I. THE DUBOIS CAMPUS FACULTY CONGRESS
CONSTITUTION

ARTICLE I - FUNCTIONS

Section 1

The DuBois campus Faculty Congress has the following functions:

(a) Legislative Function

To serve as the voice of and sole legislative body representing the DuBois Campus Faculty as a whole. The Congress has the authority to make recommendations on matters that pertain to the teaching and learning, research and scholarship, and professional and University service interests of the DuBois Campus. Among these matters are:

1. educational philosophy and policy;
2. courses and programs of study;
3. minimum graduation requirements for degree programs offered at the campus;
4. academic admissions for degree programs offered at the campus; and
5. campus honors

(b) Advisory, Evaluative, and Consultative Function

To act as an advisory, evaluative, and consultative body to the Chancellor and other University bodies on matters that may affect the attainment of the teaching and learning, research and scholarship, and professional and University service objectives of the DuBois Campus.

(c) Forensic Function

To serve as a forum for the exchange of ideas.

Section 2

The Congress recognizes the University Faculty Senate as its source of authority.
ARTICLE II - MEMBERSHIP

Section 1

(a) The Congress membership consists of all persons holding a full-time faculty appointment at the DuBois Campus of The Pennsylvania State University. Faculty holding part-time appointments who have taught credit courses for more than four consecutive semesters in the past three years may elect representatives not to exceed 10% of the Congress. These faculty have voting privileges.

(b) The Chancellor and Director of Academic Affairs are ex-officio members. The Chancellor may appoint other staff members not to exceed 10% of the Congress. These staff members have voting privileges.

Section 2

A recording secretary is appointed by the Chancellor to assist the Congress Secretary.

Section 3

Two students elected by the Student Government Association of the DuBois Campus are voting members. The Director of Business Services, Director of Continuing Education, Advising Program Coordinator, Associate Director of Student Affairs, Registrar, and Director of Development are included in the Congress as non-voting members, unless designated by the Chancellor under Article II, Section 1B.

Section 4

Interested staff, part-time faculty, students, and invited off-campus visitors are welcome to attend meetings.
ARTICLE III - AMENDMENTS

Section 1

Amendments to the Constitution may be proposed by any Congress member at any meeting of the Congress.

Section 2

To be adopted, a proposed amendment must be:

(a) presented in writing to the Congress, approved in secret ballot by two-thirds (2/3) of those who vote, provided the number of ballots cast is no less than the number constituting a quorum. The vote may not occur less than 30 days after the amendment is first presented to the Congress.
(b) consistent with the delegation of authority.

BYLAWS

ARTICLE I - OFFICERS

Section 1

The Congress elects annually, or when a vacancy exists, a Chair, a Chair-elect, and a Secretary from the Congress members. Each holds office for a period of one year or until the next regular election and is eligible for re-election.

Section 2

(a) The Chair is the presiding officer of the Congress. He/she appoints a Parliamentarian from the Campus Faculty to serve during the Chair's term of office.

(b) The Chair has the authority to declare the existence of a situation of special Congress concern. He/she convenes the Steering Committee as soon as practical after the declaration. Within one week following the declaration, the Chair reports to the Congress the actions taken under the authority of Article II, Section 1 (Functions of the Steering Committee) and the Congress shall then take appropriate action.

(c) The Chair appoints a Virtual Communications Coordinator (VCC) from among the members of the Congress. The VCC will be responsible for the maintenance of all electronic forms of communication employed by the Congress and its committees. The VCC shall further be exempt from serving on Congress committees unless he or she chooses to do so.
Section 3

The Chair-elect assumes the duties of the Chair when the Chair is absent and assumes the duties of Chair during the following academic year or following the next regular election.

Section 4

The Secretary keeps the official roll and the official minutes and distributes the same prior to each Steering Committee meeting, prepares and publishes notices, publishes the agenda as determined by the Steering Committee, collects and records copies of all electronic communications of the Congress, and performs other duties appropriate to the office.

ARTICLE II - STEERING COMMITTEE OF DUBOIS CAMPUS CONGRESS

Section 1

(a) Except as provided in subsection B below, the Steering Committee is an instrumentality of the Congress without legislative authority. It coordinates the activities of the Standing and Ad Hoc Committees and other instrumentalities of the Congress. It serves as an advisory body to the Chancellor. It reviews, coordinates, and discusses means for implementing legislation and may initiate legislation in the same manner as a Standing Committee. It reviews all actions of those faculty bodies to which the Congress has previously been delegated responsibility.

(b) In the event that the Chair of the Congress declares the existence of a situation of special Congress concern, the Steering Committee is empowered to act for the Congress in all matters until this authority is terminated by actions of the Congress.

(c) The Steering Committee prepares an agenda for the regular scheduled face-to-face meetings of the Congress.

(d) The Steering Committee designates members for Standing and Ad Hoc committees.

Section 2

(a) The Steering Committee includes:

1. Chair of the Congress, presiding;
2. Chair-Elect of the Congress;
3. Secretary of the Congress;
4. The Chairs of the Academic Affairs, Faculty Affairs, Student Affairs, Library, and Computer Committees;
5. The incumbent University Senate representatives of the DuBois campus; and
6. Representative to the University College Council
(b) In the event of a vacancy among the elected or appointed members of the Steering Committee, with the exception of the Chair-elect, the Chair appoints a replacement to serve the unexpired term until an election can be held. In the event of a vacancy of the Chair-elect, the Congress follows the established election procedures to elect a new Chair-elect.

c) The Chancellor, the Director of Academic Affairs, the Associate Director of Student Affairs, the Immediate Past Chair of the Congress, the Campus Ombudsman, and the Director of Continuing Education may attend Steering Committee meetings if the Chair deems necessary, others may be invited to attend, but without voting privilege.

Section 3

By a majority vote of the Steering Committee, the date for any subsequent face-to-face meeting of the Congress may be changed.

ARTICLE III - STANDING COMMITTEES OF THE DUBOIS CAMPUS CONGRESS

Section 1

The Chair of the Congress is an ex-officio member of all standing committees. He/she may authorize the Chair-elect, the Secretary, or any elected member of the Steering Committee to represent him or her at meetings of any standing committee.

Section 2

All committee positions expire after one academic year. No members may be reelected or reappointed more than five consecutive years on a given committee.

Section 3

All Congress committees shall be available for consultation with the Chancellor.

Section 4

Faculty Congress committees may only be charged in two ways:

(a) by a majority vote of the Congress, provided the number of votes cast is no less than the number constituting a quorum, or

(b) they may be self-charged by at least a 50% vote of the committee membership except if directed by Faculty Congress resolution to not accept a charge.
Section 5

Standing Committees of the DuBois Campus Faculty Congress

(a) Committee on Student Affairs

Membership: Five members of Congress and the Associate Director of Student Affairs plus two undergraduate students appointed by the Executive Committee of the Student Government Association

Selection: The Steering Committee appoints volunteers for this committee.

Duties: This committee recommends and presents student affairs related proposals to the Congress for consideration. This committee is the principal agency of the DuBois campus Faculty Congress for providing appropriate representation of student opinion to the Congress. It maintains liaison with the elected officers of recognized student organizations and with the office of Student Affairs.

(b) Committee on Faculty Affairs

Membership: Five members of Congress

Selection: The Steering Committee appoints volunteers for this committee.

Duties: The Committee on Faculty Affairs shall advise the DuBois campus Faculty Congress on policies and matters regarding the cultural, social, and material well-being of faculty; the resources required by faculty to execute their professional responsibilities and the kinds of compensation received for executing those responsibilities; and on matters affecting the educational environment in which the faculty works. Among the policy matters of concern to the Committee on Faculty Affairs are the following:

1. faculty appointments
2. policies on promotions in rank
3. tenure
4. policies on leaves including sabbatical leaves
5. academic freedom
6. rights and responsibilities including due process
7. matters of faculty privacy
8. affirmative action and equal opportunity
9. faculty development
10. faculty/student assessment outcomes issues.
In the area of its concern, the Committee on Faculty Affairs shall make recommendations for the modification of existing policies and shall assist the campus administration in the formulation of new policies. It shall maintain liaison with the campus Human Resource Department.

(c) **Committee on Academic Affairs**

Membership: Five members of the Congress and one student representative.

Selection: The Steering Committee appoints volunteers for this committee.

Duties: The Committee on Academic Affairs makes recommendations concerning policies relating to resident instruction and continuing education at the DuBois campus. It maintains liaison with the appropriate administrative units in these areas and has the authority to appoint ad hoc committees for specific problems. It serves as the advisory body of the DuBois campus Faculty Congress on matters which may affect the attainment of the educational objectives of the DuBois campus. It makes recommendations concerning resident instruction and continuing education; the planning and utilization of physical facilities as they relate to the effectiveness of programs of resident instruction and continuing education; overall educational policy and planning; and policies affecting DuBois campus development and the use of campus resources.

The Academic Affairs Committee also serves as the reviewing body for formal proposals regarding credit and non-credit programs that are offered or are planned to be offered by the DuBois Campus. Formal proposals are made to the Academic Affairs Committee by the program faculty. Before providing a recommendation, it is the responsibility of the Academic Affairs Committee to ensure that proposals forwarded from the campus meet at least the following criteria:

Proposals must include current, localized data and information relevant to several academic and strategic elements. These include, but may not be limited to:

1. Relationship of proposal to university and college mission.

2. Learning quality indicators such as:

   A. On-going availability of a minimum of three or more standing faculty;

   B. Program leadership by senior-level faculty;

   C. Availability of a standing faculty cohort academically and disciplinarily aligned with the proposed program;
D. Ability to move student program cohorts through in a timely manner;

E. Impact on the University’s preference to utilize, whenever possible, standing or tenure track senior level faculty in lower division undergraduate courses;

F. Availability of faculty to deliver currently authorized, as well as new programs;

G. Availability of a sufficient number of program electives within the discipline and in supporting area of study;

H. University-wide curricular integrity that includes disciplinary community engagement and the avoidance of curricular drift;

I. Ability to minimize the need for core course substitutions and explicit rationale for, and justification of, necessary core substitutions.

3. Impact on Penn State college and campus enrollments and flow of students among campuses;

4. Market need and demand documented by current, valid, and reliable evidence;

5. Physical and fiscal resource availability;

6. Strategic and academic approval and support demonstrated by the sign-off of the appropriate chancellor and/or dean;

7. Disciplinary community and administrative consultation.

The Academic Affairs Committee provides periodic reports to the Faculty Congress regarding the status of any proposal before it.

(d) **Social Committee.** The Steering Committee appoints volunteers for this committee. There is no limit on the number of members. This committee arranges social activities for faculty, staff, and families.

(e) **Library Committee.** The Steering Committee appoints volunteers for this committee; there is no limit on the number of members. This committee recommends ways in which the library can best support faculty and students.

(f) **Outstanding Educator Award Selection Committee.** Five persons serve on this committee: winners of the award from the previous two years, a student leader selected by the Student Government Association, a member of the DuBois Educational Foundation, and the Director of Academic Affairs. The purpose of the Outstanding Educator Award is to encourage pedagogical excellence by
recognizing an outstanding educator each year. The Selection Committee solicits nominations from faculty and students and makes the final decision on the award winner.

(g) **Computer Committee.** The Steering Committee appoints volunteers for this committee. There is no limit on the number of members. The committee regularly assesses computer needs and makes recommendations on space utilization and the purchase and use of hardware and software.

(h) **Colloquium Committee.** The Colloquium Committee consists of interested volunteers who are appointed by the Steering Committee, plus students appointed by the Student Government Association and the Director of Student Affairs. It coordinates speakers and activities for the Common Hour.

(i) **Awards Committee.** The Steering Committee appoints volunteers for this committee. There is no limit on the number of members. It nominates faculty for campus, college and University-wide awards.

### ARTICLE IV - CONGRESS MEETINGS

#### Section 1

The Congress holds both face-to-face and virtual meetings.

(a) A face-to-face meeting is defined as the members of the Congress congregating at the same time and in the same physical location to carry out the functions of the Congress.

(b) A virtual meeting is any mechanism other than a face-to-face meeting whereby the Congress can effectively perform any of its functions as defined in Article I, Section 1 of this Constitution. The Congress decides which mechanism will be used for virtual meetings.

#### Section 2

(a) Regular face-to-face meetings of the Congress are determined by the Steering Committee at the beginning of the Fall semester.

(b) By a majority vote of the members present at any Congress meeting, the date for any subsequent face-to-face meeting may be changed, provided a quorum is present.

(c) A quorum at any meeting is 60% of eligible members.

#### Section 3

(a) A virtual meeting is called to order by the Chair at the beginning of each academic year and adjourned at the end of each academic year.
(b) The VCC is responsible for maintaining the integrity of the mechanism chosen by the Congress for holding virtual meetings. If at any time during a virtual meeting the VCC determines that the chosen mechanism has lost its integrity and has, thereby, become unusable, he or she shall inform the Chair who will recess the virtual meeting until such time as the mechanism is again usable, as determined by the VCC.

**ARTICLE V - OMBUDSMAN**

**Section 1**

The Congress elects every third year an Ombudsman and an Alternate Ombudsman from the Congress members. The Ombudsman holds office for a period of three years and is eligible for re-election. In the event that an incumbent Ombudsman is unable to fulfill the regular three year term, the Alternate Ombudsman assumes office for the duration of the term. No one who is a member of the Committee on Faculty Rights and Responsibilities of the University Senate may serve as Ombudsman.

**Section 2**

The Ombudsman facilitates communication and the informal resolution of differences among faculty, staff, and administrators. The Ombudsman assumes the following duties:

(a) Clarifying misunderstandings among faculty, staff, and/or administrators;

(b) Advising faculty, staff, and administrators as to appropriate courses of action with regard to misunderstandings or differences;

(c) Assisting in the informal resolution of differences;

(d) Assuring that appropriate department, division, college, and/or campus procedures are exhausted before referring a case to higher levels;

(e) Informing the Office of the President and appropriate college or campus officials if a matter cannot be resolved at the lower level and is to be referred to the Committee on Faculty Rights and Responsibilities.

**Section 3**

The Ombudsman may not exceed the roles of conciliator and advisor. Thus, the Ombudsman does not hold hearings, substitute his or her judgment for that of appropriate administrative or faculty-bodies, or serve as counsel for any party to a complaint.
STANDING RULES

ARTICLE I - RULES OF PROCEDURE

Section 1

(a) The rules of procedure in the face-to-face meetings of the DuBois campus Faculty Congress, except as otherwise specified in this document, are those of the latest edition of Robert's Rules of Order, Newly Revised. All motions, except as otherwise specified in these documents, is determined by majority of votes cast.

(b) The rules of procedure for the virtual meetings of the DuBois campus Faculty Congress are an adaptation of Robert's Rules determined by the Congress to be appropriate for the virtual medium in use. Motions for creating or amending rules of procedure for virtual meetings can be raised and voted on during any face-to-face or virtual meeting of the Faculty Congress.

(c) The elective year of the DuBois campus Faculty Congress begins with the last regular meeting of the academic year, before which the Congress elects a new slate of officers and members to the Steering Committee. The terms of Congress Officers and Steering Committee members are from the beginning of the elective year until the beginning of the next elective year. A nominating committee consisting of the Congress members is appointed by the Chair at the second-to-the-last meeting of the year.

(d) Nominations for Congress officers and elected Steering Committee members are made prior to the next-to-the-last face-to-face meeting. There must be at least two nominees for each office.

(e) Ballots are available to all Congress members at least two weeks before the date of the last face-to-face meeting.

(f) Ballots must be returned to the Secretary no later than 12:00 noon on the Friday preceding the last face-to-face meeting of the Congress.

(g) Votes are counted by 3 tellers appointed by the Chair from among members of the Congress who are not members of the Steering Committee. The tellers report the results of the election to the Chair by noon of the day of the last face-to-face meeting.

(h) The Chair of the Congress for the previous elective year presides at all meetings until his or her successor is duly installed into office.

(i) At the last face-to-face meeting of the Congress, installation of the newly elected officers of the Congress and newly elected members of the Steering Committee appears on the agenda between Item "H" (unfinished legislative business) and "I" (new legislative business), see section 2 below.
Section 2

The order of business at each face-to-face meeting of the Congress is as follows:

(a) Minutes of the preceding meeting
(b) Communications to the Congress
(c) Announcements by the Chancellor and Director of Academic Affairs
(d) Announcements by the Chair
(e) Report of the Steering Committee
(f) Reports of the Standing Committees
(g) Reports of the Special Committees
(h) Unfinished Legislative business
(i) New Legislative business
(j) Forensic business
(k) Comments and Recommendations for the good of the campus

Any or all items above may be suspended for any face-to-face meeting of the Congress by the decision of the Steering Committee or Chair, unless a two-thirds (2/3) vote of the members present at the Congress meeting indicates an interest in the item of business. The Chair may suspend any or all items in the section at any special meeting.

Section 3

The Chair of the Congress may convene special meetings of the Congress, in addition to those specified in Article IV of the Bylaws, at such times and for such purposes as he/she deems necessary for the effective discharge of the business of the Congress.

Section 4

The order of business for any special meeting of the Congress shall be determined by the Chair of the Congress.

Approved by the DuBois campus Faculty Congress November 30, 2011
Ratified by the University Faculty Senate August 14, 2012