

# Utah State University Faculty Senate Senate Handbook

---



**2007-2008**

## TABLE OF CONTENTS

Updated: August 2007

Introduction.....	2
Senate Membership	
Alphabetical.....	3
By College.....	5
Faculty Senate Webpage.....	7
Faculty Senate and Executive Committee Meeting Agenda Packets.....	7
Faculty Senate and Executive Committee Meeting Schedule.....	7
Calendar of Reports .....	7

## Appendices

Appendix A: Committees of the Faculty Senate.....	8
Appendix B: Composition and Authority of the Faculty (Faculty Policy 401) .....	15
Appendix C: The Faculty Senate and Its Committees (Faculty Policy 402) .....	24
Appendix D: Authority and Amendments, Faculty Policies (Policy 202) .....	36
Appendix E: Parliamentary Procedures: Table of Motions and Their Uses .....	39

# Utah State University Faculty Senate

---



## Introduction

Utah State University establishes for itself in its Policy Manual a system of shared authority or participatory governance between faculty and administration. In this system, the Faculty Senate - comprised of elected and ex-officio faculty, appointed administrators, and appointed student officers - occupies a central position. To quote from the Policy Manual (Section 402.2):

*...The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, schools, and certificates, and curricular matters involving relations between colleges, divisions, or departments.*

*The Senate shall also have the following powers: (1) receive and consider reports from any faculty committee, and from any council, department, division, administrative officer, library or college; and to take appropriate action. (2) To consider matters of professional interest and faculty welfare and to make recommendations to the President of the University and other administration officers. (3) To propose to the President Amendments or additions to these policies.*

Clearly, then, the Senate has as its main charge the development, review, and modification of educational policies; but other duties and responsibilities are specified, and in practice the Senate has assumed the right to consider any opportunity or problem facing the University or any of its units, and to formulate a Senate position or recommendation. Its agendas have included information, discussion, or action on items as diverse as post-tenure review, course evaluations, distance education, and reports from many different councils and committees.

Included in this handbook are policies related to the faculty and the Faculty Senate, information on parliamentary procedure, a list of Faculty Senate members and a calendar of meetings for 2007-2008.

We invite new and returning Senators to participate in Senate activities with diligence and enthusiasm. If the processes on occasion seem to grind too rapidly or too slowly, too coarse or too fine, know that the Senate's overall accomplishments substantially benefit the University and those whom it serves.

## Utah State University Faculty Senate Member Roster 2007-2008

last updated 21 Aug 07

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Abernethy, Kevin	s	<a href="mailto:kevmaxa@cc.usu.edu">kevmaxa@cc.usu.edu</a>	2008	Academic Senate Pres.	0105	7 1726
Albrecht, Stan L.	p,e	<a href="mailto:stan.albrecht@usu.edu">stan.albrecht@usu.edu</a>	Ex Officio	USU President	1400	7-7172
Allan, Steve	2	<a href="mailto:steve.allan@usu.edu">steve.allan@usu.edu</a>	2008	Science	4205	7-2587
Anderson, Douglas	p	<a href="mailto:douglas.anderson@usu.edu">douglas.anderson@usu.edu</a>	2008	Dean of Business	3500	7-2376
Atwater, Brian	e,2	<a href="mailto:brian.atwater@usu.edu">brian.atwater@usu.edu</a>	2008	Business	3510	7-3982
Baker, Doran		<a href="mailto:spacegrant@cc.usu.edu">spacegrant@cc.usu.edu</a>	2008	Engineering	4140	7-3666
Barnhill, James		<a href="mailto:jamesb@ext.usu.edu">jamesb@ext.usu.edu</a>	2008	Extension	4900	(801) 399-8208
Brunson, Jeri	s	<a href="mailto:jerib@cc.usu.edu">jerib@cc.usu.edu</a>	2008	Graduate Studies VP	0105	7-1736
Burnham, Byron	p,e	<a href="mailto:byron.burnham@usu.edu">byron.burnham@usu.edu</a>	2008	V.Prov. & Dean Sch. Grad Studies	0175	7-0226
Burr, Steve	e	<a href="mailto:steve.burr@usu.edu">steve.burr@usu.edu</a>	2008	Natural Resources	5220	7-7094
Callister, Ronda		<a href="mailto:ronda.callister@usu.edu">ronda.callister@usu.edu</a>	2010	Business	3555	7-1905
Calloway-Graham, Diane	2	<a href="mailto:diancall@hass.usu.edu">diancall@hass.usu.edu</a>	2008	HASS & AFT chair	0730	7-2389
Chambers, Gary	p	<a href="mailto:gary.chambers@usu.edu">gary.chambers@usu.edu</a>	2008	VP for Student Services	0175	7-0226
Chen, Anthony		<a href="mailto:achen@cc.usu.edu">achen@cc.usu.edu</a>	2010	Engineering	4110	7-1185
Corcoran, Chris		<a href="mailto:chris.corcoran@usu.edu">chris.corcoran@usu.edu</a>	2010	Science	3900	7-4012
Cordero, Maria de Jesus	2	<a href="mailto:mcordero@cc.usu.edu">mcordero@cc.usu.edu</a>	2010	HASS	0720	7-1423
Cornforth, Daren	e	<a href="mailto:darenc@cc.usu.edu">darenc@cc.usu.edu</a>	2009	Agriculture	8700	7-2114
Coward, Raymond	p,e	<a href="mailto:raymond.coward@usu.edu">raymond.coward@usu.edu</a>	Ex Officio	Provost	1435	7-1167
Deberard Scott		<a href="mailto:sdeberard@cc.usu.edu">sdeberard@cc.usu.edu</a>	2009	Education & Human Services	2810	7-1462
Deer, Howard		<a href="mailto:howard.deer@usu.edu">howard.deer@usu.edu</a>	2009	Agriculture	4620	7-1602
Doyle, Kevin	2	<a href="mailto:kdoyle@hass.usu.edu">kdoyle@hass.usu.edu</a>	2009	HASS	4025	7-3022
Fagerheim, Britt	c	<a href="mailto:britt.fagerheim@usu.edu">britt.fagerheim@usu.edu</a>	Ex Officio	PRPC Chair	3000	7-2643
Fang, Ning		<a href="mailto:ning.fang@usu.edu">ning.fang@usu.edu</a>	2010	Engineering	6000	7-2948
Flann, Nick		<a href="mailto:nick.flann@usu.edu">nick.flann@usu.edu</a>	2008	Science	4205	7-2432
Frazer, Nat	p	<a href="mailto:nat.frazer@usu.edu">nat.frazer@usu.edu</a>	2008	Dean of Natural Resources	5200	7-2452
Galliher, Renee		<a href="mailto:rgalliher@cc.usu.edu">rgalliher@cc.usu.edu</a>	2010	Education & Human Services	2810	7-3391
Gillam, Sandi		<a href="mailto:sgillam@cc.usu.edu">sgillam@cc.usu.edu</a>	2010	Education & Human Services	1000	7-7028
Goodspeed, Jerry		<a href="mailto:jerryg@ext.usu.edu">jerryg@ext.usu.edu</a>	2008	Extension	4900	(801) 392-8908
Gunther, Jake	e	<a href="mailto:jake@ece.usu.edu">jake@ece.usu.edu</a>	2009	Engineering	4120	7-7229
Haefner, Jim		<a href="mailto:james.haefner@usu.edu">james.haefner@usu.edu</a>	2010	Science	5305	7-3553
Hashimoto, Alan		<a href="mailto:alanhashimoto@comcast.net">alanhashimoto@comcast.net</a>	2009	HASS	4000	7-3460
Heath, Ed	e,2	<a href="mailto:edward.heath@usu.edu">edward.heath@usu.edu</a>	2008	Education & Human Services	7000	7-3306
Hinton, Scott	p	<a href="mailto:hinton@engineering.usu.edu">hinton@engineering.usu.edu</a>	2008	Dean of Engineering	4100	7-2776
Holmes, Dallas	2	<a href="mailto:dallas.holmes@usu.edu">dallas.holmes@usu.edu</a>	2008	Extension	4900	7-7041
Hubbard, Mary	p	<a href="mailto:mary.hubbard@usu.edu">mary.hubbard@usu.edu</a>	2008	Dean of Science	0305	7-3515
Huenemann, Charlie		<a href="mailto:hueneman@cc.usu.edu">hueneman@cc.usu.edu</a>	2008	HASS	0720	7-0254
Jackson-Smith, Douglas		<a href="mailto:douglasj@hass.usu.edu">douglasj@hass.usu.edu</a>	2009	HASS	0730	7-0582
Kras, John	e	<a href="mailto:johnkras@cc.usu.edu">johnkras@cc.usu.edu</a>	2008	Senate Past-President	7000	7-3881
Kiger, Gary	p	<a href="mailto:gary.kiger@usu.edu">gary.kiger@usu.edu</a>	2008	Dean of HASS	0700	7-1195
King, Robert		<a href="mailto:bking@ext.usu.edu">bking@ext.usu.edu</a>	2009	HASS	5035	7-3606
Kjelgren, Roger		<a href="mailto:rkjel@usu.edu">rkjel@usu.edu</a>	2010	Agriculture	4820	7-2972
Kopp, Kelly		<a href="mailto:kelly.kopp@usu.edu">kelly.kopp@usu.edu</a>	2010	Agriculture	4820	7-1523
Lambert, Pat	e,2	<a href="mailto:plambert@hass.usu.edu">plambert@hass.usu.edu</a>	2009	HASS	0715	7-2603
Lee, Yoon		<a href="mailto:yoon.lee@usu.edu">yoon.lee@usu.edu</a>	2010	Education & Human Services	2905	7-1555
McChesney, Peter	s	<a href="mailto:p.mc@aggiemail.usu.edu">p.mc@aggiemail.usu.edu</a>	2008	ASUSU President	0105	7-1723
McCuskey, Brian		<a href="mailto:bmccuskey@english.usu.edu">bmccuskey@english.usu.edu</a>	2009	HASS	3200	7-0262
McFarland, Mike		<a href="mailto:farlandm@msn.com">farlandm@msn.com</a>	2009	Engineering	4110	7-3196
Mills, Bob		<a href="mailto:bob.mills@usu.edu">bob.mills@usu.edu</a>	2008	Business	3515	7-7480
Moore, Adrienne	2	<a href="mailto:amoore@hass.usu.edu">amoore@hass.usu.edu</a>	2008	HASS	4025	7-3023
Norton, Jeanette	c	<a href="mailto:jennyn@cc.usu.edu">jennyn@cc.usu.edu</a>	Ex Officio	BFW Chair	4820	7-2166
Parent, Michael	e	<a href="mailto:mike.parent@usu.edu">mike.parent@usu.edu</a>	2009	Business, President-elect	3510	7-1908
Popendorf, Will		<a href="mailto:popendorf@biology.usu.edu">popendorf@biology.usu.edu</a>	2008	Science	5305	7-2566
Ramsey, Doug	e,2	<a href="mailto:doug.ramsey@usu.edu">doug.ramsey@usu.edu</a>	2008	Natural Resources, Senate Pres.	5240	7-3783

Read, Sylvia		<a href="mailto:sylvia.read@usu.edu">sylvia.read@usu.edu</a>	2008	Education & Human Services	2805	7-0382
Reeve, Ed		<a href="mailto:fast@cc.usu.edu">fast@cc.usu.edu</a>	2008	Engineering	6000	7-3642
Riffe, Mark		<a href="mailto:riffe@cc.usu.edu">riffe@cc.usu.edu</a>	2010	Science	4415	7-3896
Roberts, Adrie	e,2	<a href="mailto:adrier@ext.usu.edu">adrier@ext.usu.edu</a>	2008	Extension	4900	(435) 883-6611
Rosenband, Leonard		<a href="mailto:lrosenba@cc.usu.edu">lrosenba@cc.usu.edu</a>	2010	HASS	0710	7-1296
Rowley, Eric		<a href="mailto:eric.rowley@usu.edu">eric.rowley@usu.edu</a>	2009	Science	3900	7-0245
Rozum, Betty		<a href="mailto:betty.rozum@usu.edu">betty.rozum@usu.edu</a>	2010	Libraries	3000	7-2632
Sanders, James		<a href="mailto:jsanders@hass.usu.edu">jsanders@hass.usu.edu</a>	2010	HASS	0710	7-1294
Schroeder, Tom	2	<a href="mailto:faschroe@cc.usu.edu">faschroe@cc.usu.edu</a>	2008	HASS	0715	7-1237
Shelton, Brett		<a href="mailto:brett.shelton@usu.edu">brett.shelton@usu.edu</a>	2009	Education & Human Services	2830	7-2393
Shrode, Flora	e	<a href="mailto:flora.shrode@usu.edu">flora.shrode@usu.edu</a>	2009	Libraries	3000	7-8033
Smith, John		<a href="mailto:john.smith@usu.edu">john.smith@usu.edu</a>	2010	Education & Human Services	2805	7-0388
Strong, Carol	p	<a href="mailto:carol.strong@usu.edu">carol.strong@usu.edu</a>	2008	Dean Educ. & Human Services	2800	7-1470
Talley Susan		<a href="mailto:susant@ext.usu.edu">susant@ext.usu.edu</a>	2009	Extension	5000	7-6100
Vickner, Steven		<a href="mailto:svickner@econ.usu.edu">svickner@econ.usu.edu</a>	2009	Agriculture (Economics)	3530	7-2963
Wickwar, Vince	e	<a href="mailto:vincent.wickwar@usu.edu">vincent.wickwar@usu.edu</a>	2009	Science	4405	7-3641
Wurtsbaugh, Wayne	2	<a href="mailto:wurts@cc.usu.edu">wurts@cc.usu.edu</a>	2009	Natural Resources	5210	7-2584

notes: 2 = serving a second term

a = alternate representative for a college

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (shaded green)

s = student representative (shaded blue)

### Faculty Senate Alternate Roster 2007-2008

NAME	note	EMAIL	TERM	COLLEGE	UMC	PHONE
<i>Warnick, Brian</i>	a	<a href="mailto:brian.warnick@usu.edu">brian.warnick@usu.edu</a>	2009	Agriculture	2300	7-0378
<i>White, Ken</i>	a	<a href="mailto:kwhite@cc.usu.edu">kwhite@cc.usu.edu</a>	2010	Agriculture	4815	7-2149
<i>Bartkus, Ken</i>	a	<a href="mailto:ken.bartkus@usu.edu">ken.bartkus@usu.edu</a>	2010	Business	3510	7-3891
<i>Bowles, Tyler</i>	a	<a href="mailto:tbowles@econ.usu.edu">tbowles@econ.usu.edu</a>	2008	Business	3530	7-2378
<i>Larsen, Jeff</i>	a	<a href="mailto:jbl@cc.usu.edu">jbl@cc.usu.edu</a>	2008	Education & Human Services	1000	7-2670
<i>Pray, Lisa</i>	a	<a href="mailto:lisa.pray@usu.edu">lisa.pray@usu.edu</a>	2010	Education & Human Services	2805	7-0380
<i>Walker Andy</i>	a	<a href="mailto:andy.walker@usu.edu">andy.walker@usu.edu</a>	2009	Education & Human Services	2830	7-2614
<i>McNeill, Laurie</i>	a	<a href="mailto:lmcneill@cc.usu.edu">lmcneill@cc.usu.edu</a>	2009	Engineering	4110	7-1522
<i>Stevens, David</i>	a	<a href="mailto:david.stevens@usu.edu">david.stevens@usu.edu</a>	2009	Engineering	8200	7-3229
<i>Albertson, Marilyn</i>	a,2	<a href="mailto:marilyn.albertson@usu.edu">marilyn.albertson@usu.edu</a>	2010	Extension	4900	(801) 468-3177
<i>Blackstock, Alan</i>	a	<a href="mailto:alanb@ext.usu.edu">alanb@ext.usu.edu</a>	2010	Extension	5000	722-2294
<i>Cox, Loralie</i>	a	<a href="mailto:loraliec@ext.usu.edu">loraliec@ext.usu.edu</a>	2008	Extension	3900	(435) 752-6263
<i>Culbreth, Laurie</i>	a	<a href="mailto:lauriec@ext.usu.edu">lauriec@ext.usu.edu</a>	2009	Extension	2800	(435) 613-5617
<i>Etchberger, Rich</i>	a	<a href="mailto:richarde@ext.usu.edu">richarde@ext.usu.edu</a>	2010	Extension	5000	(435) 789-6100
<i>Doktorski, Eileen</i>	a	<a href="mailto:edoktorski@hass.usu.edu">edoktorski@hass.usu.edu</a>	2008	HASS	4000	7-1397
<i>Jemison-Keisker, Lynn</i>	a	<a href="mailto:lkeisker@hass.usu.edu">lkeisker@hass.usu.edu</a>	2010	HASS	4015	7-3038
<i>Mansfield, Steve</i>	a	<a href="mailto:steven.mansfield@usu.edu">steven.mansfield@usu.edu</a>	2009	HASS	2910	7-1566
<i>Shook, Ronald</i>	a	<a href="mailto:rshook@english.usu.edu">rshook@english.usu.edu</a>	2010	HASS	3200	7-3499
<i>Weil, Nolan</i>	a	<a href="mailto:nweil@cc.usu.edu">nweil@cc.usu.edu</a>	2009	HASS	0715	7-2052
<i>Harris, Steven</i>	a	<a href="mailto:steven.harris@usu.edu">steven.harris@usu.edu</a>	2010	Libraries	3000	7-3861
<i>Messmer, Terry</i>	a	<a href="mailto:terrym@ext.usu.edu">terrym@ext.usu.edu</a>	2009	Natural Resources	5230	7-3975
<i>Schmidt, Robert</i>	a	<a href="mailto:rschmidt@cc.usu.edu">rschmidt@cc.usu.edu</a>	2009	Natural Resources	5215	7-2536
<i>Van Miegroet, Helga</i>	a	<a href="mailto:helgavm@cc.usu.edu">helgavm@cc.usu.edu</a>	2009	Natural Resources	5230	7-3175
<i>Brown, Bob</i>	a	<a href="mailto:brown@sdl.usu.edu">brown@sdl.usu.edu</a>	2009	Science	0300	7-0545
<i>Chang, Tom</i>	a	<a href="mailto:chang@biology.usu.edu">chang@biology.usu.edu</a>	2010	Science	0300	7-3545
<i>Coray, Chris</i>	a	<a href="mailto:coray@math.usu.edu">coray@math.usu.edu</a>	2008	Science	3900	7-2861
<i>Fels, Mark</i>	a	<a href="mailto:fels@math.usu.edu">fels@math.usu.edu</a>	2008	Science	3900	7-0774
<i>Wallace, Dave</i>	a	<a href="mailto:dwallace@biology.usu.edu">dwallace@biology.usu.edu</a>	2009	Science	5305	7-7155

Tarpley, Rudy		<a href="mailto:rtarpley@cc.usu.edu">rtarpley@cc.usu.edu</a>	2008	Parliamentarian	2300	7-2240
---------------	--	--	------	-----------------	------	--------

# Utah State University

## Faculty Senate Member Roster by College 2007-2008

last updated 21 Aug 07

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Abernethy, Kevin	s	<a href="mailto:kevmaya@cc.usu.edu">kevmaya@cc.usu.edu</a>	2008	Academic Senate Pres.	0105	7 1726
Brunson, Jeri	s	<a href="mailto:jerib@cc.usu.edu">jerib@cc.usu.edu</a>	2008	Graduate Studies VP	0105	7-1736
McChesney, Peter	s	<a href="mailto:p.mc@aggiemail.usu.edu">p.mc@aggiemail.usu.edu</a>	2008	ASUSU President	0105	7-1723
Albrecht, Stan L.	p,e	<a href="mailto:stan.albrecht@usu.edu">stan.albrecht@usu.edu</a>	Ex Officio	USU President	1400	7-7172
Anderson, Douglas	p	<a href="mailto:douglas.anderson@usu.edu">douglas.anderson@usu.edu</a>	2008	Dean of Business	3500	7-2376
Burnham, Byron	p,e	<a href="mailto:byron.burnham@usu.edu">byron.burnham@usu.edu</a>	2008	V.Prov. & Dean Sch. Grad Studies	0175	7-0226
Chambers, Gary	p	<a href="mailto:gary.chambers@usu.edu">gary.chambers@usu.edu</a>	2008	VP for Student Services	0175	7-0226
Coward, Raymond	p,e	<a href="mailto:raymond.coward@usu.edu">raymond.coward@usu.edu</a>	Ex Officio	Provost	1435	7-1167
Frazer, Nat	p	<a href="mailto:nat.frazer@usu.edu">nat.frazer@usu.edu</a>	2008	Dean of Natural Resources	5200	7-2452
Hinton, Scott	p	<a href="mailto:hinton@engineering.usu.edu">hinton@engineering.usu.edu</a>	2008	Dean of Engineering	4100	7-2776
Hubbard, Mary	p	<a href="mailto:mary.hubbard@usu.edu">mary.hubbard@usu.edu</a>	2008	Dean of Science	0305	7-3515
Kiger, Gary	p	<a href="mailto:gary.kiger@usu.edu">gary.kiger@usu.edu</a>	2008	Dean of HASS	0700	7-1195
Strong, Carol	p	<a href="mailto:carol.strong@usu.edu">carol.strong@usu.edu</a>	2008	Dean Educ. & Human Services	2800	7-1470
Cornforth, Daren	e	<a href="mailto:darenc@cc.usu.edu">darenc@cc.usu.edu</a>	2009	Agriculture	8700	7-2114
Deer, Howard		<a href="mailto:howard.deer@usu.edu">howard.deer@usu.edu</a>	2009	Agriculture	4620	7-1602
Kjelgren, Roger		<a href="mailto:rkjel@usu.edu">rkjel@usu.edu</a>	2010	Agriculture	4820	7-2972
Kopp, Kelly		<a href="mailto:kelly.kopp@usu.edu">kelly.kopp@usu.edu</a>	2010	Agriculture	4820	7-1523
Vickner, Steven		<a href="mailto:svickner@econ.usu.edu">svickner@econ.usu.edu</a>	2009	Agriculture (Economics)	3530	7-2963
Atwater, Brian	e,2	<a href="mailto:brian.atwater@usu.edu">brian.atwater@usu.edu</a>	2008	Business	3510	7-3982
Callister, Ronda		<a href="mailto:ronda.callister@usu.edu">ronda.callister@usu.edu</a>	2010	Business	3555	7-1905
Mills, Bob		<a href="mailto:bob.mills@usu.edu">bob.mills@usu.edu</a>	2008	Business	3515	7-7480
Parent, Michael	e	<a href="mailto:mike.parent@usu.edu">mike.parent@usu.edu</a>	2009	Business, President-Elect	3510	7-1908
Deberard Scott		<a href="mailto:sdeberard@cc.usu.edu">sdeberard@cc.usu.edu</a>	2009	Education & Human Services	2810	7-1462
Galliher, Renee		<a href="mailto:rgalliher@cc.usu.edu">rgalliher@cc.usu.edu</a>	2010	Education & Human Services	2810	7-3391
Gillam, Sandi		<a href="mailto:sgillam@cc.usu.edu">sgillam@cc.usu.edu</a>	2010	Education & Human Services	1000	7-7028
Heath, Ed	e,2	<a href="mailto:edward.heath@usu.edu">edward.heath@usu.edu</a>	2008	Education & Human Services	7000	7-3306
Lee, Yoon		<a href="mailto:yoan.lee@usu.edu">yoan.lee@usu.edu</a>	2010	Education & Human Services	2905	7-1555
Read, Sylvia		<a href="mailto:sylvia.read@usu.edu">sylvia.read@usu.edu</a>	2008	Education & Human Services	2805	7-0382
Shelton, Brett		<a href="mailto:brett.shelton@usu.edu">brett.shelton@usu.edu</a>	2009	Education & Human Services	2830	7-2393
Smith, John		<a href="mailto:john.smith@usu.edu">john.smith@usu.edu</a>	2010	Education & Human Services	2805	7-0388
Baker, Doran		<a href="mailto:spacegrant@cc.usu.edu">spacegrant@cc.usu.edu</a>	2008	Engineering	4140	7-3666
Chen, Anthony		<a href="mailto:achen@cc.usu.edu">achen@cc.usu.edu</a>	2010	Engineering	4110	7-1185
Fang, Ning		<a href="mailto:ning.fang@usu.edu">ning.fang@usu.edu</a>	2010	Engineering	6000	7-2948
Gunther, Jake	e	<a href="mailto:jake@ece.usu.edu">jake@ece.usu.edu</a>	2009	Engineering	4120	7-7229
McFarland, Mike		<a href="mailto:farlandm@msn.com">farlandm@msn.com</a>	2009	Engineering	4110	7-3196
Reeve, Ed		<a href="mailto:fast@cc.usu.edu">fast@cc.usu.edu</a>	2008	Engineering	6000	7-3642
Barnhill, James		<a href="mailto:jamesb@ext.usu.edu">jamesb@ext.usu.edu</a>	2008	Extension	4900	(801) 399-8208
Goodspeed, Jerry		<a href="mailto:jerryg@ext.usu.edu">jerryg@ext.usu.edu</a>	2008	Extension	4900	(801) 392-8908
Holmes, Dallas	2	<a href="mailto:dallas.holmes@usu.edu">dallas.holmes@usu.edu</a>	2008	Extension	4900	7-7041
Roberts, Adrie	e,2	<a href="mailto:adrier@ext.usu.edu">adrier@ext.usu.edu</a>	2008	Extension	4900	(435) 883-6611
Talley Susan		<a href="mailto:susant@ext.usu.edu">susant@ext.usu.edu</a>	2009	Extension	5000	7-6100
Calloway-Graham, Diane	2	<a href="mailto:diancall@hass.usu.edu">diancall@hass.usu.edu</a>	2008	HASS & AFT chair	0730	7-2389
Cordero, Maria de Jesus	2	<a href="mailto:mcordero@cc.usu.edu">mcordero@cc.usu.edu</a>	2010	HASS	0720	7-1423
Doyle, Kevin	2	<a href="mailto:kdoyle@hass.usu.edu">kdoyle@hass.usu.edu</a>	2009	HASS	4025	7-3022
Hashimoto, Alan		<a href="mailto:alanhashimoto@comcast.net">alanhashimoto@comcast.net</a>	2009	HASS	4000	7-3460
Huenemann, Charlie		<a href="mailto:hueneman@cc.usu.edu">hueneman@cc.usu.edu</a>	2008	HASS	0720	7-0254
Jackson-Smith, Douglas		<a href="mailto:douglasj@hass.usu.edu">douglasj@hass.usu.edu</a>	2009	HASS	0730	7-0582
King, Robert		<a href="mailto:bking@ext.usu.edu">bking@ext.usu.edu</a>	2009	HASS	5035	7-3606
Lambert, Pat	e,2	<a href="mailto:plambert@hass.usu.edu">plambert@hass.usu.edu</a>	2009	HASS	0715	7-2603
McCuskey, Brian		<a href="mailto:bmccuskey@english.usu.edu">bmccuskey@english.usu.edu</a>	2009	HASS	3200	7-0262
Moore, Adrienne	2	<a href="mailto:amoore@hass.usu.edu">amoore@hass.usu.edu</a>	2008	HASS	4025	7-3023
Rosenband, Leonard		<a href="mailto:rosenba@cc.usu.edu">rosenba@cc.usu.edu</a>	2010	HASS	0710	7-1296
Sanders, James		<a href="mailto:jsanders@hass.usu.edu">jsanders@hass.usu.edu</a>	2010	HASS	0710	7-1294
Schroeder, Tom	2	<a href="mailto:faschroe@cc.usu.edu">faschroe@cc.usu.edu</a>	2008	HASS	0715	7-1237
Rozum, Betty		<a href="mailto:betty.rozum@usu.edu">betty.rozum@usu.edu</a>	2010	Libraries	3000	7-2632

Shrode, Flora	e	<a href="mailto:flora.shrode@usu.edu">flora.shrode@usu.edu</a>	2009	Libraries	3000	7-8033
Burr, Steve	e	<a href="mailto:steve.burr@usu.edu">steve.burr@usu.edu</a>	2008	Natural Resources	5220	7-7094
Ramsey, Doug	e,2	<a href="mailto:doug.ramsey@usu.edu">doug.ramsey@usu.edu</a>	2008	Natural Resources, Senate Pres.	5240	7-3783
Wurtsbaugh, Wayne	2	<a href="mailto:wurts@cc.usu.edu">wurts@cc.usu.edu</a>	2009	Natural Resources	5210	7-2584
Allan, Steve	2	<a href="mailto:steve.allan@usu.edu">steve.allan@usu.edu</a>	2008	Science	4205	7-2587
Corcoran, Chris		<a href="mailto:chris.corcoran@usu.edu">chris.corcoran@usu.edu</a>	2010	Science	3900	7-4012
Flann, Nick		<a href="mailto:nick.flann@usu.edu">nick.flann@usu.edu</a>	2008	Science	4205	7-2432
Haefner, Jim		<a href="mailto:james.haefner@usu.edu">james.haefner@usu.edu</a>	2010	Science	5305	7-3553
Popendorf, Will		<a href="mailto:popendorf@biology.usu.edu">popendorf@biology.usu.edu</a>	2008	Science	5305	7-2566
Riffe, Mark		<a href="mailto:riffe@cc.usu.edu">riffe@cc.usu.edu</a>	2010	Science	4415	7-3896
Rowley, Eric		<a href="mailto:eric.rowley@usu.edu">eric.rowley@usu.edu</a>	2009	Science	3900	7-0245
Wickwar, Vince	e	<a href="mailto:vincent.wickwar@usu.edu">vincent.wickwar@usu.edu</a>	2009	Science	4405	7-3641
Kras, John	e	<a href="mailto:johnkras@cc.usu.edu">johnkras@cc.usu.edu</a>	2008	Senate Past-President	7000	7-3881
Fagerheim, Britt	c	<a href="mailto:britt.fagerheim@usu.edu">britt.fagerheim@usu.edu</a>	Ex Officio	PRPC Chair	3000	7-2643
Norton, Jeanette	c	<a href="mailto:jennyn@cc.usu.edu">jennyn@cc.usu.edu</a>	Ex Officio	BFW Chair	4820	7-2166

notes: 2 = serving a second term

a = alternate representative for a college

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (shaded green)

s = student representative (shaded blue)

### Faculty Senate Alternate Roster 2007-2008

NAME	note	EMAIL	TERM	COLLEGE	UMC	PHONE
Warnick, Brian	a	<a href="mailto:brian.warnick@usu.edu">brian.warnick@usu.edu</a>	2009	Agriculture	2300	7-0378
White, Ken	a	<a href="mailto:kwhite@cc.usu.edu">kwhite@cc.usu.edu</a>	2010	Agriculture	4815	7-2149
Bowles, Tyler	a	<a href="mailto:tbowles@econ.usu.edu">tbowles@econ.usu.edu</a>	2008	Business	3530	7-2378
Bartkus, Ken	a	<a href="mailto:ken.bartkus@usu.edu">ken.bartkus@usu.edu</a>	2010	Business	3510	7-3891
Larsen, Jeff	a	<a href="mailto:jbl@cc.usu.edu">jbl@cc.usu.edu</a>	2008	Education & Human Services	1000	7-2670
Walker, Andy	a	<a href="mailto:andy.walker@usu.edu">andy.walker@usu.edu</a>	2009	Education & Human Services	2830	7-2614
Pray, Lisa	a	<a href="mailto:lisa.pray@usu.edu">lisa.pray@usu.edu</a>	2010	Education & Human Services	2805	7-0380
Stevens, David	a	<a href="mailto:david.stevens@usu.edu">david.stevens@usu.edu</a>	2009	Engineering	8200	7-3229
McNeill, Laurie	a	<a href="mailto:lmcneill@cc.usu.edu">lmcneill@cc.usu.edu</a>	2009	Engineering	4110	7-1522
Cox, Loralie	a	<a href="mailto:loraliec@ext.usu.edu">loraliec@ext.usu.edu</a>	2008	Extension	3900	(435) 752-6263
Culbreth, Laurie	a	<a href="mailto:lauriec@ext.usu.edu">lauriec@ext.usu.edu</a>	2009	Extension	2800	(435) 613-5617
Blackstock, Alan	a	<a href="mailto:alanb@ext.usu.edu">alanb@ext.usu.edu</a>	2010	Extension	5000	722-2294
Albertson, Marilyn	a,2	<a href="mailto:marilyn.albertson@usu.edu">marilyn.albertson@usu.edu</a>	2010	Extension	4900	(801) 468-3177
Etchberger, Rich	a	<a href="mailto:richarde@ext.usu.edu">richarde@ext.usu.edu</a>	2010	Extension	5000	(435) 789-6100
Doktorski, Eileen	a	<a href="mailto:edoktorski@hass.usu.edu">edoktorski@hass.usu.edu</a>	2008	HASS	4000	7-1397
Mansfield, Steve	a	<a href="mailto:steven.mansfield@usu.edu">steven.mansfield@usu.edu</a>	2009	HASS	2910	7-1566
Weil, Nolan	a	<a href="mailto:nweil@cc.usu.edu">nweil@cc.usu.edu</a>	2009	HASS	0715	7-2052
Shook, Ronald	a	<a href="mailto:rshook@english.usu.edu">rshook@english.usu.edu</a>	2010	HASS	3200	7-3499
Jemison-Keisker, Lynn	a	<a href="mailto:lkeisker@hass.usu.edu">lkeisker@hass.usu.edu</a>	2010	HASS	4015	7-3038
Harris, Steven	a	<a href="mailto:steven.harris@usu.edu">steven.harris@usu.edu</a>	2010	Libraries	3000	7-3861
Messmer, Terry	a	<a href="mailto:terrym@ext.usu.edu">terrym@ext.usu.edu</a>	2009	Natural Resources	5230	7-3975
Schmidt, Robert	a	<a href="mailto:rschmidt@cc.usu.edu">rschmidt@cc.usu.edu</a>	2009	Natural Resources	5215	7-2536
Van Miegroet, Helga	a	<a href="mailto:helgavm@cc.usu.edu">helgavm@cc.usu.edu</a>	2009	Natural Resources	5230	7-3175
Coray, Chris	a	<a href="mailto:coray@math.usu.edu">coray@math.usu.edu</a>	2008	Science	3900	7-2861
Fels, Mark	a	<a href="mailto:fels@math.usu.edu">fels@math.usu.edu</a>	2008	Science	3900	7-0774
Wallace, Dave	a	<a href="mailto:dwallace@biology.usu.edu">dwallace@biology.usu.edu</a>	2009	Science	5305	7-7155
Brown, Bob	a	<a href="mailto:brown@sdl.usu.edu">brown@sdl.usu.edu</a>	2009	Science	0300	7-0545
Chang, Tom	a	<a href="mailto:chang@biology.usu.edu">chang@biology.usu.edu</a>	2010	Science	0300	7-3545
Tarpley, Rudy		<a href="mailto:rtarpley@cc.usu.edu">rtarpley@cc.usu.edu</a>	2008	Parliamentarian	2300	7-2240

## Faculty Senate Webpage

The URL for the Faculty Senate website is: <http://www.usu.edu/fsenate>.

At this website are links to the Agenda, Agenda Packet, Archives, Faculty Senate Committees, Executive Committee, Executive Committee Calendar, Forms, Membership Roster, and Faculty Senate Calendar. Also provided are links to: Councils and Committees Handbook and Faculty Senate Handbook.

### Faculty Senate and Executive Committee Agenda Packets

Senate members are responsible to review the information in the agenda packets and come to the meeting prepared to make informed contributions. Agenda packets for Senate and Executive Committee meetings will be posted on the Faculty Senate website one week prior to the scheduled meeting. Senate members will receive email notification when the information is posted and will also be notified of any changes or additions to the package.

<b>Faculty Senate and Executive Committee Meeting Schedule and Calendar of Committee Reports</b>			
<b>Executive Committee Meeting</b> Champ Hall, Main 136 3:00 – 4:30 p.m.	<b>Senate Meeting</b> Merrill-Cazier Library, Room 154 3:00 – 4:30 p.m.	<b>Senate Committee Annual Reports</b>	<b>University Council and Committee Reports</b>
August 27, 2007	September 10, 2007		Athletic Council Calendar Committee Graduate Council
September 17, 2007	October 1, 2007	Educational Policies Committee (EPC)	Honors Program Libraries Advisory Council Parking Committee
<b>October 22, 2007</b> (Faculty Forum Planning)	<b>November 5, 2007</b> (Held in Eccles Room 216)	<b>FACULTY FORUM</b>	<b>Eccles Conference Center Auditorium Room 216</b>
November 19, 2007	December 3, 2007		ASUSU Cultural Activities Committee Retention and FYE Report
December 10, 2007	January 7, 2008		Council on Teacher Education Scholarship Advisory Board
January 22, 2008 (Tuesday)	February 4, 2008		Bookstore Report
February 19, 2008 (Tuesday)	March 3, 2008	Budget and Faculty Welfare Committee (BFW) Academic Freedom and Tenure Committee (AFT)	Research Council
March 24, 2008	April 7, 2008	Professional Responsibilities and Procedures Committee (PRPC)	Honorary Degrees and Awards
April 14, 2008	April 28, 2008	Committee on Committees (CoC)	ADVANCE

# Appendix A:

## Committees of the Faculty Senate

---



### **Executive Committee of the Faculty Senate and Faculty Forum**

The Executive Committee shall perform the following duties: (a) prepare Senate meeting agendas; (b) propose such standing and special committees of the Senate as may be needed; (c) examine the work of Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out; (d) act as a steering committee to direct problems to the proper committees; (e) act as a liaison to harmonize the work of all committees; (f) transact such business as may be referred to it by the Senate; and; (g) compile the Senator's Handbook and oversee its reproduction and distribution.

The Senate Executive Committee shall consist of the following 14 members: (a) the Senate President; (b) Senate President Elect; (c) nine elected faculty senators representing each of the colleges and the Extension and Library units; (d) the President of the University and Provost, who shall serve as ex officio members; (e) one senator elected by the Senate from the Presidential appointees of the Senate.

Doug Ramsey - Faculty Senate President  
John Kras - Faculty Senate Past-President  
Mike Parent - Faculty Senate President-Elect  
Daren Cornforth - Agriculture  
Brian Atwater - Business  
Ed Heath - Education & Human Services  
Jake Gunther - Engineering  
Pat Lambert - Humanities, Arts and Social Sciences  
Steve Burr - Natural Resources  
Vincent Wickwar - Science  
Flora Shrode - Libraries  
Adrie Roberts - Extension  
Stan Albrecht - Ex-Officio, USU President  
Raymond Coward - Ex-Officio, USU Provost  
Byron Burnham - Presidential Appointee

### **Academic Freedom & Tenure Committee**

The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals and other sanctions, and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

The Academic Freedom and Tenure Committee consists of the following 12 members; (a) seven faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Extension; (c) one faculty member elected by and from the faculty in the Library; and (d)

three faculty members appointed from the 55 elected faculty senators by the Committee on Committees. The following appointments are recommended:

Dan Drost (08) Agriculture  
Edwin Stafford (09) Business  
Dale Wagner (10) Education & Human Services  
Scott Budge (09) Engineering  
Vacant ( ) Humanities, Arts and Social Sciences  
Jack Schmidt (09) Natural Resources  
David Peak(08) Science  
Cheryl Walters (10) Libraries  
Jeff Banks (09) Extension  
Sylvia Read (08) Senate  
Paul Barr (08) Senate  
Diane Calloway-Graham (08/09) Senate (Chair)  
Vacant ( ) Senate 1yr-supplemental  
Vacant ( ) Senate 1 yr-supplemental  
Vacant ( ) Senate 1 yr supplemental

#### **Budget and Faculty Welfare Committee**

The duties of the Budget and Faculty Welfare Committee are to: (1) participate in the budget preparation process; (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance program, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University.

The membership, election and appointment of members, terms of members, officers, and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee.

Jeanette Norton, Chair (08) Agriculture  
Irvin Nelson (08) Business  
Chuck Salzberg (09) Education & Human Services  
Gary Stewardson (10) Engineering  
Jim Bame (08) Humanities, Arts and Social Sciences  
Mike White (08) Natural Resources  
Jim Evans (10) Science  
Steven Harris (09) Libraries  
Loralie Cox (09) Extension  
Jake Gunther (09) Senate  
James Sanders (10) Senate  
Daren Cornforth (09) Senate

### **Committee on Committees**

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

The Committee on Committees shall consist of three elected faculty senators. They are elected according to the same procedures, at the same time, and with the same eligibility restrictions that govern elections of the Senate President and President-Elect; that is, they must be nominated from the floor of the Senate during the April Senate meeting. Elections shall be by ballot completed prior to the May meeting. Members of the Committee on Committees serve two-year terms. They elect a chair from within their membership. To maintain the balance of retirement of terms, the following appointments are recommended:

William Pependorf (08) Senate  
James Barnhill (08) Senate  
Scott Deberard (09) Senate

### **Educational Policies Committee**

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (Sections 405.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committees shall include consideration of standards and requirements for University designated honors such as cum laude, magna cum laude, and summa cum laude.

The Educational Policies Committee consists of the Provost, one faculty representative from each college, one faculty representative from Extension and one faculty representative from the Library, two student officers from the ASUSU, and one student officer from the GSS. The term of office for student members shall be one year.

Steve Hanks (08) Chair, Provost Office  
David Hole (10) Agriculture  
David Olsen (10) Business  
Scot Allgood (08) Education & Human Services (ASC Chair)  
Ed Reeve (09) Engineering  
Roberta Herzberg (08) Humanities, Arts and Social Sciences  
Nancy Mesner (09) Natural Resources  
Richard Cutler (09) Science  
Erin Dini (10) Libraries  
Ronda Menlove (08) Extension  
Peter McChesney (08) ASUSU President  
Kevin Abernethy (08) ASUSU Academic Senate President  
Jeri Brunson (08) GSS President

### **Faculty Evaluation Committee**

The Faculty Evaluation Committee shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Professor and Advisor for the Year. The committee shall consist of one faculty representative from each college, one faculty representative from Extension, one faculty representative from the Library, two student officers from ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with Section 402.11.2. The committee will elect a chair from its members.

Rhonda Miller (08) Agriculture  
Cindy Durtschi (08) Business  
Jamison Fargo (09) Education & Human Services  
Doran Baker (08) Engineering  
Vacant ( ) Humanities, Arts and Social Sciences  
Chuck Hawkins (08) Natural Resources  
Greg Podgorski (08) Science  
Pamela Martin (09) Libraries  
Marilyn Albertson (08) Extension  
Peter McChesney (08) ASUSU President  
Kevin Abernethy (08) ASUSU Academic Senate President  
Jeri Brunson (08) GSS Officer

### **Professional Responsibilities and Procedures Committee**

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding revision and implementation of the USU Policy Manual, and the composition and revision of the Faculty Handbook. Needed revisions and implementation failures shall be submitted to the Senate for its consideration.

The membership, election and appointment of members, terms of members, officers, and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee.

David Hole (09) Agriculture  
David Olsen (08) Business  
Vacant ( ) Education & Human Services  
Charles Swenson (09) Engineering  
Vacant ( ) Humanities, Arts and Social Sciences  
Robert Schmidt (09) Natural Resources  
Scott Cannon (10) Science  
Britt Fagerheim (08) Libraries (Chair)  
Dallas Holmes (08) Extension  
Brett Shelton (09) Senate  
James Evans (09) Senate  
Roger Kjergren (10) Senate

## **University Committees with Faculty Senate Representation**

### **Athletic Council**

The Athletic Council advises the President about the athletic programs. Six faculty members, three men and three women with academic rank are elected by the Senate for terms of three years, with terms staggered so that two retire each year. The Chair of the Athletic Council is one of the six elected members or the NCAA representative. The following appointments are recommended:

Dallas Holmes  
Brett Shelton  
Stephen Allan  
Betty Dance  
Pat Evans  
Hilda Fronske

### **Bookstore Committee**

The Bookstore Committee establishes and promotes communications and understanding between the Bookstore and the faculty and students. The Committee includes two faculty appointed by the Senate. The committee is chaired by one of the two faculty members.

Betty Rozum  
Mark Riffe

### **Calendar Committee**

The Calendar Committee determines the beginning and ending days of the school year and the holidays within each of the three semesters. In addition, the committee projects the academic calendar for 3 to 5 years in advance. Membership on the committee includes four faculty appointed by the president of the Faculty Senate for three-year terms. The Committee on Committees recommends the following to the Faculty Senate President:

Diane Calloway-Graham  
William Pependorf  
Robert King  
Tom Lachmar

### **Cultural Activities Council**

The Cultural Activities Council is responsible for the establishment of general policies concerning the cultural activities available to the University. The primary activity of the council is the governance of the Performing Arts Series. The council includes three faculty appointed by the president of the Senate. The following appointments are recommended:

Kelly Kopp  
Tom Schroeder  
Adrienne Moore

### **Facilities Naming Committee**

The Facilities Naming Committee considers recommendations for naming buildings and lesser facilities in recognition of major donations or for outstanding service to the University. The committee membership includes two faculty appointed by the President of the Senate. The following appointment is recommended:

James Barnhill  
Renee Galliher

### **Graduate Council**

The Graduate Council establishes regulations and standards for graduate study with the approval of the Faculty Senate and advises the Dean of the School of Graduate Studies on exceptions or adjustments to policy.

The Graduate Council consists of: (1) the Dean for the School of Graduate Studies; (2) the Dean of Information and Learning Resources; (3) one faculty member from each of the colleges of the University; (4) one representative from the Faculty Senate; and (5) two graduate students. The Faculty Senate representative is nominated by the Faculty Senate for a two-year term.

Edward Heath

### **Honorary Degrees and Awards**

A Senate vote is required for this committee. The Faculty Senate nominates a slate of seven candidates and votes for three. The top three names are sent to the president of the university, From this slate, one is appointed each year for a total of the three faculty members representing the Faculty Senate. The term of office is three years.

Ed Reeve  
Scott Deberard

### **Honors Program Advisory Board**

The Honors Board reviews activities and policies of honors programs and serves as liaison with the Faculty Senate.

Brian McCuskey

### **Parking Transportation Advisory Committee**

Two faculty members are appointed by the President of the Senate to serve on this committee. The Committee on Committees recommends the following to the Faculty Senate President:

Steve Allan  
Eric Rowley

### **Research Council**

The Research Council advises the Vice President for Research in all matters pertaining to research and other scholarly or creative activity of the University: (a) in the formulation of policy, including research priorities and procedures for attaining them; (b) in the encouragement and stimulation of research in the context of instructional and other goals of the University; (c) in monitoring, reviewing, and evaluating

cross-college research programs in the University; and (d) in recommending to the Vice President for Research the allocation of funds available for research and related purposes to be expended through the office of the Vice President for Research.

Vacant

**Teaching Excellence Award Committee**

Vacant

**University Assessment Coordinating Council**

The University Assessment Coordinating Council coordinates and represents the University's efforts in educational and program assessment at the university, college, department and unit levels. This council also coordinates the University's regional accreditation.

Vacant

# Appendix B: Composition & Authority of the Faculty Faculty Policy 401

---



Policy Manual  
Faculty

Number 401  
Subject: Composition and Authority of the Faculty  
Effective Date: July 1, 1997  
Effective Date of Last Revision: July 1, 1999

---

## 401.1 FACULTY MEMBERSHIP

The faculty consists of the President, the Provost, deans, and other members of the tenured and tenure-eligible faculty, faculty with term appointments, faculty with special appointments, and emeritus faculty as defined herein.

## 401.2 DEFINITIONS

### 2.1 Faculty Defined; Faculty Categories

The terms "faculty" and "faculty members" designate university employees appointed for the purpose of carrying out one or more of the following primary functions of the University: (1) academic instruction, (2) enlargement of knowledge through research and other creative activities, and (3) dissemination of knowledge beyond the campus through extension, service, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or tenure-eligible appointments; (2) term appointments without eligibility for tenure; (3) special appointments without eligibility for tenure; and (4) emeritus appointments.

### 2.2 Academic Units and Academic Departments Defined

An academic unit is a group of faculty of the University with an identifiable teaching, research, or other academic mission. To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current University catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the President, the Board of Trustees and the Board of Regents.

An academic department is a group of faculty of the University with an identifiable teaching, research, or other academic mission. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the University; (b) have an identifiable curriculum and formal description in current University catalogs or other publications; (c) have a separate identifiable budget; (d) be designated an academic department by decision of the Educational Policies Committee and

ratification of the Faculty Senate, and approved by the President, the Board of Trustees and the Board of Regents.

All academic departments are academic units. Two academic units are not academic departments. These are the Library and Extension.

#### 401.3 RESIDENT AND NONRESIDENT FACULTY MEMBERS DISTINGUISHED

The resident faculty consists of all those faculty members who work at the Logan campus and maintain a primary office there. The nonresident faculty consists of all faculty members whose primary place of work and primary office is off the Logan campus.

#### 401.4 THE TENURED AND TENURE-ELIGIBLE FACULTY

##### 4.1 Description and Eligibility

The tenured and tenure-eligible faculty consists of those individuals appointed to carry out the University's scholarly and educational functions and who have been or may be granted permanent status (policy 405.1.2). They receive their appointments within academic units.

All faculty in this category either hold tenure or enter the process that leads to the granting of tenure.

Tenured and tenure-eligible faculty appointments shall not be made for less than 50 percent time.

##### 4.2 Academic Ranks: Core Faculty

Tenure and tenure-eligible faculty members appointed to an academic department are the "core" faculty and hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor. A description of each follows. (See policy 405.2 for a complete discussion of the criteria for appointment or promotion for these ranks.)

###### (1) Instructor.

Appointment as instructor requires, a master's degree or its equivalent and demonstrated ability related to the role assignment.

###### (2) Assistant professor.

Appointment as or advancement in rank to assistant professor requires a terminal degree or its equivalent; demonstrated ability in teaching, research, extension, or other qualifying work; evidence of scholastic promise; and evidence of progressive professional development.

###### (3) Associate professor.

Appointment as or advancement in rank to associate professor requires all the qualifications prescribed for an assistant professor; an established reputation based upon a balance of scholarship, teaching, and service; and/or broad recognition for professional success in the field of appointment.

###### (4) Professor.

Appointment as or advancement in rank to professor requires all the qualifications prescribed for an associate professor and an established outstanding reputation in the field of appointment.

##### 4.3 Academic Ranks: Librarians

Faculty members appointed to the academic unit of the library hold one of the following ranks: Affiliate Librarian,

Assistant Librarian, Associate Librarian, or Librarian. A description of each follows. (See policy 405.3 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Affiliate librarian.

Appointment as affiliate librarian requires, a terminal degree in library and information science, which is a master's degree in library and information science, from an institution accredited by the American Library Association or a master's degree and appropriate credentials for assignment to areas with specialized needs and demonstrated ability related to the role assignment.

(2) Assistant librarian.

Appointment as or advancement in rank to assistant librarian requires all the qualifications prescribed for an affiliate librarian; demonstrated ability in librarianship, research, or other qualifying work; evidence of scholastic promise; and evidence of professional development.

(3) Associate librarian.

Appointment as or advancement to associate librarian requires all the qualifications prescribed for an assistant librarian; an established reputation in librarianship based on scholarship, and service; and/or broad recognition for professional success in librarianship.

(4) Librarian.

Appointment as or advancement to librarian requires all the qualifications prescribed for an associate librarian and an established outstanding reputation in the field of academic librarianship.

#### 4.4 Academic Ranks: Extension

Faculty members appointed to the academic unit of Extension and who fulfill general Extension responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. A description of each follows. (See policy 405.4 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Extension instructor.

Appointment as Extension instructor requires a master's degree or its equivalent and demonstrated ability related to the role assignment.

(2) Extension assistant professor.

Appointment as or advancement in rank to Extension assistant professor requires a terminal degree or its equivalent; demonstrated ability in teaching, research, extension, or other qualifying work; evidence of scholastic promise; and evidence of progressive professional development.

(3) Extension associate professor.

Appointment as or advancement in rank to Extension associate professor requires all the qualifications prescribed for an Extension assistant professor; an established reputation based upon a balance of scholarship, teaching, and service; and/or broad recognition for professional success in the field of appointment.

(4) Extension professor.

Appointment as or advancement in rank to Extension professor requires all the qualifications prescribed for an extension associate professor and an established outstanding reputation in the field of appointment.

#### 4.5 Academic Ranks: Extension Agents

Faculty members appointed to the academic unit of Extension and who serve as Extension agents hold one of the following ranks: Affiliate Extension Agent, Assistant Extension Agent, Associate Extension Agent, or Extension Agent. A description of each follows. (See policy 405.5 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Affiliate extension agent.

Appointment as affiliate extension agent requires a bachelor's degree and demonstrated ability in Extension related to the role assignment.

(2) Assistant Extension agent.

Appointment as or advancement in rank to assistant Extension agent requires a master's degree or its equivalent; demonstrated ability in teaching and developing programs relevant to the identified population; evidence of scholastic promise; and evidence of progressive professional development.

(3) Associate Extension agent.

Appointment as or advancement in rank to associate Extension agent requires all the qualifications prescribed for an assistant Extension agent; an established reputation based upon a balance of scholarship, teaching, Extension work and service; and/or broad recognition for professional success in Extension.

(4) Extension agent.

Appointment as or advancement in rank to Extension agent requires all the qualifications prescribed for an associate Extension agent and an established outstanding reputation in the field of appointment.

#### 4.6 Exceptions

Under extraordinary circumstances exceptions may be made to the qualifications for appointment in the various ranks in order to fulfill the mission of the University. Exceptions require petition to and approval by the President, and must specify a time period for meeting the qualifications.

### 401.5 THE FACULTY WITH TERM APPOINTMENTS

#### 5.1 Description and Appointment Requirements

The faculty with term appointments consists of individuals appointed to perform specialized academic duties who make substantial and regular contributions to a University academic unit, but do not have the permanence of appointment of tenured and/or the prospect of permanence of appointment of tenure-eligible faculty.

These appointments must be commensurate with the specialized duties to be performed. Proposed term appointments must be considered by committees using appropriate standards and procedures which apply to an appointment to a tenured and/or tenure-eligible faculty position.

Term appointments are for one academic or fiscal year in duration and are automatically renewed based on funding and performance, unless the faculty members holding such appointments are given notice of nonrenewal ( policy 404.1.2(4)). The faculty member who holds a term appointment has no claim to a de facto permanent appointment based on length of service. Appointments for less than one academic or calendar year's duration are made to the temporary ranks (policy 401.6.2(3)). For those faculty whose appointments depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit. In other units, term appointments are not made.

## 5.2 Academic Ranks

The academic ranks for the faculty with term appointments follow.

### (1) Lecturer ranks.

Faculty members whose function it is to teach remedial, beginning, or, on occasion, intermediate university courses, are appointed to one of the following titles: Lecturer, Senior Lecturer, or Principal Lecturer. Appointments to lecturer positions are made only in academic units.

### (2) Clinical ranks.

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs are appointed to one of the following ranks: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. Clinical appointments are made through academic units.

### (3) Research ranks.

Faculty members whose primary function is research and whose source of funding is extramural are appointed to one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor. Appointments to research ranks are made only in academic departments.

### (4) Federal cooperator (FC) ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the University and the federal government (e.g., U.S. Dept. of the Interior, Fish and Wildlife Service) are appointed to one of the following ranks: Instructor (FC), Assistant Professor (FC), Associate Professor (FC), or Professor (FC).

Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

### (5) Federal research (FR) ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is research, and who serve as faculty under agreements between the University and the federal government (e.g., U. S. Department of Agriculture) are appointed to one of the following ranks: Assistant Professor (FR), Associate Professor (FR), or Professor (FR). Appointments to federal research ranks are made only in academic units where such agreements exist.

### (6) Edith Bowen teachers.

Faculty members who hold certification or licensure required by public schools and whose primary function is teaching preschool, elementary school, or developmentally disabled students at Edith Bowen Elementary School, are appointed to one of the following titles: Teacher, Mentor Teacher, or Master Teacher. Appointments to teacher ranks are made only by the College of Education.

## 5.3 Limitations on Positions: Faculty with Term Appointments

### (1) No tenure

Faculty with term appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

### (2) Changes in status.

All changes in status from term appointment to faculty with tenure or tenure-eligibility require a national search.

(3) Leave.

Faculty with term appointments are not eligible for sabbatical leave, but under appropriate conditions may be granted professional leave.

(4) Limitations on faculty participation.

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or teacher positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty; and (c) they may not be counted among the number of tenured and tenure-eligible resident faculty members for purposes of apportioning Faculty Senate members. Federal cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to retention or tenure of tenure-eligible faculty.

#### 401.6 FACULTY WITH SPECIAL APPOINTMENTS

##### 6.1 Description and Appointment Requirements

The faculty with special appointments consists of those individuals whose appointments confer a limited association with the University. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with special appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or term appointment faculty. Proposed special appointments must be considered by appropriate departmental procedures. Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty with special appointments are not eligible for tenure.

##### 6.2 Academic Ranks

The academic ranks for the faculty with special appointments follow.

(1) Adjunct ranks.

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests are appointed to one of the following ranks: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct appointments are made for less than 50 percent time only.

(2) Visiting ranks.

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more quarters for an academic department while on leave from another academic institution are appointed to one of the following ranks: Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor.

(3) Temporary ranks.

The term temporary may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units

may be forced to fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

### 6.3 Limitations on Positions: Faculty with Special Appointments

#### (1) No tenure eligibility.

Faculties with special appointments are ineligible for tenure.

#### (2) Limitations on faculty participation.

The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of resident faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.

### 401.7 EMERITUS FACULTY

At the time of retirement and upon recommendation of the President and the approval of the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus preceding their final academic rank.

### 401.8 LIST OF FACULTY

Prior to the end of fall semester of each year the University shall publish a list of all faculty which states the faculty category and the academic unit to which they are appointed.

### 401.9 AUTHORITY OF THE FACULTY

#### 9.1 Policy Statement

##### (1) AAUP joint statement.

This policy statement contains some provisions which are the same or similar to certain principles promulgated by the American Association of University Professors (AAUP). This policy statement is not intended to incorporate AAUP principles and interpretations, and any such incorporation by reference is expressly disclaimed.

##### (2) Faculty responsibility for educational process.

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, and those aspects of student life which relate to the educational process. In those exceptional circumstances when the power of review or final decision of the President is exercised adversely on these matters, it shall be communicated to the faculty. Following such communication, the faculty shall have the opportunity for further consideration and further transmittal of its view to the President.

The faculty sets the requirements for the degrees offered, determines when the requirements have been met, and recommends to the President that the degrees be granted.

##### (3) Faculty status and related matters.

Faculty status and related matters, such as appointments, reappointments, nonrenewals of appointments, terminations,

dismissals, and reductions in status, promotions, and the granting of tenure are primarily a faculty responsibility. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determination in these matters should be first by faculty action through established university procedures, reviewed subsequently by the Provost and the President followed, where necessary, by the approval of the Board of Trustees and/or the Board of Regents.

(4) Collegial governance of the University.

There is shared responsibility in the governance of the University with a meaningful role for the faculty. This role includes participation in decisions relating to the general academic operations of the University, such as budget matters and the appointment of administrators. The faculty should actively advise in the determination of policies and procedures governing salary increases.

Organizations and methods for faculty participation in the collegial governance of the University should be established wherever faculty responsibility is present. The organizations and methods may consist of meetings of the faculty members of a department, college, library, extension, other academic unit, or the University as a whole; or they may take the form of faculty-elected committees in academic units and a faculty designed, approved, and established through joint effort of the faculty and the administration.

(5) Faculty and administration communications.

Suggested means of communication among the faculty, the University administrators, and Board of Trustees are:

- (a) circulation of memoranda and reports,
- (b) joint ad hoc committees of the groups,
- (c) standing liaison committees of the groups, and
- (d) membership of faculty members on administrative councils, committees, and other bodies.

## 9.2 Legislative Authority of the Faculty

Subject to the authority of the Board of Regents, the Board of Trustees, and the President, faculty shall legislate on all matters of educational policy, enact such rules and regulations as it deems desirable to promote or enforce such policies, and decide upon curricula and new courses of study.

The legislative power will normally be exercised by the Faculty Senate. In all matters except those within the authority of the Faculty Senate, the faculty retains original jurisdiction.

Whenever the faculty is acting within the scope of its authority, its actions shall be effective.

## 9.3 Appellate Authority of the Faculty:

### Right to Review and to Modify Faculty Senate Actions

Faculty shall have the appellate power to review all Faculty Senate actions by means of a special meeting. See policy 402.1. Upon the written petition of 10% of resident faculty who are eligible to vote in Faculty Senate elections, or upon the written request of 25 senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the President as chair of the faculty.

## 401.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY

The President of the University (and in the President's absence, the Provost) is the chair of the faculty and presides over all its meetings.

The President of the University shall appoint a secretary for the faculty who will also be ex officio executive secretary of the Faculty Senate. The secretary shall record all actions of the faculty when it meets, and shall preserve the records in a form convenient for reference. See also policy

#### 401.11 MEETINGS OF THE FACULTY

##### 11.1 Calling Meetings

Meetings of the faculty may be convened upon the call of the President. Upon receipt by the President of a written request or a written petition as provided in policy 401.9.3, the President must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.

##### 11.2 Notice

Faculty must receive individual notice of the meeting and its agenda a minimum of five days before the meeting, unless a majority of them waives that notice prior to or at the meeting or unless the President waives the notice on the grounds of emergency.

##### 11.3 Quorum

Any number over ten percent of the resident faculty eligible to vote in Faculty Senate elections shall constitute a forum for discussion at faculty meetings, but no vote shall be binding unless a quorum is present. Fifty percent plus one member of the voting resident faculty shall constitute a quorum. A quorum being present, all actions shall be by majority vote of those in attendance with voting power. Meeting procedures shall be governed by Robert's Rules of Order.

#### 401.12 COMMITTEES OF THE FACULTY

The faculty may appoint, at any time, such committees as the work of the University may require. These committees must report to the faculty and to the Faculty Senate the progress of their work and the action they have taken.

# Appendix C: Faculty Senate and Its Committees Faculty Policy 402

---



Number 402  
Subject: The Faculty Senate and Its Committees  
Effective Date: July 1, 1997  
Revision Date: November 16, 2001  
Revision Date: April 29, 2002  
Date of Last Revision: January 12, 2007

## 402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.9.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

## 402.2 AUTHORITY OF THE SENATE

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.9. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

The Senate shall also have the following powers: (1) To receive and consider reports from any faculty committee, and from any council, department, division, administrative officer, library, or college; and to take appropriate action. (2) To consider matters of professional interest and faculty welfare and to make recommendations to the President of the University and other administrative officers. (3) To propose to the President amendments or additions to these policies.

### 2.1 Senate Power of Internal Governance; Referral of Matters to the President

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the President of the University and, in appropriate cases, to the Board of Trustees.

### 2.2 The President, University Administrators, and Board of Trustees

The Senate is an advisory body to the President of the University. While the Senate votes on policy and procedural issues, including but not limited to policy and procedural issues in these policies, these actions and recommendations cannot be implemented without the approval of the President of the University. The Board of Trustees advises the President of the University and approves or disapproves any substantive change, addition or deletion in the policies. Approval or disapproval of Senate actions, whether by the President of the University or by the Board of Trustees, shall be reported back to the President of the Senate by the President of the University, or a designee, in a timely manner following the Senate action. When Senate actions receive final approval, it is the responsibility of University administrators and administrative bodies to implement the action.

## 2.3 Senator's Handbook

Each senator shall receive a Senator's Handbook which explains briefly the role and operation of the Senate. The Handbook will include: (1) provisions of this policy pertinent to Senate proceedings, rules, and membership; (2) a simplified statement of the Rules of Order; and (3) rules for calling meetings. The Senate Executive Secretary must ensure that each newly elected Senator receives a Handbook no later than the September meeting of the Senate.

## 402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

### 3.1 Membership

The Senate shall be composed of the following members: (1) Fifty-five faculty members elected by and from faculty members eligible to vote in Senate elections (see policy 401.6.3(2)(d)); (2) the President and the Provost of the University or their designees; (3) eight appointees of the President of the University who shall be vice presidents and/or deans, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the three chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, and the Professional Responsibilities and Procedures Committee, if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Vice President for Academic Affairs or a designee, and the Graduate Student Senate (GSS) President or a designee.

With the exception of faculty holding special or emeritus appointments, any member of the faculty who is not designated as a presidential appointee is eligible for election to the Senate.

### 3.2 Alternates for Elected Members

Senate members are expected to attend its meetings regularly. In cases of unavoidable absence, including sabbatical leave, professional development leave, and unpaid leaves of absence, Senators will arrange for an elected alternate senator to attend in their place. (see policy 402.10.2) The alternate shall have full voting rights.

Senators must notify the Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If an absent senator fails to arrange for a substitute more than once during an academic year, then that senators' position will be considered vacant (see policy 402.3.4). Senators are considered absent whenever they are replaced by designated alternates (see policy 402.3.4).

### 3.3 Term

Faculty members elected to the Senate shall serve three-year terms or, as provided in policy 402.3.4, complete the three-year term vacated by a faculty member. Terms shall begin July 1 following elections and are renewable once, after which a faculty member is ineligible to stand for election for one year. The term of office for student members of the Senate shall be one year and shall coincide with the term of ASUSU and GSS officers. The term of office for presidential appointees shall be one year and shall begin July 1. A presidential appointee can be reappointed to consecutive terms, up to a maximum of six years, after which the appointee is ineligible for appointment for one year.

### 3.4 Vacancies

A senate seat shall be declared vacant if a senator resigns, is terminated, goes on extended medical leave, misses more than four regularly scheduled senate meetings during any one academic year, or misses more than one regularly scheduled meeting without arranging for an alternate. The Secretary of the Senate reports all vacancies to the Committee on Committees. For vacancies owing to resignation, termination, incapacitating illness or four absences from regularly scheduled Senate meetings, an alternate elected senator will be appointed by the affected college Dean or Director to fill the seat in accordance with policies 402.3.2 and 402.10.1. For vacancies among Presidential appointees, the President shall appoint a new Senator within 30 days.

## 402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

#### 4.1 Records

The records of the Senate shall be kept by an executive secretary for the use of the members of the faculty, the President of the University, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the Senate President, the Executive Secretary shall ensure that Senate actions approved by the President of the University, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are published in campus media within an appropriate time frame and included in the Senate records.

#### 4.2 Agenda and Minutes

##### (1) Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate. A copy of the agenda must be sent to each senator at least five days before regularly scheduled meetings.

##### (2) Faculty petition to place matter on the agenda.

Any 25 faculty members may petition the Senate to obtain consideration of any matter within the Senate's authority. The petition shall be presented in writing to any Senate member, who shall then give notice of the petition to the Senate or to its Executive Committee. The Executive Committee shall place the matter raised in the petition on the agenda of the next regularly scheduled Senate meeting or, at the discretion of the Senate President, on the agenda of a special meeting called in accordance with the provisions of policy 402.6.2.

##### (3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall provide each academic unit, for public posting, a copy of the agenda of the next meeting, without attachments, and minutes of the prior Senate meeting.

##### (4) Publicizing and publication of recommended changes in policies or procedures.

Under the supervision of the Senate President, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other University policies or procedures are publicized in a timely manner to the campus and reported to campus news media.

#### 4.3 Order of Business

Except as otherwise provided by the Senate, its order of business shall be: call to order (quorum); approval of minutes; presentation of information items; presentation of action items; consideration of new business.

#### 402.5 PARLIAMENTARY PROCEDURE

All actions of the Senate shall be in accordance with the most recent edition of Robert's Rules of Order.

#### 402.6 MEETINGS; QUORUM

##### 6.1 Scheduled Meetings

Regularly scheduled meetings of the Senate shall be held on the first Monday of the month at 3:00 PM from September through May unless otherwise specified by the Senate.

## 6.2 Special Meetings

Special meetings shall be held at the call of the Senate President or upon petition of any 10 senators. The petition must be written, must state the purpose of the special meeting, and must be submitted to the Senate President. Upon receipt of the petition, the Senate President must call a special meeting within 12 working days. Senators shall receive at least five days notice of the special meeting and its agenda unless a majority of them waives that notice prior to or at the meeting.

## 6.3 Quorum and Voting

A majority of the members of the Senate shall constitute a quorum for the conduct of Senate business. All actions or recommendations of the Senate shall be by majority vote of the members and alternates present. Voting shall be by secret ballot upon passage of a motion to that effect.

## 6.4 Meetings with Constituencies

The elected senators will hold a meeting at least quarterly with their constituencies to answer questions and discuss Senate business. A senior senator in each college, in Extension, and the Library will call and chair the meeting.

## 402.7 SENATE PRESIDENT AND PRESIDENT-ELECT

### 7.1 Duties of the Senate President

The Senate President shall preside over and conduct meetings of the Senate and its Executive Committee and the Faculty Forum and its Executive Committee. The Senate President shall see that Senate actions are accurately recorded and that all actions approved are implemented or forwarded as appropriate.

### 7.2 Duties of the Senate President-Elect

The Senate President-Elect shall perform the functions and duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

### 7.3 Eligibility and Term

The Senate President-Elect/President shall be elected annually from and by elected Senate members, as provided in policy 402.10.3, to serve for two-year, non-renewable terms. During the first year he/she shall serve as the Senate President-Elect and during the second year shall be the Senate President.

Any elected senator who is completing or has completed one year of a faculty Senate term is eligible to serve as President-Elect/President, subject to the following exceptions: Senators who are completing their terms are not eligible, unless they have been re-elected to the Senate for an additional, term. The election of the Senate President-Elect/President is understood to be an extension of that individual's term in the Senate for the number of years necessary to fulfill a term as Senate President. If an extended term is necessary for the new Senate President, then the individual so chosen will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college will be unaffected.

## 402.8 SENATE EXECUTIVE SECRETARY

An Executive Secretary of the Senate shall be appointed by the President of the University. See policy 401.10. The duties of the Executive Secretary are: (1) Under the direction of the Senate President, to prepare agenda for all meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (2) Under the direction of the Senate President, to keep minutes of the meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (3) To distribute copies of both agenda and minutes. (4) To forward actions, policies, and reports of the Senate to the President of the University. (5) To gather items and data that the Executive Committee may present at Senate meetings. (6) To prepare and present, at the September and March Senate meetings, an accounting of the

implementation or nonimplementation of motions passed by the Senate. (7) To apprise Senate committees of items which the Senate has requested that they study. (8) To maintain an archive of the minutes of each meeting of the Senate and its Executive Committee, the Faculty Forum and its Executive Committee, and the Senate committees. (9) To keep university faculty informed of the action of the proposed business of the Senate by publicizing the Senate agenda, Senate actions, and the results of Senate elections as provided in policy 402.4.2(3). (10) To provide yearly each senator with a copy of the Senator's Handbook (policy 402.2.3).

## 402.9. FACULTY FORUM

### 9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the three chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, and the Professional Responsibilities and Procedures Committee. The Faculty Forum is a medium of open discussion for elected Senate members and the committee chairs without participation by or from the President of the University, the Provost, the presidential appointees, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum. The Faculty Forum discusses subjects of current interest, questions and debates any policies and procedures, and formulates recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

### 9.2 Meetings; Agenda; Notice

The Faculty Forum shall convene at and in lieu of the regularly scheduled November meeting of the Senate. It may hold special meetings by call of the Senate President, upon the written request of a majority of the Faculty Forum Executive Committee, upon the written petition of 10 members of the Faculty Forum, or upon the written petition of 25 resident faculty members. Special meetings of the Faculty Forum will be scheduled, whenever possible, within two weeks after receipt of the petition(s) by the Faculty Forum President. The Faculty Forum Executive Committee will set the agenda for the November meeting and other Faculty Forum meetings. The agenda will include all items raised by the petitions, together with items deemed pertinent by the Executive Committee. The minutes and agenda for all Faculty Forum meetings shall be distributed in accordance with policy 402.4.2(3). Notice of the November Faculty Forum meeting will be given in the October Senate meeting and in appropriate campus news media.

### 9.3 Officers and Executive Committee of the Faculty Forum

#### (1) Officers.

The Senate President shall preside over and conduct meetings of the Faculty Forum and its Executive Committee. The Senate President-Elect shall serve as the President-Elect of both, and shall perform the duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

#### (2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the 11 elected faculty members on the Senate Executive Committee (policy 402.12.8).

## 402.10 SENATE ELECTIONS

### 10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the colleges, Extension, and the Libraries. Apportionment shall be in proportion to the number of tenured and tenure-eligible faculty in each college, in Extension, and in the Libraries. The minimum representation from each of these academic units shall be one.

### 10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to deans and directors.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by colleges, Extension and the Libraries. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during the spring semester of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate deans and directors of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate deans and directors shall communicate by memorandum with their resident faculty members eligible to vote in Senate elections (see policy 401.6.2 for limitations) for the purpose of nominating Senate candidates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates in Senate elections. Balloting shall be by mail within each college, Extension, and the Libraries.

(4) Verification and notice of election results.

The colleges, Extension and the Libraries must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at its regularly scheduled April meeting. All election results shall be made public.

### 10.3 Elections within the Senate

Nominations for the offices of Senate President and President Elect shall occur from the floor during the April Senate meeting. Elections shall be by secret ballot completed prior to the May meeting.

## 402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

### 11.1 Purpose; Reporting

The Senate appoints such standing and ad hoc committees as it deems necessary to carry out its duties.

The Senate establishes advisory committees to study and to make reports and recommendations to it on matters under faculty jurisdiction and to carry out the decisions of the Senate relating to its functions and responsibilities. Senate committees receive their authority from the Senate and shall report their work and make their recommendations to the Senate. No Senate committee may alter the reports or the recommendations of another Senate committee.

### 11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and/or appointment to Senate standing committees; see policy 401.6.3(2) (d) for limitations.

Unless governed by committee procedures otherwise stipulated, non-Senators of Senate standing committees are elected at the same time and according to the same procedures that elect Senators (see policy 402.10.2). Terms shall be three years and shall begin July 1 following elections and are renewable once, after which a faculty member is ineligible to stand for election for one year. Terms shall be staggered so that approximately 1/3 of them expire annually.

A vacancy shall be declared among the elected committee members if that member resigns, is terminated, goes on extended medical leave, or has more than three unexcused absences from regularly scheduled committee meetings during an academic year. If a vacancy occurs, then a replacement will be appointed. The Senate Committee on Committees will appoint seats vacated by representatives of the Faculty Senate and Deans will appoint seats vacated by representatives of the Colleges.

Appointed members of Senate standing committees are chosen from the elected membership of the Senate; the Committee on Committees prepares a slate of nominations for approval by the Senate at its May meeting. Terms shall be two or three years, as stated below for a particular committee, and shall be renewable once. Terms shall be staggered. Vacancies will be filled upon recommendation to the Senate by the Committee on Committees.

### 11.3 Senate Committee Procedures

#### (1) Committee action; meetings; quorum; majority and minority reports.

Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see policy 402.12.6(1)). Committee work shall be accomplished as a body. Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee. A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

#### (2) Committee minutes.

Minutes shall be taken at all committee meetings and a copy shall be filed with the Senate executive secretary as part of the Senate records. The minutes shall include copies of all forms, statements, and reports which are presented to the Senate for action.

#### (3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually.

## 402.12 SENATE STANDING COMMITTEES

### 12.1 Executive Committee

#### (1) Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas;
- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;
- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and
- (g) compile the Senator's Handbook and oversee its reproduction and distribution.

#### (2) Membership.

The Senate Executive Committee shall consist of the following 14 members:

- (a) the Senate President;
- (b) the Vice President of the Senate;
- (c) nine elected faculty senators, representing each of the seven colleges, Extension, and Libraries;
- (d) the President of the University and Provost, who shall serve as ex-officio members;
- (e) one senator elected by the Senate from the presidential appointees of the Senate.

All members have a vote.

- (3) Eligibility; election; term.

Any elected senator who is completing or has completed one year of a Senate term is eligible to serve on the Executive Committee, subject to the following exceptions: (1) Senators with only one year remaining in their terms; and (2) Senators who are completing their terms, unless they have been re-elected to the Senate for an additional, successive term.

The election of Executive Committee members shall be conducted each spring following the election of new members to the Senate. Elections shall be by separate caucus of faculty senators within each college, the Library and Extension. Caucuses shall be held within one week following the April meeting of the Senate.

A faculty senator elected to the Executive Committee shall serve for a two-year term, renewable once.

- (4) Joint meeting of new and old Executive Committees.

Newly elected Executive Committee members will attend the April meeting of the old Executive Committee.

- (5) Meetings; Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate.

- (6) Reports and recommendations of other Senate committees.

The Executive Committee will place reports and recommendations of other Senate committees on the Senate agenda without alteration.

## 12.2 Committee on Committees

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

The Committee on Committees shall consist of three (3) elected faculty senators. They are elected according to the same procedures, at the same time, and with the same eligibility restrictions that govern election of the Senate President and President-Elect. See policy 402.10.3 and 7.3. Members of the Committee on Committees serve two-year terms. They elect a chair from within their membership.

## 12.3 Academic Freedom and Tenure Committee

- (1) Duties.

(a) Jurisdiction as an administrative hearing body. The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the University. In relation to these matters, the committee may hear both

complaints initiated by the University against a faculty member and grievance petitions brought by a faculty member. (b) Procedural due process. Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.6.6(8)) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee. (c) Policy revisions. The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction. (d) Review. The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

#### (2) Membership.

The Academic Freedom and Tenure Committee consists of the following 12 members: (a) seven faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Extension; (c) one faculty member elected by and from the faculty in the Libraries; and (d) three faculty members appointed from the 55 elected faculty senators by the Committee on Committees.

#### (3) Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with policy 402.11.2. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2(4) and will serve three year terms; see also policy 402.11.2.

#### (4) Officers.

(a) Eligibility; election; term. No later than May 10 (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

#### (5) Supplemental appointments.

If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

#### (6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the President of the University. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis. All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the President of the University.

### 12.4 Budget and Faculty Welfare Committee

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and budgetary

implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5).

#### 12.5 Professional Responsibilities and Procedures Committee

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding revision and implementation of this policy, and the composition and revision of the Faculty Handbook. Needed revisions and implementation failures shall be submitted to the Senate for its consideration.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5).

#### 12.6 Educational Policies Committee

##### (1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the Committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for University designated honors such as cum laude, magna cum laude, and summa cum laude.

##### (2) Membership.

The Educational Policies Committee consists of the Provost, one faculty representative from each college, one faculty representative from Extension, one faculty representative from the Libraries, two student officers from the ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2.

##### (3) Term of members.

The term of office for faculty members on the Educational Policies Committee shall be in accordance with policy 402.11.2. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers.

##### (4) Chair.

The Provost or his/her designated representative shall serve as chair of the Educational Policies Committee. The Committee will elect a vice chair from its members to serve in the absence of the chair. The chair or his/her designee will report to the Senate on the committee's actions.

##### (5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the seven chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Libraries, and two students, one from the ASUSU and one

from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

(6) General Education Subcommittee.

The General Education Subcommittee formulates and reviews policy with respect to general education. The subcommittee shall consist of three faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the University. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.

(7) Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.

(8) Distance and Electronic Education Subcommittee

The subcommittee will make recommendations to the EPC on matters pertaining to distance and electronic education. It will also assist the faculty and administration in identifying problems, trends, and opportunities for USU in these areas. The subcommittee shall consist of an elected representative from each college plus a representative from each of the following: Instructional Support, Information Technology, Continuing Education, and ASUSU or the GSS. Additional members may be appointed to the subcommittee by the Educational Policies Committee to lend academic expertise. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. Other members will serve a 2-year term. The term of office for student members shall be one year and coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

### 12.7 Faculty Evaluation Committee

The Faculty Evaluation Committee shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Professor and Advisor of the Year. The committee shall consist of one faculty representative from each college, one faculty representative from Extension, one faculty representative from the Libraries, two student officers from the ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair from its members.

### 12.8 Executive Committee of the Faculty Forum

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the 11 elected members of the Executive Committee of the Senate (see policy 402.9).

## 12.9 Senate Handbook Committee

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3) with final approval by the Senate Executive Committee (policy 402.12.1). This committee consists of three members appointed from the Senate, one of whom is the immediate past Senate President. Additional members may be appointed by the Committee on Committees. All members of this committee serve two year terms in accordance with policy 402.11.2 and 12.2(4).

## 402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following University councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4).

# Appendix D: Authority and Admendments Policy 202

---



Policy Manual  
Authority and Admendments

Number 202  
Subject: Authority and Amendments: Faculty Policies (Section 400)  
Covered Employees: Faculty  
Effective Date: January 24, 1997

---

## 202.1 AUTHORITY AND VIOLATION

### 1.1 Authority of the Policy

This policy is subordinate to the Board of Regents' (hereafter Regents') Code of Policies and Procedures, and the authority of the Board of Trustees and the President. They supersede all previous University codes or policies and procedures affecting faculty and staff of the University, and take precedence over executive memoranda and other policy directives affecting the provisions of this policy. If executive memoranda or policy directives are issued which conflict with existing policy, the memoranda or policy directives will take precedence until action is taken to reconcile them with policy.

### 1.2 Violation of Policies

Any faculty or staff employee or any group of faculty or staff employees shall have the right to grieve any alleged violation of the policies. A faculty or staff employee may be sanctioned for violations of these policies as provided herein.

## 202.2 PROCEDURES FOR AMENDING SECTION 400

### 2.1 Proposal Process

Proposals for amendments to this section may only be made by faculty members who hold tenured, tenure-eligible, or term appointments and members of the Faculty Senate.

(1) Proposals for amendments by individual faculty members.

Proposals for amendments to this code by individual faculty members shall be submitted in writing to any faculty senator(s). The faculty senator(s) may submit the proposal for amendment to the Executive Committee of the Senate for inclusion on the agenda of the next regularly scheduled meeting of the Senate. Individual faculty members may

also communicate their interest in general or specific changes to the policies directly to the Professional Responsibilities and Procedures Committee (PRPC) which will take such communications under advisement.

(2) Proposals for amendments by members of the Faculty Senate.

Proposals for amendments to these policies by members of the Faculty Senate shall be presented to any regularly scheduled meeting of the Senate. The PRPC shall consider proposals for policy amendments upon the formal action of the Senate. Members of the Faculty Senate may also communicate their interest in general or specific changes to the policies directly to the PRPC which will take such communications under advisement.

(3) Proposals for amendments by petition of the faculty.

Any 25 or more faculty members who hold tenured, tenure-eligible, or term appointments may directly petition the Senate for consideration of a proposal for amendment to the policies at any time. Such a petition shall be presented in writing to the secretary of the Senate who shall then give notice of the proposal to the Executive Committee of the Senate at its next regularly scheduled meeting. In turn, the Executive Committee of the Senate shall schedule the proposal for amendment as an action item to be presented at the next regularly scheduled meeting of the Senate.

(4) Forwarding of proposals to the PRPC.

Upon favorable formal action by the Senate on any proposal to amend the code, the proposal to amend shall be forwarded to the PRPC for drafting of the proposed amendment.

## 2.2 Proposed Amendments to Section 400

(1) Drafting of proposed amendments to the section.

The drafting of all proposed amendments to Section 400 shall be performed by the PRPC. The draft of the proposed amendment shall be forwarded to the Senate no later than the second regular meeting of the Senate after receipt of the proposal for amendment by the PRPC. This time limit may be extended by majority vote of the Senate.

(2) Proposed amendments originated by the PRPC.

As one of its two principal functions, the PRPC will monitor the language of the policies for congruence of policy language with actual University practices, internal consistency of policy language, and clarity of the meaning of policy language. Where actual practice and the policies differ, the PRPC shall seek resolution either in changed practice, proposed amendments to the policies, or both. The PRPC shall also propose amendments to the policies to increase their clarity and internal consistency.

Amendments to the policies proposed by the PRPC shall be presented in writing to the Senate initially as information items. Major revision of the policies will be undertaken by the PRPC only under the formal instruction of the Senate.

(3) Proposed amendments by the Regents.

While the Regents may amend this code to be congruent with their own Code of Policies and Procedures (201.2.4.4), such amendments shall ordinarily occur as a result of collaborative interactions among the Regents, the University, and the PRPC acting on behalf of the Senate.

## 2.3 Publication of Proposed Amendments

The language of any proposed amendments to the policies shall be published in the minutes of the Senate meeting in which they are brought forward by the PRPC as information items.

## 2.4 Ratification of Proposed Amendments

Ratification of proposed amendments to the policies is a four-step process:

### (1) Ratification by the Senate.

Approval of a proposed amendment to these policies shall be by a two-thirds majority of a quorum of faculty senators at any regularly scheduled meeting of the Senate where the proposed amendment is on the agenda as an action item, provided that the proposed amendment has been presented for information at a previous regularly scheduled meeting of the Senate, and provided further that the proposed amendment remains unchanged except for editorial clarifications. Changes in the proposed amendment approved by a simple majority of the Senate during its meeting will result in the postponement of action on the proposed amendment, the re-initiation of the publication process (201.2.3), and the rescheduling of action on the proposed amendment for the following regularly scheduled meeting of the Senate.

Upon approval of the proposed amendment by the Senate, proposed amendments will be forwarded to the President.

### (2) Ratification by the President.

Within 30 calendar days of receipt of the proposed amendment, the President will either forward the proposed amendment to the Board of Trustees with a recommendation for its approval, forward the proposed amendment to the Board of Trustees with no recommendation, remand the proposed amendment to the Senate, or inform the Senate of his/her disapproval.

### (3) Ratification by the Board of Trustees.

The Board of Trustees will either approve the proposed amendment to the policies and forward the proposed amendment to the Regents, if required, or disapprove the proposed amendment and remand it to the President who will report such action to the Senate at its next regularly scheduled meeting. On specific matters, identified by Regents' policy or request, and pursuant to procedures provided by the Commissioner of Higher Education, the Board of Trustees, in exercising its approval authority, is responsible to review and report to the Regents any policies herein or any proposed policies that are not in compliance with state law and the Regents' rules relating to such matters.

### (4) Ratification by the Regents.

Upon approval by the Board of Trustees, a proposed amendment to the policies shall be submitted to the Regents for approval. These policies shall be consistent with the Code of Policies and Procedures of the Regents. Substantive differences or exceptions of these policies from the Regents' code must be reviewed and approved by the Regents. Once approved, the policies herein will apply, except when they do not address an issue contained in the Regents' code, in which case the Regents' code will apply. Subsequent proposed amendments to already approved policies herein, determined by the Commissioner of Higher Education to be substantive, must be reviewed and approved by the Regents. If the Regents disapprove of the proposed amendment, they may remand the proposed amendment to the University, and the PRPC acting on behalf of the Senate. At this time the Regents may also propose their own language and negotiate with the University and the PRPC whatever changes they determine are necessary in the proposed amendment to these policies.

Substantive changes to the proposed amendment negotiated by the Regents are brought back to the Senate by the PRPC.

# Appendix E: Parliamentary Procedures: Table of Motions and Their Uses



	Motions by Category and Precedence	Purpose of Motion	Interrupt Speaker	Needs Second	Amendable	Debatable	Can be Reconsidered	Takes Subsidiary Motion	Required Vote
Privileged Motions: Arise from questions of meeting arrangements, comfort, member's rights; Requires immediate action.									
1	Fix Time, Place for Next Meeting	Close Meeting	No	Yes	Yes	Yes	Yes	Yes	Majority
2	To Adjourn	Close Meeting	No	Yes	No	No	No	No	Majority
3	To Recess	Interrupt Meeting	No	Yes	No	Yes	---	Yes	Majority
4	Question of Privilege	Assert Rights	Yes	No	No	No	No	No	Chair
5	Orders of the Day	Assert Rights	Yes	No	No	No	No	No	Majority
Incidental Motions: Relate to questions which arise from other motions or business (no order of precedence within this group)									
6	Point of Order	Assert Rights	Yes	No	No	No	No	No	Chair
7	Appeal Decision of the Chair	Assert Rights	Yes	Yes	No	Yes	Yes	Yes	Majority
8	Object to Consideration	Prevent Action	Yes	No	No	No	Yes	No	2/3
9	Reading of Papers	Present Information	No	Yes	No	No	Yes	No	Majority
10	Withdrawal of a Motion	Prevent Action	No	No	No	No	Yes	No	Majority
11	Suspend Rules	Speed up Action	No	Yes	No	No	No	No	2/3
12	Divide Question	Simplify Complex Motion	Yes	Yes	Yes	No	No	Yes	Majority
13	Nominate	Elections	No	No	No	Yes	No	Yes	Majority
14	Parliamentary Inquiry	Clairify Rules	Yes	No	No	No	No	No	Chair
15	Divide the Assembly	Count Vote	Yes	No	No	No	No	No	---
16	Point of Information	Request Information	Yes	No	No	No	No	---	Chair
17	Committee of the Whole	Consider Informally	No	Yes	No	Yes	Yes	No	Majority
Subsidiary Motions: Act upon motions in order to dispose of them; Do not amend									
18	To Table	Delay	No	Yes	No	No	No	No	Majority

		Action							
19	Order Previous Question	Close Debate	No	Yes	No	No	Yes	No	2/3
20	Extend or Limit Debate	Speed (Suppress) Debate	No	Yes	Yes	No	Yes	Yes	2/3
21	Postpone to a Definite Time	Delay Action	No	Yes	Yes	Yes	Yes	Yes	Majority
22	Refer to Committee	Further Study (Delay)	No	Yes	Yes	Yes	Yes	Yes	Majority
23	Amend	Modify Motion	No	Yes	Yes	Yes	Yes	Yes	Majority
24	Postpone Indefinitely	Prevent Action	No	Yes	No	Yes	No	No	Majority
Principal Motions: Directly concerns a proposition, idea or main motion (no order of precedence within this group)									
25	Reconsider	Change a Decision	Yes	Yes	No	Yes	No	Yes	Majority
26	Rescind (Repeal)	Change a Decision	No	Yes	Yes	Yes	Yes	Yes	2/3
27	Take from the Table	Renew Discussion	No	Yes	No	No	No	No	Majority
28	Special Order of Business	Speed up Action	No	Yes	Yes	Yes	Yes	Yes	2/3
29	Discharge Committee	Speed Action	No	Yes	No	Yes	Yes	Yes	2/3
30	Main Motions	New Business	No	Yes	Yes	Yes	Yes	Yes	Majority