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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 23-A-XX**

Approved by the Faculty Senate  
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1 **BRIEF SUMMARY:** This bill corrects minor edits of the existing *Faculty Handbook* section  
2 on the Faculty Senate Constitution (Chapter 8).

3  
4 **EDITS SECTION OF “FACULTY SENATE CONSTITUTION”**

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6 **BE IT RESOLVED THAT:** subject to the passage and approval of this bill, Chapter 8 of the  
7 *Faculty Handbook* detailing the Faculty Senate Constitution will be amended by replacing the  
8 existing content with the content below.  
9

10 **A. Faculty Senate Constitution**

11 **Preamble**

12 Southeast Missouri State University is a complex organization composed of  
13 interrelated components, to each of which is delegated a particular function for  
14 achieving the primary ends of the university, which are the discovery and the  
15 dissemination of knowledge through teaching, research, and service.

16 The faculty of Southeast Missouri State University believes that the institution  
17 best fulfills its purpose when its several components act in harmony and  
18 cooperation to achieve the common goals of the educational community.

19 The faculty of this institution further believes that this cooperative endeavor is  
20 most likely to succeed when each component understands its proper powers and  
21 distinctive functions and at the same time views these powers and functions as  
22 shared and interdependent.

23 With these principles in mind, the faculty of Southeast Missouri State University,  
24 seeking to define itself accurately; to outline its rights, responsibilities, and powers  
25 precisely; to describe its functions exactly; and to set forth clearly its relations to the  
26 other components of the university, hereby establishes and promulgates this  
27 constitution of the Faculty Senate of Southeast Missouri State University.  
28

29 **1. Faculty Senate Constitution**

30 **Article I: Name**

31 The name of this assembly shall be the Faculty Senate of Southeast Missouri  
32 State University.  
33

34 **Article II: Purposes**

35 As the official representative body of the entire faculty, the Faculty Senate of  
36 Southeast Missouri State University shall uphold the principles of the collegial  
37 form of governance; encourage mutual contributions from the various sections of  
38 the university community; provide an appropriate forum for discussing matters  
39 involving the professional staff; inform all segments of the academic community  
40 of the Faculty Senate's concerns, findings, and actions; safeguard and advance  
41 the welfare and effectiveness of the university; serve as a regular channel of  
42 communication between the faculty and the administration, and, through the  
43 office of the university president, between the faculty and the Board of  
44 Governors; and review proposals and develop recommendations for changes in  
45 academic policy. The university vests in its faculty, acting through its  
46 representative body, the Faculty Senate, the ultimate authority to make formal  
47 recommendations for new university academic policy and changes in existing  
48 policy.  
49

50 **Article III: Membership**

51 Membership of the Faculty Senate shall be determined by application of the  
52 formula given below.

53 **A. Plan of Representation.**

54 1. Department Units

- 55 a. The Faculty Senate shall by resolution establish department units  
56 with representation of faculty members as equitable as practical.  
57 b. Kent Library shall have one representative.  
58 c. On or before October 1 of each year, the provost shall certify to the  
59 Faculty Senate Membership Committee the official faculty roster of  
60 all full-time faculty members by department. On or before  
61 November 1, the Membership Committee shall recommend to the  
62 Faculty Senate for approval any necessary adjustments in  
63 representation. The committee shall strive for maximum  
64 representation for each department unit.  
65 2. The university president may appoint one member of the  
66 administrative staff to serve as the administrative liaison. The Student  
67 Government Association may appoint a student to serve as its liaison.  
68 Liaison members shall not vote.  
69

70 **B. Eligibility for Membership on the Faculty Senate.**

- 71 1. All full-time faculty members who have completed one academic year  
72 of service at the university are eligible to be candidates for the position  
73 of department unit representative.

- 74 2. In the event a member of the Senate shall lose eligibility as a result of  
75 resigning from the staff, as a result of change of status, or as a result of  
76 resignation from the Senate, the senator shall promptly be replaced by  
77 the elected alternative.  
78 3. If the alternate position is vacated, a department unit election shall be  
79 conducted to replace that alternate.  
80 4. The Faculty Senate Membership Committee shall be the final judge,  
81 with Faculty Senate approval, of voting eligibility and the  
82 qualifications of Senate membership by procedures described in Senate  
83 bylaws.  
84 5. The Faculty Senate may enact bylaws to set forth specific requirements  
85 for attendance and individual decorum during its meeting.  
86

87 **C. Term of Office.**

- 88 1. The term of office for Senate members shall be three years.  
89 2. One-third of the membership shall be elected each year.  
90 3. In department units having two or more representative positions, only  
91 one representative may be elected in a given year.  
92

93 **Article IV: Elections**

94 **A. Eligibility for Voting for Representatives.**

- 95 1. All full-time faculty members are eligible to vote.  
96

97 **B. Process of Election.**

- 98 1. The Faculty Senate Membership Committee shall conduct all elections.  
99 2. The primary and general elections for department unit representatives  
100 shall be completed by March 31 each year.  
101 3. The secret ballot shall be used in all elections. In counting ballots cast in  
102 any election, over-voted or unofficial ballots shall be disqualified.  
103 4. The Faculty Senate Membership Committee shall send a notice of  
104 impending elections to qualified voting faculty members at least 15  
105 days prior to the initial balloting.  
106 5. Faculty who wish to stand for election must give written notice of that  
107 fact to the chairperson of the Membership Committee within seven  
108 days of the date appearing on the election notice and inform in writing  
109 all members of the department unit of this intention.  
110 6. If only two faculty members from a department unit declare themselves  
111 candidates, no primary election will be necessary.  
112 7. In a primary election, the voter shall cast a ballot for one candidate. The  
113 two candidates receiving the highest number of votes in each

- 114 department unit shall be entered in the general election as nominees  
115 for the position of unit representative.  
116 a. In case of ties in the primary election, a member of the Membership  
117 Committee shall, in the presence of the candidates, break the tie in  
118 any manner approved by the affected candidates.  
119 b. Each department unit shall then vote in a general election to select  
120 its representative. The candidate receiving the highest number of  
121 votes shall serve as department unit representative, and the other  
122 candidates shall be declared the unit alternate.  
123

## 124 **Article V: Officers**

### 125 **A. The Faculty Senate shall choose its officers from the elected** 126 **members of the Faculty Senate. The officers shall consist of a** 127 **chairperson, chairperson-elect, and such other officers as the** 128 **Faculty Senate may deem necessary.**

- 129 1. The term of office shall be one year.
- 130 2. The officers of the Senate and the chairperson of the Membership  
131 Committee shall constitute an Executive Committee of the Faculty  
132 Senate. The powers, duties, and responsibilities of this committee, if  
133 not named in the constitution, shall be established in the Faculty  
134 Senate bylaws.
- 135 3. The Executive Committee shall serve as the liaison between the Faculty  
136 Senate and the university president.

### 137 138 **B. Elections of officers shall be held at the organizational meeting of** 139 **the Senate-elect following the spring election. The Senate** 140 **chairperson shall call and preside over this meeting.**

- 141 1. The chairperson shall ask for nominations from the floor for each office  
142 separately.
- 143 2. If only two nominees are named for any office, election shall be by a  
144 simple majority of Senate members present and voting.
- 145 3. If one candidate receives a simple majority vote of the Senate members  
146 present and voting that candidate shall be declared the winner.
- 147 4. All elections shall be conducted by secret written ballot.

### 148 149 **C. The Faculty Senate may remove an officer by a three-fourths vote** 150 **of its membership at a regular meeting no sooner than one week** 151 **following the introduction of the removal motion.** 152

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**D. The Senate chairperson shall appoint a parliamentarian from the Senate membership.**

1. The Faculty Senate Constitution and Senate bylaws shall be the authority for the parliamentarian.
2. On points of order not outlined in the Senate constitution or bylaws, the latest edition of Robert’s Rules of Order shall be the authority.
3. The parliamentarian shall be responsible for an annual review of Senate bylaws and for making recommendations to the Senate for any necessary changes.

**Article VI: Meetings**

**A. Organizational, Initial, Regular, and Special Meetings.**

1. Organizational Meeting. An organizational meeting shall be held by the Senate-elect following the spring elections for the purpose of electing a chairperson, chairperson-elect, a Membership Committee, and such other officers as have been deemed necessary. No other business shall be conducted at this meeting.
2. Initial Meeting. The initial business meeting of the Faculty Senate shall be held during the first two weeks in May.
3. Regular Meetings. At least one regular meeting of the Faculty Senate shall be scheduled during each of the months of September, October, November, February, March, and April. Other regular meetings may be scheduled by the Senate chairperson.
4. Special Meetings. Special meetings may be called by the Senate chairperson on request of the Executive Committee or the university president or upon receipt of a petition signed by twenty-five or more faculty members. Senate members and alternates shall be notified of the time, meeting place, and purpose for the meeting. Discussion and action taken shall be limited to the stated purpose.

**B. Convening of Meetings.**

1. Meetings of the Faculty Senate shall be scheduled by the Senate chairperson.
2. The regular Senate meeting time shall be between 3:00 and 5:00 on Wednesday afternoon.
3. Every effort should be made by each department chairperson to ensure that the Senate member’s academic schedule does not conflict with the Senate meeting time.

- 191 4. Faculty Senate meetings are open to all members of the University  
192 community and other interested persons, but without voice unless  
193 recognized by the Senate chairperson.
- 194 5. The Senate reserves the right to meet in Executive Session, to which  
195 liaison representatives may be invited.
- 196 6. A simple majority of the Senate membership shall constitute a quorum  
197 for the transaction of business.
- 198 7. If a Senate member is unable to attend a meeting, that senator shall  
199 notify the department unit alternate, who shall serve in the absent  
200 member's place, having the same rights and privileges of any other  
201 senator.
- 202 8. The agenda for Senate meetings shall be determined by the Senate  
203 chairperson, after consulting with the Executive Committee, and  
204 mailed to the Senate members and alternates at least two days prior to  
205 the meeting.
- 206 9. Both Senate and non-Senate members may submit in writing items to be  
207 placed on the agenda.

### 208 **C. The Legislative Process.**

- 210 1. The Faculty Senate may adopt bylaws to regulate the legislative process.
- 211 2. Senate bylaws shall be approved, amended, or rescinded with one-week  
212 prior notice during a regular meeting by a simple majority of Senate  
213 members present and voting.
- 214 3. Any member of the university community, when recognized by the  
215 Senate chairperson, may introduce items of new business for Senate  
216 consideration.
- 217 4. Action cannot be taken on items of new business until a subsequent  
218 meeting except when two-thirds of the Senate membership present  
219 votes to suspend the rules.
- 220 5. Passage of legislation shall require a simple majority of Senate members  
221 present and voting. Voting shall be viva voce, by show of hands, or by  
222 the calling of the roll when requested by a Senate member.

## 223 **Article VII: Functions, Duties, and Responsibilities**

- 224 **A. Under a collegial form of governance, all segments of the**  
225 **university community are involved in reviewing and making**  
226 **recommendations for changes in existing policies. The university**  
227 **vests in its faculty, acting through its representative body, the**  
228 **Faculty Senate, the ultimate authority to make formal**  
229 **recommendations for new university academic policy and changes**  
230

- 231 **in existing policy. Regular areas of Faculty Senate concern include,**  
232 **but are not limited to, the following:**  
233 1. Responsibility for determining the position of the faculty on any matter  
234 of university policy.  
235 2. Development of procedures for academic freedom, tenure, and due  
236 process.  
237 3. Programs for faculty welfare.  
238 4. Representation of faculty interests to the administration in university  
239 financial matters.  
240 5. Form and content of the Faculty Handbook.  
241 6. Responsibility for the university curricula and requirements for  
242 graduation.  
243 7. Direct involvement in the process of selection of administrative officials  
244 by selecting and/or serving on search committees.  
245 8. Planning and utilization of buildings and grounds.  
246 9. Standards for student admission, retention, and scholastic performance.  
247 10. Policies governing student welfare, activities, freedoms, and discipline.  
248 11. Such other matters as might come to merit regular consideration by the  
249 Senate or which shall be designated as areas of Senate action by the  
250 university president or the Board of Governors, assuming Senate  
251 acceptance.

252  
253 **B. Faculty Senate and University Committees.**

254 The Faculty Senate reviews proposals and develops recommendations  
255 for changes in academic policy through its committee system. While the  
256 function of university committees is to facilitate the administration of  
257 existing university policies, the function of Faculty Senate committees is to  
258 recommend policy in academic affairs and in all other matters involving  
259 the faculty. Recommendations must be approved by the Faculty Senate  
260 unless the authority to make such recommendations has been specifically  
261 delegated. The Faculty Senate may create such committees as it may find  
262 necessary to carry out its responsibilities and such committees may  
263 include faculty, staff, and student members. The appointment, charges,  
264 and membership of these committees shall be regulated by appropriate  
265 bylaws to this constitution.  
266

267 **C. Procedures Governing the Submission of Recommendations to the**  
268 **University President and the Board of Governors.**

- 269 1. Recommendations from the Faculty Senate to the university president  
270 shall be submitted along with two copies of the Faculty Senate

- 271 Recommendation Form. Sufficient copies of the recommendation will  
272 be provided so that a copy can be given to the university president,  
273 each member of the Board of Governors, and the administrative liaison  
274 to the Faculty Senate.
- 275 2. The university president will sign both copies of the Faculty Senate  
276 Recommendation Form and return one copy, with the appropriate box  
277 checked, to the Faculty Senate chairperson. This action shall take place  
278 preferably within 15 days, but not later than 30 days, after receipt of  
279 the recommendation. The second copy shall be retained by the  
280 university president as a record of the president's action.
- 281 3. In the event the university president wishes the Faculty Senate to  
282 reconsider a recommendation, the president will make suggestions for  
283 modification in writing or refer the Faculty Senate to other sources for  
284 specific information.
- 285 4. If it becomes clear that the Faculty Senate and the university president  
286 cannot reach an agreement on a recommendation, the Faculty Senate,  
287 has the right to submit the recommendation to the Board of Governors  
288 for its consideration. This process shall consist of two steps:
- 289 a. Before such a recommendation can be considered for placement on  
290 the Board's agenda, it must be submitted to the Board of Governors  
291 in writing for its review.
- 292 b. Following such a review, if the issue remains unresolved, the Senate  
293 shall request that the recommendation be placed on the Board's  
294 agenda at its earliest convenience or within 60 days. The Faculty  
295 Senate chairperson or any other person authorized by the Senate  
296 has the right to appear before the Board of Governors to present the  
297 case for the Faculty Senate and to receive an answer with all the  
298 deliberate speed.

## 300 **Article VIII: Procedure for Amending**

### 301 **A. This constitution may be amended only during the regular** 302 **academic year and only in the sequential procedure herein** 303 **outlined, except as provided in Article VIII. C below.**

- 304 1. Any member of the Faculty Senate may introduce an amendment in  
305 writing during a regularly scheduled meeting of the Senate.
- 306 2. The amendment shall be referred to the committee responsible for  
307 constitutional revision for review and recommendation to the Senate.  
308 The administrative liaison shall be an ex officio member of this  
309 committee.



- 310 3. An amendment must be placed on the agenda of the Faculty Senate  
311 within 30 days of its introduction.  
312 4. An amendment must be voted on by the Faculty Senate at a regularly  
313 scheduled meeting within 30 days after being placed on the Senate  
314 agenda.  
315 5. Approval of an amendment by the Faculty Senate requires a two-thirds  
316 majority vote of Senate members present and voting.  
317

318 **B. If it is approved by the Faculty Senate, the amendment, with a**  
319 **ballot attached, shall be sent to all faculty members, along with**  
320 **any recommendations of the Faculty Senate, not more than 30 days**  
321 **after Step A has been completed.**

- 322 1. The amendment shall be voted on by the faculty within 15 days  
323 following its submission to the faculty.  
324 2. A two-thirds majority of votes cast by the faculty is required to ratify an  
325 amendment.  
326 3. The approved amendment shall immediately become a part of the  
327 Senate constitution and shall be entered under the appropriate article.  
328

329 **C. Editorial Modifications.**

- 330 1. Without recourse to the procedure prescribed above, the Faculty Senate  
331 may, by a two-thirds vote, editorially modify the constitution's  
332 language to reflect changes in such matters as official titles of  
333 university officers and administrators, administrative and academic  
334 units, and university and Faculty Senate committees, provided that the  
335 modified language introduces no substantive alteration in the  
336 principles or procedures governed by the article(s) so modified.  
337 2. Such editorial modifications shall be published to the faculty within two  
338 weeks after Senate action but shall not require formal ratification and  
339 shall take effect 15 days after such notice, unless objections in writing  
340 shall have been received from 5 percent of the total faculty. In case of  
341 such objections, the modifications shall proceed through the normal  
342 ratification process prescribed in Article VIII. B above.

343 *Comprehensively Revised, 1977, Amended 1981, Adopted by the Faculty Senate 2/1982, Amended 4/1982, Amended*  
344 *5/1983, Amended 4/1993, Updated 8/15/97*  
345

346 **B. Faculty Senate Bylaws**

347 *Faculty Senate Resolution 01-2 begins here.*

348 [NOTE: The bylaws are numbered so as to correspond to relevant sections of the  
349 Faculty Senate Constitution. For example, By-Law Section 4 “elections” relates to  
350 Article IV of the constitution, which also covers elections.]  
351

## 352 **Section 1 – Name**

353 (reserved)  
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## 355 **Section 2 – Purposes**

356 (reserved)  
357

## 358 **Section 3 – Membership**

359 3.00 Duties/Responsibilities of Senators  
360

361 3.10 Senators are expected to:

- 362 a. Assertively and capably represent the interests of faculty to the administration,  
363 to the broader university community, and to the community at large.
- 364 b. Attend meetings of the Senate and meetings of the Senate committee(s) to  
365 which they are appointed.
- 366 c. Prepare themselves for meaningful participation in the meetings of the Senate  
367 and its committees.
- 368 d. Take on and capably accomplish the research and projects necessary for the  
369 effective operation of the Senate and its committees.
- 370 e. Inform their department of Senate issues and actions.
- 371 f. Represent the views of their department(s) in the meetings and activities of the  
372 Senate.
- 373 g. Recruit faculty colleagues for serve on committees, task force, etc.  
374

375 3.20 “Department Units” authorized in Article III, Section B (1) of the Faculty Senate  
376 Constitution shall be defined as “academic departments,” and each department shall  
377 be entitled to one senator. Changes in representation necessitated by changes in  
378 department alignment shall be accomplished by means of Senate resolution.  
379

## 380 **Section 4 – Elections**

381 (reserved)  
382

## 383 **Section 5 – Officers**

384 5.00 Duties/Responsibilities of the Officers of the Faculty Senate  
385

386 5.10 The duties of the chairperson are to:

- 387 a. Preside over all meetings of the Faculty Senate, including the organizational  
388 meeting of the Senate-elect following the spring elections.  
389 b. Supervise the functioning of the Faculty Senate.  
390 c. With the advice of the Executive Committee, prepare an agenda for each  
391 Faculty Senate meeting and mail said agenda to the Senate members and  
392 alternates at least two business days prior to the meeting.  
393 d. Schedule all meetings of the Faculty Senate.  
394 e. Represent the faculty to the administration and to the Board of Governors.  
395 f. Serve as a member of the Executive Committee.  
396 g. Serve as ex officio member of all Senate committees.  
397 h. Act as spokesperson for the established policies and positions of the faculty to  
398 officers of the administration, to the press, to student leadership  
399 representatives, and, consistent with Board policies and regulations, to the  
400 Board of Governors.  
401 i. In recognition of the considerable time commitment of this position, the  
402 administration grants six credit hours reassignment per semester for the  
403 academic year in which the individual serves.

404 *Amended by Faculty Senate Resolution 15-2 12/2/15, Amended by Faculty Senate Resolution 16-2 4/20/16*

405  
406 5.20 The duties of the chairperson-elect are to:

- 407 a. Act as chairperson in the temporary absence of the elected chairperson.  
408 b. Under the direction of the chairperson, supervise the functioning of Faculty  
409 Senate committees.  
410 c. Serve as ex officio member of the Membership Committee.  
411 d. Serve as a member of the Executive Committee of the Faculty Senate.  
412 e. Assist in the supervision of the working of the Senate in such manner as  
413 directed by the chairperson of the Faculty Senate.  
414 f. Serve as chair of the Johnson Faculty Center Governing Committee.  
415 g. In recognition of the considerable time commitment of this position, the  
416 administration grants three hours reassignment per semester for the academic  
417 year in which the individual serves.

418 *Amended by Faculty Senate, Resolution 7-3 8/28/07, Amended by Faculty Senate Resolution 16-2 4/20/16*

419  
420 5.30 The duties and responsibilities of the Executive Committee are to:

- 421 a. Serve as consultant to the Senate chairperson.  
422 b. In legislative process, serve as the liaison between the Faculty Senate and the  
423 university president.  
424 c. Call special meetings of the Faculty Senate, as needed.  
425 d. Assist the Senate chairperson in preparing the agenda for Senate meetings.

- 426 e. To see that every item legitimately proposed for Senate action does indeed  
427 come before the Senate within a reasonable period of time after the item has  
428 been proposed.
- 429 f. Function on behalf of the Faculty Senate under the following circumstances  
430 and conditions: When classes are not in session, the Faculty Senate shall have  
431 an opportunity to respond to proposed administrative decisions and activities  
432 that normally fall within the domain of the Senate if a quorum cannot be  
433 obtained. During such times, the Executive Committee is empowered to act  
434 as a quorum of the full Senate. If a quorum of the Executive Committee is not  
435 present on campus, the current chairperson of the Senate or the highest-  
436 ranking Executive Committee member present on campus will formally ask  
437 the university provost to delay administrative action on the matter in  
438 question until the Executive Committee can meet and act.

439  
440 5.40 Succession of Officers.

441  
442 5.41 If the office of the Faculty Senate chairperson becomes permanently vacant, the  
443 chairperson-elect of the Faculty Senate shall become the chairperson.

444  
445 5.42 When the office of the Faculty Senate chairperson-elect becomes permanently  
446 vacant, an election shall be held immediately to fill the office of chairperson-elect.

447  
448 **Section 6 – Meetings and Legislative Process**

449 6.10 The agenda for organizational, initial, and regular meetings of the Senate shall  
450 be determined by the Senate Chairperson in accordance with Article VI, Section B (8)  
451 of the Faculty Senate Constitution and shall be posted on the Faculty Senate web site  
452 and communicated electronically to all senators, alternates, and others on the Senate  
453 mailing list as least two business days before the meeting. Notices and agendas of  
454 special meetings (as authorized by Article VI, Section A (4) of the constitution) must  
455 be communicated electronically to the same parties, but may be done with less  
456 advance notice if circumstances do not permit two business days' notice.

457 *Amended by Faculty Senate Resolution 15-3 12/2/15*

458  
459 6.40 A department unit alternate may attend a meeting of the Senate in place of an  
460 absent senator in accordance with Article VI, Section B (7) of the constitution. In  
461 addition, the department faculty may establish a mechanism to select a temporary  
462 representative to attend a meeting which neither the senator nor the alternate is able  
463 to attend. For a temporary representative to have voting rights, notice of such  
464 temporary appointment must be given by either the Senate or alternate and received

465 by a member of the Executive Committee or the Senate administrative assistant prior  
466 to the meeting.

467

468 6.50 In accordance with Article VI, Section C (5) of the constitution, voting in the  
469 Faculty Senate shall be by voice, by show of hands, or by roll call. When a roll call  
470 vote is requested by a member of the Faculty Senate, it shall be taken and the votes  
471 shall be recorded in the minutes and the appropriate documents of the Senate.

472

473 6.55 Types of legislation. Senate legislation shall take one of the following forms:

474

475 6.551 A “bill” is an item which requires the approval of the university president or  
476 Board of Governors in order to go into effect. A bill is typically used to change  
477 university policy or procedure, such as those policies and procedures contained in  
478 the Faculty Handbook.

479 *Updated by Faculty Senate Resolution 21-1 3/31/21*

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481 6.552 A “resolution” does not require any further approval beyond the Senate. A  
482 resolution may be used to express the sense of the Senate on an issue, or to conduct  
483 internal Senate matters, such as revising by-laws.

484

485 6.56 In accordance with Article VII, Section C (3) of the constitution, the university  
486 president may grant the administrative liaison the power to make suggestions for  
487 modification to Faculty Senate recommendations on the university president’s  
488 behalf.

489 *Updated by Faculty Senate Resolution 21-1 3/31/21*

490

491 6.57 Submissions of recommendations to the university president. In accordance  
492 with Article VII, Section C (2) of the constitution, the university president has 30  
493 days after receipt of recommendations from the Faculty Senate to return a signed  
494 Recommendation Form. The university president can also suggest modifications to  
495 recommendations in accordance with Article VII, Section C (3) of the constitution.

496 *Updated by Faculty Senate Resolution 21-1 3/31/21*

497

498 6.571 If after 30 days the Faculty Senate chairperson has not received a signed  
499 Recommendation Form or a suggestion for modification from the university  
500 president, the Faculty Senate chairperson shall compose formal inquiry on the status  
501 of the recommendation. Copies shall be sent to the university president, the  
502 administrative liaison, and each member of the Board of Governors. The chairperson  
503 shall inform the Senate of the status of the recommendation at the next Faculty  
504 Senate meeting. It is recommended that the chairperson should make informal  
505 inquiries before 30 days.

506 *Updated by Faculty Senate Resolution 21-1 3/31/21*

507

508 6.572 If after 30 days after the inquiry into the status of the recommendation the  
509 Faculty Senate chairperson has not received a signed Recommendation Form or a  
510 suggestion for modification from the university president, the Faculty Senate  
511 chairperson shall bring a resolution to the next Faculty Senate meeting asking if the  
512 Senate wishes to submit the recommendation directly to the Board of Governors, as  
513 allowed under Article VII, Section C (4) of the constitution.

514 *Updated by Faculty Senate Resolution 21-1 3/31/21*

515

516 6.573 If the university president rejects a recommendation from the Faculty Senate  
517 without suggested modifications, or the university president and the Faculty Senate  
518 cannot come to an agreement, the Faculty Senate chairperson shall bring a resolution  
519 to the next Faculty Senate meeting asking if the Senate wishes to submit the  
520 recommendation directly to the Board of Governors, as allowed under Article VII,  
521 Section C (4) of the constitution.

522 *Updated by Faculty Senate Resolution 21-1 3/31/21*

523

524 6.58 15-Day Review. After the consultation with the university president, the Faculty  
525 Senate will submit a written response to the proposed bill. The proposed bill or  
526 revisions, with recommendations by the Faculty Senate and the university president,  
527 will be submitted for campus review via Newswire, email, or other appropriate  
528 means. Comments from the campus community should be submitted to the Faculty  
529 Senate and the university president within a minimum of 15 working days. Barring  
530 substantive concerns raised during the comment period, the bill will take effect as  
531 outlined in the proposal. Substantive concerns will be discussed within 15 working  
532 days by the Faculty Senate and the university president.

533 *Updated by Faculty Senate Resolution 21-1 3/31/21*

534

535 6.60 Records of the Faculty Senate. The records of the Faculty Senate are vital  
536 materials for documenting the history of the university. Therefore, the records of the  
537 Senate, including all bills, resolutions, committee reports, and minutes will be  
538 preserved in the collections of the university archives. The university archivist and  
539 the Faculty Senate Documents Committee are charged to create and maintain  
540 procedures for transferring records to the archives regularly, at least at annual  
541 intervals.

542 *Amended by Faculty Senate Resolution 15-4 12/2/15*

543

544 6.61 The Faculty Senate shall maintain a web site which shall contain at a minimum  
545 the following information: (1) a current list of senators and alternates and their  
546 contact information, (2) a list of current Senate officers and their contact information,  
547 (3) a list of the Senate legislative and reporting committees, their chairpersons and

548 members, and their current contact information, (4) a searchable index of approved  
549 minutes of Senate meetings, resolutions adopted, bills adopted (with their approval  
550 or rejection by the university president noted in the heading), and committee or  
551 officer reports issued, (5) an online forum for discussion of Faculty Senate issues by  
552 all faculty, (6) copies of, or links to, the Faculty Senate Constitution and bylaws, and  
553 (7) a link to the web site of the Missouri Association of Faculty Senates and such  
554 information as is suggested by that organization.

555 *Amended by Faculty Senate Resolution 15-5 12/2/15*

556

557 6.62 Minutes of the meetings of the Faculty Senate shall be taken by the Senate  
558 administrative assistant and shall include summaries of oral reports and copies of  
559 written reports presented, resolutions and/or bills introduced or adopted, records of  
560 motions made and their outcome, and insofar as practicable, summaries of the main  
561 themes of discussion. By the second business day after adjournment, a draft of the  
562 minutes of a meeting shall be communicated electronically to all senators, alternates,  
563 and others on the Senate mailing list, and shall be posted on the Faculty Senate web  
564 site with a notation of their draft status. By the second business day after  
565 adjournment of the meeting at which the minutes are approved, copies of the  
566 approved minutes (containing a notation of their approved status and date) shall be  
567 communicated electronically to the same parties and shall be posted on the Faculty  
568 Senate web site replacing the draft version. In addition, links to these documents  
569 shall be communicated to the campus through the Southeast Newswire or similar  
570 means.

571

## 572 **Section 7 – Functions, Duties and Responsibilities**

573 Chair of the Faculty Senate is an ex officio, non-voting member of all Faculty  
574 Senate reporting committees.

575

### 576 7.50 Committee Structure of the Faculty Senate

577

578 7.51 The Faculty Senate may on its own initiative or upon recommendation of the  
579 Membership Committee create or dissolve committees at any meeting by simple  
580 majority vote, a quorum being present. To expedite its business the Faculty Senate  
581 may grant executive, legislative, and judicial authority to certain Senate committees  
582 by the adoption of appropriate bylaws. Faculty Senate committees are charged  
583 directly by the Senate and each must report to the Senate through its chairperson.  
584 The chairperson of the committee is responsible for keeping the Senate informed of  
585 committee activities by appropriate interim reports and formal recommendations.  
586 The number of established Faculty Senate committees should not be increased  
587 appreciably in the future. Two means are available to achieve this objective: a) Ad

588 hoc committees should be utilized to handle specific, short-term issues. The charge  
589 to such a committee must specify a deadline for the committee action. Members are  
590 appointed to these committees in the same manner as they are appointed to  
591 established Faculty Senate committees. b) When a long-term issue arises, an attempt  
592 should be made to find an existing Faculty Senate committee which may handle the  
593 issue approximately within its existing charge. If the charge of an existing committee  
594 is closely related to a long-term issue, the charge of the committee should be  
595 expanded to cover the issue. Only as a last resort should a new permanent  
596 committee be charged.

597

598 7.52 The Faculty Senate normally maintains a group of relatively permanent  
599 committees, of two main types. Legislative Committees are made up primarily of  
600 members of the Faculty Senate. They are charged to fulfill certain responsibilities of  
601 the Senate, such as developing legislation to modify existing university policy  
602 and/or procedures. Reporting Committees may be made up primarily of faculty  
603 who are not members of the Faculty Senate. They are charged by the Senate to  
604 conduct certain non-legislative activities on behalf of the faculty, and to report their  
605 work to the Faculty Senate.

606

607 7.53 Legislative Committees shall, as a routine component of their legislative  
608 activities, take steps to inform, consult with, and/or invite input from groups or  
609 parties external to the Senate who might be affected by a measure under  
610 consideration. The purpose of soliciting this type of input is to guarantee that  
611 multiple perspectives are considered during the early policy formulation stages.  
612 This does not mean that the final Senate proposal is required to have the support of  
613 all potentially affected groups, and nothing in this section shall be construed to  
614 require the Senate to abrogate its unique role in university governance as described  
615 in the Faculty Handbook.

616

617 7.55 Procedures Regarding Legislative Committees:

618

619 7.5503 A voting member who is unable to attend a meeting of a Faculty Senate  
620 legislative committee may, by providing clear notice to the committee or its chair,  
621 designate another voting member of that committee to cast a proxy vote on behalf of  
622 the absent member.

623

624 7.5504 Makeup of Legislative Committees: The Membership Committee, after  
625 elections for new senators are completed, shall solicit requests from individual  
626 senators regarding their preference for assignment to specific legislative committees.  
627 The Membership Committee shall prepare a recommended assignment of senators



628 to legislative committees so that, insofar as possible, each college, school, and Kent  
629 Library is represented on each committee. The Executive Committee shall also  
630 recommend a senator to serve as chairperson for each legislative committee and may  
631 recommend a senator to serve as vice chair in an apprenticeship role, provided that  
632 no committee may be chaired by the same person for more than two consecutive  
633 years. For legislative committees other than the Membership Committee, faculty  
634 who are not senators but who meet the same eligibility qualifications as required of  
635 faculty senators, may serve as additional voting members. These non-senator voting  
636 members shall serve one-year renewable terms and shall make up no more than  
637 one-half of the voting membership of a committee.

638 *Amended by Faculty Senate Resolution 11-8 11/16/11, Amended by Faculty Sente Resolution 15-7 12/2/15*

639

640 7.5505 Procedures Regarding Legislative Committees: By the first Wednesday in  
641 April, the Membership Committee shall notify the faculty of available positions on  
642 Faculty Senate legislative committees. Interest in serving on specific committees  
643 should be communicated to the Membership Committee by faculty by the second  
644 Wednesday in April. After preparing a recommended assignment of each senator to  
645 a legislative committee, the Membership Committee may supplement the makeup of  
646 each committee by recommending from the pool of faculty applicants, non-senators  
647 to serve as additional voting members of that committee. These recommendations  
648 shall be made with the goals that each college and Kent Library be represented on  
649 each committee.

650 *Amended by Faculty Senate Resolution 11-8 11/16/11*

651

652 7.5506 Procedures Regarding Legislative Committees: By the fourth Wednesday in  
653 April, the Membership Committee shall form its recommendations and designation  
654 of a chair and vice chair (when applicable) for each committee. The  
655 recommendations of the Membership Committee regarding the makeup of the  
656 legislative committees shall be confirmed by the Faculty Senate by no later than its  
657 last meeting of the spring semester. Appointments are effective immediately upon  
658 confirmation. The Legislative Committees of the Faculty Senate shall consist of the  
659 following:

660 *Amended by Faculty Senate Resolution 11-8 11/16/11, Amended by Faculty Sente Resolution 15-7 12/2/15*

661

662 7.551 Membership Committee – the membership of the Membership Committee  
663 shall consist of one senator from each of the college and Kent Library, elected by the  
664 Senate in accordance with Article VI, Section A (1) of the Faculty Senate  
665 Constitution. In addition, the chair and chair-elect of the Faculty Senate shall serve  
666 on the Membership Committee. The chair of the Membership Committee shall be  
667 elected from within the committee by its members. Membership Committee  
668 members, other than the chair of the Membership Committee, shall also serve on

669 other Faculty Senate legislative committees. The Membership Committee is charged:  
670 to recommend changes in the Faculty Senate committee system on basis of  
671 continuing study of the system; to review continuously the Faculty Senate  
672 committee assignments to secure equitable utilization of faculty talents and interests;  
673 to nominate members of Faculty Senate committees to the Faculty Senate; to  
674 nominate faculty members for positions on university standing committees to the  
675 president of the university; to be available to the university president for  
676 recommendations concerning the organization and personnel of all University  
677 Standing Committees; to recommend termination of committee membership for  
678 faculty who do not fulfill committee obligations; to conduct all Faculty Senate  
679 elections and report the results to the Faculty Senate; and to recommend to the  
680 Faculty Senate any necessary adjustments in Faculty Senate representation.

681 In addition, because the Membership Committee chair also serves as a member of  
682 the Executive Committee, and these additional duties require considerable time  
683 commitment, the administration grants three credit hours reassignment during the  
684 spring semester of the academic year in which the individual serves.

685 *Amended by Faculty Senate Resolution 05-01, Amended by Faculty Senate Resolution 07-03 8/28/07; Amended by Faculty*  
686 *Senate Resolution 12-1 3/21/12; Amended by Faculty Senate Resolution 16-2 4/20/16*

687

688 7.552 Academic Affairs Committee – in addition to the voting members who shall be  
689 assigned to the committee according to Section 7.5504, the following serve as non-  
690 voting members: the provost, the dean of graduate studies, the vice president for  
691 enrollment management and student success, and the registrar. The Academic  
692 Affairs Committee is charged: to study and make recommendations concerning  
693 academic policies and standards; to review admissions and academic standing  
694 policies and to recommend appropriate changes; to propose calendars for each  
695 academic period on an annual or multi-year basis; to consider and make  
696 recommendations regarding calendar topics such as the number of class meetings  
697 per credit hour, length of class sessions, number of class meetings per week and  
698 semester.

699 *Amended by Faculty Senate Resolution 07-03 8/28/07*

700

701 7.553 Documents Committee – the Documents Committee is charged: to review  
702 proposals to amend the Faculty Senate Constitution and formulate them as  
703 recommendations to the Faculty Senate; to review periodically the contents of the  
704 Faculty Handbook to ensure that the contents reflect current university policy; to  
705 recommend changes to the Faculty Handbook to make it consistent with current  
706 university policy or practice: to prepare, distribute, and tabulate ballots for  
707 amendments to the Faculty Senate Constitution; and to make certain that Faculty  
708 Senate records are preserved according to the requirements of Section 6.60.

709 *Amended by Faculty Senate Resolution 07-03 8/28/07*

710  
711 7.554 Faculty Compensation Committee – in addition to the voting members who  
712 shall be assigned to this committee according to Section 7.5504, the following serve  
713 as non-voting members: the provost, the vice president for finance and  
714 administration, and the director of institutional research. The Faculty Compensation  
715 Committee is charged: to research all relevant contexts in which the determination  
716 of faculty salaries and benefits at the university should be considered (e.g. AAUP  
717 reports, regional salary report, etc.); to recommend criteria by which faculty salaries  
718 at the university are to be determined; to monitor the availability and costs of  
719 various benefits and retirement programs; to make recommendations to the Faculty  
720 Senate regarding faculty participation in benefits and retirement programs.

721 *Amended by Faculty Senate Resolution 07-03 8/28/07*

722  
723 7.555 Governance Committee – the Governance Committee is charged: to collect  
724 information (e.g., from other universities and from the AAUP) on alternative  
725 governance models; to study ways in which the role of the faculty in university  
726 governance can be improved; and to recommend organizational changes in the  
727 patterns of university governance.

728  
729 7.556 Professional Affairs Committee – in addition to the voting members who shall  
730 be assigned to this committee according to Section 7.5504, the provost may serve as a  
731 non-voting member. The Professional Affairs Committee is charged: to monitor and  
732 review matter which affect the professional growth of faculty members; to monitor  
733 the promotion, tenure, and merit policies and practices of the university; to make  
734 recommendations concerning promotion, hiring, termination, retrenchment, and  
735 tenure policies and practices; to make recommendations concerning the general  
736 professional stature of the faculty (e.g., sabbatical policies, professional development  
737 funds, travel allowances); to make recommendations regarding the intellectual  
738 property rights of faculty members; to recommend rights/privileges and  
739 emeritus/emerita status for retiring faculty.

740 *Amended by Faculty Senate Resolution 07-03 8/2/07*

741 *Amended by Faculty Senate Resolution 17-2 10/4/17*

742  
743  
744 7.60 Procedures Regarding Reporting Committees: The term for faculty members of  
745 all Faculty Senate reporting committees (unless otherwise directed by the Senate)  
746 shall be three years, one third of the membership being rotated each year. The  
747 number of faculty, administrators/staff, and student who should serve on Faculty  
748 Senate committees shall be recommended by the Membership Committee. In  
749 accordance with the appointment procedure set forth below, the Membership  
750 Committee shall recommend all appointments for reporting committees, including

751 the chairs, to the Faculty Senate, which must act on these recommendations. The  
752 chair of the Faculty Senate is an ex officio, non-voting member of all Faculty Senate  
753 reporting committees.

754  
755 7.601 Appointment Process

756  
757 7.6011 By the third Monday in March, the chair of the Faculty Senate should notify  
758 the Membership Committee of any requests for changes in membership on Faculty  
759 Senate reporting committees other than those which occur through normal rotation.  
760 Such requests may be initiated by individual committee members, by the chairs of  
761 the several committees, or by the Faculty Senate chair, who may also submit a  
762 request for specific expertise which may enhance the functioning of particular  
763 committees; the Membership Committee should attempt to match these requests to  
764 available faculty applicants.

765  
766 7.6012 Appointment Process: By the first Wednesday in April, the Membership  
767 Committee shall notify the faculty of available positions on Faculty Senate reporting  
768 committees. Interest in serving on specific committees should be communicated to  
769 the Membership Committee by faculty by the second Wednesday in April.  
770 *Amended by Faculty Senate Resolution 11-08 11/16/11*

771  
772 7.6013 Appointment Process: The Membership Committee shall fill vacancies from  
773 among faculty appointments. By the fourth Wednesday in April, the Membership  
774 Committee shall form its recommendations, including a plan of rotation and  
775 designation of a chair for each committee; chairs shall serve one-year terms but may  
776 succeed themselves. Faculty Senate confirmation shall occur no later than the last  
777 meeting of the Senate in the Spring semester. Appointments are effective  
778 immediately upon confirmation.  
779 *Amended by Faculty Senate Resolution 11-08 11/16/11*

780  
781 7.6014 Chairs of Faculty Senate reporting committees should notify the Membership  
782 Committee when unexpired faculty positions on committees become vacant during  
783 the academic year. The Membership Committee will recommend replacement  
784 members through appropriate channels from available faculty applicants.

785  
786 7.6015 Removal of Faculty Committee Members. Chairs of Faculty Senate reporting  
787 committees should notify the chair of the Membership Committee when a faculty  
788 member does not fulfill normal committee responsibilities (e.g., when the member  
789 regularly does not attend committee meetings). The Membership Committee will  
790 then determine a) if the matter should be dropped; b) if an inquiry should be sent to  
791 the faculty member; c) if the faculty member's removal from the committee should

792 be recommended. Any recommendation for removal will be presented to the Faculty  
793 Senate for action. By a majority vote, notice of the vote having been given at the  
794 previous meeting, the Senate may remove members from Faculty Senate  
795 committees. Replacements for members who are removed from committees will be  
796 made through the established procedures for filling vacancies.

797

798 7.61 Faculty Senate Reporting Committees. The Reporting Committees of the Faculty  
799 Senate shall consist of the following:

800

801 7.611 Grants and Research Funding Committee – the membership of the Grants and  
802 Research Funding Committee shall consist of one faculty member from each of the  
803 colleges and Kent Library; one alternate faculty member from each of the colleges  
804 and Kent Library; and the Director of Institutional Research, who shall serve as a  
805 non-rotating member. (Serving as an alternate on this committee does not preclude  
806 membership on another committee.) The Grants and Research Funding Committee  
807 is charged: to encourage and promote scholarly activity of the faculty; to solicit local  
808 funding support for scholarly activity; to devise guidelines for the administration of  
809 such funds; to publicize the nature and extent of research aid available; to receive  
810 and evaluate proposals and to recommend allocation of funds to the provost; and to  
811 make patent and copyright recommendations to the provost.

812

813 7.612 Grievance Committee – the membership of the Grievance Committee shall  
814 consist of one faculty member from each of the colleges and Kent Library. The  
815 Grievance Committee is charged: to hear and make appropriate recommendations  
816 regarding complaints of individuals or of groups of faculty members concerning  
817 specific application of university policies, practices, standards, and decisions (e.g.,  
818 academic freedom, tenure, and due process); to report issues to the Faculty Senate  
819 when it believes a grievance has made the issue of broader relevance to the faculty;  
820 to hear and make appropriate recommendations regarding complaints or charges of  
821 actions implying malfeasance, moral turpitude, or incompetence that are believed to  
822 be damaging to the personal and professional reputation of a faculty member or  
823 administrative official; to prepare a written report to be forwarded to the Faculty  
824 Senate Executive Committee, which within 20 business days shall frame the  
825 recommendation of the Grievance Committee to be communicated to the  
826 appropriate decision maker(s) or decision-making body(ies) for timely action.

827 *Amended by Faculty Senate Resolution 04-05*

828

829 7.70 Faculty Senate Role in University Standing Committees

830

831 7.71 University standing committees are charged by the president of the university  
832 and must report to the president and/or an individual designated by the president.  
833 Section 1G of the Faculty Handbook define[s] procedures for Faculty Senate  
834 participation in the university committee system.

835 *Amended by Faculty Senate Resolution 15-6 12/2/16*

836  
837 7.72 A complete list of university committees, including their charges, membership  
838 structure, and dates of creation/dissolution for each, shall be kept current and made  
839 available at the president's website.

840 *Amended by Faculty Senate Resolution 15-6 12/2/15*

841

## 842 **Section 8 – Amendment of Constitution**

843 (reserved)

844 *Adopted by the Faculty Senate, 1977, Amended July 1983, Updated August 15, 1997, Reorganized and revised April 26,*  
845 *2000, Amended April 18, 2001 by Faculty Senate Resolution 01-2, Amended February 19, 2003 by Faculty Senate*  
846 *Resolution 03-01, Amended April 30, 2003 by Faculty Senate Resolution 03-03*

847

## 848 **C. Johnson Faculty Center**

849 The Johnson Faculty Center located at 530 N. Pacific St. is an American  
850 Foursquare home built in 1908. Prior to 1961, it was owned by Dr. B.F. Johnson,  
851 Chairperson of the Mathematics Department at the then Third District State Normal  
852 School. Dr. Johnson worked in the Department from its start in 1897 as the lone  
853 professor until his retirement in 1940. In 1961, the home was sold by his daughter,  
854 Mary Johnson Tweedy, to Southeast Missouri State College for the sum of \$26,000  
855 on the conditions that it was to be used as a faculty house for events and lodging  
856 and be named in her father's honor. The Architecture Company renovated the  
857 building for an estimated \$122,000. It became the Johnson Faculty Center in 1988  
858 after first being the Center for Regional History and then the University of Missouri  
859 Extension Division. The building has subsequently been used for campus events,  
860 housing of university guests and speakers, retirement parties, international student  
861 events, and for Historic Preservation Association club events and meetings. The  
862 Johnson Faculty Center is predominately funded through the Johnson Faculty  
863 Restricted Fund and Mary Johnson Tweedy Endowed Funds.

864 *Updated by Faculty Senate Resolution 21-2 4/14/21*

865

### 866 **1. Bylaws**

#### 867 **Article 1 – Governing Committee**

##### 868 **A. General Powers:**

869 The Johnson Faculty Center Committee shall have full power to  
870 conduct, manage, and direct the operations of the Center in accordance

871 with the university's policies and under the auspices of the Board of  
872 Governors.

873

874 **B. Composition of the Johnson Faculty Center Committee:**

875 The Johnson Faculty Center Committee shall consist of the chair-elect  
876 of the Executive Committee of the Faculty Senate of Southeast Missouri  
877 State University and one representative from each of the colleges as  
878 recommended by the Membership Committee of the Faculty Senate and  
879 approved by the Senate.

880

881 **C. Vacancies:**

882 Should a vacancy occur on the Johnson Faculty Center Committee, the  
883 appropriate procedure outlined in the Faculty Handbook shall be  
884 followed to fill the position.

885

886 **D. Regular and Special Meetings:**

887 1. Meetings of the Johnson Faculty Center Committee shall be held at least  
888 once each semester on such dates as the chairperson of the committee  
889 may determine.

890 2. Special meetings of the Johnson Faculty Center Committee may be held  
891 whenever called by the chairperson of the committee.

892 *Amended by Faculty Senate Resolution 21-2 4/14/21*

893

894 **Article II - Miscellaneous**

895 **A. Financial Affairs**

896 Along with the Johnson Faculty Restricted Fund and Mary Johnson  
897 Tweedy Endowed Funds, income generated through rent from the guest  
898 suites will be credited to the Faculty Center and used as a portion of the  
899 money available to support its annual budget. The Center will adhere to  
900 the standard university budgeting process and submit an annual budget  
901 request.

902 *Amended by Faculty Senate Resolution 21-2 4/14/21*

903

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<u>Action</u>	<u>Date</u>
Introduced to Senate	4/26/2023
Faculty Senate Vote	
15 Day Review	
Posted to Faculty Handbook	