

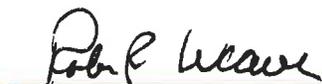


Faculty Senate Constitution and By-Laws

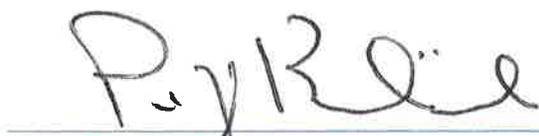
Approved July 13, 2023



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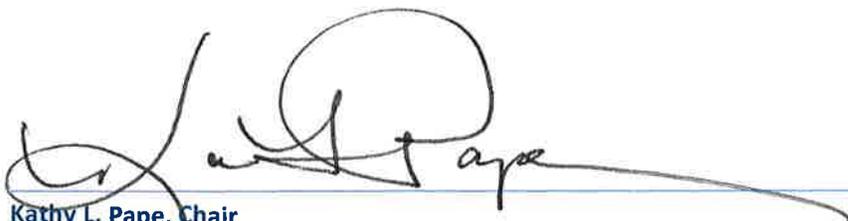
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ARTICLE I. PURPOSE, JURISDICTION, and AUTHORITY

SECTION 1: PURPOSE

It is in the finest tradition of the academy that the Faculty gathers together in a formal and democratic fashion to articulate, promote and defend the ideals of a university.

Those chosen to represent their colleagues shall be known as Senators and the body to which they belong shall be called the Faculty Senate. Herein the term “Faculty” shall be those as defined in the current Association of Pennsylvania State College and University Faculties (APSCUF) Collective Bargaining Agreement (CBA). The Faculty Senate shall serve as a representative body of the Faculty.

The Faculty Senate shall, in its public discourse, promote intellectual life at the University and contribute to the academic leadership of the University.

The Senate shall be recognized to have competence in all matters pertaining to academic matters and educational policies of the University. Additionally, the Senate will serve as the conduit by which all educational policies (excluding those in areas covered by the CBA), coming from the relevant committees are considered and recommended for adoption, emendation, replacement, or elimination, before going to the President.

SECTION 2: JURISDICTION

The Senate is an independent body, free to pursue, without restraint, all issues of importance to the University. It is not overseen by another entity. It does not oversee another entity.

In matters involving its jurisdiction, the Senate acknowledges the final decision shall rest with the President of the University; provided that the President shall notify the Senate of the decision in writing accompanied with a rationale for the decision. All actions of the Faculty Senate shall take effect upon timely written approval of the President of the University, or the President’s representative. Herein the term “timely written approval” means within thirty (30) calendar days.

Nothing within this Senate Constitution and By-Laws shall be construed as usurping the rights, prerogatives, or scope of influence granted to APSCUF, the sole and exclusive bargaining agent for faculty members at Pennsylvania Western University. As expressed in the CBA, local Meet & Discuss between management and APSCUF is the only recognized forum to negotiate, bargain, develop, amend, and approve policies, criteria, or procedures related to all issues considered in the CBA. However, this does not preclude:

- discussion of issues covered in the CBA by Senate
- communication of issues of concern to APSCUF to facilitate shared governance

SECTION 3: AUTHORITY

Except as modified by the Collective Bargaining Agreement, Faculty Senate and its committees provide advice and recommendations relating to academic matters and educational policies of the University. The Senate shall have the authority and duty to receive and consider academic matters and educational policies referred to it by the Council of Trustees, the President, the Provost, the University Assembly, the Student Body, and the Faculty. Any matters referred to the Senate and any resolution submitted in writing by members of the Faculty or of the Student Body, shall be acted upon by the Senate. A report of such action and recommendation shall be sent to those originating the matter with the rationale for the action taken.

ARTICLE II. MEMBERSHIP

SECTION 1: MEMBERSHIP

The voting members of the Senate shall include

- the Executive Committee
- one (1) member from each department or their Alternate for departments with less than 20 permanent Faculty members
- two (2) members from each department or their Alternates for departments with 20-39 permanent Faculty members
- three (3) members from each department or their Alternates for departments with 40 or more permanent Faculty members

Non-voting, members of the Senate shall include

- President of the University or Designee
- Provost of the University or Designee
- an APSCUF Designee from each legacy Campus (shall have voting privileges if an elected Senate member)
- the Chairs of the “Student Governments” at each legacy Campus or Designee
- a Parliamentarian appointed annually by the Senate Co-Chairs (shall have voting privileges if an elected Senate member)

SECTION 2: ELIGIBILITY, ELECTION, AND TERMS

All individuals, as defined in Article I, Section 1, shall be eligible for election to the Senate.

Elections shall be by and from the Faculty, as defined in Article I, Section 1, within each department. Nominations and election shall be organized by the Committee on Committees and Rules (CCR).

The term of office shall be three years with one-third of the Senators and their Alternates (or as close to one-third as possible if the total number of departments is not divisible by three) elected each year, except where otherwise noted below.

2.1: ACADEMIC YEAR 2022/2023

Recognizing that the 2022/2023 Senate is an interim body, each Senator and Alternate shall be elected to a one-year term. Each Department should conduct elections as soon as possible in the Fall 2022 semester. Election of Senators and Alternates should be held prior to the first Faculty Senate meeting which will be September 14th.

2.2: ACADEMIC YEAR 2023/2024

The Committee on Committees and Rules (CCR) will contact each Departments in the Month of February to solicit nominations. If a department has more than one Senator, they shall come from different campuses and different disciplines for multidisciplinary departments insomuch as nominations of candidates meeting these requirements can be found.

The CCR shall conduct secret ballot elections for each department by at least the penultimate Faculty Senate meeting in the spring of 2023 as the newly elected 2023/2024 Senate body will assume office immediately following last scheduled meeting of the 2022/2023 academic year.

In order to populate a Senate where the terms of approximately one-third of the Senators and their Alternated expire annually, the initial terms of service for Senators and Alternates elected will vary from one to three (1-3) years. Refer to Appendix I for further information on initial terms of service.

2.3: ACADEMIC YEAR 2024/2025 AND SUBSEQUENT YEARS

The Committee on Committees and Rules (CCR) will contact Departments with expiring Senate representation in the month of February to solicit nominations. If a department has more than one Senator, they shall come from different campuses and different disciplines for multidisciplinary departments insomuch as nominations of candidates meeting these requirements can be found.

The CCR shall conduct secret ballot elections for each department by at least the penultimate Faculty Senate meeting in the spring of each year as the newly elected Senate body will assume office immediately following last scheduled meeting of the year.

Except as described in Section 2.5 below, the term of office shall be three years with one-third (or as close to one-third as possible if the total number of departments is not divisible by three) of the members elected each year.

2.4: VACANCY

Should a vacancy arise before the completion of a full term, the department should contact the Office of the Chair and fill the position immediately through a special election. The person elected shall complete the term of the person who created the vacancy.

2.5: CHANGE IN NUMBER OF FACULTY IN A DEPARTMENT

The Office of the Vice Chair shall be responsible for preparing, during the month of February, an official list of Permanent Faculty members in each department. The official list shall be certified by a representative of the Office of the President and will be used to determine the number of voting members allotted to each department.

Should a change in the number of faculty in a department result in a decrease in membership, all Senators and Alternates in the department will fulfill the remainder of their terms, and the number of Senators for the department shall be decreased in the next election.

Should a change in the number of faculty in a department result in an increase in membership, an additional Senator and Alternate will be added immediately as described above in Section 2.3. The initial terms of service for an added Senator and Alternate may vary from one to three (1-3) years to ensure that to ensure that future elections to fill the positions coincide with the election cycle of the department.

2.6: CHANGE IN NUMBER OF DEPARTMENTS

Should the number of departments change due reorganization of current of Departments, the terms of office for members from the effected Departments will expire prematurely when the changes to their Departments takes effect.

Any newly formed Department or reorganized Department(s) shall hold a special election to elect a Senator and Alternate. In order to maintain a Senate where one-third of the terms of Senators and Alternates (or as close to one-third as possible if the total number of Departments is not divisible by three) expire each year (and depending on the number of Departments added or effected by reorganization) the initial terms of service for Senators and Alternates may vary from one to three (1-3) years.

2.7: LEAVES OF ABSENCE OR SABBATICAL LEAVE

In all cases, a Senator or Alternate on leave of absence or sabbatical leave, may be replaced by the Department for the duration of leave. The department should contact the Office of the Chair and fill the position immediately if a Senator or Alternate requests a replacement during their leave.

SECTION 3: CHOICE OF OFFICERS AND COMMITTEES

The Senate shall choose its officers (from those elected to the Executive Committee) and committees upon its own initiative and authority.

SECTION 4: VOTING RIGHTS

All members of the Senate (including the Executive Committee members) will have full voting rights.

If a Senator is present, their Alternate has voice during the meeting, but no vote. If a Senator is absent from the meeting, their Alternate assumes full voting rights for the meeting.

SECTION 5: RESPONSIBILITIES OF SENATORS

Membership on the Faculty Senate requires regular attendance at meetings. It is the continuous obligation of Senators or their Alternate to report to their constituencies regarding the discussions, decisions, and recommendations of the Senate and to solicit questions and suggestions from constituents for presentation to the Senate.

5.1: ATTENDANCE

Attendance at Faculty Senate Meetings is expected. If the Representation for a given Department exhibit a serious pattern of absenteeism, the Department will be notified of their representatives' *de facto* vacancy and given the opportunity replace their representatives (see section 2.4 above) or provide reasonable explanation to the Executive Committee before the matter is brought to the Senate floor for action which may include forfeiture of voting privileges and membership.

5.1.1: FORFEITURE OF VOTING PRIVILEGE AND MEMBERSHIP

If upon notification of their representatives' *de facto* vacancy a Department does not replace its representatives or provide reasonable explanation to the Executive Committee before the next Faculty Senate meeting, the Faculty Senate may vote to rescind voting privileges and membership of that Department.

When a Department has been dropped from membership under the aforementioned provisions, the Office of the Secretary so informs, in writing, the Executive Committee, and members of the Department. The Department so removed from membership of the Senate cannot be counted in the base on which a quorum is determined. The Department may not elect a new Senator and Alternate to fill the vacancy created, Article II, Section 2.4 notwithstanding, until the next regularly scheduled election cycle for the Department.

5.2: REPORTING TO CONSTITUENTS

If a department determines their Representatives are failing to fulfill the obligations of a Senator as outlined above, the Department may ask to elect new Representatives to complete the remainder of the term, and must notify the Executive Committee of due cause and their intent to pursue this action prior to the next Faculty Senate meeting.

ARTICLE III. EXECUTIVE COMMITTEE

SECTION 1: PURPOSE

The Executive Committee members are part of Senate and will have all rights and responsibilities afforded to a Faculty Senate member.

It shall be the responsibility of the Committee to (1) coordinate and recommend general policy, (2) propose basic agenda for meetings of the Senate, (3) make assignments to the standing and special committees, (4) review and

evaluate committee reports for consideration and action before their submission to the Senate, and (5) serve in an advisory capacity to the President, Provost, and Council of Trustees.

SECTION 2: MEMBERSHIP

The Executive Committee will consist of nine (9) individuals (three from each legacy campus).

SECTION 3: ELIGIBILITY, ELECTION, AND TERMS

All Faculty, as defined in Article I, Section 1, shall be eligible for election to the Executive Committee as described in Article III, Section 3.

The term of service on the committee shall be three (3) years with one-third (1/3) of the members elected each year, except where otherwise noted in Article III, Section.

3.1: 2022/2023 ACADEMIC YEAR

The Executive committee will consist of the nine (9) individuals (three from each legacy campus) appointed by 2021/2022 Faculty Senates from each legacy campus

The term of service shall be one year.

3.2: 2023/2024 AND SUBSEQUENT ACADEMIC YEARS

The Executive Committee will consist of nine (9) members, three (3) each elected by Faculty from their legacy campus.

All individuals, as defined in Article I, Section 1, shall be eligible for election to the Executive Committee. Elections shall be by and from the Faculty, as defined in Article I, Section 1. Election shall be organized by the Committee on Committees and Rules (CCR).

The term of service for those elected in the 2023/2024 academic year shall be determined as follows. The individual garnering the most votes will serve a three-year term. The individual garnering the 2nd highest number of votes will serve a two-year term. The individual garnering the 3rd highest number of votes will serve a one-year term.

The term of service for those elected in 2024/2025 and subsequent years will be three (3) years.

3.2.1: NOMINATIONS

The Office of the Vice Chair shall be responsible for preparing, during the month of February, an official list of Faculty members eligible to vote, as of the beginning of the second semester. The official list shall be certified by a representative of the Office of the President and shall be arranged alphabetically by campus.

Not later than one week before the date for casting nomination ballots, the Office of the Vice Chair shall furnish each Faculty member, as defined in Article I, Section 1, a copy of the official voting list. Attached thereto shall be a statement indicating the number of nominees to be chosen and specify that, for a nomination ballot to be valid, the voter may enter from the official list up to, but not more than the number of names equal to the number of nominations to be made.

Nominations shall be conducted on the last Tuesday in March under the direction of the Committee on Committees and Rules (CCR) with the assistance of the University Nominations and Elections Committee provided that this date does not conflict with the spring vacation. Should this occur, the Faculty Senate shall designate an alternate date.

The number of nominees shall be twice the number of offices to be filled in each election and those receiving the highest number of votes shall be nominated, provided that if the number of nominees is less than twice the number of offices to be filled, such list of nominees shall be valid for the purpose of the election.

The ballots shall be counted under the direction of the Committee on Committees and Rules (CCR) which for this purpose shall act as a canvassing committee, but with any member of the Senate eligible to participate in this counting.

Nominees shall be notified directly and may withdraw, upon immediate return notice to the Office of the Vice Chair, whereupon the person next highest in the number of votes, and not withdrawing, shall be moved up on the list of nominees. In case of tie votes, the Vice Chairs of the Senate and the special canvassing committee shall break the tie by casting lots.

The Office of the Vice Chair shall certify the results and cause the names of the nominees to be sent by E-mail to all Faculty, as defined in Article I, Section 1, but without indicating the votes received by each one. A withdrawal received after the names of the nominees have been sent by E-mail shall create a vacancy to be filled as provided in Section 3.2.4 below, in case such a nominee is elected.

3.2.2: ELECTIONS

Elections shall be held on the second Tuesday of April. The election shall follow the same procedures as set forth for Nominations in Sections 3.2.1 above.

Uniform ballots carrying the names of the nominees shall be prepared under the direction of the Office of the Vice Chair. The position of names on the ballot shall be determined by lot. The ballots shall contain printed instructions that votes must be cast for the number of nominees equal to the number of offices to be filled for the ballot to be valid.

The ballots shall be counted in the same manner as prescribed in Section 3.2.1 above including the provision for breaking tie votes.

The Vice Chair shall certify the results and cause them to be sent by E-mail to all Faculty, as defined in Article I, Section 1, but without indicating the votes received by each one.

3.2.3: REMOVAL FROM EXECUTIVE COMMITTEE

The Senate reserves the right to remove any member of the Executive Committee for neglect of duty.

Prior to removal of a member of the Executive Committee, the Senate must vote to consider removal. A vote to consider removal may be called upon written petition signed by either one-third (1/3) of the members of Senate or a of majority of the Executive Committee.

If the vote to consider removal is approved by a two-thirds (2/3) majority of a quorum of the Faculty Senate, then the vote to remove the Executive Committee Member will proceed at the next regularly scheduled meeting.

There must be at least fourteen (14) days between the vote to consider removal and the vote for removal allowing the Executive Committee Member in question time to convince the Senate why he or she should not be removed. During said time, the Executive Committee Member will retain all of his or her authority, rights, duties, and responsibilities that are assigned to his or her Office.

The vote to remove an Executive Committee Members must be approved by a two-thirds (2/3) majority of the Faculty Senate. The Officer in question may not be present at the vote for removal.

3.2.4: VACANCY

Vacancies in the Executive Committee shall be filled for the unexpired period by the individual from the same campus who received the next highest number of votes in the previous Senate election. They shall complete the term of the person who created the vacancy. Should this individual be unable to fill the vacancy, a special election may be held to elect an individual to complete the term.

SECTION 4: OFFICES

There will be one Executive Committee Member from each legacy campus appointed by the members of Senate, as described in Article III, Section 4.1, to the Offices of Chair, Vice Chair, and Secretary.

It will be the shared responsibility the three Executive Committee Members appointed to each office to fulfill the duties of the office as described in Article III, Section 4.2.

The term office shall be one (1) year.

4.1: ELECTION TO OFFICES

4.1.1: 2022/2023 ACADEMIC YEAR

The nine (9) individuals elected by the 2021/2022 Faculty Senates from each campus will serve in the offices of Chair, Vice Chair, and Secretary as elected by their respective legacy campus.

4.1.2: 2023/2024 AND SUBSEQUENT ACADEMIC YEARS

From the nine (9) members elected by the Faculty to the Executive Committee, the Full Senate body will elect individuals to the offices of Chair, Vice Chair, and Secretary (each Office will have equal representation from each legacy campus) for a term of one (1) year.

Elections will be held during the first meeting of each newly constituted Senate.

4.2: DUTIES OF EACH OFFICE

4.2.1: OFFICE OF THE CHAIR

It will be the shared responsibility of the three Executive Committee Members appointed to this office to:

1. Call and preside over meetings of the Faculty Senate.
2. Coordinate meeting activities.
3. Prepare and distribute agendas for all Senate meetings.

4.2.2: OFFICE OF THE VICE CHAIR

It will be the shared responsibility of the three Executive Committee Members appointed to this office to:

1. Serves as acting Chair when needed.
2. Perform all duties when a chair is absent or unable to perform duties of the position.
3. Coordinate the activities of the Committee on Committees and Rules (CCR).

4.2.3: OFFICE OF THE SECRETARY

It will be the shared responsibility of the three Executive Committee Members appointed to this office to:

1. Tracks attendance of Senate meetings.
2. Records and distributes meeting notes.
3. Maintains, on a shared drive or folder, copies of all relevant Senate files, including but not limited to, the Senate membership list, committee descriptions and their membership lists, the current Constitution.

ARTICLE IV. MEETINGS

SECTION 1: MEETING SCHEDULE

1.1: REGULAR MEETINGS

Regular meeting of the Senate shall be held on Wednesdays thirteen (13) times during the 2022/2023 academic year and fourteen (14) during subsequent academic years. The meeting shall take place according to a calendar established by the Office of the Chair, except that members present at any meeting may, by a majority vote, change the date for any subsequent meeting and/or call for a special meeting.

1.1.1: FIRST MEETING OF EACH NEWLY CONSTITUTED SENATE

Beginning with the 2023/2024 Senate Body, the first meeting of each newly constituted Senate shall immediately follow the penultimate meeting of the outgoing Senate. The meeting shall be called and chaired by the Office of the Chair of the outgoing Senate for the purpose of electing Executive Committee members to the Offices of Chair, Vice Chair, and Secretary and establishing a new Committee on Committees and Rules (CCR).

1.2: MEETINGS UPON THE REQUEST OF THE PRESIDENT

The Office of the Chair, upon request of the President of the University, shall convene the Senate to receive information deemed of concern to the Faculty. No motion can be received or acted upon at this meeting regarding any matters presented by the President of the University.

1.3: MEETINGS UPON THE PETITION OF THE FACULTY OR STUDENTS

The Office of the Chair shall convene the Senate upon written petition signed by at least ten (10) percent of Faculty based on the most recently published seniority list of the University Faculty or by resolution of the Student Senate for the purpose of considering specific proposals.

1.4: SPECIAL MEETINGS

At any time including the period between academic years, The Executive Committee, may be convened by the Office of the Chair, to determine whether an extraordinary meeting is necessary. A majority of the Executive Committee shall prevail. If such a meeting is convened, rules for determining a quorum as specified in Section 3 below are not changed. However, if a quorum does not appear, the assembly may discuss the reason for the meeting and, acting as an ad hoc committee, make a recommendation to be brought before the Faculty Senate at the next meeting at which a quorum is achieved.

SECTION 2: MEETING FORMAT

All meetings will be held virtually using synchronous technology that allows for deliberation by members, such as video conference (e.g., Zoom) or other technologies.

In order to provide a forum for discussion of Faculty issues, all Faculty shall have the right to attend Senate meetings and to participate in accordance with the established rules, except for the right to vote.

Video recordings of the meetings is prohibited except by the Office of the Secretary for the preparation of minutes. Recording will not be made publicly available and will be deleted after the approval of meeting minutes by the Senate.

SECTION 3: QUORUM

A quorum for transacting business shall consist of more than fifty (50) percent of the Faculty Senate voting members, except where specified otherwise in the Constitution.

SECTION 4: RULES OF PROCEDURE

The rules of procedure in the meetings of the Senate, except where otherwise specified herein are those of Robert's Rules of Order.

4.1: AGENDA

All committees should submit their updates and any policy recommendations to the Executive Committee for inclusion on the agenda one (1) week before the Regular Senate meeting at the Executive Committee Meeting.

Items of business referred to Faculty Senate should be presented for consideration to the Office of the Chair at least two (2) weeks before the Regular Senate meetings. At the discretion of the Office of the Chair, urgent business may be presented on the floor of the Senate during New Business.

The Executive Committee shall adopt an agenda for each Regular Senate Meeting based on committee updates and academic matters referred to Senate.

A working agenda for all Regular Senate Meetings will be posted at least five (5) days before each meeting.

4.2: ORDER OF BUSINESS

The order of business at each regular meeting of the Senate is as follows:

- I. Call to Order
- II. Approval of the Minutes
- III. Announcements
- IV. Updates
 - a. President
 - b. Provost
 - c. APSCUF
 - d. UCC
 - e. Student Senate
 - f. Committee Updates (Written)
- V. Questions & Answers
- VI. Old Business
- VII. New Business
- VIII. Adjournment

The order of business may be changed by the Office of the Chair prior to or during the meeting in order to accommodate the schedules of the President, Provost, or Invited Guests involved in Old/New Business.

Any or all items in this Section may be suspended at any Regular Senate meeting by a two-thirds (2/3) vote of the members present.

4.3: VOTING PROCEDURES:

Methods of voting may be *viva voce*, by show of hands, or other electronic means.

A roll-call vote shall be taken if requested and approved by the majority of those members present. The vote of each senator shall be recorded as part of the Senate minutes.

A secret ballot shall be conducted if requested and approved by the majority of those members present.

The Senate may use preferential balloting as prescribed by the current Robert's Rules of Order in all its elections.

4.4: MINUTES

The minutes of any meetings of the Senate shall be made public following their approval by the Senate.

ARTICLE V. DUTIES AND COMMITTEES

SECTION 1: DUTIES

1.1: REVIEW OF CURRICULAR PROPOSALS

Faculty Senate shall review curricular proposals submitted to the University Curriculum Committee (UCC), and in accordance with the policies and procedures outline in the UCC By-Laws, provide feedback on the proposals to the UCC during the open Review Period.

The Faculty Senate shall provide feedback to the UCC focusing on, but not limited to, the suitability of the proposal in the context of the current curriculum of the university. Feedback will be recorded in the virtual shared space and identified as coming from the Faculty Senate.

Faculty Senate will appoint one non-voting member to the UCC each academic year.

1.2: CONSIDERATION OF REFERRED ACADEMIC MATTERS

The Senate will receive and consider academic matters referred to it by the Council of Trustees, the President, the Provost, the University Assembly, the Student Body, and the Faculty.

SECTION 2: STANDING COMMITTEES

The Standing Committees and Subcommittees of the Senate Shall include

1. Committee on Committees and Rules
2. Academic Standards
3. Assessment
4. Budget
5. Faculty Forum
 - a. California Forum
 - b. Clarion Forum
 - c. Edinboro Forum
6. Faculty Affairs
 - a. Online Faculty
 - b. Temporary Faculty
 - c. Faculty Research
7. General Education
8. Institutional Resources
9. Shared Governance
10. Student Affairs

In addition, Senate shall create additional standing committees and/or ad-hoc committees, as Senate deems necessary.

Each committee will determine as it deems appropriate the need for and creation of additional subcommittees. Standing committees and subcommittees will operate as described below.

The Senate shall determine its committee structure, composition, and authority subject to the following provisions:

1. Any member of the University staff, academic or non-academic, or student of the University may be appointed to a committee. At the discretion of the Executive Committee, other individuals such as alumni or community members may be appointed to a committee.
2. Any member of a committee who is not a Senator shall have non-voting privileges on the floor of the Senate on issues of concern to one's committee.
3. Chairs of standing committees must be members of the Senate and will be appointed by the Executive Committee
4. Assignments of responsibilities specified herein shall be controlling.

2.1: APPOINTMENT OF MEMBERS

Unless indicated otherwise in section 2.5 below, Standing Committees of the Senate shall consist of six (6) members (two from each legacy campus), exclusive of its chair.

The members, shall be appointed by the Senate upon the recommendation of the Committee on the Committees and Rules.

Except for the initial committee, members shall serve for three years, with the selection of two members each year. The CCR will cast lots to assign terms of office for the initial committee. Two individuals will serve a one-year term, two individuals will serve a two-year term, and two individuals will serve a three-year term.

2.2: SUBCOMMITTEES

If a Standing committee of the Senate functions through standing subcommittees, each subcommittee shall consist of six (6) members (two from each Legacy Campus) appointed by the Senate upon the recommendation of the Committee on Committees and Rules.

Except for the first year, members shall serve for three years, with the selection of two members each year. The CCR will cast lots to assign terms of office for the initial subcommittee. Two individuals will serve a one-year term, two individuals will serve a two-year term, and two individuals will serve a three-year term.

The subcommittee will elect a chair from its members.

The chair of the standing committee shall serve as an ex officio member on all its subcommittees and will vote only in case of a tie.

2.3: LEAVES OF ABSENCE

In all cases, persons on leave of absence or sabbatical leave, may be replaced for the duration of leave. The committee or subcommittee chair should contact the Office of the Chair to fill the position if a committee member requests a replacement during their leave.

2.4: COMMITTEES AND SUBCOMMITTEE DESCRIPTIONS

2.4.1: COMMITTEE ON COMMITTEES AND RULES

The Committee, comprised of the Vice Chairs and one additional member from each legacy campus in consultation with the Co-Chairs of the Faculty Senate, shall have the responsibility for making standing committee and subcommittee nominations upon its own initiative, subject to approval by the Faculty Senate. It shall use its discretion in determining individual preferences of the Faculty for committee assignments. It shall review and make recommendations on committee structure and organization. Nominations for student representatives on the various committees of the Senate shall be proposed only after consultation with the appropriate student officers.

All proposals for amending the Constitution and the Standing Rules of the Senate shall be referred to the Committee for analysis and clarification, provided that its recommendations shall not alter the basic intent of the proposals referred to it.

The members of the Committee shall be responsible for election duties referred to in Article II.

The committee will elect one of the Vice Chairs of the Executive Committee to serve as the Chair of CCR. The Parliamentarian of the Senate shall be a member ex officio and shall not vote unless elected to the Committee by the Senate.

2.4.2: ACADEMIC STANDARDS

The Committee shall advise the Faculty Senate on matters relating to academic standards.

2.4.3: ASSESSMENT

The Committee shall advise Senate on matters concerning academic and managerial assessment.

2.4.4: BUDGET

The Committee shall advise Senate on matters concerning the University budget.

2.4.5: FACULTY FORUM

Each legacy campus shall have a subcommittee that serves as the advisory body to the Faculty Senate on matters unique to their Campus.

The subcommittees will be comprised of the three Executive Committee members from the Campus, two additional members from the Campus, and one student representative selected by the Student Senate of the Campus.

Each subcommittee will hold monthly forums to address matters and concerns unique to their Campus.

2.4.6: FACULTY AFFAIRS

The Committee shall advise Senate on matters concerning faculty affairs.

2.4.6.1: ONLINE FACULTY

The Subcommittee shall advise Senate on matters of concern specific to faculty teaching in online programs and courses.

2.4.6.2: TEMPORARY/ADJUNCT FACULTY

The Subcommittee shall advise Senate on matters of concern specific to temporary/adjunct faculty.

2.4.6.3: FACULTY RESEARCH AND CREATIVE ACTIVITIES

The Subcommittee shall advise Senate on matters relating to research activities, scholarly work, and creative and performing arts at the University.

2.4.7: GENERAL EDUCATION

The Committee shall advise Senate on matters concerning General Education. Review and assessment of the General Education Curriculum in compliance with and aligned to Middle States reporting, as well as any changes (besides the placement or inclusion/exclusion of courses) will be conducted by this committee. In addition to the 6 members appointed to this committee by the Faculty Senate, the Provost or their designee will serve as a non-voting member of this committee, and the President may appoint a non-voting administrative member to this committee.

2.4.8: INSTITUTIONAL RESOURCES AND SUSTAINABILITY

The Committee shall advise Senate on all matters affecting the growth, development, and sustainability of all University facilities, including planning for the future.

2.4.9: SHARED GOVERNANCE

The Committee shall advise Senate on matters concerning the University Assembly.

The three Co-Chairs or their Designees shall represent Faculty Senate in the University Assembly. These representatives will act as liaisons with the Assembly and will share information addressed at Assembly meeting with the Senate body.

Additional members may be added to this committee as needed to address shared governance concerns.

2.4.10: STUDENT AFFAIRS

The Committee shall advise Senate on matters concerning student life at the University.

The Committee shall have three student representatives selected by the Student Senates at each legacy campus and it shall have at least one member from the “Office of Student Affairs in Institutional Effectiveness.”

ARTICLE VI. ACTION OF THE FACULTY

SECTION 1: INITIATION OF POLICY BY THE FACULTY

Written petitions relating to matters coming within the competence of the Senate may be presented to the Faculty Senate for consideration.

A written petition signed by at least fifty (50) Faculty members relating to matters coming within the competence of the Senate, may be presented to the Faculty Senate for consideration.

If the Senate does not act within thirty (30) calendar days or if it substantially alters the petition from the precise form in which it was submitted, the Office of the Chair, in consultation with the President, shall call for the Faculty to consider it by referendum.

SECTION 2: REFERENDUM OF THE FACULTY

The Senate may conduct referenda of the Faculty upon its own initiative.

Any motion or resolution acted upon by the Faculty Senate is subject to a referendum by the Faculty upon petition of at least twenty-five (25) percent of Faculty based on the most recently published seniority list. A petition must be made within thirty (30) days of the Senate action in question (excluding University breaks).

If the referendum is adopted by the Faculty (approved by a majority of the Faculty casting ballots), it shall be binding as if enacted by the Faculty Senate.

ARTICLE VII. RATIFICATION

This Constitution shall be in effect when 1) approved by a two thirds (2/3) majority of a quorum of the Faculty Senate; 2) approved by a majority of the Faculty casting ballots; 3) approved by the President of the University; and 4) approved by the Council of Trustees.

ARTICLE VIII. SYSTEMATIC EVALUATION

SECTION 1: END OF YEAR REVIEW

The Office of the Secretary will generate a digest and status report of all Faculty Senate actions similar to that shown in Appendix II.

SECTION 2: SELF STUDY

The Faculty Senate will develop and implement a process that reviews and evaluates its role in the university's shared governance structure.

Faculty Senate shall conduct a review of its Constitution, every three years and as needed. The review shall be conducted by an ad hoc committee assembled by the Committee on Committees and Rules (CCR) and approved by Faculty Senate.

Senate will implement recommendations for improvement as needed.

Any proposed changes must be approved by a two-thirds (2/3) majority of a quorum of the Faculty Senate. All changes to the Constitution must be approved by the President and the Council of Trustees.

ARTICLE IX. AMENDMENTS

The Faculty Senate shall have the authority to amend the Constitution upon its own initiative.

All Faculty shall have the opportunity to propose amendments to the Constitution by submitting a written petition signed by at least ten (10) percent of the Faculty based on the most recently published seniority list.

A written proposed amendment will be furnished to the Office of the Chair.

At a subsequent meeting of the Senate occurring no sooner than two (2) weeks after the date the proposal was submitted, the proposed amendment shall be voted on by the Senate.

Upon a two-thirds (2/3) majority of a quorum of the Faculty Senate, the proposed amendment will be sent to the full Faculty for majority approval. After approval, the proposed amendment shall be sent to the President and the Council of Trustees for approval.

ARTICLE X. GOVERNING RULES

The Senate shall establish its own Rules of Procedure.

The President of the University retains the responsibility to ensure that no provisions of this Constitution shall conflict with the Collective Bargaining Agreement between the Association of Pennsylvania State College & University Faculties and the Commonwealth of Pennsylvania or any law of the State of Pennsylvania or the United States of America.

APPENDIX A. INITIAL TERM LENGTHS FOR ACADEMIC YEAR 2023/2024

The initial term length for each department was determined using a random number generator. The Departments with numbers 98-46 received three-year terms. The Departments with numbers 44-22 two-year terms. The Departments with numbers 21 and below received one-year terms.

The term lengths within each college were then checked to ensure that at least one department within the college was assigned to each initial term length, but that no more than two departments within a college received the same initial term length.

Initial Term Lengths for Academic Year 2023/2024			
		Random Number	Length of Initial Term
College of Science, Technology & Business	Computing and Engineering Technology	90	3
	Biology, Earth, and Environmental Sciences	21	1
	Chemistry, Mathematics & Physics	41	2
	Business, Economics & Communication	98	3
College of Education, Arts & Humanities	Visual & Performing Arts	51	3
	Criminal Justice, History, and Politics	21	1
	Education	44	2
	English, Philosophy and Modern Languages	28	2
	Library and Information Science	17	1
College of Health Sciences & Human Services	Communication Sciences & Disorders	10	1
	Exercise, Health, and Sport Sciences	22	2
	Nursing and Health Professions	15	1
	Psychology, Counseling, and Art Therapy	46	3
	Social Work, Sociology and Human Services	70	3
Other Faculty Departments	Library	34	2
	Athletics, Student Affairs, and Student Services	11	1

APPENDIX B. CLARION FACULTY SENATE ACTION DIGEST AND STATUS REPORT FOR 2021-2022

Meeting Date	Item	Initiated By	Action	Type	Effective Date	Senate Response	President Response	Status
4/26/2021	1	Senate	Election of 2021/2022 Faculty Senate Officers: J. Knaust (Chair), M. McConnel (Vice Chair), P. Woodburne (Secretary)	Governance	4/26/2021	Approved	N/A	N/A
4/26/2021	2	Senate	Appointment of N. Dias and A. Love to the Committee on Committees and Rules	Governance	4/26/2021	Approved	N/A	N/A
11/15/2021	3	CCPS	ENGL 478: Reading in the 21 st Century. I-flag Request	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	4	CCPS	MSLS (all concentrations) and MSLS School Library Media. Change in Requirements	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	5	CCPS	BSBA in Economics. Change in Requirements	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	6	CCPS	LEGL 348: Legal Writing. W-flag Request	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	7	CCPS	Legal 342: Methods of Legal Research. I-flag Request	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	8	CCPS	NURS 101: Nursing Process I. Change in Credits. Change in Co-Requisites	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	9	CCPS	NURS 335: Integrative Therapies for Wellness. New Course (Web)	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	10	CCPS	Certificate in Advanced Paralegal Studies. Change in Name of Program. Change in Program Requirements	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	11	CCPS	CHIN 251: Chinese III (Intermediate I). New Course (Web). Gen Ed IIC Placement Request	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	12	CCPS	CHIN 252: Chinese IV(Intermediate II). New Course (Web). Gen Ed IIC Placement Request	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	13	CCPS	CHIN 300: Topics in Chinese Studies. New Course (Web). Gen Ed IIC Placement Request. W-flag Request. I-flag Request	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	14	CCPS	ATTR 690: Professional Development, Administration, and Leadership. Change in Credits	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	15	CCPS	ATTR 575: Evidence based Assessment and Intervention of the Head, Spine, & Thorax. New Course	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	16	CCPS	BS in Allied Health Leadership. Change in Requirements. Add PH 101: Medical Terminology	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	17	CCPS	BS in Allied Health Leadership. Change in Requirements. Add PHIL 301: Bioethics	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	18	CCPS	BS in Medical Imaging Sciences and Related Concentrations. Change in Requirements	Curricular	Fall 2022	Approved	Approved	N/A
11/15/2021	19	CCPS	NFSS 301: Emergency Medical Responder Clinical. New Course	Curricular	Fall 2022	Approved	Approved	N/A
2/14/2022	20	Senate	Senate Resolution for Pam Gent on the event of her retirement and service to Clarion University	Curricular	4/26/2021	Approved	N/A	N/A
2/14/2022	21	Senate	Statement on Diversity, Equity, and Inclusion	Governance	4/26/2021	Approved	N/A	N/A
3/31/2022	22	Senate	Resolution on Critical Race Theory	Governance	4/26/2021	Approved	N/A	N/A
4/18/2022	23		New Minor in Library Studies	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	24	CCPS	GEOG/ES 481: Spatial Analysis and Modeling. Credit Change	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	25	CCPS	GEOG/ES 345: Computer Cartography w/ Lab. Credit Change	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	26	CCPS	GEOG/ES 345: Computer Cartography w/Lab. Credit Change	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	27	CCPS	GEOG/ES 345: Computer Cartography w/Lab. Credit Change	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	28	CCPS	BS in Integrative Studies Concentration in Geography and Sustainable Planning. Change in Credit Requirement	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	29	CCPS	BS in Integrative Studies Concentration in Geography and Sustainable Planning. Change in Credit Requirement	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	30	CCPS	Minor in Geographic Information Science (GIS). Change in Credit Requirement	Curricular	Fall 2022	Approved	Approved	N/A
4/18/2022	31	CCPS	BIOL 165: Principles of Biology I Lab. Change in Contact Hours and Workload Hours	Curricular	Fall 2022	Approved	Approved	N/A
4/26/2021	32	Senate	Election of Faculty Senate Officers until integration into PennWest on 7/1/2022: J. Knaust (Chair), M. McConnel (Vice Chair), P. Woodburne (Secretary)	Governance	4/26/2021	Approved	N/A	N/A
4/26/2021	33	Senate	Appointment of P. Woodburne, M. McConnell, and J. Knaust to the executive body of the new interim integrated PennWest 2022-2023 Faculty Senate	Governance	4/26/2021	Approved	N/A	N/A