

# APPENDIX A – BYLAWS OF THE PLYMOUTH STATE UNIVERSITY FACULTY

(With revisions through 05-03-2017)

## Article I

The name of this organization shall be the Faculty of Plymouth State University (hereinafter called the faculty).

## Article II

### Faculty Role in University Shared Governance

- A. The principle of shared governance in universities is long established by tradition and was formalized in the *1966 Statement on Government of Colleges and Universities* (jointly formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges). The *Statement* affirms that the academic institution is a "joint effort," requiring communication and consultation among all constituencies, and addresses the distinctive responsibilities of trustees, administration, faculty, staff, and students in university governance.
- B. The distinctive responsibility of the faculty is the academic mission of the university. In particular, the *Statement* asserts in Section V. The Academic Institution: The Faculty that, "*The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances and for reasons communicated to the faculty.*"

[The full 1966 *Statement* is available at: <http://www.aaup.org/statements/Redbook/Govern.htm> ]

*[amended 4-6-05 using language adapted from the Preamble of the Constitution of the UNH Faculty Senate]*

## Article III

### Members

Membership in the faculty shall be restricted to those persons employed at Plymouth State University who have appointments in one of the following categories: Tenure-Track Faculty, Clinical Faculty, full-time, benefitted Research Faculty, or Contract Faculty. Only such members of the faculty may vote on issues at faculty meetings, vote in faculty elections, or be elected to faculty offices and committees. The one exception is that the adjunct faculty will each year elect an adjunct faculty member to serve as a voting participant of the Faculty Welfare Committee for a one-year term.

According to the Faculty Handbook, Section 2.1 Definition of Faculty Status, administrators who have established faculty rank with an academic department at Plymouth State University are eligible to vote in annual faculty elections. Except for the Dean of Library and Academic Support Services, such administrators may not be elected to faculty offices and committees.

No person may be simultaneously a member of, or represented by, two governing assemblies.

*[amended 12-2-92, 5-5-04, 5/6/09, 5-4-2011, and 3-7-2012]*

## **Article IV**

### **Officers**

- A. The Faculty Speaker shall have responsibility for moderating regular faculty meetings or Faculty Forums as well as consulting with the Administration and the Steering Committee to appoint faculty members to task forces, advisory groups, and other ad hoc groups. The Speaker and the Speaker-Elect shall assume their respective offices on August 15 of the next academic year.
1. The Faculty Speaker-Elect shall be chosen by a ballot at the regular annual faculty elections. The Speaker-Elect shall assist the current Faculty Speaker and will moderate regular faculty meetings (See Article VI) or Faculty Forums in the absence of the Faculty Speaker. The following year, the Speaker-Elect shall become Faculty Speaker and a new Speaker-Elect will be chosen.
  2. The immediate past Speaker shall serve as Parliamentarian at regular faculty meetings or Faculty Forums.
  3. The Speaker shall fill any faculty vacancies on committees or any vacancies of faculty observers by appointing people to serve until the end of the academic year (August). The Nominating and Balloting Committee shall treat all such positions as upcoming vacancies and shall arrange for the election of replacements to complete the original terms (in order to keep memberships in proper term rotation) during the next regular elections. Temporary vacancies, such as those created by sabbatical leaves, shall be filled by the Faculty Speaker by appointing people to serve until the originally-elected member returns.
  4. Every year the Faculty Speaker, in consultation with appropriate Department Chairs and the Steering Committee, shall (depending on availability) appoint a faculty member to be a non-voting participant on each of the Principal Policy-Making Committees for a one-year, non-renewable term. These members shall be selected from a pool of faculty with not more than five years service at PSU.
  5. The Speaker-Elect shall assume the role of Faculty Speaker in the event that the Speaker cannot finish his or her term. The Speaker-Elect shall chair the Steering Committee (see Article IX).
  6. In the event that a Speaker-Elect cannot finish her or his term, or cannot assume the duties of Faculty Speaker, the Nominating and Balloting Committee shall hold a special election to replace the Speaker-Elect for the duration of his or her term, as needed.
  7. In the absence of a Speaker Elect, and with a 2/3 majority vote of support from the faculty during the April faculty meeting, the current Speaker can serve an additional year in the same position with the assistance of a newly elected Speaker-Elect.

*[amended 4-7-99, 3-3-04, 11-1-06, 10-3-07, and 10-5-16]*

- B. The President is the chief administrative officer of Plymouth State University. (In the President's absence, some administrative officer in the chain of command will assume this role). The President shall be responsible for providing adequate secretarial service for Faculty Meetings. This service will include distribution of the agenda and the taking and publishing of the minutes of each meeting.

## **Article V**

### **Faculty Representatives**

A. Representatives to University System of New Hampshire (USNH) and USNH Board of Trustees Committees and Councils.

The following faculty representatives shall be elected annually by ballot at the regular annual faculty elections. These representatives shall assume office at the beginning of the next academic year. These faculty representatives shall attend the meetings of the respective Board and System committees and councils and report periodically to the faculty. In the absence of the faculty representative, the Faculty Welfare Committee shall designate a temporary representative.

1. Representative to the Board of Trustees – elected by the faculty for a one-year term. The faculty representative will report, in writing, to the Faculty Steering Committee after every Board of Trustees meeting.
2. Representative to the Trustees’ Financial Affairs Committee – elected by the faculty for a one-year term. The faculty representative will report, in writing, to the Faculty Steering Committee after every Board of Trustees Financial Affairs Committee meeting.
3. Representative to the Trustees’ Programs and Services Committee – Chair of the Faculty Welfare Committee or Chair’s designee.
4. Representative to the System Personnel Policy Council (Faculty/PAT) – selected annually by the Faculty Welfare Committee from among its members.

*[amended 12-3-08 and 5-4-2011]*

B. Representative to the Professional, Administrative, Technical Senate – to be elected annually by the faculty.

*[amended 2-4-04]*

## Article VI

### Meetings

Regular meetings of the faculty shall be held at the call of the Speaker of the Faculty, at a minimum, on the first Wednesday of the first and last months of each semester; more meetings shall be called as needed. A quorum for a regular Faculty Meeting shall be the members present.

Meetings will be moderated by the Faculty Speaker. The Speaker-Elect will moderate the meeting in the absence of the Faculty Speaker. A volunteer from the Faculty Steering Committee (See Article X) will moderate the meeting in the absence of both the Speaker and Speaker-Elect.

Ordinarily, the reports to the Faculty Meeting will be written and circulated with the agenda. The author of the report is expected to be present for drawing attention (for no more than a few minutes) to some of the salient points of the report and to answer questions.

Policy-making committees shall have discretion to have their decisions singled out for full faculty consideration as separate motions or to appear on the faculty meeting agenda together with the decisions of other committees under one standing item titled “**Resolutions of the Standing Committees.**” If, at the faculty meeting, no faculty member objects to specific resolutions in this list, the entire package may be seconded and voted on as a block by the assembled faculty. Any faculty member may, however, single out an item in the resolutions list for discussion before it is approved by the faculty. The faculty may vote to amend the package in order to send the issue back to the committee for further work, recommend that another committee take up the issue, or move to strike the issue altogether. Decisions which are submitted as Resolutions of the Standing Committees must be designated as such by a unanimous vote of

the committee. All other decisions by the standing committees will be submitted to the Steering Committee for inclusion on the faculty agenda.

*[amended 10-5-94, 11-1-06, and 10-5-16]*

## **Article VII**

### **The Faculty Forum**

The Faculty Forum meets to discuss matters of concern to the teaching faculty and to the University as a whole. The Forum has no legislative jurisdiction. The Faculty Speaker will, on petition from ten members of the faculty, call a Faculty Forum meeting.

*[amended 2/6/08]*

## **Article VIII**

### **The Student Senate**

- A. The faculty delegates through the President of the University to the Student Senate the legislative jurisdiction in matters of the Student Government and purely student affairs. It is understood that all powers of the Student Government are derived by delegation from the President of the University with advice of the faculty.
- B. Two faculty elected during the faculty elections each year shall be observers to the Student Senate meetings with speaking rights.
- C. The Student Senate Speaker (or someone designated by him/her) and five other students designated by the Student Senate shall be observers to Faculty Meetings with speaking rights.

*[amended 3-3-04]*

## **Article IX**

### **The Steering Committee**

#### A. Composition:

The Steering Committee shall be chaired by the Faculty Speaker-Elect and shall be comprised of the chairs of the Principal Policy-Making Committees (as described in Article X), as well as the Faculty Speaker. In the absence of a Spokee-Elect, the Faculty Speaker will chair the Steering Committee.

#### B. Function:

- 1. To serve as a forum for communication between the Principal Policy-Making Committees.
- 2. To assign tasks/issues, as they arise, to the appropriate standing committee(s), track the progress of those tasks/issues, and report that progress to the faculty.
- 3. To create task forces and other ad hoc groups in consultation with the President, the Provost, or the Cabinet, or at the request of any group of at least ten faculty. The Steering Committee shall ensure that the functions of these task forces and ad hoc groups do not duplicate those of the standing committees. These functional groups shall be given specific charges and sunset dates.

#### C. Duties:

- 1. As needed, the Steering Committee shall meet prior to the week of the faculty meeting to assist the Faculty Speaker in creating an agenda for that meeting. Except program additions and/or

policy changes, all decisions of the Principal Policy-Making Committees will appear on the faculty meeting agenda under one standing item titled “Resolutions of the Standing Committees” as described in Article VI.

2. The Steering Committee shall report the formation and dissolution of task forces and ad hoc groups, as well as other activities of their committee, to the faculty by means of the “Resolutions of the Standing Committees” as described in Article VI.
3. The Steering Committee, at the request of one of the Principal Policy-Making Committees, or at the request of any group of at least ten faculty, will call a Faculty Forum meeting, as described in Article VII.
4. At the beginning of each academic year, the Steering Committee shall consult with the President to determine University planning issues.
5. At intervals of not more than five years, effective Fall 2009, the Steering Committee shall appoint a Task Force to coordinate faculty evaluation of the Principal Administrators.
6. The Steering Committee shall review the agenda for each meeting of the Board of the Trustees and its subcommittees.
7. The Steering Committee shall not be empowered to approve policy resolutions passed by policy-making committees.

*[created 11-1-06, replacing former Executive Council; amended 4-4-07, 5-2-07, 10-3-07, 5-4-2011, and 10-5-16]*

## **Article X**

### **Principal Policy-Making Committees**

The Principal Policy-Making Committees shall be:

- Academic Affairs
- Academic Technology and Online Education
- Athletic Council \*
- Council of Educator Preparation \*
- Curriculum
- Faculty Welfare
- General Education
- Graduate Council

\* Not included on the Steering Committee.

No faculty member shall be elected to serve simultaneously on more than one of the Principal Policy-Making Committees that make up the Steering Committee, except for members of the Graduate Council who can serve on one other Principal Policy-Making Committee.

Administrators of the University shall not serve as chairs of the Principal Policy-Making Committees. Faculty members may serve on no more than two Principal Policy-Making Committees concurrently.

No member of a Principal Policy-Making Committee shall be eligible for election if the election will create more than six consecutive years of service.

Every year the Faculty Speaker, in consultation with appropriate Department Chairs, shall (depending on availability) appoint a faculty member to be a non-voting participant on each of the Principal Policy-Making Committees for a one-year, non-renewable term. These members shall be selected from a pool of faculty with not more than five years service at PSU.

Principal Policy-Making Committees, as defined in the Faculty Handbook, shall publish meeting times in the materials distributed by the Nominating and Balloting Committee during the annual election period.

*[amended 4-6-94, 10-5-94, 3-6-96, 5-1-02, 5-3-06, 4-4-07, 10-3-07, 5-2-12, and 5-3-17]*

## **Article XI**

### **Committees**

- A. Faculty members may attend as observers any meeting of any faculty committee or council except the Review Committee. They may participate in committee deliberations only with the consent of a committee majority; by a vote of the majority, the committee may, after stating reasons, decide to conduct some portion of a meeting in closed session.
- B. The elected faculty members of the following committees shall be elected at the regular annual faculty elections in an election based on nominations submitted by faculty members. Student appointments shall be subject to approval by the Student Senate.

*[amended 12-2-92]*

- C. The starting date for the terms of all councils and committees shall be August 15 following the annual faculty elections, and the completion date for the terms of all councils and committees shall be August 14.

All formal actions in process on August 14 by the Review Committee will continue with the existing committee until the conclusion of the actions.

*[amended 11-6-91, 10-3-07, 11-7-07]*

- D. Committee Descriptions:

#### **1. Academic Affairs Committee**

##### **a. Composition**

Eight faculty members elected by the faculty for staggered three-year terms and two full-time students elected by the Student Senate shall be voting members of the committee. Additional voting members shall include: one senior Academic Affairs Officer, the University Registrar, and one senior member of Academic Advising. The Academic Student Advocate & Policy Support Faculty Member shall serve as a non-voting member. The committee shall elect a committee chair from among the eight elected faculty members. In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, nonrenewable term. This member shall be selected from a pool of faculty with not more than five years' service at PSU.

##### **b. Function**

The Academic Affairs Committee (AAC) shall study, create, and implement university policies concerning (1) admission standards and procedures for entering undergraduate students and transfer undergraduate students; (2) academic continuance and readmission standards and procedures; (3) academic standards for class-related grading policies (e.g., changes in grading, grading procedures, pass/fail, attendance policy, excused absence policy); (4) the philosophy, goals, general responsibilities and delivery of academic advising; (5) academic standards for graduation; (6) the relationship between academic issues and diversity-related categories such as race, ethnicity, nationality, gender, sexual orientation, socioeconomic status, age, physical disability, and learning disability; (7) and any other related academic concerns that may be assigned by the faculty.

c. Duties

- (1) The AAC will periodically inform the faculty or make recommendations to the faculty on matters concerning academic standards.
- (2) Any faculty member on the Academic Affairs Committee may serve as Chair of an academic integrity panel. The hearing panel faculty pool will be composed of one full-time faculty member from each academic department. Each academic integrity hearing panel will consist of the following: the Chair (from the AAC), two members from the faculty pool, and two student members.
- (3) The AAC will act as the hearing panel for cases of alleged violations of the Fair Grading Policy, and, in the case of finding that a violation has occurred, guide in the finding of a solution.
- (4) The AAC (excluding student members), along with others they may appoint, will write probation contracts and review severance appeals.
- (5) The AAC will study factors that might contribute to academic performance in order to generate information and recommendations related to the academic support of all students.

*[created 3-7-07; amended 10-3-2012, 4-1-15, and 5-3-2017]*

## **2. Academic Technology and Online Education Committee**

a. Composition:

Eight faculty members elected by the faculty for staggered three-year terms and three students (one of whom shall be a member of the Student Senate) shall be voting members of the committee. Additional voting members shall include the Director of Client Services and Academic Technologies, the Assistant Vice President & Chief Information Officer of Information Technologies, and an Academic Affairs Officer. The Director of the Applications & Development (A&D) Team will serve as a non-voting member. The Chair may request others to serve as non-voting members for full or half year renewable terms based on the needs of the committee. The committee elects its own chair who shall be a faculty member.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with no more than five years of service at PSU. The Chair of the Academic Technology and Online Education Committee serves on the University Steering Committee.

b. Function:

The Academic Technology and Online Education Committee:

- Considers faculty technology needs, requirements, recommendations, and priorities.
- Considers students' perspectives regarding their technology needs and recommendations.



- Designs and implements processes to ensure fair representation, visibility, and consideration of faculty technology needs when technology priorities and investment decisions are made on campus.
- Influences university strategic planning related to academic technology both in the classroom and online.
- Communicates regularly with key stakeholders to assist with activities that support academic technology adoption and integration.
- Works collaboratively with stakeholders to assess technology used in the academic environment and pedagogy related to online instruction.
- Uses assessment information to inform future academic technology investments.
- Recommends policies for faculty approval related to online education and technology-driven changes to pedagogy.
- Advocates for adequate professional development resources for faculty related to use and assessment of technology for teaching and learning, both on campus and through external development opportunities.

The Academic Technology and Online Education Committee shall meet once monthly during the fall and spring terms. Minutes of all meetings will be posted on the campus intranet.

*[added 5-2-2012; amended 3-4-15 and 2-3-16, 4-5-2017]*

### **3. Athletic Council**

#### a. Composition:

(1) Voting members: Three female and three male faculty representatives elected for three-year terms during the annual election. The faculty representatives may not be members of the Department of Athletics.

One female and one male PAT representative elected annually using procedures designed by its organization. The members may not be members of the Department of Athletics.

One female and one male OS representative elected annually using procedures designed by its organization. The members may not be members of the Department of Athletics.

One female and one male student representative chosen annually by the Student Senate.

(2) Non-voting Official Consultants:

- (a) Director of Athletics
- (b) Chair, Department of Health and Human Performance
- (c) Vice President for Academic Affairs
- (d) Vice President for Student Affairs
- (e) Vice President for Finance and Administration
- (f) Director of Undergraduate Recruitment
- (g) Associate Director of Athletics
- (h) Assistant Director of Athletics.

*[amended 9-2-2009 and 5-3-2017]*

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years of service at PSU.

The Chair of the Council shall be elected annually from the voting faculty members of the Council.

b. Function:

- (1) Formulates policy which it recommends to the faculty and the President.
- (2) Works to ensure balance, development, and direction of the athletic program concerning:
  - (a) Academic performance criteria for athletes.
  - (b) Recruitment.
  - (c) Number of sports.
  - (d) Capital and operating budgets.
  - (e) Scheduling
  - (f) Any other intercollegiate athletic issues.
- (3) Adjudicates disagreements concerning interpretations of policies, use of facilities or expenditure of funds where intercollegiate issues are concerned.
- (4) Is scheduled to meet at least once each month.

c. Athletic Philosophy of Plymouth State University:

Plymouth State University endorses the NCAA Division III Philosophy:

**NCAA Division III Philosophy Statement**

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

1. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
2. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
3. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
4. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
5. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
6. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
7. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
8. Assure that athletics participants are not treated differently from other members of the student body;
9. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;

10. Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
11. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
12. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
13. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
14. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
15. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
16. Support ethnic and gender diversity for all constituents;
17. Give primary emphasis to regional in-season competition and conference championships; and
18. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences (Revised: 2/3/2017).

**Furthermore, at Plymouth State University, Athletics contribute to the educational process by:**

- (1) offering positive models of coaching excellence
- (2) offering programs that promote the ideals of equal opportunity
- (3) providing an important lab experience, particularly for students preparing to become teachers, coaches, and clinicians
- (4) establishing an environment for developing school spirit and pride in being a Plymouth
- (5) State University student in addition to helping to unify the student body and to promote social harmony on campus
- (6) promoting and stimulating health and fitness
- (7) promoting an environment that demands integrity and honesty on all levels of participation
- (8) offering a positive experience for all participants: student athletes, coaches, student and professional support staff, and spectators
- (9) establishing an important means for promoting the university and enhancing the image of Plymouth State University.

*[amended 4-4-90, 11-7-90, 12-2-92, 5-2-01, 12-3-03, 10-3-0, and 5-3-2017]*

**4. Council of Educator Preparation**

- a. Composition:

The Council of Educator Preparation consists of one representative from all programs within the Unit (see Note 1). If a representative is responsible for multiple programs, they will represent those programs with one vote (Appendix A).

Representatives from programs within the Unit (Appendix B) offering an initial educator preparation certification, other school personnel, or professional development programs for practicing educators should be qualified to teach the content methodology within the discipline and/or should supervise student teachers/interns. Representatives should be active members of an educator preparation program with preference given to full-time faculty within the program. Departments/programs will select their own Representatives to the Council.

The undergraduate student representative must be a student in an initial educator preparation program and not currently involved in an internship. The undergraduate student is recommended by program faculty to the Chair of the Council of Educator Preparation and is selected by the Council members. The graduate student representative should be a student within the Educational Unit (Appendix B). The graduate student is recommended by program faculty to the Director of Educator Preparation at the beginning of the academic year for a one-year term and is selected by the Council members.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the Committee for a one (1) year, non-renewable term. This member shall be selected from a pool of faculty with not more than five (5) years service at PSU. The non-voting faculty member shall be held to the same selection criteria as the voting members.

The Director of Educator Preparation shall serve as the Chair of the Council of Educator Preparation, as long as the Director of Educator Preparation is a faculty member. Should the Director of Educator Preparation not be a faculty member, the Chair of the Council will be elected from among the voting faculty members on the Council.

The Council of Educator Preparation is considered a Principal Policy-Making Committee under Article X of the Faculty Bylaws.

Quorum – A quorum will exist when 50 percent plus one of the voting membership are in attendance.

b. Function:

- (1) The Council of Educator Preparation is responsible for the oversight of education preparation programs and their alignment with state and national standards. (Appendix B). The Council is responsible for the dissemination and periodic assessment of the Conceptual Framework for Educator Preparation (see Note 2). The Graduate Hallmarks are the Theoretical Framework of the Advanced Programs and Other School Personnel and are reviewed by graduate faculty coordinators (see Note 3). The Council receives input from faculty, initial educator preparation candidates, candidates within the Advanced Programs (other school personnel and professional development for practicing teachers), public school professionals, professional advisory boards, and professional associations. These responsibilities are in accordance with the standards of the Council for the Accreditation of Educator Preparation (CAEP) and certification standards for educational personnel in New Hampshire.
- (2) The Council of Educator Preparation will meet regularly with advisory bodies to discuss issues in the field and will work collaboratively with these bodies to ensure the high

quality of preparation for initial educator programs, other school personnel, and professional development for practicing teachers.

(1) Curriculum Changes:

3a. Any curriculum change in undergraduate or graduate Educator Preparation programs (including Initial Educator Preparation, Other School Personnel, and Professional Development for Practicing Educator programs) that is a substantive change shall be presented to the Council for its approval before being presented to the respective Curriculum Committee. Substantive changes include:

- 1.) New programs;
- 2.) Changes in courses or programs that impact other programs within the Unit.

3b. To ensure that the curriculum change requested is not a substantive change, programs in Educator Preparation must present the proposal to the Director of Educator Preparation for review. The approval of the Director of Educator Preparation indicates that the curriculum change does not require a vote by the CEP. Proposals that represent a substantive curriculum change shall be placed on the CEP agenda for approval.

(2) The Council of Educator Preparation By-Laws will be reviewed yearly (during the spring semester) to insure proper membership representation of all programs within the Unit.

*[amended 12-2-92, 12-7-94, 5-1-02, 12-3-03, 3-2-05, 3-07, 11-4-09, 5-2-12, and 3-4-15]*

Note 1: As of 3/11 the Unit consists of 47 programs encompassing the following: 1) initial educator preparation; 2) other school personnel; and 3) professional development for practicing educators.

Note 2: The Conceptual Framework (CHECK) is utilized by undergraduate Initial Educator Preparation Programs.

Note 3. The Graduate Hallmarks (leadership and advocacy, scholarship and action, reflection and innovation, professionalism and service, and global awareness and social responsibility) are the theoretical framework utilized by the Advanced Programs including other school personnel and professional development of educators.

## **5. Curriculum Committee**

### **a. Composition:**

The Curriculum Committee is composed of nine voting faculty members and one voting student member chosen by procedures established by the Student Senate.

Faculty members of the Committee are considered representatives of the entire faculty.

Election is by majority vote of the faculty. Regular term of office shall be three years.

The committee is empowered (in conjunction with the Nominating and Balloting Committee) to ensure that membership terms are staggered so that at least four terms continue from year to year.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU. The Offices of Academic Affairs and the Registrar shall also each appoint a non-voting representative.

The Chair: The Chair of the Committee is elected annually by the members of the Committee. The chair must be selected from among the voting faculty members.

Consultants: The Committee may invite as many consultants as it wishes and as often as it wishes.

Quorum: A quorum for electronic voting and meetings shall consist of five voting faculty members.

--[amended 9-2-09, 12-4-13, 5-3-17 and 9-5-18]

b. Function:

(1) The Committee oversees all courses and programs offered by the University. The Committee considers proposals for curricular changes initiated by faculty through the academic program, department and/or cluster approval process and acts to ensure the integrity and coordination of all aspects of the curriculum.

(2) The Committee considers and approves, or denies by its own authority, all minor\* changes in the curriculum. The Committee publishes minor\* changes on the Web. Action on minor\* changes becomes official on the twenty-first day after the action is posted, unless a member of the faculty lodges an objection to the change with the Faculty Speaker prior to the twenty-first day.

(3) The Committee brings before the Faculty the Committee's recommendations concerning all proposed major\* curricular changes.

(4) The Committee may, by its own initiative, develop and implement curriculum review processes.

\* Major and minor are operatively and dichotomously defined. A minor change is one which is not major; a major change is one which either a member of the Curriculum Committee declared major during the meeting at which the matter was deliberated, or a member of the faculty, within 20 days of posting, has declared major to the Faculty Speaker. Upon being declared major, the Faculty Speaker will notify the Chair of the Curriculum Committee and the person responsible for the proposal. The latter person must provide, in a timely fashion, the Faculty Speaker with the proposal and any supporting materials.

[amended 12-5-07, 5-6-15, 5-3-17 and 9-5-18]

c. Relationship with other committees:

The Council of Educator Preparation reports to the Curriculum Committee.

[amended 5-7-97, 5-5-99, 11-3-99, 12-6-00, 12-3-03, 4-7-04, 4-4-07 and 5-3-2017]

[The Faculty Loan and Grant Committee was dissolved 5-4-11.]

## **6. Faculty Welfare Committee**

The academic reputation and vitality of the University is integrally linked to the quality of the faculty. Therefore, it is in the best interest of the University and the students to attract and keep high-quality faculty. Toward that end, the Faculty Welfare Committee represents the interests of the faculty.

### **a. Composition:**

The Faculty Welfare Committee shall have six (6) elected faculty members. The term of each elected member shall be for three years, with two members being elected each year. The President, the Vice President for Financial Affairs, the Provost and Vice President for Academic Affairs, the Director of Human Resources, and the USNH Legal Counsel shall be available to serve as consultants to the Faculty Welfare Committee, at the expressed request of the Committee. In addition, there will be one non-voting, tenure-track faculty member of the committee, with a one-year, non-renewable term, and one voting adjunct faculty member. The non-voting tenure-track faculty member should have not more than five years' service at PSU and will be appointed by the Faculty Speaker. The voting adjunct faculty representative will be elected annually by the adjunct faculty using a process determined by and managed by the adjunct community.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years' service at PSU.

The Chair of the Faculty Welfare Committee shall be elected annually from among its members and must be a tenured faculty member. The Chair of Faculty Welfare, or his/her designee, who must be a tenured faculty member, shall serve as an ex officio, voting member of the Grievance Resolution Committee. The Chair of the Faculty Welfare Committee serves on the University Steering Committee.

### **b. Function:**

- (1) To represent the interests of the faculty as a group of professional persons; (reference Bylaws of the Trustees, The Faculty Welfare Committee). The Committee will advocate for the welfare of the faculty and will make recommendations to the faculty and/or administration on matters affecting the welfare of the faculty, including but not limited to: academic freedom; promotion and tenure; compensation and benefits; workload; personnel policies; professional ethics; and "quality of life" issues related to working conditions.
- (2) To serve as a point of contact and consult with other groups, constituencies, and/or administrators when they formulate, revise, or propose policies affecting faculty welfare.
- (3) To select two of its members to serve as representatives to the USNH System Personnel Policy Council meetings. One member shall serve as a voting member; the second member will serve as the alternate.
- (4) To report annually on its activities to the full faculty.
- (5) To request a Faculty Forum or a special meeting of the faculty, if in the Committee's judgment one is necessary.
- (6) To perform such other duties as specified by the Faculty Handbook and by these Bylaws.

*[amended 9-3-97, 12-3-03, 3-3-04, 11-7-07, 5-6-09, and 5-4-2011.]*

## **7. General Education Committee**

### **a. Composition:**

A Principal Academic Affairs Officer or Designee (voting), two students selected by the Student Senate, Registrar Designee, and six elected faculty members. All elected faculty members must be from different departments.

Selection: To fill yearly vacancies, each department not represented or losing representation will present the name of one nominee to the Nominating and Balloting Committee. Election is by majority vote of the faculty of all those present and voting. Replacement members are chosen as needed by the same procedure to serve out unexpired terms. Temporary replacement for individuals on sabbatical leave is done jointly through appointment by the Chair of the Committee and the Faculty Speaker. Regular elections are held in the spring according to established faculty procedures.

Term of Service: Elected faculty members serve three year terms and are considered representative of the whole faculty. Two faculty will be elected every year.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years' service at PSU.

Chair: The Chair of the Committee, who shall be a faculty member, is selected annually by the members.

### **b. Function:**

- (1) To work with the faculty to determine criteria for general education courses.
- (2) To evaluate, and approve or reject, course proposals and status renewal requests.
- (3) To encourage and coordinate the whole program; to produce a comprehensive program from diverse elements; to encourage innovation in course design and instruction.
- (4) To evaluate, and approve or reject, departmental petitions for exceptions to prescribed requirements.
- (5) To establish procedures by which general education courses and the program as a whole will be regularly assessed.
- (6) To review regularly assessments of the program and make recommendations for improvement to the faculty.
- (7) To implement the program.

*[amended 9-20-91, 4-2-97, 12-3-03, 4-7-04, 4-6-05, 4-4-07. 12-4-13, 4-5-2017]*

## **8. Administrator Selection Task Forces**

### **a. Composition:**

Elected faculty members should comprise a plurality on most Administrator Selection Task Forces; that is, the number of faculty should exceed the number of any other constituency on the Task Force. In the case of dean or cabinet level positions in Academic Affairs—such as



Provost, Vice President for Academic Affairs, academic deans, and similar positions—the faculty should constitute the majority of the Administrator Selection Task Force. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

*[amended 2-4-09 and 5-3-2017]*

b. Function:

In the event of a search for a cabinet-level position or an administrative position at the dean or director level, the Steering Committee shall call a special election to elect faculty members to an Administrator Selection Task Force.

Each Task Force shall follow Human Resources guidelines for searches.

For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

*[as Administrator Selection Committee amended 3-2-94, 5-4-94, and 12-03-03; name changed and content amended 2-7-07, amended 5-3-2017]*

**9. Faculty Fundraising Committee** *[created 4-6-2011]*

a. Composition:

Composed of five faculty members appointed by the Faculty Speaker to staggered three year terms and an ex-officio representative from the University Advancement Office. The committee shall elect its own chair.

b. Function:

- (1) Publicize and promote fundraising for faculty scholarship endowment (pursuant to a Memorandum of Understanding with the PSU Advancement Office) and report to the faculty on the status of those efforts each semester.
- (2) Meet for organizational purposes at the beginning of each semester and as often as necessary thereafter.

[Faculty Loan and Grant Committee dissolved May 4, 2011.]

**10. First Year Seminar Coordinating Council** *[created 10-5-05]*

a. Composition:

The First Year Seminar Coordinator, who will chair the Council; the Associate Vice President for Academic Affairs; the Director of University Studies (who may vote in the absence of the AVPUS); one faculty member from the General Education Committee, to be chosen by that Committee; three faculty who teach the First Year Seminar, to be appointed by the Provost for three-year staggered terms; one Library faculty member to be chosen by the Library faculty.”

b. Function:

The Council will meet twice a year (in September and in February) and additionally as needed and will serve as the “department” for the course. The Council will be involved in the selection of books and other content modules for the seminar. The Council will be responsible for assessment of the First Year Seminar and will report its findings to the General Education Committee.

## **11. Grievance Resolution Committee**

a. Composition:

The Grievance Resolution Committee shall have five (5) members, four elected by ballot of the faculty and one the chair of the Faculty Welfare Committee, ex officio. All five members must be tenured. The term of each elected member shall be two years. Two members shall be elected each year and shall assume the office at the beginning of the next academic year. No faculty member, other than the Chair of the Faculty Welfare Committee, may serve on both the Grievance Resolution Committee and the Faculty Welfare Committee.

b. Function:

- (1) To meet at least once each semester for the purpose of training all members on the Grievance procedure.
- (2) To educate the Faculty about the Grievance procedure (for example, through Faculty workshops, online training, etc.).
- (3) To mediate faculty grievances, in accord with the Faculty Handbook, Section 2.18 Grievance Policy.
- (4) To serve as the hearing panel for faculty under the Grievance Resolution policy of the Human Resources Office, as stated in the PSU Online Policy Manual (OLPM), PSU.V.D.13.2.4.1.
- (5) To hear any appeal brought in accord with the Faculty Handbook, Section 2.9 F.3. Dismissal for Cause.
- (6) To perform such other duties as specified by the Faculty Handbook and these Bylaws.

*[amended 2-7-07 and name changed from former Review Committee; amended 4-7-10]*

## **12. Honorary Degrees and Awards Advisory Group**

a. Composition:

The Vice President for Academic Affairs, the Alumni Trustee, four faculty members appointed by the Faculty Speaker, one P.A.T. representative, one operating staff representative, and two students selected by the Student Senate. The Vice President for Academic Affairs chairs the committee. Faculty members serve three-year terms. No faculty member may serve successive terms.

b. Function:

To screen and recommend candidates for honorary degrees and for Granite State Awards and to propose building names.

[amended 2-7-90, 12-3-03, 4-7-04, and 11-1-06]

### **13. Honors Council**

a. Composition:

Composed of Associate Vice President for Academic Affairs, five faculty members appointed by the Faculty Speaker to three-year terms, and the Registrar serving as an *ex officio* voting member. The Committee elects its chair.

b. Function:

The Honors Council is responsible for all functions related to the University Honors Program.

[amended 11/5/09]

### **14. Nominating and Balloting Committee**

a. Composition:

A committee of three (3) faculty members appointed by the Faculty Speaker. The committee elects its chair.

Term of Office: Appointment is for a three-year staggered term. Replacements will be appointed by the Faculty Speaker whenever necessary.

b. Function:

(1) In consultation with the Faculty Speaker, the Nominating and Balloting Committee will conduct regular Spring elections as follows:

- i. In consultation with the Steering Committee prior to the election, the Nominating and Balloting Committee shall arrange for appropriate staggering of the terms of the members of a committee (as needed).
- ii. Solicit nominations of eligible faculty for open elective offices and committees by the first Monday in March.
- iii. Publish a draft ballot with the names and departments of all nominees for each position with time enough for nominees to respond to the nomination.
- iv. Distribute a secure ballot to all eligible faculty members by the fourth Monday in March.
- v. Verify that all votes cast are from eligible faculty and that all eligible votes have been tallied.
- vi. In the event of a tie, a run-off ballot will be distributed by the second Monday in April, using the same procedure as in the first round.
- vii. Tally the ballots and announce the results to the faculty by the third Monday in April. Candidates receiving the most votes will be elected.

(2) In consultation with the Faculty Speaker, the Nominating & Balloting Committee will also conduct elections for faculty representatives to task forces or other groups as needed.

[amended 4-2-08]

### **15. Women's Studies Council**

a. Composition:

The Women's Studies Council will be composed of at least five and no more than twelve faculty members; Teaching lecturers and Contract faculty will serve one-year terms, and Tenure-Track, Clinical, and FIR faculty will serve three-year terms. Two student members will be elected by the Council and must be declared Women's Studies minors; they will serve one-year terms. The Chair of the council will serve a one-year term, and may also be elected to the Chair-elect position. The Chair-elect will serve a one-year term and then become Chair of the Council the following year. All terms are renewable by election by Council members. The Chair will notify full-faculty, teaching lecturers and declared Women's Studies minors of the opportunity to run for open seats to be filled at a meeting of the Council. The voting members of the Council elect new members.

The Chair of the President's Commission on the Status of Women, the Chair of the President's Commission on Diversity and the Title IX Coordinator will be permanent, ex officio non-voting members of the Council, and the Library liaison will be a permanent voting ex officio member of the Council.

b. Function:

Within the policies of the Faculty Handbook and the Bylaws of the Faculty, the Women's Studies Council shall decide all policies concerning the Women's Studies minor program.

*[amended 12-2-9, 9-7-05, 3-4-09 and 12-2-15, 4-5-2017]*

*[Article XI amended 3-1-17 to delete the Humanities Council]*

## **16. Graduate Council**

a. Composition:

All Graduate Program Coordinators, or a designee selected by the Department, shall be members of the Graduate Council. The Registrar, or Registrar's designee, and a representative from the Office of Academic Affairs will serve as a non-voting ex-officio members.

The Chair: Members of the Graduate Council shall elect the Chair of the Graduate Council annually.

The Council will meet monthly September through May on the fourth Monday of the month and as deemed necessary by the Graduate Council.

b. Function:

- (1) The Graduate Council oversees all graduate programs offered by the University.
- (2) The Graduate Council is responsible for making recommendations to the Faculty regarding graduate academic policies and programs.

*[created 5-3-2017]*

## **Article XII**

### **Faculty Marshal**

- A. Selection: Prior to the end of each year, a Distinguished Teacher Award is presented to a faculty member. The recipient serves as the Faculty Marshal for the succeeding academic year.
- B. Function: The Faculty Marshal shall represent the faculty in any ceremonies requiring the presence of the Marshal.

*[amended 12-2-92]*

### **Article XIII**

#### **Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order available in Lamson Library shall govern the faculty in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or the Bylaws of the Trustees of the University System of New Hampshire.

*[amended 10-2-02]*

### **Article XIV**

#### **Amendments**

- A. These Bylaws may be amended at any regular Faculty Meeting by a vote of the majority of the entire membership or by a two-thirds vote of those voting.
- B. These Bylaws may be amended at a special Faculty Meeting by a vote of the majority of the entire membership.
- C. No Bylaws amendment may be voted on at any regular or special Faculty Meeting unless the text of that amendment is included in the official Agenda distributed prior to such meeting.

*[amended 10-2-02]*