

# Kennesaw State University Bylaws

20<sup>th</sup> March, 2015

## **A. Faculty Senate.** (advisory to the Provost/VPAA and the university President)

The primary functions of the Faculty Senate are to facilitate faculty participation in the establishment of university policies for the benefit and welfare of the institution, to inquire into any matters that have implications for the academic development and functioning of the university and to make recommendations concerning such matters, and to be a channel of communications between and among the faculty and the university President, Provost and Vice President of Academic Affairs, and other persons and bodies.

### **1. Membership**

The composition of the Faculty Senate is determined as follows.

- a. Senators will serve a three year term. During each spring semester, or as needed if vacancies arise, each instructional department elects one Senator who is a member of the corps of instruction—i.e., lecturer, senior lecturer, instructor, assistant professor, associate professor, and professor or duly certified librarian—who does not have ex officio faculty status as a result of an appointment to an administrative office., (see BoR Policy Manual, §3.2.1.3). No one who has accepted an administrative appointment that requires 50% or more administrative duties may serve as a department's Senator.
- b. Eligibility to participate in elections of the department's Senator is restricted to the full-time tenure-track, non tenure-track, and temporary faculty of the department, excluding the department chair.
- c. The department's senator is elected for a three-year term. Terms of service on the Faculty Senate begin the fall semester after election and end the spring semester.

Changes to rules for membership of the Faculty Senate are determined by the Faculty Senate. The membership may be altered by the Senate's elected membership in consultation with the university President or the administrator designated by the university President.

### **2. Faculty Senate Agenda**

The Faculty Senate Executive Committee determines the agenda of the Faculty Senate. The Faculty Senate President may add items to the agenda, as necessary, as a matter of discretion. Faculty who have an item that they would like to be considered in Faculty Senate should contact their senator. The senate representative will submit the item to the Faculty Senate Executive Committee to be considered as a potential item for the Faculty Senate agenda. Any member of the university community who is not represented by a faculty senator should contact the President of Faculty Senate or other members of the Faculty Senate Executive Committee with proposals to be considered for the Faculty Senate's agenda. A majority of senate representatives may also add an item to the Faculty Senate agenda.

### **3. Faculty Senate Officers and Membership of the Faculty Senate Executive Committee**

The Faculty Senate Executive Committee (FSEC) sets the agenda for the Faculty Senate meetings and serves as the Faculty Senate itself when Senators are not in service, such as during summer terms or during campus closures or during an emergency. All Faculty Senate officers must be a member of the teaching faculty who does not have ex officio status as an administrator. The Faculty Senate Executive Committee is comprised of:

- Past President
- President
- Vice President/President-elect
- Secretary
- One at large member Marietta campus
- One at large member Kennesaw campus

#### a. Faculty Senate President

- i. The Faculty Senate Vice President/President-elect becomes the Faculty Senate President beginning immediately upon the election of a new Faculty Senate Vice President/President-elect. The Faculty Senate President serves a one-year term without regard to the length of time remaining in his or her original term of office as a department representative.
- ii. No later than the last meeting of the Senate in the spring semester, the Faculty Senate shall elect a Faculty Senate President by a majority vote in the event the President-elect is unable to serve. In the event the Faculty Senate President is unable to serve during the term for this office, the President-elect will finish the term and complete the next one-year term as Faculty Senate President. In the event both the Faculty Senate President and the President-elect are unable to serve, then the remaining members of the FSEC will appoint an interim Faculty Senate President from among their rank and immediately call for new elections to finish the vacant terms of office. In the event a member of the FSEC is unable to serve, the Faculty Senate president or FSEC will appoint a Senator to fill the vacancy.
- iii. The Faculty Senate President shall be the presiding officer of the Senate. In the President's absence, the Vice President/President-elect shall preside.
- iv. The Faculty Senate President chairs the Faculty Senate Executive Committee.
- v. The Faculty Senate President writes the Senate's annual report, which is submitted to the university and the university President on or about July 1 of each year. The Faculty Senate President also provides a general summary of Faculty Senate meetings to the faculty at large no later than

20 days following each Faculty Senate meeting.

- vii. The Faculty Senate President sets the dates and times of the Faculty Senate and FSEC meetings. The Faculty Senate President may call a special meeting of the Faculty Senate Executive Committee and/or a special Faculty Senate meeting.

b. Faculty Senate Vice President/President-elect

- i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Vice President/President-elect shall be elected from among current Senators.
- ii. The Faculty Senate Vice President/President-elect shall serve a three-year term: one year as the Faculty Senate Vice President/President-elect and then one year as the Faculty Senate President, and one year as Past President. The Senator elected to become the Faculty Senate Vice President/President-elect shall complete the three-year term provided for this office without regard to the length of time remaining in the Senator's original term of office as a department representative.
- iii. In the absence of the Faculty Senate President, the Faculty Senate Vice President/President-elect shall assume the duties of the presiding officer.
- iv. The Faculty Senate Vice President/President-elect shall maintain the official membership list of the Faculty Senate, Staff Council, and the various standing committees (both ad hoc and permanent).
- v. The Faculty Senate Vice President/President-elect shall ensure the most recent annual reports of standings committees are posted on the Faculty Senate website by the 1<sup>st</sup> July.
- vi. The Faculty Senate Vice President/President-elect assists the Faculty Senate President to ensure the Faculty Senate website is current.
- vii. The Faculty Senate Vice President/President-elect chairs the committee on committees to fill vacancies on standing committees.

c. Faculty Senate Secretary

- i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Secretary shall be elected from among the current Senators.
- ii. The Faculty Senate Secretary shall serve a one-year term beginning immediately upon election. The Senator elected to become the Faculty Senate Secretary shall complete the one-year term provided for this office without regard to the length of time remaining in the Senator's original term of office as a department representative.
- iii. The Faculty Senate Secretary takes and distributes the unapproved minutes of Faculty Senate meetings within two weeks of each meeting. The Secretary is also responsible for posting the minutes to the Faculty Senate website. Senate absences should be highlighted and listed prominently in each set of minutes.

d. At Large Members

- i. No later than the last meeting of the Faculty Senate in the spring semester, two at large members of will be elected from among the current Senators. One at large member will represent the Marietta campus and the second will represent the Kennesaw campus.
- ii. The Faculty Senate at large members shall serve a one-year term beginning immediately upon election. The Senators elected to become the Faculty Senate at large Members shall complete the one-year term provided for this office without regard to the length of time remaining in the Senator's original term of office as a department representative.
- iii. The Faculty Senate at large Members will assume ad hoc responsibilities.

**4. Liaisons**

- a. Faculty Senate Liaison to Staff Council
  - i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Liaison to Staff Council shall be elected.
  - ii. The Faculty Senate Liaison to Staff Council shall attend meetings of the Staff Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
  - iii. The Faculty Senate Liaison to Staff Council shall participate in Staff Council meetings as an ex officio member.
  
- b. Faculty Senate Liaison to Student Government Association
  - i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Liaison to Student Government Association shall be elected.
  - ii. The Faculty Senate Liaison to Student Government Association shall attend meetings of the Student Government Association and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
  - iii. The Faculty Senate Liaison to Student Government Association shall participate in Student Government Association meetings as an ex officio member
  
- c. Faculty Senate Liaison to Part-Time Faculty Council
  - i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Liaison to Part-Time Faculty Council shall be elected.
  - ii. The Faculty Senate Liaison to Part-Time Faculty Council shall attend meetings of the Part-Time Faculty Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
  - iii. The Faculty Senate Liaison to Part-Time Faculty Council shall participate in the Part-Time Faculty Council meetings as an ex officio member.

d. Faculty Senate Liaison to University System of Georgia Faculty Council

- i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Liaison to the University System of Georgia Faculty Council shall be elected.
- ii. The Faculty Senate Liaison to the University System of Georgia Faculty Council shall attend meetings of the University System of Georgia Faculty Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
- iii. The Faculty Senate Liaison to University System of Georgia Faculty Council shall participate in University System of Georgia Faculty Council meetings as the representative of the university's vote in that body.
- iv. The university's vote in University System of Georgia Faculty Council shall be cast according to the advice of the Faculty Senate Executive Committee.

e. Faculty Senate Liaison to Policy Process Council

- i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Liaison to the Policy Process Council shall be elected.
- ii. The Faculty Senate Liaison to the Policy Process Council shall attend meetings of the Policy Process Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
- iii. The Faculty Senate Liaison to the Policy Process Council shall participate in the Policy Process Council meetings as an ex officio member.

f. Faculty Senate Liaison to Chairs and Directors Assembly

- i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Liaison to the Chairs and Directors Assembly shall be elected.
- ii. The Faculty Senate Liaison to the Chairs & Directors Council shall attend meetings of the Chairs & Directors Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of the Faculty Senate meetings.
- iii. The Faculty Senate Liaison to the Chairs & Directors Council shall participate in the Chairs & Directors Council as an ex officio member.
- iv. The Faculty Senate Liaison to the Chairs & Directors Council shall provide the chair of the Chairs & Directors Council a copy of the Faculty Senate Agenda as soon as it is available to ensure the members of the Chairs & Directors Council are informed of the activities of the Faculty Senate.

e. Faculty Senate Liaison to the Deans Council

- i. No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Liaison to the Deans shall be elected.
- ii. The Faculty Senate Liaison to the Deans Council shall attend meetings of the Deans Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of the Faculty Senate meetings.
- iii. The Faculty Senate Liaison to the Deans Council shall participate in the Deans Council as an ex officio member.
- iv. The Faculty Senate Liaison to the Deans Council shall provide the chair of the Deans Council a copy of the Faculty Senate Agenda as soon as it is available to ensure the members of the Deans Council are informed of the activities of the Faculty Senate.

**a. Rules of Order**

Robert's Rules of Order shall govern the Faculty Senate meetings. The Faculty Senate may create (consistent with this university handbook) bylaws that supersede Robert's Rules of Order. A quorum is defined as 50% of elected senators must be in attendance. Senators are expected to make every effort to attend meetings to provide adequate representation for their constituents. Absences will be recorded and highlighted in the distribution of the minutes.

The Faculty Senate president may allow and preside over informal discussions on the floor pertinent to the imminent offering of formal motions. Speakers must first be recognized by the Faculty Senate president. Upon recognition, the speaker should identify him or herself by name and the constituency he or she represents."

Each year a Parliamentarian shall be elected from among the faculty senators to serve a one-year renewable term.

**b. Voting**

Only members of the Faculty Senate may vote in the Faculty Senate. If a senator is unable to attend a meeting, the senator may appoint a proxy.

**c. Amending the Bylaws**

- i. Proposed amendments to the bylaws must be submitted in writing to the President of the Faculty Senate and must be included on the agenda of at least two Faculty meetings prior to a vote.
- ii. To gain approval, a proposed amendment must be approved by a two-thirds vote of Senators present.