

**LIST OF AMENDMENTS TO BOTH CONSTITUTION AND BYLAWS  
OF THE FACULTY SENATE OF PITTSBURG STATE UNIVERSITY  
(as of August 1, 2018)**

Original Documents  
 Amended By-Law IV.C.1  
 Amended By-Law IV.C.3  
 Adopted By-Law V.D  
 Amended By-Law IV.  
 Amended By-Law IV.A.2  
 Amended Article V.A.  
 Amended By-Law IV.C.1  
 Amended By-Law IV  
 Adopted By-Law IV.A.8  
 Amended By-Law IV.E  
 Amended Article II.C  
 Amended Article III.A,B,D  
 Amended Appendix 1  
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 Deleted By-law IV.A.8  
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 Amended Article III.A  
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 Adopted By-law IV.A.5  
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 Adopted By-law IV.C.1  
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 Adopted By-Law IV.A.3  
 Amended By-law IV.A.4  
 Amended By-law IV.A.5  
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 Adopted By-Law VII  
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 Adopted By-Law IV.A.8  
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 Amended By-Law IV.A.5  
 Adopted By-Law IV.A.10  
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 Amended Article IV  
 Amended By-Law IV A, A.7, F  
 Adopted By-Law IV.A.3.d  
 Adopted By-Law IV.A.4.d  
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 Adopted By-Law V.C  
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April 3, 1978  
 October 15, 1979  
 April 23, 1979  
 May 12, 1980  
 March 23, 1981  
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 March 1, 1982  
 May 10, 1982  
 March 21, 1983  
 March 5, 1984  
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 November 18, 2002  
 April 18, 2005  
 August 16, 2007  
 August 16, 2007  
 August 20, 2009  
 August 20, 2009

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 Amended Article IV, B  
 Amended Bylaw IV, A.10  
 Amended Bylaw IV, F  
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 Adopted By-Law IV.A.3  
 Amended By-Law IV.A.6  
 Amended Article IV.B  
 Amended By-Law I.B  
 Deleted By-Law IV.A.4  
 Amended By-Law IV.A.5  
 Amended By-Law IV.A.6

May 6, 2013  
 May 6, 2013  
 May 6, 2013  
 November 14, 2014  
 May 4, 2015  
 May 8, 2017  
 May 7, 2018  
 May 7, 2018  
 May 7, 2018

**CONSTITUTION OF THE FACULTY SENATE  
OF  
PITTSBURG STATE UNIVERSITY**  
(last amended: May 4, 2015)

**ARTICLE I. Preamble.**

- A. The faculties of the Kansas Regents universities have legislative authority in all matters dealing with the courses and curricula to be offered by the institutions and the granting of degrees, subject to review by the president of the University.
- B. In accordance with the Board of Regents' policy, upon the authority of the chief executive officer, the Pittsburg State University faculty shall have the legislative authority and responsibility to adopt policies, regulations, and procedures intended to achieve the educational objectives of the University.
- C. To facilitate the exercise of this authority, the general faculty, as defined in Article II. A., of Pittsburg State University hereby delegates it to the Faculty Senate. This delegation of authority by the general faculty is subject to revision by that faculty.
- D. The Faculty Senate exists to:
  - 1. Provide the faculty an opportunity to express opinions on all matters relating to the educational objectives of the University.
  - 2. Provide channels for the faculty to formulate and effectuate educational policies.
  - 3. Disseminate information so that educational policies and practices of schools, departments, and other academic units will be coordinated.
  - 4. Conduct studies deemed essential to the progress of the institution.
  - 5. Evaluate academic programs and practices, and to facilitate such improvements as seem warranted.

**ARTICLE II. Organization.**

- A. To be eligible for election to the Senate, a person must be a full-time member of the faculty with rank of professor, associate professor, or assistant professor, or instructor (whether tenured, tenure-earning, or non-tenure earning), exclusive of departmental chairs and all persons holding an administrative appointment at .5 or above. A person holding a fractional time appointment of .5 or more with the rank of instructor or higher is likewise eligible, providing: (Amended 11/18/2002, 11/24/2014, 5/4/2015-general faculty meeting)
  - (1) that if initially employed on a .5 or more fractional basis that person has had an appointment for at least three semesters (summers may be included), or
  - (2) that if appointment on a .5 or more fractional basis is made at the person's own request that it follow a period of at least one year on a full-time basis.

The electorate for the Faculty Senate shall consist of the members of the general faculty. The general faculty shall consist of those faculty members eligible for election under this section plus chairs and directors with teaching responsibilities. (Amended 5/4/2015)

- B. The officers of the Senate shall be the president, past-president, president-elect, secretary, and parliamentarian. They shall be elected from the newly elected members of the Senate and those members with one year remaining in their terms. Should the president-elect not have two years remaining on his/her term of eligibility, he/she will be extended one additional year to serve as a voting member of the Senate. (Amended 2/18/2002, 4/18/2005, 8/20/09)

- C. The officers of the Senate shall be elected by secret ballot and by a majority of senators present at the April meeting, as outlined in Article III.D. (Amended 8/22/85) Term of office shall be from August 1 to July 31.
- D. The registrar of the University, as a non-voting member, shall serve as recording secretary of the Senate.

### **ARTICLE III. Elections**

- A. In the first two weeks of March of each odd-numbered year, members of each department and designated unit shall elect from its members one representative to take office at the first meeting of the Senate held after August 1. Departments containing at least twenty members eligible for Senate service, as defined by Article IIA, shall elect a second representative to take office at the same time. The election shall be by secret ballot. For purposes of electing a representative to the Senate, Library Services and Women's Studies shall each be considered as a department and shall elect one representative. (Amended 8/22/85, 12/16/85, 2/18/2002, 8/18/2005, 5/6/2013)
- B. The president of the Faculty Senate shall appoint an election committee of not less than three members not later than the third week of February of each even-numbered year. In the first two weeks of March, the electorate shall be provided with a ballot listing those faculty members not already elected to the Senate who consent to the listing for the purpose of electing twelve representatives at large. A vote shall be cast for not more than twelve names for representatives at large. (Amended 8/22/85)
- C. Members of the Senate shall be elected to serve for a term of two years. They may not serve for more than two elected terms consecutively. Completing an unexpired term of another senator would not exclude faculty from being elected to a first or second two-year term not including the year filling an unexpired term; however, an individual can only serve a maximum of five consecutive years. This could include two terms and one unexpired term of another senator. (Amended 8/16/07, 5/6/2013)
- D. Newly elected members of the Senate and those members with one year remaining in their terms shall meet in April for the sole purpose of electing Senate officers for the forthcoming year. (Amended 8/22/85)

### **ARTICLE IV. Committees.**

- A. An Executive Committee shall consist of the officers of the Senate and five members of the Senate elected by that body at its April meeting for the forthcoming year. The president of the Senate shall be the presiding officer. The president of the Senate shall be an ex officio member of all standing committees. (Amended 8/22/85)
- B. There shall be seven standing committees of the Faculty Senate: Academic Affairs Committee, Faculty Affairs committee, Student Faculty Committee, All-University Committee, Committee on the Constitution, the General Education Committee, and the Budget Committee, the duties of which are detailed in the bylaws. Each standing committee shall consist of at least one member of the executive committee, five members of the general faculty, at least two of whom shall be senators, and such student membership as indicated by the bylaws. The faculty membership of standing committees shall be appointed after the April meeting by the newly elected executive committee (Amended 8/22/85, 4/19/99, 4/18/2005, 5/6/2013, 4/24/14).
- C. From time to time the Faculty Senate may find need to make committee appointments not directly addressed by this Constitution. In such case, the faculty membership of these committees shall be appointed as the need arises by the Faculty Senate Executive Committee. (Adopted 8/16/07)

#### **ARTICLE V. Meetings.**

- A. The Faculty Senate shall meet once each month during both fall and spring semesters. Special meetings may be called by the president of the Senate, with the advice and consent of a majority of the executive committee. Announcements of each regular monthly meeting shall be distributed at least fifteen calendar days before the meeting. (Amended 3/1/82, 11/24/2014)
- B. Agenda items and supporting information shall be submitted to the executive committee of the Senate seven calendar days prior to the scheduled meeting. Items may be placed on the agenda by the executive committee, by the written request of the president of the University or of any senator, or by petition signed by at least ten members of the general faculty. The agenda shall be distributed to members of the general faculty, administration and Student Senate at least five calendar days in advance of each meeting.
- C. All meetings of the Senate shall be open to members of the general faculty, who may be granted floor privileges by majority vote of the Senate.
- D. Minutes of the meetings of the Senate shall be distributed to members of the general faculty, administration and the Student Senate.

#### **ARTICLE VI. Amendments.**

- A. This constitution may be amended at any meeting of the general faculty by a two-thirds majority of those voting, provided the agenda has included the proposed amendment(s) and was available to the members of the general faculty for seven calendar days before the first reading. Such amendments shall become effective upon ratification by the general faculty and upon approval by the president of the University.
- B. Bylaws may be adopted or amended upon second reading at any meeting of the Senate by a majority of those present and voting, a quorum being present.

#### **ARTICLE VII. Actions.**

- A. This constitution shall become effective upon ratification by the general faculty and upon approval by the president of the University.
- B. Actions of the Senate shall become final thirty calendar days following the official distribution of its minutes, unless the general faculty asserts its jurisdiction as defined in Bylaw III.A.3, or unless vetoed in writing by the president of the University in the said thirty days.

**BYLAWS TO THE CONSTITUTION OF THE FACULTY SENATE  
OF  
PITTSBURG STATE UNIVERSITY**  
(last amended: May 8, 2017)

**BYLAW I. Meetings.**

- A. No proxy voting shall be allowed.
- B. The Executive Committee shall appoint a temporary chair should neither the president, nor the president-elect of the Senate be able to attend a Senate meeting, regular or special. (Amended 4/18/05, 5/8/17)
- C. A quorum shall consist of a majority of the voting members of the Senate.

**BYLAW II. The Executive Committee.**

- A. It shall serve as the standing committee on committees.
- B. It shall serve as the advisory group of the Faculty Senate when called upon by an officer of the University. It shall refer to the appropriate committee or council any question of policy on which advice is sought and shall record in its minutes any recommendation on policy.
- C. It shall refer such matters as are designated by the Senate for study to the appropriate committee.
- D. It shall receive written reports and minutes of the committees of the Senate.
- E. It shall cause actions of the Senate to be brought to the attention of the president of the University.
- F. It shall take such emergency actions as it deems necessary. Such action must be reported to the Senate at its next regular meeting.
- G. It shall prepare the agenda for the Senate meetings.
- H. It shall insure that nominations and elections are carried out as specified in Article III.

**BYLAW III. Meetings of the General Faculty.**

- A. Calling, agenda, prior notice.
  - 1. The general faculty shall meet at least once during each academic year, to be convened by the president of the Faculty Senate, who shall preside at all meetings.
  - 2. The executive committee of the Senate may on its own motion call special meetings of the general faculty while the University is in session.
  - 3. Should a petition signed by at least twenty members of the general faculty, requesting a meeting of the general faculty and indicating proposed items of business, be filed with the president of the Senate, the executive committee shall call a meeting of the general faculty to consider those matters. Such a meeting shall be held within twenty days from the filing date of the petition. The filing of a petition challenging Senate action shall be interpreted as a declaration that the general faculty is initiating an assertion of its jurisdiction.
  - 4. An agenda prepared by the executive committee shall be distributed to all members of the general faculty, administration, and the Student Senate at least one week prior to the

meeting date. A call for agenda items shall be issued two weeks prior to the meeting date.

B. Quorum.

A Quorum for the transaction of business at any general faculty meeting shall be not fewer than 60 general faculty members.

C. Rules of Order.

In the absence of any special rules which the general faculty or Senate may adopt, Robert's Rules of Order, Newly Revised, shall govern the conduct of meetings.

**BYLAW IV. Standing Committees.**

Faculty membership of the standing committees shall be appointed by the Senate executive committee (See Article IV.B.). Appointed faculty members shall serve two-year terms: three being appointed in even-numbered years and three being appointed in odd-numbered years. An exception shall be that the first appointments after this By-law is effective shall consist of three appointments for one-year terms and three appointments for two-year terms. Student members shall be appointed by the Student Senate. The first meeting of each standing committee shall be called by the Senate executive committee member for the purpose of electing a chair. Each standing committee may create subcommittees in addition to those specified in this bylaw. The functions and membership of such subcommittees shall be determined by the standing committee. All standing committees, unless otherwise specified, shall function from the beginning of an academic year until the beginning of the following academic year. An annual report of each standing committee shall be submitted to the Senate executive committee in writing one week prior to the May meeting of the Senate. (Amended 3/23/81, 3/21/83)

A. Academic Affairs Committee. (See Article IV.B.). This committee shall include two students. This committee shall be concerned with curricula, educational improvement, general education, instructional resources, research, academic regulations, and other matters regarding the academic programs of the University. The following subcommittees shall report to the academic affairs committee: (Amended 4/19/99)

1. Undergraduate Curriculum Committee. This committee shall consist of five faculty members and one student member. Each school curriculum committee will nominate one of its members (normally the elected chair) to the Faculty Senate Executive Committee for appointment. The Provost and Vice President of Academic Affairs shall serve as an ex officio member. The undergraduate curriculum committee shall review and approve or reject proposals forwarded to it by the school curriculum committees. It shall deal only with undergraduate curricular proposals and course proposals at the 699 level and below. (Graduate curricular matters, including the approval of courses at the 700 level and above, fall under the jurisdiction of the Graduate Council and/or graduate faculty.) The agenda and minutes of the undergraduate curriculum committee shall be circulated to all members of the Senate, deans, and departmental chairpersons prior to the Senate meeting in which action on such proposals is to be taken. All actions of the undergraduate curriculum committee shall be reported at the Senate meeting immediately following the circulation of the committee minutes. Such action shall be considered final unless challenged by the Senate at the time of the committee report. The undergraduate curriculum committee shall also establish Senate-approved guidelines for its actions. These guidelines should provide the frame of reference in which the various school committees will work, as, for example: (Amended 4/15/91)
  - a. New program proposals must have Board of Regents' approval.
  - b. Faculty resources must be logically available for the implementation of curricular modifications.
  - c. Reasonable physical resources should be available.

- d. Adequate library resources should be available.
  - e. Curriculum modification should make a discernible contribution to the academic program of the University.
  - f. New courses should not be introduced when existing courses may be modified and updated to include new materials.
2. Teacher Education Committee. (Deleted 4/17/89)
3. Library Services Committee. This committee shall consist of five faculty members, one of which will serve as chair (with at least one representative from each school/college in the University), plus three faculty representatives from Library Services, two students (one undergraduate, one graduate student), with the Dean of Library Services, and the Provost and Vice-President for Academic Affairs serving as ex officio members, without voting privileges. The Library Services Committee shall be concerned with: (Amended 2/18/2002, 5/8/2017)
  - a. Policies and related procedures affecting the operations of Library Services as it serves the university's students, faculty, and the public. The committee shall be responsible for seeing that policies approved by the Faculty Senate are followed. The Dean of Library Services shall be responsible for the implementation of the policies of the committee.
  - b. The Library Services Committee will serve as an advocate for adequate funding of Library Services (print, online materials, instructional media, and other resources) to serve the university's strategic plan. When deemed appropriate, it will disseminate key information to the faculty and students via the Faculty Senate and Student Government Association about issues and policies that are to have an effect on the budget. The committee will provide a process for departments to voice concerns about inadequacies in learning resources. The outcome of such procedures will be a letter to the Student Government Association and Faculty Senate Presidents, the Dean of Library Services, and the Provost and Vice President of Academic Affairs detailing the particular problem, the department's needs, and the Committee's recommendation. (Adopted 5/8/2000, 5/8/2017)
4. Information Systems Committee. (See Article IV.B.) Amended to dissolve the ISC in favor of changes in faculty representation on the non-Faculty Senate Information Technology Council (ITC), effective August 2018.
5. Online and Distance Learning Committee. (See Article IV.B.) This committee shall include one faculty member from each of the four colleges/schools, one faculty member from Axe Library staff, two faculty from the Faculty Senate membership, and two students. The Dean of Graduate and Continuing Studies and the Director of the Center for Teaching and Learning Technologies shall serve as an ex-officio member. This committee shall:
  - a. Serve as a communications link between organizational units and Office of Graduate and Continuing Studies in regard to online and distance learning courses, policies and issues.
  - b. Help recruit faculty and other appropriate resource persons to participate in online and distance learning activities.
  - c. Participate in the formation, development and implementation of guidelines and procedures utilized in carrying out functions of the Office of Graduate and Continuing Studies regarding online and distance learning.
  - d. Identify areas/methods by which the Office of Graduate and Continuing Studies can increase online and distance learning services to the University.(Adopted 12/14/87 Amended 3/20/89, 5/11/98, Amended 5/7/18).

6. Academic Honors Committee. This committee shall consist of five members. The five faculty members shall be from schools/departments participating in the academic honors program with one from the College of Education, one from the College of Technology, one from the College of Business and two from the College of Arts and Science. Within the College of Arts and Science, there will be separate committees including one representing the school/departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments (art, communication, English & modern language, family & consumer sciences, history, philosophy & social sciences, military science, music and interdisciplinary programs). When possible and filled in a timely manner by the Student Government Association, two students who are eligible to participate in the Academic Honors Program shall also be included in the committee membership. The Director of Honors College and the Vice President for Academic Affairs shall serve as ex officio members. (Amended 5/9/11, Amended 5/7/18). The committee responsibilities include:
  - a. Faculty members of the Faculty Senate Academic Honors Committee would serve as the Chair/Co-Chairs of the College Academic Honors Committee and would report back to the Faculty Senate Committee as appropriate. Each College will create a College Academic Honors Committee whose responsibility it is to develop clearly defined standards and guidelines for Academic Honors Projects within their disciplines, and to review all student applications submitted to ensure quality and rigor of the projects proposed. (Amended 5/7/18) (Amendment as of 4/23/12 begins here) For the Colleges of Business, Education and Technology, the committee will consist of one representative from each school/department. Within the College of Arts and Sciences, there will be separate committees representing schools/departments considered as Arts and those considered as Sciences. Committee representatives will be selected by the schools/departments.(Amended 5/7/18)
  - b. The Faculty Senate Academic Honors Committee will address any student concerns voiced with regard to projects that were denied or sent back for modifications, if the student so choose to bring it forth.
  - c. The Faculty Senate Academic Honors Committee will review and act upon any proposals for new courses to be added as “may be taken for honors.” (Concludes amendment of 4/23/12)
  - d. Uphold the integrity of the guidelines of each school/department/college through the review of applications. (Amended 5/7/18)
  - e. Propose modifications in the honors program to the Senate as the need arises. (Amended 5/15/89)
7. (Removed 4/19/99)
8. Honors College Committee. This committee shall consist of six faculty members, one of whom shall be the director of the Honors College serving ex officio, and two students eligible to participate in the Honors College Program, one from the junior class and one from the senior class. A faculty member term shall be two years, with three members selected in even numbered years and two members selected in odd numbered years. The vice president for academic affairs shall be an ex officio member of the committee without voting privileges. The responsibilities of the committee shall be:
  - a. To establish the criteria for selection to the Honors College.
  - b. To select Honors College students.
  - c. To exercise oversight and establish rules for the Honors College on curriculum and develop guidelines for non-curricular honors activities. (Adopted 5/15/89, Amended 01/27/92)
9. Writing Across the Curriculum Committee. The committee shall consist of two members from Arts and Sciences, one member from the School of Business, one member from the

School of Technology, one member from the School of Education, one student member, one member from Learning Resources, the Coordinator of Writing Across the Curriculum, and the Vice President of Academic Affairs (ex officio).

The committee shall be responsible for recommending courses to implement the Writing Across the Curriculum program. Departments shall submit proposed courses for inclusion in the program to this committee. The minutes of this committee shall be distributed to members of the Senate, deans and chairpersons one week prior to the Senate meeting in which action on such proposals is to be taken. (Adopted 5/14/90)

10. Diversity and Multicultural Affairs Committee. This committee shall consist of one faculty member from the Department of Curriculum and Instruction, one faculty member from Teacher Education (Secondary), one faculty member from each of the other college/schools (Arts and Sciences, Business, and Technology), two at-large faculty members, and two students. The Director of Student Diversity Programs, the Director of International Programs and Services, and the Director of Equal Opportunity and Affirmative Action shall serve as ex-officio members of the committee. This committee shall:

- a. Explore the influences of diversity and multiculturalism in instruction, in the curriculum, and in the academic content of various disciplines.
- b. Serve as liaison among the organized diversity groups on campus, including the Tilford Group, the University Council on Diversity, the Office of Student Diversity, etc.
- c. Develop curriculum resources which deal with diversity and cultural issues. (Adopted May 11, 1998, November 24, 2014)

B. Student-Faculty Committee. (See Article IV.B.). This committee shall include four students. The Assistant Vice President for Student Life and the Registrar shall serve as ex officio members. This committee shall be concerned with relations with the student government and with policies regarding student rights, responsibilities and concerns. (Amended 11/18/85, 05/8/2017)

1. It shall review and forward to the Senate any proposal which the Student Senate wishes the Faculty Senate to consider. Further, it shall review and forward to the Student Senate any proposal which the Faculty Senate wishes the Student Senate to consider. The committee is charged with the general responsibility of identifying problems in the University community that concern faculty-student relations and reporting them to the Senate.
2. It shall review appeals by undergraduate students who have been denied reinstatement by their College Reinstatement Committee. The review is limited to determining if the student was afforded due process by the College Reinstatement Committee. It is the responsibility of the student to request a review by the Student-Faculty Committee. If the committee determines that the student was afforded due process, the appeals process is terminated and the decision of the College Reinstatement Committee is sustained. If due process is in doubt, the committee can recommend that the School Reinstatement Committee rehear the student's appeal. Recommendation by the committee for a rehearing should include elaboration on the rationale for the decision and suggestions on the course of action the College Reinstatement Committee might consider in the disposition of the case. The College Reinstatement Committee may or may not elect to rehear the appeal. If the appeal is reheard, the decision is final and the appeal process is terminated.
3. The committee shall review as needed the policies and procedures to academic misconduct. The policy and procedures are located in the Code of Student Rights and Responsibilities, Article 30 Academic Misconduct. As noted in Article 30, the Academic Honesty Committee reviews reports of academic misconduct. (Amended 5/8/2017)

- C. All-University Committee. (See Article IV.B.). This committee shall include four students. This committee shall be concerned with all matters of an extracurricular nature having campus-wide implications. The following subcommittee shall report to the all-university committee. (Amended 11/18/85)
1. Joint University Student Publications Board. This committee shall consist of the Dean of the College of Arts and Sciences who shall serve as Chair, Vice-President for Student Affairs, Chairperson of the English Department, a faculty member from Communications, four Faculty Senate representatives, two Student Government Association representatives, one classified representative and one student from each of the four colleges/schools. Members who are ex-officio will be the Editor of the Collegio, Editor of the Kanza and the Student Publications Director. The charge of this committee shall be:
    - a. To advise the publisher (the President of the University) and advisors on any matters involving either operating procedures or journalistic standards in the daily operation of the student publications.
    - b. To approve major policy decisions relative to operating procedures and journalistic standards in the day-to-day operation of each publication, as well as other matters such as, but not limited to, changes in format and frequency of issues.
    - c. To hear charges concerning violation of operational procedures, journalistic standards and/or journalistic freedom as they relate to the daily operation of student publications.
    - d. To approve the annual budget request recommended by each advisor and editor based on sources of funding and expenditures as noted on standard budget request forms used by the University.
    - e. To make appointments to the Editor-in-Chief positions for each publication from among applicants recommended by the advisor.
    - f. To remove editors or staff personnel in due process hearings. (Adopted 12/14/87 Amended 5/11/98)
- D. Faculty Affairs Committee. This committee shall be concerned with all educational matters which may affect the welfare of the faculty and the general development of the University as an institution of higher education. The faculty affairs committee upon request of the Senate shall serve in a liaison capacity, from and to the faculty, with respect to those matters which by law, contract, or other agreement have become the primary responsibility of some other group, agency, or organization on the campus. The committee shall accept primary responsibility to function on behalf of the Senate as to all other matters within its jurisdiction. The Committee shall investigate and make policy recommendations to the Senate concerning means of facilitating the professional development of the members of the faculty. If a committee member (or their spouse/significant other) chooses to apply for a sabbatical leave, leave without pay or a summer teaching grant, that member must not participate in the relevant reviewing/voting process for anyone applying for the same award, but should continue to participate in the committee for determining other awards. The Faculty Senate Executive Committee will appoint another faculty of the same College to temporarily fill the vacancy. (Amended 11/18/85, 5/12/86, 8/20/09)
- E. Committee on the Constitution. (See Article IV.B.). This committee's responsibilities are: to review the constitution of the Faculty Senate periodically, submitting a report with any recommended amendments to the Senate for action; and to submit an updated copy of the Faculty Senate Constitution in consultation with the recording secretary of the Faculty Senate as part of their annual report. (Amended 3/5/84)
- F. The General Education Committee shall be organized to act as the spokesperson for the representative of the General Education Faculty to the Faculty Senate. Members of this committee shall be comprised of one full-time faculty member from the College of Business, the College of Education, the College of Technology, two full-time faculty members from the College

of Arts and Sciences, and an at-large member to be selected by the Faculty Senate Executive Committee, and two students appointed by the Student Senate. At least four of the six, full-time faculty members must have recently taught general education courses. Faculty members of this committee will serve staggered, three-year terms. The committee shall be responsible for supervising the assessment of the General Education program, recommending changes in the program and recommending ways in which the program may be better supported. The Vice President for Academic Affairs and the Director of Assessment shall be ex-officio (nonvoting) members of the committee. (Amended 4/18/05, 11/24/14)

- G. The Budget Committee shall be concerned with all budget-related matters which may affect the welfare of the faculty and general development of the University as an institution of higher education. The committee shall accept primary responsibility to function on behalf of the Senate concerning budget-related matters and will compile a report yearly. Membership for this committee shall be one individual from the College of Education, the College of Business, and the College of Technology, and two individuals from the College of Arts and Sciences. The sixth committee member shall be a member of the Faculty Senate Executive Committee. The seventh committee member shall be the University Vice President of Administration and Campus Life, or his/her designate, who shall serve as an ex-officio, nonvoting member. (Adopted 4/18/05)

#### **BYLAW V. Vacancy in Unexpired Terms.**

A. Departmental Representatives.

1. Each department shall be responsible for notifying the executive committee and filling the vacant unexpired term of its representative to the Faculty Senate.
2. In the event a senator goes on leave of absence, sabbatical, or is gone for the summer, his place shall be filled temporarily by an alternate, and he/she shall resume his/her place in the Senate on returning, the executive committee being notified of all changes.

B. Representatives at Large.

1. If a vacancy occurs, the eligible person, provided he/she is on campus, having the next highest number of votes in the preceding election, shall be declared a senator to fill the vacant unexpired term of the representative at large.
2. In the event a senator goes on leave of absence, sabbatical, or is gone for the summer, he/she shall notify the executive committee. His/her place shall be filled by an alternate, selected as in Bylaw V.B.1. above, and he/she shall resume his/her place in the Senate on returning.
3. The election committee shall be charged with depositing complete returns and results of elections with the registrar of the University.

C. Officers.

In the event of a Senate office being vacated, the Senate at its next regular meeting shall elect by secret ballot and by a majority of senators present a person to fill the unexpired term of an officer of the Senate, including the executive committee, but excluding the president, whose unexpired term shall be completed by the vice president of the Senate. Such a person shall be chosen from the existing members of the Senate. (Amended 2/18/2002)

D. Removal from Office.

Any officer may be removed from office by the following procedure: 1) a petition for removal signed by ten or more faculty members may be submitted to the Faculty Senate Executive Committee, which shall place the document for discussion before the Senate; 2) if the petition is approved by the Faculty Senate after discussion, no earlier than ten days nor later than twenty days after such approval, a written ballot shall be distributed to the general faculty for action, an

opportunity for debate or discussion to be given during the ten to twenty day period before the casting of ballots; 3) a two-thirds vote of the general faculty will remove an officer from office; 4) should the Faculty Senate not approve the petition in step two, removal proceedings shall be stopped and a written notification sent to the petitions explaining the actions of the Senate. (Amended 5/12/80)

#### **BYLAW VI. The Graduate Faculty.**

The Graduate Faculty, as it constitutes itself, is recognized as the final legislative authority on graduate matters.

#### **BYLAW VII. Teacher Education**

- A. The Unit for Teacher Education is recognized as the School of Education. The Director of Teacher Education, who has university-wide responsibility for teacher education at Pittsburg State University and who also serves as Dean of the School of Education, is recognized as having responsibility for administrative leadership and for implementing adopted policies, standards, and requirements for teacher education, both undergraduate and graduate.
- B. The Faculty for Teacher Education is defined as consisting of those persons who teach one or more courses in professional education, provide professional services to education students such as advising, supervising student teaching or practicum experiences, or administering some portion of the professional education unit. The faculty for Teacher Education thus includes both faculty in the School of Education and faculty in the college and other schools directly involved in teacher education. Members of the Faculty for Teacher Education are identified and listed to facilitate communication, input, interaction, and to help keep all informed of matters pertaining to teacher education at both the undergraduate and graduate levels. Should it be deemed appropriate to bring the Faculty for Teacher Education together for purposes of oral communication and interaction within the groups, the Director of Teacher Education shall have the responsibility and authority to convene the Faculty subsequent to written notice five academic days in advance.
- C. The Council for Teacher Education is recognized as a University-wide academic council. It shall not be a legislative body; rather it shall serve to provide communication linkages and cooperation between the campus-wide teacher education units, the Unit for Teacher Education (the School of Education), school practitioners, professional organizations/associations, the State Department of Education, and education students. The Council shall advise and assist the Teacher Education Unit and the Director of Teacher Education/Dean of the School of Education with respect to the professional goals, policies, standards, and curricula for all teacher education programs, and with respect to coordination of teacher Education campus-wide. All actions of the Council shall be considered recommendations to the Director/Dean. The membership of this Council shall consist of Teaching Faculty selected from the Faculty for Teacher Education unless otherwise designated to represent the various constituencies involved in and concerned with Teacher Education at Pittsburg State University.
- D. The Faculty of the School of Education under the leadership of the Director/Dean and working with appropriate input from the Faculty for Teacher Education shall develop the detail of the membership, responsibilities and operation of the Teacher Education Council. Further, it shall develop the structure for Teacher Education at Pittsburg State University as related to establishment of clearly defined channels providing the necessary linkages for the councils, academic units, curricular groups, faculty, and administrative officers to provide all groups and individuals necessary information and to enable each group or individual to carry out in a documented and accountable way responsibilities delegated or assigned. The foregoing organizational information shall be set forth in a written document (charge, charter, or constitution) subject to the endorsement of the Faculty Senate. (Adopted 4/17/89)

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## APPENDIX 1

### CALENDAR OF ACTIVITIES

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	
(1)							(3)					First Week
							(3)	(4)				Second Week
						(2)						Third Week
								(5)				Fourth Week
X	X	X	X	X	X	X	X	X	X	X	X	Terms of Office for Officers (Double for Senators)

(1) New officers, executive committee, and committee members assume office, term lasting until July 31 (II.D, III.A, IV.A)

(2) Senate President appoints election committee (III.B)

(3) Departmental representatives elected in odd-numbered years (III.A) Representatives at-large elected in even-numbered years (III.B)

(4) Newly elected members of the senate and those having one year remaining in their terms meet for the sole purpose of electing Senate officers and executive committee for forthcoming year (II.C and III.D)

(5) Newly elected executive committee appoints committee for forthcoming year after April election (IV.A)

Standing committee reports due one week prior to the May meeting of the Senate (Bylaw IV)