

Senate Bylaws

ARTICLE I: FACULTY SENATE MEMBERSHIP

Section 1. **Eligibility.** To be eligible for election to the Faculty Senate, the faculty member shall be full-time and tenured (strongly recommended) or on tenure track at Mesa State College, or permanent technical faculty at UTEC.

Section 2. Election of Faculty Senate Representatives.

2.1 Faculty Senate representatives shall be elected by the faculty of his/her constituency of Mesa State College.

2.2 For the purpose of faculty representation in the Senate and on the Curriculum Committee, each academic department shall constitute a constituency unless the departments elect by majority vote to combine their representation. If at some future date the faculty of those combined departments choose by majority vote, they can reverse such a decision.

2.3 Eligible voters for Faculty Senator shall be full time faculty members (defined as .8 FTE and above).

2.4 Each representative to the Faculty Senate shall have one vote. If an absent Senator has designated a substitute from the same constituency, that person shall have regular voting privileges for that meeting.

2.5 A majority of the members of the Faculty Senate shall constitute a quorum.

2.6 The Faculty Senate shall consist of faculty members serving three-year rotating terms beginning the first meeting of the fall semester.

2.7 Faculty Senate representatives may serve only two consecutive terms.

2.8 The library staff shall have one non-voting representative on the Faculty Senate.

2.9 The Faculty Trustee shall be an ex-officio Faculty Senator with full voting privileges.

Section 3. Removal of Faculty Senate Representatives.

3.1 Any elected representative to the Faculty Senate may be recalled or expelled from office.

3.2 A majority of the members of a department or constituency may petition for a recall of their representative. The petition must be delivered to the president of the Faculty Senate who shall then call for an election in that department.

3.3 Twenty-five percent or more of the members of the Faculty Senate may petition its members for the expulsion of a Senator. Upon receipt of the petition, the President of the Faculty Senate shall call for a vote on the petition. If the vote supporting expulsion is two-thirds or more of the membership of the

Faculty Senate, the member shall be removed from office, and the President of the Faculty Senate shall call for an election within that department to fill such vacancy.

Section 4. **Vacancies.** When a vacancy occurs in the representation of a department in the Faculty Senate, the department shall call for an election to fill such vacancy.

ARTICLE II: DUTIES AND RESPONSIBILITIES OF FACULTY SENATE

Section 1. Relationship with Faculty.

1.1 The Faculty Senate represents, and speaks for, the faculty of Mesa State College in policy matters, procedural matters, and welfare efforts.

1.2 The Faculty Senate shall provide the faculty with information concerning their interests.

1.3 By a petition of twenty percent of full-time faculty members, any vote of the Senate can be bought to the faculty within one month of the date of the meeting. Petition signers may not be Senators. Within one week of receipt of a valid petition, the Vice President of the Senate shall conduct, by electronic ballot, a vote of all eligible voters. A simple majority of all eligible voters will be required to overturn a Senate decision.

1.4 Officers of the Faculty Senate may call a meeting of the faculty. The presiding officer of the Senate shall preside over the meeting of the faculty, or shall designate someone to preside.

1.5 The Faculty Senate can declare a decision to be of such importance that it shall be referred by a 2/3 vote of the Senate to a vote of the entire Faculty. For the purposes of such a vote all tenured, tenure-track, and full time UTEC faculty shall have one vote. A majority vote of the faculty will make the decision binding on the Faculty as a whole.

1.6 Any vote of the entire faculty based on the referendum procedure outlined in 1.3 and 1.5 shall be conducted by the Vice President of the Senate. The vote will take place by electronic mail, and the Vice President shall print all votes cast for the purpose of verification.

Section 2. Committees.

2.1 The Faculty Senate shall appoint faculty members to serve on ad hoc committees of the Senate.

2.2 Upon request of the Faculty Senate, the various groups (listed in Appendix) shall appoint or elect faculty representatives for standing committees.

2.3 The Faculty Senate shall recommend to the President of the College those faculty who are to serve on standing and ad hoc committees of the College.

2.5 Faculty Senators shall not serve on standing committees of the Senate.

Section 3. Meetings.

3.3 Formal notice of Faculty Senate meetings shall be required.

3.2 Faculty Senate meetings shall be held at a time and place determined by its officers.

3.3 Meetings of the Faculty Senate shall be open.

3.4 Robert's Rules of Order shall govern the conduct of each meeting, unless suspended by majority vote.

ARTICLE III: FACULTY SENATE OFFICERS

Section 1. Officers.

1.1 The officers of the Faculty Senate shall be the President, Vice President, and Secretary.

1.2 The Executive Committee shall consist of the President, Vice President, Secretary, and Past-President.

Section 2. Election and Removal of Officers.

2.1 Officers shall be members of the Mesa State College Faculty Senate.

2.2 The Senate President shall appoint a nominating committee each year to select candidates for the positions of President, Vice President, and Secretary.

2.3 The President, Vice President, and Secretary shall be elected by the members of the Faculty Senate for a term of one year. Terms of office shall begin June 1.

2.4 To be elected as an officer of the Faculty Senate, the nominee must receive a majority of the votes cast by the members of the Faculty Senate.

2.5 Officers of the Faculty Senate may succeed themselves in office.

Section 3. Duties of the Faculty Senate President.

3.1 The President shall be the presiding officer of the Faculty Senate.

3.2 The President shall serve as an ex-officio member of all standing committees of the Senate.

3.3 The President shall appoint ad hoc committees upon approval of the Senate.

3.4 The President shall be responsible for the administration of the budget of the Faculty Senate.

3.5 The President of the Senate shall give regular reports to the Board of Trustees at its meetings.

3.6 The President shall perform such other duties as may pertain to this office.

Section 4. Duties of the Faculty Senate Vice President.

4.1 In the absence of the President, the Vice President shall perform the duties of the President.

4.2 The Vice President shall ensure that Senate committees are properly constituted and functioning.

4.3 The Vice President shall conduct all polls and elections for the Senate.

4.4 The Vice President shall perform such other duties as may pertain to this office.

Section 5. **Duties of the Faculty Senate Secretary.**

5.1 The Secretary shall be responsible for the recording of the minutes of the Faculty Senate.

5.2 The Secretary shall be responsible for correspondence of the Faculty Senate.

5.3 The Secretary shall perform such other duties as may pertain to this office.

Section 6. **Duties of the Past President.**

6.1 The immediate Past President shall serve on the Executive Committee.

6.2 The Past President shall perform such other duties as may pertain to this office.

ARTICLE IV: FACULTY VOTING ON GENERAL ISSUES

Section 1. **Eligibility.** On issues authored or authorized by the Faculty Senate to be brought to the faculty of the College for a vote, all eligible faculty as defined in Article I, Section 2, 2.3 may vote, unless the members of the Senate decide otherwise.

ARTICLE V: AMENDMENTS

Section 1. Amendments. Amendments to these Bylaws may be proposed by vote of two-thirds of the Faculty Senate or upon petition by all eligible voters.

Section 2. Ratification. Ratification of amendments to the Bylaws shall be made by a majority vote of all faculty voting, provided at least fifty-one percent of the eligible faculty vote.

Policy Statement Concerning CFAC Representation

CFAC

The Mesa State College faculty are represented by one CFAC member. The nominating committee for the Faculty Senate shall make nominations for the CFAC representative. The Senators will vote for this representative at the same time as the elections for Faculty Senate Officers.

In case the CFAC representative is not already a member of the senate, he or she will be considered as a member of the senate with full voting rights.

Eligibility for Membership on Standing Committees: Membership on Senate Standing Committees shall be restricted to tenured/tenure track faculty or permanent technical (UTEC) faculty.

Recommendations for Standing Committee Membership

- Academic Policies: 2 from each group + 1 UTEC
- Assessment: 2 from each group, 1 community, + 1 UTEC

Curriculum: 1 from each department or combined constituency + 1 UTEC

- Distinguished Faculty Award: 2 from each group + 1 UTEC
- Faculty Development: 1 from each group + 1 UTEC
- Faculty Salaries: 2 from each group + 1 UTEC
- Graduate Council: 3 from each group
- Library: 2 from each group + 1 UTEC
- Professional Development: 1 from each group

Appendix I:

Group A: The Departments of:

- Business
- Kinesiology
- Nursing and Radiological Services

Group B: The Departments of:

- Biological Sciences
- Computer Science, Mathematics and Statistics
- Physical and Environmental Sciences

Group C: The Departments of:

- Education and Teacher Licensure
- Art
- Theater, Music Theater, Dance and Speech
- Music
- Languages, Literature and Communications
- Social and Behavioral Sciences