

Purdue University Fort Wayne
BYLAWS OF THE FACULTY SENATE

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Senate Document SD 15-22

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(Supersedes SD 81-10)

BYLAWS OF THE FORT WAYNE SENATE

I. GENERAL PROVISIONS

A. GENERAL PROVISIONS REGARDING SENATE AND ITS MEETINGS

- 1. Rules of Order.** Except as otherwise provided herein, *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the Senate, assemblies and convocations of the Faculty, and proceedings of committees and subcommittees established by the Senate or by Senate committees.
- 2. Definitions and References.** In these Bylaws,
 - 2.1. Purdue University Fort Wayne shall be referred to as “the University” or “PFW,” and all references to titles, roles, offices, or committees refer, unless otherwise stated, to those of the University or the Senate;
 - 2.2. the PFW Faculty Senate shall be referred to as “the Senate,” and the Executive Committee shall be that of the Senate and Constitution that of the PFW Faculty;
 - 2.3. the words “major unit” shall mean “college, school, or the library;”
 - 2.4. the words “Voting Faculty” shall be read inclusively and mean “Voting Faculty and/or Senators;”
 - 2.5. the word “lecturer” shall be read inclusively and mean “lecturer and/or senior lecturer;”
 - 2.6. the word “Faculty” shall be read inclusively and mean “Voting Faculty and/or lecturer;” and
 - 2.7. cross-references that refer to other items at the same level of subdivision omit mention of higher levels (e.g., “Section 3” instead of “Section II.B.3”). Language rendered in italics is either taken from the Constitution or, if bracketed by superscript ‘S,’ the Statement on Government of Colleges and Universities (1966, rev. 1990).
 - 2.8. In these Bylaws, and in all existing and future Senate documents and references that make reference to departments, those references shall be understood to also apply to

schools within colleges, unless otherwise stated in a document or reference (see SD 17-10).

3. Meetings of the Senate

3.1. Scheduling

3.1.1. Regular meetings of the Senate shall be held on the second Monday of each month, September through April, except that the date of a regular meeting may be moved by not more than one week in either direction by action of the Executive Committee announced at least one week in advance of the actual date of the meeting. The beginning and ending of Senate meetings shall conform to the pattern for the scheduling of classes. If the agenda for a regular meeting is not exhausted during this session, the meeting will continue for a second session, at the same time one class week thence. The Senate shall not schedule regular meetings for on average more than two such sessions per month.

3.1.2. Special meetings of the Senate shall be held upon petition by twenty percent of the Voting Faculty, by forty percent of the Senate, or by action of the Executive Committee. Meetings that are the result of petition shall be scheduled in a timely manner, but in no case shall they be scheduled for later than one week after receipt of the petition by the chairperson of the Executive Committee. Special meetings, whether the result of petition or decision of the Executive Committee, require written notice to the membership at least forty-eight hours in advance of the meeting, and only those resolutions circulated with the agenda distributed with the meeting notice may be considered.

3.2. **Agendas and minutes.** The Clerk shall distribute agendas of regular meetings and convocations one week in advance and post agendas and minutes of all Senate meetings, convocations, and assemblies on the Senate's webpage.

3.3. **Attendance.** Except as provided herein, meetings of the Senate will be open to all members of the PFW community, as observers, and to other persons invited to attend by the Executive Committee. Representatives of the press will normally be invited to be present. At any meeting, the Senate may, by a majority vote of the Senators present, exclude all observers. Once excluded, certain observers may be permitted to return, at the request of the Presiding Officer approved by a majority vote of the Senators present, or by a majority vote of the Senators present.

3.4. **Quorum.** A majority (i.e., more than half) of the Senate membership shall constitute a quorum.

3.5. **Order of business.** The order of business at each regular meeting of the Senate shall be as follows:

3.5.1. Call to order

3.5.2. Approval of the minutes of the previous meeting

- 3.5.3. Acceptance of the agenda
- 3.5.4. Reports of the Faculty Chairs. They shall report in order of their seniority in office.
- 3.5.5. Special business for the day. This includes memorial resolutions.
- 3.5.6. Unfinished business
- 3.5.7. Committee reports requiring action. Every agenda item shall be labelled as “for discussion,” “for action,” or “for information.” Unless the Executive Committee decides otherwise, the default shall be that no item is designated as “for action” that was not designated as “for discussion” on a previous agenda.
- 3.5.8. New business. No formal business may be conducted, nor action taken on any motion or resolution, after the close of new business.
- 3.5.9. Question time. At this time, the University administration will respond to written questions submitted in advance through the Executive Committee unless the administration gave a written response in advance of the meeting that was included as a Senate Reference to the agenda.
- 3.5.10. Committee reports “for information only.” Time permitting, a representative of the originating body of the report should give a brief summary and answer any questions from the floor.
- 3.5.11. The general good and welfare of the University
- 3.5.12. Adjournment

3.6. Speaking privileges

- 3.6.1. Members. Senators shall obtain the floor by raising a hand to seek recognition.
- 3.6.2. Nonmembers.
 - 3.6.2.1. The PFW Representative in the Purdue University Senate shall have speaking privileges (see Section VI.B.1).
 - 3.6.2.2. Upon request prior to a meeting, any nonmember, Faculty or member of the administration, may be invited by the Executive Committee to participate without vote in the meeting. On its own initiative, the Executive Committee may invite any nonmember to participate in the discussion of matters of particular interest to the observer.
 - 3.6.2.3. Any such invitation shall be subject to the exercise by the Executive Committee of its responsibility for taking varied points of view into account and for the efficient management of the Senate’s time.
 - 3.6.2.4. The Clerk shall ensure that all observers are seated apart from Senators.

3.6.3. Affiliates. Affiliates identified below are encouraged to participate, without vote, in Senate meetings.

3.6.3.1. The Faculty of Indiana University Fort Wayne shall be accorded one Senate affiliate.

3.6.3.2. The Registrar's Office shall be accorded one Senate affiliate.

3.6.3.3. The Office for Student Conduct and Care shall be accorded one Senate affiliate.

3.6.3.4. Students shall be accorded representation by an affiliate who shall be the President of the Student Government Association (SGA) or that person's designee.

3.6.3.5. The All Professional Staff Advisory Committee (APSAC) shall be accorded representation by an affiliate who shall be the President of APSAC or that person's designee.

3.6.3.6. The Clerical and Service Staff Advisory Committee (CSSAC) shall be accorded representation by an affiliate who shall be the Chair of CSSAC or that person's designee.

3.7. **Majority**. A majority shall be more than half of the votes cast.

3.8. **Alternates and proxy voting**. Neither alternates for members nor proxy voting shall be permitted. A member who will be absent from a meeting may present views in a letter to the Presiding Officer or request that the Executive Committee invite a person named by the member to speak on a particular issue.

3.9. **Roll-call votes**. Upon request of 20% of the Senators present and voting by a show of hands, a roll-call vote shall be taken on the pending motion, and the minutes shall record the names of those voting aye, no, and present.

3.10. **The elected Representative of the Lecturers**. The Representative of the Lecturers (see Subsection V.A.1 below) shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and/or tenure for tenured, tenure-track, or clinical faculty or professors of practice in the Senate or its committees.

3.11. **Rights and duties of a Senator**

3.11.1. The privileges of a Senator shall include the right to:

3.11.1.1. receive meeting materials one week prior to regularly scheduled meetings;

3.11.1.2. be treated with respect and decorum by the Presiding Officer and fellow-Senators during Senate proceedings;

3.11.1.3. vote on all matters according to one's best judgment; and to

3.11.1.4. shape Senate proceedings by bringing motions to the floor, appealing rulings of the Presiding Officer, or interrupting proceedings by urgent, time-sensitive points of order.

3.11.2. The duties of a Senator shall include the obligation to:

3.11.2.1. attend meetings of the Senate prepared, ready to discuss and vote;

3.11.2.2. treat the Presiding Officer and fellow-Senators with respect and decorum during Senate proceedings;

3.11.2.3. serve as a two-way conduit of information between Senate and the unit they represent (i.e., informing the unit and soliciting its input to inform Senate discussions and voting decisions); and to

3.11.2.4. contribute to the work of the Senate by running for or serving on at least one Senate committee.

4. CONVOCATIONS

4.1. **Quorum.** At convocations of the Faculty, twenty percent of the Voting Faculty shall constitute a quorum.

B. GENERAL PROVISIONS REGARDING SENATE COMMITTEES AND SUBCOMMITTEES

1. Scope. In this section, provisions stated for committees shall equally apply to subcommittees unless otherwise stated.

2. Types of Committee. To aid in its functioning, the Senate may establish five types of committees:

2.1. **service committees**, which shall be standing committees charged with assisting in the routine operations of the Senate;

2.2. **policy committees**, which shall be standing committees charged with crafting policy and advising the Senate and the administration on substantive matters, and which may establish subcommittees to assist in their efforts;

2.3. **advisory committees**, which shall be standing committees charged with advising the Senate and the administration on substantive matters, and which may establish subcommittees to assist in their efforts;

2.4. **ad-hoc committees**, which shall be established by the Senate for special purposes; and

2.5. **boards**, which, while being committees populated (mostly) by Faculty and subject to review by the Senate, operate outside the usual reporting structure of the Senate.

3. Composition, Elections, and Appointments

3.1. **Composition.** Except as otherwise provided in these Bylaws,

3.1.1. Committees and subcommittees shall be composed of Faculty, with Voting Faculty comprising at least two-thirds (2/3) of its voting membership and at least one of them being a Senator.

3.1.2. Committee members designated as “ex-officio” may send a designee when unable to attend the meeting of a committee they are on.

3.2. **Elections.** Except as otherwise provided in these Bylaws,

3.2.1. Voting Faculty shall appoint or elect committee members, and elect representatives, in April, using the preferential voting system and with terms to commence one week before the beginning of regular fall classes following election.

3.2.2. Committees shall have the power to fill vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in this document (see subsections 3.1.1 and 4.1).

3.3. **Appointments and nominations.** Affiliate members of the Senate, representatives on and nominations for Senate committees from the All Professional Staff Advisory Committee (APSAC), the Clerical and Service Staff Advisory Committee (CSSAC), and the Student Government Association (SGA) shall be appointed or nominated, and their names communicated to the Clerk, each April, with terms to commence one week before the beginning of regular fall classes that same year.

4. Membership, Terms, and Voting Rights

4.1. **Membership.** No one may serve on more than two standing committees in a given academic year, and no one may be nominated to serve on any standing committee such that the results of the relevant election could lead that nominee to serve on more than two standing committees in a given academic year.

4.2. **Terms.**

4.2.1. Senators and Faculty. Except as otherwise provided in these Bylaws,

4.2.1.1. all committee terms shall be staggered;

4.2.1.2. the terms of Faculty who are not Senators shall be for three years;

4.2.1.3. the terms of Senators shall continue for the remainder of the Senator’s elected term; and

4.2.1.4. becoming a Senator during one’s term on a committee shall not affect one’s membership in that committee.

4.2.2. Sabbatical Replacement. A member of the Faculty who goes on a sabbatical leave shall resign at the end of the semester before their sabbatical leave begins but give advance notice of their plans so that the committee can fill the vacancy in due time; or, if they serve on the Faculty Affairs Committee, they shall resign at the end of the semester that precedes the review of their sabbatical application.

- 4.2.3. **Representatives.** Except as otherwise provided in these Bylaws, administrative/professional staff representatives (APSAC), clerical/service staff representatives (CSSAC), and student representatives (SGA) shall serve for one year.
- 4.3. **Voting Rights.** Except as otherwise provided in these Bylaws, all members of a committee, except for student representatives, shall have voting rights in that committee.
- 4.4. **Majority.** When voting in a committee, it is considered a majority, or a majority decision, if it includes more than half of all votes cast, but also includes more than half of all votes from Faculty.

5. General Responsibilities of Senate Committees

5.1. First Meeting of a committee

- 5.1.1. At the beginning of each academic year, preferably during the week before the beginning of regular fall classes (also known as “on-duty week”), committees shall be convened for a first time by the senior committee member designated by the Presiding Officer, with assistance from the Clerk, to do so. The Clerk shall send out this information after the elections have to come to a close in April.
- 5.1.2. At this meeting, except as otherwise provided in these Bylaws or the Constitution; committees shall select their own chairs from the ranks of Faculty. If no one volunteers at this meeting, the most senior faculty member shall serve as acting chair until a chair has been elected.
- 5.1.3. At this meeting, committees shall collectively review their charges and set a preliminary agenda for the academic year.

5.2. Committee chairs. Except as otherwise provided in these Bylaws or the Constitution,

- 5.2.1. The committee chair’s main responsibility shall be to thoroughly prepare, facilitate, and preside over regular meetings of the committee and to coordinate the work done both within the committee as well as its subcommittees or its parent committee, respectively.
- 5.2.2. The committee chair must not do the majority of the committee work but rather ensure that the work is distributed and carried out as equitably as possible among all committee members.
- 5.2.3. The committee chair shall report out of the committee and communicate, unless delegated, with people or units outside the committee on its behalf.
- 5.2.4. The committee chair, assisted by the Clerk of the Senate, shall keep timely minutes and maintain the committee’s activity log on the Senate webpage, available to all members of the Faculty.

5.3. Committee members

5.3.1. Committee members shall assume an active role in the work of the committee and be willing to pull their weight.

5.3.2. Committees, with the majority vote of their members, shall have the power to remove members who fail to attend unexcused two consecutive meetings and/or fail to contribute to the work of the committee; this includes chairs who fail to do their duties. In case a committee member gets removed, the vacancy shall be filled as soon as possible (as per Subsection 3.2.2 above).

5.4. **Report and review.** Committees shall report to and be subject to review by the Senate.

5.4.1. Committees shall report to the Senate at the Senate's request, as requested by the Executive Committee, or on their own initiative.

5.4.2. Committees may give information concerning their activities to the campus administration, to any academic unit, or to any PFW committee, subcommittee, or council (but see Subsection 5.2.4 above).

5.5. **Shared Governance.** Committees shall conduct their work in the spirit of shared governance as outlined in the Constitution, Section VI.A.

II. SERVICE COMMITTEES

A. THE EXECUTIVE COMMITTEE

1. Membership. The Executive Committee shall have the membership established in the Constitution, Subsection C.3.a: *the Chair, the Chair-Elect, and the Past Chair of the Senate, the Parliamentarian of the Senate as an ex officio, non-voting member; and four senators elected by the Senate* in such manner that each is from a different major unit.

2. Responsibilities

2.1. **Constitutional Charges.** The Executive Committee shall exercise powers and the responsibilities as specified in the Constitution, subsections C.3.a.i–vii, and

2.1.1. *shall, at the beginning of the academic year, establish and publicize twenty dates during that academic year to be reserved for the conduct of Senate business;*

2.1.2. *shall formulate the agenda for each Senate meeting and shall be responsible for the circulation of the meeting agenda at least one week prior to a regular Senate meeting;*

2.1.3. *may, with the approval of the Senate, recommend a procedure for the efficient conduct of items of business on the agenda;*

2.1.4. *shall maintain online a list of Senate documents that are currently under deliberation in the various Senate committees, along with document status and name of committee and committee chairperson;*

2.1.5. *shall serve as a clearing house for all Faculty matters that concern policy, shall help coordinating the work of all other Senate committees, and shall liaise with the administration;*

2.1.6. *shall periodically review the committee structure of the Faculty to ensure the effectiveness of Senate and to encourage efficient Faculty participation;*

2.1.7. *shall formulate and submit for Senate approval the Bylaws for the Senate. Amendments to the Bylaws may be proposed by this Committee and must be promptly reported to the Senate if proposed by a senator.*

2.2. **Specific Responsibilities.** In carrying out its responsibilities, the Executive Committee shall:

2.2.1. Receive proposals for consideration by the Senate from any member of the Faculty, or have the power to initiate such proposals unprompted. The Executive Committee shall either place any such proposal on the agenda for the next Senate meeting, or, if that agenda is full, on the agenda for the following Senate meeting; or may send the proposal to a Senate committee or subcommittee. If the latter course is followed, the text of the proposal, and its immediate disposition, shall be distributed “for information only” with the agenda of the next Senate meeting; and the ultimate disposition of the proposal shall consist of a report on the proposal from that committee or subcommittee to the Senate. If the Executive Committee decides not to do any of the above, then it should promptly state its reason for non-action to the initiator in writing.

2.2.2. Receive written questions, for response by the campus administration, from any member of the Faculty. The Executive Committee shall ensure that these questions are routed to the appropriate University office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first. If the Executive Committee decides not to do any of the above, then it should promptly state its reason for non-action to the initiator in writing.

2.2.3. Review the attendance record of Senators. If a Senator is frequently absent, the Executive Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.

B. NOMINATIONS AND ELECTIONS COMMITTEE

1. Membership. The Nominations and Elections Committee shall consist of two Senators, elected by the Senate in such manner that each is from a different major unit.

2. Responsibilities

2.1. **Responsibilities in respect to the Senate.** The Nominations and Elections Committee shall, except as otherwise provided herein,

2.1.1. nominate elective members for all Senate committees;

- 2.1.2. solicit annually from the Faculty information concerning preferences and qualifications for committee assignments;
- 2.1.3. establish, in cooperation with the Clerk, the procedure for, and conduct, such votes as are required among the Senators and/or the Faculty;
- 2.1.4. establish, in cooperation with the Presiding Officer and the Clerk, the procedures for and solicit candidate names from
 - 2.1.4.1. the All Professional Staff Advisory Council (APSAC) for their representatives on select committees;
 - 2.1.4.2. the Campus Support Staff Advisory Committee (CSSAC) for their representatives on select committees;
 - 2.1.4.3. the Student Government Association (SGA) for their representatives on select committees; and
 - 2.1.4.4. various administrative units for their representatives on select committees.

2.2. **Responsibilities in respect to the Faculty.** The Nominations and Elections Committee shall, except as otherwise provided herein,

- 2.2.1. nominate members, after consultation with the appropriate Senate committee or the Faculty Chairs, to administrators for their consideration for appointment to other committees.

(Appendix A, while not being a proper part of the Bylaws, lists all committees that require representatives.)

III. POLICY COMMITTEES

A. THE EDUCATIONAL POLICY COMMITTEE (EPC)

1. Membership. The Educational Policy Committee shall consist of ten (10) members, namely,

1.1. three (3) ex-officio members:

- 1.1.1. the Chief Academic Officer;
- 1.1.2. the Registrar;
- 1.1.3. the Director of Student Conduct and the Care Team; and

1.2. seven (7) Faculty, elected in such manner that at least five of the major units shall be represented.

2. Responsibilities

2.1. **Constitutional Charges.** The Educational Policy Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.1–2, 3.a, and 4.a) and:

- 2.1.1. determine through legislative authority:
 - 2.1.1.1. *the academic calendar*;
 - 2.1.1.2. *the policies for class scheduling*; and
- 2.1.2. review and approve through operational authority:
 - 2.1.2.1. *the titles of the academic degrees conferred at PFW*;
 - 2.1.2.2. *the general requirements for the curricula leading toward academic degrees or certificates*;
 - 2.1.2.3. *the nomination of all candidates for degrees and certificates*; and
- 2.1.3. set policies through joint effort concerning:
 - 2.1.3.1. *the admission and academic placement of students*; and
- 2.1.4. make formal recommendations through established processes of consultation before the University reaches decisions concerning:
 - 2.1.4.1. *changes in academic organization*.

2.2. **Additional Responsibilities.** In carrying out its responsibilities, the Educational Policy Committee shall be concerned with, but not limited to,

- 2.2.1. maintaining accurate and current Catalog information (e.g., standards for admission-and academic placement, grades and grading, academic notice, separation, and reinstatement as well as aligning PFW Catalog language with that of Purdue WL where appropriate);
- 2.2.2. the academic calendar and class scheduling policies;
- 2.2.3. the Honors Program, the Civics Literacy Proficiency Program, the General Education Program, the Advising Program, the military training and continuing education programs;
- 2.2.4. general education policies and curriculum standards as well as the coordination of interdepartmental education programs and of Fort Wayne curricula with those of West Lafayette; and
- 2.2.5. the improvement of instruction in general and the general academic organization.

2.3. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Educational Policy Committee shall establish one council and three subcommittees:

- 2.3.1. the Advising Program Council, which is concerned with the academic Advising Program;
- 2.3.2. the Curriculum Subcommittee, which is concerned with both undergraduate and graduate education;

2.3.3. the Programs Subcommittee, which is concerned with the programs for general education and civics literacy as well the military training and continuing education programs; and

2.3.4. the Honors Program Subcommittee, which is concerned with the Honors Program.

3. The Advising Program Council

3.1. **Membership.** The Advising Program Council shall consist of ten (10) members, namely,

3.1.1. two (2) ex-officio members:

3.1.1.1. the Chief Academic Officer;

3.1.1.2. the Director of Academic Accountability and Student Success; and

3.1.2. five (5) representatives:

3.1.2.1. three (3) professional advisors, each representing a different major unit and appointed by the Director of Academic Accountability and Student Success to staggered three-year terms;

3.1.2.2. two (2) students, each appointed by the Student Government Association (SGA); and

3.1.3. three (3) Faculty from the Educational Policy Committee.

3.2. Responsibilities

3.2.1. Responsibility for administering the Advising Program shall reside with the Director of Academic Accountability and Student Success, assisted by the Advisory Council, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

3.2.2. Specifically, the Council shall:

3.2.2.1. analyze assessment data from the Office of Academic Accountability and Student Success;

3.2.2.2. recommend to the Senate and to the Chief Academic Officer policies related to the campus advising program; and

3.2.2.3. conduct an ongoing review of the goals and operations of the program, with annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer each fall.

4. The Curriculum Subcommittee

4.1. **Membership.** The Curriculum Subcommittee shall consist of fourteen (14) members, namely,

4.1.1. four (4) ex-officio members:

- 4.1.1.1. the Chief Academic Officer (†/‡):
- 4.1.1.2. the Associate Vice Chancellor for Academic Programs (‡);
- 4.1.1.3. the member of the Faculty who serves as Director of Graduate Studies (‡, voting), who may vote only to break or create tie votes;
- 4.1.1.4. the member of the Faculty who serves as the liaison with the Purdue Graduate School (‡, voting);

4.1.2. five (5) representatives:

- 4.1.2.1. a representative of the Registrar's Office (†/‡);
- 4.1.2.2. two undergraduate student representatives (†), appointed by the Student Government Association (SGA);
- 4.1.2.3. two graduate student representatives (‡), elected annually by the members of the Subcommittee named under 4.4.1 below from among nominations, solicited by the Nominations and Election Committee and submitted by departments or other units responsible for graduate degree programs; and

4.1.3. five (5) Faculty (†/‡), elected in such manner that at least four of the major units shall be represented. and at least two are from a department that offers a graduate degree and who holds membership on the graduate faculty.

4.2. **Definitions.** In this subsection, “academic program” or simply “program” shall mean any group of courses constituting a major, minor, degree, degree option, concentration, certificate program, or similar entity.

4.3. **Responsibilities in respect to undergraduate curricula.** The Curriculum Subcommittee shall advise the Senate concerning the exercise of the Faculty's right of review of the undergraduate curricula and report to the Faculty and submit any documents through the Educational Policy Committee.

4.3.1. Only members of the Subcommittee indicated by the dagger symbol ‘†’ shall participate in the activities listed in this subsection.

4.3.2. Review of new programs. The Curriculum Subcommittee shall examine and report on proposals for new academic programs prior to their approval by the Chief Academic Officer or, if such approval is not required, prior to final approval at the highest possible level of campus review.

4.3.2.1. During this examination, the Subcommittee shall evaluate: (i) the rationale for the proposed program; (ii) the use of PFW resources; (iii) the relationship among proposed and existing programs; (iv) other effects on PFW and on PFW's constituencies of the proposed program.

4.3.2.2. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate “for information only” its finding that the new

program requires no Senate review; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.

4.3.3. Review of existing programs. Upon a request from the Senate, an academic unit, or the Chief Academic Officer, the Curriculum Subcommittee shall examine and report on existing academic programs and new or proposed courses.

4.3.3.1. Such examinations shall be requested only when one of the following circumstances occur: (i) significant questions of proper sponsorship or academic quality arise; (ii) there are administrative or Faculty-led initiatives to reorganize, merge, reduce, or eliminate academic programs or units; (iii) there is a University-wide effort to ensure the periodic review of academic programs by a body functioning above the department level.

4.3.3.2. Procedures for carrying out these responsibilities can be found in Senate Document SD 19-24.

4.3.3.3. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate “for information only” its finding that no Senate review is appropriate; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.

4.4. **Responsibilities in respect to graduate curricula.** The Curriculum Subcommittee shall advise the Senate concerning the planning and any policy as well as the exercise of the Faculty’s right of review of all graduate curricula, subject to the rules established by Purdue University and its Graduate School, and report to the Faculty and submit any documents through the Educational Policy Committee.

4.4.1. Only members of the Subcommittee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this article.

4.4.2. Planning and policy functions. To encourage and coordinate the development of graduate education at PFW, the Subcommittee shall:

4.4.2.1. foster program coordination among PFW units and among PFW and the Purdue Graduate School;

4.4.2.2. evaluate and make recommendations concerning the need for new programs;

4.4.2.3. advise on policies for admission procedures and standards; and

4.4.2.4. advise on policies for fellowships, assistantships, and other forms of financial assistance.

4.4.3. Review of new programs. The Curriculum Subcommittee shall examine and report on proposals for new graduate programs prior to the formal transmission of these documents to off-campus bodies charged with further review. In so doing, it shall follow the steps specified in 4.3.2 above.

4.4.4. Review of existing programs. Upon a request from the Senate, an academic unit, or the Chief Academic Officer, the Curriculum Subcommittee shall examine and report on existing academic programs and new or proposed courses. In so doing, it shall follow the steps specified in 4.3.3. above.

5. The Programs Subcommittee

5.1. **Membership.** The Programs Subcommittee shall consist of thirteen (13) members, namely,

5.1.1. four (4) ex-officio members:

5.1.1.1. the Chief Academic Officer (†);

5.1.1.2. a representative of the Office of Academic Affairs who serves as Director of the Civics Literacy Proficiency Program (‡, voting) and who may vote only to break or create tie votes;

5.1.1.3. the Director of Continuing Studies (*);

5.1.1.4. the Director of Military Student Services (*); and

5.1.2. four (4) representatives:

5.1.2.1. a representative of the Registrar's Office (†/‡);

5.1.2.2. a representative of the Division of Enrollment Management and the Student Experience (†/‡);

5.1.2.3. two (2) undergraduate student representatives (†/‡), each from a different major unit and appointed by the Student Government Association (SGA); and

5.1.3. five (5) Faculty (†/‡/*), elected in such manner that at least four of the major unit shall be represented.

5.2. Responsibilities in respect to the General Education Program (GenEd)

5.2.1. Only members of the Subcommittee indicated by the dagger symbol '†' shall participate in the activities listed in this subsection.

5.2.2. Responsibility for administering the General Education Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

5.2.3. Specifically, the Subcommittee shall:

5.2.3.1. recommend to the Senate all policies related to the program;

5.2.3.2. approve courses for incorporation in the areas of the-program; and

- 5.2.3.3. conduct an ongoing review of the goals and operations of the program, with annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer each fall.

5.3. Responsibilities in respect to the Civics Literacy Proficiency Program (CLPS)

- 5.3.1. Only members of the Subcommittee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this subsection.
- 5.3.2. Responsibility for administering the Civics Literacy Proficiency Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.
- 5.3.3. Specifically, the Subcommittee shall:
 - 5.3.3.1. Establish, review, and revise the learning objectives of the program.
 - 5.3.3.2. Review and approve courses for the course path annually. The review should consider prerequisites, capacity of course offerings, impact on the PFW General Education Program, degree-specific curriculum maps, potential for student success, and other issues deemed appropriate by the Subcommittee.
 - 5.3.3.3. Develop a Civics Literacy Module for voluntary use in “Freshman Success” courses. The Civics Literacy Module will include links to the test, events, recordings, and resources.
 - 5.3.3.4. Recruit faculty to produce recordings specific to the required exam and to programs on campus, and approve events and broadcasts for inclusion in the program.
 - 5.3.3.5. Establish the assessment plan for the program.
 - 5.3.3.6. Work with relevant offices at PFW to ensure methods for verifying attendance, development and administration of artifacts that can be used for assessment, and completion of the requirement.
 - 5.3.3.7. Review the annual assessment report and make recommendations based on that report to the Director of the Civics Literacy Proficiency Program and the Educational Policy Committee each fall.

5.4. Responsibilities in respect to the military training and continuing education program

- 5.4.1. Only members of the Subcommittee indicated by the asterisk symbol ‘•’ shall participate in the activities listed in this subsection.
- 5.4.2. While the responsibility for administering the military training and continuing education program reside outside Senate, the Subcommittee shall annually review both programs and report its findings and recommendations to the Faculty through the Educational Policy Committee each fall.

6. The Honors Program Subcommittee

6.1. Membership. The Honors Program Subcommittee shall consist of twelve (12) members, namely,

6.1.1. two (2) ex-officio members:

6.1.1.1. the Chief Academic Officer;

6.1.1.2. the Director of the Honors Program, who may vote only to break or create tie votes;

6.1.2. five (5) representatives:

6.1.2.1. three (3) members of the Honors Faculty, appointed jointly by the Chief Academic Officer and the Director of the Honors Program to staggered three-year terms;

6.1.2.2. two (2) undergraduate students, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course and each appointed by the Student Government Association (SGA); and

6.1.3. five (5) Faculty, elected in such manner that at least four of the major units shall be represented.

6.2. Special regulations

6.2.1. Student members shall participate and vote in all matters concerning the Honors Program, except questions of student admission, scholarships, retention, and satisfaction of program requirements.

6.3. Responsibilities

6.3.1. Responsibility for administering the Honors Program shall reside with its Director, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

6.3.2. Specifically, the Subcommittee shall carry out the functions described in Senate Document SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

B. THE FACULTY AFFAIRS COMMITTEE (FAC)

1. Membership. The Faculty Affairs Committee shall consist of nine (9) members, namely,

1.1. two (2) ex-officio members:

1.1.1. the Chief Academic Officer;

1.1.2. the Director of the Center for the Enhancement of Learning and Teaching (voting); and

- 1.2. seven (7) Faculty, elected in such manner that at least five of the major units shall be represented.

2. Special regulations

- 2.1. Unless the Director of the Center for the Enhancement of Learning and Teaching is a member of the Faculty, they shall participate only in matters concerning teaching (grants, awards, training) as per Section 4 below.
- 2.2. During their term on the committee, its Faculty members shall be eligible to submit grant proposals and sabbatical leave requests but must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal and resign in case they submit a sabbatical application (see Section I.B.4.2.2).

3. Responsibilities

- 3.1. **Constitutional Charges.** The Faculty Affairs Committee shall exercise powers and responsibilities as specified in the Constitution, Subsection VI.B.3.e, and

- 3.1.1. *set policies through joint effort concerning:*

- 3.1.1.1. *the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the Faculty; and*

- 3.1.2. *make formal recommendations through established processes of consultation before the University reaches decisions concerning:*

- 3.1.2.1. *the screening and selecting of academic and chief academic or administrative officers.*

- 3.2. **Additional Responsibilities.** In carrying out its responsibilities, the Faculty Affairs Committee shall also be concerned with, but not limited to,

- 3.2.1. setting policies through joint effort and overseeing procedures relating to the professional development of the Faculty, including:

- 3.2.1.1. research and teaching grants;

- 3.2.1.2. research and teaching awards;

- 3.2.1.3. sabbatical leaves;

- 3.2.1.4. general research policies; and

- 3.2.1.5. helping to provide opportunities for all persons who hold academic appointment at PFW for their professional growth in teaching, research, and/or creative endeavor;

- 3.2.2. setting policy through joint effort and in consultation with the Information Subcommittee concerning academic priorities, policies, and procedures for Helmke Library, its collections, facilities, operations, and other educational and research support facilities and aids;

3.2.3. making formal recommendations before, and exercising the right to review after, the University reaches decisions concerning accreditation activities or other matters that pertain to the Faculty, its powers and responsibilities; and

3.2.4. the morale of the Faculty and its associate members, both as defined in Constitution, collectively and as individuals.

3.3. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Faculty Affairs Committee shall establish one subcommittee:

3.3.1. the Promotion and Tenure Subcommittee.

4. The Promotion and Tenure Subcommittee (also known as the “Campus Committee”)

4.1. **Membership.** The Promotion and Tenure Subcommittee shall have the membership established in Senate Documents SD 14-36 and SD 19-13, subsections 2.5.2 and 2.6.2, respectively.

4.2. **Responsibilities.** The Promotion and Tenure Subcommittee shall have the responsibilities and follow the procedures established in Senate Documents SD 14-36 and SD 19-13.

C. THE STUDENT AFFAIRS COMMITTEE (SAC)

1. Membership. The Student Affairs Committee shall consist of thirteen (13) members, namely,

1.1. four (4) ex-officio member:

1.1.1. the Chief Student Affairs Officer;

1.1.2. the Chief Diversity Officer;

1.1.3. the Director of Student Conduct and Care;

1.1.4. the Director of Student Housing; and

1.2. four (4) representatives:

1.2.1. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);

1.2.2. one representative of the All Professional Staff Advisory Council (APSAC);

1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

1.3. five (5) Faculty, elected in such manner that at least four of major units shall be represented.

2. Responsibilities

2.1. **Constitutional Charges.** The Student Affairs Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.1.c and 3.b+c) and

2.1.1. *determine through legislative authority*

2.1.1.1. *the policies for student participation in athletic affairs;*

2.1.2. *set policies through joint effort concerning:*

2.1.2.1. *student conduct and discipline; and*

2.1.2.2. *student participation in group extracurricular activities.*

2.2. **Additional Responsibilities.** In carrying out those its responsibilities, the Student Affairs Committee shall

2.2.1. work closely with the Student Government Association (SGA)

and be concerned with all ^S*aspects of student life which relate to the educational process^S*, which may include

2.2.2. the general social, cultural, and practical welfare of all PFW students; and

2.2.3. any other matter that would enhance the student's campus environment for their learning, living, and flourishing, during their time on campus and thereafter.

2.3. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Student Affairs Committee shall establish one subcommittee:

2.3.1. the Mastodon Athletics Advisory Subcommittee.

3. The Mastodon Athletics Advisory Subcommittee (MAAS)

3.1. **Membership.** The Mastodon Athletics Advisory Subcommittee shall consist of twelve (12) members, namely,

3.1.1. four (4) ex-officio member:

3.1.1.1. the Director of Athletics;

3.1.1.2. the Senior Woman Administrator;

3.1.1.3. the Director of Compliance;

3.1.1.4. the Faculty Athletics Representative; and

3.1.2. five (5) representatives:

3.1.2.1. one PFW alumnus/alumna appointed by the Chief Administrative Officer in consultation with the Director of Alumni Engagement;

3.1.2.2. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);

3.1.2.3. one representative of the All Professional Staff Advisory Council (APSAC)

3.1.2.4. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

3.1.3. three (3) Faculty, elected in such manner that each is from a different major unit.

3.2. **Special regulations**

3.2.1. The Faculty Athletics Representative shall serve as the chair of the subcommittee.

3.2.2. Representatives shall serve staggered two-year terms.

3.3. **Responsibilities.** The Mastodon Athletics Advisory Subcommittee shall:

3.3.1. monitor and advise regarding schedules for intercollegiate athletics;

3.3.2. verify eligibility requirements are being met for participation in intercollegiate athletics;

3.3.3. approve intercollegiate sport additions or deletions;

3.3.4. advise Athletic Director in the participation in post-season activities beyond conference tournaments;

3.3.5. propose, for the approval of the Senate, membership in athletic conferences;

3.3.6. advise the ex-officio members;

3.3.7. when requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer;

3.3.8. serve on ad hoc compliance committees;

3.3.9. make recommendations with respect to procedures and policies to assist in student-athlete academic success;

3.3.10. participate and be consulted within University-wide discussions and decisions regarding the Athletic Department.

D. **THE SENATE TASK FORCE**

1. Rationale. In order to ensure the efficient and timely operation of the service and policy committees of the Senate, Faculty shall be elected to the Senate Task Force. The Senate Task Force shall be called into service by the Executive Committee when a service or policy committee is not able to complete work that is deemed to be important and not already the responsibility of an existing subcommittee. A service or policy committee may request that the Executive Committee call the Senate Task Force into service. The Executive Committee shall respond to such requests within two weeks. When the Senate Task Force is called into service, the Executive Committee shall issue an enabling memo.

- 2. Membership.** The Senate Task Force shall consist of five (5) Faculty elected in such manner that at least four of the major units shall be represented. A service or policy committee requesting that the Senate Task Force be called into service shall recommend to the Executive Committee the administrators, clerical/support staff, administrative/professional staff, or student representatives it deems appropriate. The Executive Committee shall be responsible for inviting such non-Faculty members.
- 3. Responsibilities.** The Senate Task Force shall limit its activities and timeline to those detailed in the enabling memo from the Executive Committee.

E. AD HOC COMMITTEES

- 1. Rationale.** Ad hoc committees shall be established by the Senate to carry out work that
 - (a) does not clearly fall under the purview of an existing Senate (sub-)committee, or that
 - (b) Senate feels would be better conducted by a group specially appointed for the purpose.
- 2. Membership**
 - 2.1. All Faculty are eligible to serve on an ad hoc committee, and so are all administrators, administrative/professional staff, clerical/support staff, or student representatives who are deemed appropriate for stated charge.
 - 2.2. A Senate document establishing an ad hoc committee shall specify the membership and the voting membership of the committee. It is desirable to have Voting Faculty constitute two-thirds (2/3) of its voting membership (see Subsection I.B.3.1.1).
 - 2.3. A Senate document establishing an ad hoc committee shall specify how the members of the committee will be appointed, nominated, or elected. For this, the document may call unto the help of one or both of the service committees.
- 3. Responsibilities.** A Senate document establishing an ad hoc committee shall specify:
 - 3.1. the task to be carried out by the committee, including deliverables to the Senate; and
 - 3.2. the date by which the committee should complete its work; and
 - 3.3. through which other Senate committee the ad hoc committee will report to the Faculty.
- 4. Special Regulations.** Ad hoc committees cannot be carried over to a new academic year without special authorization by the Senate.

IV. ADVISORY COMMITTEES

A. UNIVERSITY RESOURCES ADVISORY COMMITTEE (URAC)

- 1. Membership.** The University Resources Advisory Committee shall consist of eighteen (18) members, namely,
 - 1.1. seven (7) ex-officio members:
 - 1.1.1. the Chief Academic Officer (†);

- 1.1.2. the Chief Financial Officer (†);
- 1.1.3. the Chief Officer of Facilities (†);
- 1.1.4. the Chief Officer for Communications and Marketing (†/‡);
- 1.1.5. the Chief Officer for Development and Alumni Engagement (‡);
- 1.1.6. the Director of Alumni Engagement (‡);
- 1.1.7. the Director Development Services (‡); and
- 1.2. four (4) representatives:
 - 1.2.1. two (2) student representatives (†/‡), each from a different unit and appointed by the Student Government Association (SGA);
 - 1.2.2. one representative of the All Professional Staff Advisory Council (APSAC, (†/‡);
 - 1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC, (†/‡); and
- 1.3. seven (7) Faculty (†/‡), elected in such manner that at least five of the major units shall be represented.

2. Responsibilities

- 2.1. Only members of the committee indicated by the dagger symbol ‘†’ shall participate in the activities listed in subsections 2.2–2.4.1 and 2.4.3 below.
- 2.2. **Constitutional Charges.** The University Resources Advisory Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.4.c–e) and *make formal recommendations through established processes of consultation before the University reaches decisions concerning*:
 - 2.2.1. *the determination and management of the budget and ^Sits short- and long-range priorities^S*;
 - 2.2.2. *the planning, maintenance, and optimal utilization of ^Sexisting or prospective^S physical facilities*; and
 - 2.2.3. *staff needs, utilization and planning, that is, increases and decreases in staff.*
- 2.3. **Additional Responsibilities.** In carrying out those its responsibilities, the University Resources Advisory Committee shall also be concerned with making formal recommendations concerning
 - 2.3.1. *^Sthe framing and execution of long-range strategic plans^S*, including
 - 2.3.2. short- and long-range strategies and priorities for research, recruitment, scholarships and grants, as well as communication and marketing.

2.4. Specific Responsibilities

2.4.1. **Budgetary Affairs.** The University Resources Advisory Committee shall:

- 2.4.1.1. advise the administration and the Senate on budgetary and revenue matters pertaining to the needs of the University, which shall include:
 - (i) paying particular attention to (a) the ways the budget and the budgetary process as well as (b) trends in revenue can affect the University's ability to carry out its mission to provide excellence in higher education, and (ii) giving advice on financial matters which affect the work of other Senate committees; and
- 2.4.1.2. make annual recommendations on: (i) sources of revenue; (ii) annual campus operating budgets and legislative budget requests; (iii) financial needs of new programs and of new facilities proposed for the University; (iv) the annual athletic budget and supportive activities after review and comment in the fall semester each year; and
- 2.4.1.3. work with other Senate Committees and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs (see Senate Documents SD 15-26, SD 19-1, and SD 19-24).

2.4.2. **Advancement**

- 2.4.2.1. Only members of the committee indicated by the double dagger symbol '‡' shall participate in the activities listed in this subsection.
- 2.4.2.2. The University Resources Advisory Committee shall: (i) advise the Senate and the Chief Advancement Officer on all matters that affect advancement; (ii) serve as a forum for discussion about plans for advancement and advancement issues in general; (iii) make recommendations regarding major fund-raising efforts for the campus.

2.4.3. **Oversight**

- 2.4.3.1. The University Resources Advisory Committee shall oversee the Faculty Representative to the Campus Space Committee (see Subsection VI.A.2 below).

2.5. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the University Resources Advisory Committee shall establish one subcommittee:

- 2.5.1. the Information Subcommittee

3. **The Information Subcommittee**

3.1. **Membership.** The Information Subcommittee shall consist of twelve (12) members, namely,

- 3.1.1. five (5) ex-officio members:

- 3.1.1.1. the Chief Student Affairs Officer;

3.1.1.2. the Chief Information Technology Officer;

3.1.1.3. the Director of the Center for the Enhancement of Teaching and Learning;

3.1.1.4. the Director of Continuing Studies;

3.1.1.5. the Director of Helmke Library; and

3.1.2. four (4) representatives:

3.1.2.1. two (2) student representatives, each from a different unit and appointed by the Student Government Association (SGA);

3.1.2.2. one representative of the All Professional Staff Advisory Council (APSAC);

3.1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

3.1.3. three (3) Faculty, elected in such manner that each is from a different major unit.

3.2. Responsibilities. The Information Subcommittee shall:

3.2.1. advise the Senate, through the University Resources Advisory Committee, as well as the Chief Academic Officer and the Chief Information Technology Officer on any and all matters that affect present and evolving information technology in support of the mission of the University, including on how Information Technology Services communicate with faculty, staff, and students;

3.2.2. serve as a forum for discussion and as an advocate for acquisition and use of information technology for the University and plans for its use, support, and evaluation-

3.2.3. advise, in consultation with the Faculty Affairs Committee, the Senate, through the University Resources Advisory Committee, as well as the Chief Academic Officer and the Director of Helmke Library concerning administrative and budgetary priorities, policies, and procedures for Helmke Library, its collections, facilities, and operations, and other educational and research support facilities and aids.

B. THE INTERNATIONAL EDUCATION ADVISORY COMMITTEE

1. Membership. The International Education Advisory Committee shall consist of eight (8) members, namely,

1.1. two (2) ex-officio members:

1.1.1. the Director of International Education;

1.1.2. the Director of Study Abroad; and

1.2. three (3) representatives:

1.2.1. two students, at least one of whom shall be at or beyond the second-year level in International Education and each appointed by the Student Government Association (SGA) in consultation with the Director of International Education;

1.2.2. one representative of the Office of Enrollment Management and the Student Experience; and

1.3. three (3) Faculty, elected in such manner that each is from a different major unit.

2. Responsibilities. The International Education Advisory Board is charged with:

2.1. advocating for and steering efforts across the University to enhance and foster opportunities for international cooperation, international education, and immersion for students, faculty, and the broader community;

2.2. being a liaison between the Faculty and the Director of International Education and Director of Study Abroad;

2.3. advising on policies relating to international services, international education, and Study Abroad and recommending related policies and goals to the Senate.

V. OTHER COMMITTEES

A. THE ACADEMIC PERSONNEL GRIEVANCE BOARD

1. Rationale. The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda (see Academic and Research Affairs Policy I.B.1 on Faculty Grievances and related documents).

2. Membership. The Board shall be composed of fifteen (15) tenured members of the Voting Faculty. The Nominations and Election Committee shall solicit nominations from which members get elected to staggered two-year terms. Ten members shall be regular members, and the remaining five shall be alternate members.

3. Special Regulations. At the time the Board elects its chair, it shall also elect a secretary.

4. Responsibilities. When it is necessary to compose a grievance committee, that committee shall be selected from the ten regular members of the Board according to the procedures and restrictions in Purdue University Executive Memoranda. If a need for additional members should arise in the formation of any grievance committee, they shall be selected from the five alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other tenured members of the Voting Faculty.

B. THE CAMPUS APPEALS BOARD

1. Membership. In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, the Faculty portion of the Campus Appeals Board shall consist of a total of six (6) elected members of the Faculty, including three members and three alternates.

2. **Special Regulations.** In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, Faculty terms on this Board shall be for two years commencing one week before the beginning of regular fall classes following election. No member of the Faculty may serve more than two consecutive terms.
3. **Responsibilities.** The responsibilities of the Faculty portion of the Campus Appeals Board shall be those explained in the PFW Code of Student Rights, Responsibilities, and Conduct.

C. THE CONDUCT REVIEW BOARD

1. **Membership.** The Faculty portion of the Conduct Review Board shall consist of at least ten (10) faculty members to serve as a pool of potential members of the Conduct Review Board in accordance with the PFW Code of Student Rights, Responsibilities, and Conduct.
2. **Special Regulations.** In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, Faculty terms on this Board shall be for one year commencing one week before the beginning of regular fall classes following election. During summer and other academic recess periods, the Conduct Review Board will be selected in accordance with the process outlined in the PFW Code of Student Rights, Responsibilities, and Conduct.
3. **Responsibilities.** The responsibilities of the Faculty portion of the Conduct Review Board shall be those explained in the PFW Code of Student Rights, Responsibilities, and Conduct.

D. THE GRADE APPEALS BOARD

1. **Membership.** The Grade Appeals Board shall consist of nine (9) members of the Faculty, elected in such manner that no more than two shall be from the same major unit.
2. **Responsibilities.** The responsibilities of the Grade Appeals Board shall be those explained in the campus grade appeals policy. If a case is to be heard, a five-member panel drawn from the Board membership shall hear the appeal. The panel shall act for the Board, and its decisions shall be final and not subject to review by other Faculty bodies.

E. NON-SENATE COMMITTEES

1. **Rationale.** To assure that the Senate and the Faculty are informed of the activities, studies, and recommendations of any PFW committee upon which members of the Faculty serve by virtue of appointment thereto, certain reports shall be issued.

2. Definitions

2.1. A committee subject to these reporting procedures shall:

- 2.1.1. consist of a group of persons, at least one of whom is a member of the Faculty appointed to the committee by a University administrator;
- 2.1.2. function above the major-unit level;

2.1.3. has been established to perform a task or group of tasks related to the powers and responsibilities of the Faculty; and

2.1.4. not necessarily have the word “committee” in its name.

2.2. A report shall consist minimally of written notice to the Faculty through the Executive Committee that written information concerning a committee is available in a specified, accessible location.

3. Procedures

3.1. Initial reports shall be written and caused to be distributed by the person establishing a new committee, within thirty days of the establishment of said committee. They shall contain the committee’s name, membership, and full charge. If that person fails to do so, one of the Faculty members on the said committee should do so in their place.

3.2. Progress reports shall be written and caused to be distributed by the chair of a committee, or a designee, in a timely fashion. They shall make known all significant committee activities, studies, and recommendations, and all changes in the name, membership, or charge of a committee. The disestablishment of a committee shall also be made known in a progress report. If the chair fails to do so, one of the Faculty members on the said committee should do so in their place.

VI. REPRESENTATIVES

A. REPRESENTATIVES TO PFW BODIES

1. The Elected Representative of the Lecturers to the Senate

1.1. **Eligibility.** All lecturers are eligible to vote for, and be elected to, the position of elected Representative of the Lecturers.

1.2. Election and Term

1.2.1. The term of office of the elected Representative of the Lecturers shall be three years, beginning one week before the start of regular fall classes following election. When necessary, the Nominations and Elections Committee shall conduct this election among the lecturers so that the name of the incoming elected Representative of the Lecturers shall be transmitted to the Clerk of the Senate on the same schedule as that of incoming Senators.

1.2.2. Should a vacancy in the position of the elected Representative of the Lecturers occur, the Nominations and Elections Committee shall immediately hold an election among the lecturers for any remaining time in that term.

1.3. **Representation.** The elected Representative of the Lecturers shall be considered a member of the academic department to which the most service is assigned, and the major unit to which that academic department is assigned. If the Representative of the Lecturers serves in more than one unit, the representative shall be counted as a member of the unit to which the most service is assigned; an elected Representative

of the Lecturers who serves equally in two or more units shall inform the Chief Academic Officer, prior to the annual certification, of the unit in which the representative wishes to be counted.

1.4. **Apportionment.** As stated in the Constitution, Subsection III.A 4, the elected Representative of the Lecturers does not count toward an academic unit's apportionment.

1.5. **Rights.** See Subsection I.A.3.9 above.

2. Faculty Representative to the Campus Space Committee

2.1. Election and term

2.1.1. This representative shall be an elected member of the Faculty and serve a three-year term beginning one week prior to the start of regular fall classes following election.

2.1.2. The University Resources Advisory Committee shall fill any vacancy in this position for the remainder of the academic year, in which case, subject to Senate ratification, a special election among the Faculty shall be held to select a member of the Faculty to complete that term.

2.2. Responsibilities

2.2.1. The University Resources Advisory Committee shall oversee the Faculty Representative to the Campus Space Committee.

2.2.2. The Faculty Representative to the Campus Space Committee shall periodically report on its activities to the Faculty through the University Resources Advisory Committee, which shall update the Senate on those activities at least once each academic year.

B. REPRESENTATIVES TO SYSTEM-WIDE BODIES

1. Purdue West Lafayette Senate

1.1. **Eligibility.** The PFW Representative in the Purdue University Senate (hereinafter referred to as the "Purdue Senator") shall be a tenured member of the Voting Faculty whose teaching schedule must allow for attendance at the monthly meetings of the Purdue University Senate.

1.2. Election and term

1.2.1. The Purdue Senator shall be elected to a three-year term with the term of office to commence with the fall classes following election. The Purdue Senator may not serve more than two consecutive terms.

1.2.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a tenured member of the Voting Faculty to complete that term.

1.3. Responsibilities

- 1.3.1. The Purdue Senator shall represent the PFW Faculty in the Purdue University Senate. In doing so, the Purdue Senator should disseminate information about the deliberations and activities of the Purdue University Senate to the PFW Faculty, take steps to understand the views of PFW Faculty on these deliberations and activities, and present views of PFW Faculty to the Purdue University Senate.
- 1.3.2. The Purdue Senator shall periodically report, but at least once per semester, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Purdue University Senate.
- 1.3.3. The Purdue Senator may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.
- 1.3.4. The Purdue Senator shall represent the PFW Faculty on the Intercampus Faculty Council (IFC).

2. Intercampus Faculty Council (IFC)

2.1. **Assuming office.** The two PFW representatives to the Intercampus Faculty Council shall be the PFW Senator (see Subsection 1.3.3 above) and one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4+ii.3).

2.2. Responsibilities

- 2.2.1. The two representatives shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Intercampus Faculty Council.
- 2.2.2. The representatives may also seek guidance from the (other) Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

3. University Policy Committee (UPC)

3.1. **Assuming office.** The PFW representative to the University Policy Committee shall be one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4+ii.3).

3.2. Responsibilities

- 3.2.1. The representative shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the University Policy Committee.
- 3.2.2. The representative may also seek guidance from the other Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

4. Liaison to the Purdue Graduate School

5. Purdue University Advisory Committee on Equity

- 5.1. **Appointment and term.** The Vice-President for Ethics and Compliance of Purdue University appoints, upon the nomination of the PFW Chancellor, a member representing PFW to a three-year term.
- 5.2. **Nomination.** A shortlist of candidates for nomination by the Chancellor shall be selected by the Faculty Chairs from a panel of nominees solicited by the Nominations and Elections Committee.
- 5.3. **Responsibilities.** The representative shall have the responsibilities as specified in the Procedures for Resolving Complaints of Discrimination and Harassment of Purdue University.

6. Representatives to the Purdue University Sustainability Committee

6.1. Faculty representative

6.1.1. Election and term

- 6.1.1.1. The PFW Faculty representative to the Purdue University Sustainability Committee shall be a member of the Voting Faculty elected to a three-year term starting on the first day of the fall semester following election.
- 6.1.1.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.

6.1.2. Responsibilities

- 6.1.2.1. The Faculty representative shall periodically report, but at least once per academic year, to the Faculty through the Executive Committee on the activities of the Sustainability Committee.
- 6.1.2.2. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

6.2. Student representative

6.2.1. Election and term

- 6.2.1.1. The PFW student representative to the Purdue University Sustainability Committee shall be selected by the PFW Student Government Association (SGA) to serve a one-year term dating from the first day of regular fall classes.
- 6.2.1.2. Vacancies in this position shall be filled by the PFW Student Government Association at the request of the Presiding Officer of the PFW Senate.

6.2.2. **Responsibilities.** The student representative shall periodically report, but at least once per academic year, to the PFW Student Government Association on the activities of the Sustainability Committee.

7. Undergraduate Curriculum Council

7.1. Election and term

7.1.1. The PFW representative to the PFW Undergraduate Curriculum Council shall be a member of the Voting Faculty elected to a three-year term starting on the first day of the fall semester following election.

7.1.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.

7.2. Responsibility

7.2.1. The representative shall periodically report, but at least once per academic year, to the Faculty through the Educational Policy Committee on the activities of the Undergraduate Curriculum Council.

7.2.2. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

VII. MISCELLANEOUS PROVISIONS

A. RECALL OR EXPULSION OF SENATORS

1. For Excessive Absence

1.1. In the case of an elected Senator or the Representative of the Lecturers, who is absent excessively, the Senate may petition the Senator's unit to recall the Senator or the Representative of the Lecturers and elect another. To pass a recall petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.

1.2. In the case of an ex-officio member, who is absent excessively, the Senate may petition the Presiding Officer of the Faculty to reprove the offender. To pass a reproof petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.

2. For Obstructing the Senate

2.1. The Senate may unseat, by a two-thirds majority of its membership voting by secret written ballot, any member whose actions or behavior habitually obstructs normal parliamentary procedures. Any member so unseated shall be ineligible to be returned to the Senate during the academic year, and in the case of an elected Senator the unit shall elect a replacement for the remainder of the elected term.

B. ENABLEMENT

1. Upon acceptance of these Bylaws, the Senate shall cause timely elections to be held for all committees, subcommittees, and boards named above. Initial terms on these bodies shall expire at the scheduled times.

C. AMENDMENTS

1. Amendments to these Bylaws may be proposed to the Executive Committee by any Senator (see II.A.2.1.7) or Senate committee or subcommittee.
2. If any committee or subcommittee report requires amendment of these Bylaws to become effective, then the report shall incorporate a proposal for such amendment. Such proposals shall be submitted to the Executive Committee in order to ensure that they are placed in the proper form.
3. Amendments to the Bylaws of the Senate, consistent with the Constitution of the PFW Faculty, may be adopted by vote of two-thirds of those Senators present and voting at a meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting under the title "Amendment(s) to the Bylaws of the Senate." If the proposed amendment is approved by a simple majority of those voting, but not by two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.
4. Amendments to these Bylaws become effective immediately upon their successful adoption by the Senate, unless the text of the resolution containing those amendments indicates otherwise.
5. The Clerk, after consultation with and the approval of both the Parliamentarian and the Executive Committee, may correct, provided they do not change the intended meaning, minor clerical mistakes in this document without Senate approval. If the Clerk, Parliamentarian, and Executive Committee do, they must give written notice to the Senate, detailing the changes.

Approved, March 13, 2016

Amended, April 11, 2016

Amended, October 17, 2016

Amended, February 13, 2017

Amended, October 16, 2017

Amended, November 13, 2017

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Amended, March 14, 2022

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Amended April 15, 2024

Amended December 9, 2024