



Ohio Administrative Code Rule 3342-2-06 Faculty senate bylaws.

Effective: April 26, 2021

(A) Entitlement and functions of the faculty senate. The entitlement and functions of the faculty senate are specified in the faculty senate charter as included in rule 3342-2-05 of the Administrative Code.

(B) Definitions.

(1) "Tenure-track faculty member" denotes a full-time faculty member or librarian with indefinite tenure or a full-time faculty member or librarian in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.

(2) "Full-time non-tenure-eligible faculty member" denotes a full-time faculty member or full-time librarian who does not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.

(3) "Designee" denotes a person selected or designated to represent a regular member of faculty senate or its councils, committees, commissions, or other bodies should the regular member be unable to fulfill her or his duties for an extended period of time. A designee has all of the privileges and responsibilities of the regular member.

(4) "Proxy" denotes a person serving as a temporary substitute for a regular member of one of faculty senates councils, committees, commissions, or other bodies in the regular members occasional absence. A proxy has all of the privileges and responsibilities of the regular member, except voting.

(5) "Delegate of the faculty senate" denotes an official faculty senate representative to another body which is either within or external to the university.



(6) "Delegate to the faculty senate" denotes a person designated to represent other bodies at the faculty senate.

(7) "Petition" denotes a document calling upon the faculty senate or the entire full-time faculty to take some action. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate his or her support for the preceding petition by:

(a) Including his or her handwritten signature or a digital reproduction thereof,

(b) Clearly printing his or her name, and

(c) Indicating the date signed. Although a petition may be circulated as an email attachment, in no case does an email message by itself constitute a petition.

(C) Membership.

(1) Academic and full-time non-tenure-eligible unit representatives.

(a) Each academic unit having at least ten tenure-track faculty members shall be entitled to one representative for the first ten tenure-track faculty members, a second representative for an additional fifty tenure-track faculty members, and one additional representative for each fifty tenure-track faculty members in excess of sixty.

(i) Administrators with faculty rank who are tenured or in the probationary period prior to tenure shall be included in the census of full-time faculty of the academic unit in which they hold academic rank and may vote in the election for that unit. However, administrators with faculty rank who are tenured or in the probationary period prior to tenure may not stand for election to faculty senate.

(ii) Tenure-track faculty and tenured administrators with faculty rank whose responsibilities are exclusively or primarily associated with a regional campus shall be counted in the census of that campus and, with the exception of the college of applied and technical studies, shall not be counted in the census of the university-wide college or school in which they also hold rank.



(iii) The college of applied and technical studies census will show some overlap of individuals who are members of the college of applied and technical studies, as well as faculty on a regional campus. Those individuals are entitled to participation in the election of representatives both from the college of applied and technical studies and from the regional campus.

(iv) If there are tenure-track faculty members or tenured administrators with faculty rank not clearly identified with an academic unit or for whom primary identification is uncertain, such individuals shall each be assigned for purposes of faculty senate representation to a specific academic unit by the provost in consultation with the executive committee of the faculty senate and, if necessary, with the person(s) involved.

(v) Part-time faculty members are not eligible for faculty senate membership or participation in the election of representatives; nor are "visiting" or adjunct faculty, unless the appointment is explicitly for more than a single academic year of continuing full-time teaching, research, or service as a librarian.

(b) Full-time non-tenure-eligible faculty shall constitute a separate unit and (except as specified in paragraph (C)(1)(d) of this rule) shall not be counted in the census of the college, school or department in which they hold rank, nor in the census of the campus where they have their primary appointment. The full-time non-tenure-eligible faculty will not be included in the overall census for determination of the number of at-large representatives. The non-tenure-eligible faculty unit shall be entitled to one representative for the first ten faculty members, a second representative for an additional fifty faculty members, and one additional representative for each fifty faculty in excess of sixty.

(c) The "faculty head count" compiled by the office of the provost in the fall academic term shall constitute the basis for identification of academic units entitled to representation; the identification of tenure-track faculty and "full-time non-tenure-eligible" faculty; and the assignment of an individual to a specific college, independent school, regional campus or to the full-time non-tenure-eligible unit. A separate roster of "administrators with academic rank" shall also be compiled and combined with the "faculty head count" to constitute the census (referenced in paragraph (C)(1)(f) of rule 3342-2-05 of the Administrative Code) for determining the appropriate representation of the academic units.



(d) If an academic unit has fewer than ten tenure-track faculty members, but the total number of full-time faculty members exceeds ten, then the electorate for that unit will consist of all full-time faculty members.

(e) If an academic unit or the full-time non-tenure-eligible unit has fewer than ten members, the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded to them.

(2) There shall be one at-large representative for each one hundred members of the tenure-track faculty electorate or the major portion thereof (fifty-one through ninety-nine).

(3) Individuals holding the following positions or their designees shall be "ex officio" members of the faculty senate: the president; the provost and vice presidents; the deans of the colleges and the deans or directors of independent schools; the dean of university libraries; the dean of university college; the dean of graduate studies; and the dean of the honors college.

(4) The chair of the retired faculty association or designee, the executive chair of the graduate student senate or designee, the president of the undergraduate student government or designee, an elected representative from the part-time faculty, and a parliamentarian appointed by the chair-elect of the faculty senate shall be observers in the faculty senate and have the right of the floor.

(D) Elections.

(1) Term of office.

(a) The term of office of an elected representative shall be three years except in such instances as provided for in this rule.

(b) If it is known or anticipated that an elected representative will be absent from, or unable to discharge his or her responsibilities to, the faculty senate for an entire academic semester (including summer) or longer, the representative's place on the faculty senate shall be filled during his or her absence by an alternate. The alternate will serve with full privileges and responsibilities of an elected



representative until the return of the representative he or she replaces or until the completion of that representative's term.

(c) The secretary of the faculty senate is responsible for determining whether an alternate representative is needed and for initiating actions necessary to implement the appointment.

(d) The faculty senate executive committee shall render decisions when questions are raised regarding the seating of an alternate representative.

(e) A representative will be replaced by the highest available alternate from the immediately preceding election held by the electorate which selected the representative.

(f) If no alternate is available from the most recent senate election in that unit to replace a representative therefrom, it shall be the responsibility of the highest elected faculty body of that unit to provide for a representative. For at-large vacancies the faculty senate shall provide for a representative.

(2) Removal and recall of elected representatives.

(a) When an elected representative has been absent from three consecutive regular meetings of the faculty senate without provision for temporary replacement by an alternate (as provided in paragraph (D)(1)(c) of this rule), the secretary of the senate shall notify the faculty senate executive committee of this fact and report same in the minutes of the faculty senate.

(b) After reviewing the circumstances and discussing them with the affected senator, the faculty senate executive committee may recommend that the senator be removed from office and his or her place in the faculty senate assumed by the highest available alternate from the most recent election of the academic unit (or at-large), the alternate to serve for the remainder of the term of the removed senator or until the next regular election for faculty senate representatives, whichever comes first.

(c) Removal shall be effected or disapproved by majority vote of members present and voting of the faculty senate at a meeting to which the senator whose removal has been recommended has been invited and availed both the right of the floor and of the vote, to both of which as an elected



representative to the faculty senate he or she is entitled.

(d) Upon receipt of a petition containing the valid signatures of full-time faculty members comprising twenty per cent of the eligible electorate of that constituency, the secretary of the faculty senate shall, within thirty days, conduct a special recall election among the electorate of the constituency which selected the senator whose recall is being requested.

(e) A two-thirds majority of eligible faculty voting in the recall election shall effect the removal of the senator, his or her place in the faculty senate to be assumed by the highest available alternate from the most recent faculty senate election of that unit.

(f) If no alternate is available, the faculty senate may advise the executive committee to fill the vacancy in accord with the provisions of paragraph (D)(1) of this rule.

(g) Representatives elected by an academic unit who during their term of office change their assigned academic unit shall be ineligible to complete their elected term, and their place on the senate shall be filled according to the provisions of paragraphs (D)(1)(e) and (D)(1)(f) of this rule.

(3) Rotation of terms.

(a) In order to provide for an appropriate balance between continuity and rotation of faculty senate membership over a three-year cycle of annual elections among academic unit representation, at-large representation, and the faculty senate membership as a whole, the faculty senate executive committee--with the approval of the faculty senate--shall be empowered prior to the first elections conducted under these revised provisions of the faculty senate bylaws and at three-year intervals thereafter to provide for this balance by designating certain specific seats to be filled for a term shorter than three years.

(b) Wherever possible, this shall be effected by designating that the initial multiple-representative academic unit and at-large elections shall be for successively shorter terms, e.g., the first candidate elected under the fractional single transferable vote system shall serve a full three-year term, the second a two-year term, and so forth.



(c) In effecting a proper distribution of single-representative academic units over a three-year cycle, the designation shall be made by lot with the independent schools and regional campuses grouped separately.

(d) In the implementation of these revised representation and election provisions and procedures, no incumbent senator is to lose his/her seat prior to the normal expiration of the term, nor is any academic unit to be denied or delayed its appropriate representation in the faculty senate.

(4) Nominations.

(a) On the Monday after Thanksgiving the secretary of the senate shall send forms to each tenure-track and full-time non-tenure-eligible faculty member for each of the constituencies for which they are eligible to nominate. Nomination forms are to be submitted to the faculty senate office no later than the end of the fall term.

(b) Nomination forms for a nominee must contain the signature of the nominee and at least two signatures of eligible members of the electorate that the nominee would represent.

(c) A faculty member is eligible to sign no more than one nomination form for an academic unit representative, no more than one nomination form for a full-time non-tenure-eligible representative, and no more than one nomination form for an at-large representative.

(d) In the event that the nominations obtained for unit representatives or at-large representatives total fewer than twice the number of representatives to be elected, the executive committee of the faculty senate shall make the necessary nominations to achieve the desired number.

(e) Tenure-track faculty may be nominated either for academic unit representative or for at-large representative, but not both. Full-time non-tenure-eligible faculty may only be nominated for the non-tenure-eligible unit.

(5) Election procedures.

(a) Ballots shall be sent directly to each member of the electorate no later than the third week of the



spring term either by physical mail or using electronic means that guarantee the same level of security and anonymity. Each voter shall receive one ballot for each election in which he or she is eligible to vote. In the case of ballots mailed physically, ballots shall be returned to the faculty senate office in a signed and sealed envelope no later than Friday of the fifth week of the spring term. In the case of electronic ballots, they will be returned by means to a designated web site no later than Friday the fifth week of the spring term.

(b) As a part of these bylaws there shall be appended a description of the fractional single transferable vote (FSTV) system, including a sample ballot and a description of the procedure by which ballots are counted, candidates are declared elected, and defeated nominees are ranked as alternates. If only two candidates are vying for one seat, election shall be by simple majority of the valid ballots cast. Ties will be resolved by the secretary's flip of a coin in the presence of the chair and vice-chair of the faculty senate or an equivalent in the online voting system.

(c) The secretary of the faculty senate shall notify all candidates of the election results, no later than Friday of the seventh week of classes of the spring term.

(d) The results of all elections shall be filed and shall become part of the records of the faculty senate.

(E) Officers and delegates.

(1) Election of officers.

(a) In the fifth week of the spring term the chair of the faculty senate shall appoint a nominating committee from the elected membership of the present faculty senate. The committee shall have three members and shall endeavor to have at least two candidates for the offices of chair, vice chair, secretary, and one at-large member of the executive committee from the elected faculty senate membership. The nominating committee shall issue a call for nominations from the full membership of faculty senate. The nominating committee shall not put forward any of its members as candidates. The committee shall determine the best possible slate of candidates willing to serve in advance of entering their names in nomination. The names of nominees shall be circulated to members of the faculty senate-elect no later than ten seven days prior to the penultimate meeting of the spring term.



(b) Officers of the faculty senate shall be elected at the penultimate meeting of the spring term. Elected representatives of the faculty senate-elect shall be invited to the meeting and shall constitute the electorate. Additional nominations may be made from the floor by members of the electorate. Elections shall be conducted by the fractional single transferrable vote (FSTV) system. Ballots shall be counted by tellers selected by the chair.

(c) Officers shall be elected sequentially in the following order: chair, vice chair, and secretary and at-large member of the executive committee. A defeated candidate may be nominated for another office.

(d) Term of office/vacancy in office.

(i) The term of office for all officers shall be one year. Officers may be re-elected to an office without limitation provided his or her three-year term has not expired.

(ii) In the event of a vacancy in office of chair, the vice chair accedes to the office of chair and a special election will be held to fill the office of vice chair.

(iii) In the event of a vacancy in any other elected senate office, a special election will be held to fill that office.

(2) Officers and their responsibilities.

(a) Duties of the chair of the faculty senate.

(i) The chair shall preside at regular and special meetings of the faculty senate.

(ii) The chair of the faculty senate shall be the chair of the executive committee.

(iii) The chair or designee shall represent the faculty senate in its external relations, except where these bylaws provide for other representatives. The chair shall be one of the representatives to the Ohio faculty council.



(iv) The chair shall facilitate the legislative action of the faculty senate by monitoring the activities of the faculty senate committees, by serving as a liaison between the faculty senate executive committee and other committees, and by determining that committee proposals and recommendations are brought to the faculty senate in proper form and after due process.

(v) In instances in which faculty senate resolutions are forwarded to individuals or bodies for approval or action, the chair shall deliver the resolutions and be responsible for reporting to the faculty senate the responses of the receiver.

(vi) The chair shall be responsible for the management of the faculty senate office.

(vii) The chair shall be the appointing officer for all appointed positions in the faculty senate, except that after the election of officers in the spring term, the chair-elect shall be the appointing officer for all appointments for the coming year.

(viii) The chair must approve individual purchases from the faculty senate budget which exceed two hundred fifty dollars.

(ix) The chair shall have such other duties as are assigned by actions of the faculty senate, by the faculty senate charter, or by these bylaws.

(x) The chair of the faculty senate shall have ex officio membership on all faculty senate councils, committees, and commissions.

(b) Duties of the vice chair of the faculty senate.

(i) The vice chair shall preside at meetings of the faculty senate and shall chair the faculty senate executive committee in the absence of the chair.

(ii) The vice chair shall assume all of the duties of the chair of the faculty senate whenever the chair is absent from the campus more than two consecutive weeks.



(iii) The vice chair of the faculty senate shall be the chair of the committee on committees.

(c) Duties of the secretary of the faculty senate.

(i) The secretary shall supervise the preparation and distribution of the faculty senate minutes.

(ii) The secretary shall be the archivist of the faculty senate and shall file all faculty senate correspondence and copies of the minutes of faculty senate committees and other committees reporting to the faculty senate.

(3) Faculty senate delegates.

(a) Duties of delegates.

(i) Delegates shall be the principal agents of communication between the faculty senate and the bodies to which the delegates have been assigned.

(ii) Delegates shall attend the meetings of the groups to which they have been assigned.

(iii) Delegates shall prepare upon request or by their own initiative, oral and/or written reports to be presented to the faculty senate and/or the faculty senate executive committee.

(b) Designation and selection of delegates.

(i) The chair of the faculty senate shall be the delegate to the board of trustees.

(ii) The chair of the faculty senate shall be a member of and the delegate to the presidents advisory council.

(iii) The chair of the faculty senate shall appoint the requisite delegate(s) to serve during his/her term to:

(a) The Ohio faculty council. The chair shall be a delegate to the Ohio faculty council. In addition,



the chair shall appoint one additional delegate and one alternate. The appointee and the alternate may be any tenure-track or full-time non-tenure-eligible faculty member.

(b) Appropriate organization(s) of student governance, as requested.

(c) Appropriate organization(s) of the university alumni association, as requested.

(d) The university parents organization(s), as requested.

(e) Such other university or statewide organizations as may request a delegate representing the faculty of the university.

(iv) The chair shall also appoint a member of the tenure-track or full-time non-tenure-eligible faculty, not necessarily a senator, as a faculty representative to the alumni council.

(4) Removal and recall of elected officers.

(a) Upon receipt of a petition containing the valid signatures of faculty senators comprising twenty per cent of the elected membership of faculty senate, the secretary of the faculty senate shall within thirty days conduct a special recall election of the officer whose removal is being requested. If the secretary is the officer whose recall is requested, this special election shall be conducted by another elected officer designated by the chair of faculty senate.

(b) A two-thirds majority of eligible senators voting in the recall election shall effect the removal of the officer. A special election shall be held to elect a replacement.

(F) Meetings.

(1) Types of meetings.

(a) Regular meetings shall be open meetings.

(b) Guests may be invited to closed meetings by the chair of the faculty senate or the faculty senate



executive committee or by vote of the faculty senate.

(c) Special meetings may be called by the chair of the faculty senate. The chair shall be obliged to convene the faculty senate whenever one-fifth or more of the members submit a written request for a special meeting.

(2) Frequency and schedule of meetings.

(a) The number of regular meetings in each term shall be at least: fall, four; spring, four. A summer meeting may be called at the discretion of the executive committee.

(b) Regular meetings of the faculty senate shall be scheduled on Mondays, normally the second Monday of each month of the regular academic year during which the university is in session.

(c) If called, a summer meeting shall normally be scheduled the first Monday of the summer III term.

(3) Procedures and rules.

(a) Meetings of the senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."

(b) Normally, the regular agenda shall be:

(i) Call to order

(ii) Roll call

(iii) Approval of the agenda

(iv) Approval of minutes

(v) Senate chairs remarks



(vi) dent/provosts remarks

(vii) Old business

(viii) New business

(ix) Announcements/statements for the record

(x) Adjournment

(c) The faculty senate executive committee may prepare an agenda which devotes a meeting to discussion, precludes action, and sets aside "Robert's Rules of Order Revised."

(d) Privileges of the floor.

(i) Senators shall have first privilege of the floor, followed by administrators who are ex-officio members of the senate, the retired faculty observer, student observers (graduate and undergraduate student senate officers), and the part-time faculty observer.

(ii) Faculty senate delegates to other bodies shall have the privilege of the floor at all regular meetings of the faculty senate.

(iii) A guest or delegate may be recognized if the chair rules that recognition is appropriate. Guests or delegates need not be introduced by a senate member.

(iv) An elected member of the faculty senate who will be absent from a meeting may delegate neither his or her seat nor vote to a proxy.

(e) Voting procedures.

(i) Voice votes shall be the usual voting procedure. Other voting procedures (e.g. show of hands) may be selected at the senate chairs discretion.



(ii) A request by any member for a secret ballot shall be granted unless a majority of the faculty senate elects to vote in another manner.

(iii) A member may move for a roll call vote. The motion for a roll call vote must be seconded, is not debatable, and must pass by a majority vote.

(iv) Under special circumstances, the faculty senate, or its councils, committees, commissions or other bodies, may conduct electronic votes.

(f) The secretary may require that motions and amendments be submitted in writing.

(4) Minutes, invitations and announcements.

(a) An agenda shall be sent to each member of the faculty senate three working days in advance of regular meetings.

(b) All faculty senate delegates and delegates to the faculty senate from other bodies shall receive invitations and agenda to regular meetings.

(c) The faculty senate, through its chair, shall invite appropriate administrative officers, including the president, to discuss university matters with faculty senate.

(d) A full record of the proceedings of each faculty senate meeting shall be filed in the faculty senate office. An edited set of minutes which preserves the substance of the meeting shall be distributed to members of the faculty senate and to chairs and directors of academic units. At regular intervals, at least once in each academic term, a digest and status report of faculty senate actions shall be distributed to the faculty.

(G) Councils, committees and commissions.

(1) Rights of the faculty senate and definitions. The rights of the faculty senate and definitions with respect to councils, committees and commissions are specified in paragraph (G)(1) of rule 3342-2-05 of the Administrative Code.



(2) Educational policies council.

(a) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, inactivation or significant revision of academic programs; the establishment and discontinuance of bodies or agencies that are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

(b) All recommendations of the educational policies council related to long-range academic planning or to the establishment, inactivation or significant revision of academic policies, programs or bodies shall be submitted to the faculty senate for approval. Proposals for the inactivation or significant revision to an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.

(c) Business of the educational policies council that normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.

(d) All commissions appointed to consider academic planning for the university shall report to the educational policies council.

(e) The chair of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the Kent core requirements, diversity requirements, writing-intensive requirements and experiential learning requirements. This subcommittee shall report to the educational policies council.

(f) Changes to the composition of the educational policies council membership or changes in the process of selection and appointment of members to the council shall be proposed by the committee on committees and approved by the faculty senate.



(3) Committees of the faculty senate.

(a) Faculty senate executive committee.

(i) The faculty senate executive committee shall be the three officers elected by the faculty senate (chair, vice chair, and secretary), one at-large member elected by the faculty senate, and two senators appointed by the chair-elect prior to the inauguration of his/her term upon consultation with the other officers-elect and with due regard to appropriate representation among the collegial units and curricular divisions of the university. In addition, at the invitation and pleasure of the chair-elect, the immediate past chair may serve as an ex-officio (not voting) member of the executive committee.

(ii) The faculty senate executive committee shall prepare agenda for faculty senate meetings; shall transact routine business for the faculty senate between meetings; shall meet with the president regularly for confidential discussions or consideration of faculty senate business; and shall act for the faculty senate in emergencies. The faculty senate executive committee may assign responsibilities to faculty senate councils, committees, and commissions and determine which recommendations of these bodies require specific faculty senate approval. Individuals may appear before the faculty senate executive committee to make requests or present ideas relevant to the current or potential senate business.

(iii) The executive committee shall meet regularly each term during the academic year and during the summer.

(iv) The secretary of the faculty senate shall be the secretary of the executive committee and shall circulate minutes of meetings to all members of the faculty senate.

(v) Subsequent to the election of officers in the spring term, the chair shall invite members of the executive committee-elect to all meetings of the executive committee.

(b) Professional standards committee.



- (i) The professional standards committee shall be concerned with standards and policies encompassing matters such as faculty rank, promotion, appointment, leave, privilege, tenure, and dismissal.
- (ii) The professional standards committee shall be concerned with policies and procedures relevant to the evaluation of academic units.
- (iii) The professional standards committee shall be concerned with the quality of instruction.
- (iv) Changes to the composition of the professional standards committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (c) Committee on administrative officers.
- (i) The committee on administrative officers shall interview candidates for the administrative positions within the province of the committee.
- (ii) The committee on administrative officers shall establish, within the constraints of the law and of the faculty senate charter and these bylaws, a published set of procedures which shall define the extent and mechanics of its participation in the selection of administrative officers. Before becoming operative, the procedures shall be approved by the faculty senate, the president, and the board.
- (iii) The chair of the faculty senate shall be the chair of the committee on administrative officers.
- (iv) Changes to the composition of the committee on administrative officers membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
- (d) Committee on committees.
- (i) The committee on committees shall be a resource body for the chair-elect (or chair) of the faculty senate whose responsibility it is to oversee the appointment of the members of all senate



committees where the members are not otherwise selected as stipulated by these bylaws, and to appoint the convener thereof where appropriate.

(ii) The committee on committees should propose to the, chair-elect or chair of the faculty senate, members and alternates for appointed positions to be filled on all university councils, committees, commissions and boards.

(iii) Essential information on each university and senate body to which the committee on committees nominates members is maintained in a separate document which shall be approved by the committee on committees, in which shall be specified the structure of each group. This catalog of university and senate councils, committees, commissions and boards identifies the body's charge, qualifications of membership, number of members and alternates, term and means of appointment, and the office to which the body reports. Request for alteration of catalog entries may be made by notifying the chair of the committee on committees no later than January first, to be effective the following academic year.

(iv) The committee on committees shall make recommendations regarding the structure and functioning of faculty senate and university councils, committees, commissions and boards.

(v) In the spring term the committee shall make available in summary form information on each group and circulate an interest inventory to all faculty members to determine the committees for which individuals would like to be considered.

(vi) Annual recommendations of faculty members for membership on university councils, committees, commissions and boards shall be completed before the end of the spring term. Prior to the meeting at which recommendations are made, the faculty senate executive committee shall designate those university councils, committees, commissions and boards upon which the faculty senate shall have representation during the coming faculty senate year within the term of faculty senate, paragraph (G)(6)(a) of the faculty senate charter as provided for in rule 3342-2-05 of the Administrative Code.

(vii) Changes to the composition of the committee on committees membership or changes in the process of selection and appointment of members to the committee shall be proposed by the faculty



senate executive committee and approved by the faculty senate.

(e) Faculty senate budget advisory committee.

(i) The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.

(ii) Changes to the composition of the faculty senate budget advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(f) Faculty ethics committee.

(i) The faculty ethics committee shall serve as a screening and hearing body for any faculty member(s), who wishes to lodge a charge of unethical professional practice against another faculty member. A charge may also be filed against an administrator with faculty rank only in relation to those responsibilities assigned as a faculty member. "Unethical professional practice" is defined as violations of the faculty code of professional ethics (as included in rule 3342-6-17 of the Administrative Code). The ethics committee may also serve as a hearing body for faculty members who wish to request a hearing to respond to charges made against them.

(ii) The operating procedures for the faculty ethics committee shall be developed by the committee subject to approval by the faculty senate.

(iii) Changes to the composition of the faculty ethics committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(g) Faculty marshals.

(i) The faculty marshals shall be a faculty senate committee charged with acting as observers and liaisons between administrators and students during university-wide gatherings and times of possible unrest. As observers, they are important sources of information to faculty senate and the



faculty as a whole. They will be trained in coordination with the staff observers, but report to the chair of faculty senate.

(ii) The senate executive committee will select from a pool of volunteers, based on need.

(h) Survey of student instruction review committee.

(i) This committee shall bear primary responsibility for curating the list of custom questions used in the survey of student instruction (SSI). The process of curation will allow for modification, removal or addition of list questions. This committee will also be responsible for preparing an annual summary of SSI participation rates at both the aggregate level and broken down by campus, college, undergraduate versus graduate and online versus traditional delivery. The committee will also respond to requests from faculty senate executive committee for any additional information on the SSIs. The committee may make any recommendations to the faculty senate executive committee specific to the SSIs.

(ii) Changes to the composition of the survey of student instruction review committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(i) University libraries advisory committee.

(i) This committee shall advise and make recommendations to the dean of university libraries and the provost regarding the short and long-term operations and planning of university libraries. Matters within the purview of the committee may include, but are not necessarily limited to, the following:

(a) Collection development and budgetary issues;

(b) Service initiatives, evaluating existing services, creating new initiatives;

(c) Physical facilities (use and planning); and



(d) Assessment activities.

(ii) Changes to the composition of the university libraries advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(4) Appointments of commissions of the faculty senate. Appointments of members of commissions shall terminate at the end of a faculty senate year. Members may be reappointed if the task of the commission has not been completed.

(5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.

(a) Meetings.

(i) All faculty senate bodies should meet at least once during each term of the academic year.

(ii) All faculty senate bodies should hold a planning meeting early in the faculty senate year. Each body should submit an outline of proposed activities to the executive committee.

(iii) All bodies shall file a copy of the minutes of their meetings with the faculty senate office.

(b) Facilities and services.

(i) The faculty senate conference room shall be available for meetings of faculty senate bodies.

(ii) Secretarial services of the faculty senate office shall be available to faculty senate bodies. Requests for services shall be directed to the chair of the faculty senate.

(iii) Bodies of the faculty senate may file requests for funds from the faculty senate budget to support their activities.

(iv) A faculty senate body may request that the chair appoint consultants to the body. Consultants will not have voting privileges.



(c) Reports.

(i) Each faculty senate body shall file a report at the end of the faculty senate year summarizing the activities of the body. The chair of the body is responsible for the report.

(ii) Progress reports to the faculty senate may be made orally.

(iii) Reports to the faculty senate which summarize investigations or which embody recommendations shall be submitted in writing.

(iv) Reports which embody major recommendations shall be submitted to the vice chair of the senate prior to presentation at a faculty senate meeting. The vice chair or the executive committee of the faculty senate may request additional work by the body including hearings which permit interested parties to comment upon proposals. Reports to members of the senate shall be circulated in advance of the meeting at which a vote is to occur.

(6) Composition and terms of appointment. Composition and terms of appointments of members of faculty senate councils, committees, and commissions except where specified elsewhere in the bylaws shall be specified for each group in the catalog of university and senate councils, committees, and commissions.

(7) Membership of faculty senate bodies.

(a) Sizes of faculty senate committees and commissions. Every effort shall be made to keep committees and commissions small except when bodies require a number of permanent subcommittees. A committee or commission with as few as three members is not inappropriate.

(b) Representation on faculty senate bodies.

(i) Faculty senate committees will normally be chaired by members of the faculty senate.

(ii) Faculty senate commissions may be chaired by any member of the faculty.



(iii) Faculty senate committees shall have at least two members of the faculty senate as members of the committee. Other faculty members, students, and alumni may serve as members of the faculty senate bodies.

(iv) A faculty senate commission will normally have at least one member of the faculty senate as a member.

(8) Additional programs, functions, and responsibilities of the faculty senate may be established.