget preparation, the allocation of funds within budget categories.

e) To inform the Faculty Senate members of the campus budgetary process.

iv. Term of Office: Two (2) years, with two member terms expiring on odd years one member term expiring on even years

## **III. SPECIAL MEETINGS**

The President or the Vice President of the Faculty Senate shall be empowered to call a special meeting of the Faculty Senate on one (1) week's written notice during school vacation periods for the purpose of approving any committee actions, which involve a time deadline.

#### **IV. APPOINTMENTS**

The President of the Faculty Senate may appoint, at his/her discretion, another Faculty Senator to serve in his/her ex-officio capacity as a member of any Faculty Senate committee.

#### **V. PROXIES**

Proxy voters may vote only on the items on the agenda.

#### **VI. AMENDMENTS TO BY-LAWS**

Revision of these By-Laws may be completed by a majority vote of a quorum of the Faculty Senate.

- A. A vote of acceptance by a majority of the quorum of the full Faculty Senate at the meeting when the amendment is introduced.
- B. A two (2) week period during which the proposed amendment is published to the faculty.
- C. Passage of the amendment will require a two-thirds majority vote of a quorum of voting members present at the Faculty Senate meeting following the publication period.