BYLAWS

Adopted by The Fayette Campus Faculty
October 27, 1971

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July 10, 1973

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ARTICLE I – FUNCTIONS

Section 1

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

a) Legislative Function

To serve as the legislative body representing the Fayette Campus Faculty as a whole. Its actions shall be authoritative on all matters that pertain to the educational interests of the Fayette 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 Fayette 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 Campus Chancellor.

(b) Advisory Function

To act as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Campus Chancellor on any matter that may affect the attainment of the educational objectives of the Fayette Campus, such as:

(1) the establishment, reorganization, or discontinuation 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 Fayette 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) general admissions policy,
(8) educational administrative procedures, and
(9) other appropriate matters.
(c) Forensic Function

To serve as a forum for exchange of ideas among the members of the Fayette Campus.

Section 2

The Fayette Senate shall interpret its legislation.

Section 3

In case of question of legislative jurisdiction, the matter shall be referred to The University Faculty Senate, with the final power of decision that of the President of The University.

ARTICLE II – MEMBERSHIP

Section 1

The membership shall consist of full members, ex-officio members, and special members.

Section 2

Full membership shall be accorded all faculty members as defined by University Policy HR21 (Definition of Academic Ranks) holding full-time appointments at the Fayette Campus. In addition, a number of students equal to ten percent of the fulltime faculty (or major fraction thereof), as appointed by the Student Government Association, shall have full membership. Full members shall have full voting rights.

Section 3

Ex-officio membership, which shall not exceed ten percent of the full-time faculty, shall be accorded to the Campus Chancellor (or his/her representative) and such other administrative officers as s/he deems appropriate. Ex-officio members shall have full voting rights.

Section 4

Special membership shall be accorded all faculty members having special faculty appointments as defined by University Policy HR06 (Types of Appointments). Special members shall have debating but not voting rights.
ARTICLE III – OFFICERS

Section 1
The officers shall consist of a Chair, Chair-elect, and Communications Officer.

Section 2
The duties of the Chair shall be to preside over the Fayette Campus Faculty Senate meetings, to distribute an agenda prior to Faculty Senate meetings, to execute the will of the Faculty Senate, to meet with other organized bodies when necessary, to invite non-members to meetings when appropriate, and to be a member of the Administrative Council. The chair will normally be granted a one course release once a year during the time of service.

Section 3
The duties of the Chair-elect shall be to preside during the absence of the Chair, to attend meetings in the absence of the Chair as necessary, and to serve as parliamentarian. The Chair-elect shall succeed the Chair upon completion of the Chair’s tenure.

Section 4
The duties of the Communications Officer shall be to keep the official roll, to record the minutes of the meetings, to distribute the minutes of the meetings to the members, to serve as custodian of the records, to provide copies of the Bylaws to new faculty, and to conduct elections. The Communications Officer shall keep the Bylaws updated with all approved amendments.

Section 5
Each officer shall hold office for a period of one year (beginning with the inauguration meeting in April).

Section 6
A nominating committee shall consist of the Chair, Chair-elect, and Communications Officer. The nominating committee will solicit nominations and present them at the March Fayette Campus Faculty Senate meeting, during which time additional nominations may be made from the floor. The full members shall elect officers from those nominated prior to the April meeting. The election shall take place between the March and April meetings, and shall be by secret, secure preferential ballot in the same manner as prescribed for election of officers of The University Faculty Senate.
ARTICLE IV – MEETINGS

Section 1

Regular open meetings shall be conducted each month from September to April inclusive, at a
time to be determined by the membership. Meetings from May to August inclusive shall be held
at the discretion of the officers.

Section 2

From May through August, in the event that the officers declare the existence of a situation of
special Faculty Senate concern that warrants Senate action before the Senate can meet, the
Executive Committee shall be empowered to act for the Senate in all matters until this authority
is terminated by subsequent action of the Senate.

Section 3

The Chair shall distribute an agenda for each Senate meeting to the entire Senate membership at
least two days prior to the meeting.

Section 4

All meetings shall be conducted according to Robert’s Rules of Order, Newly Revised except as
otherwise specified herein.

Section 5

Special meetings shall be called by the officers upon the written request of one-third of the full
members. In addition, the Chair may convene special meetings at such times and for such
purposes as s/he deems necessary for the effective discharge of the business of the Senate.

Section 6

The order of business in each regular meeting of the Senate shall be as follows:
(a) call to order
(b) approval of minutes of the preceding meeting
(c) announcements by the Chair
(d) unfinished business
(e) new business
(f) reports by campus administrators
(g) forensic business
(h) reports of Committees and University Faculty Senators, including
   University College Faculty Council (UCFC) representative(s)
(i) announcements from the floor
(j) adjourn
Section 7

A majority (one-half plus one) of members with full voting rights shall constitute a quorum.

ARTICLE V – COMMITTEES

Section 1

The Fayette Campus Faculty Senate shall determine its committee structure and composition, subject to the following Sections of this Article and to the following stipulations:

(a) Chairpersons of Standing Committees must be faculty who are full members of the Senate.
(b) At least one-half of the membership of a Standing Committee must be full members of the Senate.
(c) The immediate past Senate Chair shall not be appointed to chair a Standing Committee.

Section 2

All members of Standing Committees who are not members of the Senate shall have nonvoting privileges of the floor when subject of discussion pertains specifically to the work of their respective committees.

Section 3

Direct consultation between Senate Committees and other Campus personnel is encouraged. However, such consultations shall not be construed as Senate action.

Section 4

The Chair of the Senate shall appoint such special committees as s/he deems necessary to consider subjects not already assigned to Standing Committees.

Section 5

The Chair of the Senate is an ex-officio member of all Standing Committees, except the Promotion and Tenure Committee.

Section 6

All Standing Committees may add to their membership, consistent with the distribution requirement in Section 1, and with the approval of the Executive Committee, appropriate Campus personnel on the basis of their position, interest, expertise, or membership in a particular sector of the Campus community. All Standing Committees are encouraged to invite individuals
to render testimony or advice on particular questions as circumstances might dictate. They may appoint ad-hoc subcommittees as needed.

**Section 7**

All committee positions are tenable for one year to coincide with the term of the Chair. With the exception of the Executive Committee, no Senator may serve longer than two consecutive years on a given committee, except by unanimous consent of the Executive Committee. Each faculty member shall be limited to two committees and no faculty member may chair more than one Senate Committee.

**Section 8**

All Senate Committees will be available for consultation with the Campus Chancellor.

**Section 9**

Standing Committees:

(a) Executive Committee

**Membership:**

Senate Officers, immediate past Senate Chair, University Faculty Senators, all Standing Committee Chairpersons, and a faculty member who is also a member of the Strategic Planning and Institutional Effectiveness Committee.

**Chair:** Chair of the Senate

**Duties:**

1. Coordinate activities of the Senate Committees.
2. Act as an Advisor to the Campus Chancellor.
4. Initiate legislation in the same manner as any other committee.
5. Ascertain Senate members’ committee preferences each spring, then appoint Standing Committees based on these preferences to become effective when the new Chair takes office. Newly elected Senate officers shall work with the Executive Committee in making these appointments.
6. Review and make recommendations on Committee structure.
7. Propose changes in the Bylaws.
8. Meet with the Campus Administration on administrative matters affecting the faculty such as public information, budget, travel, security and safety, campus facilities, staff and secretarial duties, benefits, purchasing.
9. Resolve with the Campus Chancellor questions of legislative jurisdiction and of interpretation. When such questions cannot be resolved, obtain a decision from The University Faculty Senate.
10. Obtain authorization for legislation from The University Faculty Senate after consulting with the Campus Chancellor on the propriety of such authority. Keep a record of and make regular reports to the Fayette Campus Faculty Senate concerning such authorization.

(b) Committee on Faculty Affairs

Membership (as appointed by the Senate Chair):
Five full-time faculty members.

Duties:
1. Advise the Senate of matters of policy concerning faculty affairs.
2. Advise the Chancellor/Chief Academic Officer on the staffing and supervision of new faculty hiring committees and related issues.
3. Recommend criteria for faculty appointments, salary, promotion, tenure, qualifications and leave.
4. Make recommendations on other matters concerning the cultural, social, and material welfare of the faculty and the educational environment in which the faculty works.
5. Work with the Campus Administration on matters of policies affecting the faculty.
6. Make recommendations on faculty rights and responsibilities such as advising, ethics, academic freedom, academic dishonesty, faculty course and workloads, relations to other professional organizations, and terminations of faculty.
7. Support research and scholarly activity of the faculty by:
   a. Providing a point of contact for meetings or workshops at University Park regarding research,
   b. Assisting Fayette faculty interested in research to locate mentor(s)
   c. Assisting Fayette faculty interested in research funding to identify potential funding agencies,
   d. Providing triannual reports of faculty research accomplishments (e.g., publications, presentations, etc.), and
   e. Organizing faculty colloquia.
(c) Committee on Student Affairs

Membership (as appointed by the Senate Chair):
Four full-time faculty, the Director of Enrollment Management, the Manager of Student Affairs, and one traditional student and one adult student as recruited by the Committee.

Duties:
1. Initiate legislation relating to academic admission standards, graduation requirements and procedures, and scholarships, honors, and awards at the Fayette Campus.
2. Advise the Fayette Campus Faculty Senate on problems of admissions and readmission.
3. Make recommendations relative to academic concerns of the students,
4. Meet with officers of student organizations.
5. Keep aware of current and long-range trends in student affairs.
6. Make recommendations on student government, organized student activity, student aid, health services, placement services, counseling, high school contacts, alumni contacts, discipline, recreation, student union, and grievances.
7. The Chair of the Student Affairs Committee will meet with the Manager of Student Affairs and the President or Vice President of SGA, once a semester, to exchange information and ideas concerning Student Affairs.
8. Annually select the Commencement Marshal:
   a. At the beginning of spring semester, the Student Affairs Committee shall construct a slate of three to five nominations for Commencement Marshal. A secret ballot vote of the full members of the Senate will then determine the Marshal.
   b. Selection of the Marshal shall be based on outstanding individual contribution to the Campus mission.
   c. The Marshal shall serve as the faculty representative to the administrative officer assigned the responsibilities for graduation.

(d) Committee on Academic and Curricular Affairs

Membership (as appointed by the Senate Chair):
Four full-time faculty including a Librarian, the Chancellor/Chief Academic Officer, and two students recruited by the Committee.

Duties:
1. Review and evaluate existing and proposed programs, curricula and course as requested.
2. Recommend criteria for evaluating teaching methods.
3. Initiate legislation on matters of educational policy and philosophy, the campus calendar, the instructional programs, courses of study, and programs of study at the Fayette Campus.
4. Make recommendations on resident instruction, continuing education, research, relations to other academic organizations, and operations of the bookstore.
5. Review and make recommendations concerning the annual academic agenda for the Fayette Campus.

(e) Committee on Learning and Technological Resources

Membership (as appointed by the Senate Chair):
Five Senate members (two of whom shall be a Librarian and the Instructional Design Specialist), in addition to a representative from the Learning Center, two members from the Information Technology Services office (one of whom shall be the Multimedia Specialist), and one student recruited by the Committee.

Duties:
1. Make recommendations as needed regarding campus learning resources, library resources, technological resources, computer software or hardware implementation, or related issues.
2. Encourage improved usage of existing campus learning resources.
3. Work with other campus groups to assure adequate learning and library resources for all academic programs.
4. Assess classroom teaching environments and make recommendations to the appropriate campus office.

(f) Awards Nomination Committee

Membership (as appointed by the Senate Chair):
Three Senate members, one of whom will serve as chair, and ad hoc members as deemed appropriate by the committee or the Senate.

Duties:
1. Ensure (to the extent possible) that campus personnel are nominated for all major college- and university wide awards by:
   a. Collecting and publicizing information about extra-campus awards open to current Penn State faculty and staff;
   b. Soliciting nominations for these awards in a timely manner;
   c. Compiling and maintaining resources to facilitate nominations (e.g., nomination forms, sample letters, copies of successful applications, etc.);
   d. Helping nominators to compile and submit nominations
   e. Consulting with and/or reporting to the Campus Faculty Senate, the Administrative Council, and other campus constituencies as necessary.
   f. Nominating at least two faculty or staff per academic year for extra-campus awards on behalf of the campus
2. In the event that the number of viable nominations for any extra-campus award shall exceed the number of nominations allotted to the campus by the guidelines for that award, or that nominations received by the committee should need to be ranked or prioritized or vetted by the campus for any reason, the committee will turn the nominations over to the appropriate campus administrator for vetting.

(g) Promotion and Tenure Committee

Membership and Election:
1. All eligible tenured faculty members shall stand for election to the Promotion and Tenure Committee.
2. Requests to be removed from the ballot shall be made to the Chancellor/Chief Academic Officer who will have sole authority to grant removal.
3. The committee shall consist of five tenured faculty members from the Fayette Campus. For each candidate, the Chancellor/Chief Academic Officer shall appoint two disciplinary representatives from the list of eligible faculty compiled by the University College, as needed. At least one of the two disciplinary representatives shall be from another campus.
4. The election shall take place in the spring semester preceding the year of service.
5. When a candidate seeks promotion to full professor and the elected Promotion and Tenure Committee has fewer than three full professors, a special election shall be held to elect the full professors needed to staff the Committee for that candidate.
6. Committee members will serve a two-year term.
7. The tenured and tenure-line faculty shall elect three new members in even years, and two new members in odd years.

Duties:
The committee shall conduct its business in full compliance with all the University promotion and tenure guidelines and regulations.
(h) Outreach Committee

Membership (as appointed by Senate Chair):
Four members of the Senate, one of whom will serve as a chair, and ad hoc members as deemed appropriate by the committee or the Senate, 1-2 student representatives as deemed appropriate by the committee chair, plus non-voting representatives of the Continuing Education Office, Admissions Office, and the Information Technology Services office.

Duties:
1. Provide guidance to the administration on recruiting efforts for traditional and non-traditional students.
2. Provide guidance to the Continuing Education Office on programs that affect or can result in matriculated students.
3. Provide guidance to the Gifted Education Magnet (GEM) Center.
4. Provide guidance/supervision to student representative(s) in completing outreach internship(s).

(i) Promotion Committee for Fixed-Term Faculty

Membership and Election:
1. All eligible full-time non-tenure-line faculty members shall stand for election to the Promotion Committee for Fixed-Term Faculty unless exclusions are granted by the Academic Affairs Officer.
2. Requests to be removed from the ballot shall be made to the Chancellor/Chief Academic Officer who will have sole authority to grant removal.
3. The committee shall consist of five full-time (non-tenure-line) faculty members from the Fayette Campus who have already achieved promotion to the second rank (or above) in their respective category of appointment (based on highest degree achieved). As need be, this campus committee will be supplemented with faculty from other campuses in order to ensure disciplinary representation during the review (as determined by the presence of two committee members who represent the candidate’s discipline). These off-campus members will be drawn from the list of eligible faculty compiled by the University College; in rare circumstances, should the pre-appointed off-campus representatives be overloaded on other committees, the Academic Affairs Office will consult with the Office of the Vice President for Commonwealth Colleges regarding the selection of other disciplinary representatives.
4. Under normal circumstances, the secret and secure election shall take place in the spring semester preceding the year of service. Special elections can be held at other times in order to meet the needs of the campus.
5. When a candidate seeks promotion to the third level and the elected Promotion Committee for Fixed-Term Faculty does not have enough faculty of appropriate rank to conduct a review, assistance will be sought from the Office of the Vice President for Commonwealth Colleges by the Academic Affairs Office in order to develop a committee.
6. Committee members will serve a two-year term.
7. The full-time faculty (excluding all tenure-line faculty) shall elect three new members in even years, and two new members in odd years. (During the first election cycle, the three faculty with the most votes will serve a two-year appointment; the other two faculty will serve a one-year term, but will be eligible for re-election).

Duties:
The committee shall conduct its confidential business in full compliance with all the University promotion guidelines and regulations.

(j) Committee on Faculty Development Funding

Membership (as appointed by the Senate Chair):
Four full-time faculty members, including two tenured or tenure-line faculty members and two full-time non-tenure-line faculty members. Membership must represent four separate disciplines with two faculty members who teach primarily in a STEM field and two faculty members who teach primarily in a non-STEM field.

Duties:
1. Develop and maintain one standard form for faculty requesting funding for research, undergraduate research, and teaching initiatives.
2. Review funding proposals from all faculty related to research, undergraduate research, and teaching initiatives.
3. Advise the chancellor and chief academic officer on the merits of each proposal.
4. Communicate funding decisions to faculty submitting proposals.

(k) Committee on Undergraduate Research

Membership (as appointed by the Senate Chair):
- Learning Center Coordinator.
- Library representative.
- Campus Honors Coordinator.
- Two tenured or tenure-line, and two full time non-tenure-line faculty members, in addition to the Campus Honors Coordinator.

Duties
1. Encourage and facilitate undergraduate research on campus; serve as a liaison between the administration, faculty and students engaged in undergraduate research.
2. Promote awareness of resources within the University, such as research exhibitions, conferences, research grants, scholarships, etc.
3. Assist the Learning Center Coordinator with identifying opportunities to engage faculty and students in quality participation in the Learning Fair. Assist with encouraging event application and reviewing applications, consult on judge selection and the judging process, and assist with student development and preparation for the event.

4. Provide scholarly expertise in the Student Excellence Award process. Encourage award participation, review student applications, and assist with student development and preparation for the competitive review. Lead in the selection of judges and oversee the judging process.

ARTICLE VI – AMENDMENTS

Amendments to the Bylaws may be adopted at any meeting of the Senate by a two-thirds vote of members present and voting provided such amendments have been presented in writing at a preceding regular meeting. Following approval, the amended Bylaws will be submitted by the Chair to the University Faculty Senate for ratification. A website sponsored by University Park titled “Requirements and Recommendations for Submitting New and Revised Unit Constitutions” contains all policies and procedures for the ratification process.