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BAKER  
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*Own Confidence*

**FACULTY CONSTITUTION  
AND BYLAWS**

May 2011 Edition



**BAKER**  
**UNIVERSITY**

**FACULTY  
CONSTITUTION  
AND BYLAWS**

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ARTICLE I  
UNIVERSITY ACADEMIC COUNCIL (UAC)

SECTION I  
ORGANIZATION AND STRUCTURE

- A. **PURPOSE:** The UAC serves to provide coordinating oversight for the schools and colleges of Baker University. It shall consider matters that are primarily academic in nature. It is this body that has responsibility for assuring integration of the programs of the University, maintaining the integrity of the institutional mission as a center of higher learning, and promoting academic and intellectual excellence through broad-based cooperation and conscientious communication.
- B. **COMPOSITION:** The UAC shall consist of Administrative and Teaching or Learning Resources Faculty representatives from each of the University's schools or colleges. A majority of the Teaching or Learning Resources Faculty representatives shall be CAS members. Membership shall consist of:
1. the VP/Dean and seven Teaching or Learning Resources Faculty members of CAS (one member who also serves on the Faculty Senate)
  2. the VP/Dean and two Teaching Faculty members of SON (one member who also serves on the Faculty Senate)
  3. the VP/Dean and two Teaching Faculty members of SPGS (one member who also serves on the Faculty Senate)
  4. the VP/Dean and two Teaching Faculty members of SOE (one member who also serves on the Professional Education Council)
- C. **TERMS:** Faculty Representatives serve three-year terms staggered so that one-third of the Representatives' terms expire each year.
- D. **OFFICERS**
1. **UAC CHAIR:** The Chair of the UAC shall be one of the VP/Deans. The Chair position will rotate in order of the creation of the academic unit (College of Arts and Sciences, SPGS, SON, SOE). The Chair shall have a two-year term. In instances where the ensuing designated Chair has not been at Baker for a minimum of two full academic years, the chair position shall go to the next dean in order of the date the academic units were established. No VP/Dean will serve more than 2, two-year terms in six years. The duties are:
    - a. to notify UAC Representatives and University Faculty Members of scheduled or special UAC meetings
    - b. to publish an agenda at least three class days in advance of each UAC meeting
    - c. to preside at all UAC meetings
    - d. to notify the President and University Faculty of actions taken by the UAC.

- e. to ensure that proceedings of UAC meetings conform to the Baker University Faculty Constitution and Robert's Rules of Order in its latest revision.
2. UAC VICE-CHAIR:  
The person in line to become UAC Chair after the sitting chair will serve as Vice-Chair. The duties of the Vice-Chair shall be to serve as temporary chair of UAC in the absence of the chair and to serve as chair of the UAC Baker Hall of Fame Standing Committee.
  3. UAC ARCHIVIST:  
The responsibilities of the UAC Archivist are:
    - a. to record the minutes
    - b. to preserve as a permanent record the minutes of UAC meetings
    - c. to make such records available for inspection by UAC Representatives, University Faculty, Administrators, and Trustees
    - d. to tabulate votes and announce results of all votes
- E. DUTIES OF THE UNIVERSITY ACADEMIC COUNCIL: The UAC shall be responsible for coordinating the functions and activities of the various units of the University to ensure they are consistent with each other and the general goals of the University, and for administering University-wide policies. The UAC may not originate legislation, but is responsible for ensuring that legislation proposed by the individual units satisfies the above criteria. Recommendations from the Faculty Senates of each of the schools and colleges of the University concerning changes in admissions criteria, graduation requirements pertaining to more than one School or College, new majors, new degree programs, amendments to the unified portion of the catalog, amendments to the Baker University Faculty Constitution and Bylaws and amendments to the University faculty handbooks, if approved, will be recommended to the Board of Trustees.
- F. MEETINGS OF THE UNIVERSITY ACADEMIC COUNCIL: UAC meetings shall conform to the Baker University Faculty Constitution and Robert's Rules of Order in its latest revision.
1. SCHEDULE: UAC meetings shall be held at least three times a year with a minimum of one before each Board of Trustees meeting. Additional meetings may be necessitated for legislation requiring a minimum of two reviews (e.g. Baker University Faculty Constitution & Bylaws changes.)
  2. SPECIAL MEETINGS: A special meeting of the UAC may be called upon request by the President, or the Dean of a School or College of the University, or by written petition by four UAC Faculty Representatives.  
The UAC Chair shall convene the special meeting within seven days after receipt of the request or petition. Special UAC meetings shall be announced by written notification at least forty-eight hours prior to the meeting.
  3. ATTENDANCE: All UAC Faculty Representatives and UAC Administrative Representatives are expected to attend UAC meetings. UAC Representatives who go on leave or sabbatical or who are otherwise unable to serve shall be replaced for the duration of their absence. Members of the University faculty, administration, or staff may attend with voice but without vote. Elected student representatives from each School or College of the University shall have

the privilege of notification, attendance, and participation in discussions with voice but without vote. The Editor-in-Chief of the Baker Orange, in consultation with the Faculty Advisor of the Baker Orange, may designate a representative to observe UAC meetings.

4. QUORUM: A quorum is required to conduct any business of the UAC.
5. EXECUTIVE SESSION: A duly authorized UAC meeting may move into executive session by a majority vote of the UAC Representatives in attendance.
6. VOTING FRANCHISE: Only UAC Faculty and Administrative Representatives may introduce, second, and vote on motions at UAC meetings.
7. RECORD-KEEPING OF THE UAC: The University shall provide secretarial support to the Chair of the UAC in his or her responsibilities to the UAC. The secretarial staff shall:
  - a. produce written notification to all University faculty of UAC meetings and other correspondence regarding UAC business
  - b. transcribe the minutes of all UAC meetings and submit these minutes to the Archivist within one week of each UAC meeting.

## SECTION II UAC STANDING COMMITTEES

### A. STRUCTURE AND ORGANIZATION

1. PURPOSE: The purpose of UAC standing committees is:
  - a. to generate, discuss, and formulate new policy recommendations
  - b. to forward new policy recommendations to the UAC
  - c. to address matters pertaining to the purpose of the UAC standing committee which are not specifically delegated to another body
  - d. to report in full to the UAC except in matters of privileged confidentiality
  - e. to report in full to the President and Board of Trustees in matters of privileged confidentiality.
2. AUTHORITY: Standing committees function with the authority of the UAC when operating within the framework of policy established by the UAC and making decisions appropriate to committee duties. Actions taken by committees are subject to review and revision by the UAC.
3. MEMBERSHIP
  - a. ELECTIONS: Standing committee faculty representatives shall be elected by the Schools and Colleges in conformity with their election procedures.
  - b. TERMS: Standing committee faculty representatives shall be elected to three-year staggered terms so that one-third of the standing committee terms expire each year. Terms begin with the fall semester.

## B. UAC STANDING COMMITTEES

### 1. FACULTY REPRESENTATIVES COMMITTEE (FR)

- a. **PURPOSE:** The purpose of the FR is to serve as the faculty advisory body to the President and as general liaison between the President and faculties of each School or College of the University and to establish an appropriate body to hear the appeal of grievance decisions rendered by the appropriate grievance procedure of a School or College of the University.
- b. **COMPOSITION:** The FR shall consist of all UAC Faculty Representatives.
- c. **CHAIR:** Annually the FR shall elect a chair from within the committee membership.
- d. **RESPONSIBILITIES**
  - (1) The FR, at its own initiative or by invitation, may advise and consult with the President on matters not specifically granted to another committee or body.
  - (2) The FR, acting as the final faculty body of appeal for University faculty grievances and functioning within guidelines of state and federal government regulatory agencies and appropriate accreditation bodies, shall have the responsibility:
    - (a) to provide a grievance appeal petition form to be completed in writing and submitted by the complainant to the UAC FR
    - (b) to convene an Appeals Hearing Committee within ten class days following receipt of a grievance appeal. The Appeals Hearing Committee shall consist of at least five members of the UAC FR who hold no bias or conflict of interest in matters of parties related to the grievance appeal petition
    - (c) to maintain documentation of all FR meetings regarding grievance appeals petitions, interviews, and evidence.

### 2. UAC PROGRAM EVALUATION AND OUTCOMES ASSESSMENT (UAC PEOA)

- a. **PURPOSE:** The purpose of the PEOA is to ensure that all programs assess learning to meet accreditation criteria and promote program improvement.
- b. **COMPOSITION:** The PEOA shall consist of one faculty representative elected by each of the Schools and the College in conformity with their election procedures, the Accreditation Liaison Officer to the Higher Learning Commission appointed by the President, the primary coordinator of assessment for each academic unit, and the UAC Chair ex officio.
- c. **CHAIR:** The Accreditation Liaison Officer shall serve as Chair of the UAC PEOA.
- d. **RESPONSIBILITIES:** The responsibilities of the PEOA are:
  - (1) to coordinate the efforts of the PEOA committees of the college and schools
  - (2) to review programs that evaluate student learning and educational programs
  - (3) to ensure student learning assessment and evaluation results are used to improve educational programs
  - (4) to manage the selection and publication of information about student learning for the general public
  - (5) to ensure continued accreditation related to issues of program evaluation and assessment of student learning
  - (6) to promote faculty development for assessment and evaluation
  - (7) to make recommendations to the Deans, and/or chairs of the PEOA committees.

3. UAC LEARNING RESOURCES (UAC LR)

- a. **PURPOSE:** The LR shall develop, coordinate, and monitor long-range and strategic planning and policy in educational technology, and library and other learning resources for all Schools and the College of the University.
- b. **COMPOSITION:** The LR shall consist of four faculty representatives elected at-large from CAS, one faculty represented at-large from each of the other Schools and Colleges, the Director of Library Services, the Assistant Dean for Student Academic Services, ex officio, the Director of Computer Services ex officio, the Associate VP for Information Technology, ex officio, and the UAC Chair ex officio.
- c. **CHAIR:** The Director of Library Services shall serve as Chair of the LR.
- d. **RESPONSIBILITIES:** The responsibilities of the LR are:
  - (1) to develop and monitor a long-range and strategic University plan for educational technology, libraries, and other learning resources
  - (2) to recommend budget levels to implement the long-range and strategic plan
  - (3) to solicit proposals for educational technology and incorporate them in the plan
  - (4) to promote training, involvement, and adaptation of educational technology by all University faculty.

4. UAC ARTIST & LECTURE SERIES (A&LS)

- a. **PURPOSE:** The purpose of the A&LS is to develop and operate a schedule of events designed to support and complement the academic programs of the Schools and the College.
- b. **COMPOSITION:** The A&LS shall consist of a specifically designated Director of Artist & Lecture Series, one member from the community appointed by the President, two CAS Fine Arts faculty members, and two CAS non-Fine Arts faculty members (elected at-large by the CAS Faculty), one faculty member elected at-large from each of the other schools, two CAS student representatives, one student representative from each of the other Schools. The UAC Chair ex officio and the CAS Associate VP of Student Development shall serve ex officio.
- c. **CHAIR:** The Director of Artist & Lecture Series shall serve as Chair of the A&LS. The Chair shall have the authority to negotiate contracts for visiting performers, speakers, and other A&LS events as appropriate and to carry out all local arrangements for A&LS events and activities under the aegis of the A&LS and the direction of the UAC Chair.
- d. **RESPONSIBILITIES:** The responsibilities of the A&LS are:
  - (1) to develop the A&LS activities calendar for each academic year
  - (2) to develop a long-range A&LS activities plan which extends over two or more years
  - (3) to coordinate A&LS activities of the Schools and Colleges of the University
  - (4) to allocate and monitor expenditure of funds budgeted by the University for the A&LS use
  - (5) to secure appropriate external funding for A&LS events
  - (6) to encourage participation in A&LS activities by students, faculty, and the community
  - (7) to collect and provide information concerning A&LS activities.

5. UAC BAKER FACULTY HALL OF FAME COMMITTEE

- a. **PURPOSE:** The BFHF Committee shall function as the review committee for nominations from all of the academic units at Baker University to the Baker Faculty Hall of Fame.
- b. **COMPOSITION:** The Baker Faculty Hall of Fame committee shall consist of UAC members joined by individuals designated by the President including one emeritus faculty member, four alumni (one from each school) and a member of the Board of Trustees. All members shall have voting privileges.
- c. **CHAIR:** The Vice-Chair of the UAC shall lead discussions in matters pertaining to BFHF business.
- d. **RESPONSIBILITIES:** Each September BFHF shall solicit nominations from academic units through the appropriate Dean and review them no later than November. Deans may consult current and retired faculty members, administrators, students, and alumni for nominations. Deans may also use processes such as polling of alumni, letters of recommendation and nominations by appropriate individuals to determine unit nominations to be forwarded in an official nomination packet. Selection will be based on criteria detailed in the nominating unit's faculty handbook. The nomination packet must include evidence of the highest levels of teaching—the essential element for induction into the Hall of Fame. The number of candidates selected from year to year shall be determined by the UAC BFHF Standing Committee. The names of nominees approved by BFHF for induction shall be forwarded to the President in November for final approval in consultation with the Board of Trustees. The names of new inductees will be made public after the February Board of Trustees meeting.

ARTICLE II  
COLLEGE OF ARTS AND SCIENCES (CAS)

SECTION I  
DEFINITION OF THE FACULTY

Each semester the VP and Dean of the College of Arts and Sciences shall distribute an official list of the Teaching Faculty, Learning Resources Faculty, Administrative Faculty, and Part-time Faculty of the College of Arts and Sciences.

- A. **TEACHING FACULTY:** The title of Teaching Faculty Member is appropriate to all full-time personnel who have University appointments designating rank (Instructor through Professor), discipline (field of academic preparation and departmental affiliation), and teaching responsibilities of at least half time or on leave. In exceptional circumstances, the Faculty Senate will have the authority to extend membership individually to other full-time personnel who teach.
- B. **LEARNING RESOURCES FACULTY:** The title of Learning Resources Faculty Member is appropriate to full-time Library and Student Academic Success personnel who have University appointments designating rank and program affiliation, and hold at least a master's degree appropriate to their responsibilities.
- C. **ADMINISTRATIVE FACULTY:** The title of Administrative Faculty Member is appropriate to full-time administrative personnel who have University appointments designating rank, discipline, and academically-related administrative responsibilities. Administrative Faculty Members include the President, the VP and Dean, the Associate Dean of the College of Arts and Sciences, the Assistant Dean for Student Engagement and Success, and the Assistant Dean for Liberal Studies.
- D. **PART-TIME FACULTY:** The title of Part-time Faculty Member is appropriate to part-time personnel who have appointments designating rank and discipline and personnel whose teaching assignments are contracted for each course to be taught or who are part-time learning resources faculty.

SECTION II  
LEGISLATURE OF THE COLLEGE OF ARTS AND SCIENCES

A. **CAS FACULTY SENATE**

- 1. **PURPOSE:** The purpose of the Faculty Senate is:
  - a. to represent the Faculty
  - b. to propose, debate, and enact legislation for the Faculty
  - c. to be responsible in consultation with the VP and Dean for amendments to the CAS-related sections of the Baker University Faculty Constitution which shall be submitted to the University Academic Council and subject to approval by the Board of Trustees
  - d. to review and make recommendations regarding admission criteria, degree requirements, general education requirements, new programs or majors, honorary degrees, and academic calendars to the UAC for final approval or recommendation to the Board of Trustees where necessary.

2. COMPOSITION: The Faculty Senate shall consist of:
  - a. a member of the Teaching Faculty from each academic department and one Learning Resources Faculty Member, all with at least three years of Baker University faculty service. In the event no departmental member has served three years, the requirement will be waived.
  - b. the Vice-Chair, the Parliamentarian-Archivist, and the CAS Faculty Representative to the Board of Trustees.
  - c. the VP and Dean ex officio, non-voting.
  - d. the chairs of the following committees: EPC, ASEM, FDE, PEOA FGE, ET, UTEC, NOM.
  - e. the Chair of the Faculty Senate who is a member by virtue of being Faculty Senate Chair.
3. TERMS: All Faculty Senators serve three-year terms staggered so that one-third of the Faculty Senate terms expire each year. Terms begin with the fall semester.
4. OFFICES: The offices of the Faculty Senate are served by four Teaching or Learning Resources Faculty Senators.
  - a. CHAIR OF THE FACULTY SENATE: This officer shall be a faculty senator elected by secret ballot majority vote of the Faculty Senate-elect. The Chair of the Faculty Senate will be elected to a two-year term. The position of Chair shall not be held by one individual for more than two successive terms. The responsibilities of the Chair are:
    - (1) to notify faculty and Faculty Senators of scheduled or special meetings
    - (2) to publish an agenda at least three class days in advance of each Faculty Senate meeting
    - (3) to preside at meetings of the Faculty Senate
    - (4) to notify the President and the Faculty of actions taken by the Faculty Senate
    - (5) to serve as chair of the Senate Executive Committee
    - (6) to consult as appropriate with the VP and Dean, and the President.
  - b. VICE-CHAIR OF THE FACULTY SENATE: This officer shall be a Teaching or Learning Resources Faculty Member elected to a three-year term by a secret-ballot majority vote of the Teaching, Learning Resources, and Administrative Faculty. The position of Vice-Chair shall not be held by one individual for more than two successive terms. The responsibilities of the Vice-Chair are:
    - (1) to preside over meetings of the Faculty Senate in the absence of the Chair
    - (2) to serve as Chair of the Town Meeting.
  - c. PARLIAMENTARIAN-ARCHIVIST OF THE FACULTY SENATE/TOWN MEETING: This officer shall be a Teaching or Learning Resources Faculty Member elected to a three-year term by a secret-ballot majority vote of the Teaching, Learning Resources, and Administrative Faculty. The position of Parliamentarian-Archivist shall not be held by one individual for more than two successive terms. The responsibilities of the Parliamentarian-Archivist are:
    - (1) to ensure that proceedings of Faculty Senate meetings conform to the Baker University Faculty Constitution, Faculty Bylaws, and Roberts Rules of Order in its latest revision
    - (2) to see that a secretary records the minutes

- (3) to preserve as a permanent record the minutes of Faculty Senate meetings and make them available for inspection by Faculty Senators, faculty members, administrators, and Trustees
  - (4) to distribute the minutes to the faculty
  - (5) to preside over election of the Faculty Senate Chair
  - (6) to tabulate and announce results of Faculty Senate votes
  - (7) to serve as Parliamentarian-Archivist of the Town Meeting.
- d. CAS FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES: This officer shall be a tenured Teaching Faculty Member or a Learning Resources Faculty Member elected to a two-year term by secret-ballot majority vote of the Teaching, Learning Resources, and Administrative Faculty. The position of Faculty Representative to the Board of Trustees shall not be held by one individual for more than two successive terms. The responsibilities of the CAS Faculty Representative to the Board of Trustees are:
- (1) to serve as the CAS liaison to the Board of Trustees
  - (2) to attend meetings of the Board of Trustees
  - (3) to review with the Faculty Senate, CAS VP/Dean, and the President, prior to Board of Trustee meetings, any report which he or she intends to present
  - (4) to provide a copy of any report to be included in the Trustees' Resource Book in advance of the meetings of the Board of Trustees
  - (5) to report to the Faculty on a timely basis.
- e. ELECTION PROCEDURES: All Teaching, Learning Resources, and Administrative Faculty shall be eligible to vote in annual and special elections for:
- (1) CAS faculty representatives to the UAC and UAC standing committees
  - (2) faculty officers (except the Faculty Senate Chair)
  - (3) CAS Faculty Senate standing committee members.
- f. FACULTY ELECTIONS: The Nominating Committee shall:
- (1) nominate the following candidates for the March Election:
    - (a) CAS UAC Faculty Representatives
    - (b) The following faculty officers: Vice-Chair of the Faculty Senate, Parliamentarian-Archivist of the Faculty Senate/Town Meeting, CAS Faculty Representative to the Board of Trustees
  - (2) publish the March Election ballot on or before the second Tuesday of March
  - (3) administer the March Election on the third or fourth Tuesday in March (as Spring Break permits)
  - (4) nominate the following candidates for the April Election:
    - (a) CAS Faculty Senate standing committee members
  - (5) publish the April Election ballot on or before the third Tuesday in April
  - (6) administer the April Election on the last Tuesday in April.
- g. SPECIAL ELECTIONS: The Nominating Committee shall conduct secret-ballot special elections in cases where faculty officers, Faculty Senators, standing committee members, or CAS UAC Faculty Representatives go on leave or are otherwise unable to serve for the duration of a semester, academic year, or elected term.
5. MEETINGS OF THE FACULTY SENATE: Faculty Senate meetings shall conform to the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rules of Order in its latest revision unless alternate rules are adopted by a two-thirds vote of the Faculty Senate.
- a. SCHEDULE: Faculty Senate meetings shall be held at least monthly during the academic year at times specified in the Faculty Bylaws.

- b. **SPECIAL MEETINGS:** A special meeting may be called upon request by the Chair, the VP and Dean, the President, or a petition by seven Faculty Senators. The Faculty Senate Chair shall convene the meeting within seven class days after receipt of the request or petition. Special Faculty Senate meetings shall be announced by written notification at least thirty-six hours prior to the meeting.
  - c. **ATTENDANCE:** All Faculty Senators are expected to attend all Faculty Senate meetings. Members of the faculty, administration, or University staff may attend with voice but without vote. The CAS Student Senate President and Vice-President shall have the privilege of notification, attendance, and participation in Faculty Senate meetings with voice but without vote. The Editor-in-Chief of the Baker Orange, in consultation with the Faculty Advisor of the Baker Orange, may designate a representative to observe Town Meetings.
  - d. **QUORUM:** A quorum is required to conduct any business of the Faculty Senate.
  - e. **EXECUTIVE SESSION:** A duly authorized Faculty Senate meeting may move into executive session by a majority vote of the Faculty Senators in attendance. Such sessions shall be open only to Faculty Senators, Teaching, Learning Resources, and Administrative Faculty.
  - f. **VOTING FRANCHISE:** Only Faculty Senators may introduce, second, and vote on motions, at Faculty Senate meetings.
6. **RECORD-KEEPING OF THE CAS FACULTY SENATE:** The VP and Dean's Office shall provide secretarial support to the Chair and Vice-Chair of the Faculty Senate in their responsibilities to the Faculty Senate. The secretarial staff shall:
- a. produce written notification to all faculty of Faculty Senate meetings and other correspondence regarding Faculty Senate business
  - b. transcribe the minutes of Faculty Senate meetings and submit these minutes to the Parliamentarian-Archivist within one week of the Faculty Senate meeting.
7. **EXECUTIVE COMMITTEE OF THE FACULTY SENATE:** The Chair of the Faculty Senate, the Vice-Chair, the Parliamentarian-Archivist, the Faculty Representative to the Board of Trustees, and one Senator elected at large from the Senate will constitute the Executive Committee of the Faculty Senate. The Senator elected at large shall serve no more than two successive one-year terms. The purpose of the Executive Committee is to:
- a. organize and prepare items for the Faculty Senate agenda
  - b. represent the Faculty Senate in matters to the administrative offices of the University, the VP and Dean of CAS, and the President.

## B. TOWN MEETING

- 1. **PURPOSE:** The purpose of the Town Meeting is to serve as a forum in which:
  - a. to generate new ideas
  - b. to discuss CAS-related concerns
  - c. to frame legislation, but not legislate.

2. **COMPOSITION:** The Town Meeting is open to all Teaching, Learning Resources, and Administrative Faculty with voice and vote. Part-time Faculty Members may attend with voice but without vote. The CAS Student Senate President and Vice-President shall have the privilege of notification, attendance, and participation in Town Meetings with voice but without vote. The Editor-in-Chief of the Baker Orange, in consultation with the Faculty Advisor of the Baker Orange, may designate a representative to observe Town Meetings.
  
3. **OFFICERS:** The offices of the Town Meeting are served by two Teaching or Learning Resources Faculty Senators who have been elected to serve as Vice-Chair and Parliamentarian-Archivist of the Faculty Senate.
  - a. **CHAIR OF THE FACULTY TOWN MEETING:** The Vice-Chair of the Faculty Senate shall serve as the Chair of the Town Meeting. The responsibilities of the Chair are:
    - (1) to preside over the Town Meeting
    - (2) to schedule requested or petitioned special Town Meetings
    - (3) to publish an agenda for Town Meetings at least three class days in advance of the meetings
    - (4) to appoint a Chair Pro Tem from among the Teaching or Learning Resources Faculty to preside over Town Meetings in the Chair's absence
    - (5) to communicate concerns, recommendations, proposed legislation, and actions by the Town Meeting to the Faculty Senate.
  
  - b. **PARLIAMENTARIAN-ARCHIVIST OF THE CAS SENATE/TOWN MEETING:** The responsibilities of the Parliamentarian-Archivist are:
    - (1) to ensure that proceedings of Town Meetings conform with the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rules of Order in its latest revision
    - (2) to see that a secretary records the minutes
    - (3) to preserve the minutes of Town Meetings as a permanent record of Town Meeting proceedings and make them available for inspection by members of the faculty, administration, and Trustees
    - (4) to distribute the minutes to the faculty
    - (5) to tabulate and announce results of Town Meeting votes.
  
4. **MEETINGS:** Town Meetings shall conform to the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rule of Order in its latest revision unless alternate rules are adopted by a two-thirds vote of the Faculty in attendance.
  - a. **SCHEDULE:** Town Meetings shall be held at least once each semester at times when classes are not in session, as specified in the Faculty Bylaws.
  
  - b. **SPECIAL MEETINGS:** A special meeting may be called upon request of the Chair, the VP and Dean, the President, or a petition by one-fourth of the faculty. The Town Meeting Chair shall convene the special meeting within seven class days after receipt of the request or petition. Special Town Meetings shall be announced by written notification at least thirty-six hours prior to the meeting.
  
  - c. **QUORUM:** A quorum is required to conduct any business of the Town Meeting.
  
  - d. **EXECUTIVE SESSION:** A duly authorized Town Meeting may move into executive session by a majority vote of the faculty in attendance.
  
  - e. **VOTING FRANCHISE:** Only Administrative, Teaching, and Learning Resources Faculty may introduce, second, and vote on motions at Town Meetings.

- f. REFERENDUM: Issues referred to the Town Meeting by the Faculty Senate are decided by a simple majority of all votes cast in a secret mail ballot.
  - g. OVERRIDE: The Town Meeting retains the right to override any Faculty Senate action or legislation in its exact and complete language. This process shall be initiated with a written petition signed by twenty-five percent of the Teaching, Learning Resources, and Administrative Faculty and submitted to the Parliamentarian-Archivist within one month following the Faculty Senate vote. Reversal of a Faculty Senate decision requires a simple majority of all votes cast in a secret mail ballot.
5. RECORD-KEEPING OF THE TOWN MEETING: VP and Dean's Office shall provide record-keeping support to the Chair of the Town Meeting in his or her responsibilities to the Town Meeting. The secretarial staff shall:
- a. produce written notification to all faculty of Town Meetings and other correspondence regarding Town Meeting business
  - b. transcribe the minutes of Town Meetings and submit these minutes to the Parliamentarian-Archivist within one week of the Town Meeting.

### SECTION III CAS ACADEMIC DEPARTMENTS

#### A. STRUCTURE AND ORGANIZATION

- 1. DEFINITION: Academic disciplines, or academic disciplines with clearly defined similarities, constitute departments for the purpose of equitable academic governance and administration. Faculty who hold responsibilities in two or more departments shall be assigned by the VP and Dean in consultation with departmental faculty to one academic department for the purpose of academic governance and representation.
- 2. PURPOSE: The purpose of Departments is:
  - a. to develop, administer, and evaluate educational programs and curricula in an efficient and effective manner
  - b. to promote collegiality within and among academic disciplines
  - c. to provide a representational basis for the governance system
- 3. DEPARTMENT CHAIRS: Faculty with tenure, or new appointments who have an appropriate terminal degree, extensive teaching experience, and suitable leadership experience in lieu of tenure, are eligible for selection as Department Chair.
  - a. SELECTION OF DEPARTMENT CHAIRS: Department Chairs shall be appointed to a three-year term by the President in close consultation with the VP and Dean, and the Teaching Faculty of the department.
  - b. DEPARTMENT CHAIR DUTIES AND RESPONSIBILITIES: The responsibilities of the Department Chair are:
    - (1) to provide representation and leadership for the departmental faculty
    - (2) to call and preside at department meetings

- (3) to develop semester and summer course schedules in consultation with the departmental faculty, the VP and Dean, and the Assistant Dean for Student Academic Services
  - (4) to develop annual budget requests and supervise budget expenditures for all departmental budgets in close consultation with the faculty of each academic discipline in the department
  - (5) to provide written evaluations of all departmental faculty as required by evaluation systems
  - (6) to make recommendations on department personnel issues, such as promotion, tenure, and salary
  - (7) to lead searches for new departmental faculty in cooperation with the VP and Dean and departmental faculty
  - (8) to develop, implement, maintain, and review the department's Outcomes Assessment Plan in consultation with the Chair of the Committee on Program Evaluation and Outcomes Assessment and the departmental faculty
  - (9) to submit to the VP and Dean an annual report which describes and evaluates departmental and faculty activities for the preceding year and plans for the future.
- c. DEPARTMENT CHAIR COMPENSATION: Department Chairs shall be compensated by stipend and/or teaching-load credit for their administrative duties.
4. DEPARTMENT MEETINGS: All departments are expected to meet regularly:
- a. to develop and recommend new courses and curriculum
  - b. to schedule and implement curricula
  - c. to develop department budget requests and resolve issues
  - d. to maintain and review the department's Outcomes Assessment Plan
  - e. to address governance issues at the department level
  - f. to select the departmental representative to the Faculty Senate by February 1 for the following fall. In the event that a department does not select a Faculty Senate Representative, the Faculty Senate shall appoint the departmental representative.

#### SECTION IV CAS STANDING COMMITTEES

##### A. STRUCTURE AND ORGANIZATION

- 1. PURPOSE: The purpose of CAS standing committees is:
  - a. to generate, discuss, and formulate new policy recommendations
  - b. to forward new policy recommendations to the Faculty Senate
  - c. to address matters pertaining to the purpose of the standing committee which are not specifically delegated to another body
  - d. to report in full to the Faculty Senate except in matters of privileged confidentiality.
- 2. AUTHORITY: Standing committees function with the authority of the Faculty Senate when

operating within the framework of policy established by the Faculty Senate and making decisions appropriate to committee duties. Actions taken by committees are subject to review and revision by the Faculty Senate with the exception of the Undergraduate Teacher Education Committee (UTEC). Action taken by the UTEC shall be submitted to the Faculty Senate for endorsement and/or recommendation for change. CAS Senate endorsement or recommendation for change will be reported to the UTEC by their next scheduled meeting.

3. **STANDING COMMITTEE MEMBERSHIP:** Unless otherwise specified, standing committee faculty members shall be elected by the Teaching, Learning Resources, and Administrative Faculty in conformity with the procedures described below:

- a. **NOMINATIONS:** The Nominating Committee shall prepare the slate of nominations for standing committee faculty members.
- b. **ELECTIONS:** Unless otherwise specified, standing committee faculty members shall be elected by the Teaching, Learning Resources, and Administrative Faculty in a secret-ballot election.
- c. **TERMS:** Standing committee faculty members shall be elected to three-year staggered terms so that one-third of the standing committee terms expire each year. Terms begin with the fall semester.
- d. **LIMITATIONS:** No faculty member shall serve concurrently on more than two standing committees.
- e. **STUDENT REPRESENTATIVES:** Student representatives to standing committees shall be designated annually as prescribed by the CAS Student Senate.

## B. CAS STANDING COMMITTEES

### 1. FACULTY NOMINATING (NOM)

- a. **PURPOSE:** The purpose of the NOM is to administer general and special elections for faculty officers, CAS UAC Faculty Representatives and standing committee members, taking care to identify interested candidates and to distribute faculty governance workloads equitably, and promoting balance among the academic disciplines on the standing committees.
- b. **COMPOSITION:** The NOM shall consist of five Teaching and Learning Resources Faculty. Members of the NOM are not eligible to succeed themselves for another term on the NOM, nor are they eligible to be nominated by the NOM to serve as CAS UAC Faculty Representatives or faculty officers.
- c. **CHAIR:** Annually the NOM shall elect a chair from within the committee membership.
- d. **RESPONSIBILITIES:** The responsibilities of the NOM are:
  - (1) to prepare a slate of nominations from which to elect:
    - (a) CAS faculty representatives to the UAC and UAC standing committees
    - (b) the following faculty officers: Vice-Chair of the Faculty Senate, Parliamentarian-Archivist of the Faculty Senate/Town Meeting, CAS Faculty Representative to the Board of Trustees
  - (2) to distribute the subsequent slate of nominations on or before the second Tuesday of March

- (3) to administer the election of CAS faculty representatives to the UAC and UAC standing committees and faculty officers on or before the third or fourth Tuesday in March (as Spring Break permits) by the process described below:
  - (a) to announce the date for secret-ballot election by written notification
  - (b) to prepare secret and in-absentia ballots with space for write-in candidates
  - (c) to monitor the election
  - (d) to tabulate votes
  - (e) to announce election results by written notification within one week following the election
- (4) to prepare and publish on or before the third Tuesday in April a slate of nominations from which to elect:
  - (a) CAS Faculty Senate standing committee members
- (5) to administer the election of standing committee members and CAS Faculty Representatives to the UAC Arts & Lecture Series Committee on the last Tuesday in April by the election process described in Baker University Faculty Constitution
- (6) to conduct secret-ballot special elections in cases where faculty officers, CAS Faculty Senate standing committee members, UAC faculty representatives, or UAC standing committee members go on leave or are otherwise unable to serve for the duration of a semester, academic year, or elected term.  
 When a special election is required, the NOM shall prepare a slate of nominations, hold the special election by the election process described in the Baker University Faculty Constitution and announce election results within three calendar weeks.

## 2. EDUCATIONAL PROGRAMS AND CURRICULUM (EPC)

- a. **PURPOSE:** The EPC shall consider and vote on changes in the curriculum and the General Education Program.
- b. **COMPOSITION:** The EPC shall consist of five faculty members and one student. The Director of Records and Registration, the Associate Dean of the College of Arts and Sciences, and one School of Education faculty member shall serve ex officio with voice but without vote.
- c. **CHAIR:** Annually the EPC shall elect a chair from within the committee membership.
- d. **RESPONSIBILITIES:** The responsibilities of the EPC are:
  - (1) to review and monitor the CAS curriculum, the General Education Program, Interterm, and Summer School and recommend changes to the Faculty Senate as appropriate
  - (2) to approve and forward substantial course changes, new courses, and deletion of courses to the Faculty Senate for its approval, except for changes which affect the Teacher Education Program which shall be submitted to the Teacher Education Committee for its recommendation prior to action by the Faculty Senate
  - (3) to review and recommend proposed majors and degree programs to the Faculty Senate.
  - (4) to oversee the preparation of the academic calendar.

## 3. ACADEMIC STANDARDS AND ENROLLMENT MANAGEMENT (ASEM)

- a. **PURPOSE:** The purpose of the ASEM is to review annually and propose academic standards and enrollment management policies and to forward recommendations to the Faculty Senate.

- b. **COMPOSITION:** The ASEM shall consist of five faculty members and one student. The Assistant Dean for Institutional Effectiveness and the VP for Enrollment Management and Financial Aid shall serve ex officio. The Assistant Dean for Student Academic Services shall serve ex officio with voice but without vote.
- c. **CHAIR:** Annually the ASEM shall elect a chair from within the committee membership.
- d. **RESPONSIBILITIES:** The responsibilities of the ASEM are:
  - (1) to propose and review regulations regarding academic conduct and educational standards for recommendation to the Faculty Senate
  - (2) to act on petitions relating to educational program requirements or academic status:
    - (a) to provide a written petition format to be completed and submitted to the Assistant Dean for Institutional Effectiveness by each petitioner;
    - (b) to hear such petitions at regularly scheduled meetings of ASEM;
    - (c) to maintain documentation of ASEM meetings and actions, and to provide notification of committee decisions to the appropriate parties.
  - (3) to act on student or faculty petitions relating to academic integrity or course grades.
    - (a) to provide a written petition format to be completed and submitted to the Assistant Dean for Institutional Effectiveness by each petitioner;
    - (b) to convene a hearing board within ten class days following receipt of a completed petition by the Assistant Dean for Institutional Effectiveness; for petitions filed during the summer, hearings will be held as soon as possible, but the absence of potential board members may delay hearings until the start of Fall Semester. The hearing board shall consist of three ASEM faculty members together with three student representatives selected by the Student Senate. The composition of the hearing board shall reflect a reasonable attempt to avoid bias or conflict. Findings of the hearing board shall require the agreement of five of its members. When fewer than five members agree, no action shall be taken,
    - (c) to document ASEM hearing board meetings, petitions, interviews, and evidence and to provide notification of board findings to all parties thereto, to the VP and Dean of the CAS, and to the Assistant Dean for Institutional Effectiveness. The VP and Dean and the Assistant Dean for Institutional Effectiveness shall then take appropriate action. After resolution of any petition, all documentation shall be maintained in the office of the Assistant Dean for Institutional Effectiveness of CAS.
  - (4) to review annually the standards for admission to the College of Arts and Sciences and to recommend to the Faculty Senate and the UAC appropriate changes to those standards.
  - (5) to review applications of all prospective students who do not meet CAS admission standards and to accept or reject those applicants based upon standards approved by the Board of Trustees
  - (6) to help develop strategies to attract prospective CAS students.

#### 4. FACULTY DEVELOPMENT AND EVALUATION (FDE)

- a. **PURPOSE:** The FDE shall create, operate, review, and recommend modification of programs for the development and evaluation of all CAS and SOE faculty members.
- b. **COMPOSITION:** The FDE shall consist of five tenured CAS faculty members, but will be expanded to include the two SOE FDE members when it reviews SOE faculty for promotion and/or tenure.

- c. **CHAIR:** Annually the FDE shall elect a chair from within the committee membership. The Chair shall attend the meeting of the Education Committee of the Board of Trustees when it considers promotion and tenure matters.
- d. **RESPONSIBILITIES:** The responsibilities of the FDE are:
  - (1) to implement, review, and recommend modification of the faculty evaluation processes for faculty with tenure and without tenure
  - (2) to review, evaluate, and advise faculty upon matters related to the performance of their professional responsibilities
  - (3) in consultation with the Associate Dean of the College of Arts and Sciences to forward to the VP and Dean recommendations and evaluations for faculty promotion, and tenure
  - (4) to meet jointly with the FGE to submit to the President nominees for faculty awards.

#### 5. FACULTY GRIEVANCE (FG)

- a. **PURPOSE:** The FG shall provide the primary hearing for grievances involving faculty interaction with faculty, administration, or students except for academic questions handled by the ASEM.
- b. **COMPOSITION:** The FG shall consist of five tenured faculty members.
- c. **CHAIR:** Annually the FG shall elect a chair from within the committee membership.
- d. **RESPONSIBILITIES:** The responsibilities of the FG are:
  - (1) to provide a grievance petition form to be completed in writing and submitted by the complainant to the FG
  - (2) to convene a hearing committee within ten class days following receipt of a petition. The hearing committee shall consist of at least three members of the FG who hold no bias or conflict of interest in matters or parties related to the grievance petition.
  - (3) to maintain documentation of FG meetings, grievance petitions, interviews, and evidence
  - (4) to forward to the UAC all documents relating to the appeal of a decision by the FG hearing committee.
  - (5) To review annually the Faculty Handbook for any necessary changes; to receive all requests for changes from the faculty, faculty committees, and the VP and Academic Dean's Office; and to make recommendations on those changes to the Faculty Senate for approval.

#### 6. PROGRAM EVALUATION AND OUTCOMES ASSESSMENT (PEOA)

- a. **PURPOSE:** The PEOA shall promote the development and implementation of systematic approaches to measuring and evaluating student learning with respect to clearly defined learning objectives in CAS programs.
- b. **COMPOSITION:**
  - (1) designated departmental and program assessment coordinators. Each department and program in CAS may appoint an assessment coordinator with the proviso that the number of designated assessment coordinators from a department or program shall not exceed the number of academic programs within that department. Appointment as a designated assessment coordinator does not constitute membership on a CAS standing committee.
  - (2) PEOA. The CAS standing committee PEOA shall consist of five faculty members elected to three-year staggered terms by and from the designated assessment

coordinators, one student representative, the Assistant Dean for Institutional Effectiveness, the Assistant Dean for Student Academic Services and the Associate Dean of CAS (ex officio). No two faculty members of PEOA may be from the same academic department.

(3) Elections. The election shall take place before the Spring Standing Committee Elections, and the members shall be elected to serve the following three academic years.

CHAIR: The PEOA shall elect a chair from among the five elected committee members, annually.

- c. RESPONSIBILITIES: The PEOA shall
- (1) provide a forum for departmental and program assessment coordinators to share information and discuss policy recommendations at least twice per semester
  - (2) conduct workshops on improvement of student learning
  - (3) provide support to departments and programs in the development, collection, and utilization of information on student learning
  - (4) communicate to the designated departmental and program assessment coordinators information concerning the ongoing evaluation of student learning and assessment-related faculty development opportunities
  - (5) continually review the CAS Student Learning Outcomes and make assessment policy recommendations to Faculty Senate in consultation with the collected departmental and program assessment coordinators
  - (6) consult with the CAS Administration on issues regarding College and Program accreditation

## 7. FACULTY GROWTH AND ENRICHMENT (FGE)

- a. PURPOSE: The FGE shall encourage and promote faculty awareness of and participation in programs for personal and professional development and renewal.
- b. COMPOSITION: The FGE shall consist of five faculty members. The administrator responsible for faculty development at the College of Arts and Sciences shall serve ex officio.
- c. CHAIR: Annually the FGE shall elect a chair from within the committee membership.
- d. RESPONSIBILITIES: The responsibilities of the FGE are described below.
- (1) to provide opportunities for faculty personal and professional growth and renewal
  - (2) to inform the faculty of internal and external opportunities and resources for faculty personal and professional growth and renewal to develop, operate, review, and modify a written application process by which faculty may apply for growth and renewal opportunities and resources
  - (3) to allocate and disburse resources for faculty growth and enrichment
  - (4) to meet jointly with the FDE to submit to the President nominees for faculty awards
  - (5) in consultation with the Dean of the College of Arts and Sciences make recommendations for faculty sabbatical leave

8. UNDERGRADUATE TEACHER EDUCATION COMMITTEE (UTEC)

- a. **PURPOSE:** The UTEC shall develop, approve, and oversee undergraduate Teacher Education programs and policies and ensure compliance with the requirements of accrediting bodies. The UTEC will send recommendations for program change to the CAS Faculty Senate for endorsement and/or recommendation for change. CAS Senate recommendations will be considered at the following UTEC meeting. UTEC action following CAS Senate response shall then be sent to the SOE Dean.
- b. **COMPOSITION:** The UTEC shall consist of all SOE Undergraduate Department of Education Teaching Faculty, six CAS faculty, the coordinator of music education in an *ex officio* position, two representatives from Professional Development Schools, and two Teacher Education Program students. The SOE Dean shall serve *ex officio* without vote.
- c. **CHAIR:** The SOE Undergraduate Department of Education Chair shall serve as the UTEC Committee Chair.
- d. **RESPONSIBILITIES:** The responsibilities of the UTEC are:
  - (1) to develop, operate, review, and modify functional policies for undergraduate Teacher Education Programs
  - (2) to establish procedures and regulations for admission and retention to undergraduate Teacher Education Programs
  - (3) to decide individual student admission to the undergraduate Teacher Education Professional Semester
  - (4) to maintain Baker University undergraduate Teacher Education Program compliance with all external agencies and guidelines
  - (5) to coordinate with academic departments and disciplines and the EPC regarding undergraduate Teacher Education curriculum development. The CAS will retain the authority to determine the undergraduate general education curriculum for undergraduate teacher education candidates.

9. EDUCATIONAL TECHNOLOGY COMMITTEE (ET)

- a. **PURPOSE:** The purpose of the ET is to develop and implement the long-range and strategic plans for educational technology resources in the College of Arts and Sciences.
- b. **COMPOSITION:** The ET shall consist of three faculty elected to the committee for their interest and knowledge of the subject; one Learning Resources Faculty Member from the library; one to three student representatives chosen by Student Senate; and the following *ex officio* members: one Computer Science faculty member; the Director of Computer Services; and the Executive Director of Information Management.
- c. **CHAIR:** Annually the ET shall elect a chair from within the committee faculty membership.
- d. **RESPONSIBILITIES:** The responsibilities of the ET are:
  - (1) to develop plans for facilitating the adoption of modern educational technologies
  - (2) to recommend guidelines and policies for the use of educational technologies
  - (3) to promote and encourage training in the use of educational technologies
  - (4) to report its progress to the Faculty Senate regularly.

ARTICLE III  
SCHOOL OF NURSING (SON)

SECTION I  
DEFINITION OF THE FACULTY

Each semester the Dean of the School of Nursing shall distribute an official list of the members of the Administrative, Teaching, Part-time, Adjunct, and Clinical Preceptor Faculty of the School of Nursing.

- A. ADMINISTRATIVE FACULTY: The title of Administrative Faculty Member is appropriate to the President, SON Dean, Assistant Dean, and Program Manager.
- B. TEACHING FACULTY: The title of Teaching Faculty Member is appropriate to full-time personnel who have University appointments designating rank of Instructor or above in nursing.
- C. PART-TIME TEACHING FACULTY: The title of Part-Time Teaching Faculty Member is appropriate to personnel who have part-time University appointments designating rank of instructor or above in nursing.
- D. ADJUNCT FACULTY: The title of Adjunct Faculty is appropriate for instructors who are contracted for each course to be taught and who contribute knowledge and expertise to a course within the nursing program.
- E. CLINICAL PRECEPTOR: The title of clinical Preceptor is appropriate to those who are not employed by the University but who provide clinical supervision for professional nursing students.

SECTION II  
LEGISLATURE OF THE SCHOOL OF NURSING

SON FACULTY SENATE:

- A. PURPOSE: The purpose of SON Faculty Senate is:
  - 1. to propose, debate, enact, and implement legislation for the SON Faculty and the nursing program
  - 2. to be responsible in consultation with the Dean for amendments to the SON-related sections of the Baker University Faculty Constitution which shall be submitted to the UAC and subject to approval by the Board of Trustees
  - 3. to review and make recommendations regarding admission criteria, graduation requirements, new programs or majors, and academic calendars to the UAC for coordination or recommendation to the Board of Trustees where necessary.
- B. COMPOSITION: The Faculty Senate shall consist of all Administrative and Teaching Faculty. The Dean shall be ex-officio.
- C. CHAIR OF THE FACULTY SENATE: The Assistant Dean of SON shall preside over all meetings of the SON Senate. The responsibilities of the Chair are:
  - 1. to notify all faculty of scheduled meetings

2. to provide an agenda with input from the faculty at an appropriate time in advance of the meetings
  3. to conduct meetings according to Robert's Rules of Order
  4. to notify the Dean of actions taken by the Faculty Senate
  5. to ensure that minutes are recorded, reviewed, and archived
  6. to appoint ad-hoc committees, as the need arises, upon recommendation of the Faculty Senate.
- D. VICE-CHAIR OF THE FACULTY SENATE: The Program Manager shall serve as Vice-Chair and shall assist the Chair with the development of the agenda and preside over meetings of the Faculty Senate in the absence of the Chair.
- E. MEETINGS OF THE FACULTY SENATE: Faculty Senate meetings shall conform to the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rules of Order in its latest revision unless alternate rules are adopted by a two-thirds vote of the Faculty Senate.
1. SCHEDULE: Faculty Senate meetings shall be held once per month during the academic year.
  2. ATTENDANCE: All full-time faculty members are expected to attend Faculty Senate meetings. Members of the University faculty, administration, or staff may attend with voice, but without vote. Representatives of the University or of Stormont-Vail HealthCare may be invited to present information of general interest within their areas of competence. One student is elected from the Student Senate and shall have the privilege of notification, attendance, and participation in Faculty Senate meetings with voice but without vote.
  3. QUORUM: Two-thirds of the voting Faculty Senate membership shall constitute a quorum.
  4. EXECUTIVE SESSION: A duly authorized Faculty Senate meeting will move into executive session when the meeting involves confidential matters. Such sessions shall be open only to voting members.
  5. VOTING FRANCHISE: Faculty Senators are empowered to introduce, second, and vote on motions at Faculty Senate meetings.
  6. RECORD-KEEPING OF THE FACULTY SENATE: The School of Nursing shall provide secretarial support to the Chair and Vice-Chair of the Faculty Senate in their responsibilities to the Faculty Senate.
    - a. The Assistant Dean shall produce written notification to all faculty of Faculty Senate meetings and other correspondence regarding Faculty Senate business.
    - b. A faculty member shall record the minutes of Faculty Senate meetings and submit these minutes to be typed by the secretarial staff within one week of the Faculty Senate meetings.
- F. SON FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES: One Faculty member shall be appointed by the Assistant Dean for a two year-term. The responsibilities of the SON Faculty Representative to the Board of Trustees are:
1. to serve as the SON liaison to the Board of Trustees

2. to attend meetings of the Board of Trustees
  3. to develop reports and proposals, with the assistance of the faculty to be presented to the Board, and to review them with the VP/Dean prior to the Board of Trustees meetings
  4. to provide a copy of any report for the Trustees in advance of the meetings of the Board of Trustees
  5. to report to the faculty in a timely manner.
- G. SON FACULTY REPRESENTATIVES TO THE UAC: Two Teaching Faculty members shall be elected to serve staggered, three-year terms by secret-ballot majority vote of the Faculty Senate.

### SECTION III SON ACADEMIC PROGRAMS

- A. PURPOSE: SON Academic Degree Programs develop, administer, and evaluate their respective curricula and provide a representational basis for the SON-related governance structure.
- B. DEGREE PROGRAMS: The SON offers a Baccalaureate Degree Program (SON) for Generic Students and Degree Completion for Registered Nurse students.

### SECTION IV SON STANDING COMMITTEES

- A. PURPOSE: The purpose of standing committees is:
1. to generate and formulate policy recommendations which pertain to the purpose of each standing committee, but are not specifically delegated to another standing committee or entity
  2. to forward policy recommendations to the Faculty Senate for possible adoption
  3. to submit a monthly written report, excluding matters of privileged confidentiality, to the Faculty Senate where action will be taken as necessary.
- B. AUTHORITY: Standing committees function with the authority of the Faculty Senate when operating within the framework of policy established by the Faculty Senate and making decisions appropriate to committee duties. Actions taken by committees are subject to review and revision by the Faculty Senate except in matters pertaining to student admissions in which the Committee on Student Affairs makes the final decisions.
- C. STANDING COMMITTEE MEMBERSHIP: Members of standing committees shall serve in conformity with the following procedures:
1. PROCEDURES FOR CHOOSING COMMITTEE MEMBERS: All Faculty Senators are eligible to serve on the standing committees. In May, a list of the school's standing committees will be circulated from the Assistant Dean's office designating the name of the committee and the number of members required for each committee. The faculty will be requested to volunteer for committees on which they are willing to serve. In the event the faculty cannot come to consensus regarding who shall serve on each committee, committee members shall be elected by the Faculty Senate.

2. **TERMS:** Standing committee members shall serve two-year staggered terms beginning in the fall semester.
3. **STUDENT REPRESENTATIVES:** The Program Manager solicits volunteers to serve on the Educational Programs and Curriculum Committee (EPC), Program Evaluation and Outcomes Assessment Committee (PEOA), and Academic Resources Committee (ARC.) The Program Manager consults with faculty and administration regarding the volunteers before selecting the student representatives for each committee. In addition, one student senator is selected by Student Senate to be the representative on the Student Affairs Committee (SA).
4. **ELECTION OF COMMITTEE CHAIRS:** Each standing committee Chair must have full-time status, and be elected annually by committee members at the first meeting of the academic year. The Dean or designated representative shall serve as an ex officio member of all standing committees.

**D. COMMITTEES OF THE SON:**

1. **COMMITTEE ON EDUCATIONAL PROGRAMS AND CURRICULUM (EPC)**
  - a. **PURPOSE:** The EPC shall review, develop, and recommend program changes in general education and nursing courses.
  - b. **COMPOSITION:** The committee shall consist of three or more Teaching Faculty representatives, one Administrative Faculty, and one student representative.
  - c. **RESPONSIBILITIES:** In compliance with the master plan for program evaluation, EPC responsibilities are:
    - (1) to facilitate implementation of the responsibilities identified for the EPC in the MPE.
    - (2) to forward to Faculty Senate approved or recommended changes from EPC committee
    - (3) to review the curriculum in total or in parts as it relates to the mission, philosophy, program goals, and expected learning outcomes
    - (4) to oversee the process of curricular revisions
    - (5) to review recommended changes for all existing courses
    - (6) to develop, review and revise student and faculty evaluation tools related to theory and clinical
    - (7) to review faculty and student evaluations of courses every semester to identify trends indicating a need for revisions
    - (8) to review and recommend new degree programs
2. **COMMITTEE ON PROGRAM EVALUATION AND OUTCOMES ASSESSMENT (PEOA)**
  - a. **PURPOSE:** The PEOA shall measure the efficiency, effectiveness, and outcomes of the BSN program.
  - b. **COMPOSITION:** The PEOA shall consist of three or more Teaching Faculty members, one Administrative Faculty, and one student representative.
  - c. **RESPONSIBILITIES:** The responsibilities of the PEOA are:
    - (1) to implement the master plan of evaluation (MPE)
    - (2) to assess methods and tools of evaluating all MPE outcomes as indicated
    - (3) to develop, review and/or revise program evaluation tools

- (4) to collect and analyze student, graduate, faculty, clinical sites and employer data for program revision
- (5) to forward data to appropriate committees for their review and action
- (6) to assist faculty in the process of test evaluation
- (7) to organize and summarize aggregate test evaluation data and compare to NCLEX test plan.

### 3. COMMITTEE ON STUDENT AFFAIRS (SA)

- a. **PURPOSE:** The SA shall address issues of admissions criteria, academic advising, progression, retention, and grievances involving students.
- b. **COMPOSITION:** The SA shall consist of the Assistant Dean, Program Manager, at least two Teaching Faculty, and one student representative. The Dean serves as ex officio member, except for student grievances that progress to a final appeal, in which case the Dean is the final arbiter as delineated in the Student Handbook. The Student Affairs Specialist will serve with voice but without vote.
- c. **RESPONSIBILITIES:**
  - (1) In matters of academic standards the committee shall:
    - (a) administer, review, and recommend revision of SON policies regarding admission, progression, academic dismissal, graduation requirements, grievances, and types of degrees in compliance with the rules and regulations of the Kansas State Board of Nursing and all other accrediting agencies
    - (b) make decisions regarding students with special needs and/or requests
    - (c) review the semester course schedule for the SON and coordinate with the CAS as necessary
    - (d) receive report of students at midterm and completion of each semester and make recommendations in accordance with policies and procedures.
    - (e) direct the Assistant Dean to notify students in jeopardy at midterm and their advisors for purposes of academic advising
    - (f) review and revise the catalog and student handbook as necessary and make recommendations to the Faculty Senate.
  - (2) In the matters of student admission, the committee shall develop, implement, and evaluate admission activities for SON.
  - (3) In matters of student grievances, the committee shall:
    - (a) select two SA committee members and two student senators to serve on the hearing board for each grievance
    - (b) maintain documentation of all hearing meetings, interviews, and evidence.

### 4. COMMITTEE ON FACULTY AFFAIRS (FA)

- a. **PURPOSE:** The FA is responsible for promoting opportunities for faculty growth, making recommendations on applications for promotion and tenure, and addressing issues of concern to faculty.
- b. **COMPOSITION:** The FA shall consist of three Faculty Representatives. The Dean serves ex officio except during considerations of promotion and tenure issues
- c. **RESPONSIBILITIES:** The responsibilities of the FA are:
  - (1) to conduct annual election of members to the Faculty Grievance Committee
  - (2) to plan programs for the nursing faculty to provide opportunities for personal and professional development
    - (2)to make recommendations to the Dean regarding allocation of

resources for faculty development

- (4) to review and revise the bylaws and faculty handbook as necessary and make recommendations to the Faculty Senate for approval
- (5) to forward to the Dean recommendations and evaluations for faculty promotion and tenure
- (6) produce annual report of aggregate faculty accomplishments and submit to Faculty Senate.

5. ACADEMIC RESOURCES COMMITTEE (ARC)

- a. PURPOSE: The ARC shall oversee the acquisition and implementation of learning resources and make recommendations for program improvement.
- b. COMPOSITION: The ARC shall consist of at least two faculty, learning resource lab coordinator, the SVHC health sciences library director, at least one representative from SVHC Information Systems Department, and one student representative from each level.
- c. RESPONSIBILITIES: The responsibilities of the ARC are:
  - (1) to assess faculty and student teaching/learning needs throughout the year and at least annually.
  - (2) to review data provided by faculty and student evaluations of academic resources.
  - (3) to review and recommend available teaching/learning and/or services to meet identified needs.
  - (4) to provide instructional support for acquired resources.
  - (5) to review and approve faculty/library/student funding requests for teaching/learning resources.
  - (6) to coordinate library and technology services with SVHC and the Baker University Baldwin campus to meet learning and technological resource needs.

6. COMMITTEE FOR THE SCHOOL OF NURSING (CSN)

- a. PURPOSE: The CSN shall serve as an advisory body for SON as well as an opportunity for collegial interchange between the nursing faculty and the faculty of the liberal arts and science foundation courses.
- b. COMPOSITION: The CSN shall consist of the Dean, Assistant Dean, Program Manager and Chair EPC; CAS representatives from the departments of Biology, Chemistry, and the humanities, and the CAS Pre-Nursing Advisor.
- c. CHAIR: The Program Manager from SON shall chair the CSN.
- d. RESPONSIBILITIES: The responsibilities of the CSN are to review curricular changes, degree requirements, and academic policy changes for the programs of the SON and to make recommendations to the Faculty Senate concerning changes.

7. FACULTY GRIEVANCE COMMITTEE

- a. PURPOSE: The FG shall provide the primary hearing for grievances involving faculty interaction with faculty, administration or students except for academic questions handled by the SA Committee.
- b. COMPOSITION: The FG shall consist of five elected full-time teaching faculty members.

- c. CHAIR: Annually, the FG shall elect a chair from within the committee membership.
  - d. RESPONSIBILITIES: The responsibilities of the FG are:
    - (1) to provide a grievance petition form to be completed in writing and submitted by the complainant to the FG
    - (2) to convene a hearing committee within ten class days following receipt of a petition. The hearing committee shall consist of at least three members of the FG who hold no bias or conflict of interest in matters or parties related to the grievance petition
    - (3) to maintain documentation of FG meetings, grievance petitions, interviews, and evidence
    - (4) to forward to the UAC all documents relating to the appeal of a decision by the FG hearing committee.
8. RECRUITMENT AND MARKETING COMMITTEE
- a. PURPOSE: The committee shall ensure that the programs of SON are effectively marketed to meet enrollment targets for each semester and to ensure program visibility in northeast Kansas.
  - b. COMPOSITION: Membership from the School of Nursing shall be the Dean, Assistant Dean, Program Manager, and Student Affairs Specialist. Baker University CAS representatives shall be the Director for Marketing, VP for Enrollment Management and Financial Aid, the Director of Admissions, Director of Financial Aid, the Director of Public Relations, and other marketing and communication staff as needed to accomplish committee responsibilities. All members of the committee shall be voting members.
  - c. CHAIR: The Dean of the School of Nursing shall chair the committee; the Assistant Dean shall serve as vice-chair.
  - d. RESPONSIBILITIES: The responsibilities of this committee shall be to:
    - (1) develop, implement, and evaluate recruitment and marketing strategies for SON programs
    - (2) establish target goals and monitor outcomes of recruitment and marketing efforts
    - (3) review systems and processes related to recruitment and marketing to ensure continuous quality improvement
    - (4) communicate ongoing activities and results
    - (5) communicate recruitment and admission activities with SON Student Affairs Committee and Faculty Senate as necessary.
  - e. MEETINGS: The committee shall meet monthly as needed to accomplish its goals.

ARTICLE IV  
SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES

SECTION I  
DEFINITION OF THE FACULTY

Each semester the Dean of the School of Professional and Graduate Studies shall distribute an official list of the Administrative Faculty and Teaching Faculty of the School of Professional and Graduate Studies.

- A. **TEACHING FACULTY:** The title of Teaching Faculty Member is appropriate to personnel who are full-time Baker University faculty approved by the Dean to teach in SPGS programs and part-time faculty with appropriate academic credentials and professional experiences for the disciplines they teach. All Teaching Faculty Members must hold a minimum of a master's degree. Part-time teaching faculty are approved through the faculty assessment selection process. Faculty teaching assignments are confirmed for each course to be taught.
- B. **ADMINISTRATIVE FACULTY:** The title of Administrative Faculty Member is appropriate to full-time administrative personnel who have University appointments designating rank, discipline, and academically-related administrative responsibilities. Administrative Faculty Members include the President, Dean, Assistant Dean(s), Director of Instruction & Curriculum, Director of Academic Advising, and other administrative personnel designated by the Dean.
- C. **SCHEDULE OF MEETING TIMES:** The following is a schedule of the meeting times for each committee. Additional meetings may be scheduled by the Chair as needed. One week notice will be given for any meetings to be held in addition to the regularly scheduled meetings (unless otherwise indicated below.)
1. Faculty Senate shall meet on the second Monday of each month from 4:30 p.m. to 5:30 p.m.
  2. Nominating Committee shall meet annually prior to the spring SPGS faculty meeting.
  3. Educational Programs and Curriculum Committee shall meet the first Monday of the month from 4:30 p.m. to 5:30 p.m.
  4. Academic Standards and Enrollment Committee shall meet the last Thursday of the month from 11:00 a.m. to Noon.
  5. Faculty Development and Evaluation Committee (also known as Peer Team) shall meet at least quarterly.
  6. Faculty Grievance Committee meets as needed.
  7. Program Evaluation and Outcomes Assessment shall meet at least quarterly.
  8. Grievance Committee shall meet if SPGS student grievance petition is lodged.
  9. Admissions Committee meets every Monday.

SECTION II  
LEGISLATURE OF THE SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES

A. SPGS FACULTY SENATE:

1. PURPOSE: The purpose of the Faculty Senate is:
  - a. to serve as the policy body for programs and courses offered by Baker University through the School of Professional and Graduate Studies
  - b. to be responsible, in consultation with the SPGS Dean, for amendments to the SPGS-related sections of the Baker University Faculty Constitution, which shall be submitted to the University Academic Council and subject to approval by the Board of Trustees
  - c. to review and make recommendations regarding admissions criteria, degree requirements, general education core, new programs or majors, honorary degrees, and academic calendars to the UAC for final approval or recommendation to the Board of Trustees where necessary.
  - d. to review and approve SPGS candidates for each May and December graduation for final approval by the Board of Trustees.
2. COMPOSITION: The Faculty Senate shall consist of seven Teaching Faculty and five Administrative Faculty representatives. Teaching Faculty representatives must have taught at least six credit hours in SPGS programs during the preceding two years to serve as members of the Faculty Senate. At least three of those credit hours must have been in the year preceding their involvement as Faculty Senate members. Every effort will be made to have representation from all programs offered by SPGS. Representatives shall include:
  - a. seven Teaching Faculty members elected from a list of qualified candidates proposed by the SPGS Faculty Nominating Committee.
  - b. the Executive Director for Academics of the Wichita Campus
  - c. the Director of Instruction and Curriculum
  - d. the Assistant Director of Curriculum
  - e. the Dean of the School of Professional and Graduate Studies.
  - f. a faculty representative from the School of Education
3. TERMS: All of the Teaching Faculty Senators serve two-year terms, staggered so that at least two teaching faculty members' terms expire each year. The Director of Instruction and Curriculum, and Dean of SPGS serve ex officio.
4. OFFICES: The offices of the Faculty Senate are:
  - a. CHAIR OF THE FACULTY SENATE: The Dean shall serve as Chair of the Faculty Senate. The responsibilities of the Chair of the Faculty Senate are:
    - (1) to notify Faculty Senate members of scheduled or special meetings

- (2) to provide an agenda at least three working days in advance of each Faculty Senate meeting
  - (3) to preside at meetings of the Faculty Senate
  - (4) to notify the University Academic Council of actions taken by the Faculty Senate that require UAC consideration.
  - (5) to consult as appropriate with other University officers.
- b. VICE-CHAIR OF THE FACULTY SENATE: The Director of Instruction and Curriculum shall serve as Vice-Chair of the Faculty Senate. The responsibility of the Vice-Chair of the Faculty Senate is to preside over meetings of the Faculty Senate in the absence of the Chair.
- c. PARLIAMENTARIAN-ARCHIVIST: Annually one member of the Faculty Senate shall be elected by the Faculty Senate to serve as Parliamentarian-Archivist. The responsibilities of the Parliamentarian-Archivist are:
- (1) to ensure that proceedings of Faculty Senate meetings conform with the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rules of Order in its latest revision
  - (2) to preserve as a permanent record the minutes of Faculty Senate meetings
  - (3) to make such records available for inspection by Faculty Senators, faculty members, administrators, and Trustees
  - (4) to tabulate and announce the results of Faculty Senate votes.
- d. SPGS FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES: A faculty member serving on the Faculty Senate shall be elected to a two-year term to serve as the SPGS Faculty Representative to the Board of Trustees. The responsibilities of the Faculty Representative to the Board of Trustees are:
- (1) to serve as the ex officio SPGS liaison to the Board of Trustees
  - (2) to attend meetings of the Board of Trustees
  - (3) to review with the SPGS Faculty Senate, SPGS VP/Dean, and the President prior to Trustees' meetings any report which he or she intends to present
  - (4) to provide a copy of any report to be included in the Trustees' Resource Book in advance of the meetings of the Board of Trustees
  - (5) to report to the Faculty on a timely basis.
5. ELECTIONS:
- a. ELECTION PROCEDURES: All SPGS Teaching and Administrative Faculty shall be eligible to vote in secret ballot elections from a slate of proposed candidates proposed by the Nominating Committee.
- b. SPGS FACULTY ELECTIONS: The Faculty Nominating Committee shall:
- (1) nominate candidates for the annual election to be held at the spring Faculty Meeting
  - (2) publish the election ballot at least two weeks in advance of the spring Faculty Meeting
  - (3) administer the election at the spring Faculty Meeting.
- c. SPECIAL ELECTIONS: The Faculty Nominating Committee shall conduct secret-ballot elections in cases where Faculty Senators, standing committee members, or UAC Faculty Representatives are unable to serve for the duration of an elected term.
6. MEETINGS OF THE FACULTY SENATE: Faculty Senate meetings shall conform to the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rules of Order in its latest revision, unless alternate rules are adopted by a two-thirds vote of the Faculty Senate.

- a. **SCHEDULE:** Faculty Senate meetings shall be held as stated in the bylaws. A schedule of Faculty Senate meetings shall be set annually by the Faculty Senate.
  - b. **SPECIAL MEETINGS:** Special meetings may be called upon the request of the Chair of the Faculty Senate or by a petition by five Faculty Senators. The Faculty Senate Chair shall convene the meeting within seven calendar days after receipt of the request or petition. Special Faculty Senate meetings shall be announced by written notification at least twenty-four hours prior to the meeting.
  - c. **ATTENDANCE:** All Faculty Senators are expected to attend all SPGS Faculty Senate meetings. Members of the faculty, administration, or University staff may attend with voice but without vote. Representatives of the University may be invited to present information of general interest within their areas of competence. Student Class Representatives shall have the privilege of notification, attendance, and participation in Faculty Senate meetings, with voice but without vote.
  - d. **QUORUM:** A quorum (two-thirds of the Faculty Senators) is required to conduct any business of the Faculty Senate.
  - e. **EXECUTIVE SESSION:** A duly authorized Faculty Senate meeting may move into executive session by a majority vote of Faculty Senators in attendance. Such sessions shall be open only to Faculty Senators.
  - f. **VOTING FRANCHISE:** Only Faculty Senators may introduce, second, and vote on motions at Faculty Senate meetings.
7. **RECORD-KEEPING OF THE SPGS FACULTY SENATE:** The Dean shall provide record-keeping support for the Faculty Senate. This support shall include the services described below:
- a. to produce written notification to all Faculty Senate members of Faculty Senate meetings and other correspondence regarding Faculty Senate business
  - b. to transcribe the minutes of all Faculty Senate meetings and submit these minutes to the Parliamentarian-Archivist within one week of each Faculty Senate meeting.

## B. FACULTY MEETING

- 1. **PURPOSE:** In addition to its primary faculty development function, the purpose of the Faculty Meeting is to serve as a forum:
  - a. to generate program ideas
  - b. to discuss SPGS-related concerns
  - c. to frame legislation, but not legislate
  - d. to provide the structure for faculty elections.
- 2. **COMPOSITION:** The Faculty Meeting is open to all Baker University faculty and administrators.
- 3. **OFFICERS:** The offices of the Faculty Meeting are the Chair and Parliamentarian-Archivist:

- a. CHAIR: The Director of Instruction and Curriculum shall serve as Chair of the Faculty Meeting  
The responsibilities of the Chair are:
    - (1) to preside over Faculty Meetings
    - (2) to publish a Notice of Meeting and Agenda for Faculty Meetings at least five working days in advance of meetings
    - (3) to prepare minutes of meeting activities and to distribute them to the faculty, the SPGS Dean, and the Parliamentarian-Archivist
    - (4) to communicate concerns, recommendations, proposed legislation, and actions by the Faculty Meeting to the Faculty Senate.
  - b. PARLIAMENTARIAN-ARCHIVIST OF THE FACULTY MEETING: The Parliamentarian-Archivist shall:
    - (1) preserve meeting minutes of Faculty Meetings as permanent records of proceedings
    - (2) make such records available for inspection by members of faculty, administration, and Trustees
    - (3) tabulate votes and announce results of Faculty Meeting votes.
4. SPGS FACULTY MEETINGS
- a. SCHEDULE: Faculty Meetings shall be held at least two times annually.
  - b. VOTING FRANCHISE: Only Administrative Faculty and Teaching Faculty may vote in elections.
5. RECORD-KEEPING OF THE FACULTY MEETING: The Director of Instruction and Curriculum, as Chair of the Faculty Meeting shall be responsible for written notification to all faculty of Faculty Meetings and other correspondence regarding the meetings, as well as preparation and distribution of meeting minutes, a copy of which is to be submitted to the Parliamentarian-Archivist within two weeks of each Faculty Meeting.

### SECTION III SPGS ACADEMIC DEPARTMENTS

#### A. STRUCTURE AND ORGANIZATION

- 1. PURPOSE: The purpose of Academic Departments is:
  - a. to develop, administer, and evaluate SPGS educational programs and curricula in an efficient and effective manner
  - b. to provide representatives for SPGS and University governance.
- 2. DEPARTMENT ALIGNMENT: SPGS programs are aligned into broad areas for the purpose of equitable academic governance and administration including business and management, dispute resolution, liberal arts, and professional development. The programs include:
  - Associate of Arts in Business (AAB)
  - Bachelor of Business Administration (BBA)
  - Bachelor of Science in Management (BSM)
  - Bachelor of Science in Nursing (RN to BSN)
  - Bachelor of Business in Information Systems (BBIS)
  - Bachelor of Arts in Business Leadership (BBL)
  - Master of Business Administration (MBA)

Master of Science in Management (MSM)  
Master of Arts in Conflict Management and Dispute Resolution (CMDR)  
Master of Liberal Arts (MLA)

SECTION IV  
SPGS STANDING COMMITTEES

A. STRUCTURE AND ORGANIZATION

1. **PURPOSE:** The purpose of standing committees is:
  - a. to generate, discuss, and formulate new policy recommendations
  - b. to forward new policy recommendations to the Faculty Senate
  - c. to address matters pertaining to the purpose of the standing committees which are not specifically delegated to another body
  - d. to report in full to the Faculty Senate, except in matters of privileged confidentiality.
2. **AUTHORITY:** Standing committees function with the authority of the Faculty Senate when operating within the framework of policy established by the Faculty Senate and making decisions appropriate to committee duties. Actions taken by committees are subject to review and revision by the Faculty Senate. Actions taken by the School of Education Graduate Education Committee (GEC) shall be submitted to the Faculty Senate for endorsement and/or recommendation for change.
3. **STANDING COMMITTEE MEMBERSHIP:** Standing committee members shall be elected as designated in each standing committee description in conformity with the procedures described below.
  - a. **NOMINATIONS:** The Faculty Nominating Committee shall prepare the slate of nominations for SPGS standing committee faculty members.
  - b. **ELECTIONS:** Unless otherwise specified, standing committee faculty members shall be elected by Teaching and Administrative Faculty annually in a secret-ballot election.
  - c. **TERMS:** Standing committee members shall be elected to staggered terms beginning with the new academic year.
  - d. **LIMITATIONS:** No faculty member shall serve concurrently on more than two standing committees. To be considered for a committee appointment, the faculty member must have taught at least two courses in an SPGS program within the preceding year.
  - e. **STUDENT REPRESENTATIVES:** Student representatives to standing committees shall be elected by the respective committee, with rotating terms contingent on their date of graduation. Committee members or student class representatives may nominate student class representatives to committees.

## B. SPGS STANDING COMMITTEES

### 1. FACULTY NOMINATING (NOM)

- a. **PURPOSE:** The purpose of the NOM is to administer general and special elections for faculty officers, SPGS UAC Faculty Representatives, SPGS Faculty Representative to the Board of Trustees, and standing committee members, taking care to identify interested candidates and to distribute faculty governance workloads equitably, and promoting balance among the academic departments on the standing committees.
- b. **COMPOSITION:** The NOM shall consist of the Dean of the School of Professional and Graduate Studies and the Director of Instruction and Curriculum and three faculty members outside the Faculty Senate elected by the faculty.
- c. **CHAIR:** The Director of Instruction and Curriculum shall serve as Chair.
- d. **RESPONSIBILITIES:** The responsibilities of the NOM are:
  - (1) to prepare a slate of nominations from which to elect:
    - (a) Faculty Senate Representatives
    - (b) the SPGS Faculty Representative to the Board of Trustees
    - (c) SPGS UAC Faculty Representatives
    - (d) members of standing committees
    - (e) the SPGS UAC Arts & Lecture Series Committee Member.
  - (2) to publish the election ballot at least two weeks in advance of the spring Faculty Meeting.
  - (3) to administer the annual election at the spring Faculty Meeting by the process described below:
    - (a) to announce the date for ballot election by written notification
    - (b) to monitor the election
    - (c) to tabulate and announce election results by written notification.

### 2. EDUCATIONAL PROGRAMS AND CURRICULUM (EPC)

- a. **PURPOSE:** The EPC shall make decisions and recommend policy regarding development and implementation of programs and curricula.
- b. **COMPOSITION:** The EPC shall consist of seven teaching faculty and one student (recommended by the Director of Academic Advising), the Dean, Director of Instruction and Curriculum, Assistant Director of Curriculum, Registrar, and Director of Professional and Experiential Learning. Every effort will be made to have faculty representation from all programs offered by SPGS.
- c. **CHAIR:** The Director of Instruction and Curriculum shall serve as Chair.
- d. **RESPONSIBILITIES:** The responsibilities of the EPC are:
  - (1) to review educational programs and curriculum as they relate to the University mission and the educational goals of SPGS
  - (2) to consider changes regarding sequencing, length, and content of courses within SPGS programs
  - (3) to consider addition or deletion of courses within programs
  - (4) to review and recommend proposed educational programs to the SPGS Faculty Senate.

### 3. ACADEMIC STANDARDS AND ENROLLMENT MANAGEMENT (ASEM)

- a. PURPOSE: The purpose of the ASEM is:
  - (1) to propose and review regulations regarding SPGS academic conduct and educational standards
  - (2) to consider and act upon SPGS student or faculty petitions relating to educational program requirements or academic status
  - (3) to consider and act upon SPGS student or faculty petitions relating to student cheating, plagiarism, or dishonesty
  - (4) to address SPGS student enrollment-management issues including recruitment, admissions criteria, advising, and retention
  - (5) to evaluate and maintain academic standards
  - (6) to forward policy recommendations to the Faculty Senate
  - (7) to forward appeals to the Dean.
- b. COMPOSITION: The ASEM shall consist of two Teaching Faculty members and one SPGS student (recommended by the Director of Academic Advising,) Director of Academic Advising, Assistant Dean, Registrar, Wichita Campus Representative, and the Business Programs Contract Manager (non-voting member.)
- c. CHAIR: The Director of Academic Advising shall serve as Chair.
- d. RESPONSIBILITIES: The responsibilities of the ASEM are:
  - (1) to administer, review, and make recommendations to the Faculty Senate for revision of existing standards and policies regarding admission, academic dismissal, graduation requirements, and types of degrees
  - (2) to recommend academic standards and admissions policies to the Faculty Senate
  - (3) to consider and act on student petitions relating to educational programs and academic status
  - (4) to review SPGS academic calendars
  - (5) to review and recommend standards for admission to SPGS for the following academic year
  - (6) to review admissions policies by which the Admissions committee will make admissions decisions.

### 4. FACULTY DEVELOPMENT AND EVALUATION (FDE)

(SPGS Peer Team at the Overland Park Campus and the Topeka Campus)

- a. PURPOSE: The FDE shall evaluate and make recommendations regarding the process for evaluating prospective faculty, as well as participate in scheduled faculty assessment meetings. Members shall serve as reviewers of classroom instructors and provide developmental feedback to those reviewed. Members shall also work with the Director of Instruction and Curriculum to identify the topics and processes for faculty development and evaluation.
- b. COMPOSITION: The FDE shall consist of a minimum of twelve faculty members, representing the program areas of SPGS. Committee members shall serve staggered two-year terms and be elected by the existing FDE Committee members. Ex officio members include all full-time SPGS faculty, the Director of Instruction and Curriculum, Assistant Dean, Executive Director for Academics of the Wichita Campus, the Assistant Director of Instruction, and the Assistant Director of Curriculum.

- c. **CHAIR:** The Director of Instruction and Curriculum shall serve as Chair for the Overland Park Campus; the Executive Director for Academics of the Wichita Campus shall serve as Chair for the Wichita Campus.
- d. **RESPONSIBILITIES:** The responsibilities of the FDE are:
  - (1) to review the assessment and appointment process
  - (2) to elect members to the FDE
  - (3) to participate in an orientation meeting regarding peer review/classroom evaluation
  - (4) to conduct classroom visits and provide developmental feedback to faculty through completion of an evaluation tool and follow-up consultation
  - (5) to attend monthly coordinating meetings to receive assignments and discuss classroom observations
  - (6) to identify topics and processes for the development and evaluation of faculty
  - (7) to fulfill the duties associated with the ad hoc tenure review committee as provided within the SPGS Faculty Tenure and Reappointment Policy.

#### 5. FACULTY GRIEVANCE (FG)

- a. **PURPOSE:** The FG shall provide the primary hearing for grievances involving faculty interaction with faculty, administration, or students which do not relate to academic questions lodged by students and handled by the SPGS Grievance Committee.
- b. **COMPOSITION:** The FG shall consist of five to seven elected members. Every effort will be made to represent all programs offered by SPGS. One member will be a representative from the Faculty Senate. The Assistant Dean will serve ex officio.
- c. **CHAIR:** Annually the FG shall elect a chair from within the committee membership.
- d. **RESPONSIBILITIES:** The responsibilities of the FG are:
  - (1) to provide a grievance petition form to be completed in writing and submitted by the complainant to the FG Committee
  - (2) to convene a hearing, following receipt of a grievance petition, which shall consist of at least three members of the FG who hold no bias or conflict of interest in matters or with parties related to the grievance petition
  - (3) to maintain documentation of all FG meetings, grievance petitions, interviews and evidence
  - (4) to forward appeals and accompanying documents stemming from the FG hearing to the University Academic Council.

#### 6. PROGRAM EVALUATION AND OUTCOMES ASSESSMENT (PEOA)

- a. **PURPOSE:** The PEOA shall recommend evaluation and assessment methods to measure the efficiency, effectiveness, and outcomes of SPGS student learning and educational programs.
- b. **COMPOSITION:** The PEOA shall consist of five Teaching Faculty members (who are involved in the School's assessment program and appointed by the Dean of the School of Professional and Graduate Studies), the Assistant Director of Curriculum, Assistant Director of Instruction, Coordinator of Assessment, Assistant Dean, Assistant Dean for Assessment, and Dean.
- c. **CHAIR:** The Assistant Dean of Assessment shall serve as Chair.
- d. **RESPONSIBILITIES:** The responsibilities of the PEOA Committee are:

- (1) to review methods that evaluate student learning & educational programs
- (2) to ensure that student learning assessment and evaluation results are used to improve educational programs
- (3) to promote faculty development for assessment and evaluation
- (4) continually review SPGS assessment plan and make recommendations to the Faculty Senate.

7. GRIEVANCE COMMITTEE (GC)

- a. PURPOSE: The GC shall be the appeals body to review grievances lodged by SPGS students.
- b. COMPOSITION: The GC shall consist of eight members including two faculty representatives, Wichita Campus teaching faculty member, and two student representatives (one graduate and one undergraduate student recommended by the Director of Academic Advising,) Assistant Dean, Registrar, Director of Instruction and Curriculum, and Director of Academic Advising will serve as non-voting members. In case of a tie decision, the Registrar will vote.
- c. CHAIR: The Registrar shall serve as Chair.
- d. RESPONSIBILITY: The primary responsibility of the GC is to hear appeals of grievances brought by students when resolution has not been achieved.

8. ADMISSIONS COMMITTEE (AC)

- a. PURPOSE: The AC shall review the admission status of SPGS applicants lacking one or more of the admission requirements.
- b. COMPOSITION: The AC shall consist of the Registrar (or Registrar's Designee), Director of Academic Advising, and Director of Instruction and Curriculum.
- c. CHAIR: The Registrar shall serve as Chair.
- d. RESPONSIBILITY: The primary responsibility of the AC shall be to review the admission files of applicants and make determinations regarding admission status of petitions.

ARTICLE V  
SCHOOL OF EDUCATION

SECTION I  
DEFINITION OF THE FACULTY

Each semester the VP/Dean of the School of Education (SOE) shall distribute an official list of the Administrative Faculty and Teaching Faculty of the SOE.

- A. **TEACHING FACULTY:** The title of Teaching Faculty Member is appropriate to personnel who are part-time to full-time Baker University faculty approved by the VP/Dean to teach in SOE programs. All SOE shall have appropriate academic credentials and professional experiences for the disciplines they teach. All Teaching Faculty Members must hold a minimum of a master's degree. Teaching faculty are approved through the faculty selection process. Faculty teaching assignments are confirmed for each course.
- B. **ADMINISTRATIVE FACULTY:** The title of Administrative Faculty Member is appropriate to full-time personnel who have University appointments designating rank, discipline, and academically-related administrative responsibilities. Administrative Faculty Members include the President, VP/Dean, the Assistant Dean(s), Undergraduate Department Chair, the Graduate Department Chair, and other administrative personnel designated by the VP/Dean.

SECTION II  
LEGISLATURE OF THE SCHOOL OF EDUCATION

- A. **SCHOOL OF EDUCATION PROFESSIONAL EDUCATION COUNCIL (PEC)**
  - 1. **PURPOSE AND RESPONSIBILITIES:** The purpose and responsibilities of the Professional Education Council are the following:
    - a. Serve as the policy body for programs and courses offered by Baker University through the SOE. In addition, the PEC will approve all SOE program policy handbooks.
    - b. Be responsible, in consultation with the SOE VP/Dean, for amendments to the SOE-related sections of the Baker University Faculty Constitution, which shall be submitted to the University Academic Council and are subject to approval by the Board of Trustees.
    - c. Review and make recommendations regarding admission, program progress and degree requirements. The CAS ASEM Committee will continue to set academic entry standards for undergraduate candidates.
    - d. Recommend academic programs, curriculum, policies and procedures for the undergraduate and graduate education programs. The CAS will retain the authority to determine the undergraduate general education curriculum for all SOE undergraduate candidates. The graduate department of SOE will retain the authority to determine the graduate program curriculum.
    - e. Recommend undergraduate and graduate program evaluation and assessment requirements including admission, candidate progress, and graduation requirements for all education programs.

- f. Evaluate and analyze program data and formulate recommendations for program change.
  - g. Make recommendations to the SOE VP/Dean for policy and program change.
  - h. Review candidate progress and approve undergraduate and graduate candidates for degrees.
  - i. Make recommendations for faculty growth and development.
  - j. Approve faculty orientation programs for adjunct faculty.
  - k. Approve the faculty evaluation and/or peer review process.
  - l. Serve as a resource to the Faculty Development and Evaluation Committees in the promotion and tenure review of SOE faculty.
2. **COMPOSITION:** The Professional Education Council shall consist of a) Chairs of the Undergraduate and Graduate Departments of Education; b) the VP/Dean of the SOE (ex-officio member with voice but without voting privileges); c) the Assistant Dean(s) of SOE (ex-officio with voice and vote); d) University Registrar or designee (ex-officio members with voting privileges); e) a member of the BUSEA Executive Committee, and f) all SOE faculty/staff with at least half-time contracts. The Chairs of the Undergraduate and Graduate Departments of Education shall cooperatively prepare agendas and serve as co-chairs of PEC meetings.
3. **OFFICES:** The offices of the Professional Education Council are the following:
- a. **CHAIR OF THE PROFESSIONAL EDUCATION COUNCIL:** The Undergraduate and Graduate Department Chairs shall Co-Chair of the Professional Education Council (PEC). The responsibilities of the PEC Chairs are the following:
    - (1) Notify PEC members of scheduled or special meetings.
    - (2) Provide an agenda at least three working days in advance of each PEC meeting.
    - (3) Preside at meetings of the PEC.
    - (4) Notify the SOE VP/Dean and the Faculty of actions taken by the PEC.
    - (5) Prepare a list of PEC items which must move forward to the UAC
    - (6) Consult as appropriate with other University officers.
  - b. **SECRETARY-ARCHIVIST:** Annually one member of the PEC shall be elected by the PEC to serve as Secretary-Archivist. The responsibilities of the Secretary-Archivist are the following:
    - (1) Ensure that proceedings of PEC meetings conform with the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rules of Order in its latest revision.
    - (2) Preserve as a permanent record the minutes of PEC meetings.
    - (3) Make such records available for inspection by PEC members, faculty members, administrators, and Trustees.
    - (4) Tabulate and announce the results of PEC votes.
  - c. **SOE FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES:** A faculty member serving on the PEC shall be elected to a two-year term to serve as the SOE Faculty Representative to the Board of Trustees. The responsibilities of the Faculty Representative to the Board of Trustees are the following:
    - (1) Serve as the ex officio SOE liaison to the Board of Trustees.
    - (2) Attend meetings of the Board of Trustees.

- (3) Review with the SOE VP/Dean prior to Trustees meetings any report which he or she intends to present.
  - (4) Provide a copy of any report to be included in the Trustees' Resource Book in advance of the meetings of the Board of Trustees.
  - (5) Report to the Faculty on a timely basis.
4. MEETINGS OF THE PROFESSIONAL EDUCATION COUNCIL (PEC): PEC meetings shall conform to the Baker University Faculty Constitution, Faculty Bylaws, and Robert's Rules of Order in its latest revision, unless alternate rules are adopted by a two-thirds vote of the PEC.
- a. SCHEDULE: PEC meetings shall be held monthly during August through May with special meetings called as necessary. A schedule of PEC meetings shall be set annually at the May PEC meeting.
  - b. SPECIAL MEETINGS: Special meetings may be called upon the request of either of the two Chairs of the PEC or by a petition by five PEC members. The PEC Chairs shall convene the meeting within seven calendar days after receipt of the request or petition. Special PEC meetings shall be announced by written notification at least twenty-four hours prior to the meeting.
  - c. ATTENDANCE: PEC members are expected to attend all SOE PEC meetings. Members of the SOE student population and University faculty, administration, or staff may attend with voice but without vote. Representatives of the University may be invited to present information of general interest within their areas of competence.
  - d. QUORUM: A quorum is required to conduct any business of the PEC.
  - e. EXECUTIVE SESSION: A duly authorized PEC meeting may move into executive session by a majority vote of PEC members in attendance. Such sessions shall be open only to PEC members.
  - f. VOTING FRANCHISE: Only PEC members may introduce, second, and vote on motions at PEC meetings.
5. RECORD-KEEPING OF THE SCHOOL OF EDUCATION PROFESSIONAL EDUCATION COUNCIL: The SOE Chairs shall provide record-keeping support for the PEC. This support shall include the services described below:
- a. Produce written notification to all PEC members of PEC meetings and other correspondence regarding PEC business.
  - b. Review the minutes of all PEC meetings and submit these minutes to the Secretary-Archivist within one week of approval.

#### B. DEPARTMENT MEETINGS AND PROFESSIONAL DEVELOPMENT

- 1. PURPOSE: In addition to its primary faculty development function, the purposes of SOE Department meetings are the following:
  - a. Provide professional development.
  - b. Discuss SOE related concerns.

- c. Forward approved student petitions that do not fall under the purview of AC or FSG to GEC and UTEC.
  - d. Frame recommendations for the Undergraduate UTEC and/or Graduate GEC.
- 2. **COMPOSITION:** Department meetings are open to all faculty and administrators associated with the SOE. A member of Baker's library staff shall serve in an ex officio role to the SOE with voice, not vote.
- 3. **OFFICERS:** The SOE VP/Dean, Assistant Dean(s), Undergraduate Chair or Graduate Chair shall act as Chair for the SOE Department Meeting. The Department Meeting Chair shall assign a secretary for the meeting to prepare the agenda and minutes of the meeting and distribute the minutes to the SOE faculty and administration.
- 4. **DEPARTMENT MEETING CHAIR:**
  - a. The responsibilities of the Chair are the following:
    - (1) Preside over the Department Meetings.
    - (2) Publish a Notice of Meeting and Agenda at least three working days in advance of meetings.
    - (3) Communicate professional development activities, recommendations, concerns, and actions to the Professional Education Council.
  - b. **SECRETARY OF THE DEPARTMENT MEETING:** The assigned secretary shall:
    - (1) Preserve meeting minutes of Department Meetings as permanent records of proceedings.
    - (2) Make such records available for inspection by members of the SOE faculty, administration, and Baker Board of Trustees.
- 5. **FACULTY MEETINGS SCHEDULE:** Faculty Meetings shall be scheduled:
  - a. At least monthly, August through May, with the undergraduate and graduate departments meeting separately.
  - b. At least one time annually for the Undergraduate and Graduate Departments to meet jointly for an extended retreat. At least two additional times annually for all SOE faculty on at least a half-time contract to meet for professional development activities.
  - c. Professional development activities will be provided for part-time faculty at least two times annually.
- 6. **PROFESSIONAL DEVELOPMENT:** Professional Development activities shall be:
  - a. Provided for all SOE faculty. Faculty development is encouraged for all SOE faculty, but expected of all faculty holding at least half-time contracts.
  - b. Coordinated by the Professional Education Council (PEC) and/or the Baldwin USD No. 348 Professional Development Council.
  - c. Approved by the VP/Dean, the Undergraduate Department Chair or the Graduate Department Chair.
  - d. Funded by the SOE budget as Professional Development resources allow. Professional Development activities costing in excess of \$300 must be approved by the VP/Dean.

SECTION III  
SCHOOL OF EDUCATION ACADEMIC DEPARTMENTS

A. STRUCTURE AND ORGANIZATION

1. PURPOSE: The purposes of Undergraduate and Graduate Academic Departments are the following:
  - a. Develop, administer, and evaluate educational programs and curricula in an efficient and effective manner.
  - b. Assess program and candidate performance and make recommendations to the Undergraduate and Graduate Education Committees (UTEC and GEC) for program change.
  - c. Promote collegiality within and among academic programs.
  - d. Provide a developmental process for the University governance.
2. DEPARTMENT COMPOSITION: The Undergraduate and Graduate Departments of Education shall be composed of all SOE faculty/staff serving at the respective level with at least half-time contracts.
3. DEPARTMENT ALIGNMENT: SOE programs are aligned into two broad areas for the purpose of equitable academic governance and administration.
  - a. Undergraduate Teacher Education Programs include the following:
    - (1) Undergraduate Elementary Degree and Licensure Program.
    - (2) Undergraduate Middle Level Degree and Licensure Program.
    - (3) Undergraduate Secondary Major and Licensure Programs.
  - b. Graduate Education Programs include the following:
    - (1) Master of Arts in Education Degree Program
    - (2) Master of Arts in Education with Concentration and Endorsement in Teacher Leadership Program
    - (3) Master of Science in School Leadership Degree and Licensure Program
    - (4) Master of Science in Teaching
    - (5) Master of Science in Special Education
    - (6) Doctor of Education in Educational Leadership Degree and Licensure Program.
4. RESPONSIBILITIES: Responsibilities of the separate Undergraduate and Graduate Departments of Education include the following:
  - (1) Administer the approved Undergraduate and Graduate programs per written policy and operational procedures.
  - (2) Monitor candidate progress throughout the program.
  - (3) Collect and analyze candidate performance data.
  - (4) Recommend faculty needs to the VP/Dean.
  - (5) Recommend program curriculum changes to the separate education committees (UTEC and GEC).

5. DEPARTMENT CHAIRS: The SOE VP/Dean will appoint Undergraduate and Graduate Department Chairs to provide leadership for the Undergraduate and Graduate Departments of Education.
  - a. DEPARTMENT CHAIR DUTIES AND RESPONSIBILITIES: The responsibilities for the undergraduate and graduate department chairs are the following:
    - (1) Provide representation and leadership for the department faculty.
    - (2) Call and preside at department meetings.
    - (3) Develop course schedules in consultation with the department faculty and the VP/Dean.
    - (4) Develop annual budget requests and supervise budget expenditures for all departmental budgets in close consultation with the faculty of each academic in the department.
    - (5) Provide written evaluations of all departmental faculty as required by the faculty evaluation system.
    - (6) Make recommendations on department personnel issues, such as promotion, tenure, and salary.
    - (7) Lead searches for new department faculty in cooperation with the VP/Dean and department faculty.
    - (8) Develop, implement, maintain, and review the department's Outcomes Assessment Plan in consultation with the Assistant Dean of Assessment.
    - (9) Submit to the SOE VP/Dean an annual report which describes and evaluates departmental and faculty activities for the preceding year and plans for the future.
    - (10) Serve as communication link with the SOE VP/Dean, and the CAS Dean, and faculty from other departments, assisting as necessary with licensure issues.
  - b. DEPARTMENT CHAIR COMPENSATION: Department Chairs shall be compensated either by stipend or teaching-load credit for their administrative duties.

#### SECTION IV SCHOOL OF EDUCATION STANDING COMMITTEES

##### A. STRUCTURE AND ORGANIZATION

1. PURPOSE: The purposes of standing committees are the following:
  - a. Generate, discuss, formulate and/or approve new policy recommendations.
  - b. Forward new policy recommendations to the appropriate committees defined by the governance structure.
  - c. Address matters pertaining to the purpose of the standing committees which are not specifically delegated to another body.
  - d. Report in full to the Professional Education Council, except in matters of privileged confidentiality.
2. AUTHORITY: Standing committees function with the authority of the Professional Education Council when operating within the framework of policy established by the PEC and making decisions appropriate to committee duties. Actions taken by committees are subject to review and revision by the PEC.

3. **STANDING COMMITTEE MEMBERSHIP:** Standing committee members shall be designated by position or elected in conformity with the procedures described below.
  - a. **NOMINATIONS:** The Faculty Nominating Committee shall prepare the slate of nominations for SOE standing committee faculty members.
  - b. **ELECTIONS:** Unless otherwise specified, standing committee faculty members shall be elected by SOE teaching and administrative faculty in a secret-ballot election.
  - c. **TERMS:** Standing committee members shall be elected to staggered terms beginning with the new academic year.
  - d. **STUDENT REPRESENTATIVES:** Student representatives to standing committees shall be elected by the respective committee, with rotating terms contingent on their date of graduation. Committee members or the CAS Student Senate may nominate student class representatives to committees.

## B. SCHOOL OF EDUCATION STANDING COMMITTEES

### 1. FACULTY NOMINATING (NOM)

- a. **PURPOSE:** The purpose of the NOM Committee is to administer general and special elections for faculty officers, SOE UAC Faculty Representatives, SOE Faculty Representative to the Board of Trustees, and standing committee members, taking care to identify interested candidates and to distribute faculty governance workloads equitably, promoting balance among the SOE Undergraduate and Graduate programs on the standing committees.
- b. **COMPOSITION:** The NOM shall consist of the VP/Dean of the SOE, Assistant Dean(s) and one undergraduate and one graduate faculty member elected by the faculty. The Assistant Dean (s) shall serve as co-chairs of the NOM Committee.
- c. **RESPONSIBILITIES:** The responsibilities of the NOM are the following:
  - (1) Prepare a slate of nominations from which to elect:
    - (a) The SOE Faculty Representative to the Board of Trustees.
    - (b) SOE UAC Faculty Representatives.
    - (c) Members of standing committees.
    - (d) UAC Arts & Lecture Series Committee Member.
  - (2) Prepare and publish the election ballot with a slate of nominations prior to the spring in-service meeting.
  - (3) Administer the annual election by the process described below to:
    - (a) Announce the date for ballot election by written notification.
    - (b) Monitor the election.
    - (c) Tabulate and announce election results by written notification after the spring in-service.

### 2. UNDERGRADUATE AND GRADUATE EDUCATION COMMITTEES

- a. **PURPOSE:** The purposes of the Undergraduate Teacher Education Committee (UTEC) and the Graduate Education Committee (GEC) are to formulate recommendations for curriculum, academic and assessment expectations, policies, and procedures for the separate Undergraduate and Graduate education programs. Items approved by UTEC that impact CAS programs will be forwarded to the CAS Faculty Senate for endorsement or recommendation for change at the next scheduled meeting. Items approved by GEC that impact SPGS programs will be forwarded to SPGS Faculty Senate for endorsement or

recommendation for change at the next scheduled meeting. Items receiving recommendations for change from the CAS or SPGS Faculty Senates are referred back to UTEC or GEC prior to moving to the SOE Professional Education Council. Items endorsed by CAS and SPGS Faculty Senates will be forwarded to PEC.

b. COMPOSITION:

- (1) The Undergraduate Teacher Education Committee (UTEC) is composed of all SOE Undergraduate Department of Education teaching faculty, six CAS faculty, SOE Assistant Dean of Assessment, the Coordinator of Music Education in an ex-officio position with voice and vote, two representatives from Professional Development Schools and two Teacher Education Program students. The SOE VP/Dean shall serve as an ex officio without vote.

CAS faculty representatives are nominated for three year terms by the CAS Faculty Nominating Committee and elected by CAS faculty. PDS representatives are appointed by the SOE Undergraduate Chair in consultation with the PDS coordinator. Student representatives are appointed by the Undergraduate Chair in consultation with the CAS Student Senate.

- (2) The Graduate Education Committee (GEC) is composed of all Graduate School of Education and Master of Liberal Arts faculty members serving half-time or more, the SOE Assistant Dean (s), one adjunct faculty member from each SOE and Master of Liberal Arts program, one student representative from each of the graduate SOE and Master of Liberal Arts programs, and the Director of Graduate Enrollment and Academic Advising. The VP/Dean of the SOE shall serve as an ex officio member without vote.
- (3) Meetings will be scheduled monthly August through May to accommodate schedules of external members to gain maximum input to decisions being considered.

- c. CHAIRS: The SOE Undergraduate Chair shall serve as the UTEC Chair and the Graduate Chair shall serve as GEC Chair. The Chairs shall prepare agendas, facilitate meetings, and approve clerical support for recording minutes of the meetings.
- d. RESPONSIBILITIES: The responsibilities of the UTEC and the GEC are the following:
  - (1) Recommend curriculum and academic procedures to the PEC, excluding undergraduate general education requirements.
  - (2) Recommend program policies and operational procedures to the PEC. Both the UTEC and GEC will recommend program policy handbooks to the PEC.
  - (3) Review candidate progress and approve program candidates for field experience placement.
  - (4) Make recommendations to the PEC regarding assessment requirements including admission, program progress and graduation requirements.
  - (5) Serve as a resource to the Faculty Development and Evaluation Committees in the employment and retention of faculty.

3. FACULTY DEVELOPMENT AND EVALUATION (FDE)

- a. PURPOSE: The SOE FDE shall create, operate, review, and recommend modification of programs for the development and evaluation of all faculty members.

- b. **COMPOSITION:** The SOE Nominating Committee shall elect one tenured undergraduate and one graduate faculty member to serve on the FDE. In matters of faculty tenure and promotion, the two SOE faculty will serve with the CAS FDE Committee to review SOE faculty requests for tenure and promotion.
- c. **CHAIR:** The Undergraduate and Graduate FDE faculty member shall alternate chairing the FDE. The Chair shall attend the meeting of the Education Committee of the Board of Trustees when it considers promotion and tenure matters for SOE faculty.
- d. **RESPONSIBILITIES:** The responsibilities of the FDE are the following:
  - (1) Implement, review, and recommend modification of the faculty evaluation processes for faculty with tenure and without tenure;
  - (2) Review, evaluate, and advise faculty upon matters related to the performance of their professional responsibilities, and
  - (3) Make recommendations, in consultation with the VP/Dean, for faculty promotion, tenure, and sabbatical leave.
  - (4) Make recommendations for professional development programs to the undergraduate and graduate chairs.
  - (5) Submit nominees for faculty awards to the VP/Dean who will forward to the President.

#### 4. FACULTY AND STUDENT GRIEVANCE (FSG)

- a. **PURPOSE:** The FSG Committee shall provide the primary hearing for grievances, grade or policy appeals and situations involving academic and nonacademic misconduct issues initiated by students or faculty. These situations may involve faculty, administrators, or students.
- b. **COMPOSITION:** The FSG shall consist of the following persons.
  - (1) Assistant Dean or Chair of the Undergraduate or Graduate Department (as appropriate),
  - (2) Two SOE faculty members (one member of the undergraduate faculty and one member of the graduate faculty) elected by SOE faculty,
  - (3) Registrar,
  - (4) In cases initiated by students, a student representative from the appropriate level will be added to the committee,
  - (5) In cases involving graduate SOE, the GSOE Academic Advisor and the appropriate Program Coordinator shall serve with voice, without vote.

Should a member of the FSG Committee hold a bias or have a conflict of interest in a matter of grievance, s/he shall be excused from the Committee and the VP/Dean shall appoint a temporary replacement on the specific grievance.

- c. **CHAIR:** The Assistant Dean or the Chair of the Undergraduate or Graduate Department (as appropriate) will chair the FSG and call meetings as needed to address grievances and/or appeals and prepare the FSG follow-up action report in response to the filed grievance.
- d. **RESPONSIBILITIES:** The responsibilities of the FSG are the following:
  - (1) Provide forms to be completed in writing and submitted by the undergraduate complainant to the FSG Committee. Graduate complainants will contact Academic Advising to access necessary forms.

- (2) Convene a hearing, following receipt of forms, which shall consist of FSG members who hold no bias or conflict of interest in matters or with parties related to the grievance petition.
  - (3) Maintain documentation of all FSG meetings, appeals, interviews, and evidence.
  - (4) Forward to the UAC all documents relating to an appeal by a faculty member for a decision by the FSG committee
  - (5) Review annually the Faculty Handbook for any necessary changes, receive all requests for changes from faculty, faculty committees, and the VP/Dean's Office, and make recommendations on those changes to the PEC for approval.
- e. APPEAL OF GRADES: SOE grade appeals will be submitted to the following:
- (1) Undergraduate SOE appeals shall be referred to the CAS Academic Standards and Enrollment Committee (ASEM); and
  - (2) Graduate SOE student and faculty appeals shall be referred to the SOE FSG Committee.

#### 5. ADMISSIONS COMMITTEE (AC)

- a) PURPOSE: The AC shall review the admission status of SOE applicants lacking one or more of the admission requirements.
- b) COMPOSITION: The AC shall consist of the Assistant Dean of SOE/SPGS, the Registrar (or designee), and the Director of SOE Graduate Enrollment & Academic Advising
- c) CHAIR: The Registrar shall service as Chair.
- d) RESPONSIBILITY: The primary responsibility of the AC shall be to review the admission files of applicants and make determinations regarding admission status of petitions.

#### 6. PROGRAM EVALUATION AND OUTCOMES ASSESSMENT (PEOA)

- a) PURPOSE: The PEOA shall recommend program evaluation and assessment practices to measure the efficiency, effectiveness, and outcomes of SOE programs to the PEC.
- b) COMPOSITION: The PEOA shall consist of the Assistant Dean of Assessment, the chair of the undergraduate department, the chair of the graduate department, and the VP/Dean.
- c) CHAIR: The Assistant Dean of Assessment shall serve as Chair.
- d) RESPONSIBILITIES: The responsibilities of the PEOA are:
  - 1) to review and recommend instruments used to evaluate, measure, and monitor the effectiveness of SOE academic programs
  - 2) to provide recommendations for additional instruments to monitor, measure, and document learning outcomes
  - 3) to schedule and lead the annual assessment retreat
  - 4) to report findings and recommendations to the PEC
  - 5) to oversee the completion of the annual Outcomes Assessment report
  - 6) from the graduate and undergraduate departments.

ARTICLE VI  
AMENDMENT OF THE BAKER UNIVERSITY FACULTY CONSTITUTION  
AND FACULTY HANDBOOKS

- A. AMENDMENT PROPOSAL: Amendment proposals to the Baker University Faculty Constitution and the Faculty Handbooks may originate from:
1. the Baker University Board of Trustees
  2. the President
  3. the VP/Dean of a School or College of the University
  4. the legislature of a School or College of the University
  5. a petition by one-half of the full-time Faculty of a School or College of the University
- B. AMENDMENT PROCESS: Successful amendment of the Baker University Faculty Constitution or Faculty Handbooks shall be subject to the following procedures:
1. AMENDMENTS AFFECTING ONE OR MORE SCHOOLS OR COLLEGES: Such amendments shall be:
    - a. introduced and discussed in the Faculty Senate of the affected School;
    - b. idle in the Faculty Senate for fourteen days to ensure informal discussion and consideration of the proposed amendment;
    - c. passed by a two-thirds majority secret-ballot vote of the Faculty Senators of the affected School or College;
    - d. introduced in exact language and discussed in the UAC;
    - e. idle in the UAC for fourteen days to ensure informal discussion and consideration of the proposed amendment;
    - f. passed in exact language by a simple majority secret-ballot vote of the UAC and forwarded to the President for consideration or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the President for consideration.
    - g. approved in exact language by the President and forwarded to the Board of Trustees, or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the Baker University Board of Trustees.
    - h. the ultimate power to amend the Baker University Faculty Constitution or Faculty Handbooks shall reside with the Board of Trustees. Except in compelling circumstances, amendments will be effective only after approval by both the Faculty and the Board of Trustees.
  2. AMENDMENTS AFFECTING ALL SCHOOLS AND COLLEGES OF THE UNIVERSITY: Such amendments shall be:

- a. introduced and discussed in exact language in each Faculty Senate;
  - b. idle in each Faculty Senate for fourteen days to ensure informal consideration and discussion of the proposed amendment;
  - c. passed in exact language by a two-thirds majority secret-ballot vote of each Faculty Senate;
  - d. introduced in exact language and discussed in the UAC;
  - e. idle in the UAC for fourteen days to ensure informal consideration and discussion of the proposed amendment;
  - f. passed in exact language by a simple majority secret-ballot vote of the UAC and forwarded to the President for consideration or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the President for consideration.
  - g. approved in exact language by the President and forwarded to the Board of Trustees, or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the Board of Trustees.
  - h. The ultimate power to amend the faculty handbooks shall reside with the Board of Trustees. Except in compelling circumstances, amendments will be effective only after approval of both the Faculty and the Board of Trustees.
3. **AMENDMENTS ORIGINATING FROM THE UNIVERSITY ADMINISTRATION:** When proposed amendments originate from the Administration, they shall follow the procedure for **AMENDMENTS AFFECTING ONE OR MORE SCHOOLS OR COLLEGES OF THE UNIVERSITY** or **AMENDMENTS AFFECTING ALL SCHOOLS AND COLLEGES OF THE UNIVERSITY**.
4. **AMENDMENTS ORIGINATING FROM THE UNIVERSITY BOARD OF TRUSTEES:** The President shall communicate to the appropriate Faculty Senate and the UAC the substance and nature of amendment proposals which originate from the Board of Trustees. Proposed amendments shall follow the procedure for **AMENDMENTS AFFECTING ONE OR MORE SCHOOLS OR COLLEGES OF THE UNIVERSITY** or **AMENDMENTS AFFECTING ALL SCHOOLS AND COLLEGES OF THE UNIVERSITY**.
5. **AMENDMENT REVIEW BY THE UNIVERSITY BOARD OF TRUSTEES**
- a. Should the Board of Trustees approve a proposed amendment to the Faculty Handbooks, the President shall communicate its approval to the next meeting of the UAC and the appropriate Faculty Senate.
  - b. Should the Board of Trustees deny approval of a proposed amendment to the faculty handbooks, the President shall communicate its action, together with an explanation, to the next meeting of the UAC and the appropriate Faculty Senate.

# BAKER UNIVERSITY FACULTY CONSTITUTION BYLAWS

The Bylaws are rules governing each legislative body and subject to change by the legislative body whose rules they are. They may be published with the Baker University Faculty Constitution but are not part of the constitution.

## ARTICLE I UNIVERSITY ACADEMIC COUNCIL (UAC)

### SECTION I ORGANIZATION AND STRUCTURE

- A. **SCHEDULE:** A schedule of regular meetings of the UAC for each academic year shall be determined by the Chair and announced at the beginning of the academic year.
- B. **QUORUM:** Two-thirds of the UAC Faculty and Administrative Representatives shall constitute a quorum.
- C. **VOTING FRANCHISE:** Provided the substance of a motion has not been changed, Faculty and Administrative Representatives may vote in absentia on a designated motion by submitting a vote to the Archivist prior to the meeting. After tabulation of votes cast by representatives in attendance, the Archivist shall announce the names of those voting in absentia, as well as the total affirmative and negative votes.
- D. **MEETING PROCEDURES:** The order of business for UAC meetings shall be:
  - 1. Call to order
  - 2. Consideration of minutes
  - 3. Unfinished business
  - 4. New business
  - 5. Adjournment
- E. **REPORTS AND ANNOUNCEMENTS:** Reports and announcements from UAC Committees and Administrative Officers shall be submitted in writing to the Chair no later than three class days prior to UAC meetings for distribution to Representatives.
- F. **SUBSTANTIVE MOTIONS:** Any UAC Representative may offer a substantive motion for consideration by filing a written copy of the motion with the Chair. Substantive motions shall not be voted upon at the same meeting in which they are introduced but must lie over until the following meeting.

The Archivist shall distribute properly filed substantive motions to Representatives not later than thirty-six hours before a meeting.
- G. **SECRET BALLOTS:** A secret ballot may be ordered on any motion of substance by a majority of Representatives in attendance.

ARTICLE II  
COLLEGE OF ARTS AND SCIENCES (CAS)

SECTION I  
FACULTY LEGISLATURE

A. CAS FACULTY SENATE

1. SCHEDULE: Faculty Senate meetings shall be held the first Tuesday of each month from 11:00 a.m. to 12:20 p.m. during the academic year unless otherwise ordered.
2. QUORUM: Two-thirds of the Faculty Senators shall constitute a quorum.
3. VOTING FRANCHISE: Provided the substance of a motion has not been changed, Faculty Senators may vote in absentia on a designated motion by submitting a vote to the Parliamentarian-Archivist prior to the meeting.  
After tabulation of votes cast by Faculty Senators in attendance, the Parliamentarian-Archivist shall announce the names of those voting in absentia, as well as the total affirmative and negative votes.
4. MEETING PROCEDURES: The order of business for CAS Faculty Senate meetings shall be as follows:
  - a. Call to order
  - b. Consideration of minutes
  - c. Unfinished business
  - d. New business
  - e. Adjournment
5. REPORTS AND ANNOUNCEMENTS: Agenda and minutes of the Faculty Senate and reports and announcements from faculty committees, the VP and Dean, or others shall be distributed to the faculty at least three class days before the Faculty Senate meeting.
6. SUBSTANTIVE MOTIONS: Any Faculty Senator may offer a substantive motion for Faculty Senate consideration by filing a written copy of that motion with the Parliamentarian-Archivist. Substantive motions shall not be voted upon at the same meeting in which they are introduced, but must lie over until the following Faculty Senate meeting.  
The Parliamentarian-Archivist shall distribute properly filed substantive motions to the faculty not later than thirty-six hours before the scheduled or special meeting.
7. SECRET BALLOTS: A secret ballot may be ordered on any motion of substance by a majority of the Faculty Senators in attendance.

B. CAS FACULTY TOWN MEETINGS

1. SCHEDULE: The Chair shall publish a schedule of the times and places of meetings at least seven class days in advance of the meeting.
2. QUORUM: A majority of all Teaching, Learning Resources, and Administrative Faculty shall constitute a quorum.

3. VOTING FRANCHISE: Provided the substance of a motion has not been changed, Teaching Faculty may vote in absentia on a designated motion by submitting a vote to the Parliamentarian-Archivist prior to the meeting. After the tabulation of votes cast by faculty in attendance, the Parliamentarian-Archivist shall announce the names of those voting in absentia, as well as the total affirmative and negative votes.
4. MEETING PROCEDURES: The order of business for Faculty Town Meetings shall be as follows:
  - a. Call to order
  - b. Consideration of minutes
  - c. Unfinished business
  - d. New business
  - e. Adjournment
5. SECRET BALLOTS: A secret ballot may be ordered on any motion of substance by a majority of the members in attendance.

## SECTION II

### A. STANDING COMMITTEES

The standing committees of the College of Arts and Sciences will be as follows:

1. Faculty Nominating (NOM)
2. Educational Programs and Curriculum (EPC)
3. Academic Standards and Enrollment Management (ASEM)
4. Faculty Development and Evaluation (FDE)
5. Faculty Grievance (FG)
6. Program Evaluation and Outcomes Assessment (PEOA)
7. Faculty Growth and Enrichment (FGE)
8. Undergraduate Teacher Education Committee (UTEK)
9. Educational Technology Committee (ET)

B. MEMBERSHIP: Selection of members on all committees will be done in accordance with the Baker University Faculty Constitution, Article III, Section IV.

C. FUNCTION: Functions of all standing committees are detailed in the Baker University Faculty Constitution, Article III, Section IV.

### D. ORDER OF BUSINESS:

1. Call to order
2. Approval of agenda
3. Approval of minutes
4. Business
5. Adjournment

### E. DUTIES OF THE CHAIR:

1. Prepare typed agenda (including meeting date, time and location) for meetings with membership input and distribute to all committee members at least one academic day before the scheduled meeting.
2. Preside at all meetings (or appoint a presiding officer to act in his/her absence).

3. Appoint a recorder of minutes at each scheduled meeting (see below).
  4. Provide a report on committee activities at selected CAS Faculty Senate meetings.
  5. Assure compliance with the responsibilities of the committee as listed in the Baker University Faculty Constitution, Article II, Section IV.
- F. MINUTES: Minutes shall be taken at each scheduled meeting of each standing committee. Duties of recorder shall be rotated among the members of the committees and assigned by the Committee Chair. The recorder shall prepare minutes, distribute them to members of the respective committees and submit a copy to the VP and Dean's Office.
- G. SCHEDULE OF MEETING TIMES: The following is a schedule of the meeting times for each committee. Additional meetings may be scheduled by the Chair as needed. One week notice will be given for any meetings to be held in addition to the regularly scheduled meetings (unless otherwise indicated below).
1. FACULTY NOMINATING (NOM)  
The NOM shall meet annually in the fall to elect chairperson and thereafter as needed to accomplish its responsibilities (see Article II, Section IV. B.1.).
  2. EDUCATIONAL PROGRAMS AND CURRICULUM (EPC)  
The EPC shall meet a minimum of once a month or as needed to accomplish its responsibilities (see Article II, Section IV. B.2.).
  3. ACADEMIC STANDARDS AND ENROLLMENT MANAGEMENT (ASEM)  
The ASEM shall meet a minimum of once a month or as needed to accomplish its responsibilities (see Article II, Section IV. B.3.).
  4. FACULTY DEVELOPMENT AND EVALUATION (FDE)  
The FDE shall meet as needed to accomplish its responsibilities (see Article II, Section IV. B.4.).
  5. FACULTY GRIEVANCE (FG)  
The FG shall meet annually in the fall to elect chairperson and thereafter as needed to accomplish its responsibilities (see Article II, Section IV. B.5.).
  6. PROGRAM EVALUATION AND OUTCOMES ASSESSMENT (PEOA)  
The PEOA shall meet a minimum of once a month to accomplish its responsibilities (see Article II, Section IV. B.6.).
  7. FACULTY GROWTH AND ENRICHMENT (FGE)  
The FGE shall meet as needed to accomplish its responsibilities (see Article II, Section IV. B.7.).
  8. UNDERGRADUATE TEACHER EDUCATION COMMITTEE (UTEC)  
The TE shall meet a minimum of once a month or as needed to accomplish its responsibilities (see Article II, Section IV. B.8.).
  9. EDUCATIONAL TECHNOLOGY COMMITTEE (ET)  
The ET shall meet a minimum of once a month or as needed to accomplish its responsibilities (see Article II, Section IV. B.9.).

ARTICLE III  
SCHOOL OF NURSING (SON)

SECTION I

A. SON FACULTY SENATE

1. SCHEDULE: Faculty Senate meetings shall be held at least monthly during the academic year unless otherwise notified. The first meeting of the SON Faculty Senate will be held prior to or during the first two weeks of the academic year. A schedule of regular meetings shall be submitted at the first meeting of the academic year. Additional meetings may be scheduled by the Assistant Dean as necessary.
2. VOTING FRANCHISE: Members of the SON Faculty Senate. (See Article III, Section II of the Baker University Faculty Constitution.)
3. SECRET BALLOTS: A secret ballot may be ordered on any motion of substance by a majority of the voting members in attendance.
4. MEMBERSHIP: The membership of the SON Faculty Senate is outlined in the Baker University Faculty Constitution, Article III, Section II.
5. DUTIES OF OFFICERS:
  - a. The chairperson shall:
    - (1) Prepare agenda for meetings with membership input.
    - (2) Preside at meetings.
    - (3) Appoint standing committees.
    - (4) Appoint special and ad hoc committees as necessary.
    - (5) Recommend members to University committees.
    - (6) Cast the deciding vote in case of a tie.
  - b. The Administrative secretary to the faculty shall:
    - (1) Type, file and distribute minutes and reports of the Faculty Senate.
    - (2) Maintain a master file of the agendas and minutes of all school of nursing meetings.

B. ORDER OF BUSINESS

1. The monthly order of business for the SON Faculty Senate shall be:
  - a. Call to order
  - b. Approval of agenda
  - c. Approval of minutes
  - d. Dean's comments
  - e. Student report
  - f. Business
  - g. Report of committees
  - h. Lab Reports
  - i. Reports/Discussion
  - j. Announcements
  - k. Course reports (end of each semester)
  - l. Faculty concerns/comments
  - m. Adjournment

## SECTION II

### A. STANDING COMMITTEES

The standing committees of the Nursing Faculty of the School of Nursing will be as follows:

1. Committee on Educational Programs and Curriculum (EPC)
2. Committee on Program Evaluation and Outcomes Assessment (PEOA)
3. Committee on Student Affairs (SA)
4. Committee on Faculty Affairs (FA)
5. Academic Resources Committee (ARC)
6. Committee for the School of Nursing (CSN)
7. Faculty Grievance Committee
8. Recruitment and Marketing Committee

B. **MEMBERSHIP:** Selection of members on all committees will be done in accordance with the Baker University Faculty Constitution, Article III, Section IV.

C. **FUNCTIONS:** Functions of all standing committees are detailed in Baker University Faculty Constitution, Article III, Section IV.

### D. ORDER OF BUSINESS:

1. Call to order
2. Approval of agenda
3. Approval of minutes
4. Business
5. Adjournment

### E. DUTIES OF THE CHAIR:

1. Prepare typed agenda (including meeting date, time and location) for meetings with membership input and distribute to all committee members at least one academic day before the scheduled meeting.
2. Preside at all meetings (or appoint a presiding officer to act in his/her absence).
3. Appoint a recorder of minutes at each scheduled meeting (see below).
4. Provide a report on committee activities at selected SON Faculty Senate meetings.
5. Assure compliance with the responsibilities of the committee as listed in the Academic Governance and Master Plan of Evaluation.

F. **MINUTES:** Minutes shall be taken at each scheduled meeting of each standing committee. Duties of recorder shall be rotated among the members of the committees and assigned by the Committee Chair. Minutes shall be submitted to the Administrative Assistant for typing, filing and distribution to members of each standing committee.

G. **SCHEDULE OF MEETING TIMES:** The following is a schedule of the meeting times for each committee. Additional meetings may be scheduled by the Chair as needed. One week notice will be given for any meetings to be held in addition to the regularly scheduled meetings (unless otherwise indicated below).

1. COMMITTEE ON EDUCATIONAL PROGRAMS AND CURRICULUM (EPC):  
The EPC shall meet monthly or as needed.
2. COMMITTEE ON PROGRAM EVALUATION AND OUTCOMES ASSESSMENT (PEOA):  
The PEOA shall meet monthly or as needed.
3. COMMITTEE ON STUDENT AFFAIRS (SA): The SA committee shall schedule its first meeting during the first month of each semester to schedule meetings to fulfill the responsibilities of the committee (see Academic Governance, Article III, Section IV. D.3.c.).
4. COMMITTEE ON FACULTY AFFAIRS (FA): The FA committee shall schedule its first meeting during the first month of each semester to schedule meetings to fulfill the responsibilities of the committee (see Academic Governance, Article III, Section IV. D.4.c.).
5. ACADEMIC RESOURCES COMMITTEE (ARC): The ARC committee shall schedule its first meeting during the first month of each semester to schedule meetings to fulfill the responsibilities of the committee (see Academic Governance, Article III, Section IV. D.5.c.).
6. COMMITTEE FOR THE SCHOOL OF NURSING (CSN): The CSN committee shall meet at least once yearly to fulfill its responsibilities (see Academic Governance, Article III, Section IV. D.6.c.). The SON Program Coordinator shall chair this committee and shall set meeting date in consultation with other committee members.
7. COMMITTEE FOR FACULTY GRIEVANCE: Committee for Faculty Grievance shall meet annually in the fall to elect chairperson and thereafter as need arises (see Article III, Section IV. D.8.d.).
8. RECRUITMENT AND MARKETING COMMITTEE: The Recruitment and Marketing Committee shall meet monthly or as needed to accomplish its responsibilities (see Article III, Section IV. D.9.e.).

ARTICLE IV  
SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES (SPGS)

SECTION I  
FACULTY LEGISLATURE

A. SPGS FACULTY SENATE

1. SCHEDULE: Faculty Senate meetings shall be held once a month and scheduled to encourage optimal attendance.
2. QUORUM: Two-thirds of the Faculty Senators shall constitute a quorum.
3. VOTING FRANCHISE: Provided the substance of a motion has not been changed, Faculty Senators may vote in absentia on a designated motion by submitting a vote to the Faculty Parliamentarian-Archivist prior to the meeting. After tabulation of votes cast by Faculty Senators in attendance, the Faculty Parliamentarian-Archivist shall announce the names of those voting in absentia, as well as the total affirmative and negative votes.
4. MEETING PROCEDURES: The order of business for the Faculty Senate meetings shall be as follows:
  - a. Call to order
  - b. Consideration of minutes
  - c. Unfinished business
  - d. New business
  - e. Adjournment
5. REPORTS AND ANNOUNCEMENTS: Reports and announcements from faculty committees, the Dean, or others shall be submitted in writing to the Chair of the Faculty Senate three working days before Faculty Senate meetings for distribution to all SPGS Faculty Senators.
6. SUBSTANTIVE MOTIONS: Faculty Senators may offer a substantive motion for Faculty Senate consideration by filing the motion with the Parliamentarian-Archivist. Substantive motions shall not be voted upon at the same meeting in which they are introduced but must lie over until the following Faculty Senate meeting.
7. SECRET BALLOTS: A secret ballot may be ordered on any motion of substance by a majority of Faculty Senators in attendance.

B. SPGS FACULTY MEETINGS

1. SCHEDULE: Faculty Meetings shall be held at least two times each year.
2. QUORUM: At least forty members of the faculty shall constitute a quorum.
3. VOTING FRANCHISE: Only Administrative and Teaching Faculty may vote in elections.
4. MEETING PROCEDURES: In addition to its primary faculty development function, the purpose of the Faculty Meeting is to serve as a forum in which to generate new ideas, discuss SPGS related concerns, frame legislation (but not legislate), and provide the structure for faculty elections.

5. **SUBSTANTIVE MOTIONS:** Any SPGS faculty member may offer an agenda item for Faculty meeting consideration by filing a written copy with the Dean of SPGS thirty days before a scheduled meeting.
- C. **SCHEDULE OF MEETING TIMES:** The following is a schedule of the meeting times for each committee. Additional meetings may be scheduled by the Chair as needed. One week notice will be given for any meetings to be held in addition to the regularly scheduled meetings (unless otherwise indicated below.)
1. Faculty Senate shall meet on the second Monday of each month from 4:30 p.m. to 5:30 p.m.
  2. Nominating Committee shall meet annually prior to the spring SPGS faculty meeting
  3. Educational Programs and Curriculum Committee shall meet the first Monday of the month from 4:30 p.m. to 5:30 p.m.
  4. Academic Standards and Enrollment Committee shall meet the last Thursday of the month from 11:00 a.m. to Noon.
  5. Faculty Development and Evaluation Committee (also known as Peer Team) shall meet at least quarterly.
  6. Faculty Grievance Committee meets as needed.
  7. Program Evaluation and Outcomes Assessment shall meet at least quarterly.
  8. Grievance Committee shall meet if SPGS student grievance petition is lodged.
  9. Admissions Committee meets every Monday.

## SECTION II SPGS SPECIAL COMMITTEES/SUBCOMMITTEES

### A. OTHER COMMITTEES

1. SPGS faculty also serve on the School of Education's Graduate Education Committee (GEC). (This is formerly the SPGS Teacher Education Committee. With the formation of the School of Education, the TEC became the SOE GEC whose composition includes both SOE and SPGS members.)
  - a. Items approved by GEC that impact SPGS programs will be forwarded to SPGS Faculty Senate for endorsement or recommendation for change at the next scheduled meeting. Items receiving recommendations for change from the SPGS Faculty Senate are referred back to the GEC prior to moving to the SOE Professional Education Council. Items endorsed by SPGS Faculty Senate will be forwarded to Professional Education Council (PEC). For more information about the functions and purposes and functions of GEC and PEC, see the School of Education's section.

b. COMPOSITION:

- (1) The Graduate Education Committee (GEC) is composed of all Graduate School of Education and Master of Liberal Arts faculty members serving half-time or more, the SOE Assistant Dean(s), one adjunct faculty member from each SOE and Master of Liberal Arts program, one student representative from each of the graduate SOE and SPGS Master of Liberal Arts programs, and the Director of Graduate Enrollment and Academic Advising. The VP/ Dean of the SOE shall serve as an ex officio member without vote.

ARTICLE V  
SCHOOL OF EDUCATION (SOE)

SECTION I  
FACULTY LEGISLATURE

A. SOE PROFESSIONAL EDUCATION COUNCIL

1. SCHEDULE: Professional Education Council (PEC) meetings shall be held once a month and scheduled to encourage optimal attendance.
2. QUORUM: Two-thirds of the PEC members shall constitute a quorum.
3. VOTING FRANCHISE: Provide the substance of a motion has not changed, PEC members may vote in absentia on a designated motion by submitting a vote to the Secretary-Archivist prior to the meeting. After tabulation of votes cast by the PEC members in attendance, the Secretary-Archivist shall announce the names of those voting in absentia, as well as the total affirmative and negative votes.
4. MEETING PROCEDURES: The order of business for the PEC meetings shall be as follows:
  - a. Call to order
  - b. Consideration of minutes
  - c. Unfinished business
  - d. New business
  - e. Adjournment
5. REPORTS AND ANNOUNCEMENTS: Reports and announcements from SOE committees, the VP/Dean, or others shall be submitted in writing to the Chair of the PEC three working days before PEC meetings for distribution to all SPGS Faculty Senators.
6. SUBSTANTIVE MOTIONS: PEC members may offer a substantive motion for PEC consideration by filing the motion with the Secretary-Archivist. Substantive motions shall not be voted upon at the same meeting in which they are introduced, but must lie over until the following PEC meeting.
7. SECRET BALLOTS: A secret ballot may be ordered on any motion of substance by a majority of PEC in attendance.

SECTION II

A. STANDING COMMITTEES

The standing committees of the School of Education will be as follows:

1. Faculty Nominating (NOM)
2. Education Committees:
  - a. Undergraduate Teacher Education Committee (UTEC); and
  - b. Graduate Education Committee (GEC)
3. Faculty Development and Evaluation (FDE)
4. Faculty and Student Grievance (FSG)
5. Admissions Committee (AC)
6. Program Evaluation and Outcomes Assessment (PEOA)

# Baker University Faculty Constitution and Bylaws

## Revision History

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