

## ARTICLE IV: THE FACULTY SENATE

### SECTION A: MEMBERSHIP

IV.A

Membership in the Faculty Senate shall be by election or by virtue of office. There shall be sixty-two Senators elected by and from the faculties of the degree-granting undergraduate colleges. If a non-senator is elected Secretary, the senate's membership is automatically increased by one voting member. *IV.D.2.b*). The faculty from University Libraries shall have representation based upon one elected representative for each twenty-five members or fraction thereof. Additionally, retired faculty shall have one representative elected by retired faculty. This representative shall have retired from a full-time, tenure track position at BGSU, shall have served at BGSU for at least five years, and shall be available for Faculty Senate meetings. The retired faculty representative shall have all rights and privileges pertaining to membership on the Faculty Senate.

*Ex officio* Senators shall be the President, VPAA, Vice President for Student Affairs (VPSA), two graduate students appointed by the GSS, six elected officers of the USG, and one of the elected officers of the Firelands student body. Additional *ex officio* seats in the Senate, up to a maximum of five, may be established upon the recommendation of the SEC and upon ratification by two-thirds of the total Senate membership. *Ex officio* members shall exercise full rights of debate and voting in the Senate; they shall not, however, be eligible for election to Senate standing committees or to Senate offices.

After two academic years of service as a probationary or tenured faculty member at BGSU, any faculty member (see Article II for definition of faculty member) shall be eligible to serve as an elected member of the Senate. The two academic years of service must have been completed at the time of taking office and not at the time of the election. *IV.B., IV.C., IV.D., and F., and Bylaws of the Faculty Senate F-K.*

### SECTION B: ELECTION PROCEDURES

IV.B

Nomination and election of Senators in each college or other unit shall be conducted by college councils or by special election officers elected by the tenured and probationary faculty members of the college or other unit. Only tenured and probationary faculty members shall be eligible to vote in Senate elections. The Secretary of the Senate shall review the election procedure of each college or unit after each election to certify adherence to the provisions of this Charter. The Secretary of the Senate shall conduct the election in units having no elected council or special election officers.

With regard to the retired faculty representative, the Secretary of the Senate shall first seek nominees from the retired faculty and then conduct an election. All faculty retired from a full-time tenure track position at BGSU shall be eligible to vote. Those with at least five years of service to BGSU shall also be eligible to be nominated. None of the above restrictions applicable to the nomination and election of senators from the undergraduate colleges shall apply.

The degree-granting undergraduate colleges shall handle nominations and election so that

1. each college shall be represented by a number of Senators in the same ratio to 62 as its total full-time faculty on contract was to the total faculty of all undergraduate colleges on September 1 of the preceding year;

2. each department and school unrepresented by continuing members of the Senate shall have at least one nominee for election to the Senate;
3. no department or school, when elections are completed, shall have more than one elected representative for each ten members of the department or school or fraction thereof. However, this rule shall be waived when the college fails to elect its allotted number of senators at its annual college election. Another college election with new nominees shall occur to fill the allotment. The new nominees may come from any department or school within that college.

#### SECTION C: SENATE AUTHORITY RESPONSIBILITIES AND FUNCTIONS

*IV.C*

Faculty Senate action is determined by those Senators present and voting. Faculty Senate action that frames University policy or standards, except Charter amendments, requires a two-thirds vote of those Senators present and legally entitled to vote, excluding blanks or abstentions for approval; actions of recommendation or advice require a majority vote of those Senators present and legally entitled to vote excluding blanks or abstentions. *IV.D.1*. After the waiting period specified under the faculty right to review Senate action, the Secretary of the Faculty Senate shall transmit actions of the Senate to the President. *IV.C.4, and XIII.B.2 and 4*. The President shall transmit policies and standards, together with a written opinion thereon, to the Board of Trustees for action as deemed necessary. Policy or advising actions shall be forwarded by the Secretary of the Faculty Senate to appropriate persons within the University. Responses to Senate recommendations shall be transmitted in writing to the Secretary of the Faculty Senate within a reasonable time.

##### 1. Policies and Standards Framing Authority of the Senate

*IV.C.1*

- a) It is essential to the character and mission of a mature university that the faculty have the primary authority and responsibility to develop, sustain, and enhance the intellectual quality and reputation of the institution and maintain its academic integrity. In accordance with this principle, the Senate, as the representative body of the faculty and subject to the faculty's right to review, advise, and consent as set forth in *IV.C.4 and XIII.B.3 and 4*, is obligated through its policy and standards framing authority and by other means to promote to the fullest extent possible
  - (1) a climate of academic freedom for all faculty;
  - (2) equity with regard to all substantive and procedural policies and standards pertaining to tenure, promotion in academic rank, work load, and salary distribution;
  - (3) an optimal learning environment throughout the University;
  - (4) the definition and establishment of standards and procedures of accountability concerning professional faculty ethics and responsibilities.
- b) The stature of a university is directly related to the quality of its faculty. The ability of a university to attract, develop, and retain a high quality faculty is dependent upon its economic policies and the quality of the working environment, as well as its academic policies. In accordance with this second principle, the Senate, as the representative body of the faculty, has the authority to frame policies that promote
  - (1) the general economic well-being of the faculty as a part of the optimum utilization of University resources;

- (2) optimal benefits for faculty and retirees from insurance programs and similar group programs, or subsidized benefit programs;
- (3) faculty leave programs, professional travel, or similar activities that promote professional growth;
- (4) the effective and efficient utilization of University resources, including faculty involvement in academic unit and University budgeting processes; and
- (5) a quality library, as well as quality instructional and research equipment, services, and facilities.

2. Recommending and Advising Functions of the Senate

*IV.C.2*

The Senate also has the power to offer recommendations and advice on any issue germane to the academic function of the institution and to the welfare of its faculty and students. In addition

- a) the Faculty Senate, through the SEC, is empowered to make the final determination as to the value and wisdom of studies and recommendations made on the request of a member of the administration or any full-time faculty member; and
- b) the Faculty Senate may recommend the recognizing and honoring of qualified recipients for honorary degrees.

3. Other Functions of the Senate

*IV.C.3*

- a) The Senate shall elect members to certain councils and committees, as specified in the appropriate sections of this Charter. *IV.F.1, 2, 3, 4, 5, 6, and 7, and IV.G.* Faculty members elected to all University standing and ad hoc committees shall be nominated by the Senate under the provisions of *V.B.1 and 2*. The Senate, through its Committee on Committees (Com/Com), shall appoint representatives to other committees and boards as requested.
- b) The Senate shall have primary responsibility for periodic critical review and amendment of this Charter as conditions and needs demand in accordance with the procedure set forth in *IV.F.7. and XIII.*
- c) The Senate shall retain authority over all academic policy and advising areas not specifically assigned elsewhere.
- d) The Senate shall review actions of the Council of Deans as specified in *VI.E.*

4. Faculty Right to Review Senate Action

*IV.C.4*

No action of the Senate shall be effective until fifteen class days after it has been distributed to the entire faculty by mail. Any action of the Senate may be called into review within fifteen class days of publication of the action, either by the President or by a petition for review signed by at least ten percent of the tenured and probationary faculty. The President's notice or the petition shall be filed with the Secretary of the Faculty Senate. When any action of the Senate has thus been called for review, such action shall be subject to possible repeal or amendment by the tenured and probationary faculty.

The Process shall be as follows:

- a) An ad hoc review committee, composed of three tenured or probationary faculty members, shall be established by the SEC within five class days after notice by the Secretary of the Faculty Senate.
- b) Within three class days after formation by the SEC, the ad hoc review committee shall notify the tenured and probationary faculty by mail of the review, procedures, and deadlines, and shall request pertinent information. Within fifteen class days after formation by the SEC, the ad hoc committee shall present all arguments to all tenured and probationary faculty either by mail or at a specially called meeting of the tenured and probationary faculty. The ad hoc committee shall be bound to present any argument that any faculty member desires presented, provided that the argument is presented in writing to the ad hoc committee within ten class days of the committee's formation.
- c) A minimum of thirty class days shall elapse after the ad hoc committee is formed before a vote on the issue shall be taken. The vote shall be by a signed, mail ballot of the tenured and probationary faculty, the ballots being counted by the ad hoc committee. By a majority of those voting, the tenured and probationary faculty may repeal Senate action or pass motions that the Senate has defeated, provided that this majority constitutes more than thirty-five percent of the tenured and probationary faculty.
- d) The Senate shall be bound by any faculty review of its actions. Once a review vote by the faculty has failed to endorse an action of the Senate, no issue with the same intent, spirit, or effect as the defeated issue shall be considered by the Senate for one year following the faculty vote. However, the issue may be resubmitted to the Faculty during this period at the request of two-thirds of the Faculty Senate.

#### SECTION D: SENATE MEETINGS, OFFICERS, AND PROCEDURES

IV.D

##### 1. Senate Meetings

IV.D.1

Regular meetings of the Senate shall be held monthly during the academic year. Special meetings of the Senate may be called with proper notification of the membership

- a) by a majority vote of the SEC; or
- b) by a written request directed to the Senate Chair from any ten faculty members, such written request to state explicitly the matter proposed for Senate consideration. Upon approval by a majority of the SEC, the matter proposed shall then become the first order of business at a special meeting of the Senate; without such approval, the matter proposed shall become an item of new business at the next regular meeting of the Senate.

Meetings of the Senate shall be presided over by the Senate Chair. In the absence of the Chair, the Vice-Chair shall preside. Except for the Order of Business, which shall be stated in the *Bylaws of the Faculty Senate, Bylaw A*, Senate proceedings shall be governed by *Robert's Rules of Order, Revised*.

At the beginning of the first session of summer school, the Senate Chair, in consultation with the other officers of the Senate, shall appoint a parliamentarian for a one-year term of office. The parliamentarian must be a faculty member as defined in *Article II.C* of the *Academic Charter* and must possess a demonstrated knowledge of parliamentary procedure. The duties of the parliamentarian are stated in the latest edition of *Robert's Rules of Order, Revised*.

A Senate quorum shall consist of one more than one-half of the total membership. Faculty Senate action that frames University policy or standards, except Charter amendments, requires two-thirds vote of those Senators present and legally entitled to vote, excluding blanks or abstentions, for approval; actions of recommendation or advice may be adopted by a simple majority of those Senators present and legally entitled to vote excluding blanks or abstentions *IV.C.*

2. Officers of the Senate

*IV.D.2*

a) Functions

The Officers of the Senate shall provide leadership to the faculty in all governance matters. They shall represent the faculty and the SEC as an interim body during the summer and any holiday breaks when action is immediately necessary. *IV.D.3.* They shall recommend to the SEC the agenda for Faculty Senate meetings. They shall be responsible for the operation of the Faculty Senate office and shall review the operating procedures at least annually.

In addition, each officer shall perform the duties specified for such office, as follows:

- (1) Chair. The Chair shall be the representative of the faculty to, and the faculty liaison with, the VPAA, the President, and the Board of Trustees.

The Chair shall monitor the work of all Senate committees, with the exception of Com/Com.

The Chair shall perform the usual duties of a Chair, including presiding at faculty meetings, the Faculty Senate, and the SEC, and arranging the Joint SEC/President meetings. *XIII.C. and D.* The Chair prepares jointly with the VPAA the agenda for the SEC/VPAA Joint Conference and has the authority to call a special meeting of the Conference. *IV.G.*

- (2) Vice-Chair/Chair-Elect. The Vice-Chair shall regularly review the minutes of the University standing committees and any ad hoc committees established by the SEC and bring to the attention of SEC any pertinent actions, highlighting the ongoing work of the committees as well as designating those committees that are to report at SEC and Faculty Senate meetings. In the event that a University Standing Committee has not met within the first four weeks of the fall semester, the Vice-Chair, at the request of the Com Com, shall convene the committee. During this meeting, committee members shall elect a chair, when necessary, review their charge, and establish a schedule of regular meeting times. *V.B.5.*

The Vice-Chair shall be the SEC liaison with Com/Com and shall work directly with Com/Com in performance of its duties. *IV.F.6.a).*

The Vice-Chair shall serve as Chair of the VPAA/SEC Joint Conference. *IV.G.* If the Chair is unavailable to preside at an SEC meeting or a Senate meeting, the Vice-Chair shall perform the duties of the Chair.

- (3) Secretary. The Secretary shall record minutes at meetings of the general faculty and SEC, as well as the Faculty Senate, joint meetings of SEC with the President or VPAA, the President's Panel, and similar faculty meetings, if other provisions are not made for recording of minutes. *II.D, III.B., IV.G., and XIII.C. and D.* The Secretary shall be responsible for preparation and

distribution of the minutes within ten class days following the meeting. *Faculty Senate Bylaws, Bylaw C.*

The Secretary shall be responsible for all correspondence necessitated by action of the Senate and all other meetings cited above. *IV.C.*

The Secretary shall oversee all University wide committee and Senate elections and conduct the elections for groups, such as the faculty of Instructional Support Services, that are constituted from more than one administrative unit. *IV.B.*

The Secretary shall keep attendance records of Senate meetings and notify the Senators within five class days of the second absence and possible loss of Senate seat. *Bylaws of the Faculty Senate, Bylaw H.*

The Secretary of the Faculty Senate shall preside at meetings of the VPAA/SEC Joint Conference in the absence of the Vice-Chair of the Senate. *IV.G.*

The Secretary of the Faculty Senate shall annually update the Benefits in Brief pages after consultation with the committees and offices charged with specification or administration of these benefits. *B-II.D.1.*

b) Election and Term of Office

- (1) The Officers of the Senate shall be elected from the Senate membership by the faculty members of the Senate. Each Officer shall serve for a one-year term, with the Vice-Chair becoming Chair of the Senate for the year following the year's service as Vice-Chair. Officers take office immediately following the spring commencement.
- (2) At the time of the annual election of the Senate Officers, each candidate shall be serving, or be newly elected to, a Senate term that has at least a year's duration from date of election to the office. Should the Senate membership of a Vice-Chair/Chair-Elect expire before he or she assumes the chair, his or her Senate membership shall automatically be extended for one year. This one-year term shall not be included in the allocation of Senate representatives, and Senate membership is automatically increased by one voting member.
- (3) The Secretary shall be eligible for re-election. If no Senator is willing to serve as Secretary, Com/Com shall propose a slate of nominees from the University faculty for balloting by the faculty members of the Senate. If a non-Senator is elected Secretary, the Senate's membership is automatically increased by one voting member, but this membership is not included in the allocation of Senate representatives.
- (4) Voting shall be conducted by secret and written ballot at a regularly scheduled meeting of the Faculty Senate. The votes for Vice-Chair/Chair-elect and Secretary shall be immediately tallied by the Committee on Committees. In the event of a tie vote for either position there shall immediately be one or several re-votes taken until one candidate has achieved a majority (50% plus 1) of the votes of all Faculty Senators present and eligible to vote. In the event where there are more than two candidates, resulting in a situation where no candidate receives a majority (50% plus 1) of the votes of all Faculty Senators present and eligible to vote, a run-off election shall

immediately be held between those two candidates that initially received the most votes.

- (5) In order to provide leadership in the Senate and carry out the duties of the offices, the Chair and Secretary shall be released half-time from normal duties in order to serve the Senate, and the Vice-Chair/Chair-Elect shall be released from the equivalent of three semester credit hours of normal duties. Negotiated compensation shall be made to the department(s) or school(s) for covering in appropriate manner the responsibilities of the Officers.

- (6) Provisions for vacancies among Senate Officers are made in the *Bylaws of the Faculty Senate, Bylaw E*.

### 3. Senate Business During the Summer

*IV.D.3*

During the summer, the Officers of the Senate may call the SEC into special session, and the SEC shall be empowered to call special meetings of the Senate during the summer when no provision is made for scheduled meetings. *IV.D.2.a*). Such meetings shall be called only to deal with unusual and unanticipated problems and situations. For the official transaction of business a quorum must be present.

When University Standing Committees are presented with urgent business during their summer recess, SEC will act on behalf of the committee in consultation with the committee's Chair and/or available members of the committee.

## SECTION E: ATTENDANCE AT SENATE MEETINGS

*IV.E*

Attendance at all Senate meetings shall be the responsibility of each Senator. A Senator may be absent no more than twice in one academic year for regularly scheduled meetings or no more than twice in one academic year for on-call or specially called meetings of the Senate. When absences of a Senator exceed the limitations stated in *Bylaw H*, SEC shall declare the seat vacant. Any Senator whose membership has been so terminated may appeal the ruling to the SEC within thirty calendar days and the SEC is authorized to issue attendance waivers for good cause.

An alternate, as designated by the Senator within the provisions of *Bylaw H*, shall have the full rights of discussion and voting.

Nonmembers of the Senate may participate in Senate meetings only by invitation of the Chair or the SEC, or by majority vote of the Senate, but such participation does not include voting privileges.

## SECTION F: COMMITTEES OF THE SENATE

*IV.F*

The business of the Senate shall be conducted largely through Senate standing and ad hoc committees. Faculty members of the Senate committees are elected by the faculty members of the Senate. Membership on a Senate committee, as a Senate representative, ceases with the termination of the Senate membership. Any standing committee of the Senate may appoint, on a short-term basis, subcommittees to help it in its gathering of information or deliberations. Such a subcommittee shall report to the committee that established it. Faculty, staff and students may be appointed as consultants to appropriate committees; those designated as consultants do not have voting privileges.

Attendance at all committee meetings is the responsibility of each member. A member may send a substitute to a meeting in order to avoid an absence. Committees shall establish attendance policies at the beginning of each academic year based on the following:

- a) For committees that plan to meet once a month or less during the academic year, two absences are permitted before a warning is sent by the Chair of the committee. After the third absence, the Chair shall declare the seat vacant.
- b) For committees that plan to meet two or three times a month during the academic year, four absences are permitted before a warning is sent by the Chair of the committee. After the fifth absence the Chair shall declare the seat vacant.
- c) For committees that plan to meet four or more times a month during the academic year, six absences are permitted before a warning is sent by the Chair. After the seventh absence the Chair shall declare the seat vacant.
- d) These rules shall not apply to *ex-officio* members of the standing committees.

When the seat is declared vacant, the Chair of the committee shall notify the affected member. The member shall have ten class days from receipt of the notice to appeal the decision of the Chair, based on the ground that one or more of the absences were excusable. The written appeal shall be filed with the Chair and shall state the reasons why the absences were excusable.

The committee shall decide whether to sustain or overturn the Chair's decision. If the committee supports the Chair's decision by a majority vote (excluding the Chair's and affected member's votes), the Chair shall inform the affected member and his or her dean, director, chair or supervisor and request a replacement from the appropriate constituent governance groups.

Com/Com shall appoint a faculty member who is eligible to be elected to serve in place of any elected faculty member who is unable to serve on a Senate standing committee for a period of at least one but no more than two semesters. If the vacancy exceeds a year, the remaining term of the membership shall be filled by election at the regular time of elections.

To establish a quorum for the purpose of conducting business, the committee must have in attendance a majority of those members who: (A) have been duly elected or appointed; (B) are qualified to serve and have begun serving by attending at least one meeting; and (C) have neither resigned nor been removed from the committee. The determination of whether a member has begun serving shall be made initially at the beginning of each academic year.

The Chair of a Faculty Senate standing committee shall be a current or a newly elected member of the committee excluding *ex officio* members of any member to whom the committee reports or renders advice. The committee (except SEC) elections for Chair or Vice Chair shall be held in April or May before commencement and after the election results to fill committee vacancies have been announced. Newly elected members shall begin their membership immediately after spring commencement. All members shall

have full voting rights.

1. Senate Executive Committee (SEC)

*IV.F.1*

a) Membership

The SEC shall be composed of twelve members:

- (1) The Chair, the Vice-Chair, and the Secretary of the Faculty Senate;
- (2) Seven Faculty Senators elected by and from the Faculty Senators for two-year terms, provided that each of the degree-granting undergraduate colleges and the graduate college are represented by at least one elected member and that three terms expire each year;
- (3) An Undergraduate student appointed by the USG; and
- (4) A Graduate student appointed by the GSS.

b) Functions

SEC shall

- (1) be responsible for the business of the Senate and receive reports and recommendations from Senate standing committees;
- (2) create at any time ad hoc committees to further the business of the Senate, determine their size and duties, and discharge said committees, the members of which shall be appointed by Com/Com without reference to Senate membership;
- (3) set the agenda for Faculty Senate meetings; participate in the SEC/VPAA joint conference; participate in the President/Joint Conference on charter interpretations/violations; review proposed charter amendments, and approve proposed editorial changes in the charter; *IV.G, XIII.A., C. and D.*
- (4) declare a seat vacant in Senate resulting from more than two absences as defined in *IV.E* or grant a waiver to a senator when good cause is shown for missing more than two regular Senate meetings or for missing more than two on-call or specially-called meetings; *IV.E.*

2. Committee on Academic Affairs (CAA)

*IV.F.2*

a) Membership

The CAA shall be composed of:

- (1) one faculty member from each undergraduate college, at least three of whom shall be Senators, elected for three-year staggered terms, one of whom shall be selected by CAA to serve as CAA Chair for one year (these faculty are exclusive of those named in (2) and (3) below);
- (2) one faculty representative from the Undergraduate Council selected by the Council for a two-year term;

- (3) one faculty representative from the Graduate Council selected by the Council for a two-year term;
- (4) one undergraduate student appointed by the USG for a one-year term, who may be reappointed;
- (5) one graduate student appointed by the GSS for a one-year term, who may be reappointed; and
- (6) the VPAA, who shall serve as an *ex officio* member with the right to vote.

b) Functions

The CAA shall:

- (1) Monitor all curricular and programmatic matters as well as all major changes in academic regulations and policies;
- (2) Review the actions of the Undergraduate and Graduate Councils (the CAA does not approve or reject any actions of the Undergraduate or Graduate Councils, but is a review and facilitating mechanism for the Faculty Senate regarding the actions of the two councils);
- (3) Recommend to SEC those actions that should be referred to the Faculty Senate for policy consideration;
- (4) Report regularly to the Faculty Senate on academic issues discussed and the actions recommended to SEC;
- (5) Be responsible for the formation of a statement of the academic priorities and objectives of the University which shall then be used in the process of planning and building the budget for the academic area of the University for the subsequent year;
- (6) Make recommendations regarding the calendar of the University;
- (7) Arbitrate disagreements over academic matters arising between Graduate and Undergraduate Councils or between colleges;
- (8) Conduct studies, upon request of Faculty Senate, and submit recommendations based on these studies for Senate consideration on subjects relating to the academic programs of the University;
- (9) Request, at its discretion, the Undergraduate and Graduate councils to make recommendations, which shall be advisory on any of the foregoing matters;
- (10) Review academic reconfiguration proposals according to *XIV-B&C*; and
- (11) Discuss each year with the President the annual evaluation of the VPAA. *VI.D.*

Academic matters may be brought to the Faculty Senate for discussion and action by either of the following procedures:

The CAA forward recommendations to the Chair of Faculty Senate, who, in conjunction with SEC, may decide to place them on the Senate agenda; or

the CAA may recommend any issue directly to the Senate with a written request for discussion and action signed by ten members of the Faculty Senate.

3. Committee on Faculty Welfare (FWC)

*IV.F.3*

a) Membership

The Committee on Faculty Welfare (FWC) shall be composed of seven faculty members elected by the faculty members of the Senate:

- (1) Seven faculty members, at least two of whom must be Senators;
- (2) All members to be elected for three-year terms in such manner that not more than two are from any one college and that not more than three terms expire simultaneously.

b) Functions

The FWC shall

- (1) review all policies in this charter relating to faculty welfare;
- (2) investigate and make studies of any matters affecting the general welfare of faculty members including those at Firelands College;
- (3) receive suggestions, initiate consideration, and make recommendations to the SEC on matters including, but not limited to, the following: the economic status, working environment and professional development of the faculty including a routine review, normally occurring every three, but no more than five years, of the analysis from the Office of Institutional Research regarding salary, tenure and promotion by gender; the withholding or revocation of faculty benefits; the quality of administrative services available to the faculty including those at Firelands College; and, any external or internal measures that appear to conflict with faculty welfare.

4. Committee on Faculty Personnel and Conciliation (FPCC)

*IV.F.4*

a) Powers

FPCC shall be empowered to resolve faculty disputes according to the conciliation and grievance procedures as set forth in B-I.E.:

- (1) dealing with general grievances;
- (2) dealing with revocation of tenure in B-I.C.;
- (3) dealing with the financial exigency plan in Appendix A;
- (4) dealing with unlawful discrimination and dealing with all other policies, including the drug-free workplace policy which affect the employment status of faculty.

b) Membership

- (1) The FPCC shall be composed of nineteen members:
    - (a) the immediate past chair of the FPCC;
    - (b) eighteen tenured faculty members, who need not be Senators, and who
      - (i) shall not be department Chairs or school Directors;
      - (ii) shall not have been either a grievant or respondent in a grievance before the Committee in the preceding three years;
      - (iii) shall not be either a grievant or respondent in a grievance while serving on the committee, and;
      - (iv) shall not be serving as an officer of the Faculty Senate.
  - (2) The eighteen faculty members shall be elected by the faculty members of the Senate for three-year terms in such manner that not more than six terms shall expire simultaneously.
- c) Organization
- (1) The FPCC shall have one standing subcommittee:
    - (a) The Executive Sub-committee (FPCC-EC) shall be composed of the FPCC chair, vice chair-elect, and the immediate past chair; the chair of FPCC shall serve as chair of FPCC-EC; members of the Executive Committee shall not be involved in the hearings or in the conciliation process.
    - (b) The Vice Chair/Chair-elect shall succeed the Chair in the event the FPCC Chair is no longer able to serve. Any vacancy in the position of Vice Chair/Chair-elect must be filled promptly by election among the members of the FPCC.
    - (c) If the position of immediate Past Chair is vacant, then the membership of the FPCC shall elect an at-large representative who shall assume all of the duties and responsibilities of the immediate Part Chair for the remainder of that term of office.
    - (d) The FPCC-EC must consist of three members in order to make procedural rulings. In the event that one of the members of the FPCC-EC reclude himself/herself from participation in a specific procedural ruling, then the membership of the FPCC shall elect a substitute to the FPCC-EC for such time as necessary to complete the procedural ruling in question.
  - (2) The Executive Sub-committee shall:
    - (a) appoint at least one member from the FPCC who has training or experience in conciliation for the purpose of attempting conciliation of each grievance; a second conciliator without experience may be appointed, and

when needed, experienced faculty who are non-FPCC members may be appointed;

- (b) appoint a trained and experienced chair and a trained assistant chair to the Board of Appeal from the membership of FPCC for each grievance; when needed experienced faculty who are non-FPCC members may be appointed;
- (c) appoint three members from the FPCC who are trained or experienced to serve as the Board of Inquiry and appoint the most experienced of these members to serve as chair of the board; when needed, experienced faculty who are non-FPCC members may be appointed;
- (d) conduct training sessions at the beginning of each academic year in order to train FPCC and FPCC members on how to conciliate and conduct the Boards of Inquiry and Boards of Appeal;
- (e) distribute and refine guidelines for conciliation and for hearings to be used for training of FPCC and FPCC and for guiding the parties to a grievance;
- (f) make an initial review of all petitions filed before the FPCC;
- (g) hear all concerns regarding individual grievances, except those occurring during the hearing;
- (h) consider all other matters regarding the functioning of the FPCC; and
- (i) forward reports of general deliberations of the FPCC-EC and FPCC to the SEC for disposition, and file reports with the SEC at the end of each summer, fall and spring term concerning the status of grievances being processed.

d) Functions

The FPCC shall

- (1) consider all concerns received to determine which shall go forward for conciliation and resolution;
- (2) consider faculty grievances concerning salary, retention, rank, tenure, professional practices, and personal relationships presented to it by dissatisfied faculty members, or on behalf of a faculty member by any member of the University community;
- (3) consider grave charges brought against individual faculty members by a department Chair, a school Director, an academic Dean, the VPAA, or the President in cases involving the withholding or the revocation of tenure;
- (4) consider charges brought against individual faculty members as a result of alleged infractions of University procedures and regulations; and

- (5) forward reports of general deliberations of the FPCC to the SEC for disposition and make recommendations concerning these grievances to the VPAA or other administrative officers.

e) Operations

- (1) The Executive Committee shall
  - (a) assign the Chair of the Hearing Board;
  - (b) make an initial review of all petitions filed before the FPCC;
  - (c) hear all motions made concerning individual cases;
  - (d) hear requests for hearings; and
  - (e) consider all other matters concerning the functioning of the FPCC as related to individual cases.
- (2) No faculty member shall be asked to serve on a Hearing Board more frequently than every three years. Either party to the case may challenge any members of the Hearing Board for good cause; the FPCC-EC shall decide each challenge on its merits and may disqualify any member. The Hearing Board shall then hear the case and report its findings to the VPAA or the President, who shall consider appropriate action.

5. Faculty Senate Budget Committee (FSBC)

*IV.F.5*

a) Membership

The FSBC shall be composed of nine members:

- (1) seven faculty members, who may or may not be Senators, elected for three-year terms by the faculty members of the Senate so that approximately one-third are new each year and with the following restrictions:
  - (a) membership shall be constituted so that faculty members are included from at least four undergraduate colleges or school or academic units, with not more than two faculty members from any single undergraduate college or autonomous academic unit;
  - (b) members shall also not be members of departmental, school, or collegiate operating budgets committees [CCOB or COBs]; and
  - (c) a member may serve no more than two successive terms; one academic year shall elapse after the second term before a faculty member shall again be eligible for service on FSBC;
- (2) two student members whose terms are recommended to be two years and selected as follows:
  - (a) one graduate student appointed by the GSS, and
  - (b) one undergraduate student appointed by the USG.

In nominating FSBC members, Com/Com shall seek, in consultation with the SEC, tenured faculty with a university wide viewpoint. Nominees shall be chosen from a variety of disciplines and must be willing to make substantial time commitments necessary for committee responsibilities.

b) Functions

The FSBC shall :

- (1) work with the University Budget Committee (UBC) in developing the annual operating budget and capital budget plans for the University and forward these plans to the President with supporting documentation as required;
- (2) annually review plans for future operating budgets and capital budgets;
- (3) obtain information from appropriate sources about budget concerns in each annual cycle through hearings or other techniques;
- (4) review resource impact analysis of academic program, unit and policy proposals prepared by the Vice President for Finance and Administration (VPFA) (the review and the impact analysis shall accompany any proposals as they are considered by the appropriate governance units in the approval process);
- (5) inform the Faculty Senate through periodic presentations about budget and planning issues and events; and
- (6) initiate, as required, or undertake at the request of the Senate, special budget studies which may include, but not be limited to, comparative trend analyses, effectiveness of budgeting and planning processes, etc.

6. Committee on Committees (Com/Com)

IV.F.6

a) Membership

Com/Com shall be composed of nine members:

- (1) five faculty Senators, elected for the three-year terms by the faculty members of the Senate from a slate of candidates prepared by the SEC in such a manner that:
  - (a) not more than two terms shall expire simultaneously;
  - (b) at least three degree-granting colleges are represented at any one time;
- (2) three student members:
  - (a) one graduate student appointed by the GSS; and
  - (b) two undergraduate students appointed by the USG.
- (3) the Vice-Chair of the Faculty Senate shall serve in an *ex officio* capacity as the SEC liaison with Com/Com.

b) Functions

Com/Com shall

- (1) prepare the slates of nominees for
  - (a) Senate Offices and Senate and University standing committees of the Senate except for the slate of five faculty members to be elected to Com/Com which SEC will prepare, *V.B.*; and
  - (b) Secretary to the Faculty Senate from University faculty in the event no Senator is willing to serve as Secretary. *IV.D.2b and V.B.*
- (2) appoint members of ad hoc committees established by the SEC and appoint representatives to other committees and boards as requested by the Chair of the Faculty Senate; *IV.C.3.a) and IV.F.1.b)(2)*
- (3) develop the composition, powers, functions, and duties for new or existing committees when deemed appropriate or when assigned the responsibility by the SEC. The composition, powers, functions, and duties of new or existing committees as proposed by Com/Com shall be approved by the SEC for Senate standing committees and by SEC and the President for University standing committees;
- (4) propose and/or review all changes in the composition, powers, functions and duties of Senate and University standing committees and forward the changes to the SEC and the President for approval; *V.B.5*
- (5) request a variance from the SEC if Com/Com cannot identify sufficient faculty willing to serve on a committee whose membership is designated in the charter; and
- (6) review the annual report and minutes of each university committee.
- (7) when it has been established that a University Standing Committee has not met within the first four weeks of the fall semester, request the Vice Chair of the Faculty Senate to call a meeting of the University Standing Committee and assist it to elect a chair, as appropriate, review the charge, and establish a schedule or regular meeting times.
- (8) if the previous steps have been taken and a University Standing Committee remain inactive, Com/Com shall make a recommendation regarding the discontinuance of the committee.

7. Committee on Amendments and Bylaws

*IV.F.7*

a) Membership

The committee on Amendments and Bylaws shall be composed of five members serving three-year terms:

- (1) three faculty Senators elected by the faculty members of the Senate; and

- (2) two faculty members, who may or may not be Senators, elected by the faculty members of the Senate.

b) Functions

The Committee shall

- (1) receive and/or initiate proposed amendments to the Charter or its Bylaws and report such proposed amendments affirmatively, negatively, or without comment to the Faculty Senate. In the case of a proposed amendment not initiated by the Committee, it shall be the duty of the Committee to word the proposed amendment so that it is consistent with the Charter, but does not alter the intent of the proposal; and
- (2) receive and/or initiate proposed editorial changes to the charter and report such changes affirmatively, negatively, or without comment to the SEC, which acts upon them; and
- (3) receive interpretations of the charter and incorporate the interpretations into the charter consistent with the language of the Charter, and forward such proposals to the Faculty Senate, following the procedures outlined above. *XIII.A.1 and 2 and XIII.C.*

8. Committee on Professional Affairs (CPA)

*IV.F.8*

a) Membership

- (1) The Committee on Professional Affairs shall be composed of twelve members. Six members shall be elected by the Faculty Senate to serve staggered three-year terms. Two members shall be appointed for one-year terms by the Senate Executive Committee. One member within his/her first four years at BGSU shall be appointed for a one-year term by Com/Com. There shall be one member selected by the Undergraduate Student Government and one member selected by the Graduate Student Senate. There shall be one additional, ex officio, nonvoting member appointed by the president to come from the administration. Finally, a nonvoting representative shall be invited from each of the following organizations: Administrative Staff Council, Classified Staff Council, and the BGSU Retirees Association. In addition:
  - (a) at least one newly elected member shall be a faculty senator,  
and
  - (b) at no time shall there be more than two members who are faculty members from any given academic unit.

b) Functions

The purpose of the Committee on Professional Affairs is to focus on issues external to the University that affect the profession of teaching and research, and the value and mission of higher education in society. Specifically, the CPA shall:

- (1) Perform an advisory function to the Faculty Senate about important developments related to the professional role of educators in society, at the local, state, and national level.

- (2) Perform an educational role to the faculty and to the university community at large about professional issues that affect educators.
- (3) Advise and assist the Faculty Senate with media and governmental affairs relationships.
- (4) Work cooperatively with the administration and other campus constituency groups to conduct outreach to the general public and to local, state, and national officials on behalf of higher education.
- (5) Initiate studies, or conduct studies at the request of the Faculty Senate, on issues relevant to professional affairs.
- (6) Receive suggestions or requests, initiate consideration, and make recommendations to the SEC on issues relevant to professional affairs.

#### SECTION G: THE VPAA/SEC JOINT CONFERENCE

*IV.G*

##### 1. Membership

The VPAA/SEC Joint Conference shall be composed of thirteen members:

- a) the VPAA, and
- b) the members of the SEC.

##### 2. Organization

- a) The Vice-Chair of the Faculty Senate shall serve as the Chair of the Joint Conference;
- b) The Secretary of the Faculty Senate shall preside at meetings of the Conference in the absence of the Vice-Chair of the Senate;
- c) The Chair of the Faculty Senate and the VPAA shall share responsibility for planning the agenda of the meetings, and either the Chair of the Faculty Senate or the VPAA may call a special meeting of the Conference; and
- d) The Conference shall meet monthly during the academic year.

##### 3. Functions

The Joint Conference shall serve as a forum for the informal exchange of views and opinions on current or long-range issues related to the welfare of the University and as an informal board for the exchange of opinion and guidelines and procedures for administrative implementation of University policies designated in *Article IV* of this charter as within the province of the Faculty Senate. Either the SEC or the VPAA may invite other persons to attend when their participation can make substantive contributions to the discussions of the Joint Conference.