

IDAHO STATE UNIVERSITY  
**PROVISIONAL FACULTY SENATE**  
MINUTES

**VOLUME XXXI, MEMO 16**

January 23, 2012

4:00 PM

Faculty Senate Conference Room REND 301

In Attendance: Randy Bishop, Phil Cole (**Chair**), Bob Croker, Dave Delehanty, Mikle Ellis, Marcia Francis, Alan Frantz, Susan Galindo, Chad Gross, Greg Leavitt, , Jim Skidmore, Ken Smith, Glenna Young  
Videoconference: Cathy Gray, Barb Mason  
Telephone: Deana Molinari  
Excused: JoAnne Pearce, Cindy Wilson; Barbara Adamcik  
Admin. Assistant: Catherine Wallace  
Guests: Leonard Hitchcock; Mike Farnworth, Idaho State Journal

**1. Approval of Agenda**

**ACTION:** Ellis moved and Delehanty seconded to approve the meeting agenda. Motion **passed**.

**2. Approval of Minutes for January 9, 2012**

**ACTION:** Moved by Gross and seconded by Leavitt to approve the Minutes for January 9, 2012. A minor correction in the attendance was pointed out.

Motion **passed**; Minutes were approved with the corrected attendance.

**3. Chair's Statement/Remarks**

Cole read aloud his comments regarding the Faculty Constitution that he had submitted in response to his Dean's request for feedback. He also sent those comments to the Idaho State Journal as a Letter to the Editor, which was published on January 12, 2012. Cole said he felt that was his only recourse since he has not been allowed to send mass emails to his faculty constituents.

Cole also read aloud Interim Provost Adamcik's email sent to the Faculty Senate Office in response to the invitation he had sent asking her to attend today's Provisional Faculty Senate meeting. He expressed disappointment that the Provost did not communicate directly with him as Chair of the Senate.

**4. Faculty Constitution Status and Update**

Cole asked the Senators from each College to report on their College's response to the Provost's request for further comments on the Faculty Constitution.

**Arts & Letters:** the Dean did not ask for further input from faculty nor from the Executive Committee. The unofficial feeling was that the College's position was that the Faculty Constitution was fine as is, and did not need to be changed.

**Business:** the College Executive Committee met first, then a College-wide faculty meeting was convened. The faculty and the College felt the Constitution was under the purview of the Provisional Faculty Senate, and the Faculty Constitution needed no further changes.

**Education:** The College Executive Committee met. Their conclusion was that no further input or changes were necessary.

**Health Sciences:** The three Health Science Senators in attendance all stated their respective subdivisions did not solicit further input. Molinari reported that Wilson, who had a conflict and could not attend this meeting, had been asked by the Pharmacy Executive Committee to summarize some recommended changes to the Faculty Senate membership portion of Article V of the Constitution. That was the only section affected; the rest of the Constitution was fine.

**Science & Engineering:** the Dean did solicit further input, and some comments were received from faculty. Ellis had requested a copy of the (anonymous) comments, but had not yet received it.

**Technology:** Faculty input was not solicited. The College Executive Committee met, discussed it and overwhelmingly supported unchanged the Constitution as drafted by the Provisional Faculty Senate.

**Library:** The Executive Committee met and discussed Provost Adamcik's memo outlining the administration's concerns. A meeting of all Library faculty was called and each of those concerns were discussed one by one. The Library was happy with the Constitution as drafted, but had a few minor wording suggestions that might help make it more acceptable to the administration. The Dean copied the Library faculty on the report she submitted to the Provost.

**Meridian:** the only recommendation was to put Article V Faculty Senate Membership into the Faculty Senate bylaws instead of in the Constitution.

**Idaho Falls:** the Dean had solicited input from all his faculty, being especially concerned to get feedback from non-tenure-track faculty, feedback which he would carefully keep anonymous to protect those vulnerable from adverse consequences. No comments were received from anyone.

Cole said he did not know whether Deans' Council had or would review the reports and/or the Constitution, nor what the next steps in the process would be. Provost Adamcik had said in December that she would provide a summary of the changes to the Constitution that were recommended by the Colleges and deans.

**ACTION:** Croker made the following motion, seconded by Ellis:

"I move that an email message from the Chair of PFS be sent to the Interim Provost requesting summarization of the meetings held by Colleges with respect to the Constitution that was approved by the PFS and the faculty."

**FRIENDLY AMENDMENT** by Skidmore to change the language to "...summarization of ~~the meetings held~~ all input received by Colleges..."

Amendment **accepted** by Croker and Ellis.

Some discussion ensued whether to request that the rationale behind the changes be included in the summarization, but Senators decided against the idea. Croker suggested changing the motion to reflect the wording in the December 12, 2011 Minutes.

**MOTION DEFERRED** for further wordsmithing. Will return to it later in the meeting.

**5. Invitation for Interim Provost Adamcik to provide the PFS with an update on the constitution review**

Addressed earlier in this meeting.

**6. Bylaws Subcommittee Report**

Skidmore, as Chair of the subcommittee, reported that they had met and discussed the new Bylaws. They were using the former Faculty Senate Bylaws and Senator Frantz' suggestions as a

starting point for crafting new bylaws. So far they had drafted a Preamble, Article I, Article II and a beginning of Article III. The major concern at this point was to come up with a membership apportionment criterion that would solve the question of fair representation of Colleges within a Division. The suggested solution was to grant two Senators to all Colleges that have an autonomous Dean plus a minimum of 26 faculty members. Some discussion followed about the differences between “Colleges” and “Schools.” Skidmore reminded Senators that bylaws can be changed as necessary in the future to accommodate unforeseen changes in the university’s academic structure.

Skidmore said the subcommittee would be meeting tomorrow afternoon and would like direction from Senators on how best to address representation of the Outreach sites (i.e., ISU-Meridian and ISU-Idaho Falls) without double-counting faculty in both their discipline’s home College and their physical Outreach location. The Office of Human Resources assigns all faculty a specific regional campus site as their primary home base. Mason will send a recent list of all faculty sorted by College to all Senators for their reference. She pointed out that Outreach site faculty historically have been able to vote for both their home College’s Senators and for the Outreach sites’ Senators.

At this point, Senators **returned to the motion deferred above** to consider the revised wording:

**AMENDED MOTION:**

“I move the Chair of the PFS communicate with the Interim Provost, requesting the summarization of faculty constitution input she received from the Colleges and deans, as she had stated in the minutes of Dec 12, 2011.”

**VOTE ON AMENDED MOTION:** Passed unanimously.

**7. New Business/Open Discussion**

None to discuss.

**8. Adjournment:** 5:19 p.m.

The next Faculty Senate meeting was scheduled for **Monday, January 30, 2012** at 4:00 p.m. in the Faculty Senate Conference Room, REND 301.

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Marcia Francis  
Recording Senator

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Catherine Wallace,  
Administrative Assistant 1

Approved by Provisional Faculty Senate: January 30, 2012

**Documents Approved:**

Provisional Faculty Senate Minutes of January 9, 2012

**For Information Only:**

Phil Cole’s Letter to the Editor (Appendix A)

Response to PFS’ Invitation from Provost Adamcik (Appendix B)

Bylaws Subcommittee’s first partial draft of new Faculty Senate Bylaws (Appendix C)

former Faculty Senate Bylaws with Suggestions from Senator Alan Frantz (Appendix D)

Appendix A

**Phil Cole's Letter to the Editor  
January 12, 2012**

As the chair of the ISU Provisional Faculty Senate (PFS), I can attest to the fact that the members of the PFS worked assiduously and in good faith on the constitution as the duly-elected representatives of the faculty. The PFS elected a constitution subcommittee composed of five individuals representing the majority of the colleges on campus and thereby maximizing faculty input. This subcommittee met once a week and advised the PFS on the constitution at the weekly PFS meetings. Further, the constitution is a noncontroversial one. It is based on the BSU constitution with the identical preface acknowledging the AAUP academic freedom language. The BSU constitution was signed off by President Kustra of Boise State University and was passed by the State Board of Education in July 2011.

There was nearly a 50 percent turnout for the vote on the ISU faculty constitution on November 16, 2011. This is remarkable given that provost Adamcik blocked all campus-wide e-mails to the faculty announcing when and where the vote would take place. Nevertheless, the vote was 2:1 in favor of the constitution. The former Mayor of Pocatello, Roger Chase, oversaw the tallying of the vote. The constitution was approved by a two to one margin. I support the constitution and I support ISU faculty. The faculty have spoken.

Phil Cole  
Chairman  
ISU Provisional Faculty Senate

Appendix B

**Response to PFS' Invitation from Provost Adamcik**

January 20, 2012

to [fsenate@isu.edu](mailto:fsenate@isu.edu) (Faculty Senate Office)

Catherine,

I will be in Boise for JFAC presentations and other activities on Monday, and possibly Wed - Fri. Next week. I will send the PFS information on the changes we want to see to meet the President's concerns so we can get a constitution he can sign. I will try to get this to you sometime next week, and could come the following Monday to discuss this at PFS meeting.

Sent from my iPad

Barbara Adamcik

## Appendix C

### **Bylaws of the Idaho State University Faculty Senate** (ver. 1.17, Jan. 17, 2012) *first initial partial draft*

#### **Preamble**

The Idaho State University Faculty Senate carries out the shared governance responsibilities delegated to it by the University Faculty in accordance with the Idaho State University Faculty Constitution. The bylaws set forth herein describe the manner in which the Faculty Senate exercises in a collaborative, responsible, and accountable manner the shared governance responsibilities of the faculty including, but not limited to, curriculum, academic standards, teaching and learning, budget, professional policies, cultural affairs, research, and campus planning within the university community.

#### **Article I Name**

The name of this body is the Idaho State University Faculty Senate hereafter referred to as Faculty Senate.

#### **Article II Authority**

The Faculty Senate is the representative body of the University Faculty. It has the authority and responsibility to act on behalf of the University Faculty and to exercise the powers and authority of the University Faculty in accordance with Article III, Section 1, and Article V, Section 2 of the Idaho State University Faculty Constitution.

#### **Article III Membership**

##### Section I: Composition of and Qualification for Faculty Senate

##### 1. Membership of the Faculty Senate is as follows:

The composition of the Faculty Senate will be determined in accordance with Article V, Section 1 of the Idaho State University Constitution. The allocation of constitution-based senate representation is further delineated here.

These bylaws recognize that, within a university, an autonomous college administered by a dean exclusively assigned to the college's faculty, and no other faculty, represents a distinctive and important faculty body. Therefore, any college housed within a division is entitled to representation by at least two senators, provided that it is administered by an exclusive dean, and provided that it contains at least 26 members of the University Faculty.

*Committee ended here on 1/17/12 working on how best to represent "regional site" faculty.*

Appendix D  
former Faculty Senate Bylaws with Suggestions from Senator Alan Frantz

## Part 2. Organization

### Section IV. Descriptions and Bylaws of University Representative Bodies

#### B. Bylaws of the Faculty Senate

##### Preamble

The Faculty Senate reflects faculty opinion and concerns within the University and promotes discussion of issues of concern.

##### Article I Name

The name of this body is the Faculty Senate.

##### Article II Authority

~~The Faculty Senate acts within the scope of authority established by the University Faculty. Within the framework established by the Idaho State Board of Education and the Idaho State University Constitution, the Faculty Senate will, as the representative body of the University Faculty:~~

- ~~(1) Recommend to the President and Provost and Vice President for Academic Affairs requirements for admission and for degrees.~~
- ~~(2) Make recommendations to the President and Provost and Vice President for Academic Affairs regarding all proposals for new courses and curricula, changes in established curricula, and curricular policies involving relationships between colleges, divisions, or units.~~
- ~~(3) Recommend to the President and Provost and Vice President for Academic Affairs criteria for academic rank, tenure, and professional welfare.~~
- ~~(4) Provide for the review and mediation of disputes involving professional ethics and grievances.~~
- ~~(5) Recommend to the President and Provost and Vice President for Academic Affairs policies and procedures governing the performance of research, scholarship and creative activities.~~
- ~~(6) Establish and maintain such committees and councils as are necessary for the implementation of Article III: Section 1 of this Constitution.~~
- ~~(7) Receive and consider reports from committees and councils and take appropriate action thereon.~~
- ~~(8) Inform the University Faculty of its actions.~~

##### Article III Membership

(Rev. 5-06, 4-12)

###### Section I: Composition of and Qualification for Faculty Senate

1. Membership of the Faculty Senate is as follows:

Each division, and each college that is not within a division, will be entitled to at least two University Faculty representatives to the Faculty Senate. The library, as well as regional sites with 15 or more University Faculty in residence, will each be entitled to at least one University Faculty representative. University Faculty representatives will be elected by the University Faculty in the unit, college, or division of the University. An individual unit entitled to at least two representatives to the Faculty Senate has the right to reduce the number to one via majority vote of a quorum of the faculty in the unit, and is in force for the duration of a senator's term (three years).

a. Senate seats are apportioned among the colleges and the University Library according to the number of tenure-track and non-tenure track faculty positions employed at least 0.5 FTE in each unit. Each unit will be allocated at least one seat. The following academic appointments will not be counted in apportionment: temporary (visiting) faculty, affiliate faculty, research associates, or any post-doctoral appointments.

b. The Faculty Senate representation for each college, division, regional site, and the library will be determined on the ratio of one Senator per 25 University Faculty in the unit. (Units with 51 University Faculty receive 2 Senators; units with 75 University Faculty receive 3 Senators, and so on.) No faculty member may be counted more than once in assigning representation to these units. ~~Senate consists of thirty (30) faculty members representing the colleges and the University Library.~~

In addition, the President or designee, Provost and Vice President for Academic Affairs or designee, Vice President of Research or designee, ~~the Dean Vice President of Student Affairs or designee~~, the President of ASIS or designee, the Chair of the Curriculum Council, and the immediate past chair of the Faculty Senate, ~~a Curriculum Council representative, and a Student Senate representative~~ are ex officio, non-voting members.

c. The faculty of each college, division, or the University Library with more than one seat determines the internal allocation of those seats among its subunits.

d. Every January at the first meeting of the spring semester, the Provost and Vice President for Academic Affairs will provide the Faculty Senate data on faculty membership. The Faculty Senate will review the apportionment of the faculty from each college, division, or unit. Changes in apportionment will be reflected in the April elections of Senators whose terms are due to expire or where vacancies exist. ~~The appointment of seats among the colleges and the University Library is assessed by the Faculty Senate for equity every three years.~~

e. Based on the present ratios of eligible faculty positions, the Senate is apportioned as follows: Arts and Sciences Letters (40X); Business (2); Education (2); Science and Engineering (X4); Health-~~Related Professions Sciences (6X)~~; Pharmacy (2); College of Technology (4X); Library (1); Outreach (1)~~representatives (2)~~.

2. To qualify for membership on the Faculty Senate, an academic faculty member-person must be a) on a tenure-track, b) tenured, ~~member of the faculty~~ or c) at least a 0.5 FTE non-tenure track (clinical track or research track) member; d) must hold the rank (or equivalent rank) of assistant lecturer, instructor, or above; and e) must have had at least three years' academic service at Idaho State University or equivalent service elsewhere.

Department chairs are not eligible to serve on the Faculty Senate. Directors of academic or research programs are eligible to serve if they hold academic appointments.

Eligible non-tenure track College of Technology faculty may serve when they hold full or part-time positions (at least .5 FTE), hold the rank (or equivalent rank) of instructor or above, and have had at least three years' service at Idaho State University or equivalent service elsewhere. Department of division chairs are not eligible to serve.

~~3. The elections are conducted and supervised by the Faculty Senate Executive Board. The Faculty Senate establishes in writing the procedures for conducting all elections. These procedures are specified in Appendix A of these by laws.~~

~~4. Those eligible to vote in regular and special Faculty Senate or elections to fill temporary vacancies include all tenure and nontenure track faculty whose University appointments equal or exceed one half time (.50 FTE) as defined by their University contract.~~

~~5. To qualify for membership on the Faculty Senate from the College of Technology which is no longer allowed by the State Board of Education to hire faculty to tenure track appointments, a person must be under contract a full-time or part-time member of the faculty, must hold the rank (or equivalent rank) of instructor or above, and have had a least three years' academie service at Idaho State University or equivalent service elsewhere.~~

## Section II: Senate Organization

The Faculty Senate has the authority to organize itself in a manner of its own choosing.

## Section III: Regular Elections

1. Senate representatives are elected for three-year terms of office and may succeed themselves to serve a total of two consecutive terms. Provision shall be made for rotating terms of office so that one-third of the Senate seats will be vacated each year. Elections are held each spring to fill vacancies. When a unit warrants multiple representatives, ~~their~~ such terms of office are staggered.

2. Election of new representatives to fill normal vacancies, vacancies due to reapportionment or temporary vacancies is accomplished as follows: Each college or school (or appropriate division therein) determines the procedure to be used for nominating candidates to the Faculty Senate. Vote is by secret ballot on a separate occasion.

3. The elections are conducted and supervised by the Faculty Senate Executive ~~Board~~ Committee. The Faculty Senate establishes in writing the procedures for conducting all elections. These procedures are specified in Appendix A of these bylaws. (??? Not done in recent years)

~~4. Those eligible to vote in regular and special Faculty Senate or elections to fill temporary vacancies elections include all tenure and nontenure track faculty whose University appointments equal or exceed one half time (.50 FTE) as defined by their University contract.~~  
Those eligible to vote in regular and special Faculty Senate or elections to fill temporary vacancies elections include all tenured, tenure track, and non-tenure track faculty whose University appointments equal or exceed one half time (.50 FTE) as defined by their University contract.

#### Section IV: Special Elections

Special elections for Faculty Senate members may be held under two circumstances:

1. When a member resigns, the Faculty Senate initiates a special election.
2. A two-thirds (2/3) majority of the members of a member's constituency may recall that member by means of a signed petition, and thereby initiate a special election.

#### Section V: Attendance

If a member misses three consecutive meetings during an academic year, the Faculty Senate may remove that member and initiate a new election in the appropriate unit in accordance with (Article III) Section III 1. and 2. above. (wording on substitutes?)

#### Section VI: Temporary Vacancies

If a member must miss a semester but no longer than one year due to a sabbatical, temporary reassignment or other cause, an election for a temporary replacement will be held as soon as possible following the guidelines for regular elections in these bylaws.

### **Article IV Officers**

(Rev. 12-05)

#### Section I: Qualification and Election

The officers of the Faculty Senate consist of a Chair~~person~~ and Vice Chair~~person~~. Officers are elected in the spring semester of every year from among the membership of the Senate. A nominating committee, appointed by the Chair~~person~~, offers at least one name for each office. The outgoing Chair~~person~~ allows additional nominations from the floor and conducts the election by secret ballot. In order to be elected, a nominee must receive a majority of votes cast. Any person serving as a current member of the Senate for at least eight months prior to assuming office is eligible for election, as is a person who served a prior 3-year term as a Senator. The officers' terms of office coincide with the University's fiscal year (July 1 through June 30). To ensure leadership continuity, the Vice Chair will automatically become Chair the following year, and the Chair becomes the immediate Past Chair.

## Section II: Powers and Duties

### Part 1. Chair~~person~~

1. Serves as Chair~~person~~ of the ~~University~~ Faculty Senate.
2. Serves as liaison between the Faculty Senate and the University President and Provost and Vice President for Academic Affairs.
3. Attends meetings of the State Board of Education.
4. Conducts all meetings of the Faculty Senate and the Executive ~~Board~~Committee.
5. Serves as communication link with counterparts at other Idaho colleges and universities.
6. Performs such other duties as assigned by the Faculty Senate.

7. An individual after having served as Faculty Senate Chair during the final year of his/her term in the Senate shall serve one additional year as a nonvoting ex officio member of the Senate and the Senate Executive Committee.

### Part 2. Vice Chair~~person~~

Assumes the Chair~~person~~'s responsibilities in the absence of the Chair~~person~~ and performs such other duties as assigned by the Chair~~person~~ or the Faculty Senate.

## Section III: Executive ~~Board~~Committee

Part 1. The Faculty Senate Executive ~~Board~~Committee consists of the:

Chair~~person~~, Vice Chair~~person~~, and three at-large members elected from the membership of the Faculty Senate. The immediate ~~p~~Past Chair~~person~~ serves as an ex officio voting member of the Executive ~~Board~~Committee. ~~An individual after having served as Faculty Senate Chair during the final year of his/her term in the Senate shall serve one additional year as a nonvoting ex officio member of the Senate.~~

The at-large members of the Executive ~~Board~~Committee are elected at the same meeting at which officers are determined and serve the same terms of office (Article IV, Section I). To ensure leadership continuity, three members of the Executive Committee must be Senators who have served one year and two members must be Senators who have served two years. In case of a mid-year vacancy, the Senate elects a replacement member from the remaining Senators.

Part 2. Powers and Duties of the Executive ~~Board~~Committee include:

1. Assisting the Chair~~person~~ in establishing the agenda for Faculty Senate meetings.
2. Monitoring and assisting in coordinating the work of the University's Councils.
3. Assisting in coordinating the work of the Faculty Senate subcommittees.
4. Making appointments to internal subcommittees.
5. Supervising University and Faculty Senate elections.

## **Article V Meetings**

(Rev. 4-95)

### Section I: Meeting Schedules

The regular meetings of the Faculty Senate begin no later than two weeks following the first day of classes in the Fall and are held every other Monday through the academic year, unless otherwise ordered by the Faculty Senate or the Executive ~~Board~~Committee. A "session" is defined as one semester.

### Section II: Special Meetings

Special meetings are called by the Chair~~person~~ or by written request from five members of the Faculty Senate. The purpose of the meeting(s) is stated in the call. Except in cases of emergency, at least three days notice is given.

### Section III: Quorums

A quorum consists of one more than half of the current voting membership of the Faculty Senate. Voting members are only those duly elected to the Faculty Senate on either a permanent or temporary basis. The Senate accepts no votes by proxy, although absent Senators are free to send someone to speak for them at a meeting. Senators may attend via DL or telephone connection.

### Section IV: Agenda

At least three business days prior to any Senate meeting, the Chair of the Faculty Senate will have an agenda published and distributed to the University Faculty. Any item submitted by at least ten percent (10%) of the University Faculty through petition must be placed on the agenda for the next regular Senate meeting. Items not on the agenda of a given meeting may not be brought to formal vote at that meeting without unanimous consent of those voting members present.

## **Article VI Powers and Duties**

(Rev. 10-05)

### Section I: Policy Recommendations

The Faculty Senate represents the University Faculty in the initiation, consideration, recommendation, and implementation of policy within the purpose and powers of the University Faculty. The Faculty Senate considers matters referred to it by the President, the President's representative, or by the University Faculty. It recommends to the President changes in academic and other policies that affect the Faculty, and through the President recommends policy changes to the State Board of Education.

## Section II: Committee Oversight

The Faculty Senate acts as a committee on committees (including Councils) for matters pertaining to the purpose and powers of the University Faculty as outlined in the *Constitution of the Faculty of Idaho State University*. Faculty ~~appointments to membership on~~ councils is confirmed ~~are made~~ by the Faculty Senate after elections are held in the academic units and names forwarded to the Senate. ~~with the concurrence of the President of the University.~~

## Section III: Communication ~~w~~With Faculty

The Faculty Senate distributes to the Faculty, in the form of minutes and other communications, information on the issues under deliberation, the time and place of meetings, and results of deliberations. Faculty Senate members seek responses from their constituencies by calling meetings or by conducting informal polls.

## Section IV: Executive Session

For purposes of discussion and deliberations, the Faculty Senate may enter executive session, which is closed to persons other than elected members of the Senate and all members of the Executive Committee. ~~On such occasions~~ other persons may be present by special invitation of the Senate. While informal polling is allowed, n ~~No~~ final action is taken while in executive session.

## Section V: Delegation to Councils

Matters of policy recommendation or review are delegated by the Faculty Senate to the University Councils. See Article VII, Sections I and II.

## Section VI: Guests

The Chair~~person~~ may invite people from outside the Senate to present information on issues relevant to the Senate's agenda. The Executive Committee or Senate as a whole may invite members of the press to attend a meeting for specified agenda items. The Senate Chair extends the invitation.

## Section VII: General Faculty Vote

The Faculty Senate may initiate a general faculty vote concerning matters within the purpose and powers of the University Faculty. The General Faculty Vote policy is set forth in Appendix B to Bylaws.

## Article VII Councils

(Rev. 5-06)

### Section I:

~~Twelve~~Eight collegial~~ly~~-constituted Councils (with appropriate faculty, administration, and student representation) are responsible for developing policy recommendations and for monitoring the implementation of approved policies. The Councils' purposes, as defined by the ~~Governance Document~~Constitution and by the ~~is~~Council-bylaws, determine whether individual Councils report to the Faculty Senate, ~~or to the Administration.~~

Faculty members eligible for serving on councils are: tenure-track faculty or non-tenure track faculty employed at 0.5 FTE or greater (including clinical and research faculty).

#### 1. ~~Nine~~Eight Councils report to the Faculty Senate:

- Academic Standards
- Budget
- Campus Planning
- Cultural Affairs
- Curriculum
- Faculty Professional Policies
- Research Coordinating
- ~~College of Technology Faculty~~
- Teaching and Learning
- Undergraduate Curriculum
- 

#### 2. Advisory Council

The Faculty Senate Advisory Council consists of members of the university administration, to include the President's Cabinet, ASISU President, Staff Council President, and Chairs of the eight Faculty Senate Councils.

The Advisory Council meets at least once per semester and additionally as determined by the Executive Committee.

#### ~~2. Three Councils report to the Administration:~~

~~(Rev. 2-94)~~

- ~~University Services~~
- ~~University Relations~~

• ~~Student Affairs~~

## Section II: Council Minutes

The Faculty Senate receives and reviews the minutes of all meetings held by all Councils and approves the minutes of the Councils that report to it.

## Section III: Procedures for Approving Recommendations

The Faculty Senate considers all policy recommendations submitted by its Councils. These recommendations may be approved (by), or, if not approved, remanded to the Councils. Councils may override a Faculty Senate remand by passing a recommendation by a two-thirds (2/3) vote. In case of a remand override, the Faculty Senate must call for the consideration of the matter by the University Faculty, and will report the Faculty's recommendation to the President of the University. In the event that the matter cannot be resolved by a vote of the University Faculty, the vote of the Faculty Senate is final.

## Article VIII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised governs the Faculty Senate 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 Senate may adopt.

## Article IX Amendment of Faculty Senate Bylaws

These bylaws are subject to amendment at any regular meeting of the Faculty Senate by a two-thirds (2/3) vote, provided that the proposed amendment has been submitted in writing at the previous regular meeting.

## Article X Amendment to the Constitution

Amendments may be proposed by either:

a. A two-thirds vote of the Senate present and voting, or

b. Twenty percent (20%) of the University Faculty through initiative petition presented to the Chair of the Senate.

The proposed amendment to the Constitution will be placed on the agenda of the next regular meeting of the Senate for open discussion. A written copy of the proposed amendment, including explanation and justification, will be distributed to each member of the University Faculty, after which it will be submitted to a special meeting of the University Faculty for discussion. An amendment thus submitted will become part of the Constitution when approved by secret ballot by a two-thirds majority vote of the University Faculty, in accordance with the Faculty Senate bylaws regarding university-wide referendums (see Appendix B).

## Appendix A to Bylaws of the Faculty Senate

## Election Procedures for the Faculty Senate

### A. Announcement of Vacancies for the Annual Elections

1. At least six weeks before the end of the spring semester the ~~Administrative Assistant~~Secretary of the Faculty Senate prepares a list of vacancies to be filled for the coming academic year.
2. The Faculty Senate verifies the list to ensure that both the distribution and rotation of members are maintained as required by the Faculty Senate bylaws.
3. The Minutes of the Faculty Senate will list the vacancies to be filled in the colleges.

### B. Conduct of Elections

1. Elections are scheduled to be completed no later than two weeks before the end of each Spring Semester.
2. Each college or ~~school-division~~ (or appropriate ~~division-academic unit~~ therein) determines the procedure to be used for nominating candidates to the Faculty Senate. If a “nominating ballot” is used for nominating candidates, then the subsequent election ballot should list only those faculty members who receive one or more votes on the nominating ballot, and who express a willingness to serve if elected.
3. ~~This section needs to be reworked—has not been feasible in recent years.~~ The appropriate dean verifies and provides a list of faculty members eligible to vote to the Executive Committee of the Faculty Senate, which then distributes ballots to those faculty members. A candidate who receives more than 50% of the votes is elected. If no faculty member receives more than 50% of the votes, a run-off election is held between the two candidates who receive the most votes during the previous balloting, or, in the case of tie votes, all those who either (1) tie for the most votes, or (2) tie for second place when there is only one first place finisher. The person who receives the most votes in this run-off election is elected.
4. Elections are conducted by secret ballot.
5. The Executive Committee of the Faculty Senate, or a designated election committee, counts the ballots and validates the election. ~~Again, this has not taken place in years; should likely be revisited.~~
6. ~~People eligible to serve from the academic faculty are those holding full or part-time tenure track positions who hold the rank (or equivalent rank) of instructor or above, and have had at least three years’ academic service at Idaho State University or equivalent service elsewhere except department chairs. In departments of fewer than five faculty, the departmental chair may be considered eligible to serve. People eligible to serve from the College of Technology Faculty are those under contract holding full or part-time positions who hold the rank (or equivalent rank) of instructor or above, and have had at least three years’ academic service at Idaho State University or equivalent service elsewhere except department or division chairs. In departments~~

~~or divisions of fewer than five faculty, the departmental or division chair may be considered eligible to serve.~~

76. If necessary, a run-off election will be held between the two candidates who receive the most votes during the previous balloting, or in the case of tie votes, all those either (1) who tie with the most votes, or (2) who tie for second place when there is only one first place finisher during the previous balloting. The person who receives the most votes in this run-off election will be declared the winner.

### C. Filling Mid-Year Vacancies

1. Permanent vacancies occur when a Senator does not fill out the remainder of ~~their~~ his/her term.

a. Vacancies of a full semester or more are filled by following the procedures outlined (Appendix A) above in Section B, 2-6.

b. Vacancies of less than a semester may be filled by appointment on a temporary basis. [for the remainder of the semester.]

1) The Executive Committee names appropriate members of the Faculty Senate to convene a caucus of the unrepresented faculty members.

2) The caucus of faculty members appoints a temporary replacement.

3) The Faculty Senate validates such appointments.

4) Faculty members temporarily appointed to the Senate are eligible to run in the next scheduled election for the seats that they occupy.

2. Temporary vacancies occur when a Senator must miss a semester but no longer than one year due to a sabbatical, temporary reassignment or other cause.

a. As soon as a Faculty Senator realizes there will be a temporary vacancy, he/she notifies the Senate Chair. ~~¶The Senate should~~ holds an election following the procedures outlined in Section III. 2. III.3 and Appendix A B 1-6.

b. The faculty member elected on a temporary basis to the Senate will be a full voting member of the Senate only during the period covered by the temporary vacancy.

### **Appendix B to Bylaws of the Faculty Senate**

General Faculty Vote [this section needs work on the faculty definitions, but I'm out of time right now.]

1. a. Faculty of the institution may initiate procedures for a vote of the faculty at large. For this purpose, the voting body is defined as all tenure-track and tenured faculty, as well as non-tenure track faculty with clinical, research, lecturer, and professional-technical appointments at 0.5 FTE or greater. This includes faculty at the rank of professor, associate professor, assistant professor, senior lecturer, associate lecturer, assistant lecturer, and instructors (all levels and designations), or the equivalent of any of these ranks.

~~all continuing faculty, including: 1) tenured and tenure track faculty; 2) full time, non-tenure track faculty, including clinical, research and lecturer appointments; and 3) full-time College of Technology faculty.~~ Excluded from voting are adjunct, emeritus, visiting, and affiliate faculty.

b. To initiate the procedure, a written request for the vote, signed by at least twenty (20%) percent of the voting faculty as defined above, must be delivered to the Chair of the Faculty Senate. The Faculty Senate Executive Committee will conduct the vote within fifteen (15) working days of receipt of the request, but is authorized to extend the date by up to ten (10) working days under special circumstances. The vote is to be conducted by secret, written ballot or by an equivalent electronic means. Arrangements must be made to include eligible off-campus faculty in the vote. A committee composed of the Faculty Senate Executive Committee and; Faculty Ombudsman person shall meet to verify signatures on petitions, and prepare and sign an affidavit with the results to be submitted to University Counsel. Within two (2) working days after the voting takes place, the Executive Committee, Faculty Ombudsperson, and the University Counsel ~~Attorney~~ shall count the ballots. The Chair of the Faculty Senate shall notify the President and the faculty within two (2) working days regarding the outcome of the vote. The notification shall include the number voting yes, no, abstentions, and the number of eligible voters.

2. Alternately, a general faculty vote can be initiated by the approval of a majority of Faculty Senate.