FACULTY CONSTITUTION
AND BYLAWS

May 2014 Edition
Table of Contents

Baker University Faculty Constitution

**Article I**  University Academic Council ........................................Page 3
**Article II**  College of Arts and Sciences........................................Page 9
**Article III**  School of Nursing .....................................................Page 22
**Article IV**  School of Professional and Graduate Studies ...............Page 29
**Article V**  School of Education....................................................Page 39
**Article VI**  Amendment of the Baker University Faculty
Constitution and Faculty Handbooks ...............................Page 51

Baker University Faculty Constitution Bylaws

**Article I**  University Academic Council ........................................Page 52
**Article II**  College of Arts and Sciences........................................Page 53
**Article III**  School of Nursing .....................................................Page 56
**Article IV**  School of Professional and Graduate Studies ...............Page 59
**Article V**  School of Education....................................................Page 61

Baker University Faculty Constitution Revision History ...............Page 64
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 SOE Faculty Senate)

5. the VP for Institutional and Faculty Development

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 the Executive Vice President of Academic Affairs (EVPAA). 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 UAC Vice-Chair shall be one of the deans appointed by the EVPAA for a two-year term. 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 Vice President for Institutional and Faculty Development, 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. Two members of the Teaching Faculty from each academic department (but not from the same discipline) and one Learning Resources Faculty Member, all with at least three years of Baker University faculty service. In the event no appropriate 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
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
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 there 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 faculty members.
b. COMPOSITION: The FDE shall consist of five tenured CAS faculty members.

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 Vice President for Institutional and Faculty Development 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. In addition, the Vice President for Institutional and Faculty Development will serve, ex officio, with voice but without vote.

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
in consultation with the Dean of the College of Arts and Sciences make recommendations for faculty sabbatical

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 Committee 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, Executive Vice-President Academic Affairs (EVPAA) SON Dean, Associate 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 or above who are hired with a letter of agreement for a limited term and compensated to provide clinical instruction or theory teaching.

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 shall be to:

1. propose, debate, enact, and implement legislation for the SON Faculty and the nursing program.

2. 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. 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 SON Administrative and Teaching Faculty. The Dean shall be ex-officio.

C. CHAIR OF THE FACULTY SENATE: The Assistant Dean (Pre-licensure) of SON shall preside over all meetings of the SON Senate. The responsibilities of the Chair shall be to:

1. notify all faculty of scheduled meetings.
2. provide an agenda with input from the faculty at an appropriate time in advance of the meetings.

3. conduct meetings according to Robert’s Rules of Order.

4. notify the Dean of actions taken by the Faculty Senate.

5. ensure that minutes are recorded, reviewed, and archived.

6. 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 Administrative and Teaching 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 Chair shall notify members of 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 the secretarial staff within one week.

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 shall be to:

1. serve as the SON liaison to the Board of Trustees.
2. attend meetings of the Board of Trustees.

3. develop reports with the assistance of the faculty, to be presented to the Board and to review them with the Dean prior to the Board of Trustees meetings.

4. provide a copy of any report for the Trustees in advance of the meetings of the Board of Trustees.

G. SON FACULTY REPRESENTATIVES TO THE UAC: Two Teaching Faculty members shall be appointed by the Faculty Senate Chair to serve staggered, three-year terms.

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 Pre-licensure Baccalaureate Degree Program and a degree completion track for Registered Nurses.

SECTION IV
SON STANDING COMMITTEES

A. PURPOSE: The purpose of standing committees shall be to:

1. 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. forward policy recommendations to the Faculty Senate for possible adoption.

3. submit a monthly written report, excluding matters of privileged confidentiality, and including action items for senate approval.

4. review and revise committee responsibilities in the Constitution and Bylaws.

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, the members shall be appointed by the Faculty Senate Chair.
2. TERMS: Standing committee members shall serve two-year staggered terms beginning in the fall semester. Student representatives shall serve one-year terms and may be reappointed for an additional term.

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 administrative representative shall serve as an ex officio member on 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 at least three Teaching Faculty representatives, one Administrative Faculty, and one student representative.
   c. RESPONSIBILITIES: In compliance with the master plan for program evaluation, EPC responsibilities shall be to:
      (1) facilitate implementation of the responsibilities identified for the EPC in the MPE.
      (2) forward to Faculty Senate approved or recommended changes from EPC committee.
      (3) review the curriculum in total or in parts as it relates to the mission, philosophy, program goals, and expected student outcomes.
      (4) oversee the process of curricular revisions.
      (5) review recommended changes for all existing courses.
      (6) develop, review and revise student course evaluation tools.
      (7) review faculty and student evaluations of courses every semester to identify trends indicating a need for revisions.
      (8) 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 the Program Manager, who serves as Chair, the Assistant Dean (Technology) and at least three Teaching Faculty members and one student representative.
   c. RESPONSIBILITIES: The responsibilities of the PEOA shall be to:
      (1) implement the master plan of evaluation (MPE).
      (2) assess methods and tools of evaluating all MPE outcomes as indicated.
      (3) develop, review and/or revise program evaluation tools.
      (4) collect and analyze student, graduate, faculty, clinical sites and employer data for program revision.
(5) forward data to appropriate committees for their review and action.
(6) assist faculty in the process of test evaluation.
(7) organize and summarize aggregate test evaluation data and compare to NCLEX test plan.
(8) work with UAC PEOA in the development of university-wide outcomes and assessment of those outcomes.

3. COMMITTEE ON STUDENT AFFAIRS (SA)

a. PURPOSE: The SA shall address issues of admissions, academic advising, progression, retention, and grievances involving students.

b. COMPOSITION: The SA shall consist of the Assistant Dean (Pre-Licensure), Program Manager, at least three 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 Admissions Coordinator will serve with voice but without vote.

c. RESPONSIBILITIES:
   (1) In matters of academic standards the responsibilities of the committee shall be to:
      (a) administer, review, and recommend revision of SON policies regarding admission, progression, academic dismissal, graduation requirements, and grievances in compliance with the rules and regulations of the Kansas State Board of Nursing and all other accrediting agencies.
      (b) review the semester course schedule for the SON.
      (c) receive aggregate report of number of students at risk at midterm and make recommendations as needed.
      (d) 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 or more Faculty Representatives. The Dean serves ex officio except during considerations of promotion and tenure issues.

c. RESPONSIBILITIES: The responsibilities of the FA shall be to:
   (1) ensure annual selection of members to the Faculty Grievance Committee.
   (2) plan programs for the nursing faculty to provide opportunities for personal and professional development.
   (3) make recommendations to the Dean regarding allocation of resources for faculty development.
   (4) review and revise the Faculty Handbook as necessary and make recommendations to the Faculty Senate for approval.
   (5) forward to the Dean recommendations and evaluations for faculty promotion and
produce annual report of aggregate faculty accomplishments and submit to Faculty Senate.

(7) coordinate Faculty Handbook and Constitution and Bylaws with other University Units as necessary.

(8) coordinate faculty awards process.

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 the Assistant Dean (Technology), who serves as Chair, at least two faculty members, learning resource lab coordinator, the SVHC health sciences library director or designee, at least one representative from Baker University IT Department and SVHC Information Systems Department, and at least one student representative from each level.
   c. RESPONSIBILITIES: The responsibilities of the ARC shall be to:
      (1) assess faculty and student teaching/learning needs throughout the year and at least annually.
      (2) review data provided by faculty and student evaluations of academic resources.
      (3) review and recommend available teaching/learning and/or services to meet identified needs.
      (4) provide instructional support for acquired resources.
      (5) review and approve faculty/library/student funding requests for teaching/learning resources.
      (6) coordinate library and technology services with Baker University and SVHC to meet learning and technological resource needs.

6. GRADUATE NURSING EDUCATION COMMITTEE (GNEC)
   a. PURPOSE: The purpose for the Graduate Nursing Education Committee (GNEC) is to formulate recommendations for curriculum, academic and assessment expectations, policies, and procedures for the graduate program.
   b. COMPOSITION: The GNEC is composed of the Associate Dean-Post Licensure, four-five doctorally prepared teaching faculty members, two-three non-doctoral undergraduate teaching faculty representatives who provide specialty expertise relevant to the graduate program, and the Dean, ex officio.
   c. CHAIR: The Associate Dean-Post Licensure shall serve as chair.
   d. RESPONSIBILITIES: The responsibilities of the GNEC shall be to:
      (1) develop and evaluate mission, goals, student outcomes and program framework.
      (2) establish and evaluate graduate course and curriculum plan.
      (3) ensure course and program evaluation processes.
      (4) develop and review program policies for admission, progression, retention, graduation and others relevant to the academic program.
      (5) develop and evaluate the effectiveness of a plan for assessment of student learning.
      (6) review candidate progress and approve practicum placements and projects.
      (7) ensure that marketing and other materials accurately reflect the program.
7. COMMITTEE FOR THE SCHOOL OF NURSING (CSN) FOR PRE-LICENSEURE PROGRAMS (CSN-PRE)

a. PURPOSE: The CSN-PRE shall serve as an advisory body for SON and provide opportunities for collegial interchange between nursing faculty and liberal arts and sciences faculty.

b. COMPOSITION: The CSN-PRE shall consist of the Program Manager, who serves as Chair, Dean, Assistant Dean, (pre-licensure), Chair EPC; CAS faculty representatives from the departments of Biology, Chemistry, and the Humanities; the CAS Pre-Nursing Advisor, Director of Quest, and Assistant Dean Academic Affairs.

c. RESPONSIBILITIES: The responsibilities of the CSN-PRE 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.

8. COMMITTEE FOR THE SCHOOL OF NURSING (CSN) FOR POST-LICENSEURE PROGRAMS (CSN-POST)

a. PURPOSE: The CSN-POST shall serve as an advisory body for SON online post licensure programs (i.e. RN-BSN and MSN) and provide an opportunity for collegial interchange between staff and faculty members of the School of Professional and Graduate Studies (SPGS) and the SON.

b. COMPOSITION: The CSN-POST shall consist of the SON Dean, Associate Dean (Post-Licensure), and Assistant Dean (Technology and Pre-Licensure) and the Student Admissions Coordinator. Representatives from SPGS shall be the Dean or Assistant Dean, a designated faculty representative, the Executive Director Enrollment, and the Assistant Director of Curriculum. The University Registrar and others may also be invited to participate in meetings as needed.

c. CHAIR: The Associate Dean for Post-Licensure from SON shall serve as Chair.

d. RESPONSIBILITIES: The responsibilities of the CSN for Post-Licensure are to coordinate online general education courses, review curricular changes that may affect course offerings, discuss SON program planning, coordinate academic and other policies for consistency across programs and to forward recommendations for proposed changes to the Faculty Senate as required.

e. MEETINGS: At least twice annually as needed.

9. FACULTY GRIEVANCE COMMITTEE (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 SA Committee.

b. COMPOSITION: The FG shall consist of five 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 shall be to:
(1) provide a grievance petition form to be completed in writing and submitted by the complainant to the FG.
(2) convene a hearing committee within ten class days following receipt of a written 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. Findings of the hearing board will require a majority vote of its members. When fewer than a majority of its members agree no action will be taken.

(3) maintain documentation of FG meetings, grievance petitions, interviews, and evidence.

(4) forward to the UAC all documents relating to the appeal of a decision by the FG hearing committee.

10. RECRUITMENT AND MARKETING COMMITTEE (R&M)

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 SON shall be the Dean, Associate Dean, Assistant Deans, Program Manager, and Student Admissions Coordinator. Baker University representatives shall be the Senior Director of Digital Communications, Directors for Financial Aid, Admissions or designee, and Public Relations. All members of the committee shall be voting members.

c. CHAIR: The Dean of the School of Nursing shall chair the committee; the Associate 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 to the 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 part-time to full-time Baker University faculty approved by the VP/Dean to teach in SPGS programs. All SPGS faculty shall have appropriate academic credentials and professional experiences for the disciplines they teach. Teaching faculty are approved through the faculty selection process.
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, VP/Dean, Assistant Dean(s), Executive Director for Academics, Director of Learning Services, Director of Assessment and Accreditation, and other administrative personnel designated by the VP/Dean.

**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 VP/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 thirteen Teaching Faculty of which at least three are full-time faculty, five are part-time, one is a faculty representative from the Graduate School of Education, three are Administrative Faculty, and the VP/Dean. Teaching Faculty representatives must be senior faculty facilitators (unless there are inadequate numbers of senior faculty facilitators, in which case this requirement will be waived). Every effort will be made to have representation from all programs offered by SPGS. Representatives shall include:
   a. two full-time and five part-time faculty members elected from a list of qualified candidates proposed by the SPGS Faculty Nominating Committee.
   b. Chair of the SPGS Business and Management Programs, ex officio, without vote (except in the case of a tie decision when presiding over the Senate in the absence of the elected Chair).
   c. the Director of Learning Services, the Chair of SPGS Educational Programs and Curriculum Committee (EPC), ex officio without vote
   d. the Executive Director for Academics ex officio without vote
   e. the Director of Assessment and Accreditation, ex officio without vote
   f. the Dean of the School of Professional and Graduate Studies ex officio without vote
g. 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 Learning Services, Executive Director of Academics, the Director of Assessment and Accreditation, and VP/Dean of SPGS serve ex officio.

4. OFFICES: The offices of the Faculty Senate are:

a. CHAIR OF THE FACULTY SENATE: This officer shall be a full-time Faculty Senator elected by secret ballot majority vote of the Faculty Senate-elect. The Chair of the Faculty Senate will be elected for a two-year term. 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
   (6) to vote in case of tie decision.

b. VICE-CHAIR OF THE FACULTY SENATE: The Chair of the SPGS Business and Management Programs shall serve as Vice-Chair of the Faculty Senate. If the Chair of the SPGS Business and Management Programs is elected as the Chair of the Faculty Senate, another full-time Faculty Senator will be designated as the Vice-Chair. 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: The Executive Assistant to the Dean of the School of Professional and Graduate Studies shall 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 tabulate and announce the results of Faculty Senate votes.
   (3) to ensure that the minutes of the Faculty Senate meetings are distributed to the members of the Faculty Senate and all key SPGS stakeholders, including the Director of Assessment and the Chairs of all SPGS Standing Committees.

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 provide a copy of any report to be included in the Trustees' Resource Book in advance of the meetings of the Board of Trustees
   (4) 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 SPGS student population, University faculty, administration, and 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 (one-half of the voting 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 University shall provide administrative 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 Chair within one week of each Faculty Senate meeting.
c. to preserve as a permanent record the minutes of the Faculty Senate meetings
d. to make such records available for inspection by Faculty Senators, faculty members, administrators, and Trustees.

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: Director of Learning Services 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 Learning Services, 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 Arts in Business Leadership (BBL)
   - Master of Business Administration (MBA)
   - Master of Science in Management (MSM)
   - 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 Teaching Faculty member shall serve concurrently on more than two standing committees. To be considered for a committee appointment, the Teaching 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 recommended by the Student Services Manager, 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 VP/Dean of the School of Professional and Graduate Studies and the Director of Learning Services and three faculty members outside the Faculty Senate elected by the faculty.

c. CHAIR: The Director of Learning Services 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 of which at least one will be full-time faculty and one student (recommended by the Director of Student Services), the VP/Dean, Executive Director of Academics, Director of Learning Services, and Registrar. Every effort will be made to have faculty representation from all programs offered by SPGS.

c. CHAIR: The Director of Learning Services

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 to create, review, and maintain academic standards, admissions criteria, graduation requirements, and enrollment management policies.

b. COMPOSITION: The ASEM shall consist of two Teaching Faculty members, two full-time Teaching Faculty (whenever possible, there will be one full-time faculty from the Wichita Campus), Student Services Manager, Registrar, Director of Learning Services, Assistant Director of Learning Services, and the VP for Enrollment/Contract Manager for Business Programs (non-voting member.)

c. CHAIR: The Registrar shall serve as Chair.

d. RESPONSIBILITIES: The responsibilities of the ASEM are:
   (1) to create, review, and make recommendations for revision of existing standards and policies regarding admission, academic progression, and, graduation requirements
   (2) to propose and review regulations regarding SPGS academic conduct and educational standards, and admissions policies
   (3) to address SPGS student enrollment management issues including recruitment, admission criteria, advising, and retention
   (4) to review SPGS academic calendars
   (5) to forward recommendations to the SPGS Faculty Senate

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 Learning Services 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 Learning Services, Executive Director for Academics, and the Assistant Director of Learning Services.

c. CHAIR: The Director of Learning Services shall serve as Chair for the Overland Park Campus; the Executive Director for Academics 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 select 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 initiated by SPGS and GSOE faculty regarding faculty or administration actions.

b. COMPOSITION: The FG shall consist of seven elected SPGS and GSOE faculty members. Every effort will be made to represent all programs offered by SPGS and GSOE. One member will be a representative from the SPGS or GSOE Faculty Senate. The Assistant Dean will serve ex officio without vote.

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 Faculty Representative Committee.
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 VP/Dean of the School of Professional and Graduate Studies), Assistant Director of Learning Services, Director of Assessment and Accreditation, and VP/Dean.
   
c. CHAIR: The Director of Assessment and Accreditation 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. STUDENT GRIEVANCE COMMITTEE (SG)
   a. PURPOSE: The SG Committee shall provide the primary hearing body to review academic status, grade or policy appeals, and situations involving academic and non-academic misconduct issues. These grievances may involve faculty, administrators, or students.
   
b. COMPOSITION: The SG shall consist of nine members: two Teaching Faculty, one Wichita Campus Teaching Faculty, one undergraduate SPGS student, one graduate SPGS student recommended by the Director of Academic Advising, Registrar, Director of Learning Services, and Student Services Manager. The Director of Learning Services and the Student Services Manager will serve as non-voting members. Every effort will be made to have faculty representation from all programs offered by SPGS.
   
c. CHAIR: The Registrar shall serve as Chair.
   
d. RESPONSIBILITY: The primary responsibilities of the SG are:
      (1) to consider and act upon SPGS student grievance petitions relating to educational program requirements, grade protests, or academic status when resolution has not been achieved
      (2) to consider and act upon SPGS student or faculty petitions or grievances relating to student academic misconduct, cheating, plagiarism, or dishonesty
      (3) to consider and act upon student, faculty, or staff petitions or grievances involving non-academic misconduct issues.

8. ADMISSIONS COMMITTEE (AC)
a. PURPOSE: The AC shall review the admission status of SPGS applicants lacking one or more of the admission requirements and the re-admission status of applicants not in good academic standing at the time of last enrollment.

b. COMPOSITION: The AC shall consist of the Registrar (or Registrar’s Designee), Executive Director of Enrollment, Student Services Manager, and Director of Learning Services.

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 re-admission 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 Associate Dean, 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 FACULTY SENATE

1. PURPOSE AND RESPONSIBILITIES: The purpose and responsibilities of the SOE Faculty Senate are the following:

a. Serve as the policy body for programs and courses offered by Baker University through the SOE. In addition, the SOE Faculty Senate 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 SOE Faculty Senate 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 vote); c) the Associate Dean of SOE (ex-officio with voice and vote); d) the Director of Assessment and Accreditation; e) University Registrar or designee (ex-officio members with vote); f) a member of the BUSEA Executive Committee, and g) all SOE faculty/administrative 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 SOE Faculty Senate meetings.

3. OFFICES: The offices of the SOE Faculty Senate are the following:

a. CHAIR OF THE SOE FACULTY SENATE: The Undergraduate and Graduate Department Chairs shall Co-Chair of the SOE Faculty Senate. The responsibilities of the SOE Faculty Senate Chairs are the following:
(1) Notify SOE Faculty Senate members of scheduled or special meetings.
(2) Provide an agenda at least three working days in advance of each SOE Faculty Senate meeting.
(3) Preside at meetings of the SOE Faculty Senate.
(4) Notify the SOE VP/Dean and the Faculty of actions taken by the SOE Faculty Senate.
(5) Prepare a list of SOE Faculty Senate approved legislative items which must move forward to the UAC
(6) Consult as appropriate with other University officers.
b. SECRETARY-ARCHIVIST: The USOE and GSOE administrative assistants will serve in the role of Secretary-Archivist of the SOE Faculty Senate. The responsibilities of the Secretary-Archivist are the following:
   (1) Ensure that proceedings of SOE Faculty Senate 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 SOE Faculty Senate meetings.
   (3) Make such records available for inspection by SOE Faculty Senate members, faculty members, administrators, and Trustees.
   (4) Tabulate and announce the results of SOE Faculty Senate votes.

c. SOE FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES: A faculty member serving on the SOE Faculty Senate 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 SOE FACULTY SENATE: SOE 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 SOE Faculty Senate.

   a. SCHEDULE: SOE Faculty Senate meetings shall be held monthly during August through May with special meetings called as necessary. A schedule of SOE Faculty Senate meetings shall be set annually at the May SOE Faculty Senate meeting.

   b. SPECIAL MEETINGS: Special meetings may be called upon the request of either of the two Chairs of the SOE Faculty Senate or by a petition by five SOE Faculty Senate members. The SOE Faculty Senate Chairs shall convene the meeting within seven calendar days after receipt of the request or petition. Special SOE Faculty Senate meetings shall be announced by written notification at least twenty-four hours prior to the meeting.

   c. ATTENDANCE: SOE Faculty Senate members are expected to attend all SOE Faculty Senate 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 SOE Faculty Senate.

   e. EXECUTIVE SESSION: A duly authorized SOE Faculty Senate meeting may move into executive session by a majority vote of SOE Faculty Senate members in attendance. Such sessions shall be open only to SOE Faculty Senate members.

   f. VOTING FRANCHISE: Only SOE Faculty Senate members may introduce, second, and vote on motions at SOE Faculty Senate meetings.
5. RECORD-KEEPING OF THE SCHOOL OF EDUCATION SOE FACULTY SENATE: The SOE Chairs shall provide record-keeping support for the SOE Faculty Senate. This support shall include the services described below:

   a. Produce written notification to all SOE Faculty Senate members of SOE Faculty Senate meetings and other correspondence regarding SOE Faculty Senate business.

   b. Review the minutes of all SOE Faculty Senate 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, SG, or FG to GEC and UTEC.

   d. Frame recommendations for the Undergraduate UTEC and/or Graduate GEC.

2. COMPOSITION: Department meetings are open to the SOE Licensure Officer, all faculty and administrators associated with the SOE. These members serve with voice and vote. 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, Associate Dean, 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 SOE Faculty Senate.

   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 SOE Faculty Senate 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)
(2) Master of Science in School Leadership Degree and Licensure Program
(3) Restricted 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 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 Director of Assessment and Accreditation.
(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 Executive Vice President of Academic Affairs, 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 SOE Faculty Senate, except in matters of privileged confidentiality.

2. AUTHORITY: Standing committees function with the authority of the SOE Faculty Senate when operating within the framework of policy established by the SOE Faculty Senate and making decisions appropriate to committee duties. Actions taken by committees are subject to review and revision by the SOE Faculty Senate.

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 SOE VP/Dean, Associate Dean and one undergraduate and one graduate faculty member elected to staggered two year terms by the faculty. The Associate Dean shall serve as chair 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.
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 Faculty Senate. Items endorsed by CAS and SPGS Faculty Senates will be forwarded to SOE Faculty Senate.

b. COMPOSITION:

(1) The Undergraduate Teacher Education Committee (UTEC) is composed of all SOE Undergraduate Department of Education teaching faculty, six CAS faculty, SOE Director of Assessment and Accreditation, 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 annually by the SOE Undergraduate Chair in consultation with the PDS coordinator. Student representatives are appointed annually 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 (MLA) faculty members serving half-time or more, the SOE Associate Dean, the Director of Assessment and Accreditation and the Director of Graduate Enrollment. One adjunct faculty member from at least two SOE and MLA programs, and two students or graduate representatives from graduate SOE and MLA programs will be appointed by the Chair, in consultation with the VP/Dean to rotating three year terms. The SOE VP/Dean 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 SOE Faculty Senate,
excluding undergraduate general education requirements.

(2) Recommend program policies and operational procedures to the SOE Faculty Senate. Both the UTEC and GEC will recommend program policy handbooks to the SOE Faculty Senate.

(3) Review candidate progress and approve program candidates for field experience placement.

(4) Make recommendations to the SOE Faculty Senate 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 undergraduate and one graduate faculty member to serve three year terms on the FDE. One additional full-time faculty member shall be elected from either the undergraduate or graduate faculty on a three year schedule. Tenured faculty members will be elected when possible. The SOE Associate Dean shall serve as ex officio without vote.

c. CHAIR: The Associate Dean shall serve as chair of the committee to ensure consistency in protocol. When promotion and tenure decisions are being considered, the Associate Dean shall not be present for deliberations. 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;
   (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 GRIEVANCE (FG)

a. PURPOSE: The FG shall provide the primary hearing for grievances initiated by SOE regarding faculty or administration actions.

b. COMPOSITION: The FG shall consist of three SOE members, elected to three year staggered terms. Every effort will be made to represent all programs offered by SOE. One member will be a representative from the Faculty Senate. The SOE Associate Dean will serve ex officio without vote. Should a member of the FG Committee hold a bias or have a conflict of interest in a matter of grievance, she/he shall be excused from the Committee and the VP/Dean shall appoint a temporary replacement on the specific grievance.

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 two 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 Faculty Representative Committee
5. STUDENT GRIEVANCE COMMITTEE (SG)

a. PURPOSE: The SG Committee shall provide the primary hearing body to review academic status, grade or policy appeals and situations involving academic and non-academic misconduct issues. These grievances may involve faculty, administrators, or students.

b. COMPOSITION: The SG shall consist of the following persons.
(1) Associate 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) 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 SG 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 Associate Dean or the Chair of the Undergraduate or Graduate Department (as appropriate) will chair the SG and call meetings as needed to address grievances and/or appeals and prepare the SG follow-up action report in response to the filed grievance.

d. RESPONSIBILITIES: The responsibilities of the SG are the following:
(1) Provide forms to be completed in writing and submitted by the undergraduate complainant to the SG Committee. Graduate complainants will contact Student Services to access necessary forms.
(2) Convene a hearing, following receipt of forms, which shall consist of SG members who hold no bias or conflict of interest in matters or with parties related to the grievance petition.
(3) Maintain documentation of all SG meetings, appeals, interviews, and evidence.

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 SG Committee.

6. ADMISSIONS COMMITTEE (AC)

a) PURPOSE: The AC shall review the admission status of SOE graduate applicants lacking one or more of the admission requirements.

b) COMPOSITION: The AC shall consist of the Associate Dean of SOE (or Dean’s designee), the Registrar (or designee), and the student’s SOE Academic Advisor.

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.

7. 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 SOE Faculty Senate.

b) COMPOSITION: The PEOA shall consist of the Director of Assessment and Accreditation, the chair of the undergraduate department, the chair of the graduate department, and the VP/Dean.

c) CHAIR: The Director of Assessment and Accreditation 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 SOE Faculty Senate to oversee the completion of the annual Outcomes Assessment reports.
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 President for consideration.
   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 (UTEC)
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 FS Chair 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. Student report
   e. Dean’s comments
   f. Faculty compliments/concerns
   g. Business
   h. Report of committees
   i. Other Reports
   j. Reports/Discussion
   k. Announcements
   l. Course reports (end of each semester)
   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. Graduate Nursing Education Committee (GNEC)
7. Committee for the School of Nursing for Pre-Licensure Programs (CSN-Pre)
8. Committee for the School of Nursing for Post-Licensure Programs (CSN-POST)
9. Faculty Grievance Committee (FG)
10. Recruitment and Marketing Committee (R&M)

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 as assigned by the Committee Chair. Minutes shall be submitted to the Administrative Coordinator 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 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 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 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. GRADUATE NURSING EDUCATION COMMITTEE (GNEC): The GNEC shall meet monthly or as needed.

7. COMMITTEE FOR THE SCHOOL OF NURSING (CSN) FOR PRE-LICENSURE PROGRAMS (CSN-PRE): The CSN-PRE shall meet at least once yearly to fulfill its responsibilities (see Academic Governance, Article III, Section IV. D.6.c.). The SON Program Manager shall chair this committee and shall set meeting date in consultation with other committee members.

8. COMMITTEE FOR THE SCHOOL OF NURSING (CSN) FOR POST-LICENSURE PROGRAMS (CSN-POST): The CSN-POST shall meet at least twice annually to fulfill its responsibilities (see Academic Governance, Article III, Section IV. D.7.d.). The SON Associate Dean shall chair this committee and shall set meeting dates in consultation with other members.

9. COMMITTEE FOR FACULTY GRIEVANCE: (FG) Committee for FG shall meet annually in the fall to elect chairperson and thereafter as need arises (see Article III, Section IV. D.8.d.).

10. RECRUITMENT AND MARKETING COMMITTEE: (R&M) The Recruitment and Marketing Committee shall meet monthly or as needed to accomplish its responsibilities (see Article III, Section IV.D.9.d.).
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 VP/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 VP/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 last Monday of the month from 4:00 p.m. to 5:00 p.m.
4. Academic Standards and Enrollment Committee shall meet quarterly or as needed.
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. Student Grievance Committee shall meet the second Tuesday of the month from 4:30 – 5:30 p.m.
9. Admissions Committee meets every Tuesday and Thursday as needed.

**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 Faculty Senate. Items endorsed by SPGS Faculty Senate will be forwarded to SOE Faculty Senate. For more information about the functions and purposes and functions of GEC and SOE Faculty Senate, see the School of Education’s section.
ARTICLE V
SCHOOL OF EDUCATION (SOE)

SECTION I
FACULTY LEGISLATURE

A. SOE FACULTY SENATE

1. SCHEDULE: SOE Faculty Senate meetings shall be held once a month and scheduled to encourage optimal attendance.

2. QUORUM: Two-thirds of the SOE Faculty Senate members shall constitute a quorum.

3. VOTING FRANCHISE: Provide the substance of a motion has not changed, SOE Faculty Senate 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 SOE Faculty Senate 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 SOE 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 SOE committees, the VP/Dean, or others shall be submitted in writing to the Chair of the SOE Faculty Senate three working days before SOE Faculty Senate meetings for distribution to all SOE Faculty Senators.

6. SUBSTANTIVE MOTIONS: SOE Faculty Senate members may offer a substantive motion for SOE Faculty Senate 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 SOE Faculty Senate meeting.

7. SECRET BALLOTS: A secret ballot may be ordered on any motion of substance by a majority of SOE Faculty Senate 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 Grievance (FG)
5. Student Grievance (SG)
6. Admissions Committee (AC)
7. Program Evaluation and Outcomes Assessment (PEOA)
Baker University Faculty Constitution and Bylaws

Revision History

Endorsed by the Faculty April 23, 1996
Approved by the Board of Trustees May 3, 1996
Revisions Endorsed by the Faculty April 21, 1998
Revisions approved by the Board of Trustees May 1, 1998
Revisions Endorsed by the Faculty April 18, 2000
Revisions Approved by the Board of Trustees May 5, 2000
Revisions Endorsed by Faculty January 2001
Revisions Approved by the Board of Trustees February 2001
Revisions Endorsed by Faculty April 2001
Revisions Approved by the Board of Trustees May 2001
Revisions Endorsed by Faculty April 2002
Revisions Approved by the Board of Trustees May 2002
Revisions Endorsed by Faculty April 2003
Revisions Approved by the Board of Trustees May 2003
Revisions Endorsed by Faculty April 2004
Revisions Approved by the Board of Trustees May 2004
Revisions Endorsed by Faculty April 2005
Revisions Approved by the Board of Trustees May 2005
Revisions Endorsed by Faculty April 2006
Revisions Approved by the Board of Trustees May 2006
Revisions Endorsed by Faculty April 2007
Revisions Approved by the Board of Trustees May 2007
Revisions Endorsed by Faculty April 2008
Revisions Approved by the Board of Trustees May 2008
Revisions Endorsed by the Faculty April 2009
Revisions Approved by the Board of Trustees May 2009
Revisions Endorsed by the Faculty April 2010
Revisions Approved by the Board of Trustees May 2010
Revisions Endorsed by the Faculty April 2011
Revisions Approved by the Board of Trustees May 2011
Revisions Endorsed by the Faculty April 2012
Revisions Approved by the Board of Trustees May 2012
Revisions Approved by the Board of Trustees May 2013
Revisions Approved by the Board of Trustees May 2014