

BYLAWS OF THE FACULTY COUNCIL OF THE COLLEGE OF TECHNOLOGY

Article I

NAME

The name of this council shall be The Faculty Council of The College of Technology, hereinafter referred to as the Faculty Council.

Article II

OBJECT

The Faculty Council will be the policy recommending body of the faculty of the College of Technology of Idaho State University. Its primary responsibility is to consider proposed changes in the policies of the College that affect the general welfare of the faculty and to address other issues and concerns of the faculty. The Faculty Council may recommend for consideration such changes on its own initiative to the Dean of the College.

Article III

Membership of the Faculty Council

Section 1: Membership

- A. The membership shall consist of eligible members elected from each department. Those faculty members who have had at least one year of full-time teaching service at the College of Technology, Idaho State University, are currently full-time faculty, and who are not members of the administration of the College are eligible for election to the Faculty Council.
- B. Each department is entitled to elect one full-time faculty member to the Faculty Council for every seven or major fraction thereof, full-time faculty teaching within the department. Departments with fewer than seven faculty members are entitled to elect one representative to Faculty Council. An annual assessment of apportionment will be done by the Faculty Council prior to appointment of the election committee.

Section 2: Departments Authorized to Elect Faculty Council Members

- A. Business and Service Department
- B. ESTEC Department
- C. General Education Department
- D. Health Occupations Department
- E. Human Resource Training and Development
- E. Trade and Industrial Department
- F. Technical Department

Article IV

Nomination and Election Procedures

Section 1: Annual Apportionment of Faculty Council seats

- A. The Vice President will request from the Secretary a list of all full-time faculty by department.
- B. The Vice President will provide the Faculty Council with the list of all full-time faculty by department and request they apportion Faculty Council seats prior to the appointment of the elections committee.

Section 2: Selection and Responsibilities of Election Committee Members

- A. The Vice President of the Faculty Council shall annually, in January, appoint an Election Committee. Before calling for elections, the Chairperson of the Election Committee shall obtain from the Secretary of the Faculty Council a list of those full-time faculty of the College of Technology, Idaho State University, who are qualified for election to the Faculty Council. It shall be the duty of this committee to set the date for nominations and elections. The Election Committee shall request the President to call an organizational meeting of the new Faculty Council during the last scheduled meeting of the Faculty Council after elections.
- B. Any full-time faculty member who has had one year of teaching service at the College of Technology, Idaho State University, and is not a member of the administration of the College may file a nomination with the Election Committee. The Election Committee will determine the eligibility of the nominees as defined in these bylaws.

- C. By March 15th, the election committee shall send a list of eligible faculty to each department electorate so they can select at least two nominees for each vacancy. Those nominees will then be presented to each department electorate for election to Faculty Council.
- D. The electorate will consist of those full-time faculty members of the College of Technology of Idaho State University.
- E. Elections by secret ballot shall be held annually during the first week of April. At least three members of the Election Committee shall count and tally the secret ballots. The Election Committee will deliver the ballots and the written election results to the President of the Faculty Council. The written results and ballots will be maintained until the election has been certified by the Faculty Council.

Section 3: Selection and Election of Faculty Council Members by Department

- A. Elections shall be held annually during the first week of April.
- B. Faculty Council members shall be elected for three (3) years.
- C. The first runners-up will be designated as alternates and will be expected to attend those meetings which elected members are unable to attend.
- D. Members elected to and serving a full term on the Faculty Council shall be eligible to serve consecutive terms.

Section 4: Selection and Election of Faculty Council Officers and Leadership Board

- A. The election of Faculty Council officers and the Leadership Board will be held at the organizational meeting of the newly elected Faculty Council.
- B. Nominations shall be made from the floor for the office of President, Vice President and Secretary and two Faculty Council members for the Leadership Board.
- C. The President and Vice President must have been full-time faculty members for at least three years with the College of Technology.
- D. The President must have at least one remaining year on the Faculty Council.

- F. The Vice President must have at least one remaining year on the Faculty Council.
- G. The incumbent Vice President will succeed the President at the end of the service term. If the incumbent Vice President is not able to fill this position, it may be filled by the Secretary or Parliamentarian (if one is appointed).
- H. Voting shall be by secret ballot by all members of the Faculty Council. The incumbent secretary shall count and tally the ballots.
- I. The elected officers shall begin their terms immediately upon being apprised of the results of the elections.

Article V

Organization of the Faculty Council

Section 1: Officers

The officers of the Faculty Council shall include, but not be restricted to, a president, a vice president, and a secretary. The officers shall perform those duties set forth in these Bylaws.

Section 2: Terms of Office

The terms of officers and Faculty Council members shall begin at the last meeting in May. Officers will serve for twelve (12) months. The President shall not be eligible to succeed himself/herself in office. The Vice President and Secretary shall be eligible to succeed themselves in their offices. In the event of a vacancy in the office of the President of the Faculty Council, the Vice President shall assume that office for the remainder of the term. A new Vice President shall be elected at the next regular meeting of the Faculty Council.

Section 3: Committees

The Faculty Council shall have, but not be limited to, the following committees:

A. Leadership Board

The Leadership Board shall have five members: the Faculty Council President, the Vice President, the Secretary, and two members elected from the Faculty Council.

B. Election Committee

The Election Committee shall have five members of the faculty appointed annually by the Vice President. The Election Committee will call all elections required under these Bylaws and notify the President of the Faculty Council of election results.

C. Rank and Promotion Committee

1. The Rank and Promotion Committee memberships and duties will conform to the Rank and Promotion Guidelines.

1) Committee Composition:

- a) Three core members will be appointed from the College of Technology Faculty Council with a minimum Advanced Instructor level preference.
- b) Core members will each serve a three-year term.
- c) Each member will rotate out coinciding with his/her Faculty Council appointment.
- d) Each outgoing member will be replaced with a newly elected Faculty Council member.
- e) Each outgoing member will serve an additional one-year term as an ex-officio member.
- f) In the event that a first- or second-term member resigns, a new member (with an equal term having a minimum of an Advanced Instructor level rank) will be appointed by Faculty Council to the Committee.
- g) In the event that a third-term committee member and/or Chair resigns, the Rank and Promotion Committee members will vote to replace the Chair position. Eligible members may include the current ex-officio member.

2) Rank and Promotion Committee Responsibilities

- a) The members of the Committee will:
 1. meet and select a chair (3rd year member), vice-chair (2nd year member), and secretary (1st year member) from the Rank and Promotion Committee core group at the beginning of the academic year. The secretary will record complete minutes to furnish documentation of all discussions and proceedings.
 2. set a time and location for future meetings.
 3. present information addressing the Rank and Promotion process in the new faculty orientation and provide specific training to applicants by the second Friday in April.

4. send notification of Intent to Apply (via e-mail) to all eligible faculty members in the College of Technology.
 5. assemble Review Committees, as needed, to complete the review process.
 6. issue a letter of appointment to each new review committee member.
 7. train review committee members to ensure they adhere to the policies set forth in the Rank and Promotion Procedures for Professional-Technical Faculty.
 8. charge the review committee members with their duties and responsibilities.
 9. issue individual numbers to reviewers to ensure their anonymity and to track them for questions and/or an appeal process, if necessary.
 10. report review committee recommendations to Faculty Council for ratification.
 11. guide the appeals process, if needed, according to the procedures outlined in the Faculty/Staff Handbook (Part 4, Sec. III, Sub-section C).
 12. track the terms of service of each reviewer.
 13. issue a thank you letter to each outgoing reviewer for his/her service.
 14. recommend to Faculty Council any changes or updates to the application process for the following year.
 15. maintain and update Rank and Promotion Procedures in accordance with Faculty Council approval.
 16. Chair will present an annual reporting of rank and promotion to Faculty Council.
 17. perform other duties as assigned by the Faculty Council.
- 3) Rank and Promotion Review Committees
- a) Review Committee Composition:
 1. At the beginning of the academic year, all eligible faculty members will receive an invitation to participate. The Review Committee members will be selected from the list of respondents. Those faculty members who are not chosen will have an opportunity to accept an invitation the following year.
 2. A minimum of three members will be selected to comprise a review committee. Committees will be assembled for each Rank and Promotion level, as needed.

3. The Review Committee will be comprised of three faculty members from outside the candidate's program. An alternate faculty member will be appointed to serve in the event that a Review Committee member is unable to serve.
 4. Members of each Review Committee will hold, at a minimum, the same rank that the candidate is seeking.
 5. The membership term will be three years to ensure committee continuity.
- 4) Rank and Promotion Review Committee Responsibilities:
- a) The members of the Review Committees will:
 1. participate in training by members of the Rank and Promotion Committee.
 2. maintain strict confidentiality throughout the review process. Individual numbers will be issued to reviewers to ensure their anonymity and to track them for questions and/or an appeal process, if necessary.
 3. screen Rank and Promotion applications to ensure that all eligibility criteria are met and each application is complete.
 4. with all members present, meet to review, comment, and recommend that each application proceed to the individual review committee for evaluation or be returned to the applicant for corrections, additions, or changes, which then can be resubmitted within a designated time frame.
 5. review each applicant's portfolio according to criteria in the guidelines. (Note: Faculty members are to be compared to official criteria only, not to other faculty.)
 6. vote to make a recommendation on each candidate.
 7. submit the committee's recommendations for each applicant to the chair of the Rank and Promotion Committee.

D. Ad Hoc Committees

The Faculty Council President, with the approval of the Faculty Council, shall appoint members of ad hoc committees. Such committees may include faculty members who are not Faculty Council members. A member of the Faculty Council will be the chair.

E. Subcommittees

Standing and ad hoc committees may designate necessary subcommittees subject to Faculty Council approval.

Article VI

Responsibilities and Duties

Section 1: Duties of the President of the Faculty Council

- A. The President of the Faculty Council shall preside at all meetings of the Faculty Council.
- B. The President shall call regular or special meetings of the Faculty Council.
- C. The President shall, with the approval of the Faculty Council, appoint all standing committees of the Faculty Council with the exceptions of the Election Committee and the Leadership Board.
- D. The President shall perform such other duties as are specified in these Bylaws or as may evolve through actions of the Faculty Council.
- E. The President shall appoint a parliamentarian to serve at all Faculty Council meetings.

Section 2: Duties of the Vice President

- A. The Vice President shall serve as assistant to the President in all duties of the President. In the absence of the President, the Vice President shall preside at the meetings and at that time shall assume all responsibilities of the office.
- B. The Vice President shall, with the approval of the Faculty Council, appoint the Election Committee.
- C. The Vice President shall perform such other duties as may be assigned by the President.

Section 3: Duties of the Secretary

- A. The Secretary shall cause the minutes of all meetings of the Faculty Council to be recorded, collected, duplicated, and preserved.
- B. The Secretary shall cause these minutes to be distributed to all members of the faculty.

- C. The Secretary shall be responsible for maintaining the valid list of membership of the Faculty Council and duly authorized alternates at each meeting.
- D. The Secretary shall be responsible for notifying the Faculty Council when any member has been absent and not represented by an alternate for three meetings during the year.
- E. The Secretary shall be responsible for maintaining an accurate list of the faculty.
- F. The Secretary shall perform such other duties as may be assigned by the President.

Section 4: Responsibilities of the Faculty Council Members

- A. Faculty Council members shall represent and promote the general interest and welfare of the faculty of the College of Technology. Members of the Faculty Council are the uninstructed representatives of their constituents. It shall be the responsibility of the members to seek the opinions of their constituents. The members of the Faculty Council shall feel free to make decisions and vote on matters according to their own judgment with consideration to constituents' input.
- B. College of Technology Membership
 - 1. Faculty Council membership designates all representatives be participants in the College of Technology Executive Committee. The will consist of at least as many faculty as administrators. This committee will advise the dean on important college-level matters. The committee will serve as the main faculty governance body at the college level, underscoring the importance of shared governance at all levels throughout the entire university. The department chairs, as departmental-level administrators, will also play a substantive role on the executive committee.

Article VII

Leadership Board

Section 1: Membership

The membership of the Leadership Board of the Faculty Council shall consist of the President, the Vice President, the Secretary, and two members elected from the Faculty Council.

Section 2: Duties

- A. The Leadership Board shall serve as an advisory body to the Dean at such times as either requests, when the nature of a situation calls for urgent consideration of a faculty point of view, and during the absence of the faculty at vacation period.
- C. The Leadership Board shall perform such other duties as may be assigned to it by the Faculty Council and shall not abrogate the general policies of the Faculty Council.

Article VIII

Meetings of the Faculty Council

Section 1: Meetings

- A. Regular Meetings:
 - 1. During the school year, the Faculty Council shall meet at least once each session unless the president calls a special meeting.
 - 2. Fifty percent of the Faculty Council membership shall constitute a quorum for the transaction of business.
 - 3. All actions and recommendations of the Faculty Council shall be by a majority of voting members present.
 - 4. Interested members of the faculty may attend meetings of the Faculty Council.

5. The Secretary of the Faculty Council shall make such provisions as are necessary to insure that voting be by members of the Faculty Council only.
6. At the discretion of the President of the Faculty Council, a special meeting may be called.

B: Special meetings of the Faculty Council

1. A special meeting shall be convened by the President of the Faculty Council when:
 - (1) A request stating the purpose of the meeting is submitted in writing signed by one third (1/3) of the Faculty Council members or twenty (20) percent of the entire faculty.

OR

 - (2) It is deemed necessary.
2. Meetings are conducted with respect to the business for which the meeting was called. New or additional business not germane to the stated purpose may not be introduced.

Section 2: Bylaws and Rules

The Faculty Council will create a Bylaws Review Committee to conduct regular updates, check for accuracy, and suggest changes to the Faculty Council Bylaws.

Section 3: Authority and Responsibility

The Faculty Council derives its authority and responsibilities through the faculty governance structure of the University, as stated in the University Faculty and Staff Handbook.

Article IX

Order of Business and Rules of Procedure

- Section 1: At regular meetings of the Faculty Council, business shall be conducted as follows:
- A. Call to order
 - B. Call of the Roll
 - C. Reading of the Minutes
 - D. Report of the President
 - E. Reports of the Standing Committees
 - F. Reports of Special or Ad Hoc Committees
 - G. Consideration of Old Business
 - H. Consideration of New Business
 - I. Adjournment
- Section 2: At any special meeting of the Faculty Council, business shall be conducted as follows:
- A. Call to Order
 - B. Call of the Roll
 - C. Consideration of Stated Business for which the meeting was called
 - D. Adjournment
- Section 3: Participation in discussion at Faculty Council shall be of an informal, forum nature, except at those times when a specific motion is presented for action by the Faculty Council, wherein rules of parliamentary procedure relative to motions and voting shall prevail.
- Section 4: Voting shall usually be by roll call but may be by secret vote and according to these Bylaws shall be duly certified and recorded in the minutes.
- Section 5: The Faculty Council may resolve itself into executive session upon a two-thirds vote for discussing personnel problems only. All votes on such matters as discussed in executive session shall be taken in open meetings.

Article X

Attendance and Participation

Section 1: All meetings of the Faculty Council, excluding executive sessions, shall be open to all members of the electorate. Visitors shall participate in discussion only on agenda items, when recognized by the President of the Faculty Council.

Section 2: Regular attendance at meetings of the Faculty Council is expected of every member or alternate. If any member misses three meetings during an academic year, the Faculty Council may remove the member and replace the member with an elected alternate for the remainder of member's term.

A. Alternates:

- (1) At the time each department elects its Faculty Council member(s), it must also select an alternate or alternates.
- (2) The alternate shall have full voting privileges in the absence of the duly elected Faculty Council member.

B. Vacancies:

Any vacancy which may occur between regular elections among the elected members of the Faculty Council shall be filled by an alternate for any remaining portion of the term. An alternate will be recommended as a member by the President and approved by the Faculty Council. If an alternate is not available, a new election will be held in the appropriate department.

C. Resignations:

Any member of Faculty Council resigning before the completion of his or her term shall submit a letter of resignation to the Faculty council.

Article XI

Communications

Section 1: Faculty Council agenda

Any member of the Faculty may secure consideration by the Faculty Council of any appropriate matter by submitting a written request to the Faculty Council President.

Section 2: Minutes

Minutes of meetings shall be presented in sufficient detail to permit adequate understanding of Faculty Council actions by interested faculty members who are not present. The minutes shall be published as soon as possible following each meeting and be made available to all faculty members, the Dean of The College of Technology,

Section 3: Recommendations to the Dean

A recommendation or other formal communication of the Faculty Council shall forthwith be put into writing with a record of the vote, signed by the President or Vice President of the Faculty Council, and transmitted to the Dean for consideration.

Article XII

Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the Faculty Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Council may adopt.

Article XIII

Amendment

Section 1: Proposal

A proposed amendment may be presented to the Faculty Council by any one of its members in written form or by an initiative petition signed by twenty (20) percent of the entire College faculty and presented to the President of the Faculty Council.

Section 2: Consideration of Amendment

Consideration of the proposed amendment shall be given at the next regular meeting of the Faculty Council which follows the first reading of that proposal. Approval by two-thirds of the entire Faculty Council on the issue is necessary. The proposed amendment may, on second reading, be amended on the floor of the Faculty Council. The amended proposal will be tabled until the next regular meeting.