

Idaho State University Provisional Faculty Senate (PFS)  
**Provisional Operating Procedures**  
as approved by Provisional Faculty Senate on September 19, 2011

On February 17, 2011 the President of ISU was charged by the State Board of Education to implement an interim faculty advisory structure. The President proposed to create a provisional faculty senate the purpose of which was to develop a faculty constitution and bylaws that would ultimately be approved by the President and the State Board of Education.

Elections for the PFS were held in late April of 2011. 18 members were duly elected, each of whom represent their respective colleges/division, library, and Idaho Falls and Meridian campuses, with Idaho Falls and Meridian participating via distance AV communication, and proportioned as follows:

- Arts and Letters – 3
- Business – 1
- Education – 1
- Science and Engineering – 3
- Technology – 3
- Health Sciences – 4
- Idaho Falls – 1
- Meridian – 1
- Library – 1

The PFS will be in effect no longer than one academic year (2011-2012), and will be dissolved upon the election of an ISU Faculty Senate based on SBOE-approved constitution and bylaws.

The PFS will also be responsible for other faculty governance tasks as they continue their work on the Constitution and Bylaws.

**To maintain proper parliamentary procedure and protocol, Robert’s Rules of Order (10<sup>th</sup> Edition) will be the governing document for conducting all meetings of the PFS.**

The following points will provide further direction for the good functioning of the PFS

- Ex officio, non-voting members of the PFS will included the President, Interim Provost, chairs of the University Curriculum, Research, and Graduate Councils.

It is understood that the PFS and Administration will work cooperatively in the effort to facilitate accomplishing the SBOE’s expectations in providing a constitution and bylaws in a timely manner. A constitution and bylaws will be vetted with and ratified by the faculty and presented to the President for approval and thence submitted to the SBOE in accordance with SBOE language specified in III.C.2. (Faculty Governance)

*The faculty of each institution will establish written bylaws, a constitution, and necessary procedures, subject to the approval by the Chief Executive Officer and the Board, for making*

*recommendations to the Chief Executive Officer as a part of the decision-making process of the institution. All policies and procedures must be consistent with the Board's Governing Policies and Procedures.*

- The PFS has the authority to elect a chair, vice chair and two additional members from the PFS to form an executive committee. Additionally ad hoc committees will be formed as needed to facilitate the tasks assignment by the SBOE. Ad hoc committees will be approved by majority vote of the PFS.
- The PFS executive committee will develop an agenda for each PFS meeting. Agenda items can be recommended by others for consideration. An agenda will be posted two working days prior to a provisional faculty senate meeting.
- PFS meeting minutes will be posted in a timely manner on the senate website. Minutes will reflect all issues, motions and actions taken during the meeting they represent. They will not be transcripts or be narratives.
- The meetings will not be officially recorded electronically.
- PFS members are expected to communicate regularly with their constituents regarding senate activities to inform and seek input as well as report on progress being made by the senate.
- Work sessions may be scheduled as needed by the PFS chair. Administration may suggest the need for such meetings through the senate chair.
- If a member of the PFS cannot attend, a proxy may be sent in that member's stead. The proxy will have the right to vote. As delineated above, ex officios are non-voting members
- All faculty grievances will be handled according to the ISU Faculty/Staff Handbook Part 4 Personnel Policies, Section V. Internal Grievance Procedures D. Grievance Procedures for Institutional Faculty.

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