CONSTITUTION OF THE PENN STATE GREAT VALLEY
SCHOOL OF GRADUATE PROFESSIONAL STUDIES
FACULTY SENATE

Preamble

We, the faculty of Penn State Great Valley School of Graduate Professional Studies, are dedicated to making our institution a world class model for teaching, research and service to meet the learning needs of professionals and their organizations.

We, as a Senate, are committed to contributing to the intellectual and economic vitality of organizations through the quality and relevance of our programs, the expertise and contribution of our faculty and staff, and the achievements of our graduates.

Article I

Name and authority: The new name of Penn State Great Valley School of Graduate Professional Studies Faculty Senate will be used for the entire document.

ARTICLE I

NAME AND AUTHORITY

Faculty participation is essential in ensuring quality programs in teaching, research and service. The purpose in organizing the Constitution of the Penn State Great Valley School of Graduate Professional Studies Faculty Senate is to facilitate efforts by the faculty in achieving academic and scholarly excellence in keeping with the mission of the School and the University. The organization shall serve as the voice of the faculty in legislative, advisory, and consultative functions, subject to the rules and regulations of the University. The authority vested has been delegated as set forth in this constitution through the University Faculty Senate.
The Constitution of the Penn State Great Valley School of Graduate Professional Studies Faculty Senate recognizes the authority of the Graduate Faculty of Penn State University in all matters pertaining to graduate education and research and further recognizes the authority vested in the Graduate Council. Therefore, the Constitution of the Penn State Great Valley School of Graduate Professional Studies Faculty Senate will adhere to Graduate Council policy in all matters pertaining to graduate education and graduate research.
ARTICLE II

MEMBERSHIP

Section 1: Full-time Faculty Members, CEO

Full-time graduate program faculty (Appointed full-time to one of the existing Penn State University graduate programs and at least half-time to an existing Penn State Great Valley program in either standing tenure track appointment, fixed-term multi-year, or fixed-term position) have voice and one voice, and each is eligible for office. These are category one members.

The Chief Executive Office (CEO) shall be an ex-officio member of the Faculty Senate with voice and vote, and will not be eligible to hold office. At no time shall the total number of administrative ex-officio members exceed a number equal to 10% of the full-time Faculty Senators.

Section 2: Part-Time Instructors

A) Part-Time Instructors

Members in this category have voice but no vote and are not eligible for office.

Section 3: Graduate Student Members

Graduate student members shall be chosen annually each fall by the Graduate Student Association. To be eligible, a student must be currently enrolled in a graduate degree program.

The number of graduate student members is based on the number of total faculty members in the School and may change from time to time as warranted by need.
ARTICLE III

OFFICERS

Section 1: Roster

The officers shall consist of a Chair, a Vice-Chair, and a Secretary.

Section 2: Election

Only full-time graduate program faculty are eligible to hold office.

Officers shall be elected from among the full-time faculty members of the Senate. To be eligible for election a nominee must have at least two semesters of service at Penn State Great Valley prior to the semester in which nominated. The election shall be held annually each spring prior to the last meeting of the Faculty Senate under the supervision of the Senate Chair.

Names shall be placed in nomination by a nominating committee appointed by the Chair. Nominations may also be made from the floor. Voting shall be by secret ballot. A simple majority is sufficient for election.

Section 3: Time of Election

The Chair, the Vice-Chair, and the Secretary shall take office on July 1.

Section 4: Term of Office

All officers shall be elected to serve a term of one year. The Chair shall be limited to three consecutive terms of office.

Section 5: Responsibilities of Officers

The Chair shall preside at all meetings, designate the time and place of all meetings, prepare an agenda for each meeting, and be responsible for the establishment of the priority of items submitted for consideration.

The Chair shall appoint a Parliamentarian and all committee members in consultation with the Senate officers. The Chair receives committee reports and presents them to the Senate members.
Vice-Chair. The Vice-Chair shall assist the Chair and assume the Chair's duties in the event of the latter's absence. The Vice-Chair shall represent the faculty at meetings of the Camp Campus administrative staff.

Secretary. The Secretary shall be responsible for the publication and distribution of meeting notices, agenda, proposals and other communications as directed by the Chair. Except as otherwise provided, all meeting notices and agenda shall be distributed at least one week in advance.

The Secretary shall likewise be responsible for the recording, publication, and distribution of the minutes of each meeting. Distribution shall include all members, the CEO, Associate Dean, the Dean of the Graduate School, and the Chair of the University Faculty Senate.

The Secretary shall conduct the correspondence of the Senate except as otherwise provided, and shall preside over scheduled meetings in the absence of the Chair and Vice-Chair.

Vacancies.

In the event the Chair is vacated, the Vice-Chair will take the place of the Chair. In the event the positions of Vice-Chair and/or Secretary are vacated, there shall be an election in the next Senate meeting to fill the vacated position.

Section 6:

Officers/Time of Election/Term of Office Responsibilities of Officers

Suggestions for Change of Process

Creation of Senate Executive Council: Past Chair, Chair, Vice Chair, Secretary and Chairs of Standing Committees to provide advice to administration on business of the Senate.

(The Council for 2000 will not have the Past Chair as a member, but the full article as written will become effective in 2000-2001.)
ARTICLE IV

MEETINGS

Section 1: Frequency

Regular meetings shall be held the third working Monday of every seven-week session at 12 noon. No fewer than one meeting per seven week session, spring and fall, shall be held. There shall be a minimum of four meetings per academic year. Special meetings may be called at any time by one half of the Category One members. The Chair shall then submit agenda items and chair the meetings.

Section 2: Quorum

60% of members

Section 3: Agenda

The Chair shall establish an agenda after consulting with faculty. The agenda for regularly scheduled meetings shall be made available at least one week prior to the meeting by the Secretary.

Section 4: Conduct of Meetings

The order of business shall be as follows:

a. Approval of minutes of last meeting
b. Communications from the University Administration and Faculty
c. Reports from Standing Committees
d. Reports from Special Committees
e. Unfinished business
f. New business
g. Forensic Business
h. Summing up: status report and future plans
i. Statements for the good of the University.

This order of business may be changed for any specific meeting by a majority of the voting members present.
Section 5: Voting

Unless otherwise stated, motions shall be carried by a simple majority of the voting members present in a legally constituted quorum.

All voting shall be by voice unless a motion calling for a show of hands or secret ballot is passed by a majority of the voting membership. Members must be present to vote.
ARTICLE V

COMMITTEES AND INSTRUMENTALITIES OF THE SCHOOL

BY-LAWS OF PENN STATE GREAT VALLEY SCHOOL OF GRADUATE PROFESSIONAL STUDIES

Section 1 - STANDING COMMITTEES

The following are the standing committees of the Senate: Faculty Affairs, Awards Committee, Curricular Affairs Committee, Research Committee, Student Affairs Committee, and committees may include non-Senators as members.

Section II - FUNCTIONS OF STANDING COMMITTEES

A. Faculty Affairs Committee

This committee works to promote professional, academic, and cultural growth of the faculty; seeks to improve lines of communication among faculty, administration, and students; considers any ethical problems arising out of or affecting a faculty member’s performance; and reviews the instructional evaluation process.

This committee works to promote effective teaching, research, and scholarship by improvement of physical facilities, administrative services, instructional equipment, and materials. It organizes faculty social functions to promote fellowship among the faculty.

B. Curricular Affairs Committee

1. Membership:

(i) There shall be an equal number of representatives (at least two and no more than three) from each of the academic divisions that develop and deliver curriculum on the committee. A representative from University Libraries may also serve on the committee as necessary.

(ii) One of these members serves as Chair.
(iii) Faculty who represent proposed changes, special interests or needs will be asked to attend meetings to provide clarification to the committee and to implement changes in proposals as necessary.

2. Selection:

By the Nominating Committee of the Faculty Senate.

3. Duties:

The Committee on Curricular Affairs shall review, evaluate, put forward, reject or return to the initiating body for revision, all graduate resident credit courses and curriculum proposals submitted by the various divisions, departments, and other appropriate units of the School. The committee may as necessary consult with the Great Valley Faculty Senate Executive Council in this process.

It shall study existing courses, programs, and curricula of the School and make recommendations for changes where appropriate. It shall develop criteria for evaluating courses, curricula, and other academic affairs, and recommend procedures for handling courses and curriculum proposals. It shall maintain such liaison with School and University-wide administration and faculty as may be necessary for the implementation of these procedures.

4. Voting:

A quorum is constituted by a simple majority of members present at the meeting, with at least one representative from each of the academic divisions.
C. **Research Committee**

Assist faculty in fostering scholarly inquiry and productivity through communication, education and collaboration among colleagues, disciplines, institutions and businesses.

D. **Student Affairs Committee**

This committee is concerned with those aspects of campus and University policies and practices which are of concern to PSGV students and are not specifically covered in other committees. These aspects include, but are not limited to, advising and student conduct. This committee is the focal point for the Senate's advisory function in the area of student affairs and recommends solutions to problems of concern to students.

E. **Awards Committee**

The Awards Committee serves as the Senate's representative in the application, review, and selection process for recognition of outstanding faculty in the areas of teaching, service, and research. It also acts as a review committee for administrative awards which are determined by the committee with criteria devised in consonance with administration.

F. **Special Committees**

These committees are defined each year and require the Senate to approve or elect members. The Special Committees in the past have been the election of members to the Promotion and Tenure Committee and the Graduation committee.

Special committees to consider subjects not already assigned to a standing committee may be created as needed by the Chair, acting on the advice of the Senate.
ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern all meetings of this Senate in all cases to which they are applicable, and in which they do not conflict with the Constitution and By-Laws.

All Senate and Committee meetings are open to the public. The Senate and Committees may go into Executive Session which will be closed to the public, but it must report findings at an open meeting. Members of the public do not have a voice, but may do so if invited by the Senate and are on the agenda.

ARTICLE VII

AMENDMENTS

Amendments to this document may be adopted at any meeting of the Senate by a two-thirds vote of the voting members present, provided that the amendment(s) shall have been presented at the preceding regular Senate meeting and distributed to the members as a part of the recorded minutes.
Approved at Malvern, Pennsylvania, on May 17, 1999

Secretary

Chair

Vice Chair

Approved on May 17, 1999, to become effective on July 1, 1999.

Dr. Madlyn Hanes, CEO, Associate Dean, The Graduate School

Members of the Senate: