# Table of Contents

Introduction .................................................................................................................... 2
Composition and Authority of the Faculty (401) ...................................................... 4
Composition of the Faculty Senate (402.2) ............................................................. 4
  Faculty Senate Membership ..................................................................................... 5
  Faculty Senate Meeting, Attendance & Voting .................................................... 5
Committees of the Faculty Senate (402.11.1) ........................................................... 6
Senate Committee Purpose ....................................................................................... 6
Senate Committee Procedures .................................................................................. 6
Committee Descriptions ............................................................................................ 7
  Academic Freedom and Tenure (AFT) ................................................................. 7
  Budget and Faculty Welfare (BFW) ......................................................................... 7
  Educational Policies Committee (EPC) ................................................................. 7
  Faculty Diversity, Development and Equity (FDDE) ........................................... 8
  Faculty Evaluation Committee (FEC) ................................................................. 8
  Faculty Senate Executive Committee (FSEC) ..................................................... 8
  Professional Responsibilities and Procedures Committee (PRPC) .................... 9
Committee Process Flowcharts ............................................................................... 10
Faculty Forum .......................................................................................................... 11
FAQ ............................................................................................................................. 11
Calendar of Meetings and Committee Reports ..................................................... 13
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; and (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.
Composition and Authority of the 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.

Information regarding the Authority of the Faculty can be found in Policy 401.8

Composition and Authority of Faculty Senate Policy 402

402.2

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.

FACULTY SENATE MEMBERSHIP

Please refer to policy 402.3.1 for more information

Faculty Senate is composed of
- 60 appointed faculty members with voting rights
- President and Executive Vice President and Provost
- 8 presidential appointees
- Chairs of AFT, BFW, PRPC, FDDE, FEC
- 3 Students USUSA President, USUSA Academic Senate President, Graduate Student Representative

FACULTY SENATE MEETINGS, ATTENDANCE AND VOTING RIGHTS

Please refer to policy 402 for more information

- Regularly the elected members of Faculty Senate hold scheduled meetings once a month on the first Monday of the month at 3:00 pm from September through May unless otherwise specified by the Senate.
- A quorum of Faculty Senators must be present at each meeting to vote on agenda items.
- The Faculty Senate Executive Committee establishes the agenda for the Faculty Senate meeting.
- The agenda and additional materials will be distributed prior to the Faculty Senate meeting for Senators to review.
- Senate members are expected to attend its meetings regularly.
  - In cases of unavoidable absence, including sabbatical leave, professional development leave, assigned teaching, 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 the senator’s position will be considered vacant (see policy 402.3.4).

Committees of the Faculty Senate

**SENATE COMMITTEE PURPOSE 402.11.1**

The Senate appoints and discontinues such standing and ad hoc committees it deems necessary to carry out its duties. The Senate establishes advisory committees to study and 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.

**SENATE COMMITTEE PROCEDURES**

Please refer to policy 402.11.3 for more information

- 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.
• 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.
• Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually, preferably at the last meeting of the academic year.

COMMITTEE DESCRIPTIONS

ACADEMIC FREEDOM AND TENURE COMMITTEE (AFT)
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. See Policy 407.6.6(8) and 402.12.3 for more information.

BUDGET AND FACULTY WELFARE COMMITTEE (BFW)
The duties of the Budget and Faculty Welfare Committee are to (1) participate in the budget preparation process; (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University. See Policy 402.12.4 for more information.

EDUCATIONAL POLICIES COMMITTEE (EPC)
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. See Policy 402.12.6 for more information.

FACULTY DIVERSITY, DEVELOPMENT, AND EQUITY COMMITTEE (FDDE)
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. See Policy 402.12.8 for more information.

FACULTY EVALUATION COMMITTEE (FEC)
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 Eldon J. Gardner Teacher of the Year, Undergraduate Faculty Mentor of the Year, and Faculty University Service Award. See Policy 402.12.7 for more information.

FACULTY SENATE EXECUTIVE COMMITTEE (FSEC)
The Executive Committee shall perform the following duties:

- prepare Senate meeting agendas;
- propose such standing and special committees of the Senate as may be needed;
- examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- act as a steering committee to direct problems to the proper committees;
- act as a liaison to harmonize the work of all committees;
• (f) transact such business as may be referred to it by the Senate. See Policy 402.12.1 for more information.

PROFESSIONAL RESPONSIBILITIES AND PROCEDURES COMMITTEE (PRPC)
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 procedures for code amendments are specified in Section 202 of the USU Policy Manual. See Policy 402.12.5 for more information.
COMMITTEE PROCESS FLOWCHARTS

NOTE: Notice of Final Approval will be provided in a letter from the Executive Vice President and Provost. No action should be taken until the letter is received.

Committee Meeting
Committee Report to FSEC
- Vote to be placed on FS Agenda
Committee Report to Faculty Senate
- Vote to approve Action Items of Committee
- Note* EPC
Committee Report to Faculty Senate
- Vote to approve Action Items of Committee
- Note* EPC
Policy and Procedural issues Approval by President and Board of Trustees
Faculty Forum

FAQ

1. What is academic freedom and what are my professional responsibilities?
   USU’s Faculty Code 402.3 states the following:
   403.2 ACADEMIC FREEDOM
   Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. The faculty member is entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility.
   See Faculty Code 403 for the full scope on Academic Freedom and Professional Responsibilities.

2. Where can I find information in USU’s policy code concerning tenure and promotion or promotion to full professor?
   USU Policy Manual Section 405
   Tenured and Term Appointments: Evaluation, Promotion and Retention

3. Who can I contact about benefits?
   There are several choices. You can contact one of the Faculty Senate representatives for your college, the Faculty Senate caucus leader for your college, the chair of Faculty Senate’s Budget and Faculty Welfare, fondly referred to as BFW.

4. Where can I find the USU Academic Policies and Procedures Manual?
   These policies cover procedures related to academic issues only. Answers can be found here to questions about the university’s policy on incompletes, final exams, deadlines, etc. It can be found at http://catalog.usu.edu/index.php
5. Is there a process for handling student incivility and disruptive behavior?
YES. Faculty may be unaware that there is such a policy. This policy can be found at
http://www.usu.edu/studentservices/studentcode/article5.cfm #secV3.

6. What is the process for student grievances against faculty?
This can be found in the Student section of the USU Policy Manual at

7. What are the responsibilities and rights of students?
Visit
http://www.usu.edu/studentservices/studentcode/article1.cfm #secII1.

8. Where can I find the University’s policy manual?
USU’s Policy Manual covers the procedures and standards related to the functioning of the university and its employees. It contains a section on faculty policies. These policies are also referred to as faculty code. If you hear people saying, “It’s in the Code,” this is the section of the Policy Manual they are probably referring to. Becoming familiar with faculty code, or Section 400, is essential.

9. What are my due process rights?
The due process rights of faculty can be found in the Policy Manual, Number 407, Subject: Academic Due Process: Sanctions and Hearing Procedures. This section also contains the procedures for filing a grievance, 407.6 GRIEVANCES. The university has also established a mediation process.
### CALENDAR OF MEETINGS AND COMMITTEE REPORTS

#### Faculty Senate 2018-2019 Session

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Champ Hall - Main 136</td>
<td>Merrill-Cazier Library Room 154</td>
<td>Educational Policies Committee (EPC) – Edward Reeve</td>
<td>Honors Program – Kristine Miller</td>
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<tr>
<td>3:00 – 4:30 pm</td>
<td>3:00 – 4:30 pm</td>
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<td>August 27, 2018</td>
<td>September 10, 2018</td>
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<tr>
<td>September 17, 2018</td>
<td>October 1, 2018</td>
<td>Educational Policies Committee (EPC) – Edward Reeve</td>
<td>Honors Program – Kristine Miller</td>
</tr>
<tr>
<td>October 15, 2018</td>
<td>November 5, 2018</td>
<td>Educational Policies Committee (EPC) – Edward Reeve</td>
<td>Honors Program – Kristine Miller</td>
</tr>
<tr>
<td>Immediately following FSEC Mtg. - Faculty Forum Planning</td>
<td>November 5, 2018</td>
<td>Educational Policies Committee (EPC) – Edward Reeve</td>
<td>Honors Program – Kristine Miller</td>
</tr>
<tr>
<td>November 12, 2018 - FACULTY FORUM</td>
<td>Merrill-Cazier Library - 154</td>
<td>Educational Policies Committee (EPC) – Edward Reeve</td>
<td>Honors Program – Kristine Miller</td>
</tr>
<tr>
<td>Merrill-Cazier Library - 154</td>
<td>3:00 – 4:30 p.m.</td>
<td>Educational Policies Committee (EPC) – Edward Reeve</td>
<td>Honors Program – Kristine Miller</td>
</tr>
<tr>
<td>November 19, 2018</td>
<td>December 3, 2018</td>
<td>Faculty Evaluation Committee (FEC) – Joel Russell</td>
<td>USUSA – Jaron Huxseler</td>
</tr>
<tr>
<td>December 10, 2018</td>
<td>January 7, 2019</td>
<td>Professional Responsibilities and Procedures Committee (PRPC) –</td>
<td>Council on Teacher Education – Sylvia Reed</td>
</tr>
<tr>
<td>January 22, 2019 (Tuesday)</td>
<td>February 4, 2019</td>
<td>Professional Responsibilities and Procedures Committee (PRPC) –</td>
<td>Council on Teacher Education – Sylvia Reed</td>
</tr>
<tr>
<td>February 19, 2019 (Tuesday)</td>
<td>March 11, 2019</td>
<td>Academic Freedom and Tenure Committee (AFT) -</td>
<td>Research &amp; Graduate Studies – Larry Smith</td>
</tr>
<tr>
<td>March 18, 2019</td>
<td>April 1, 2019</td>
<td>Faculty Diversity, Development, &amp; Equity Committee (FDDE) –</td>
<td>Parking Committee – James Nye</td>
</tr>
<tr>
<td>April 15, 2019</td>
<td>April 29, 2019</td>
<td>Committee on Committees – Victor Lee</td>
<td>Calendar Committee – Andi McCabe</td>
</tr>
</tbody>
</table>