PENN STATE SHENANGO

Constitution of the Faculty Senate

Article I. Purpose

Section 1. The purpose of the Faculty Senate shall be to serve as a forum for the exchange of ideas among members of the campus faculty. The primary function of such exchange is to facilitate participation in academic planning.

The Academic Policy Plan of July, 1972, states: "Faculty participation in decision-making and academic policy formulation is of major importance in shaping and assuring quality programs of instruction, research, and public service."

In this spirit, the Faculty Senate shall act as an advisory and consultative body to the Campus Director on any matter that may affect the attainment of the educational objectives of the campus.

Section 2. The Senate shall have legislative authority, delegated by the University Faculty Senate, over certain areas of academic affairs, subject to revision or rulings of the University Faculty Senate or the President of the University or a designated representative.

Article II. Functions

Section 1. Legislative Function.

a. To serve as the sole legislative body representing the Shenango Faculty as a whole. Its actions shall be authoritative on all matters that pertain to educational concerns or the faculties of more than one College, subject to the revision and all orders of the University Faculty Senate under whose aegis this body has been authorized, and the President of the University or his designated representative. Among the matters within the legislative jurisdiction of the Senate are the following:
   i. Instructional program
   ii. Courses and programs of study
   iii. Academic admissions standards
   iv. Graduation requirements
v. Academic scholarships, awards, and honors
vi. Commencement and other academic ceremonies

Section 2. Elective Function.

a. The Faculty Senate shall elect the University Faculty Senators, the Ombudsperson, UCFC Representatives, other committee members, and the local faculty members of the Promotion and Tenure Committees in accordance with the procedure stipulated by the current Promotion and Tenure Policy for the Campus.

Section 3. Advisory and Consultative Function.

a. To act as an advisory and consultative body to the Campus Director on any matter that may affect the attainment of the educational objectives of the Campus including but not limited to:
   i. Establishment, reorganization, or discontinuation of organizational units and areas of instruction or research
   ii. Policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the Campus
   iii. Policies and administration of the libraries of the Campus
   iv. Policies affecting Campus development and utilization of resources
   v. Matters pertaining to the general welfare of the Campus
   vi. Overall educational policy and planning
   vii. Campus calendar
   viii. Faculty affairs including academic personnel
   ix. Student programs and services
   x. General admissions policy

Section 4. Forensic Function.

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

Section 5. The Senate shall interpret its legislation.
Article III. Membership

Section 1. The membership shall consist of the following:

a. All full-time faculty members at the Shenango Campus as of September 15th of that academic year.

b. One adjunct faculty representative, elected by adjunct faculty no later than September 15th of the academic year, to serve the academic year. The Director of Academic Affairs will provide a list of adjunct faculty; nominations and balloting shall be conducted by the Faculty Affairs Committee.

Section 2. All the above shall have full voting privileges.

Article IV. Officers

Section 1. The officers shall consist of a Chair, Vice-Chair, and Secretary. Officers shall be full-time faculty members.

Section 2. The duties of the Chair shall be to preside over Faculty Senate meetings, to distribute the agenda at least 2 days prior to Senate meetings, to execute the will of the faculty, to invite persons other than the faculty as guests at faculty meetings, and to serve as liaison between the faculty and other organizations whenever necessary.

Section 3. The duties of the Vice-Chair shall be to preside during the absence of the Chair, to communicate regularly with the president of the Student Government Association, to execute other duties deemed necessary by the membership, and to make regular arrangements for provision of food for meetings.

Section 4. The duties of the Secretary shall be to record the minutes of the meetings, to distribute the minutes of the meetings, and to serve as the custodian of the records.
Section 5. The Officers shall be elected no later than the last day of classes of the Spring Semester. The Chair shall conduct the elections. Contested elections shall be by secret ballot.

The Chair’s term shall be two years; the Chair may serve no more than two terms consecutively but may serve again as Chair after not serving for one term. The Vice-Chair’s and Secretary’s terms shall be two years, staggered by one year, with no term limit.

The Officers' terms shall span from fall semester through summer semester.

Section 6. Any Officer may be removed from office by a two-thirds vote of the entire Faculty Senate Membership.

Section 7. Should the Chair resign or be removed before the end of her or his term, the Vice-Chair becomes Chair for the remainder of the Chair’s term. Should the Vice-Chair subsequently be elected Chair, this period of service as interim Chair would not count against her or his term limit as stipulated in Section 5. A special election for a new Vice-Chair would be held immediately.

Article V. Committees

Section 1. The day-to-day function of the Senate shall be conducted by Committees. Each Member of the Senate shall be expected to serve on two Committees simultaneously.

Section 2. Committee membership shall be determined taking Member preference into account, and terms of service shall be two years beginning in the fall semester of odd-numbered years. Committees shall be populated at the end of the prior spring semester. Committees may vary in size according to need. The Senate may decide to expand a Committee’s membership to include appropriate non-Senate members.
Section 3. Each Committee shall be led by a Chair. Committee Chairs shall be elected by their Committees, within a time limit set by the Senate Chair. Should a Committee not meet that requirement, the Senate Chair shall appoint its Chair. Committees shall meet no fewer than two times per semester.

Section 4. The following are standing Committees of the Senate:
   a. Academic Affairs
   b. Awards
   c. Executive*
   d. Faculty Affairs
   e. Outreach
   f. Research and Faculty Development
   g. Student Affairs

Section 5. Ad hoc Committees may be created as determined by the Members of the Senate.

Section 6. The Senate Chair shall serve on each committee *ex officio*.

* The Executive Committee consists of the Officers of the Senate.

Article VI. Meetings

Section 1. The Chair will call monthly meetings during the academic year.

Section 2. The Chair may invite any guests to attend and speak on relevant agenda items.

Section 3. A quorum shall consist of forty percent (40%) of the voting membership.

Section 4. Any member may request a secret ballot on any issue.

Section 5. All portions of the meetings, except as outlined in Section 2, are open only to members of the Faculty Senate. When confidential matters are to be discussed, the student representative may also be excused at the discretion of the Chair.
Article VII. Amendments

Section 1. Amendments must be presented in writing to the Senate no fewer than 30 days prior to an adoption vote.

Section 2. Amendments to the Constitution shall be adopted at any meeting of the Senate by a two-thirds vote of those present.

Section 3. Amendments are subject to approval by the University Faculty Senate.

Ratified 2/15/22