

Lake Region State College
Policy and Procedure Manual

SECTION 1400.02

LAKE REGION STATE COLLEGE FACULTY SENATE CONSTITUTION

Preamble:

The faculty of Lake Region State College has created this constitution for the purpose of establishing an orderly process whereby academic-related groups and individuals may share in the determination of educational policy. The faculty of Lake Region State College has the responsibility to express its concern for the welfare of the College, to discuss and develop ideas for College improvement, to contribute to the formation of general College policy and to provide for reliable channels of communication among all segments of the College community. To this end, the Faculty Senate accepts the responsibility of recommending policies to the President of the College affecting the educational activities of the College, subject to the laws of the Dakota University System of Higher Education. To fulfill its functions, the Faculty Senate will be free to study, to deliberate and to make recommendations on all matters of general faculty concern.

Article I. Name

The agency for the exercise of responsibilities as herein describes shall be known as the Lake Region State College Faculty Senate.

Article II. Purpose

Section A: General Purpose

The general purpose of the Faculty Senate in the organizational structure of Lake Region State College is to facilitate and coordinate faculty participation in the development and recommendation of educational policies and in the formulation of procedures for their implantation. Such policies shape the responsibility character of the Institution and define its future growth.

Section B: Specific Purpose

To provide for this continuing concern and policy review, it is the purpose of the Faculty Senate to:

1. Provide a forum for discussion of issues, problems and concerns relating to instruction in the College.
2. Promote a means to communicate between the College administration and the faculty.
3. Make decisions of educational and institutional policies as empowered by the North Dakota University of Higher Education.
4. Elect faculty representation to NDUS boards, Councils, etc... in accordance with the NDUS Policy Manual.
5. Elect faculty members to ad hoc committees and faculty representation to all College standing committees.
6. Hear standing committee reports, and take action as necessary.

Article III. Membership

Vice President of Academic and Student Affairs, Director of TRiO Support Services, faculty receiving annual faculty contracts of at least .5 teaching load, a faculty representative from the Grand Forks Air Force Base (GFAFB) as designated by the Vice President of Academic and Student Affairs and such other members as approved by the Faculty Senate.

Article IV. Meetings

The Faculty Senate shall meet monthly during the academic year. Special meetings may be called by the Executive Committee or at the request of any standing committee. A quorum shall consist of a majority of voting members. An agenda will be provided to all members as stipulated in Article V, Section A.4. If requested by any member, voting shall be by secret ballot.

Article V. Organization of the Faculty Senate

Section A: Officers

1. The elected officers of the Faculty Senate shall be a President, a Vice President and a secretary. The Vice President will be considered the President-elect. Nominations for the officers will take place in April, with elections at the May meeting. Terms of office will be one (1) year, with the term of office beginning July 1. Vacancies among the officers will be filled by election at the next regular meeting of the Faculty Senate.
2. The President will be the presiding officer of the Faculty Senate and of its Executive Committee and otherwise act as the chief executive office of the Faculty Senate.
3. The Vice President shall preside at meetings in the absence of the President. The Vice President shall serve as assistant to the President and carry out duties the President may deem necessary.
4. The secretary will prepare the minutes of the Faculty Senate and the Executive Committee meetings and distribute them to all members no later than seven (7) days following a meeting. The secretary will distribute a written agenda to all members of the Faculty Senate and one (1) class day in advance of a special meeting.

Section B: Executive Committee

1. The Executive Committee will consist of the officers of the Faculty Senate.
2. The following duties will be the specific responsibilities of the Executive Committee:
 - a. Serve as the advisory group of the Faculty Senate when called upon by an officer of the administration.
 - b. Refer to the appropriate committee any question of policy on which advice is sought.
 - c. Bring matters recommended by the Faculty Senate to the attention of the appropriate administrative officer for action, and report to the Faculty Senate the action taken.
 - d. Take such emergency action as appropriate to meet responsibilities of the Faculty Senate. Such action is to be presented at the next regular meeting of the Faculty Senate.
 - e. Refer such matters as are approved by the Faculty Senate for study to appropriate committees or agencies.
 - f. Prepare the agenda for meetings of the Faculty Senate.
 - g. Insure that nominations and elections are carried out as specified.
 - h. Appoint a parliamentarian, if appropriate.

Section C: Standing Committees

1. The Standing Committees of the Faculty Senate shall be:
 - a. Curriculum and Academic Standards
 - b. Professional Growth
 - c. Faculty Rights
 - d. Nominations
 - e. Learning Commons Media
 - f. Faculty Welfare
 - g. Tenure
 - h. Outreach Learning Committee
2. The General Committee Guidelines are:

- a. The standing committees shall be in continuous operation. The term of office for faculty members is two (2) years, beginning July 1. No member shall serve on more than two (2) standing committees at any time.
- b. Faculty representation to all committees included in this document will be nominated by the Nominations Committee at the April meeting. Additional nominations may be made from the floor. Elections will be held at the May meeting.
- c. Any non-Faculty Senate member nominated by the President and confirmed by the Faculty Senate has voting privileges within that standing committee.
- d. The chairperson is to be elected from among the members. The chairperson shall appoint an individual to serve as secretary of the committee. The secretary shall record the proceedings and circulate minutes to the committee members, the President, the Administrative Council and all members of the Faculty Senate.
- e. The decisions of the President regarding any committee recommendation on issues or courses of action will be forwarded to the committee chairperson. The turn-around time for this process shall not exceed ten (10) class days from the time of the initial committee recommendation to the President. If the President disapproves of such committee recommendation, and the issue cannot be mutually resolved, the issue shall be presented to the full Faculty Senate for their consideration. If approval is maintained by the Faculty Senate, an appeal may be made in accordance with NDUS Policy.
- f. Committees shall meet monthly. Special meetings may be called by the committee chairperson, three (3) members of the committee or the President. Notices to all meetings must be given at least one (1) class day in advance of the meeting.
- g. Faculty Senate members are invited to submit, in writing, proposals to the appropriate faculty committee.
- h. A quorum shall consist of a majority of the voting members.
- i. All student representation shall be elected by the Student Senate and confirmed by the Faculty Senate for one (1) year terms. The Student Senate will submit to the Faculty Senate Nominations Committee by the end of April the names of all students elected to serve on the Faculty Senate committees for the following school year.
- j. Initial faculty members of committees shall choose staggered terms by lot. Faculty representation on any standing committee shall be limited to two (2) consecutive terms, unless elected unanimously for a further term. Committee vacancies may be temporarily filled by committee chairperson appointment. Permanent election to fill the vacancy will be held at the next regular Faculty Senate meeting.
- k. Each standing committee shall have the right to consider areas of concern not specifically listed as a function which logically falls under its jurisdiction.
- l. Such other committees, standing or special, may be created by a two-thirds (2/3) majority vote of the Faculty Senate, if deemed necessary to carry on the work of the Faculty Senate. Membership of such committees shall initially be appointed by the chairperson of the Faculty Senate. Such committees shall in other ways be subject to the General Committee Guidelines.

Section D: Specific Committee Guidelines

1. Curriculum and Academic Standards Committee

- a. Membership: Two administrators nominated by the President and confirmed by the Faculty Senate; five (5) faculty members of the Faculty Senate; one non-Faculty Senate member representing the Grand Forks AFB campus nominated by the President and confirmed by the Faculty Senate; and two (2) student representatives.
- b. Functions:

- i. To review, establish and recommend standards for student academic achievement, including such areas as probation, suspension and re-admission for academic reasons; grading policies and practices; and policies on admission and retention.
 - ii. To review, establish and recommend changes in vocational, transfer, community education and adult basic skills programs, including such areas as general education requirements, program changes, academic calendar, graduation requirements and instructional policies and procedures.
 - iii. To explore and evaluate other curriculum and instructional issues.
 - iv. To hear and act upon specific academic appeals.
- 2. Professional Growth Committee
 - a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate, four faculty members nominated and confirmed by the Faculty Senate, and a non-voting secretary nominated by the Vice President of Academic and Student Affairs and confirmed by the Faculty Senate.
 - b. Functions:
 - i. To plan, develop and implement a faculty development program.
 - ii. To implement in-service programs and/or faculty developmental leaves aimed at improvement of knowledge, skills and attitudes.
 - iii. To design and recommend faculty and program evaluation systems, including recommendations for promotion and tenure.
 - iv. To make recommendations on any faculty development funds.
- 3. Faculty Rights Committee
 - a. Membership: The Standing Committee on Faculty Rights shall consist of three tenured faculty members elected for staggered terms by the Faculty Senate.
 - b. Functions: The functions and responsibilities of this committee are outlined in the North Dakota University System of Higher Education Regulations on the Academic Freedom, Tenure and Due Process (See Section 605, NDUS Policy Manual) (See Section 605.2, Faculty Rights Committee) In broad terms, this committee has specified responsibilities in the areas of academic freedom, tenure and due process.
- 4. Nominations Committee
 - a. Membership: Four faculty members of the Faculty Senate.
 - b. Functions: To nominate faculty members for election to all Faculty Senate committees and to all other committees to which Faculty Senate representation is entitled.
- 5. Learning Commons Media Committee
 - a. Membership: One (1) administrator nominated by the President and confirmed by the Faculty Senate; three (3) faculty members of the Faculty Senate; two (2) student representatives and librarian (non-voting, ex-officio).
 - b. Functions:
 - i. To serve as a liaison between the library, media services, faculty, students and College Administration.
 - ii. To assist in the formulation of the library policies of instructional resources (library curriculum materials and audio visual service).
 - iii. To promote interest in the development of use of the library and to promote effective use of materials for audio visual service.
 - iv. To advise the librarian in the allocation of funds for acquisition of materials and equipment.
 - v. To recommend policies regarding operation of the library and media center.

6. Faculty Welfare Committee

- a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate and four Faculty Senate members.
- b. Functions:
 - i. To review and prepare basic guidelines and recommendations on instructional salary policy, teaching load and working conditions to the President, following the North Dakota University System of Higher Education guidelines.
 - ii. To function as an advisory body to the President in preparation of instructional budgets and payroll
 - iii. To act in an advisory capacity to any persons representing Lake Region State College on an inter-institutional faculty budgetary, salary or welfare matter.

7. Tenure Committee

- a. Membership: Five members of the Faculty Senate with tenure status, each member elected for a five-year term.
- b. Functions:
 - i. The Tenure Committee shall elect its own chairperson and secretary annually.
 - ii. Following procedures outlined under “Institutional Tenure Guidelines” of the Lake Region State College Policy and Procedure Manual, the Tenure Committee shall approve or disapprove the granting of the tenure to eligible faculty by majority vote or the Committee. Such decisions by the Committee are to be made in ample time for action by the Board of Higher Education in the spring of each year.
 - iii. The Tenure Committee shall propose changes to “Institutional Tenure Guidelines” in the Policy and Procedure Manual.
 - iv. Following procedures outlined under “Faculty Rank/Promotions” of the Lake Region State College Policy and Procedure Manual, the Tenure Committee shall approve or disapprove the granting of rank to eligible faculty by a majority vote of the Committee.

8. Outreach Learning Committee

- a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate and four faculty members of the Faculty Senate and the Distance Education Director (ex-officio).
- b. Functions:
 - i. To explore and evaluate other outreach (dual credit, on-line and distance education) curriculum and instructional issues.
 - ii. Review, develop, and recommend compatibility between outreach and on campus salary and benefits policies, teaching load and working conditions to the President, following North Dakota University System of Higher Education guidelines.
 - iii. Review, develop and recommend compatibility between outreach and on campus instruction.

Article VI. Amendments

The proposed amendments(s) must be presented in written form to the members of the Faculty Senate at a regular meeting and voted on at the next regular meeting. Approval requires a two-third favorable vote of the members present and voting. When approved by the North Dakota University System of Higher Education, amendments will become effective immediately.

Article VII. Parliamentary Authority

The rules contained in the current editions of Robert's Rules of Order, Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any specific rules of order that may be adopted.

History

Administrative Council Approved 1400.02 (Article V, Section C, 2, i) 04/09/09
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