Greater Allegheny Faculty Senate

The Pennsylvania State University

Constitution and Bylaws

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Constitution of the Senate

Greater Allegheny Campus, The Pennsylvania State University

Article I. Purpose

Section 1.

The Greater Allegheny Faculty Senate, by authority delegated to it by The University Faculty Senate, shall have the following functions:

A. Legislative Function

The Faculty Senate shall serve as the legislative body representing the Greater Allegheny Campus Faculty as a whole. Its actions shall be authoritative on all matters that pertain to the educational interests of the Greater Allegheny Campus and all educational matters that concern the faculty, subject to the policy of, and review by, The University Faculty Senate. Among the matters within the legislative jurisdiction of the Greater Allegheny Campus Senate are the following:

1. instructional programs, courses, and programs of study;
2. academic admission standards;
3. graduation requirements and procedures;
4. scholarships, honors, and awards; and
5. such authority as may be granted by the Chancellor.

B. Advisory Function

The Faculty Senate shall act as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Chancellor on any matter that may affect the attainment of educational objectives of the Greater Allegheny Campus, such as:

1. the establishment, reorganization, or discontinuance of organizational units and areas of instruction or research;
2. policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the Greater Allegheny Campus;
3. policies and administration of the library;
4. policies affecting campus development and utilization of resources;
5. matters pertaining to the general welfare of the campus;
6. student affairs;
7. educational administrative procedures; and
8. other appropriate matters.

C. Forensic Function

To serve as a forum for the exchange of ideas among members of the Greater Allegheny Campus Community.

Section 2.

The senate shall interpret its legislation.

Article II. Membership

Section 1.

The Senate of the Greater Allegheny Campus shall be composed of two kinds of members: faculty members and ex officio members.

Section 2.

All full-time faculty are voting and debating members of the senate. Questions of eligibility will be settled by the chair with advice and consent of the Senate.

Section 3.
Ex officio members, unless otherwise stated, will have full voting and debating rights in the Senate and will consist of:

A. The Chancellor or her/his designee.

B. The President of the Student Government Association or her/his designee.

Section 4.

Special membership shall be accorded all other faculty members holding academic ranks as defined in HR 21, Definition of Academic Ranks. Special members shall have debating but not voting rights.

Section 5.

Term of office for an ex officio member (or his/her designee) of the Senate ends when he/she is no longer Chancellor or President of the Student Government Association.

Section 6.

Any member of the student body or of any of the administrative departments of the Campus may attend meetings of the Senate and may participate in discussion during meetings with prior approval of the Senate chair.

Article III. Officers

Section 1.

The Senate shall elect from among its membership by majority vote these officers: chair and chair-elect.

Section 2.

The chair shall call meetings, provide members with an agenda of meetings at least four business days in advance and preside at meetings. The chair shall supervise the faculty secretary in recording and distributing the minutes of the Senate meetings and in maintaining the electronic archive of Senate documents. The chair shall appoint a parliamentarian from among the voting membership of the Senate to serve with the chair during his/her term.

Section 3.
The chair-elect shall assist or substitute for the chair when necessary and shall succeed the chair upon completion of the chair’s tenure.

**Section 4.**

The terms of office shall be one year from July 1st to June 30th, with the election of new officers held in April. If the chair is unable to complete his or her term then the chair-elect shall assume the office of chair. If the chair-elect is unable to complete his or her term of office he or she shall notify the chair of his or her intention to resign, indicating the date when the resignation will take effect. The chair will then notify the membership that nominations are open for a special election to replace the chair-elect. The chair-elect shall be elected by a majority vote of the Greater Allegheny Faculty Senate.

**Article IV. Quorum**

**Section 1.**

At least thirty-three percent of the voting membership of the Senate must be present before a meeting may be held.

**Section 2.**

No proxy vote shall be counted in determining the presence of a quorum.

**Article V. Voting Procedures**

**Section 1.**

A majority of the votes cast at meetings of the Senate shall be required for passage of a motion introducing business to the Senate or election of an individual.

**Section 2.**

When voting concerns the election of officers, or other personnel matters, committee chairs, and/or other personnel matters, there shall be two or more candidates for each position, and elections shall be conducted by mail or electronically.

**Section 3.**
A Senate member who is unable to attend a meeting may send as representative with voting rights under Article II any voting member of the Senate.

Section 4.

The authorization of all proxy votes shall be in writing and shall be handed to the chair before the proxy vote is cast.

Article VI. Amendments

Section 1.

This constitution and its bylaws may be amended at any regular meeting by a two-thirds vote of those Senators present, provided that the proposed amendment or amendments shall have been presented in writing at a preceding regular meeting. Such amendments, once passed by the campus Faculty Senate, shall not be in effect until they have been reviewed by the University Faculty Senate Unit Constitution Subcommittee and ratified by the University Faculty Senate, Senate Council. [Guidelines for submitting New and Revised Unit Constitutions can be found on the University Faculty Senate web site at: http://www.senate.psu.edu/constitutions/guide_const_revisions.htm]

Bylaws of the Greater Allegheny Faculty Senate

Article I: The Senate Council

Section 1. Membership

The Senate Council shall include the chair, the chair-elect, the past chair of the Senate, the junior University Senator representing Penn State Greater Allegheny, the senior University Senator representing Penn State Greater Allegheny, and the chairs of the standing committees (Academic Affairs, Promotion and Tenure, Curricular Affairs, Faculty Affairs, and Student Life). The chair of the Senate shall also serve as the chair of the Council.

Section 2. Selection

A. Nominations for chairs of the standing committees, except Promotion and Tenure

1. At the Senate meeting preceding elections, the Senate shall nominate the faculty members to serve as the chairs of the standing committees for the next year.
2. At the nomination meeting, the Council may propose a slate of nominees to the Senate, including self-nominations, for the chairs of the standing committees. Nominations may also be made from the floor of the Senate.

3. Any full-time member of the faculty may be nominated for a committee chair.

4. Insofar as possible, the nominations shall be distributed equitably across academic divisions, and no division should have faculty nominated for more than two chairs.

5. No faculty member may serve as chair for more than one standing committee at a time.

B. Elections for Senate officers and the chairs of the standing committees, except Promotion and Tenure

1. Elections shall occur at the Senate’s April meeting.

2. Senate officers may not serve as chair of any standing committee. In the event that the chair of a standing committee is elected as the chair-elect, the Senate shall nominate another faculty member or members for election as the chair for that committee.

3. Following the election of the Senate’s chair-elect, the chairs for the standing committees shall be elected by majority vote of the Senate.

C. Appointment of Members to the standing committees, except Promotion and Tenure

1. Following the election of committee chairs, the chair of the Senate shall circulate a preference form on which members of the senate may identify their first, second and third choices for committee assignments. These forms will guide the Senate Council in appointing members to the committees.

2. By the first meeting of the Senate in the fall, the incoming Senate Council shall have appointed the members of the Senate to each of the standing committees, with half being appointed in even numbered years and the other half in odd-numbered years, as noted in Article II, Section B, Sub-section 3.

Section 3. Duties

A. Overseeing Senate Business:

1. The Senate Council shall supervise the nomination and selection of Senate Officers and the chairs for standing committees in accord with Article 1, Section B and – in the event of a vacancy for the chair of a Standing Committee – in accord with Article II, Section 2, Sub-section C of the Bylaws.

2. The Senate Council shall distribute items to be addressed by the Senate to the appropriate committees and their subcommittees.
B. Budgetary Advice:

1. At the first meeting of the fall semester, the Senate Council shall submit a report to the Senate regarding the expenditures of the Penn State Greater Allegheny budget for the previous fiscal year.
2. In preparing its report, the Senate Council may request that the Chancellor or his/her designee provide the Committee with non-confidential data on campus expenditures.
3. The full Senate may discuss, modify, or endorse the provisions of the Senate Council’s report before authorizing that it be forwarded to the Chancellor as the advice of the Senate regarding the expenditures of Penn State Greater Allegheny for the previous fiscal year.

C. Strategic Planning:

1. As advisory agents to the Chancellor, the Council shall nominate a committee of several representatives from the faculty whenever Penn State Greater Allegheny undertakes strategic planning.
2. During periods of strategic planning, the Senate Council shall report to the Greater Allegheny Senate on the development of provisions in the strategic plan.

Article II: Rules for Standing Committees except Promotion and Tenure

Section 1. Membership

A. Each standing committee shall have a maximum of five faculty members of the Senate, including its chair, with voting rights.

B. Standing committees shall aim to have an equitable distribution of members across the Penn State Greater Allegheny academic divisions.

C. All standing committees may add, as non-voting members, students or appropriate Penn State Greater Allegheny personnel as resource members for the committee.

Section 2. Selection and Terms of Office

A. The chair and members of the standing committees shall serve for two years from July 1st to June 30th. For each standing committee, no faculty member, including the chair, may serve more than two terms consecutively.

B. In even-numbered years, the Senate shall elect the chairs for the Committee on Academic Affairs and for Curricular Affairs. In odd-numbered years, the Senate shall elect the chairs for the Committee on Faculty Affairs and the Committee on Student Life.
C. The Senate Council shall appoint one half of the other members of the Standing Committees in even numbered years and the other half in odd-numbered years.

D. The chair of a standing committee who resigns before completing the two-year term, shall notify the Senate Council in writing, which can include electronic communication. When a vacancy for the chair of a standing committee occurs, the Senate Council shall appoint another faculty member of that committee as chair and another member of the Senate as a member of the Committee.

Section 3. Duties

A. Each standing committee shall develop its own procedures and rules for its meetings, as long as they do not conflict with the Constitution, Bylaws, or Rules of the Penn State Greater Allegheny Senate.

B. At the beginning of each academic year, standing committees shall meet to determine the priorities for their agenda and their schedule for meeting.

C. Before the final Senate meeting of each semester, standing committees shall issue a written report, to be distributed by the chair to Penn State Greater Allegheny Senate members with the agenda for that meeting. The report shall summarize their completed and continuing work for that semester.

D. When standing committees submit informational reports for review by the Senate or actionable matters requiring approval by the Senate, they shall issue these in written form, to be distributed with the agenda for the next regular meeting.

E. Each standing committee may appoint subcommittees that it deems necessary to conduct its business. A member of a particular standing committee should chair that committee’s subcommittee but the other members of the subcommittee need not be members of the particular standing committee.

Article III: Academic Affairs

Section 1. Additional Provisions for Membership

A. Academic Affairs shall include one representative each from the Penn State Greater Allegheny academic divisions.
B. Membership on the Committee shall include the campus chief academic officer or a designated representative as a non-voting, \textit{ex officio} member.

Section 2. Duties

A. The Committee shall advise the Penn State Greater Allegheny Senate regarding policies proposed or adopted by the University Faculty Senate concerning or affecting academic affairs.

B. The Committee shall recommend for Senate approval goals and objectives for implementing policies about academic affairs at Penn State Greater Allegheny. These policies shall include the following:

1. scheduling of courses;
2. evaluation of courses and programs;
3. professional development regarding teaching practices;
4. mentoring course instruction undertaken by tenure track and adjunct faculty;
5. at the request of the instructor, mentoring course instruction undertaken by tenured faculty and fixed-term instructors;
6. instructional technology; and
7. career services;
8. faculty rights, responsibilities, and academic freedom; and
9. annual submission of academic divisions at Penn State Greater Allegheny to the full Senate for approval.

Article IV: Promotion and Tenure

Section 1. Membership

The core PSU Greater Allegheny Promotion and Tenure Committee will be composed of five members elected from the eligible Greater Allegheny campus faculty.

Section 2. Requirements

A. The non-core committee members will be selected by the Greater Allegheny Campus core P&T committee members from the lists of elected discipline related tenured faculty provided by the Associate Dean for Faculty and Research in the Office of the Vice President for Commonwealth Campuses at University Park

B. The core P&T Committee will first draw ad hoc, non-core, members from the Greater Allegheny Campus faculty in each candidate’s discipline (or closely related discipline) until each committee contains at least two members from the candidate’s discipline (or closely related discipline).
C. If there are not enough qualified faculty in the candidate’s discipline at the campus to form a committee, the core P&T Committee will augment the committee with faculty in the candidate’s discipline from other Penn State campuses.

D. If there are not enough qualified faculty in the candidate’s discipline at other Penn State campuses to form a committee, the core P&T Committee will augment the committee with tenured faculty member(s) on the list of a closely related discipline.

E. If there are insufficient eligible faculty available from the discipline or closely related discipline at any campus in the University College, the core P&T Committee will select appropriate ad hoc member(s) from eligible faculty in another Penn State College.

F. The DAA’s role is to contact the potential ad hoc members selected by the campus core P&T committee.

Section 3. Election of Core Members of the Promotion and Tenure Committee

A. All tenured faculty at the associate rank or higher are eligible to be elected as core members of the campus Promotion and Tenure Committee. Voting is carried out by email ballot during the spring semester, if possible.

B. The five faculty receiving the highest number of votes constitutes the “core” members of the Greater Allegheny Campus P&T Committee for the following two academic years. In order to provide continuity, terms of the members will be staggered. In the first year three of those elected will serve a term of two years, and the other two members will serve a term of one year, as determined by lot.

C. If a member of the core P&T Committee is unable to serve her or his full term, a special election will be held to fill the remainder of that term.

D. The Committee members shall elect the chair.

Section 4. Duties

A. As outlined in HR 23, Administrative Guidelines for Promotion and Tenure Procedures and Regulations.

Article V: Curricular Affairs
Section 1. Membership

A. Membership on the Curricular Affairs Committee shall include one representative each from the Penn State Greater Allegheny academic divisions as well as the head of the Greater Allegheny library or designated representative as a voting ex officio member.

Section 2. Duties

A. The Committee shall evaluate all proposals for new, options, minors, certificates, degrees, or programs to be offered at Penn State Greater Allegheny. The Committee shall also evaluate all proposals for changes in existing, options, minors, degrees, or programs being offered at Penn State Greater Allegheny.

B. For each proposal, the Committee shall vote to approve, reject, or return to the originator for further development.

C. The Committee shall maintain a liaison with the campus chief academic officer.

D. When necessary the committee shall evaluate new course proposals from the faculty which are submitted electronically through the Course Submission and Consultation System (CSCS) according to University policies and procedures.

Article VI: Faculty Affairs

Section 1. Duties

A. The Committee shall advise the Penn State Greater Allegheny Senate on matters of policy, including the following:

1. the cultural, social, and material welfare of the faculty;
2. the institutional environment in which the faculty works;
3. faculty appointments and workload equity, including those for adjunct faculty;
4. promotion, tenure, and sabbatical leave;
5. professional development regarding scholarship and research;
6. due process and privacy rights;
7. affirmative action and equal opportunity; and
8. peer evaluation and student assessment.
B. When appropriate, the Committee shall recommend objectives to implement the above policies and shall evaluate the implementation for the Senate.

C. The Committee shall maintain a liaison with the Chancellor and chief academic officer.

D. When appropriate, the Committee shall forward its concerns to the Committee on Faculty Affairs at the University Faculty Senate.

**Article VII: Student Life**

**Section 1. Additional Provisions for Membership**

A. The Committee shall include two representatives selected by the Student Government Association as non-voting, *ex officio* members.

B. The Committee shall include the Director for Student Affairs, or a designated representative, as a non-voting, *ex officio* member.

**Section 2. Duties**

A. The Committee shall advise the Senate on matters of policy concerning students enrolled locally: traditional and non-traditional, degree and non-degree. These policies may include, but are not limited to, the following:

1. resources for human health, for university operated dwellings, and for security;
2. support services for student retention, vocational and personal counseling;
3. student organizations, including publications; and
4. extracurricular activities, including intra- and extra-mural.

B. The Committee shall provide the Senate with an appropriate representation of student opinion on academic matters and shall maintain liaison with the Student Government Association.

C. The Committee may advise the Director of Student Affairs regarding the development, implementation, or modification of policies affecting student life.

D. When appropriate, the Committee shall address its concerns to the Committee on Student Life at the University Faculty Senate.
Article VIII: Special and Administrative Committees

Section 1. Special Committees

A. Purpose
At any Senate meeting, the Senate may create a special committee for the consideration of subjects not assigned as the duties of the standing committees or their subcommittees.

B. Establishment:

1. proposals for a new special committee should be submitted to the Senate chair in a timely manner for inclusion in the agenda for the next Senate meeting. At other times, the chair of the Senate may create a special committee, to be ratified by the Senate at its next scheduled meeting.
2. approval for a special committee shall be by a majority vote of the Senate.
3. upon the creation of a special committee, the Senate’s Council shall appoint the members and chair for the special committee.

C. Duties

At its first meeting, each special committee shall devise its goals, objectives, and meeting schedule. Upon completion of its objectives, each special committee shall provide a written report of its work to the Penn State Greater Allegheny Senate.

Section 2. Administrative Committees

A. Definition

Administrative Committees shall be defined as those that include one or more members of the Greater Allegheny Faculty Senate, but whose chair and majority membership are appointed by the Chancellor or a Director, or nominated by the Senate Council in consultation with the Chancellor or relevant Director(s).

B. Listing

At the first Senate meeting of each calendar year, the Senate’s Council shall provide the Senate with a listing of active administrative committees and the faculty who serve on them.

C. Reports
At the final meeting of the academic year, faculty members serving on administrative committees shall provide a written report on the work of their administrative committees to the Penn State Greater Allegheny Senate.

**Article IX: Meetings**

**Section 1. Schedule**

The Penn State Greater Allegheny Senate shall meet at least twice per semester during the academic year, at times and dates determined by the Senate chair.

**Section 2. Special Meetings**

The chair shall call a special meeting upon receiving a written request for such a meeting from one-fourth of the Senate members. The chair shall also call a special meeting with the approval from a simple majority of the Senate Council.

**Section 3. Rules of Procedure**

A. The Agenda

The chair shall distribute an agenda four business days before each meeting of the Penn State Greater Allegheny Senate. Written reports and actionable items to be attached to the agenda shall be submitted to the chair at least one week prior to the upcoming meeting.

1. In addition to an order of business, the agenda shall include any written reports from the (i) Senate Council, (ii) Standing Committees of the Senate, (iii) University Faculty Senators, (iv) Special Committees, and (v) faculty representatives on Administrative Committees.

2. Furthermore, the agenda shall include a written statement for any actionable matters that the Senate is being asked to consider at its upcoming meeting.

3. Items submitted by the Chancellor, the Directors, and/or the representative of the Student Government Association may be included for review and/or action.

B. The Order of Business

At each regular meeting of the Penn State Greater Allegheny Senate, the order of business shall be as follows:

1. quorum check by the Senate’s Parliamentarian;
2. review and approval of the minutes from the previous meeting;
3. announcements by the chair;
4. discussion of reports received by the Senate and distributed with the agenda. The order of discussion shall follow the sequence indicated above, in Article IX, Section 3, A(1).
5. Discussion of reports introduced orally at the meeting. The order of discussion shall follow the sequence indicated above, in Article IX, Section 3, A(1).
6. Unfinished business (actionable matters carried over from the previous meeting).
7. New business:

   (i) Actionable matters introduced with the agenda for the current meeting;

   (ii) Actionable matters introduced from the floor at a regularly scheduled meeting.

8. Other reports or announcements (Chancellor, Directors, Representative of the Student Government Association, and/or others);
9. comments for the good of Penn State Greater Allegheny; and
10. adjournment.

C. The order of business may be changed by the Senate Council prior to any meeting. Any or all items of this section may be suspended at any regular meeting of the Senate by a two-thirds (2/3) vote of the members present, and at any special meeting by decision of the chair.

D. Parliamentary Procedure

The current edition of *Roberts Rules of Order* governs the Penn State Greater Allegheny Senate in all procedural matters for which its constitution, bylaws, or adopted rules do not otherwise provide.

**Article X: Ombudsperson**

**Section 1.**

In accordance with Policy HR-76, the Chancellor and chief academic officer shall appoint an ombudsperson and alternate ombudsperson from among the Senate membership to be affirmed by the Faculty Senate. In the event that an incumbent Ombudsperson is unable to continue in the position, the Alternate Ombudsperson 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 Ombudsperson.