Faculty Senate Handbook 2013-2014
# Utah State University
## Faculty Senate Handbook
### 2013-2014

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**Updated: August 2013**

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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, and certificates, and in 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.

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.

Faculty Senate Membership:
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Notes: 2 = serving a second term  
a = appointed to complete some else's term  
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)  
red = newly elected

Faculty Senate Alternate Roster Alpha Sort 2013-2014

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| Notes: 2 = serving a second term
a = appointed to complete some else's term
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)
red = newly elected

Faculty Senate Alternate Roster by College 2013-2014

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TBN
Parliamentarian
Faculty Senate Webpage

The URL for the Faculty Senate website is: [http://www.usu.edu/fsenate](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 with the agenda packet attached and will also be notified of any changes or additions to the package. See the Faculty Senate Calendar of Meetings and Committee Reports below.

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## FACULTY SENATE  
### 2013-2014 Session

## Calendar of Meetings and Committee Reports

<table>
<thead>
<tr>
<th>Executive Committee Meeting</th>
<th>Senate Meeting</th>
<th>Senate Committee Annual Reports</th>
<th>University Council and Committee Reports</th>
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<td>Champ Hall, Main 136</td>
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<td>August 26, 2013</td>
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<td>Graduate Council – Mark McLellan</td>
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<td>Research Council - Mark McLellan</td>
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<td>September 23, 2013</td>
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<td>Educational Policies Committee (EPC) – Larry Smith</td>
<td>Honors Program – Nick Morrison</td>
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<td>Parking Committee – James Nye</td>
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<td>October 21, 2013</td>
<td>December 2, 2013</td>
<td>Faculty Evaluation Committee (FEC) – Karen Mock</td>
<td>Athletic Council – Ken White</td>
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<td>FSEC Mtg. - Faculty</td>
<td>November 4, 2013</td>
<td>FACULTY FORUM</td>
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<td>Forum Planning</td>
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<td>Budget and Faculty Welfare Committee (BFW) – Alan Stephens</td>
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<td>Professional Responsibilities and Procedures Committee (PRPC) – Stephen Bialkowski</td>
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<td>April 14, 2014</td>
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<td>Faculty Diversity, Development, &amp; Equity Committee (FDDE) – Kevin Brewer</td>
<td>Calendar Committee – Janis Boettinger</td>
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Updated: 7/25/2013
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.

The Senate Executive Committee shall consist of the following 14 members: (a) the Senate President; (b) Senate President Elect; (c) immediate Past President; (d) elected faculty senators representing each of the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library; (e) the president of the university and executive vice president and provost, who shall serve as ex officio members; (f) a senator appointed by the president and approved by the Senate.

Yanghee Kim - Faculty Senate President
Renee Galliher - Faculty Senate Past-President
Doug Jackson-Smith - Faculty Senate President-Elect
Dale Barnard - Agriculture
Steven Mansfield - Arts
Glenn McEvoy - Business
Renee Galliher - Education & Human Services
TBD - Engineering
Doug Jackson-Smith - Humanities, Arts and Social Sciences
TBD - Natural Resources
Vince Wickwar - Science
Jennifer Duncan - Libraries
Lyle Holmgren – Extension
Amy Brown – Regional Campuses and Distance Education
Jason Olsen - USU Eastern
Richard Clement - Presidential Appointee
Stan Albrecht - Ex-Officio, USU President
Noelle Cockett - Ex-Officio, USU Provost

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 members: (a) one faculty member elected by and from the faculty in each college, Regional Campus, USU-CEU, Extension, and the Library, and (b) three faculty members appointed from the elected faculty senators by the Committee on Committees.

Grant Cardon (15) - Agriculture
Lynn Jemison Keisker (16) - Arts
Kathy Chudoba, Vice Chair (15) - Business
Bryce Fifield, Chair (14) - Education & Human Services
Robert Spall (15) - Engineering
Cathy Bullock (16) - Humanities and Social Sciences
Kurt Becker (16) - Natural Resources
Mark Riffe (14) - Science
Becky Thoms (16) - Libraries
Kathy Riggs (15) - Extension
TBD (16) - Regional Campuses and Distance Education
Anthony Lott (14) - USU-Eastern
Foster Agblevor (15) - Senate
TBD (16) - Senate
John R. Stevens (15) - Senate
TBN - Senate 1-yr supplemental
TBN – Senate 1-yr supplemental

**Budget and Faculty Welfare Committee**
The duties of the Budget and Faculty Welfare Committee are to: (a) participate in the university budget preparation process; (b) 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; (c) 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 (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university, and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

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, as stated in policy 402.12.3(2) through 12.3(5).

Rhonda Miller (14) - Agriculture
Leslie Timmons - (16) - Arts
Alan Stephens, Chair (16) - Business
Dale Wagner (15) - Education & Human Services
TBD (16) - Engineering
TBD (16) - Humanities and Social Sciences
Karin Kettenring (14) - Natural Resources
Stephen Bialkowski (16) - Science
Carol Kochan (14) - Libraries
Joanne Rouche (16) - Extension
TBD (16) - Regional Campuses and Distance Education
Curtis Icard (14) - USU-Eastern
Ilka Nemere (15) - Senate
Christopher Skousen (15) - Senate
Scott Bates (15) - 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-Elect. See policy 402.10.3 and 7.3. They elect a chair from within their membership.

TBD, Chair (16) - Senate
Dan Davis (15) - Senate
Jeanette Norton (15) - 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 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 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 executive vice president and provost or designee; one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, and two student officers from the elected ASUSU student government; and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2

Larry Smith, Chair - Provost Office
Ed Reeve (16) - Agriculture
Kevin Olson (16) - Arts
Kelly Fadel (16) - Business
TBD (16) - Education & Human Services
Thom Fronk (15) - Engineering
Eddy Berry (14) - Humanities and Social Sciences
Karen Mock (15) - Natural Resources
TBD (16) - Science
Kacy Lundstrom (16) - Libraries
Travis Peterson (14) - Regional Campuses and Distance Education
Susan Neel - (14) – USU Eastern
TBD - Graduate Council (faculty)
Doug Fiefia (14) - ASUSU President
Emily Esplin (14) - ASUSU Academic Senate President
Brittney Garbrick (14) - ASUSU Graduate Studies Vice President
Ed Reeve - Curriculum Subcommittee Chair
Norm Jones - General Education Subcommittee Chair
TBN - Academic Standards Subcommittee Chair

Non voting members:
- Bill Jensen
- Cathy Gerber

Faculty Evaluation Committee
The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Professor and Advisor for the Year.

The committee shall consist of one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and 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 a chair annually, preferably at the last meeting of the academic year.

Arthur Caplan (15) - Agriculture
TBD (16) - Arts
Faculty Diversity, Development, and Equity Committee
The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards and work/life balance for the faculty; (3) report on the status of faculty development, mentoring, diversity, and equity; and (4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

The membership, election and appointment of members: term of members; officers; and meetings and quorum of the Diversity, Development, and Equity 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).

Professional Responsibilities and Procedures Committee
The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions 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, as stated in policy 402.12.3(2) through 12.3(5).

Heidi Wengreen (15) - Agriculture
Chris Gauthier (13) - Arts
Randy Simmons (14) - Business
TBD (16) - Education & Human Services
William Rahmeyer (15) - Engineering
Terry Peak (16) - Humanities and Social Sciences
Nancy Mesner (13) - Natural Resources
Ian Anderson (13) - Science
John Elsweiler (14) - Libraries
Jerry Goodspeed (14) - Extension
TBD (16) - Regional Campuses and Distance Education
Elaine Youngberg (14) – USU Eastern
Jeanette Norton (15) - Senate
Stephen Bialkowski, Chair (15) - Senate
TBD (16) - Senate

Curriculum Subcommittee of EPC
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 chairs of the curriculum committees of each academic college, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from each Regional Campus, USU-CEU, Extension, and the Library, 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, preferably at the last meeting of the academic year.

Ed Reeve, Chair - Agriculture
Darrin Brooks - Arts
Frank Caliendo - Business
Scott Hunsaker - Education & Human Services
Dean Adams - Engineering, Chair
Kristine Miller - Humanities and Social Sciences
Karen Mock - Natrual Resources
Richard Mueller - Science
Wendy Holliday - Libraries
Travis Peterson - Regional Campuses and Distance Education
Michelle Fleck – USU Eastern
Norm Jones - General Education Subcommittee Chair
TBD - Academic Standards Subcommittee Chair
Richard Inouye - Graduate Council
Emily Esplin - ASUSU Academic Senate President
Brittney Garbrick - ASUSU Graduate Student Studies Senator
Doug Fiefia – ASUSU President

Non voting members:
Roland Squire, Registrar’s Office
Cathy Gerber, Registrar’s Office (Secretary)

General Education Subcommittee of EPC
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, preferably at the last
meeting of the academic year.

Norm Jones - Chair
Lee Rickords - Agriculture
Laura Gelfand – Art & Design
Kathy Chudoba - Business
Shelley Linduer - Education & Human Services
Dean Adams - Engineering
Charlie Huenemann - Humanities and Social Sciences
Karen Mock - Natural Resources
Richard Mueller - Science
Kacy Lundstrom - Libraries
Vince Lafferty - Regional Campuses and Distance Education
Scott Henrie – USU Eastern
Larry Smith - Provosts Office
Doug Fiefia - ASUSU Officer
Danie McInerney - American Institutions
Rhonda Miller - Communications Lit/Intensive
Cindy Dewey - Creative Arts
Brian McCuskey - Humanities
Ryan Dupont - Life & Physical Sciences
Dan Coster - Quantitative Literacy/Intensive
Roberta Herzberg - Social Sciences
Lezlie Park – English (Ex-Officio)
John Morentsen – Student Services (Ex-Officio)
Stephanie Hamblin - University Advising (Ex-Officio)
Mary Leavitt - HASS Advising Center (Ex-Officio)
Nicholas Morrison – Honors (Ex-Officio)

Academic Standards Subcommittee of EPC
The Academic Standards Subcommittee (a) recommends policy on all matter 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, preferably at the last meeting of the academic year.

Brian Warnick - Agriculture
TBN - Arts
TBN - Business
TBN - Education & Human Services
TBN - Engineering
TBN - Humanities and Social Sciences
TBN - Natrual Resources
TBN - Science
TBN - Libraries
TBN (yr.) - Regional Campuses and Distance Education
Larry Smith - Provost’s Office
Emily Esplin - ASUSU Academic Senate President
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:

TBN (15)
Andy Walker (15)
Todd Crowl (14)
Marie Walsh (14)
Jennifer Duncan (15)
Sandra Weingart (15)

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.

TBN (15) Chair
TBN (15)

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.

Steve Mansfield (14)
John R. Stevens (15)
TBN (15)
Keith Christensen (14)

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:

TBN (15)
Steven Mansfield (14)

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.

TBN (15)

**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.

Shannon Peterson (14)
Vince Wickwar (14)
TBN (16)

**Honors Program Advisory Board**

The Honors Board reviews activities and policies of honors programs and serves as liaison with the Faculty Senate. The board is composed of representatives from the colleges, the Faculty Senate, Research, the Provost's Office, and the Honors student body. Terms are annual but renewable.

Jim Rogers (14)

**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:

Sheri Haderlie (14)
Steve Mansfield (14)

**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. One faculty rep has been invited by the VP for Research

Foster Agblevor (14)

**Teaching Excellence Award Committee**

Members appointed by the Provost to review department documentation in support of learning excellence. Two representatives from the faculty senate will be asked to serve for a two-year term, staggered to ensure consistency of the review process across annual review cycles.

Ilka Nemere (15)
Dan Murphy (14)

**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.

Jim Rogers
TBD
Appendix B:
Composition & Authority of the Faculty
Faculty Policy 401
401.1 FACULTY MEMBERSHIP

Utah State University is an institution of higher education comprising multiple, geographically dispersed campuses, each of which employs faculty. The faculty consists of the president, the provost, the chancellor, academic deans, regional campus 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. All appointed faculty, without regard to which campus they are assigned, are members of the Utah State University faculty.

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 and technical training, (2) enlargement of knowledge through research and other creative activities, and (3) dissemination of knowledge 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

The term “school” has been used in two different ways at the university. In all cases but one, a “school” is the equivalent of a “department.” In one case, the Jon M. Huntsman School of Business, the term is used as the equivalent of a “college.” Throughout the remainder of Section 400, whenever the term “department” appears it is assumed to encompass all “schools” except the Jon M. Huntsman School of Business. The latter is governed by policies that apply to colleges, not departments. Whenever the term “college” is used in this policy, it will encompass all academic colleges and the Jon M. Huntsman School of Business.

An academic unit is a group of faculty 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 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 THE TENURED AND TENURE-ELIGIBLE FACULTY

3.1 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 may lead to the granting of tenure. Tenured and tenure-eligible faculty appointments shall not be made for less than 0.5 FTE.

3.2 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, as determined by the appropriate administrator, and demonstrated ability in accordance with the role statement.

(2) Assistant Professor.

Appointment as or advancement in rank to assistant professor requires a terminal degree or its equivalent; demonstrated ability in teaching, research or creative endeavors, extension, service, or other qualifying work in accordance with the role statement and evidence of progressive professional development as determined by the appropriate administrator.

(3) Associate Professor.

Appointment as or advancement in rank to associate professor requires all the qualifications prescribed for an assistant professor; an established reputation in teaching, research or creative endeavors, extension, service, or other qualifying work in accordance with the role statement; and 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.

3.3 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 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 in accordance with the role statement.

(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; and evidence of professional development as determined by the appropriate administrator.
(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 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.

3.4 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, as determined by appropriate administrator, and demonstrated ability related to the role statement.

(2) Extension Assistant Professor.

Appointment as or advancement in rank to extension assistant professor requires a master’s degree or its equivalent; demonstrated ability in teaching, research, extension, or other qualifying work; and evidence of progressive professional development as determined by appropriate administrator.

(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 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.
3.5 Academic Ranks: Professional Career and Technical Education

Faculty members appointed to the School of Applied Sciences, Technology, and Education with responsibilities for professional career and technical education will hold one of the following ranks: Professional Career and Technical Education Instructor, Professional Career and Technical Education Assistant Professor, Professional Career and Technical Education Associate Professor, or Professional Career and Technical Education Professor. A description of each follows. (See policy 405.5 for a complete discussion of the criteria for appointment or promotion to these ranks.)

(1) Professional Career and Technical Education Instructor.

Appointment as a professional career and technical education instructor requires six years of applicable work experience at the journeyman level. Up to three years of academic training from an accredited college may be substituted for three years of work experience.

(2) Professional Career and Technical Education Assistant Professor.

Appointment as a professional career and technical education assistant professor requires an associate of applied science or associate of science degree from an accredited college plus basic industry qualifications; three years full-time teaching experience at an accredited college; demonstrated ability in accordance with the role statement and evidence of progressive professional development.

(3) Professional Career and Technical Education Associate Professor

Appointment as or advancement in rank to a professional career and technical education associate professor requires all of the qualifications prescribed for assistant professor; a bachelor’s degree from an accredited university; a minimum of seven years of full-time teaching at an accredited college; an established reputation in accordance with the role statement; and broad recognition for professional success in professional career and technical education.

(4) Professional Career and Technical Education Professor

Appointment as or advancement in rank to a professional career and technical education professor requires all of the qualifications prescribed for an associate professor; a master’s degree or higher from an accredited university; a minimum of 12 years of full-time teaching experience at an accredited college; an outstanding reputation in accordance with the role statement; and national recognition for professional success in professional and technical education.

3.6 Exceptions

Under extraordinary circumstances, exceptions to Section 401.3 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.

401.4 THE FACULTY WITH TERM APPOINTMENTS

4.1 Description and Appointment Requirements

The faculty with term appointments consists of individuals appointed to perform specialized academic duties that make substantial and regular contributions to a university academic unit, but do not have the permanence of appointment of tenured faculty.

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 401.5.2(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.

4.2 Academic Ranks

The academic ranks for the faculty with term appointments follow.

(1) Lecturer Ranks.

Faculty members whose function it is to teach remedial (0010-0990), lower division (1000-2990), or, on occasion, upper division (3000-4990) university courses, are appointed to one of the following titles: lecturer, senior lecturer, or principal lecturer. Lecturers who are uniquely qualified through education and/or experience may, under special circumstances, teach a course 5000 and above after full consultation between the department head and the faculty of the department that grants credit for the course.

(2) Clinical Ranks.

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs may be appointed to one of the following ranks: clinical instructor, clinical assistant professor, clinical associate professor, or clinical professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

(3) Research Ranks.

Faculty members whose primary function is research and whose source of funding is extramural may be appointed to one of the following ranks: research assistant professor, research associate professor, research associate professor, and research professor.
professor, or research professor, after full consultation between the department head and the faculty of the department that grants credit in this area. Appointment to the research ranks requires a terminal degree or its equivalent.

(4) Federal Cooperator (FC) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary 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. Department of the Interior, Fish and Wildlife Service) may be appointed to one of the following ranks: instructor (FC), assistant professor (FC), associate professor (FC), or professor (FC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.


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) may be appointed to one of the following ranks: assistant professor (FR), associate professor (FR), or professor (FR), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal research ranks are made only in academic units where such agreements exist.

(6) Professional Practice Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to an academic program by administration, teaching, mentoring, advising, service, or other responsibilities based on his or her professional experience may be appointed to one of the following ranks: professional practice instructor, professional practice assistant professor, professional practice associate professor, or professional practice professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

4.3 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 faculty to faculty with tenure or tenure-eligibility require a national search.
(3) Leave.

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

(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 professional practice ranks 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 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.

401.5 FACULTY WITH SPECIAL APPOINTMENTS

5.1 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 members with special appointments are not eligible for tenure.

5.2 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 can be appointed as adjunct faculty. The term “adjunct” may precede any
faculty title in the tenure and term appointment ranks. 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 semesters for an academic department while on leave from another academic institution are appointed to one of the following ranks: visiting instructor, 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 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.

5.3 Limitations on Positions: Faculty with Special Appointments

(1) No tenure eligibility.

Faculty members 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 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.

401.6 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.
401.7 LIST OF FACULTY

Each year the university shall publish a list of all faculty in an electronic format that is readily accessible, which states the faculty category and the academic unit to which they are appointed or, in the case of emeritus faculty, to which they were appointed.

401.8 AUTHORITY OF THE FACULTY

8.1 Policy Statement

(1) American Association of University Professors Joint Statement.

Although this policy statement may contain some provisions that 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, 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 and approved by 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 committee through the joint effort of the faculty and the administration.

(5) Faculty and Administration Communications.

Suggested means of communication among the faculty university administrators, and the 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.

8.2 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.

8.3 Appellate Authority of the Faculty: Right to Review and to Modify Faculty Senate Actions

Faculty members who are eligible to vote in Faculty Senate shall have the appellate power to review Faculty Senate actions by means of a special meeting. Upon the written petition of 10% of these faculty members, 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 university president as chair of the faculty.

401.9 MEETINGS OF THE FACULTY

9.1 Calling Meetings

Meetings of the faculty may be convened upon the call of the university president. Upon receipt by the president of a written request or a written petition as provided in policy 401.8.3, 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.

9.2 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.

9.3 Quorum

Any number over ten percent of the 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 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.

401.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY

The president of the university (and in the president's absence, the executive vice president and provost) is the chair of the faculty and presides over all meetings of the faculty. 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.

401.11 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
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 401.7.3. 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 401.7. 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; and (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

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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 policy or procedural change. 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 current 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) sixty faculty members assigned in proportion to the number of tenured and tenure eligible faculty in the academic colleges, the Regional Campuses, USU-CEU, Extension, and the Library. These sixty will be elected by and from faculty members eligible to vote in Senate elections (see policy 401.4.2(c)); (2) the president and the executive vice president and provost of the university or their designees; (3) eight appointees of the president of the university who shall be a vice president an academic college dean, a regional campus dean, or a chancellor, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation 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 Academic Senate President 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 Executive Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If a senator fails twice to make a documented effort to arrange for an alternate during an academic year, then that senator’s position will be considered vacant (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 may be re-elected 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 (1) resigns from Faculty Senate, (2) is no longer a member of the faculty of the academic unit from which he or she was elected, or (3) misses two regularly scheduled senate meetings during an academic year without making a documented effort to arrange for an alternate and keeping the Executive Secretary of the Faculty Senate informed in writing (email is acceptable). The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. The Committee on Committees will then contact the affected academic dean, vice president, or, where applicable, the chancellor or regional campus dean, who will appoint an alternate elected senator to fill the seat within 30 days (see policy 402.3.2). Colleges whose alternates are not responsive to requests to fill in for senators with planned absences or which do not have sufficient alternates will be required to run a replacement election (see policy 402.3.1). The Faculty Senate Presidency will address other vacancies on a case-by-case basis. For vacancies among Presidential appointees, the president shall appoint a new senator within 30 days (see policy 402.3.1).

402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 Records
The records of the Senate shall be kept by the 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 President of the Faculty Senate, 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 distributed to faculty on all
campuses 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 an item 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 make available to all
faculty a copy of the agenda of the next meeting, and minutes of the prior Senate meeting.

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

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall
ensure that Senate actions recommending a change in this policy or in other university policies or
procedures are communicated in a timely manner to all campuses.

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, announcements, university business, information items, consent agenda,
key issues and action items, new business, and old business.

402.5 PARLIAMENTARY PROCEDURE

Section 402, Page 4
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 Consulting with Constituents**

The elected senators shall communicate and/or meet regularly with their constituents to answer questions and discuss Senate business.

**402.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT**

**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 Duties of the Immediate Past President

The immediate past president shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one year immediately following his/her term as Senate President. The immediate past Senate President shall also serve as a member of the Senate Handbook Committee (see policy 402.12.10).

7.4 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 a three-year, non-renewable term. During the first year he/she shall serve as the Senate President-Elect, during the second year shall be the Senate President, and during the third year shall serve as Past 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 agendas 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 non-implementation 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 and 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); and 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 chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the president of the university, the executive vice president and provost, the presidential appointees, academic deans and department heads, chancellors, regional campus deans, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum (see Policy 402.9.3(2)). During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate 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. This annual scheduled meeting of the Faculty Forum will be open to all faculty members to attend and speak, with the exception of those excluded by policy 402.9.1.

Additional special meetings may be held by the call of the Faculty Forum President, or upon the written request of a majority of the Faculty Forum Executive Committee, or upon the written petition of 10 members of the Faculty Forum, or upon the written petition of 25 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. Business at special meetings of the Faculty Forum will be conducted by Faculty Forum members. 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 petition(s), 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 distributed to faculty on all campuses.

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 elected faculty members on the Senate Executive Committee (policy 402.12).

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 academic colleges, Regional Campuses, USU-CEU, Extension, and the Library in proportion to the number of tenured and tenure-eligible faculty. 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 academic deans, the vice president for extension, vice provost of regional campuses and distance education, and chancellor.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by academic colleges, Regional Campuses, USU-CEU, Extension, and the Library. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during January and February 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 academic deans, or vice president for extension, chancellor, or the vice provost of regional campuses and distance education 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 academic deans or vice president for extension, chancellor, or vice provost of regional campuses and distance education shall communicate with their faculty members eligible to vote in Senate elections (see policy 401.4.3 for limitations) for the purpose of nominating Senate candidates and alternates. 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 and alternates in Senate elections. Balloting within each academic college, the Regional Campuses, USU-CEU, Extension, and the Library shall be by an appropriate method to ensure timeliness, fairness, and verifiability.
(4) Verification and notice of election results.

The academic colleges, Regional Campuses, USU-CEU, Extension, and the Library 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. Election results shall be made public.

10.3 Elections within the Senate

Nominations for the office of 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 and discontinues 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 appointment to Senate standing committees (see policy 401.4.3(4) (c) 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 four or more 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 the academic deans, vice president for extension, chancellor, or vice provost of regional campuses and distance education, will appoint seats...
vacated by representatives of the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library.

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, preferably at the last meeting of the academic year.

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

(2) Membership.

The Senate Executive Committee shall consist of the following members:

(a) the Senate President;
(b) the President-Elect of the Senate;
(c) immediate Past President;
(d) elected faculty senators, representing each of the academic colleges, Regional Campuses, USU-CEU, Extension, and the Library;
(e) the president of the university and executive vice president and provost, who shall serve as ex-officio members; and
(f) a senator appointed by the president and approved by 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 academic college, Regional Campuses, USU-CEU, Extension, and the Library. 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 (reelected) 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 (CoC)

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 election of the Senate 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 (AFT)

(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.

Section 402, Page 12
(2) Membership.

The Academic Freedom and Tenure Committee consists of the following members:
(a) one faculty member elected by and from the faculty in each academic college, Regional
Campus, USU-CEU, Extension, and the Library, and (b) three faculty members appointed from
the 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 the last day of the Spring semester (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 (BFW)

(1) Duties.

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) 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; (c) 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; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

(2) Membership.

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 (PRPC)

(1) Duties.

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration.

(2) Membership.

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 (EPC)

(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 executive vice president and provost or designee; one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected ASUSU student government 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 executive vice president and 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 chairs of the curriculum committee of each academic college, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from each Regional Campus, USU-CEU, Extension, and the Library, 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, preferably at the last meeting of the academic year.

(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, preferably at the last meeting of the academic year.

(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, preferably at the last meeting of the academic year.

12.7 Faculty Evaluation Committee (FEC)

(1) Duties.

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Professor and Advisor of the Year.

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campus, USU-CEU, Extension, and the Library, 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 annually, preferably at the last meeting of the academic year.

12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

(1) Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity,
fair pay standards, and work/life balance for the faculty; (3) report on the status of faculty
development, mentoring, diversity, and equity; and (4) make recommendations for
implementation of proposals related to faculty diversity, development, and equity.

(2) Membership.

The membership, election, and appointment of members; term of members; officers; and
meetings and quorum of the Diversity, Development, and Equity 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).

12.9 Executive Committee of the Faculty Forum (ECFF)

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 elected members of the Faculty Senate Executive Committee
excluding administrators (see policy 402.12.1(2a-2d)).

12.10 Senate Handbook Committee (SHC)

The Senate Handbook Committee composes and/or revises annually the Senate Handbook
(policy 402.2.3). This committee consists of the Faculty Senate President, President-Elect of the
Senate, and the Past President of the Senate. Additional members may be appointed by the
Committee on Committees.

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, Diversity Council, 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). In the spirit of shared governance, at the Regional Campuses and USU-CEU, the
chancellor and regional campus deans will establish procedures whereby faculty members on
those campuses can be actively engaged and represented in key local decisions parallel to the
councils and committees described in this paragraph.
Appendix D: Authority and Amendments Policy 202
202.1 AUTHORITY AND VIOLATION

1.1 Authority of the Policy

This policy is subordinate to the Code of Policies and Procedures of the Board of Regents' of the Utah System of Higher Education (hereafter Regents' Code) and the authority of the Board of Trustees and the President. This policy supersedes all previous University codes or policies and procedures affecting faculty and staff of the University, and takes precedence over previous executive memoranda and other policy directives affecting the provisions of this policy. If new 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. (Section 407)

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 consideration of 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 and make recommendations to the Faculty Senate.

(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 and make recommendations to the Faculty Senate.

(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. 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 (202.2.4.4), 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 (202.2.3), 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 (if required). These policies shall be consistent with the Regents’ Code. 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. In cases where a new amendment is silent on issues addressed by the Regents’ Code, the Regents’ Code applies.

Subsequent proposed amendments to already approved policies herein, determined by the Commissioner of Higher Education to represent a substantive change, 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 for appropriate Senate action.
Appendix E:
Parliamentary Procedures:
Table of Motions and Their Uses
<table>
<thead>
<tr>
<th>Motions by Category and Precedence</th>
<th>Purpose of Motion</th>
<th>Interrupt Speaker</th>
<th>Needs Second</th>
<th>Amendable</th>
<th>Debatable</th>
<th>Can be Reconsidered</th>
<th>Takes Subsidiary Motion</th>
<th>Required Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privileged Motions: Arise from questions of meeting arrangements, comfort, member's rights; Requires immediate action.</td>
<td></td>
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</tr>
<tr>
<td>1 Fix Time, Place for Next Meeting</td>
<td>Close Meeting</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>2 To Adjourn</td>
<td>Close Meeting</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>3 To Recess</td>
<td>Interrupt Meeting</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>---</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>4 Question of Privilege</td>
<td>Assert Rights</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair</td>
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<tr>
<td>5 Orders of the Day</td>
<td>Assert Rights</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
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<tr>
<td>Incidental Motions: Relate to questions which arise from other motions or business (no order of precedence within this group)</td>
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<td></td>
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<tr>
<td>6 Point of Order</td>
<td>Assert Rights</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair</td>
</tr>
<tr>
<td>7 Appeal Decision of the Chair</td>
<td>Assert Rights</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>8 Object to Consideration</td>
<td>Prevent Action</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>9 Reading of Papers</td>
<td>Present Information</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>10 Withdrawal of a Motion</td>
<td>Prevent Action</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
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<td>11 Suspend Rules</td>
<td>Speed up Action</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
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<td>12 Divide Question</td>
<td>Simplify Complex Motion</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
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<td>13 Nominate</td>
<td>Elections</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
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<td>14 Parliamentary Inquiry</td>
<td>Clarify Rules</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair</td>
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<tr>
<td>15 Divide the Assembly</td>
<td>Count Vote</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>16 Point of Information</td>
<td>Request Information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair</td>
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<td>17 Committee of the Whole</td>
<td>Consider Informally</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
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<td>Subsidiary Motions: Act upon motions in order to dispose of them; Do not amend</td>
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<tr>
<td>18 To Table</td>
<td>Delay Action</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
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<td>19 Order Previous Question</td>
<td>Close Debate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3</td>
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<td>20 Extend or Limit Debate</td>
<td>Speed (Suppress) Debate</td>
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<td>Yes</td>
<td>Yes</td>
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<td>21 Postpone to a Definite Time</td>
<td>Delay Action</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
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<tr>
<td></td>
<td>Motion</td>
<td>Reconsider</td>
<td>Postpone Indefinitely</td>
<td>Principal Motions: Directly concerns a proposition, idea or main motion (no order of precedence within this group)</td>
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<tr>
<td>22</td>
<td>Refer to Committee Further Study (Delay)</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>23</td>
<td>Amend Modify Motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<td>24</td>
<td>Postpone Indefinitely Prevent Action</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<td>Principal Motions: Directly concerns a proposition, idea or main motion (no order of precedence within this group)</td>
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<td>25</td>
<td>Reconsider Change a Decision</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<td>26</td>
<td>Rescind (Repeal) Change a Decision</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<td>27</td>
<td>Take from the Table Renew Discussion</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<td>28</td>
<td>Special Order of Business Speed up Action</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<td>29</td>
<td>Discharge Committee Speed Action</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<td>30</td>
<td>Main Motions New Business</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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</table>
Ranking Motions

Motions are listed in the order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions, except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

<table>
<thead>
<tr>
<th>Privileged Motions</th>
<th>Interrupt</th>
<th>Second</th>
<th>Debate</th>
<th>Amend</th>
<th>Vote</th>
<th>Reconsider</th>
</tr>
</thead>
<tbody>
<tr>
<td># Fix the time to Which to Adjourn</td>
<td>S</td>
<td>A</td>
<td>M</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Adjourn</td>
<td></td>
<td>S</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Recess</td>
<td></td>
<td>S</td>
<td>A</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raise a Question of Privilege</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Call for the Orders of the Day</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
</tbody>
</table>

Subsidiary Motions

Lay on the Table | S | M
Previous Question (close debate) | S | 2/3 | R
# Limit or Extend Limits of Debate | S | A | 2/3 | R
# Postpone to a Certain Time (or Definitely) | S | D | A | M | R
# Commit or Refer | S | D* | A* | M | R
# Amend | S | D* | A* | M | R*
# Postpone Indefinitely | S | D | M | R*

Main Motion | S | D | A | M | R

Meaning of Symbols

A Can be amended.
D Is debatable.
I Is in order when another has the floor.
M Requires a majority vote (i.e., more than half the votes cast).
R The vote on this motion may be reconsidered.
S Requires a second.
2/3 Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative.)
+ Usually no vote is taken. The chair decides.
# A main motion when no other motion is pending.
- No vote is taken. The chair responds.
Non-Ranking Motions

<table>
<thead>
<tr>
<th>Incidental Motions</th>
<th>Interrupt</th>
<th>Second</th>
<th>Debate</th>
<th>Amend</th>
<th>Vote</th>
<th>Reconsider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>I</td>
<td>S</td>
<td>D*</td>
<td>M*</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Close Nominations or Close the Polls</td>
<td>S</td>
<td>A</td>
<td>2/3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consideration by Paragraph or Seriatim</td>
<td>S</td>
<td>A</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create a Blank</td>
<td>S</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of a Question</td>
<td>S*</td>
<td>A</td>
<td>M*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of the Assembly</td>
<td>1</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objection to the Consideration of a Question</td>
<td>*</td>
<td></td>
<td>2/3</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parliamentary Inquiry</td>
<td>I</td>
<td></td>
<td></td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Point of Information</td>
<td>I</td>
<td></td>
<td></td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Point of Order</td>
<td>I</td>
<td>*</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reopen Nominations or the Polls</td>
<td>S</td>
<td>A</td>
<td>M</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request for Permission to Withdraw a Motion</td>
<td>*</td>
<td>*</td>
<td>M</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspend the Rules</td>
<td>S</td>
<td></td>
<td>2/3*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motions That Bring a Question Again Before the Assembly

<table>
<thead>
<tr>
<th>Take from the Table</th>
<th>S</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Rescind or Amend Something Previously Adopted</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>**Discharge a Committee</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>Reconsider</td>
<td>*</td>
<td>S</td>
</tr>
</tbody>
</table>

** An incidental main motion which usually requires a majority vote with previous notice or a 2/3 vote without previous notice.

Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by general consent or a majority vote of the assembly.

Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day after the original vote was taken (not counting a day on which no business meeting is held during a session).

Pertinent Facts

A main motion brings business before the assembly.

A subsidiary motion assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A privileged motion deals with special matters of immediate importance. It does not relate to the pending business.

An incidental motion is related to the parliamentary situation in such a way that it must be decided before business can proceed.

Forms of Voting

A voice vote is the most commonly used form of voting.

A rising vote is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A show of hands is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A count can be ordered by the chair or by a majority vote of the assembly.

General consent is a vote of silent agreement without a single objection.

A ballot or roll call vote can be ordered by a majority.

Rulings of the chair can be appealed.
Procedure For Handling a Main Motion

I. Obtaining and assigning the floor
   A. A member rises when no one else has the floor and addresses the chair: "Mr./Madam President," "Mr./Madam Chairman," or by other proper title.
   1. In a large assembly, the member gives his name and identification.
   2. The member remains standing and awaits recognition by the chair.
   B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.

II. How the motion is brought before the assembly
   A. The member makes the motion: "I move that (or "to") …" and resumes his seat.
   B. Another member, without rising, seconds the motion: "I second the motion," or "I second it" or, even, "Second."
   C. The chair states the question on the motion: "It is moved and seconded that (or "to") … . Are you ready for the question?"

III. Consideration of the motion
   A. Members can debate the motion.
      1. Before speaking in debate, members obtain the floor as in I above.
      2. The maker of the motion has first right to the floor if he claims it promptly.
      3. All remarks must be addressed to the chair.
      4. Debate must be confined to the merits of the motion.
      5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
   B. The chair puts the question (puts it to vote).
      1. The chair asks: "Are you ready for the question?" If no one then rises to claim the floor, the chair proceeds to put the question.
      2. The chair says: "The question is on the adoption of the motion that (or "to") … . As many as are in favor, say 'Aye'. (Pause for response.) Those opposed say, 'No'." (Pause for response.)
   C. The chair announces the result of the vote.
      1. "The ayes have it, the motion is adopted, and a … (indicating the effect of the vote or ordering its execution)." (or)
      2. "The noes have it and the motion is lost."

The Chair and a Sample Order of Business

Call to Order
The presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says, "The meeting will come to order."

Opening Ceremonies (religious, patriotic, ritualistic, etc. – optional)
"Please rise and remain standing for the invocation, which will be given by …, and the Pledge of Allegiance to the Flag of the United States of America, which will be led by …" (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order).

Roll Call (if customary)
"The Secretary will call the roll of officers (or "will call the roll")."

Reading and Approval of Minutes
"The Secretary will read the minutes." (The presiding officer sits down.). Except in the smallest of meetings, the secretary stands to read the minutes.
"Are there any corrections to the minutes?" (Pause)
"If there are no corrections, the minutes stand (or "are") approved as read."

With corrections: "If there is no objection, the Secretary will make the correction(s) …. If there are no further corrections, the minutes stand (or "are") approved as corrected."

Reports of Officers, Boards, and Standing Committees
"The next business in order is hearing reports of the officers, boards and standing committees."
Officers and standing committees are called on in the order they are listed in the bylaws. The chair usually calls on only those who have reports to make.

In calling on the secretary: "Is there any correspondence?"

In calling on the treasurer: "May we have the Treasurer's report."

A treasurer's report is never adopted. An auditor's report, usually made annually, is adopted.

"The question is on the adoption of the Auditor's report. As many as are in favor, say 'Aye'. Those opposed say 'No'. The ayes have it and the Auditor's report is adopted."

An officer should not move the implementation of a recommendation in his report; another member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting member of a committee, "on behalf of (or "by direction of") the board (or "the committee")," moves the adoption of the necessary motion to implement any recommendations the board or committee makes.

A motion arising out of an offer's, board's, or committee's report is taken up immediately.

**Reports of Special Committees** (announced only if there are such committees prepared or instructed to report)

"The next business in order is hearing reports of special committees. The committee appointed to … will now report."

Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "on behalf of (or "by direction of") the committee," moves the adoption of motions or resolutions in the report.

**Special Orders** (announced only if there are such items)

Unfinished special orders from the previous meeting and items made special orders for this meeting and not set for specific hours are taken up under this heading. Matters set by the bylaws for a particular meeting may be taken up.

"The next business in order is the consideration of special orders. At the previous meeting, the motion relating to … was postponed to this meeting and made a special order. The question is on the motion that … Are you ready for the question?"

"The Secretary will read from the bylaws Article ___ Section ___ concerning the election of a Nominating Committee."

**Unfinished Business and General Orders** (announced only if there are such items)

Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.

"Under Unfinished Business and General Orders, the first item of business is the motion relating to … that was pending when the previous meeting adjourned. The question is on the adoption of the motion that …. Are you ready for the question?"

"The next item of business is the motion relating to … that was postponed to this meeting. The question is on the adoption of the motion that …. Are you ready for the question?"

**New Business**

"Is there any new business?"

"Is there any further new business?"

**Announcements**

"The chair has the following announcements …. Are there other announcements?"

**Program**

The chair does not "turn the meeting over" but announces: "The Program Committee will now present the program," or "… will introduce our speaker."

**Adjournment**

"Is there any further business? (Pause) Since there is no further business, the meeting is adjourned."

"A motion to adjourn is in order."

In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it and the meeting is adjourned." (A single rap of the gavel may be used.)