

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE RESOLUTION 16-2

Approved by the Faculty Senate
April 20, 2016

1 **BRIEF SUMMARY:** This resolution revises *Faculty Handbook (Faculty Senate Bylaws)*
2 regarding Duties/Responsibilities of the Officers of the Faculty Senate (Chapter 8).
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4 **REVISION OF “DUTIES/RESPONSIBILITIES OF THE OFFICERS OF THE**
5 **FACULTY SENATE SECTION 5.10, 5.20 & 7.551**
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7 **BE IT RESOLVED THAT:** subject to the passage and approval of this resolution, Chapter 8
8 Section 5.10, 5.20 and 7 of the *Faculty Handbook (Faculty Senate Bylaws)* be revised to reflect
9 changes in makeup and procedures regarding legislative committees as follows:
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12 **Section 5--Officers**

13 5.00 Duties/Responsibilities of the Officers of the Faculty Senate

14 5.10 The duties of the Chairperson are to:

15 Preside over all meetings of the Faculty Senate, including the organizational meeting of the Senate-elect
16 following the spring elections.

17 Supervise the functioning of the Faculty Senate.

18 With the advice of the Executive Committee, prepare an agenda for each Faculty Senate meeting and
19 mail said agenda to the Senate members and alternates at least two business days prior to the meeting.

20 Schedule all meetings of the Faculty Senate.

21 Represent the faculty to the administration and to the Board of Regents.

22 Serve as a member of the Executive Committee.

23 Serve as ex officio member of all Senate committees.

24 Act as spokesperson for the established policies and positions of the faculty to officers of the
25 administration, to the press, to student leadership representatives, and, consistent with Board policies
26 and regulations, to the Board of Regents.

27 In recognition of the considerable time commitment of this position, the administration grants six credit
28 hours reassignment per semester for the academic year in which the individual serves.

29 Amended by Faculty Senate Resolution 15-2, 12/2/15

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31 5.20 The duties of the Chairperson-Elect are to:

32 Act as Chairperson in the temporary absence of the elected Chairperson.

33 Under the direction of the Chairperson, supervise the functioning of Faculty

34 Senate committees.

35 Serve as an ex officio member of the Membership Committee.

36 Serve as a member of the Executive Committee of the Faculty Senate.

37 Assist in the supervision of the working of the Senate in such manner as directed by the Chairperson of
38 the Faculty Senate.

39 Serve as Chair of the Johnson Faculty Centre Governing Committee.

40 In recognition of the considerable time commitment of this position, the administration grants three
41 credit hours reassignment per semester for the academic year in which the individual serves.

42 5.30 The duties and responsibilities of the Executive Committee are to:

43 Serve as consultant to the Senate Chairperson.

44 In the legislative process, serve as the liaison between the Faculty Senate and the University President.

45 Call special meetings of the Faculty Senate, as needed.

46 Assist the Senate Chairperson in preparing the agenda for Senate meetings.

47 To see that every item legitimately proposed for Senate action does indeed come before the Senate
48 within a reasonable period of time after the item has been proposed.

49 Function on behalf of the Faculty Senate under the following circumstances and conditions: When
50 classes are not in session, the Faculty Senate shall have an opportunity to respond to proposed
51 administrative decisions and activities that normally fall within the domain of the Senate if a quorum
52 cannot be obtained. During such times, the Executive Committee is empowered to act as a quorum of
53 the full Senate. If a quorum of the Executive Committee is not present on campus, the current
54 Chairperson of the Senate or the highest ranking Executive Committee member present on campus will
55 formally ask the University Provost to delay administrative action on the matter in question until the
56 Executive Committee can meet and act.

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60 **Section 7--Functions, Duties and Responsibilities**

61 7.551 Membership Committee--the membership of the Membership Committee shall consist of one
62 Senator from each of the colleges, schools, and Kent Library, elected by the Senate in accordance with
63 Article VI, Section A (1) of the Faculty Senate Constitution. In addition, the Chair and Chair-Elect of the
64 Faculty Senate shall serve on the Membership Committee. The chair of the Membership Committee
65 shall be elected from within the committee by its members. Membership Committee members, other
66 than the Chair of the Membership Committee, shall also serve on other Faculty Senate legislative
67 committees. The Membership Committee is charged: to recommend changes in the Faculty Senate
68 committee system on basis of continuing study of the system; to review continuously the Faculty Senate
69 committee assignments to secure equitable utilization of faculty talents and interests; to nominate
70 members of Faculty Senate Committees to the Faculty Senate; to nominate faculty members for
71 positions on University Standing Committees to the President of the University; to be available to the
72 University President for recommendations concerning the organization and personnel of all University
73 Standing Committees; to recommend termination of committee membership for faculty who do not
74 fulfill committee obligations; to conduct all Faculty Senate elections and report the results to the Faculty
75 Senate; and to recommend to the Faculty Senate any necessary adjustments in Faculty Senate
76 representation.

77 In addition, because the Membership Committee Chair also serves as a member of the Executive
78 Committee, and these additional duties require considerable time commitment, the administration
79 grants three credit hours reassignment during the spring semester of the academic year in which the
80 individual serves.

81 Amended by Faculty Senate, Resolution 05-01

82 Amended by Faculty Senate, Res. 07-03, 08/28/07

83 Amended by Faculty Senate, Res. 12-1, 3/21/12

Action	Date
Introduced to Senate	4/6/2016
Second Senate Meeting	4/20/2016
Faculty Senate Vote	4/20/16