Penn State Lehigh Valley Faculty Senate

CONSTITUTION

INDEX

Article I

FUNCTIONS

SECTION 1

The Penn State Lehigh Valley Faculty Senate (PSLVFS) has the following functions:

A. Legislative Function

To serve as the principal legislative body representing the Penn State Lehigh Valley (PSLV) Faculty. Its actions are authoritative on all matters that pertain to academic interests of the campus (graduate and undergraduate resident instruction, research, Outreach and Continuing Education (OCE), as well as academic matters that concern the faculties of more than one discipline, subject to the revision of all orders of the University Faculty Senate (UFS) and the President of the University. Among the areas within the legislative jurisdiction of the Senate are the following:

1. educational philosophy and policy;
2. courses and programs of study;
3. academic admission standards;
4. graduation requirements; and
5. scholarship and honors.

B. Advisory and Consultative Function

To act as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Chancellor of Penn State Lehigh Valley on any matter that may affect the attainment of the educational objectives of Penn State Lehigh Valley.

C. Forensic Function

To serve as a forum for the exchange of ideas among the members of the Penn State Lehigh Valley campus community.

SECTION 2

The Penn State Lehigh Valley Faculty Senate interprets its legislation.
SECTION 3

In case of legislative jurisdiction, the power of decision rests with the University Faculty Senate and the President of the University.

SECTION 4

The Penn State Lehigh Valley Faculty Senate has the authority to delegate responsibility in the areas listed in Section 1, according to such procedures as the Penn State Lehigh Valley Faculty Senate establishes.

Article II

MEMBERSHIP

SECTION 1

The Penn State Lehigh Valley Faculty Senate membership is as follows:

A. All full time faculty members and a part time faculty representative.

B. Administrative, staff and student members, as provided in Section 3.

SECTION 2

All members of the Penn State Lehigh Valley Faculty Senate have full voting rights.

SECTION 3

Administrative and Student Membership

A. The administrative membership of the Penn State Lehigh Valley Faculty Senate may not exceed ten percent (10%) of the voting faculty membership and consists of the Chancellor, or the Chancellor's representative, and the Director of Outreach and Continuing Education (DOCE), or the DOCE's representative.

B. The staff membership of the Penn State Lehigh Valley Faculty Senate may not exceed ten percent (10%) of the voting faculty membership and consists of the Registrar, or Registrar's representative, and Admissions Officer, or Admissions Officer’s representative.

C. The number of Student Senators elected by the undergraduate students at Penn State Lehigh Valley may not exceed ten percent (10%) of the voting faculty membership.

D. Any actual change in the number of Administrative, Staff and Student Senators eligible under Article II, Section 3A, 3B and 3C above are effective at the first Penn State Lehigh Valley Faculty Senate meeting following an official announcement by the Chairperson noting a decrease or increase in the voting faculty membership of the Senate.
Article III

AMENDMENTS

SECTION 1

Amendments to the CONSTITUTION may be adopted at any meeting of the Penn State Lehigh Valley Faculty Senate by a two thirds (2/3) vote of those present, provided that the amendment has been presented in writing in a preceding regular meeting.

BYLAWS

Article I

OFFICERS

SECTION 1

The Penn State Lehigh Valley Faculty Senate annually, or when a vacancy exists, elects a Chairperson, a Vice-Chairperson, and a Secretary from among its faculty members. Each person holds office for a term of one (1) year and is eligible for re-election for one successive term. The officers are elected during the last regular Senate meeting of an academic year and take office June 1.

SECTION 2

A. The Chairperson is the presiding officer of the Penn State Lehigh Valley Faculty Senate. The Chairperson does not vote, except to make or break a tie. The Chairperson appoints a Parliamentarian from the Penn State Lehigh Valley faculty to serve during the Chairperson's term of office.

B. The Chairperson has the authority, upon consultation with the Vice-Chairperson and Secretary, to declare the existence of a situation of special Senate concern and to convene the Executive Committee. At the same time, the Chairperson also convenes a special meeting of the Penn State Lehigh Valley Faculty Senate within a calendar week following the announcement unless a regular meeting of the Senate is scheduled within that period. At either the special or regular meeting of the Senate, the Executive Committee reports the actions taken under authority of Article II, Section 1 below, and the Penn State Lehigh Valley Faculty Senate then takes appropriate action.

C. The Chairperson acts according to the following provisions to facilitate faculty involvement in campus staffing needs:

1. The Chairperson confirms appointments to each search committee and notifies those Senate members serving on the committee;

2. The Chairperson coordinates meeting dates of each search committee and establishes a timetable convenient to all members for such meetings;

3. The Chairperson is responsible for distributing the resumes and dossier of those persons applying for a position;

4. The Chairperson determines deadlines for the recommendations of each search committee to be forwarded to the Chancellor and to the Chairperson of the Penn State Lehigh Valley Faculty Senate;
SECTION 3

The Vice–Chairperson assumes the duties of the Chairperson when the Chairperson is absent and performs the other duties appropriate to the office. The Vice–Chairperson also convenes the Chairpersons of the Standing Committees of the Penn State Lehigh Valley Faculty Senate on a regular basis for the purpose of exchanging information in regard to Committee activities and chairs the Faculty Affairs Committee.

SECTION 4

The Secretary keeps the official roll, prepares and publishes notices, agenda, and minutes of Penn State Lehigh Valley Faculty Senate meetings, and performs other duties appropriate to the office.

Article II

EXECUTIVE COMMITTEE

SECTION 1

A. Except as provided in subsection B below, the Executive Committee (EC) is an instrumentality of the Penn State Lehigh Valley Faculty Senate without legislative authority. It establishes committee structure and coordinates the activities of the Committees. It plans meeting agenda for the Penn State Lehigh Valley Faculty Senate. All Senators wishing to submit agenda items make such suggestions to the Secretary at least ten (10) days prior to the next scheduled Penn State Lehigh Valley Faculty Senate meeting.

B. The Executive Committee is empowered to act for the Senate in all matters when a Penn State Lehigh Valley Faculty Senate meeting has been called and a quorum (Article VI) has not been obtained.

C. The Penn State Lehigh Valley Faculty Senate officers, in conjunction with the University Senator, the Library Director, the Director of Academic Affairs, the Chancellor, Director of Outreach and Continuing Education and Administrative Representative of Business Services, comprises the Faculty Administrative Advisory Board (FAAB). The purpose of the FAAB is to encourage discussion between faculty members and administrators concerning management, education, or other subjects of interest to the community. Such consultation, however, is not be construed as Senate action.

SECTION 2

The Executive Committee includes:

A. The Chairperson of the Penn State Lehigh Valley Faculty Senate presiding;

B. The Vice–Chairperson of the Penn State Lehigh Valley Faculty Senate;

C. The Secretary of the Penn State Lehigh Valley Faculty Senate;

D. The Chancellor of the Penn State Lehigh Valley or representative;

E. The Director of Academic Affairs
F. The Director of Outreach and Continuing Education of Penn State Lehigh Valley or representative; and

G. A student member elected from and by the Student Senator(s) or representative

SECTION 3

A. The Executive Committee is convened at the discretion of the Chairperson of the Penn State Lehigh Valley Faculty Senate.

B. At least fifty percent (50%) of the membership constitutes a quorum for the Executive Committee.

C. The Executive Committee may invite resource persons to any of its meetings.

D. All meetings of the Executive Committee are open to all Senators.

E. All Senators are informed of the time and place of the Executive Committee meetings at least three class days prior to the meeting.

Article III

ELECTION TO THE SENATE

SECTION 1

The part time faculty annually, or when a vacancy occurs, elects a representative to the Senate from amongst its members.

Student senators are nominated and elected as stated in Article II, Section 3C of the CONSTITUTION and according to such procedures as the Penn State Lehigh Valley Student Government Association (SGA) establishes.

Article IV

COMMITTEES

SECTION 1

The Penn State Lehigh Valley Faculty Senate determines its committee structure and composition with the following stipulations:

A. Any Penn State Lehigh Valley personnel or any student of the Penn State Lehigh Valley in good standing may be appointed to a committee.

B. Chairpersons of Standing Committees must be members of the Penn State Lehigh Valley Faculty Senate as defined in Article II, Section 1A of the CONSTITUTION.

C. At least one half (1/2) of the membership of a Standing Committee must be Faculty Senators as defined in Article II, Section 1A of the CONSTITUTION.

D. The election of the standing committees follows the annual election of the Chairperson, the Vice–Chairperson, and the Secretary.
E. With the exception of the Faculty Affairs Committee standing committee meetings are open to all senators; voting rights, however, are reserved for elected members.

SECTION 2

The Penn State Lehigh Valley Faculty Senate has the following standing committees, and such others as it deems necessary:

A. The **Academic Affairs Committee (AAC)** consists of four (4) elected faculty members, two (2) student members, the Honors Program Coordinator, the Director of Academic Affairs, a representative for Outreach and Continuing Education, **Division of Undergraduate Studies (DUS)** Adviser, and an administrative representatives of Admissions and Advising, for a total of eleven (11) members.

Functions:

- To make recommendations concerning the academic interests of the campus, which include graduate and undergraduate resident instruction, research, outreach, and continuing education courses and programs and
- To make recommendations concerning the curriculum, evaluations, advising, the academic calendar, scheduling, registration, degree program promotion, and such other academic business as relates to the academic environment of the campus.

B. The **Community Affairs Committee (CAC)** consists of three (3) faculty members, the **Director of University Relations (DUR)**, a staff representative from Outreach and Continuing Education, and the faculty member of the **Penn State Lehigh Valley Advisory Board (PSLVAB)**, for a total of six (6) members.

Functions:

- To advise the campus administration and regularly report to the Senate on external issues that may have an impact on the campus and to advise the campus administration on public and alumni relations, public information, general publications, and private fund raising.

C. The **Faculty Affairs Committee (FAC)** consists of all faculty who are Senators and is chaired by the Vice–Chairperson of the Penn State Lehigh Valley Faculty Senate.

Functions:

- To make recommendations concerning the cultural, social, and material welfare of the faculty and
- To make recommendations concerning the educational and professional environment in which the faculty works.

D. The **Information Systems Committee (ISC)** consists of two (2) faculty members who represent different disciplines, one (1) Librarian or representative, one (1) **Information Technology (IT)** representative, and two (2) students, for a total of six (6) members.

Function:

- To review and make recommendations concerning information systems (academic computing, library functions, and instructional services) facilities and services, including long–range planning and development.
E. The **Research and Scholarship Committee (RSC)** consists of three (3) faculty members who represent the disciplines at the campus with at least one from science, and one (1) administrative representative, for a total of four (4) members.

Function:
- To promote faculty research and scholarship and give recognition to such work through publication.

F. The **Student Programs and Services Committee (SPSC)** consists of four (4) faculty members and two (2) students, the SGA President, a staff representative from Student Affairs, a total of eight (8) members.

Function:
- To make recommendations to the Penn State Lehigh Valley Faculty Senate regarding the structure and implementation of programs related to student life on campus, including, but not limited to, orientation, financial aid (including scholarships and awards), placement, student activities, cultural programming, housing, discipline, and the Educational Opportunities Program.

**SECTION 3**

Every Standing Committee elects a chairperson prior to the convening of the first Penn State Lehigh Valley Faculty Senate meeting in the academic year. The Chairperson coordinates the activities of the committee at least once each senate semester and as many more times as are necessary to complete the responsibilities of the committee efficiently and will report at each regularly scheduled meeting of the senate. The Chairperson convenes the Committee at the request of any two members of its members.

The Chairperson may designate to members of the committee certain responsibilities to ensure the efficient operation of the committee. These appointments can include, but are not limited to, the appointment of a Vice–Chairperson and / or a Secretary of the committee. A committee member may serve in one or more of these capacities.

**SECTION 4**

All members of Standing Committees who are not members of the Penn State Lehigh Valley Faculty Senate will have non–voting privileges at the floor of the Senate when the subject of discussion pertains specifically to the work of their respective Committees.

**SECTION 5**

Direct consultation between Penn State Lehigh Valley Faculty Senate Committees and other instrumentalities of the Penn State Lehigh Valley Faculty Senate and members of the administration and faculty of the University is encouraged. However, such consultation is not to be construed as Senate action.

**Article V**

**MEETINGS**

**SECTION 1**
The Penn State Lehigh Valley Faculty Senate holds regular meetings. At the beginning of each semester, the Senate specifies meeting dates for the following half academic year. By a majority vote of members present at any Senate meeting, the date for any subsequent meeting may be changed.

SECTION 2

Upon the request of the Chancellor of Penn State Lehigh Valley, the Chairperson convenes the Senate to receive information, requests for advice, and recommendations for Senate action.

SECTION 3

The Chairperson convenes the Senate within ten (10) calendar days in response to a written petition of at least one third (1/3) of the Penn State Lehigh Valley Faculty Senators to consider proposals of the petitioners stated in writing, provided that the petition contains:

A. Statements of purpose of petition and

B. Names of four (4) faculty senators designated to meet the Penn State Lehigh Valley Faculty Senate Executive Committee. The four designated faculty members must be authorized by the signatories of the petition to discuss, confirm, modify, or withdraw their request for a special meeting of the Senate. If the petitioners so desire, their names will be made available only to the Chairperson of the Penn State Lehigh Valley Faculty Senate.

Article VI

QUORUM

SECTION 1

A quorum for the transaction of business consists of one third (1/3) of the total number of Senators, provided a majority of the quorum are Faculty Senators. Proxy voting is not permitted. The Executive Committee will, however, establish policies for absentee balloting on matters publicly announced one week before a Penn State Lehigh Valley Faculty Senate meeting.

Article VII

DELEGATION OF RESPONSIBILITY

SECTION 1

Responsibility for functions of the Senate as defined in Article I, Section 1 of the CONSTITUTION, may be delegated in whole or in part to appropriately organized faculty bodies upon recommendation of the Executive Committee and approved by the Penn State Lehigh Valley Faculty Senate in accordance with Article X, Section 1 of the Bylaws. Such delegation is limited to those functions appropriate to the faculty body concerned. Criteria for such delegation are established in accordance with Article X, Section 1 of the Bylaws.

Article VIII

REFERENDA

SECTION 1

The Penn State Lehigh Valley Faculty Senate may request referenda of the University Faculty Senate.
Article IX

RULES OF PROCEDURE

SECTION 1
The Penn State Lehigh Valley Faculty Senate establishes its rules of procedure.

SECTION 2
The order of business at each regular meeting of the Penn State Lehigh Valley Faculty Senate is as follows:

A. minutes of the preceding meeting;
B. announcements by the Chairperson;
C. reports – solicited or prearranged;
D. forensic business;
E. report of the Chancellor and other administrative officers;
F. legislation; and
G. adjournment.

SECTION 3
The order of business may be changed, and items may be suspended by the Executive Committee, prior to any meeting. Any and all items in Section 2 may be suspended at any regular meeting of the Penn State Lehigh Valley Faculty Senate by a two-thirds (2/3) vote of the members present, at any meeting by decision of the Chairperson.

Article X

AMENDMENTS

SECTION 1
Amendments to the Bylaws may be adopted at any meeting of the Penn State Lehigh Valley Faculty Senate by a two-thirds (2/3) vote of those present, provided that the amendments have been presented in writing at a preceding regular meeting.

Ratified by the Penn State Lehigh Valley Faculty Senate on April 22, 2005.
Ratified by the Penn State University Faculty Senate on April 11, 2006.