

SNOW COLLEGE FACULTY SENATE BYLAWS

TABLE OF CONTENTS

1. MISSION
2. MEMBERSHIP
3. ORGANIZATION OF THE SENATE
4. OPERATIONS
5. APPEAL OF COMMITTEE DECISIONS
6. REFERENDUM

1. MISSION

The Snow College Faculty Senate represents the faculty in the policy making process of the College. It is a partner with the administration, Board of Trustees and staff in promoting the mission of Snow College in the following areas:

- Academic freedom
- Curriculum, including establishing prerequisites, and placing courses within disciplines
- Degree and certificate requirements
- Educational program development
- Standards or policies regarding student preparation and success
- College governance structures as they relate to faculty roles
- Academic standards
- Faculty advancement, tenure and continuing review
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as mutually agreed upon between the Governing Board and Senate
- Advocate for the faculty

2. MEMBERSHIP

2.1 - The Senate shall consist of duly elected full-time faculty members from each of the recognized Divisions as well as the Faculty Association President.

2.2 – Apportionment: The Senate shall consist of two senators from each division, including both junior and senior faculty members. There will be at-large senators if needed to fill the positions of Senate President, Vice President, and the other standing committees. The Faculty Association President shall be recognized as a voting senator. At-large senators shall be professional or tenure-track faculty members. The division senators shall be full-time teaching faculty members. The adjunct representative will be appointed by the Senate. At least one senator from each division must be tenured or have the equivalent of seven years teaching experience at Snow College. The remaining at-large senators shall be junior or senior full-time faculty who have taught at either campus for at least one academic year.

2.3 - The Vice President for Academic Affairs will provide administrative support for taking, distributing, and posting meeting minutes.

2.4 - Terms of Office: Each senator will serve a three-year term. Senatorial service will be limited to two consecutive terms with a minimum one-year break before reelection. One-third of the Senate will be elected each year. Division elections shall take place in December and at-large senatorial elections will be completed by January 20th to ensure that new senators can arrange schedules to meet at the designated time during their term of office. The Senate President may call special meetings.

2.4.1 - In the case of Senate reorganization or other exigencies, some terms may be designated one- or two-year terms at the discretion of the current Senate.

2.5 - Taking Office: The elected senators shall assume their respective offices and designated duties on July 1.

2.6 - Organizational Meeting: At the April Senate meeting of each academic year, the Faculty Senate shall elect a President and Vice President for the next school year. The Senate will make committee assignments for the coming year. When the need for the formation of a new standing or ad hoc committee is recognized, such a committee will be constituted by a two-thirds vote of the entire Senate. Additionally, an existing committee whose purpose is no longer evident can be disbanded by a two-thirds vote of the entire Senate.

2.7 - Resignations/Removal of Senators from Office/Filling Vacated Senate Seats/Proxies and Unexcused Absences: A senator's resignation will be accepted and is valid on notification in writing to the Senate.

2.7.1 - Elected senators may be removed from office by a two-thirds majority vote of the entire Senate. The senator under consideration for removal may not vote on the issue. A motion for removal shall not come to the floor of the Senate until after an investigation and report has been completed by an ad hoc committee of senators appointed by the Senate President and the results of the investigation presented to the Senate during a regularly scheduled meeting. Voting shall be by secret ballot.

2.7.2 - Senate seats vacated by resignation, incapacity, or removal shall be filled for the duration of said senator's term by election in that senator's division or by all faculty for an at-large position.

2.7.3 - An elected senator unable to attend regularly scheduled Senate meetings may designate a proxy representative. The senator must notify the Senate President of his/her absence and inform the President of the name of the chosen proxy. In the event of excessive absences, the Senate seat shall be considered "vacated" by discussion of the Senate and procedure to fill the seat will begin.

3. ORGANIZATION OF THE SENATE

3.1 - President and Vice President of the Senate: The President and Vice President of the Senate shall be tenured faculty members or professional track with seven years of teaching experience at Snow College. The President and Vice President are elected to one-year terms by secret ballot. The Senate President calls and chairs Senate meetings and compiles the agenda in consultation with the senators. The Vice President is expected to conduct meetings should the President not be available. The Senate

President shall attend College Council as a voting faculty member. The Senate President shall attend other meetings and work on ad hoc committees as requested by the President of the College.

3.2 - Responsibilities of all senators: Along with assisting in setting the agenda the senators shall also serve in any other standing, college, or ad hoc committees as assigned. The senators shall report back to the Senate on their committee assignments and the work of said committees. The senators shall act as liaisons between the Senate and their Divisions.

3.3 – The following are subcommittees of the Faculty Senate:

3.3.1 - Advancement and Tenure Committee

3.3.2 - Curriculum Committee

3.3.3 - Faculty Development

3.3.4 - Global Engagements

3.3.5 - Honors Committee

3.3.6 - Library Committee

3.3.7 - Professional Track

3.3.8 - Service Learning

3.3.9 - TTC

4. OPERATIONS

4.1 - Presiding Authority. The Senate Presiding Officer shall be its President. In the absence of the President, the Vice President shall preside. In the absence of both officers, the meeting will be adjourned.

4.2 - Senate Meetings. The Senate shall hold at least one regular meeting at a stated time each month, September through April. In addition, special meetings shall be convened by the President of the Senate or, in the President's absence, the Vice President:

- When requested by the President of the College; or
- When requested by written petition of at least ten percent of the faculty members; or
- When requested in writing by thirty percent of the senators; or
- When approved by the Senate during a regular meeting.

4.3 - Senate meetings are open to all faculty, administrators, and other interested persons except during executive sessions.

4.4 - Senate Agenda. Agenda items may be considered from the following sources

- Any senator; or
- The President of the College or the College Council; or
- Written petitions signed by at least ten percent of the faculty

4.5 - Proposed agenda items must be received at least 2 academic days before the meeting. Matters not on the agenda may be considered by the Senate at any meeting with the consent of a majority of those senators present.

4.6 - General Faculty Meetings. Meeting of the general Faculty of the College may be called by either officer, the Faculty Association President, or upon petition by one-third of the Faculty of the College to review any action taken by the Senate or its Committees. Such petition shall specify the items to be considered.

4.7 - Procedures for amending the Faculty Senate Bylaws shall be as follows:

4.7.1 - Amendments to these Bylaws may be adopted at any regular business meeting of the Faculty Senate. Proposals must be received as a written statement and must be submitted by at least two people. The proposed changes shall be discussed and voted upon in a regular Senate meeting. To approve the proposed changes, two thirds of those in attendance will have to vote in the affirmative.

4.7.2 - The Senate Bylaws can only be amended by a formal vote of the Faculty Senate. Approved amendments shall then be presented to the College Faculty for ratification.

5. APPEAL OF COMMITTEE DECISIONS

5.1 - Any decision made by a Senate subcommittee may be appealed to the Faculty Senate through the following process:

5.1.1 - The appeal for re-hearing to the Faculty Senate can be initiated by:

5.1.2 - A senator; or

5.1.3 - The College President or Vice President for Academic Affairs; or

5.1.4 - A petition with 10% of faculty with signatures; or

5.1.5 - In the case of a Advancement and Tenure decision, the individual concerned.

5.2 - The Senate will then take a vote and the appeal will be decided by two-thirds majority of the senators.

5.3 - The Senate, in its deliberations, may choose to consult with individuals, written documents, or poll the faculty at large before making a decision.

5.4 - The vote will either uphold the committee position or overturn it and send the issue back to committee for further review.

5.5 - Should the committee position be overturned, the Senate may make suggestions or modifications of the issue in question, and direct the issue back to the committee.

5.6 - If the subcommittee of the Senate and the Senate are at any impasse on a committee decision, the Senate position will prevail.

6. REFERENDUM

6.1 - A call for a referendum of a Senate decision shall require a petition containing signatures of one third of the faculty.

6.2 - A repeal of a Senate decision shall require a majority vote of the full time faculty.