

CHICAGO STATE UNIVERSITY CONSTITUTION OF THE FACULTY SENATE

The Constitution of the Faculty Senate shall provide a means for the faculty to discharge its responsibilities with respect to University governance and the development of policies affecting the welfare of the University.

ARTICLE I PURPOSE

All matters affecting the academic functions of the University and the general welfare of the University are necessary concerns of the Senate. Except where otherwise specified in the latest edition of the Illinois Compiled Statutes, or the Governing Policies and Regulations of the Board of Trustees, or any Agreement between the University and the University Professionals of Illinois, the Senate may initiate and consider matters affecting said welfare. In particular, the Senate shall focus on, but not be limited to such academic concerns as admissions, academic standards, curriculum and evolving programs. In the pursuit of shared governance, the Senate believes that faculty possess primary responsibility and authority for reaching decisions in our areas of expertise, namely, curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

To accomplish these goals, the Senate shall:

- 1) Develop and recommend policies for continuous curricular development and improvement,
- 2) Develop and recommend policies for use and integration of technology
- 3) Develop and recommend policies for the library and the acquisition or use of various learning aids,
- 4) Develop and recommend policies to be employed in the effective recruitment and selection of academic personnel,
- 5) Develop and recommend policies in connection with all intercollegiate programs,
- 6) Develop and recommend policies in the area of student academic advisement, counseling, and general student welfare,
- 7) Develop and recommend policies dealing with recruitment, admission, retention, and graduation standards for undergraduate and graduate students,
- 8) Participate in the selection of Faculty Senate committees,
- 9) Participate in the formation plans for developing and utilizing the physical facilities of the University,
- 10) Monitoring and evaluation of University adherence to generally accepted principles of shared governance,
- 11) Provide for Faculty Senate representation in the preparation of University budgets,
- 12) Participate in selection of faculty members to university-wide committees

- 13) Participate in discussion and make recommendations on any subject which affects the welfare of the University.

ARTICLE II MEMBERSHIP

1) Qualifications

- a) Elected Senators shall have been Unit A faculty members who have completed their first probationary year prior to the term in which the election is held.
- b) For departments which do not have any faculty who have reached past their 1st year probationary may elect faculty who meet these criteria, exceptions may be made for 1st year Unit A faculty to serve as the department senator with the approval of the department.

2) Representation

- a) Each academic department shall elect a minimum of one (1) member to the Faculty Senate. A department with more than seven (7) faculty members is entitled to one (1) (not obligated) additional Senator.
 - i) Each department shall also elect an Alternate to the Faculty Senate, who shall possess no voting right. The Alternate shall fulfill the term of the elected Senator who cannot fulfill his or her service obligations.
 - ii) An Alternate may assume the role of Senator for a Senator taking leave for under one academic year. Upon return of the elected Senator, the Alternate returns to Alternate Senator status, and the elected Senator returns to full voting rights as a Senator.
- b) The election results shall be submitted to the Rules and Operations Committee by April 1 of each academic year.
- c) For Departments which qualify for two (2) Senators, multi-disciplinary representation is highly advised to ensure equitable representation.
- d) To ensure continuity of representation, terms of senators shall be staggered in accordance with Appendix A of the Faculty Senate By-Laws.

3) Ratification of membership

- a) Senate membership shall be ratified by the Rules and Operations Committee.
- b) The Rules and Operations Committee will provide a listing of members to the Executive Committee.

ARTICLE III FACULTY

- 1) Faculty members, for the purposes of the Faculty Senate, are defined as those who are Unit A faculty who hold the rank of assistant professor, associate professor, or professor, exclusive of department chairs, and of those who have their primary appointment in an academic department, in Library and Instruction Services, or in the Counseling Center.

- a) A duly elected Senator who is assigned primary duties as an Acting Chair may continue service as a senator for no more than one academic year.
 - b) Departments are encouraged to hold a new election as soon as possible to replace A Senator with reassigned primary duties.
- 2) Only faculty as described in Article II, Section 1 are eligible to vote for the election of Senators and in other elections conducted by the Faculty Senate.

ARTICLE IV OFFICERS

- 1) The Executive Office of the Senate shall consist of President, Vice President, Recording Secretary, and Corresponding Secretary.
- 2) The Executive Committee of the Senate shall also consist of the President, Vice President, Recording Secretary, and Corresponding Secretary.
- 3) The Executive Committee of Faculty Senate shall ensure that a reapportionment review of the Faculty Senate be conducted by the Rules and Operations Committee every three (3) years. See Appendix A in the Faculty Senate By-Laws for a list of departments.
- 4) Vacancies in the Executive Office of the Faculty Senate shall be filled by election at a subsequent Faculty Senate meeting following the vacancy.
- 5) Until an election has been conducted, the longest serving senators (who may seek the vacated positions in the upcoming election) will fulfill the functions of the vacated positions until an election can be conducted by the Rules and Operations Committee.
- 6) Upon the written request by more that 33% of the members of the Faculty Senate for the removal of an officer, the President of the Senate shall convene the Faculty Senate and summon the officer in question. The officer shall have the right to provide evidence in his or her defense. The decision shall be reached by a 66% majority of the members present at a hearing, conducted and facilitated by the Rules and Operations Committee.
- 7) The Executive Committee shall represent the Faculty Senate during the period between meetings.
 - a) On issues of an emergency nature and when the Faculty Senate is not in session, the Executive Committee has the authority to act on behalf of the body.
 - b) Actions taken by the Executive Committee shall be ratified or rescinded by the Senate at the next scheduled meeting.

ARTICLE V MEETINGS

- 1) The Senate shall schedule regular monthly meetings during the academic year.
- 2) The Provost or designated representative shall report to the Senate at each of the Senate meetings. The Senate may request the presence of any administrator when the need arises for additional information.

- 3) Special meetings may be called by the President with the approval of the Executive Committee or shall be called upon the written request of 10% of the Senators.
- 4) A simple majority (50% + 1) of the membership shall constitute a quorum of the Senate and of its committees. Any voting member may Motion for quorum call without standing on the floor (at any time). The Recording Secretary will conduct a roll call to determine if a quorum exists. Otherwise, a quorum will be assumed to exist to allow business to be conducted.
- 5) Minutes of the meetings shall be promptly distributed by the Executive Committee to the faculty and Provost, posted on the Faculty Senate website, and filed in the University Archives.
- 6) Meetings of the Senate shall be open unless otherwise restricted by the body. With the consent of the body, non-members may participate in Senate discussions.
- 7) All actions by the Senate shall be subject to the provisions of referendum provided in Article VI of the Constitution.
- 8) Only duly elected Senators as described in Article II are eligible to vote on Senate matters.

ARTICLE VI REFERENDUM

- 1) Any action of the Senate may be subject to referendum.
 - a) Refenda may occur upon presentation of a petition signed by 10% or more of the eligible Unit A faculty.
 - b) A simple majority vote of the Senate may initiate a referendum.
- 2) All petitions for referendum must include the precise language to appear on the ballot to be used in each referendum.
- 3) A request for referendum shall be submitted to the President of the Senate who shall convene the Executive Committee of the Faculty Senate within thirty (30) business days from the date of receipt. A valid request for a referendum suspends all pending actions.
- 4) The Faculty Senate Rules and Operations Committee shall conduct the referendum by sending the ballot to eligible faculty within fifteen (15) days of receipt of the petition from the Senate President. Electronic balloting is allowed.
- 5) The Senate shall abide by the results of the referendum.

ARTICLE VII GENERAL ASSEMBLY

- 1) A general assembly of the faculty shall be called
 - a) by the President of the Senate upon a simple majority vote of the Senate,
 - b) upon written request signed by 10% of eligible faculty,

- c) by the President of the University.

ARTICLE VIII PARLIAMENTARY AUTHORITY

- 1) The most current edition of Robert's Rules of Order shall govern the meetings of the Senate and its committees in all cases to which they are applicable, and in which they are not inconsistent with this Constitution, the Bylaws, and any special rules of order the Faculty Senate or its committees may adopt.
- 2) In August of each academic year ahead of the first meeting, the Rules and Operations will call for a vote to select a faculty member who is not a Senator to serve in the role of Parliamentarian to advise on rules and matters of procedure.
 - a) The Faculty Senate shall abide by all rulings of the Parliamentarian on rules of order
 - b) The Parliamentarian shall act as facilitator for the bylaws, manage meetings, and mentor all members of the Faculty Senate on parliamentary procedures.

ARTICLE IX AMENDMENTS TO THE CONSTITUTION

- 1) Proposed amendments shall be presented in writing to Faculty Senate at least two weeks in advance of a scheduled meeting.
 - a) Approval by more than 66% of the Senators shall be required for submission to the University faculty for consideration.
 - b) After approval by the Faculty Senate, voting by the faculty as described in Article III shall be by ballot or electronically. Approval by more than 66% majority of the ballots returned shall be required for passage.
- 2) Following passage by the Senate, each amendment shall be forwarded to the President and Board of Trustees for review.

ARTICLE X REVIEW

The Shared Governance and Rules & Operations Committees of the Faculty Senate shall conduct a review of the Constitution no later than three (3) years after the adoption of this Constitution. The review shall determine the necessity for changes in language, minor modifications or changes in procedure.

ARTICLE XI RATIFICATION

Ratification shall follow the same procedure as for amendments to the Constitution as set forth in Article IX.

The Constitution shall become effective upon Senate ratification and submitted to the President and Board of Trustees for review.

CHICAGO STATE UNIVERSITY BYLAWS OF THE FACULTY SENATE

ARTICLE I MEMBERSHIP

- 1) Election of Members
 - a) Each academic unit which has a Senator whose term is ending that academic year shall elect its Senator(s) and Alternate Senator by ballot when instructed by the Rules and Operations Committee between February 1 and March 31.
 - b) units shall report election results to the ROC no later than April 1.
 - c) Notification of expiring Senator terms shall be communicated in February by the Rules and Operations Committee.
- 2) The term of office for a Senator shall begin on August 16th. The term of office for a Senator shall be three (3) years.
 - a) Incumbent Senators are eligible for re-election.
 - b) To encourage Senate continuity, membership should be staggered with one-third of the membership elected each year.
 - c) The Rules & Operations Committee shall review the Unit A faculty list every three (3) years or as needed due to departmental reorganization. The Rules & Operations Committee shall conduct this review prior to departmental notification of requirement of elections.

ARTICLE II SENATE OFFICERS

- 1) Senate Officers include the President, Vice-President, Corresponding Secretary, and Recording Secretary. Each will serve a two-year term. Officers are eligible for re-election.
 - a) The Rules and Operations Committee shall conduct the election process.
 - b) Nominations for officers shall be sought during the April meeting. Elections of officers shall be held during the regularly scheduled May meeting of the Senate.
 - c) Election of officers shall be by ballot or electronically of the voting members of the Senate.
 - i) To become an officer, a member shall receive 50 % +1 of the votes cast from eligible senators.
 - ii) If no candidate meets the criteria to become an officer, a run-off will immediately occur between the two candidates who had the highest number of votes.

- 2) The President of the Faculty Senate or another designated member of the Executive Committee shall serve as a faculty representative to the Provost and to the President of the University.
 - a) Meetings shall occur between the President of Faculty Senate and the Provost on a regular basis.
 - b) Meetings shall occur between the President of Faculty Senate and the President of the University on a regular basis.
 - c) This service includes attending Provost's Council and President's Executive Committee and reporting to the Senate on matters appropriate for the Senate's consideration or review.

ARTICLE III AMENDMENTS

- 1) Amendments to the Bylaws may be presented in writing by any member of the Senate with the written support of not less than 50%+ 1 of the Senate census number for the academic year.
- 2) The Senate shall act on the proposed amendment at the next regular meeting following the one at which the amendment was presented.
- 3) Amendments to the Bylaws shall be effective upon approval by at least 66% of the total membership of the Senate.

ARTICLE IV SENATE COMMITTEES

- 1) The Faculty Senate may create such standing to exercise its powers and responsibilities.
- 2) An Ad Hoc Committee may form up to 2 years though they are typically required to report to each meeting their progress and their scope has a singular and focused purpose
- 3) The Faculty Senate shall determine the powers, duties, and organization of each committee in concert with Constitution and ByLaws and approved bylaws of each committee.
- 4) Each elected senator shall serve on a Senate committee.
- 5) The general functions of all Senate committees shall be to:
 - a) Submit bylaws to the Rules and Operations Committee for approval.
 - b) Develop recommendations for consideration by the Faculty Senate and review University policies and their administration.
 - c) Serve in an advisory capacity on faculty matters to administrative personnel, including the President of the University, upon request.
 - d) Shall keep written minutes of all meetings. Minutes must be submitted to the Faculty Senate designated archives.

- e) Report proposals referred by the Faculty Senate in that committee's official minutes.
 - i) The standing committee of the Senate shall indicate its response via approval, rejection, or a lack of action on a proposal or recommendation by the next regularly scheduled Faculty Senate meeting.
 - ii) A proposal, which is not returned by the next regularly scheduled Faculty Senate meeting and for which there is no communication from the committee to the originator, shall be taken up by the Faculty Senate for final consideration.
- f) Meet at least once once per semester.
- g) Report to the Senate as needed.
- 6) The following shall be considered Standing Committees of the Senate and must be chaired by a Senator:
 - a) Academic & Student Affairs Committee
 - b) Executive Committee
 - c) Rules & Operations Committee
 - d) Shared Governance Committee
- 7) The following shall be considered Standing Committees of the Senate and may be chaired by a Senator or by a non-Senator faculty member who is approved by the Senate:
 - a) Board of Athletic Advisers
 - b) Buildings and Grounds Committee
 - c) Library Committee
 - d) Social Committee
 - e) Summer Committee
 - f) University Curriculum Coordinating Committee
 - g) Technology Committee
- 8) Committee membership
 - a) Membership for the standing committees, except for the Executive and the Rules and Operations Committees, shall be selected from the faculty in the following manner:
 - i) Annually, the Executive Committee shall invite the faculty to request membership on committees.
 - ii) The Executive Committee shall appoint members to the committees observing that:

- (1) Each committee should attempt to include a representative from each college.
- (2) Each committee shall include at least one member of the Faculty Senate.
- (3) Each committee should include the appropriate administrative officer. This designated representative shall serve without voting privileges.
- (4) Each committee shall elect its own Chair and Secretary.
- (5) The term of office for members of the standing committees shall be no more than three (3) years with committee members eligible for reappointment.

9) Functions of Committees

- a) The Academic & Student Affairs Committee shall develop and recommend policies concerning admissions, retention, student support and other curricular functions not covered by other Senate committees.
- b) The Board of Athletic Advisers shall:
 - i) Develop and recommend athletic policies and advise the Director of Athletics regarding the administration of such policies,
 - ii) Monitor compliance with academic and other standards set down by the University or any other governing body as pertains to student athletics,
 - (1) Promote the use of athletic facilities,
 - (2) Make recommendations to the Senate regarding the appointment of the Faculty Athletics Representative.
- c) The Buildings and Grounds Committee shall:
 - i) Recommend policy concerning construction, maintenance, safety, and space utilization of University structures,
 - ii) Advise the Senate regarding campus development,
- d) The University Curriculum Coordinating Committee shall:
 - i) Make recommendations to the Faculty Senate and other appropriate bodies where required regarding the change, addition or deletion of academic program requirements for all academic majors, minors, options, or certificate programs offered by the University,
 - ii) Advise the Senate regarding curriculum matters.
- e) The Executive Committee shall:

- i) Coordinate the membership of Senate Committees.
 - ii) Act for the Faculty Senate between regular meetings and report such actions to the Faculty Senate for action at the discretion of the body in accordance with the Senate Constitution Article IV, Section 8.
 - iii) Maintain and distribute Faculty Senate meeting minutes.
 - iv) Suggest membership on university committees as requested by administration.
- f) The Library Committee shall:
- i) Participate in the formulation of all relevant faculty related library policies
 - (1) Report to the Senate with recommendations for support of said policies.
 - (2) Act as the liaison between the University faculty and the Dean of the Library.
- g) The Rules and Operations Committee shall:
- i) Conduct all elections for which the Senate is responsible,
 - ii) Review and approve all committee bylaws and submit the approved committee bylaws to the Executive Committee,
 - iii) Maintain a calendar of Senate elections with deadline dates and results announcements,
 - iv) Approve bylaws of standing committees.
 - v) Conduct a reapportionment review every three (3) years during the Spring semester or as necessary in accordance with the Faculty Senate Constitution, Article IV, Section 4. The reapportionment shall be reported to the Executive Committee for further action, if necessary.
- h) The Shared Governance Committee shall:
- i) Monitor all University activities involving issues related to shared governance.
 - ii) Monitor activities of any University committees to ensure adequate and appropriate faculty representation and participation.
 - iii) Monitor Board of Trustees actions involving issues related to shared governance.
- i) The Technology Committee shall:
- i) Regularly assess faculty technology needs.

- ii) Make recommendations to meet those needs.
 - iii) Participate in the formulation of all University technology policies.
 - iv) Report to the Senate with recommendations for support of said policies.
- j) The Faculty Senate may form any committee to address any issue involving faculty and make recommendations to appropriate departments, divisions or governance structures.
- i) Ad Hoc Committees
 - (1) Ad hoc committees shall not be formed for a period longer than two (2) calendar years.
 - (2) If the functions of the committee are unresolved upon the expiry of the committee, the Executive Committee will refer all business to a Senate standing committee for resolution.

ARTICLE V RELATIONSHIP TO OTHER UNIVERSITY COMMITTEES

There are additional committees which are not under the sole jurisdiction of the Faculty Senate, but whose roles are aligned by other governing documents. Some of these committees function independently and may contain members other than faculty and senators.

1) Budget Committee

a) Membership

- i) The Budget Committee will have a member appointed by Faculty Senate procedures.
 - ii) The appointed member shall have at least completed their second probationary year of employment as a Unit A faculty member.
- b) The appointed member of the Faculty Senate will represent the faculty at the Budget Committee meetings as Faculty-at-large.
- c) The appointment term extends through one budget cycle. Members are eligible for reappointment.

2) University Personnel Committee

a) Membership

- i) The Faculty Senate will work within the guidelines of the UPI Contract to elect members to the University Personnel Committee.
- ii) Terms are consistent with that contained within the bylaws of the University Personnel Committee.

3) Faculty Excellence Committee

a) Membership

- i) According to the CSU UPI contract Article 29, the Faculty Senate and Union shall appoint at least seven faculty who are members of the bargaining unit to serve on the Faculty Excellence Committee.
- ii) The appointments will be made by the leadership of each faculty group.
- iii) The composition of the selection shall guarantee proportional representation among teaching and resource professionals, and among the Colleges/Schools at the University.
- iv) The appointment term is defined in the CSU UPI contract Article 29.

4) Academic Programs Elimination Review Committee/APERC

a) Membership

- i) According to the CSU UPI contract Article 26, the Faculty Senate shall conduct an election for seven members to serve on the Academic Programs Elimination Review Committee.
- ii) Representation on this committee shall be constituted from each college, as well as library and counseling center.
- iii) Terms are consistent with Article 26 of the CSU UPI contract.

5) Honorary Degree Committee

a) Membership

- i) The President of the University will make a general call for nominations of individuals to serve on the Honorary Degree Committee.
- ii) The six members of the committee will be elected by the Faculty Senate.
- iii) Terms are consistent with the Board of Trustees Policies and Procedures.

ARTICLE VI REVIEW

The Shared Governance and Rules & Operations Committees of the Faculty Senate shall conduct a review of the Bylaws no later than three (3) years after the adoption of the newly adopted, revised, or amended Bylaws. The review shall determine the necessity for changes in language, minor modifications, or changes in procedure.

ARTICLE VII RATIFICATION

Ratification shall follow the procedure for amendments to the Faculty Senate Constitution in effect. The Bylaws of the Faculty Senate shall become effective upon ratification by the Senate and upon submission to the President and Board of Trustees.

APPENDIX A

Senate Election Terms

Group 1: Term for 2021-2024. A subsequent election will occur in March 2024 for a term which will extend from 2024-2027.

Nursing

Geography, Sociology, History, African American Studies, Anthropology

Biological Sciences

Chemistry, Physics & Engineering Studies

Occupational Therapy

Library and Instructional Services

Pharmacy Practice

Advanced Studies in Education

Group 2: Term for 2022-2025. A subsequent election will occur in March 2025 for a term which will extend from 2025-2028

Counseling Department

Psychology

Computing, Information and Mathematical Sciences, and Technology

Communications, Media Arts & Theater Pharmaceutical Sciences

Accounting, Finance

Criminal Justice, Philosophy, Political Science

Public Health

Health Education, Physical Education and Recreation

Group 3: Term for 2020-2023. A subsequent election will occur in March 2023 for another 3-year term which will extend from 2023-2026.

Social Work

Art and Design

Education Studies

English, Foreign Language, Literature

Music

Management, Marketing, Information Systems