

# PURDUE UNIVERSITY NORTH CENTRAL FACULTY SENATE BYLAWS

## Preamble

The Faculty of Purdue University North Central have in their Constitution established the Faculty Senate and have assigned to it the legislative and policy making functions necessary to the governance process whereby the Faculty will exercise those powers, assume those rights and privileges, and fulfill those responsibilities entrusted to them by the Trustees of Purdue University.

The Faculty Senate of Purdue University North Central adopts the following Bylaws in order to define the procedures by which it will carry out those functions assigned to it.

### **Definition of Terms:**

- Throughout this document, the term “Faculty,” capitalized and not otherwise modified, shall refer to the members of the Governing Faculty of Purdue University North Central as defined in the Constitution of the Faculty of Purdue University North Central.
- The term “Senate,” capitalized and not otherwise modified, shall refer to the Faculty Senate of Purdue University North Central.
- The term “Constitution,” capitalized and not otherwise modified, shall refer to the Constitution of the Faculty of Purdue University North Central.
- The term “Bylaws,” capitalized and not otherwise modified, shall refer to this document, the Purdue University North Central Faculty Senate Bylaws, as approved January 2007.
- The term “CLCP faculty” shall refer to those full-time Continuing Lecturers and those full-time Clinical/Professional faculty at the rank of Clinical or Professional Assistant Professor or above whose service includes not more than half time assignment to administrative or professional duties or to the administrative/professional staff.

## ARTICLE I

### **General Powers and Responsibilities of the Faculty Senate of Purdue University North Central**

Subject to the provisions enumerated in the Constitution of the Faculty of Purdue University North Central, the Senate shall establish its own rules of procedure. These rules of procedure shall be subject to the following requirements:

- A. Any member of the Faculty has the right to present any proposal before any regular meeting of the Senate, following the procedure specified below (Article II. E. 4), and no rule shall be made or interpreted to prevent the exercise of that right.
- B. No substitute shall be permitted to serve in place of a regular member of the Senate in the case of a temporary absence of that member, and no seat on the Senate may be shared.
- C. Members of Senate must be present to vote; no proxy will be allowed or accepted.
- D. By a two-thirds vote of members present and voting, the Senate may seek advice and counsel from the Faculty by a mail or electronic vote on any issue.
- E. The Senate shall create such standing committees and subcommittees as it judges necessary to aid and expedite the exercise of its powers and responsibilities. The Senate may also create *ad hoc* committees and subcommittees and other groups and delegate to them specific responsibilities when it judges such groups to be beneficial in exercising the powers and responsibilities of the Senate. However, the Senate shall under all circumstances retain the right to review, to amend, and to reject and void the actions of any of these created committees, subcommittees and groups.
- F. Nothing contained in the authority granted to any committee or subcommittee, standing or *ad hoc*, of Faculty Senate shall be interpreted to mean that the committee or subcommittee has any legislative function or authority. Such legislative function and authority is specifically reserved to the Faculty Senate, subject to

review by the Faculty as specified in the Constitution, and subject to the authority of the President and the Board of Trustees of Purdue University.

## ARTICLE II

### **Composition and Operation of the Faculty Senate of Purdue University North Central**

#### **A. Composition of the Faculty Senate**

##### **1. Members of the Purdue University Faculty Senate**

The Purdue University Faculty Senate shall be composed of the following members:

- a. The President of Purdue University
- b. The Chancellor of Purdue University North Central
- c. The Vice Chancellor for Academic Affairs of Purdue University North Central
- d. Members of the Governing Faculty who enroll to serve as Faculty Members of Faculty Senate
- e. The Chair of each of the following seven Senate standing committees:
  - Assessment Steering Committee
  - Curriculum Committee
  - Educational Policy Committee
  - Faculty Affairs Committee
  - General Education Steering Committee
  - Student Affairs Committee
  - Resources Planning and Priority Committee

All members of the Senate shall serve with vote.

##### **2. Associate Members of the Faculty Senate**

- a. Full time Continuing Lecturers, and full time Clinical/Professional faculty, who are members of the CLCP faculty may enroll as associate members of Faculty Senate by the same procedures, and subject to the same conditions, as those under which members of the Governing Faculty enroll as members of Faculty Senate.
- b. Associate members may speak on the same basis as members of Senate, but are not members of Faculty Senate. They may not make nor second motions and may not vote. They shall not be counted in determining the presence of a quorum. They may not designate another person to attend and speak in their place

##### **3. Liaisons to the Faculty Senate**

- a. The Senate shall regularly invite the following persons to attend meetings of the Senate as liaisons from the groups they represent:
  - The Vice Chancellor for Administration of Purdue University North Central
  - The Vice Chancellor for Advancement of Purdue University North Central
  - The Assistant Vice Chancellor for Enrollment and Student Services
  - The Purdue University North Central faculty representative to the Purdue University Senate
  - The President of the Student Government Association
- b. The Senate may from time to time invite other persons in a similar capacity.
- c. Persons invited to attend as liaisons may speak on the same basis as members of Senate, but are not members of Faculty Senate. They may not make nor second motions and may not vote. They shall not be counted in determining the presence of a quorum. They may not designate another person to attend and speak in their place, except that the Student Government Association may designate another member of its leadership as liaison if their President is unable to serve in that capacity.

## **B. Determination of Faculty Members of the Senate**

### **1. Eligibility and Terms**

- a. All members of the Governing Faculty, and only members of the Governing Faculty, are eligible for faculty membership on the Purdue University North Central Faculty Senate and on its committees, as specified in the Constitution of the Faculty of Purdue University North Central.
- b. All members of the CLCP faculty are eligible for associate membership on the Purdue University North Central Faculty Senate and on its committees as specified above.
- c. Duties of members of the library staff are considered to be one half administrative and one half teaching/scholarly work. A full time member of the library staff, including the Library Director, who is a tenured or tenure track assistant professor, associate professor or Professor is thus considered a member of the Governing Faculty and eligible for membership on Senate and on its committees.
- d. The term of membership on Faculty Senate shall be from the day following Commencement in May of the current academic year, through the day of Commencement in May of the upcoming academic year.

### **2. Enrollment of Faculty Members on Faculty Senate**

- a. Any member of the Governing Faculty who wishes to serve as a member of Faculty Senate may do so. Any member of the CLCP faculty who wishes to serve as an associate member of Faculty Senate may do so.
- b. To become a member of Faculty Senate, the Faculty member shall indicate to the Secretary of the Faculty during the Faculty Senate Open Enrollment period (normally between Spring Break and March 31) that he or she wishes to be a member of Faculty Senate for the upcoming academic year; that he or she is willing and able to attend all meetings of Faculty Senate; and that he or she is willing and able to serve on at least one standing committee or standing subcommittee of Faculty Senate; and shall specify the committee or committees on which he or she will serve.
- c. To become an associate member of Faculty Senate, the member of the CLCP faculty shall indicate to the Secretary of the Faculty during the Faculty Senate Open Enrollment period (normally between Spring Break and March 31) that he or she wishes to be an associate member of Faculty Senate for the upcoming academic year; that he or she is willing and able to attend all meetings of Faculty Senate; and that he or she is willing and able to serve on at least one standing committee or standing subcommittee of Faculty Senate as an associate member thereof; and shall specify the committee or committees on which he or she will serve.
- d. Newly appointed members of the Faculty or of the CLCP faculty may enroll as members or associate members, respectively, of Faculty Senate during the week preceding the first day of classes of the semester in which they assume the rest of their faculty responsibilities.
- e. The procedure by which members of the Faculty and of the CLCP faculty indicate their desire to serve shall be as approved by Faculty Senate and contained in the Faculty Senate Policies and Procedures Manual.
- f. The Secretary of the Faculty shall, on April 1 of each year, compile the roll of Faculty members and CLCP faculty members who will serve as members and associate members, respectively, of Faculty Senate and its standing committees and subcommittees for the upcoming academic year. Additionally, the Secretary of the Faculty shall add to the roll those newly appointed members of the Faculty and of the CLCP faculty who, during the supplemental enrollment periods in August and January of each year, have enrolled to serve as members or associate members, respectively, of Faculty Senate and its standing committees and subcommittees for the academic year.
- g. A member of the Faculty or of the CLCP faculty who will be on official leave during the second semester of the current academic year, or who is exercising the right of voluntary early partial retirement, and who wishes to serve on Faculty Senate during the upcoming academic year, shall so indicate to the Secretary of the Faculty by December 15 of the current academic year.
- h. A member of the Faculty or of the CLCP faculty who will be on official leave during the first semester of the upcoming academic year, or who is exercising the right of voluntary early partial retirement, and who wishes to serve on Faculty Senate during the second semester of the upcoming academic year, shall so indicate to the Secretary of the Faculty during the Faculty Senate Open Enrollment period (normally between Spring Break and March 31).

- i. If a member of the Faculty or of the CLCP faculty who has indicated the desire to serve on Faculty Senate subsequently becomes ineligible for such membership or associate membership respectively, he or she shall automatically be considered to have resigned from Senate and from any committees on which he or she was serving, effective on the date that ineligibility occurs.
- j. If a Faculty member or a CLCP faculty associate member of Faculty Senate misses two regular meetings of Faculty Senate during a single academic year beyond those on official University-related business for which a Form 17 or Form 33ABSENCE or Form 33F has been filed and approved, he or she will automatically be considered to have resigned from Senate for the remainder of that academic year. A member or associate member of Senate who incurs regular professional obligations for an extended part of the academic year for which no Form 17 or Form 33Absence or Form 33F is required may petition Faculty Senate for exemption from this provision, and Faculty Senate may grant such an exemption by a simple majority of members present and voting. Eligibility for service in subsequent academic years shall not be affected by such an automatic resignation.

### C. Officers of the Senate

#### 1. Chair

##### a. Term of Service and Election

The Chair of the Senate shall serve for a term of one year beginning with the day after Commencement in May following her or his election at the regular April meeting and continuing through the day of Commencement in May of the upcoming academic year. An individual may succeed himself or herself as Chair.

At the regular April meeting of the Senate, nominations shall be solicited for the office of Chair of the Senate for the upcoming academic year. Nominees must be Faculty members of Senate during the year in which they will serve. The President, the Chancellor and the Vice Chancellor for Academic Affairs are not eligible to serve as Chair of the Senate. Members may nominate themselves.

Once nominations are closed, an election shall be conducted to determine the Chair; such election shall be by secret ballot if more than one person is nominated. The candidate receiving the majority of the votes shall be elected Chair. In the event of a result in which no one candidate receives a majority of the votes cast, a run-off election shall be held; if there was a tie for the largest number of votes, then only the tied candidates shall be considered in the run-off election, and if there was a lowest votegetter then that person shall not be considered in the run-off election. A candidate may withdraw her or his name from consideration at any point. The election of the Chair shall be conducted by the members of the Elections Committee who are not candidates for the office of Chair.

If the Chair becomes ineligible for service, or resigns from the Senate, during his or her term, the Vice Chair shall immediately succeed to the office of Chair for the duration of the vacated term and a new Vice Chair to fill the vacated term shall be elected by the same procedures as the original election of Vice Chair.

The Chair may be removed from office by the Senate by a two-thirds vote of the Senate membership. Such vote must be by secret ballot, but may be taken at a regular or special Senate meeting or by mail or electronic ballot. If the Chair is removed from office, the Vice Chair shall succeed to the office of Chair for the duration of the vacated term and a new Vice Chair to fill the vacated term shall be elected by the same procedures as the original election of Vice Chair. The person removed as Chair shall be ineligible for election as Vice Chair during the current academic year.

##### b. Duties and Responsibilities

The Chair shall be responsible for chairing meetings of the Senate and for conducting the business of the Senate. If the Chair is not present at a meeting of the Senate, the Vice Chair shall chair the meeting.

The Chair shall meet with the Chancellor and with the Vice Chancellor for Academic Affairs before each regular meeting of the Senate to discuss such issues as may be appropriate to the upcoming meeting.

The Chair may convene the Senate in special session.

The Chair shall interpret the views of the Faculty Senate to the Chancellor of Purdue University North Central, to the President of the University and to the Board of Trustees of Purdue University.

The Chair, with the assistance of the Agenda Committee and of the Secretary of the Faculty, shall have the responsibility for monitoring and expediting the implementation of actions of the Senate, and shall report regularly to Faculty Senate on the progress of the implementation of policies, procedures and other matters approved or adopted by Faculty Senate and forwarded to the appropriate administrative office for implementation.

The Chair, with the assistance of the Vice Chair and the Agenda Committee and of the Secretary of the Faculty, shall have the responsibility for facilitating the coordination of activities of committees of the Senate on common, related or interdependent matters.

The Chair may convene the Faculty Senate Advisory Committee, or any other appropriate group of members of the Faculty or of the Senate, as needed and appropriate to consult on special issues or to perform assigned tasks within the purview of the Chair.

## 2. **Vice Chair**

### a. **Term of Service and Election**

The Vice Chair of the Senate shall serve for a term of one year beginning with the day after Commencement in May following her or his election at the regular April meeting and continuing through the day of Commencement in May of the upcoming academic year. An individual may succeed himself or herself as Vice Chair.

At the regular April meeting of the Senate, nominations shall be solicited for the office of Vice Chair of the Senate for the upcoming academic year. Nominees must be Faculty members of Senate during the year in which they will serve. The President, the Chancellor and the Vice Chancellor for Academic Affairs are not eligible to serve as Vice Chair of the Senate. Members may nominate themselves.

Once nominations are closed, an election shall be conducted to determine the Vice Chair; such election shall be by secret ballot if more than one person is nominated. The candidate receiving the majority of votes shall be elected Vice Chair. In the event of a result in which no one candidate receives a majority of votes cast, a run-off election shall be held; if there was a tie for the largest number of votes, then only the tied candidates shall be considered in the run-off election, and if there was a lowest votegetter then that person shall not be considered in the run-off election. A candidate may withdraw her or his name from consideration at any point. The election of the Vice Chair shall be conducted by the members of the Elections Committee who are not candidates for the office of Vice Chair.

If the Vice Chair becomes ineligible for service, or resigns from the Senate, during his or her term, a new Vice Chair to fill the vacated term shall be elected by the same procedures as the original election of Vice Chair.

The Vice Chair may be removed from office by the Senate by a two-thirds vote of the Senate membership. Such vote must be by secret ballot, but may be taken at a regular or special Senate meeting or by mail or electronic ballot. If the Vice Chair is removed from office, a new Vice Chair to fill the vacated term shall be elected by the same procedures as the original election of Vice Chair. The person so removed shall be ineligible for re-election as Vice Chair during the current academic year.

b. Duties and Responsibilities

The Vice Chair shall act in the place of the Chair when the Chair is unable to fulfill the duties of that office. Should the Chair become ineligible, resign or be removed from office, the Vice Chair shall immediately succeed to the office of Chair for the remainder of the term and a new Vice Chair shall be elected by the same procedure by which the original Vice Chair was elected.

The Vice Chair shall assume the duties of the Secretary of the Faculty if the Secretary is unable to fulfill the duties of that office, or during any time that the office of Secretary is not filled.

The Vice Chair shall chair the Agenda Committee.

The Vice Chair shall chair the Faculty's Chancellor Search Committee.

The Vice Chair shall meet with the Chairs of the seven Senate standing committees listed in Article II.A.1.e above before each regular meeting of the Senate to discuss such issues as may be appropriate to the upcoming meeting.

The Vice Chair, as Chair of the Agenda Committee, shall work with that committee, with the Chair of the Senate and with the Secretary of the Faculty to expedite and monitor the implementation of actions of the Senate.

3. Secretary of the Faculty

a. Term of Service and Election

The Secretary of the Faculty shall serve for a term of one year beginning with the day after Commencement in May following her or his election at the regular April meeting and continuing through the day of Commencement in May of the upcoming academic year. An individual may succeed himself or herself as Secretary of the Faculty.

At the regular April meeting of the Senate, nominations shall be solicited for the position of Secretary of the Faculty for the upcoming academic year. Nominees must be Faculty members of Senate during the year in which they will serve. The President, the Chancellor and the Vice Chancellor for Academic Affairs are not eligible to serve as Secretary of the Faculty. Members may nominate themselves.

Once nominations are closed, an election shall be conducted to determine the Secretary; such election shall be by secret ballot if more than one person is nominated. The candidate receiving the majority of votes shall be elected Secretary. In the event of a result in which no one candidate receives a majority of votes cast, a run-off election shall be held; if there was a tie for the largest number of votes, then only the tied candidates shall be considered in the run-off election, and if there was a lowest votegetter then that person shall not be considered in the run-off election. A candidate may withdraw his or her name from consideration at any point. The election of the Secretary shall be conducted by the members of the Elections Committee who are not candidates for the office of Secretary.

If the Secretary becomes ineligible for service, or resigns from the Senate, during his or her term, a new Secretary of the Faculty to fill the vacated term shall be elected by the same procedures as the original election of Secretary. During the time that no person fills the position of Secretary of the Faculty, the duties of that position shall be assumed by the Vice Chair.

The Secretary may be removed from the position by the Senate by a two-thirds vote of the Senate membership. Such vote must be by secret ballot, but may be taken at a regular or special Senate meeting or by mail or electronic ballot. If the Secretary is removed from the position, a new Secretary shall be elected to fill out the term, by the same procedures by which the outgoing Secretary was elected. The person so removed shall be ineligible for re-election as Secretary during the current

academic year. During the time that no person fills the position of Secretary of the Faculty, the duties of that position shall be assumed by the Vice Chair.

b. Duties and Responsibilities

- i. The Secretary of the Faculty shall be in attendance at meetings of Faculty Senate. The Secretary of the Faculty shall maintain an accurate list of attendance of members and associate members of, and liaisons to, Faculty Senate. The Secretary of the Faculty shall serve as Parliamentarian and Sergeant at Arms to the Senate.
- ii. The Secretary shall be responsible for the assignment of Faculty Senate document reference numbers to all documents brought to the Agenda Committee for consideration. The Secretary shall maintain an accurate list of all such documents including their reference number, the date or dates on which they were considered by Senate, their current status, and their final disposition when such disposition has been determined.
- iii. The Secretary shall be responsible for distributing the agenda for the next subsequent regular meeting of the Senate to the faculty, and to non-faculty liaisons to Senate, at least seven calendar days before the meeting. In the case of a special meeting of Senate, the agenda shall be distributed to the faculty and liaisons at least three calendar days before the meeting. The Secretary shall be responsible for distributing any proposed action items, reports and supporting documents to the members and associate members of, and non-faculty liaisons to, Senate at least seven calendar days before the regular meeting at which they are to be presented. In the case of a special meeting of the Senate, such materials shall be distributed to members and associate members of, and liaisons to, Senate at least three calendar days before the meeting. The Secretary shall forward such materials to any member of the Faculty or the CLCP faculty upon request.
- iv. The Secretary shall work with the Agenda Committee to ensure that persons with an interest in items appearing on the agenda for the next subsequent meeting of Senate are notified and invited to attend as observers and resource persons.
- v. Working with the Agenda Committee and the Chairs of the seven Senate standing committees listed in Article II.A.1.e above, the Secretary shall ensure that at each regular meeting of Senate, a brief summary is presented of the committee's activity during the preceding month; this summary shall include issues before the committee, the name of its Chair and its next scheduled meeting date.
- vi. Working with the Agenda Committee and the Chairs of the standing committees, the Secretary shall ensure that an annual report is submitted which details the work undertaken during the preceding year by each Senate committee, subcommittee and *ad hoc* committee. These reports shall be submitted to the Secretary in time to be distributed with the documents for the April meeting of the Senate.
- vii. As Sergeant at Arms, the Secretary shall separate seating for members and associate members of, and liaisons to, the Senate from seating for others authorized to attend the meeting, including but not limited to faculty visitors and other visitors, observers and guests. The Sergeant at Arms shall assist the Chair in maintaining order. The Sergeant at Arms may request, and shall receive, assistance in these duties and in distribution of paper documents at meetings as required.
- viii. The Secretary shall keep accurate minutes of the proceedings of the Senate and shall distribute such minutes to the faculty and to non-faculty liaisons to Senate within two weeks of the Senate meeting.
- ix. In all of the foregoing paragraphs, the documents referred to shall be posted electronically so as to be readily accessible to members of the Faculty or the Senate, and the distribution requirement will be satisfied by notifying the relevant group of the availability of the relevant documents and instructing them on how to access the documents.

- x. The Secretary shall obtain the services of a competent clerk (who must be an employee of Purdue University North Central but need not be a member of the Faculty) to assist in the timely preparation of documents and execution of other duties, as needed. The clerk shall also assist the Secretary in keeping a record of the attendance of members of Senate at all regular and special Senate meetings.
- xi. The Secretary shall, during September and February of each academic year, for the purpose of determining the members of the Governing Faculty and the CLCP faculty, obtain a list of the current members of the faculty who are full time tenured or tenure track, plus a list of the current members of the faculty who are full time Continuing Lecturers or full time Clinical/Professional faculty at or above the rank of Assistant Professor, together with a list of those members of the Governing Faculty and the CLCP faculty whose service is or will be more than one-half assigned to administrative duties. Additionally, the Secretary shall ascertain which members of the Governing Faculty and the CLCP faculty are scheduled to be on less than full-time status during the upcoming academic year, whether by voluntary early partial retirement or on leave, or by resignation, retirement or nonrenewal. The Secretary shall inform the Senate at its regular October and March meetings of the names and numbers of faculty members in each category (Governing Faculty, CLCP faculty and Administrative Faculty) and the names of members of the Faculty and CLCP faculty who will be eligible and available for governance activities, and shall post these names electronically so that they are available to members of the faculty.
- xii. The Secretary shall, on April 1 of each year, compile the roll of members and associate members of Faculty Senate and of its standing committees and subcommittees for the upcoming academic year. Additionally, in August and January of each year the Secretary shall add to the rolls those newly appointed members of the Faculty and of the CLCP faculty who have enrolled to serve as members or associate members, respectively, during the supplemental enrollment periods. The Secretary shall maintain accurate lists of members and associate members of Faculty Senate and of members and associate members of all Faculty Senate committees and subcommittees, standing and *ad hoc*, together with their terms, shall update the list at least monthly and shall make the list available electronically to the Faculty, the CLCP faculty, the Administrative Faculty and the non-faculty liaisons to Senate. The Secretary shall obtain a list of members of the Faculty assigned to other University and School committees, together with their terms, shall update it at least once a semester and shall make the list available electronically to the Faculty.
- xiii. The Secretary shall chair the Elections and Faculty Enrollment Committee.
- xiv. The Secretary shall maintain the Faculty Senate Policies and Procedures Manual, updating it as often as necessary to reflect the current policies and procedures adopted by Faculty Senate or promulgated by the Administration, and shall make it available electronically to the Faculty.
- xv. The Secretary shall assist the Agenda Committee and the Chair of the Senate in facilitating the coordination of activities of committees of the Senate on common, related or interdependent matters.
- xvi. The Secretary shall forward policies, procedures and other matters approved or adopted by Faculty Senate to the appropriate administrative office for implementation. The Secretary shall assist the Chair of the Senate and the Agenda Committee in monitoring the progress of the implementation of these policies, procedures and other matters and in reporting such progress to the Faculty Senate.
- xvii. In April of each year, the Secretary shall convene the members of the Faculty and of the CLCP faculty who will be members and associate members, respectively, of each standing committee and subcommittee during the upcoming academic year for the purpose of selecting the Chair of their respective committee for the upcoming year and for reviewing the work of the current academic year.

*xviii.* The Secretary of the Faculty shall determine monthly whether any automatic resignations have occurred from Senate or from any of its committees or subcommittees, and shall inform the Senate of such resignations at the next regular meeting of the Senate.

**D. Meetings of the Faculty Senate**

**1. Regular Meetings**

The Faculty Senate shall hold regular meetings on the second Friday of each month from September to April inclusive. If classes are not in session on the second Friday of any month, the regular meeting shall be held on the third Friday of that month. The dates of the meetings for the upcoming academic year shall be determined by the Agenda Committee and presented to Senate for approval during the regular April meeting. Meeting dates may be changed from those already approved; such a change shall require a two thirds vote of members of Senate present and voting.

**2. Organizational Meetings**

The Faculty Senate shall be convened on the Friday of the week before classes start in the first semester of the academic year. Members and associate members of all standing Faculty Senate committees and subcommittees shall be invited and encouraged to attend this meeting. The purpose of this meeting shall be for the Faculty Senate Executive Committee to present, for information and discussion, such issues and action items as have come to their attention or that seem likely to arise during the upcoming academic year. No action may be taken at this meeting.

The Faculty Senate, both current members and associate members as well as members and associate members for the upcoming academic year, shall be convened in May of each year, on the Friday of the sixteenth week (Exam Week) of the second semester of the academic year. Members and associate members of all standing Faculty Senate committees and subcommittees, both for the current academic year and the upcoming academic year, shall be invited and encouraged to attend this meeting. The purpose of this meeting shall be for the Faculty Senate Executive Committee to summarize the work and accomplishments of the Faculty Senate during the current academic year. No action may be taken at this meeting.

**3. Special Meetings**

Special meetings of the Senate shall be convened upon the request of the Chancellor, or of the Faculty Senate Advisory Committee, or of the Agenda Committee, or upon petition signed by 20% of the voting members of Senate. Such request or petition must be submitted to the Chair of the Senate or to the Chair of the Agenda Committee. The Agenda Committee shall schedule the special meeting at the earliest feasible date and shall notify the Faculty of the date, time and place of the meeting at least 72 hours before the meeting.

At a special meeting of the Senate, only subjects specifically listed in the request or the petition shall be placed on the agenda, and only those subjects may be considered at that meeting.

**4. Quorum**

A quorum shall be determined to be present if more than half of the enrolled Faculty members of Senate are present. The President, the Chancellor and the Vice Chancellor for Academic Affairs may, if present, be counted in determination of a quorum. Associate members of, and liaisons to, Senate shall not be counted in the quorum. No substitute shall be permitted to serve during the absence of a Senate member, nor will proxy votes be permitted. The presence (or failure) of a quorum shall be determined by the Parliamentarian and certified to the Chair at the beginning of each meeting, and at other times at the request of any Senate member.

If a quorum is present at the beginning of a meeting of Senate, and if certification of a quorum is requested after the meeting has begun, and such quorum is determined not to be present, action may

not be taken on any further items on the agenda, but action taken before the request for quorum shall stand as if the quorum had been present.

If a quorum is not present at the beginning of a meeting of Senate, the meeting shall proceed, with the exception that although all matters on the agenda may be discussed, no action may be taken unless and until a quorum shall be assembled. If a quorum is assembled and certified after discussion has begun, the discussion shall close immediately and the agenda for the meeting shall be undertaken *de novo*.

5. **Minutes**

The minutes of each regular, organizational and special meeting of the Senate shall be distributed electronically to the Faculty, the CLCP faculty and non-faculty liaisons to Senate within two weeks of the meeting and shall remain accessible. These minutes shall include all documents brought before the Faculty Senate at the relevant meeting.

6. **Attendance at Meetings of the Faculty Senate**

Meetings of the Faculty Senate are open to all members of the Governing Faculty, the CLCP faculty and the Administrative Faculty as observers. Other persons may be invited by the Agenda Committee or by the Chair to attend as observers or guests or to serve as resource persons. Members of the faculty and other persons may request such an invitation of the Agenda Committee or of the Chair of Faculty Senate, and the request shall be considered, but there is no obligation to extend the requested invitation. Members of the press, including the student press, shall be admitted only as guests and only by specific invitation of the Agenda Committee. Observers and guests shall not have voting privileges, and shall be permitted to speak only upon specific invitation of, and recognition by, the Chair.

7. **Executive Sessions**

At any meeting, the Senate may declare itself in executive session by a majority vote of the Senate members present, and thereby exclude all associate members, liaisons, resource persons, observers and guests not explicitly excepted in the motion of declaration.

E. **Agenda and Order of Business**

1. The order of business at each regular meeting of the Faculty Senate shall include, but shall not be limited to, the following:

- Determination of Quorum
- Call to Order
- Approval of Minutes of the Last Meeting
- Acceptance of the Agenda
- Remarks by the President, the Chancellor and the Vice Chancellor for Academic Affairs
- Remarks by the Chair
- Unfinished Business
- New Business
- Status of Committees: Secretary of the Faculty
- Open Discussion
- Resolutions [if any have been submitted]
- Adjournment

The Agenda Committee may modify this order as appropriate before presenting it to Senate for approval. The Senate may modify the agenda at any time during a meeting by consent or by a vote of two thirds of members present and voting. The agenda may be modified by the inclusion of an item at the request of a member of the Faculty as provided in Article II. E. 4 below.

2. Any member of the Faculty Senate, the Governing Faculty, or other members of the Purdue University North Central faculty or staff or student body who wish to submit an item of concern for consideration by the Faculty Senate should submit the item to the Agenda Committee for appropriate disposition.
3. Items may be placed on the agenda for the following dispositions:
  - **For Action:** Documents and proposals from committees of Faculty Senate will be placed on the agenda *for action*. Other documents and proposals may be placed on the agenda for action if deemed appropriate by the Agenda Committee. Such documents and proposals may be acted upon at their initial appearance on the agenda, or at the Senate's request may be deferred to a subsequent meeting of Senate, or to a special meeting of Senate.
  - **For Approval:** Actions taken by committees or subcommittees reporting to Senate which require that the Senate ratify the action will be placed on the agenda *for approval*. Such actions may be approved upon their initial appearance on the agenda, or at the Senate's request may be deferred to the next regular meeting of Senate.
  - **For Acceptance:** Reports of committees or other bodies will be placed on the agenda *for acceptance*. Proposals for action arising from or within a report shall be submitted as a separate document, and that document will be placed on the agenda for action at the Agenda Committee's discretion.
  - **For Information:** Documents and reports outlining procedures already accepted, actions taken by committees which do not require Senate approval, administrative actions affecting faculty, and the like, will be placed on the agenda *for information*.
4. Any member of the Faculty has the right to submit an item of concern for inclusion on the agenda of the next regular Senate meeting for discussion, and if such an item is submitted in writing to the Chair of Senate or to the Vice Chair of Senate acting as Chair of the Agenda Committee before the Call to Order of the meeting specifying the issue, together with sufficient copies for distribution to members of Senate, it shall be placed on the Agenda for discussion only as the last item under "New Business," with a time of five minutes allotted to its presentation. At the end of that five minutes, discussion shall cease unless Senate moves to continue with discussion of the item at its discretion; Senate may also move to refer the item to an appropriate committee or to table the item for discussion at some later time.
5. The agenda for a regular meeting of the Senate shall be prepared by the Agenda Committee and distributed to the Faculty, the CLCP faculty, the Administrative Faculty and non-faculty liaisons to Senate by the Secretary at least seven calendar days before the meeting. The agenda for a special meeting of the Senate shall be prepared by the Agenda Committee and distributed to the Faculty, the CLCP faculty, the Administrative Faculty and non-faculty liaisons to Senate by the Secretary at least three calendar days before the meeting.

The agenda shall indicate which documents are to be dealt with, what reports are to be presented, and what proposals, resolutions and petitions have been submitted and will be considered. The Agenda Committee may indicate allotments of time for such presentations. Documents and proposals may be placed on the agenda *for action*, *for approval*, *for acceptance* or *for information* as specified in Article II. E. 3 above and Article III.F.1.e below. Documents appearing on the agenda *for information* require no vote; proposals and documents appearing *for action*, *for approval* or *for acceptance* require a vote.

6. Amendments to proposals and documents which are on the floor *for action* may be proposed and voted upon before final action. Amendments submitted in writing to the Agenda Committee by two voting members of Senate in time for distribution with the agenda for the next meeting shall be so distributed; amendments may also be offered from the floor.

Documents appearing on the agenda *for approval*, *for acceptance* or *for information* may not be amended under any circumstances. Corrections to such documents may be made by the proposer if necessary as the item is presented; such a correction will not be considered an amendment.

7. Decisions of the Senate shall be determined by oral vote, and approval shall be by a simple majority vote of members present and voting, unless otherwise specified elsewhere in this document or in the Constitution of the Faculty. In the case that a majority vote is not apparent after oral voting, any member may call for a vote by show of hands, and the Chair shall then call for such a vote. On any issue, any member of the Senate may request that the vote be taken by secret ballot; this request shall be granted without debate.

**F. Resignation and Removal of Members and Associate Members of Faculty Senate**

1. A member or associate member of Faculty Senate who absents herself or himself from two regular meetings of Faculty Senate, except under the circumstances specified in Article II. B. 2. j above, shall automatically be considered to have resigned from Faculty Senate for the duration of the current academic year.
2. The Senate may unseat a member or associate member of Faculty Senate whose behavior or actions habitually obstruct the normal parliamentary procedures or conduct of the Senate. A motion to unseat may be made by any voting member of Faculty Senate and must be supported by evidence. A vote of two-thirds of the members of Faculty Senate shall be required to unseat a member. Such vote must be by secret ballot, but may be taken at a regular or special Senate meeting or by mail or electronic ballot. A person so removed from service on Senate shall be ineligible for membership or associate membership on Senate during the current and the upcoming academic year, but such removal shall not affect eligibility for service in subsequent academic years.

### **ARTICLE III**

#### **Committees of the Faculty Senate**

**A. The Standing Committees of the Faculty Senate**

The standing committees of the Faculty Senate shall be:

- Agenda Committee
- Assessment Steering Committee
- Curriculum Committee
- Educational Policy Committee
- Elections and Faculty Enrollment Committee
- Faculty Affairs Committee
- Faculty Senate Executive Committee
- General Education Committee
- Student Affairs Committee
- Resources Planning and Priority Committee

**B. Standing Subcommittees of Standing Committees of Faculty Senate**

The standing subcommittees of committees of the Faculty Senate shall be:

- Athletic Affairs Subcommittee of Student Affairs Committee
- Calendar and Scheduling Subcommittee of Educational Policy Committee
- Enrollment Services Subcommittee of Educational Policy Committee
- Library Subcommittee of Educational Policy Committee

**C. Special (*Ad Hoc*) Committees and Subcommittees of Faculty Senate**

Faculty Senate shall have the authority to establish on an *ad hoc* basis special committees and subcommittees as needed and appropriate to accomplish specific tasks or to consider specific issues which do not fall under the regular purview of a standing committee or subcommittee or which fall under the purview of more than one. Each *ad hoc* committee and subcommittee established by the Senate shall be constituted according to the resolution of Senate which establishes it, and its members and associate members shall serve until its charge has been fulfilled and it has been dismissed by Senate, or until the end of the current academic year, whichever comes first. An *ad hoc* committee may be reconstituted with the same or different persons for the subsequent academic year at the discretion of Senate. Such an *ad hoc* committee shall be responsible to, and shall report

the results of its deliberations to, the Senate; an *ad hoc* subcommittee established by Senate shall be responsible to, and shall report the results of its deliberations to, the Senate committee specified in the Senate resolution which established the *ad hoc* subcommittee.

Members and associate members of *ad hoc* committees and subcommittees established by Faculty Senate need not be members or associate members of Senate nor of any of its committees, but unless specified otherwise in the establishing resolution must be members of the Governing Faculty or of the CLCP faculty.

**D. General Procedures, Responsibilities and Authority of Faculty Senate Committees and Subcommittees**

Faculty Senate establishes committees and subcommittees to consider issues of importance to the faculty, to gather information, to deliberate, and to make recommendations to Faculty Senate in the committee's area of responsibility. In order that this procedure may be accomplished effectively, the standing committees and subcommittees of Faculty Senate shall have the following general procedures, responsibilities and authority.

1. Each committee and subcommittee, standing and *ad hoc*, of Faculty Senate shall be ultimately responsible to the Senate. Each committee shall consider items of concern referred to them by the Faculty Senate, the Agenda Committee, the Chair of Faculty Senate or the Secretary of the Faculty. Each committee shall have the authority to initiate consideration of matters that come within their specific area of responsibility as described below in Article III.H or in the Senate resolution establishing the committee. Members of the Faculty and other members of the University who wish to see items of concern considered by a Senate committee shall forward the item to the Agenda Committee for appropriate referral.
2. Each committee of Faculty Senate shall have the authority to establish *ad hoc* subcommittees as needed and appropriate. An *ad hoc* subcommittee established by a Senate committee shall be constituted according to the resolution of the committee which establishes it, and its members and associate members shall serve until its charge has been fulfilled and it is dismissed by the committee which created it, or until the end of the current academic year, whichever comes first. Members and associate members of an *ad hoc* subcommittee established by a Senate committee need not be members or associate members of the Senate nor of any of its committees, including the establishing committee, but unless specified otherwise in the establishing resolution must be members of the Governing Faculty or of the CLCP faculty. An *ad hoc* subcommittee may be reconstituted with the same or different persons for the subsequent academic year at the discretion of the establishing committee. Such a subcommittee shall be responsible to, and shall submit a report of its deliberations to, the committee which established it.
3. Members of the Governing Faculty are eligible to enroll themselves as members of any standing committee or subcommittee of Senate. Members of the CLCP are eligible to enroll themselves as associate members of any standing committee or subcommittee of Senate.
4. Each committee, standing or *ad hoc*, of Faculty Senate may invite other individuals to serve as resource persons in their deliberations. Such persons shall attend meetings of the respective committee and may speak on the same basis as members.
5. Each committee and subcommittee, standing or *ad hoc*, of Faculty Senate shall be chaired by a member of the Faculty. The position of Chair of a Senate committee carries with it the commitment to serve during the academic year as a member of Faculty Senate. The position of Chair of a Senate subcommittee carries with it the commitment to serve during the academic year as a member of the parent committee. A committee or subcommittee may choose to select co-chairs, and in that case at least one of the co-chairs must be a member of the Faculty and commit to membership of Faculty Senate or of the parent committee, respectively.
6. Meetings of Senate committees and subcommittees, standing or *ad hoc*, are open only to members of the committee. Members of the faculty and other persons may be invited by the committee through its Chair to attend as observers or guests or to serve as resource persons. Members of the faculty and other persons may request such an invitation, and the committee shall consider the request but shall not be obligated to extend an invitation. Members of the press shall be admitted only as guests and only by specific invitation of the committee through its Chair. Observers and guests shall be permitted to speak only upon specific

invitation of, and recognition by, the Chair of the committee. At any meeting, the committee may declare the meeting closed by a majority vote of the committee members present, and thereby exclude all associate members, resource persons, liaisons, visitors and observers not explicitly excepted in the motion of declaration.

7. Each committee, standing or *ad hoc*, of Faculty Senate shall furnish to the Secretary seven days before each meeting of Faculty Senate a brief written report of the committee's activity during the preceding month. This report shall include issues before the committee, the name of its Chair and its members and associate members, and its next scheduled meeting date. If the committee has a proposal requiring Senate action, such a proposal shall be submitted separately to the Secretary.
8. Each subcommittee, standing or *ad hoc*, of a Faculty Senate committee shall furnish to the Chair of its parent committee seven days before each meeting of the parent committee a brief written report of the subcommittee's activity during the preceding month. This report shall include issues before the subcommittee, the name of its Chair and its members and associate members, and its next scheduled meeting date. If the subcommittee has a proposal which would require Senate action, such a proposal shall be submitted separately to the Chair of the parent committee.
9. Each committee, standing or *ad hoc*, of Faculty Senate shall present a written report to Faculty Senate annually concerning its actions, and those of its subcommittees if any, during the preceding academic year. These reports shall be submitted to the Secretary in time to be distributed with the documents for the April meeting of the Senate. A timely record of proceedings shall be kept by each standing committee and subcommittee and shall be transmitted to the incoming committee or subcommittee and its Chair on or before June 1 each year; this record may be written or electronic as appropriate.
10. Each subcommittee, standing or *ad hoc*, of a Faculty Senate committee shall present a written report to its parent committee annually concerning its actions during the preceding academic year. These reports shall be submitted to the Chair of the parent committee in time to be included in the parent committee's annual report to be presented at the April meeting of the Senate. A timely record of proceedings shall be kept by each subcommittee and shall be transmitted to the incoming subcommittee and its Chair on or before June 1 each year; this record may be written or electronic as appropriate.
11. In the event that a standing committee of Senate has no Faculty enrolled on it at the end of the March enrollment period for the upcoming academic year, the Agenda Committee shall reassign the duties and responsibilities of that committee (the "vacated committee") to one or more other standing committees (the "receiving committee") of Faculty Senate for that year. If a standing subcommittee has no Faculty enrolled on it at the end of the March enrollment period for the upcoming academic year, the Agenda Committee shall reassign the duties and responsibilities of that subcommittee to its parent committee for that year. In either case of reassignment, if any CLCP faculty have enrolled themselves on the vacated committee, they may choose to serve as associate members of the receiving committee or the parent committee, respectively. In either case of reassignment, if any non-Faculty members are normally included in the vacated committee or subcommittee *ex officio*, then they shall be regularly invited by the relevant receiving committee or parent committee to attend its meetings whenever the reassigned duties and responsibilities are under consideration.
12. Each committee and subcommittee, standing or *ad hoc*, of Faculty Senate shall have only the authority enumerated by these Bylaws or conferred by specific resolution of Faculty Senate or, in the case of an *ad hoc* subcommittee by specific resolution of its parent committee. Nothing contained in the authority granted to it shall be interpreted to mean that it has any legislative function or authority. Such legislative function and authority is specifically reserved to the Faculty Senate, subject to the review by the Faculty as specified in the Constitution.

**E. Composition, Terms of Service and Chairs of Standing Senate Committees and Subcommittees**

1. The Elections and Faculty Enrollment Committee shall be composed of the Chairs of the Educational Policy Committee, the Faculty Affairs Committee and the Student Affairs Committee, and the Secretary of the Faculty. Terms of service of members shall be coterminal with their terms of office. The Secretary of the Faculty shall chair the Elections and Faculty Enrollment Committee.

2. The Faculty Senate Executive Committee shall be composed of the Chair and the Vice Chair of Faculty Senate, the Secretary of the Faculty, and the Chairs of the Assessment Steering Committee, the Curriculum Committee, the Educational Policy Committee, the Faculty Affairs Committee, the General Education Committee, the Student Affairs Committee, and the Resources Planning and Priority Committee. Terms of service of members shall be coterminous with their terms of office. The Chair of Faculty Senate shall chair the Faculty Senate Executive Committee.
3. Each of the other standing committees and subcommittees of Faculty Senate shall be composed of members of the Faculty who enroll themselves as members, plus members of the CLCP faculty who enroll themselves as associate members, plus such other persons as may be specified in Article III.F and III.G below. Members of the Faculty on each committee and subcommittee for the upcoming academic year shall, each April, select from among their number the Chair of the committee or subcommittee for the coming year. Individuals may succeed themselves as members and associate members; an eligible individual may succeed himself or herself as Chair.
4. Enrollment of Faculty and CLCP faculty on Faculty Senate Standing Committees and Subcommittees
  - a. Any member of the Governing Faculty who wishes to serve as a member of a Faculty Senate standing committee or subcommittee may do so. Any member of the CLCP faculty who wishes to serve as an associate member of a Faculty Senate standing committee may do so.
  - b. To become a member or an associate member, respectively, of a Faculty Senate standing committee or subcommittee, the Faculty member or CLCP faculty member shall indicate to the Secretary of the Faculty during the Faculty Senate Open Enrollment period (normally between Spring Break and March 31) that he or she wishes to be a member or associate member, respectively, of the relevant Faculty Senate standing committee or subcommittee for the upcoming academic year and that he or she is willing and able to attend all meetings of the relevant committee. The procedure by which members of the Faculty and of the CLCP faculty indicate their desire to serve shall be as approved by Faculty Senate and contained in the Faculty Senate Policies and Procedures Manual.
  - c. The Secretary of the Faculty shall, on April 1 of each year, compile the roll of the members and associate members of the Faculty Senate standing committees and subcommittees for the upcoming academic year. Additionally, in August and January of each year the Secretary shall add to the roll those newly appointed members of the Faculty and of the CLCP faculty who, during the supplemental enrollment period, have enrolled to serve as members or associate members, respectively.
  - d. A member of the Faculty or of the CLCP faculty who will be on official leave during the second semester of the current academic year, or who is exercising the right of voluntary early partial retirement, and who wishes to serve on a Faculty Senate standing committee or subcommittee during the upcoming academic year, shall so indicate to the Secretary of the Faculty by December 15 of the current academic year.
  - e. A member of the Faculty or of the CLCP faculty who will be on official leave during the first semester of the upcoming academic year, or who is exercising the right of voluntary early partial retirement, and who wishes to serve on a Faculty Senate standing committee or subcommittee during the second semester of the upcoming academic year, shall so indicate to the Secretary of the Faculty during the Faculty Senate Open Enrollment period (normally between Spring Break and March 31) of the current academic year.
  - f. If a member of the Faculty or of the CLCP faculty who has indicated the desire to serve on a Faculty Senate standing committee or subcommittee subsequently becomes ineligible for such membership or associate membership, respectively, he or she shall automatically be considered to have resigned from the relevant committee or subcommittee on which he or she was serving, effective on the date that ineligibility occurs.
  - g. If a member or associate member of a Faculty Senate standing committee or subcommittee misses two regular meetings of the relevant committee or subcommittee during a single academic year beyond those on official University-related business for which a Form 17 or Form 33ABSENCE or Form 33F has been filed and approved, he or she will automatically be considered to have resigned from that committee or subcommittee for the rest of that academic year. A member or associate member of a Senate committee or subcommittee who incurs regular professional obligations for an extended part of the academic year for which no Form 17 or Form 33Absence or Form 33F is required may petition Faculty Senate for exemption from this provision, and Faculty Senate may grant such an exemption

by a simple majority of members present and voting. Eligibility for service in subsequent academic years shall not be affected by such an automatic resignation.

5. The Chair of each of the seven standing committees listed in Article II. A.1.e above shall be, or immediately upon selection shall become, a member of the Faculty Senate. The Chair of each standing subcommittee listed in Article III.B above shall be, or immediately upon selection shall become, a member of the subcommittee's parent standing committee.
6. Membership, terms of service and chairs of *ad hoc* committees and subcommittees shall be as specified in the establishing resolution and elsewhere in these Bylaws. Individuals may succeed themselves as members, as associate members or as Chair of an *ad hoc* committee or subcommittee. In the case that the establishing resolution and these Bylaws are in disagreement, the provisions of these Bylaws shall take precedence.
7. Committees and subcommittees, standing and *ad hoc*, are expected to fulfill their duties as specified in the Constitution, in these Bylaws and in resolutions of Faculty Senate. If the Senate determines that a committee or subcommittee is not fulfilling their duties, the Senate may unseat the entire committee or subcommittee and call for interim enrollment to fill the vacated places for the remainder of the terms of the unseated committee members. A motion to unseat may be made by any voting member of Faculty Senate and must be supported by evidence. A vote of two-thirds of the members of Faculty Senate shall be required to unseat a committee or subcommittee. Such vote must be by secret ballot, but may be taken at a regular or special Senate meeting or by mail or electronic ballot. Members and associate members so unseated shall be ineligible for membership or associate membership on the interim committee for the remainder of the current academic year, but eligibility shall not be affected for subsequent years.
8. If the Chair of one of the seven standing committees listed in Article II. A. 1.e above resigns from Faculty Senate, he or she will automatically be considered to have resigned as Chair of the committee. Members of the Faculty on the committee shall select a new Chair from among their number; the resigned Chair is ineligible to succeed himself or herself. The new Chair shall be, or immediately upon selection shall become, a member of Faculty Senate.
9. Chairs of Faculty Senate committees and subcommittees, standing and *ad hoc*, are expected to facilitate the operation and action of the respective committee or subcommittee, as specified in the Constitution, in these Bylaws and in resolutions of Faculty Senate. If the Senate determines that the Chair of a committee or subcommittee is not fulfilling that duty, the Senate may require the committee or subcommittee to recall its Chair and to select another of its eligible members as Chair for the remainder of the recalled Chair's term. A motion to recall may be made by any voting member of Faculty Senate and must be supported by evidence. A vote of two-thirds of the members of Faculty Senate shall be required to require the recall of a committee or subcommittee chair. Such vote must be by secret ballot, but may be taken at a regular or special Senate meeting or by mail or electronic ballot. The Chair so recalled shall be ineligible for re-election as Chair during the current academic year, but eligibility shall not be affected for subsequent years.
10. In the event that the members of a standing Senate committee or subcommittee conclude that their committee or subcommittee has no matters before it, nor any reasonable expectation that matters may arise which will require their consideration, they shall petition the Senate, through the Agenda Committee, to consider disestablishing the committee or subcommittee and reassigning its areas of responsibility to one or more other Senate committees (the receiving committee) or to the parent committee of the subcommittee, respectively. If any committee or subcommittee is so disestablished, members and associate members of the disestablished committee or subcommittee may enroll themselves as members or associate members, respectively, of the receiving committee or parent committee. Liaisons to the disestablished committee or subcommittee may petition Faculty Senate for liaison status on the receiving committee or parent committee; a simple majority vote of Senate shall suffice for such reassignment of liaison status.

#### F. **Specific Membership and Responsibilities of the Faculty Senate Standing Committees**

##### 1. **Agenda Committee**

The Agenda Committee is established to ensure timely and appropriate consideration of, and action upon, matters of interest to the Faculty Senate and its committees and to the Faculty, subject to the

provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Agenda Committee shall have the following composition, procedures and responsibilities.

- a. The Agenda Committee shall be composed of members of the Faculty who enroll to serve as members, and members of the CLCP faculty who enroll to serve as associate members, plus the Vice Chair of Faculty Senate who shall serve *ex officio*. The Vice Chair of Faculty Senate shall serve as Chair of the Agenda Committee.
- b. The Agenda Committee shall meet at least monthly during the academic year and as needed during the period following Commencement and before the start of the new academic year to consider business before it.
- c. Any member of the Faculty has the right to submit an item of concern for inclusion on the agenda of the next regular Senate meeting, and if such an item is submitted in writing to the Chair of Senate or to the Vice Chair acting as the Chair of the Agenda Committee before the Call to Order of the meeting, specifying the issue and the disposition desired (for action, for acceptance or for information), together with sufficient copies for distribution to members of Senate, it shall be placed on the Agenda with a time of five minutes allotted to its presentation. Senate may continue with discussion of the item at its discretion. Additionally, the Agenda Committee shall receive communications from any member or members of the Faculty or other members of the University faculty, staff or student body who wish to submit an item of concern for consideration by the Faculty Senate and may on its own initiative bring up items of concern for consideration. The Agenda Committee shall, at its discretion, dispose of these items in one of the following ways:
  - i. place the item on the agenda for the next regular meeting of Faculty or, if the agenda for that meeting is full, on the agenda of the next subsequent Senate meeting; or
  - ii. place the item on the agenda for a special meeting of the Faculty Senate; or
  - iii. place the item on the agenda for a convocation of the Faculty; or
  - iv. refer the item to a committee or subcommittee of Faculty Senate for study and report; or
  - v. bring the matter up for general discussion at a subsequent regular Senate meeting.

Items may be placed on the agenda *for action, for approval, for acceptance or for information* as detailed in Article II. E.3 above.

- d. The Agenda Committee shall prepare the agenda for each regular meeting and special meeting of the Faculty Senate and for each convocation of the Faculty. The agenda, together with all supporting documents, shall be forwarded to the Secretary of the Faculty who shall distribute them as specified in Article II. C. 3. b. *iii* above at least seven calendar days before a regular meeting of Faculty Senate or a convocation of the Faculty, or at least three calendar days before a special meeting of Faculty Senate.
- e. All documents to be brought before the Faculty Senate should be submitted to the Agenda Committee for consideration, subject to the right of Faculty specified in Article III. F.1.c above. Each document to be considered shall be forwarded by the Agenda Committee to the Secretary of the Faculty to be assigned a document reference number before distribution.
- f. The Agenda Committee shall work with the Secretary of the Faculty to ensure that persons with an interest in items appearing on the agenda for the next subsequent meeting of Senate or convocation of the Faculty are notified and invited to attend as observers and resource persons.
- g. The Agenda Committee, with the assistance of the Secretary, shall monitor all items which have been referred to a committee or subcommittee of Faculty Senate for study and report. Referred items which have not resulted in a report to Faculty Senate within the time period specified in the referral, or within 90 days of referral if no period was specified therein, shall be so noted in the pertinent committee's or subcommittee's report to Faculty Senate. If such an item is deemed by the Agenda Committee to be more properly within the purview of a different committee or subcommittee, they shall reassign it as appropriate. If the item is deemed by the pertinent committee or subcommittee to be more appropriately addressed by an *ad hoc* committee, they may

request that the Agenda Committee propose such an *ad hoc* committee to Faculty Senate for their approval. If the committee or subcommittee needs more time, they shall request it of the Agenda Committee. If the Faculty Senate determines that the pertinent committee or subcommittee, or its Chair, are not fulfilling their responsibilities as specified in the Constitution, in these Bylaws and in resolutions of the Senate, the committee or subcommittee may be unseated and reconstituted, or their Chair recalled, according to procedures in Article III. E. 7 and 9 above.

- h. The Agenda Committee shall schedule the annual report from the Assessment Steering Committee interpreting the results of assessment activities at Purdue University North Central in relation to the stated goals and outcomes of the relevant unit and of Purdue University North Central as a whole. The Assessment Steering Committee shall be notified of the month in which the report should be delivered at least eight calendar months in advance of the scheduled report.
- i. The Agenda Committee shall determine the dates of the meetings for the upcoming academic year and shall present them to Senate for approval during the regular April meeting.
- j. The Agenda Committee shall assist the Chair of the Senate in facilitating the coordination of activities of committees of the Senate on common, related or interdependent matters.
- k. The Agenda Committee, together with the Secretary of the Faculty, shall assist the Chair of Faculty Senate in monitoring the progress of the implementation of policies, procedures and other matters approved or adopted by Faculty Senate and forwarded to the appropriate administrative office.

2. **Assessment Steering Committee**

The Assessment Steering Committee is established to ensure the design, implementation and application of the results of the various plans for assessing the effectiveness of student learning, General Education, degree and certificate programs and instruction and administration, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Assessment Steering Committee shall have the following composition, procedures and responsibilities.

- a. The Assessment Steering Committee shall be composed of members of the Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, plus the Director of Accreditation and Assessment who shall serve as resource person and liaison from the Office of Enrollment and Student Services and who may not chair the committee.
- b. The Assessment Steering Committee shall meet at least monthly during the academic year and as needed during the period following Commencement and preceding the start of the new semester to consider business before it.
- c. The Assessment Steering Committee shall be responsible for monitoring, assessing and reporting to Faculty Senate at least quarterly the progress and results of assessment activities at Purdue University North Central. The Assessment Steering Committee shall be responsible for interpreting the results of such assessment activities in relation to the stated goals and outcomes of the relevant unit and of Purdue University North Central as a whole, and shall report this interpretation at least annually as directed by the Agenda Committee. Such activities shall include, but not be limited to, the assessment of student learning outcomes, the assessment of the various degree programs and of the General Education program, and the assessment and evaluation of instruction and administration. In pursuit of its responsibilities, the Assessment Steering Committee shall work closely with the various academic and administrative units and groups and their assessment committees and personnel.
- d. The Assessment Steering Committee shall annually review the effectiveness of the Campus Student Learning Assessment Plan, and shall stand ready to assist the various academic units and groups as they develop, revise and implement their own assessment plans.

- e. The Assessment Steering Committee shall, in consultation with the various academic units and groups and their assessment committees, annually review and recommend to Faculty Senate procedural guidelines for the Campus Student Learning Assessment Plan.
- f. The Assessment Steering Committee shall ensure that at least one of its members serves as a member of the General Education Committee.

3. **Curriculum Committee**

The Curriculum Committee is established to ensure the timely and thoughtful consideration of all matters pertaining to the various curricula of Purdue University North Central and to bring specific proposals to Faculty Senate for its approval, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Curriculum Committee shall have the following composition, procedures and responsibilities.

- a. The Curriculum Committee shall be composed of members of the Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, and the Vice Chancellor for Academic Affairs, who shall serve *ex officio* and who may not chair the committee.
- b. The Curriculum Committee shall meet at least monthly during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider documents forwarded to it by the curriculum committees of the various academic units, and matters of concern referred to it by the Faculty Senate, the Agenda Committee or the Chancellor.
- c. The Curriculum Committee shall develop a procedure for orderly submission of curricular changes requiring the approval of Faculty Senate. This procedure shall be presented to the Faculty Senate for its approval in September of each year. Proposed changes to this procedure require the approval of Faculty Senate and will take effect immediately upon approval by Faculty Senate.
- d. The Curriculum Committee shall develop a timetable by which curricular changes requiring the approval of Faculty Senate may be submitted in a timely manner. This timetable shall be presented to the Faculty Senate for its approval annually in April of each year. Proposed changes to this timetable require the approval of Faculty Senate and will take effect no sooner than two months after approval by Faculty Senate.
- e. Curricular changes require the approval of Faculty Senate and must be submitted to the Curriculum Committee according to the procedure and timetable approved by Faculty Senate. The changes requiring the approval of Faculty Senate shall include, but shall not be limited to, the following:
  - i. All courses already on the Purdue Master List to be added to the PNC catalog, and courses to be deleted from the PNC catalog
  - ii. All new courses not already on the Purdue Master List
  - iii. All changes to courses offered at PNC, including but not limited to credit hours, class or lab hours, course number, course title, course description, prerequisites and corequisites, and instructional method, delivery format and mode
  - iv. All changes to plans of study and requirements for existing undergraduate and graduate degree and certificate programs
  - v. All plans of study and requirements for proposed new undergraduate and graduate degree and certificate programs, including but not limited to majors, minors, concentrations, options and the like
  - vi. Any deletion or cancellation of an existing undergraduate or graduate degree or certificate program, including but not limited to majors, minors, concentrations, options and the like
  - vii. All dual credit, transfer, articulation and course equivalency agreements and changes as provided in Article III. F. 3. i below

- f. The Curriculum Committee may, at its own discretion, initiate the review of any curricular matter falling within their sphere of responsibility, including but not limited to the items listed above (Article III. F. 3. e).
- g. The Curriculum Committee shall work with any curriculum committees established by the various academic units and groups to facilitate communication, coordination and cooperation between and among such groups on curricular matters.
- h. In collaboration with the Educational Policy Committee, the General Education Committee and the Assessment Steering Committee as appropriate, the Curriculum Committee shall consider general curriculum standards for all degree and certificate programs, including but not limited to plans of study, majors, minors and concentrations.
- i. The Curriculum Committee, in collaboration with the Educational Policy Committee, the General Education Committee and the Assessment Steering Committee as appropriate, shall consider dual credit, transferability and articulation issues related to curriculum requirements and standards, particularly but not solely with reference to Purdue University system-wide transferability and to the Community College of Indiana/Ivy Tech, and with other academic institutions as may from time to time be included in formal transfer and articulation agreements. All such agreements must be approved by the Faculty Senate before they can take effect.
- j. The Curriculum Committee shall ensure that one of its members serves as a member of the General Education Committee

4. **Educational Policy Committee**

The Educational Policy Committee is established to ensure the timely and thoughtful consideration of all matters pertaining to the central educational mission of Purdue University North Central, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Educational Policy Committee shall have the following composition, procedures and responsibilities.

- a. The Educational Policy Committee shall be composed of members of the Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, and the Vice Chancellor for Academic Affairs who shall serve *ex officio* and who may not chair the committee.
- b. The Educational Policy Committee shall meet at least monthly during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee or the Chancellor.
- c. The Educational Policy Committee shall work closely with the Curriculum Committee and the General Education Committee in formulating policy for the design and implementation of a program of General Education at Purdue University North Central, subject to approval by the Faculty Senate.
- d. The Educational Policy Committee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Educational policy in general
  - ii. General Education program policy, with the General Education Committee
  - iii. Community engagement policy in general
  - iv. Academic organization in general, with the Faculty Affairs Committee
  - v. Library policies in general
  - vi. Calendar and class scheduling policy
  - vii. Admissions standards and policy
  - viii. Academic advising policies and procedures
  - ix. Instructional and examination standards, method, mode and format, with the Curriculum Committee

- x. Internship policies
- xi. Financial aid grants, loans and scholarships
- xii. Improvement of instruction
- xiii. Honors and interdisciplinary programs standards and policy
- xiv. Grades and grading policies
- xv. Grade appeals policies and procedures
- xvi. Graduation standards and policies
- xvii. Accreditation standards and policies

e. The Educational Policy Committee shall have as standing subcommittees the Calendar and Scheduling Subcommittee, the Enrollment Services Subcommittee and the Library Subcommittee. The Educational Policy Committee may, at its discretion, appoint further *ad hoc* subcommittees as provided for above where appropriate to accomplish its duties.

f. The Educational Policy Committee shall ensure that one of its members serves as a member of the General Education Committee

5. **Elections and Faculty Enrollment Committee**

The Elections and Faculty Enrollment Committee is established to conduct Faculty enrollment and elections as specified in this document and in the Faculty Senate Policies and Procedures Manual, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Elections and Faculty Enrollment Committee shall have the following composition, procedures and responsibilities.

- a. The Elections Committee shall be composed of the Chairs of the Educational Policy Committee, the Faculty Affairs Committee and the Student Affairs Committee, and the Secretary of the Faculty. The Secretary of the Faculty shall chair the Elections Committee.
- b. The Elections Committee shall assist the Secretary of the Faculty in conducting enrollment of members of the Faculty and of the CLCP faculty as members and associate members, respectively, of Senate and its standing committees and subcommittees, and elections for officers of Faculty Senate and selection of Chairs of its standing committees and subcommittees. They shall assist the Secretary in conducting the election of the representative from the voting faculty of Purdue University North Central to the Purdue University Senate.

6. **Faculty Affairs Committee**

The Faculty Affairs Committee is established to ensure the timely and thoughtful consideration of all matters pertaining to the work and welfare of the faculty of Purdue University North Central, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Faculty Affairs Committee shall have the following composition, procedures and responsibilities.

- a. The Faculty Affairs Committee shall be composed of members of the Governing Faculty who enroll to serve as members, and members of the CLCP faculty who enroll to serve as associate members.
- b. The Faculty Affairs Committee shall meet at least monthly during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee or the Chancellor.
- c. The Faculty Affairs Committee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Faculty rights, responsibilities, privileges and opportunities, both individually and collectively
  - ii. Standards and procedures for appointment to, and retention on, the faculty
  - iii. Policies, procedures and support for the achievement of tenure and advancement in

- rank
- iv. Faculty compensation and benefits, including but not limited to salary, health and other insurance, and core and voluntary benefits
- v. Conditions of faculty work, including but not limited to load and leave policies and procedures
- vi. Academic organization in general, with the Educational Policy Committee
- vii. Periodic evaluation of academic administration and of tenured faculty
- viii. Faculty development, faculty workshops and new faculty orientation
- ix. Faculty grievance policies and procedures
- x. Policies and procedures relating to all categories of faculty including, but not limited to, limited term lecturers and continuing lecturers

e. The Faculty Affairs Committee may, at its discretion, appoint *ad hoc* subcommittees as provided for above where appropriate to accomplish its duties.

7. **Faculty Senate Executive Committee**

The Faculty Senate Executive Committee is established to speak and act for Faculty Senate when the Senate itself is unavailable, and to advise the Chancellor, the Vice Chancellors or other members of the University on any matter concerning the Faculty or the Faculty Senate that is of interest to them, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Faculty Senate Executive Committee shall have the following composition, procedures and responsibilities.

- a. The Faculty Senate Executive Committee shall be composed of the Chair and the Vice Chair of the Faculty Senate, the Secretary of the Faculty, and the chairs of the following committees: the Assessment Steering Committee, the Curriculum Committee, the Educational Policy Committee, the Faculty Affairs Committee, the General Education Committee, the Student Affairs Committee and the Resources Planning and Priority Committee. The Chair of Faculty Senate shall chair the Faculty Senate Executive Committee.
- b. Meetings of the Faculty Senate Executive Committee may be called by the Chair, by the Chancellor, or by petition of a majority of the members of the committee. Each member who is a committee chair shall designate a member of the respective committee to act in her or his place on the Faculty Senate Executive Committee if it should meet when that chair is unavailable, and shall inform the Chair and the Secretary at least one month in advance of the substitution and the effective dates.
- c. The Faculty Senate Executive Committee shall act for the Senate in emergency situations when time does not permit Senate action, and shall act for the Senate during the summer months when a quorum of the Senate is not available. Such decisions of the Faculty Senate Executive Committee on behalf of Senate shall be held to a minimum.
- d. At the first regular meeting of the Faculty Senate following any action of the Faculty Senate Executive Committee, the Chair shall report such action to the Senate, which shall approve, alter or reverse such action by majority vote.
- e. The Faculty Senate Executive Committee shall be responsible for planning and facilitating the Organizational Meetings of Faculty Senate as detailed in Article II. D. 2 above.
- f. The Faculty Senate Executive Committee shall advise the Chancellor and the President on matters of concern to the Faculty. They shall meet on the day before or the day of each regular and special Faculty Senate meeting, for the purpose of discussing with the Chancellor and the Vice Chancellor for Academic Affairs any matters of interest to any of them.
- g. The members of the Faculty Senate Executive Committee shall serve as the Faculty's Chancellor Search Committee. In the event that a vacancy occurs in the position of Chancellor, the Faculty's Chancellor Search Committee shall stand ready to represent the Faculty in advising the President regarding the selection of a new Chancellor for Purdue University North Central. The Faculty's

Chancellor Search Committee shall be chaired by the Vice Chair of Faculty Senate and shall receive its direction from the President of the University.

8. **General Education Committee**

The General Education Committee is established to ensure the design, delivery and assessment of the General Education Program in accordance with the General Education Policy approved by the Faculty of Purdue University North Central, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the General Education Committee shall have the following composition, procedures and responsibilities.

- a. The General Education Committee shall be composed of members of the Governing Faculty who enroll to serve as members, including at least one Faculty member from each of the Assessment Steering Committee, the Curriculum Committee and the Educational Policy Committee, and members of the CLCP faculty who enroll to serve as associate members.
- b. The General Education Committee shall meet at least monthly during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee or the Chancellor.
- c. The General Education Committee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Design and proposal of courses specifically designated as General Education courses
  - ii. Approval of General Education qualification for courses proposed by Departments, Colleges, or other Faculty Groups to fulfill General Education requirements as set in the General Education Policy approved by the Faculty Senate
  - iii. Evaluation of the General Education qualification of courses presented for credit by incoming transfer students
  - iv. Evaluation of faculty credentials for faculty members proposed to be assigned to teach courses approved for General Education credit
  - v. Review and recommend budget proposals for General Education
- d. The General Education Committee shall work closely with the Educational Policy Committee to ensure that all course proposals for General Education credit are consistent with the goals and policies of General Education as established by the Faculty Senate
- e. The General Education Committee shall work closely with the Curriculum Committee to ensure that all course proposals for General Education credit follow the procedure for curricular matters as established by the Faculty Senate.
- f. The General Education Committee shall work closely with the Assessment Steering Committee to ensure that all course proposals for General Education credit address the issue of assessment of effectiveness with respect to the goals and policies of General Education as established by the Faculty Senate

9. **Student Affairs Committee**

The Student Affairs Committee is established to ensure the timely and thoughtful consideration of all matters pertaining to the activities and general welfare of the students of Purdue University North Central, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Student Affairs Committee shall have the following composition, procedures and responsibilities.

- a. The Student Affairs Committee shall be composed of members of the Governing Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, two student representatives from the Student Government Association who shall serve for one year, and the Dean of Students who shall serve *ex officio* and who may not chair the committee. The Chair of the committee shall be selected by and from the members of the Faculty on the committee.
- b. The Student Affairs Committee shall meet at least monthly during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee or the Chancellor.
- c. The Student Affairs Committee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Student conduct and disciplinary policies and procedures, including but not limited to appeals policy and procedures
  - ii. Non-academic student services
  - iii. Athletic affairs
  - iv. Extracurricular activities and intramural athletics
  - v. Student health policy
  - vi. Student housing policy
  - vii. Student rights, responsibilities and opportunities
  - viii. Honors convocations and recognition
  - ix. Student newspaper and other publications
  - x. Student Government matters
- d. The Student Affairs Committee shall have as a standing subcommittee the Athletic Affairs Subcommittee. The Student Affairs Committee is responsible for informing the Faculty and the Faculty Senate in a timely fashion of issues facing student athletics, including but not limited to the schedules of the various teams for practice and competition.
- e. The Student Affairs Committee may, at its discretion, appoint further *ad hoc* subcommittees as provided for above where appropriate to accomplish its duties.

10. **Resources Planning and Priority Committee**

The Resources Planning and Priority Committee is established to ensure the timely and thoughtful consideration of all Purdue University North Central physical and fiscal matters as they relate to the faculty, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Resources Planning and Priority Committee shall have the following composition, procedures and responsibilities.

- a. The Resources Planning and Priority Committee shall be composed of members of the Governing Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, and the Vice Chancellor for Administration who shall serve *ex officio* and who may not chair the committee.
- b. The Resources Planning and Priority Committee shall meet at least monthly during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee or the Chancellor.
- c. The Resources Planning and Priority Committee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Priorities and planning for construction, renovation and maintenance of University facilities
  - ii. Optimal utilization of the physical facilities, equipment and other

- educational resources of the University
- iii. Optimal utilization of computer and communication equipment and resources
- iv. Staffing needs apart from faculty
- v. Communication within and among the various units of the University regarding improvement and optimal utilization of facilities and staff
- vi. Parking and traffic matters
- vii. Security of the campus, its members and its resources, including data
- viii. Non-academic planning, including architecture and landscaping
- ix. The Master Plan and its revisions and implementation
- x. Institutional Advancement

- d. The Resources Planning and Priority Committee may, at its discretion, appoint *ad hoc* subcommittees as provided for above where appropriate to accomplish its duties.

**G. Specific Membership and Responsibilities of the Senate Standing Subcommittees**

**1. Athletic Affairs Subcommittee of Student Affairs Committee**

The Athletic Affairs Subcommittee is established to ensure the timely and thoughtful consideration of all matters pertaining to student participation in intercollegiate athletics, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Athletic Affairs Subcommittee shall have the following composition, procedures and responsibilities.

- a. The Athletic Affairs Subcommittee shall be composed of members of the Governing Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members; two student representatives selected by the Student Government Association who shall serve for a term of one year; the Director of Student Athletics and Activities who shall serve *ex officio*; and the Faculty Athletics Representative to the NAIA who shall have been appointed by the Chancellor, *ex officio*. The Chair of this subcommittee shall be selected by and from the members of the Faculty on the subcommittee and shall be, or shall become immediately upon selection, a member of the Student Affairs Committee.
- b. The Athletic Affairs Subcommittee shall meet at least once during each semester of the academic year, and as needed including during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee, the Student Affairs Committee, or the Chancellor. The Athletic Affairs Subcommittee shall submit a brief report to the Chair of the Student Affairs Committee after each meeting during the academic year, and a full report each year, as specified in Articles III. D. 8 and III. D. 10 above.
- c. The Athletic Affairs Subcommittee shall report directly to Faculty Senate each athletic team's schedule of practice and competition. Tentative and/or approximate dates of playoffs and other tournaments should be indicated. No such schedule shall be considered final until it has been approved by the Faculty Senate.
- d. The Athletic Affairs Subcommittee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Intercollegiate athletics policy in general
  - ii. Schedules for all intercollegiate athletic teams, including but not limited to practice and competition schedules
  - iii. Relations with any and all intercollegiate athletic conferences of which Purdue University North Central is, or proposes to become, a member
  - iv. Eligibility requirements for student participation in intercollegiate athletics
  - v. Academic advising and academic progress and success rates of student athletes
- e. All policies related to intercollegiate athletics at Purdue University North Central, including schedules, must be approved by the Faculty Senate before they can become effective.

2. **Calendar and Scheduling Subcommittee of Educational Policy Committee**

The Calendar and Scheduling Subcommittee is established to design and propose academic year calendars for timely consideration by Faculty Senate and to ensure the timely and thoughtful consideration of matters pertaining to the scheduling of classes, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Calendar and Scheduling Subcommittee shall have the following composition, procedures and responsibilities.

- a. The Calendar and Scheduling Subcommittee shall be composed of members of the Governing Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, one student representative from the Student Government Association, and the Registrar *ex officio*. The Chair of this subcommittee shall be selected by and from the members of the Faculty on the subcommittee and shall be, or shall become immediately upon selection, a member of the Educational Policy Committee.
- b. The Calendar and Scheduling Subcommittee shall meet at least twice during the first semester of the academic year, and as needed during the rest of the academic year and the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee, the Educational Policy Committee or the Chancellor. The Calendar and Scheduling Subcommittee shall submit a brief report to the Chair of the Educational Policy Committee after each of its meetings during the academic year, and a full report each year, as specified in Article III. D. 8 and III. D. 10 above.
- c. The Calendar and Scheduling Subcommittee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. The academic calendar, including but not limited to start and end dates of all semesters and sessions, breaks in addition to official University holidays, and summer session schedules
  - ii. Policy for scheduling classes, including but not limited to patterns of scheduling for classes and laboratories, scheduling at sites both at the main Westville campus and at other sites, utilization patterns for days of the week and times of day
- d. The Calendar and Scheduling Subcommittee shall submit to the Educational Policy Committee in November of each year, its recommendations for the academic calendar for the next five academic years as specified in the Faculty Senate Policies and Procedures Manual.
- e. All calendars for academic year schedules, including regular semesters, summer sessions, short sessions, intensive sessions and all other sessions and terms, for courses taught at any site and by any delivery method including on-line, must be approved by the Faculty Senate before they can become effective.
- f. The Calendar and Scheduling Subcommittee shall submit to the Educational Policy Committee in November of each year, its recommendations for the class schedule policy, including but not limited to the following:
  - i. Patterns of lecture and laboratory sessions for the various days of the week
  - ii. Classes to be taught at sites other than the main Westville campus
  - iii. Classes proposed to be taught in formats, terms, patterns or time periods that vary from those established in the calendar approved by the Faculty Senate

3. **Enrollment Services Subcommittee of Educational Policy Committee**

The Enrollment Services Subcommittee is established to ensure the timely and thoughtful consideration of matters pertaining to admission, registration, records and other matters within the purview of Enrollment Services as they relate to the rights and responsibilities of the faculty, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Enrollment Services Subcommittee shall have the following composition, procedures and responsibilities.

- a. The Enrollment Services Subcommittee shall be composed of members of the Governing Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, and the Assistant Vice Chancellor for Enrollment and Student Services who shall serve

*ex officio* and who may not chair the committee. The Chair of this subcommittee shall be selected by and from the members of the Faculty on the subcommittee and shall be, or shall become immediately upon selection, a member of the Educational Policy Committee.

- b. The Enrollment Services Subcommittee shall meet at least twice during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee, the Educational Policy Committee or the Chancellor. The Enrollment Services Subcommittee shall submit a brief report to the Chair of the Educational Affairs Committee after each of its meetings, and a full report each year, as specified in Article III. D. 8 and III. D. 10 above.
- c. The Enrollment Services Subcommittee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Policies and standards for admission to Purdue University North Central and to its academic programs
  - ii. Policies and standards for academic probation, dismissal for academic reasons, and reinstatement after dismissal
  - iii. Policies and standards for testing and placement of new and transfer students
  - iv. Policies and procedures for transferability, articulation and course equivalency
  - v. Financial aid, including scholarships, grants and loans
  - vi. Academic advising for undergraduate students not admitted to a degree program

4. **Library Subcommittee of the Educational Policy Committee**

The Library Subcommittee is established to ensure the timely and thoughtful consideration of matters pertaining to the function and operation of the Purdue University North Central Library, subject to the provisions of Article III. D. 12 above. In order to accomplish this task effectively and efficiently, the Library Subcommittee shall have the following composition, procedures and responsibilities.

- a. The Library Subcommittee shall be composed of members of the Governing Faculty who enroll to serve as members and members of the CLCP faculty who enroll to serve as associate members, and the Library Director who shall serve *ex officio* and who may not chair the committee. The Chair of this subcommittee shall be selected by and from the members of the Faculty on the subcommittee and shall be, or shall become immediately upon selection, a member of the Educational Policy Committee.
- b. The Library Subcommittee shall meet at least twice during the academic year, and as needed during the period following Commencement and the start of the new academic year, to consider matters of concern referred to it by the Faculty Senate, the Agenda Committee, the Educational Policy Committee, the Library Director or the Chancellor. The Library Subcommittee shall submit a brief report to the Chair of the Educational Affairs Committee after each of its meetings, and a full report each year, as specified in Article III. D. 8 and III. D. 10 above.
- c. The Library Subcommittee shall be the appropriate Senate committee for consideration of the following matters, but shall not be limited to only these matters:
  - i. Policy regarding the allocation of the annual book, periodical and online resource budget among the various formats and among the academic disciplines
  - ii. Audio-visual services insofar as these are part of the Library's responsibilities
  - iii. Use of the Library's various resources including space
- d. The Library Subcommittee shall not be concerned with the day to day operation of the Library nor shall it undertake to carry out the responsibilities of the Library Director.

## ARTICLE IV

### Amendments to the Bylaws

- A. Amendments to the Bylaws of the Faculty Senate may be initiated by any of the following procedures:
1. As a proposal from a Faculty Senate committee, standing or *ad hoc*
  2. As a proposal from a member of the Faculty or the CLCP faculty submitted to the Agenda Committee as a regular item of business
  3. As a proposal from any member of the Faculty submitted directly under the provisions of, and subject to the limitations of, Article II. E. 4 above
- B. Amendments to these Bylaws may be adopted by any of the following procedures:
1. Amendments to the Bylaws of the Faculty Senate consistent with the Constitution of the Faculty of Purdue University North Central and with the rest of the Bylaws may be adopted at a regular or special meeting of the Senate by a vote of at least two-thirds of members of the Faculty Senate who are present and have vote. The text of the proposed amendment shall be distributed with the agenda for the meeting at which it will be considered. If the proposed amendment is approved by a simple majority of the members of Senate who are present and have vote but not by the required two-thirds majority, it may then be adopted at the next regular meeting of the Senate by the vote of at least half of the members of the Senate who are present and have vote.
  2. Amendments to the Bylaws of the Senate consistent with the Constitution of the Faculty of Purdue University North Central and with the rest of the Bylaws may be adopted by a vote of two thirds of the members of the Governing Faculty present and voting at a special convocation of the Faculty, provided that at least half of the members of the Governing Faculty are present at the time of the vote and are voting, and provided that the text of the proposed amendment was distributed with the agenda for the convocation at least seven calendar days before the convocation at which the vote is taken.
  3. Amendments to the Bylaws of the Senate consistent with the Constitution of the Faculty of Purdue University North Central and with the rest of the Bylaws may be adopted by a vote of two thirds of the members of the Governing Faculty voting in a mailed or electronic ballot, provided that the text of the proposed amendment is electronically distributed and available to the Faculty at least seven calendar days before the last day on which a vote may be submitted.
- C. Amendments to the Bylaws of the Senate passed by Faculty Senate shall be subject to review and check as provided in the Constitution of the Faculty of Purdue University North Central. Amendments adopted by the Faculty Senate or by the Faculty in convocation or by ballot shall be effective and incorporated into the Bylaws immediately and shall be implemented according to the timetable specified in the proposing motion.

*Approved by Faculty Council, April 26, 2002*

*Approved by the Faculty, May 13, 2002*

*Approved as amended by Faculty Senate, March 2003*

*Approved as amended by Faculty Senate, September 2003*

*Approved as amended by Faculty Senate, January 26, 2007*