

### **1.4.2 The Faculty Senate**

*(Adopted by the Murray State University Board of Regents October 24, 1981, revised November 15, 1986 and November 14, 1992 and May 3, 1995)*

The Faculty Senate is empowered by the Board of Regents to act for the university faculty, with delegated authority to advise the President as to formulation and/or review of policies regarding the educational functions of the university. The Faculty Senate is not precluded from making recommendations to the University Academic Council.

The composition of the Faculty Senate shall be in accordance with its constitution.

The Faculty Senate may:

- A. Initiate and/or review policies relating to university academic matters and make recommendations to the University Academic Council. A copy of this recommendation shall simultaneously be delivered to the President and the Provost.
- B. Initiate and/or review policies relating to the rights and responsibilities of faculty members incident to their employment by the university. Any recommendation pursuant to this provision shall be made to the President and the Provost.
- C. Initiate and/or review changes and additions to the Faculty Handbook. Any recommendation pursuant to this provision shall be made to the President and the Provost.
- D. Receive any alteration of a proposal acted upon by the Faculty Senate prior to its transmission to the Board of Regents.
- E. Act as the official channel of faculty opinion on all matters which have a bearing on institutional excellence.

The Faculty Senate will formulate its own rules and procedures consistent with its constitution, the policies of the university, and the laws of the Commonwealth. All meetings of the Faculty Senate shall be open and the Faculty Senate may request the opinion of any individual or group concerning any matter before the Senate, provided that any individual or group may decline to give an opinion if to do so would constitute a conflict of interest, or preempt orderly administrative procedures. Members of standing committees shall be selected in accordance with the bylaws of the Faculty Senate.

#### **1.4.2.1 Faculty Senate Constitution and Bylaws**

##### **PREAMBLE**

The Murray State University Faculty Organization, acting for and with the faculty of Murray State University, does hereby establish the Faculty Senate as a representative body through which the faculty may more effectively exercise its duties and responsibilities. The faculty has written this constitution in order to provide a more creative environment at MSU by expanding the range and diversity of what educational groups can know and evaluate; increasing the faculty's ability to understand other components of university life and develop interdisciplinary communications; increasing the faculty's ability to deal with any pertinent issue in such a way that the consequences express the faculty's character and fulfill the purposes of the university; and increasing the faculty's capacity to integrate into its own functioning a greater diversity of experiences so that all encounters become a source of enrichment and strength for the students, faculty, and the university.

### **ARTICLE I. Name**

The agency for the exercise of the responsibilities herein described shall be known as the Murray State University Faculty Senate.

### **ARTICLE II. Purposes and Responsibilities**

The purpose of the Faculty Senate is to act as an effective faculty assembly which can, within the laws applicable to MSU, enter into a partnership for shared responsibility and cooperative action among the students, faculty, administration, Board of Regents, and other elements of the university. In accordance with this purpose, the Faculty Senate shall function as an agency:

- A. To promote the growth and general welfare of the university.
- B. To consider and express faculty judgment and recommendations on university affairs, including personnel, financial and academic matters, as the Senate deems appropriate and necessary.
- C. To afford avenues and procedures whereby communications within the university may flow freely, fully and systematically, and to accept and share responsibility for creating, maintaining, and protecting a university environment conducive to the growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

The Faculty Senate may, as it deems appropriate, consider and commend actions pertaining to all matters described in this article.

### **ARTICLE III. Membership in the Faculty Senate**

- A. Faculty eligible for membership in the Senate are those members of the instructional/research staff who have been employed on a full-time basis at Murray State University for at least ONE academic year and whose major regular assignment is instruction of students, including those with released time for research. Chairs of departments are faculty if they have no other administrative title and if a part of their regular assignment is instruction of students. Members of the professional library faculty are faculty if they have no other administrative title. The Senate may, by two-thirds majority, waive this requirement for membership in the Senate for any individual. (Amended January, 1989)
- B. The Senate shall consist of one delegate elected from and by the faculty of each academic department, including the library faculty; five delegates elected at large, not more than two of whom shall be from any one college or academic division; and the faculty member of the Board of Regents as an ex officio, nonvoting member. (Amended April 23, 1986)

The faculty representative to the Board of Regents (Faculty Regent) shall inform the Board of Regents of faculty concerns. The Faculty Regent shall communicate, in a timely manner, to the faculty and the Faculty Senate issues of the board involving and/or affecting faculty (Amended April 18, 1995)

- C. The election of faculty senators shall be by secret ballot among the members of the unit from which they are selected. Elections for at-large senators shall be conducted among the faculty by the Senate. The elections of departmental and at-large senators shall be arranged so that, as nearly as possible, one half of the senators will be elected each year. (Revised April 23, 1981)
- D. The regular election of senators shall be held in April of each year for a term of two calendar years beginning on the first day of the following May. Any vacancy which shall occur in the elected Senate shall be filled in accordance with Article III, Section C except that in the event of a vacancy among the at-large senators the President of the Senate may, with the approval of the Senate, appoint a replacement to serve until the next regular election of senators.

#### **ARTICLE IV. Officers of the Faculty Senate**

- A. The Senate shall have the following officers: a President, a Vice President and, in the absence of an Executive Secretary, a secretary. The Senate may create whatever other offices it deems appropriate. (Amended January, 1989)
- B. The officers of the Senate shall be chosen from and elected by the Senate at the first meeting in May. Their term of office shall be until the first meeting of the following May.
- C. The President of the Senate shall preside at all meetings, call special meetings when he/she deems it necessary or upon petition of ten (10) members of the Senate, and take such actions as are necessary to expedite the operation of the Senate.
- D. The Vice President of the Senate shall perform all duties of the President in the absence of or during the incapacity of the President.
- E. The Secretary of the Senate, when elected, shall keep accurate minutes of all its regular and special meetings, distribute copies of minutes to appropriate individuals and groups, conduct necessary correspondence, keep an accurate list of its membership and an accurate record of attendance, and perform such other duties as may be appropriate. (Amended January, 1989)
- F. An officer of the Senate may be recalled by a two-thirds vote of the whole Senate. A vote to recall must be taken upon presentation to another officer of a petition signed by one-fourth of the whole Senate. (Amended January, 1989)
- G. In the event of a vacancy in the Office of President, the Vice President shall become President. In the event of a vacancy in any other office the Senate shall elect a replacement at its next regular meeting.

#### **ARTICLE V. Committees of the Faculty Senate**

The Senate may establish such committees as are necessary to carry out its purposes and responsibilities. All actions of its committees are subject to review by the Senate.

Eligibility for membership on committees of the Senate shall not be limited to the membership of the Senate itself.

#### **ARTICLE VI. Operation of the Faculty Senate**

- A. Immediately following the election of its officers the Senate shall determine the frequency with which it will meet in regular session during the next year. These meetings will be termed regular meetings and will be held at least once each month during the academic year. At least one week prior to each regular meeting the Executive Secretary of the Senate shall send to each member of the Senate an agenda for the meeting and the minutes of all meetings since the previous agenda was sent. (Amended January, 1989)
- B. All meetings shall be open and no voting, except for elections, shall be by secret ballot or voice vote. (Revised April 23, 1982)
- C. Any faculty member, except a member of the Senate, may serve as a substitute for a senator in any meeting of the Senate. In any one meeting a person may not serve as substitute for two different

senators.

- D. Unless otherwise stated, decisions of the Senate will be by majorities of those members, or their substitutes, who are present and voting, provided a quorum is present. The whole Senate refers to the enfranchised members, or their substitutes, whether present or not. (Amended April 25, 1984)
- E. A quorum shall consist of a majority of the whole Senate.
- F. The most recent edition of Robert's Rules of Order, Newly Revised shall govern the conduct of all business unless other rules are adopted.
- G. The Senate shall be the final authority on any question of interpretation of this constitution.
- H. At each regular meeting the Vice President of the Senate shall advise the Senate of any senator who was absent from the three preceding regular meetings provided that the senator's current term of office includes those meetings. Unless by a majority of the whole Senate it is decided otherwise, the Vice President shall notify in writing the senator (and in the case of departmental senators, the senator's department) of this action prior to the next regular meeting. A senator who, during any one term, is notified in accordance with this provision and following such notification is absent from three regular meetings, shall be informed in writing by the Vice President that he/she will be removed from the Senate unless by a majority of the whole Senate it shall be decided otherwise at the next regular meeting. If a senator is removed from the Senate under this provision, the Senate, the senator, and in the case of the departmental senators, the senator's department shall be notified in writing. Attendance by a substitute shall be considered as attendance by the member. (Revised April 22, 1980, amended January, 1989)
- I. The Executive Secretary of the Senate shall keep accurate minutes of all its regular and special meetings, distribute copies of the minutes to appropriate individuals and groups, conduct necessary correspondence, keep an accurate list of its membership and an accurate record of attendance, and perform such other duties as may be appropriate. (Revised January, 1989)

#### **ARTICLE VII. Amendments**

- A. Proposed amendments to this constitution must be presented in writing to the Senate during a regular meeting. At a regular meeting held not less than two weeks and not more than six months after this presentation the amendment may be approved by a majority of the whole Senate.
- B. Following the approval of an amendment by the Senate, the President of the Senate shall select a date for a secret ballot by the faculty and appoint an ad hoc committee to supervise the balloting.
- C. The balloting shall take place during the same academic year and not more than six weeks after the approval of the amendment by the Senate. Not less than five days prior to the balloting a copy of the amendment and a notice of the time and place of balloting shall be sent to each faculty member.
- D. An amendment shall be in effect immediately upon ratification which shall be by a two-thirds majority of those faculty members voting.

### **ARTICLE VIII. Ratification, Initial Elections, and Initial Meeting**

This constitution shall be in effect immediately upon ratification by the MSU Faculty Organization. Ratification shall require a two-thirds majority of those voting, in accordance with a procedure approved by the Faculty Organization.

Upon ratification of this constitution, the Chair of the MSU Faculty Organization shall issue a call for the initial election of senators in accordance with Article III, convene the first meeting of the Faculty Senate, and preside until the Senate elects its first President. The requirement in Article III, Section C, that elections occur in April is suspended for the initial election of senators.

#### **1.4.2.2 Bylaws**

*(Revised January 12, 1982, October 3, 1994, and December 10, 2010)*

In accordance with Article VI, Section F, of the constitution of the Murray State University Faculty Senate, the Senate adopts the following bylaws:

#### **ARTICLE I. General Principles and Rules**

- A. In any case of conflict between the constitution and these bylaws, the constitution shall take precedence. In all cases not covered by the constitution or these bylaws, Robert's Rules of Order, Newly Revised, shall prevail.
- B. Adoption of, amendments to, or suspension of these bylaws will be by either:
  - 1. a two-thirds vote in a regular meeting, or
  - 2. a proposal presented in writing to the Senate at a regular meeting and a majority vote at a subsequent regular meeting.
- C. The President of the Faculty Senate may appoint a parliamentarian ad hoc or for a specified term, subject to confirmation by the Senate. The parliamentarian may be consulted on any matter of order or procedure by any member of the Senate or of any of its committees. The parliamentarian's ruling on any particular point of order or procedure shall, in accordance with the constitution and these bylaws, be subject to reversal by a two-thirds vote of the Senate.

#### **ARTICLE II. Committees**

- A. How Standing Committees Shall be Constituted and Organized
  - 1. Following the election of officers, each member of the Senate will be asked by the President of the Senate to volunteer to serve on one or more of the standing committees (except in cases where membership is otherwise provided for).
  - 2. If the number of senators volunteering to serve on any standing committee fails to provide its minimum membership, the President shall appoint further members to remedy the deficiency.
  - 3. The President of the Senate shall appoint temporary Chairs where needed. Once constituted, each standing committee shall elect its Chair and Secretary from among its voting membership, except in cases of committees already provided such officers by these bylaws. The results of these elections shall be reported immediately to the Chair of the Executive Committee.
- B. Other Committees
  - 1. In accordance with the constitution of the Faculty Senate, the Senate or its President may establish committees ad hoc. Each such committee will function with the knowledge of the Senate as to its purpose and mandate, and the conditions of its dissolution.

2. The officers of an ad hoc committee may be appointed by the President of the Faculty Senate, or the voting members of an ad hoc committee may elect its own officers, at the discretion of the President of the Faculty Senate, the Senate concurring.

### **ARTICLE III. Standing Committees**

#### **A. Executive Committee**

1. The Executive Committee shall consist of the Senate's officers; Chairs of the Senate's standing committees; the Faculty Regent; and three (3) senators, to be elected by the whole Senate at its May meeting for a term of one year, to serve as representatives of the body at large to the Executive Committee. The previous year's President of the Senate, if not a member of the Executive Committee in some other capacity, shall be a nonvoting member. The President of the Senate shall serve as Chair of the Executive Committee. The Vice President of the Senate shall serve as Vice Chair of the Executive Committee. (Revised March 8, 1983)
2. The Executive Committee shall serve as the agenda committee for the Senate, a nominating committee for Senate officers and representatives, and an advisory board to the President of the Senate.
3. The Executive Committee shall serve as the faculty liaison with the President of the university and the President's cabinet. (Revised December 6, 1988)

#### **B. Rules, Elections, and Bylaws Committee**

1. The Rules, Elections, and Bylaws Committee shall have at least six (6) voting members, of whom one shall be the Vice President of the Faculty Senate, who shall serve as Chair. The Senate parliamentarian, should there be one in office, shall be a nonvoting member ex officio. The previous year's Vice President of the Senate, if not a member of the Rules, Elections, and Bylaws Committee in some other capacity, shall be a nonvoting member. (Revised March 8, 1983)
2. The Rules, Elections, and Bylaws Committee, with the assistance of the Executive Secretary, shall be responsible for the preparation, maintenance, and publication of lists of faculty for voting purposes. It shall conduct all elections for which the Senate is responsible, and faculty referenda as directed by the Senate or its President. It shall ensure that the requirements of Article III of the constitution are satisfied in accordance with Article V of these bylaws. (Amended December 6, 1988)
  - a. The Rules, Elections, and Bylaws Committee shall review the functioning of the Senate to see whether changes in either the bylaws or the constitution are desirable and make appropriate recommendations to the Senate at the regular March meeting of the Senate and at any other times of its choosing.
  - b. The Rules, Elections, and Bylaws Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.

#### **C. Academic Policies Committee**

1. The Academic Policies Committee shall have at least ten (10) voting members, including the Faculty Senate representatives to the Academic Council. (Amended December 6, 1988)
2. The Academic Policies Committee shall consider and make recommendations to the Senate to enable the Senate to carry out its responsibility for initiating and/or reviewing policies relating to university academic matters, pursuant to 1.4.2 of the University Governance System.

- a. The Academic Policies Committee shall consider and make recommendations to the Senate on matters which have a bearing on academic excellence to enable the Senate to carry out its responsibilities pursuant to 1.4.2 of the University Governance System.
- b. The Academic Policies Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.

#### D. Handbook and Personnel Committee

1. The Handbook and Personnel Committee shall have at least six (6) voting members. The Faculty Regent and the Chair of the Faculty and Staff Insurance and Benefits Committee shall be nonvoting members ex officio.
2. The Handbook and Personnel Committee shall consider and make recommendations to the Senate on policies relating to the rights and responsibilities of faculty members incident to their employment by the university to enable the Senate to carry out its responsibilities pursuant to 1.4.2.2 of the University Governance System.
  - a. The Handbook and Personnel Committee shall consider and make recommendations to the Senate on changes and additions to the Faculty Handbook to enable the Senate to carry out its responsibilities pursuant to 1.4.2.2 of the University Governance System.
  - b. The Handbook and Personnel Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.

#### E. Finance Committee

1. The Finance Committee shall have at least five (5) voting members, including at least one member with a background in finance or accounting. The Faculty Regent and the Chair of the Faculty & Staff Insurance and Benefits Committee shall be nonvoting members ex officio. (*Amended December 6, 1988, April 2, 2002*)
2. The Finance Committee will consider and make recommendations to the Senate on budgetary matters and matters concerning the fiscal resources and health and the financing of university programs.
  - a. The Finance Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.

#### F. Governmental Affairs Committee

1. The Governmental Affairs Committee shall have at least six (6) voting members, including the four Murray State University representatives to the Coalition of Senate and Faculty Leadership (COSFL); the chair of this committee, the Faculty Senate President and Vice President, and the Faculty Regent who shall be a nonvoting, ex-officio member of this committee. (*Amended December 6, 1988*)
2. The Governmental Affairs Committee shall have responsibility for keeping the Senate informed of the actions and proposals of legislative, administrative, and other agencies, public and private, which might affect aspects of university program and governance for which the Senate has responsibility.
  - a. The Governmental Affairs Committee will serve as an advisory board to the MSU COSFL representatives, and will bear primary responsibility for developing and conducting programs advocating the advancement of faculty and university interests with publics external to the university, and for making recommendations to the Senate pursuant to these ends.
  - b. The Governmental Affairs Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.

#### **ARTICLE IV. Election and Recall of Representatives of the Senate**

##### **A. Regular Election of Representatives of the Senate**

1. The Faculty Senate shall elect six (6) representatives to the University Academic Council, each for a two-year term. Each year the Senate shall elect three of these during its regular May meeting. *(Revised April 23, 1986, amended March 6, 1990)*
2. The Faculty Senate or its President may elect other representatives for stated purposes and terms. If the President of the Faculty Senate appoints a representative of the Senate ad hoc, he/she shall so inform the Senate at its next meeting, and of the terms of the appointment, all of which shall be subject to Senate confirmation.

##### **B. Recall of Representatives of the Senate**

1. Representatives of the Faculty Senate may be recalled by a vote of a majority of the whole Senate (an "absolute majority").

##### **C. Filling Vacant Representative Positions**

1. Should a representative position be vacated for any reason, it shall be filled pro tempore by appointment by the President of the Faculty Senate, who shall promptly notify the Executive Committee of his/her action.
2. The Senate shall elect a representative at any regular meeting to fill any representative position vacated since the previous regular meeting.

#### **ARTICLE V. Election of Departmental Senators**

The regular election of departmental senators shall be held as indicated below. Each year the Rules, Elections, and Bylaws Committee shall review the list of departments to ensure that the requirements of Article III of the constitution are satisfied. Changes in departmental nomenclature approved by the Academic Council and the Board of Regents will be automatically incorporated into these bylaws as amendments. (Revised March 8, 1983) (Amended May 1993; May 1994; May 1995; May 1999)

#### **DEPARTMENTAL SENATORS**

<b><u>Odd Year Election</u></b>	<b><u>Even Year Election</u></b>
Accounting	Agricultural Science
Adolescent, Career, and Special Education	Animal Health Technology and Pre-Veterinary Sciences
Animal and Equine Science	Chemistry
Art and Design	Economics and Finance
Biological Sciences	English and Philosophy
Breathitt Veterinary Center	Geosciences
Computer Science and Information Systems	Government, Law, and International Affairs
Early Childhood and Elementary Education	History
Educational Studies, Leadership and Counseling	Industrial and Engineering Technology
Engineering and Physics	Journalism and Mass Communications
Management, Marketing, and Business Administration	Mathematics and Statistics
Military Science	Nursing
Modern Languages	Occupational Safety and Health

Music	Organizational Communication
Wellness and Therapeutic Sciences	Psychology
University Libraries	Social Work, Criminal Justice, and Gerontology
	Theatre

**ARTICLE VI. Election of At-Large Senators**

The election of at-large senators shall be held during the third week of April.

- A. Nominations will be accepted by the Chair of the Rules, Elections, and Bylaws Committee from the first of March until the end of the first Tuesday in April. A candidate may be self-nominated or nominated by a member of the Senate. To be valid, a nomination must be made in writing and include the name of the nominee and the name of the nominator. No nominee will become an official candidate until his/her eligibility for office and willingness to serve have been confirmed by the Rules, Elections, and Bylaws Committee.
- B. Not less than one week prior to the election the Chair of the Rules, Elections, and Bylaws Committee will mail a list of candidates and a notice of the time of the balloting to all faculty members who are eligible to vote in the election. The election shall be by secret ballot.

In elections where the number of candidates nominated equals the number of positions, nominees will be elected by general consensus (acclamation) by the Chair of the Rules, Elections, and Bylaws Committee, (*Robert's Rules of Order, Newly Revised*, 9th edition, pg. 433).

This amendment is applicable to the election of at-large senators; however, the committee recommends that this apply to University Governance Committees as well.  
(Amended May 20, 2011)