

# Constitution and Bylaws of the Faculty Senate of Colorado Mesa University

## ARTICLE I: NAME

The name of this body shall be the Faculty Senate of Colorado Mesa University.

## ARTICLE II: PURPOSE

The Faculty Senate at Colorado Mesa University (CMU) exists to provide advice on matters of academic concern with internal and external constituents of the institution. Recognizing that shared governance is a hallmark of higher education and a responsibility of the faculty, the Faculty Senate shall act as the representative body of the faculty to ensure that faculty rights and responsibilities are supported at all levels in the institution.

The mission of the Faculty Senate shall be to effect positive change in the structure, offerings, staffing, assessment, and instruction of academic programs and to positively affect other areas of faculty involvement at CMU through open channels of communication with faculty, administration, staff, students, Board of Trustees, and the community.

The structure of the Faculty Senate is outlined in the Faculty Senate Constitution and Bylaws and the Policy and Procedures Manual for Faculty Senate Standing Committees. This structure facilitates effective management of CMU academic affairs through open communication between the university president, the university provost, the Board of Trustees, and any other interested parties.

## ARTICLE III: FACULTY SENATE MEMBERSHIP

**Eligibility.** To be eligible for election to the Faculty Senate, a candidate must be either: (a) a Tenure-Track Faculty member, or (b) a Clinical, Technical, Teaching, or Practice Faculty member who holds academic rank as defined in the CMU Handbook for Academic & Professional Staff. It is strongly recommended that a Tenure-Track Faculty candidate be tenured.

### Section 2. Election of Faculty Senate Representatives.

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

2.2 Eligible voters for Faculty Senator shall be full-time faculty members.

2.3 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.

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

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

2.6 Faculty Senate representatives may serve only two consecutive terms.

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

2.8 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.

### Section 5. **Colorado Faculty Advisory Council (CFAC) Representation**

5.1 Colorado Mesa University is represented on the Colorado Faculty Advisory Council (CFAC) by one faculty member.

5.2 The CFAC is comprised of a faculty representative from each of the institutions of higher learning in Colorado. The council meets regularly to discuss matters pertaining to the Colorado Department of Higher Education and the Colorado Commission of Higher Education. The duties of the CFAC representative include attending these meetings, advocating on behalf of CMU, and reporting back to the Faculty Senate. If any meeting requires that the CFAC representative travels, all expenses related to travel, lodging, and per diem shall be covered by Faculty Senate funds.

5.3 Eligibility criteria for the CFAC representative shall be identical to those for election to the Faculty Senate. An eligible Faculty Member may serve simultaneously as the CFAC representative and the elected Faculty Senate representative of their constituency. The President of Faculty Senate shall solicit nominations for the CFAC representative. The Senators shall elect one of the nominees as the CFAC representative at the same time as the elections for Faculty Senate Officers.

5.4 The CFAC representative shall serve a three-year term beginning with the first Faculty Senate meeting of the fall semester. If the CFAC representative is not already a member of the Faculty Senate, they will be considered as a member of the Faculty Senate with full voting rights. Whenever the CFAC representative is also the elected Faculty Senate representative of their constituency, then the only limitations to their membership on the Faculty Senate are those applying to the position to which they were elected later.

5.5 The CFAC representative may serve a maximum of two consecutive terms as CFAC representative.

#### **ARTICLE IV: DUTIES AND RESPONSIBILITIES OF FACULTY SENATE**

##### **Section 1. Relationship with Faculty.**

1.1 The Faculty Senate represents, and speaks for, the faculty of Colorado Mesa University and CMU Tech 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 brought 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 Faculty. For the purposes of such a vote each CMU employee classified, at the time of the vote, as Tenure-Track Faculty, Clinical Faculty, Technical Faculty, Teaching Faculty, or Practice Faculty as defined in the CMU Handbook for Academic & Professional Staff may cast one vote. A majority vote in favor of the decision 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. Meetings.**

2.1 Formal notice of Faculty Senate meetings shall be required.

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

2.3 Meetings of the Faculty Senate shall be open.

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

## **ARTICLE V: 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, President-Elect, and Faculty Trustee.

### **Section 2. Election and Removal of Officers.**

2.1 Officers shall be members of the Colorado Mesa University 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 President-Elect.**

6.1 The President-Elect shall serve on the Executive Committee.

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

**ARTICLE VI: 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 University for a vote, all eligible faculty as defined in Article III, Section 2, 2.2 may vote, unless the members of the Senate decide otherwise.

**ARTICLE VII: COMMITTEES**

**Section 1. Standing Committees.**

The Faculty Senate system includes, in addition to Senate itself, Faculty Senate Standing Committees that report to the Faculty Senate.

The standing committees of the Faculty Senate are:

- Academic Policies
- Assessment
- Curriculum Committees: Graduate, Undergraduate, and CMU Tech
- Distinguished Faculty Award
- Faculty Policies
- Faculty Salary and Benefits
- Library Advisory
- Pre-Tenure and Promotion Review
- Sabbatical Leave

**Section 2. Membership and Eligibility.**

Membership requirements for the standing committees are contained in the *Policy and Procedures Manual for Faculty Senate Standing Committees*. Faculty Senators shall not serve on standing committees of the Senate. To be eligible for service on a standing committee, a candidate must be either: (a) a Tenure-Track Faculty member, or (b) a Clinical, Technical, Teaching, or Practice Faculty member who holds academic rank as defined in the CMU Handbook for Academic & Professional Staff.

Section 3. **Ad hoc Committees.**

The Faculty Senate has the authority to form additional ad hoc committees as it deems necessary.

**ARTICLE VIII: 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 vote of the Faculty. For the purposes of such a vote, each CMU employee classified, at the time of the vote, as Tenure-Track Faculty, Clinical Faculty, Technical Faculty, Teaching Faculty, or Practice Faculty according to the CMU Handbook for Academic & Professional Staff will be an eligible voter. Each eligible voter may cast one vote. The proposed amendment will be ratified if a majority of the votes are in favor provided at least fifty-one percent of the eligible voters cast a vote.