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BAKER  
UNIVERSITY

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# **FACULTY CONSTITUTION AND BYLAWS**

May 2019 Edition



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# BAKER UNIVERSITY

## FACULTY CONSTITUTION AND BYLAWS

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ARTICLE I  
UNIVERSITY ACADEMIC COUNCIL (UAC)

SECTION I  
ORGANIZATION AND STRUCTURE

- A. **PURPOSE:** The UAC serves to provide coordinating oversight for the schools and colleges of Baker University. It shall consider matters that are primarily academic in nature. It is this body that has responsibility for assuring integration of the programs of the University, maintaining the integrity of the institutional mission as a center of higher learning, and promoting academic and intellectual excellence through broad-based cooperation and conscientious communication.
- B. **COMPOSITION:** The UAC shall consist of Administrative and Teaching or Learning Resources Faculty representatives from each of the University's schools or colleges. A majority of the Teaching or Learning Resources Faculty representatives shall be CAS members. Membership shall consist of:
1. the Dean and seven Teaching or Learning Resources Faculty members of CAS (one member who also serves on the Faculty Senate)
  2. the Dean and two Teaching Faculty members of SON (one member who also serves on the Faculty Senate)
  3. the Dean and two Teaching Faculty members of SPGS (one member who also serves on the Faculty Senate)
  4. the Dean and two Teaching Faculty members of SOE (one member who also serves on the SOE Faculty Senate)
- 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 University Provost. 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 Provost 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.

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, majors offered, degree programs offered, 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. In addition, the UAC is responsible for the administration of the Baker University Artist and Lecture Series (as funding permits) and selection of candidates for the Baker University Faculty Hall of Fame using the following process:

Following the February Board of Trustees meeting, the Dean of each school and the college shall solicit nominations for induction into the Baker University Faculty Hall of Fame from all academic units, which will be considered the following academic year. 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 nominations to be forwarded to the UAC Chair in an official nomination packet. All nomination packets are due April 30<sup>th</sup>. The UAC Chair shall call a meeting the following September that includes not only UAC members, but also the following members appointed by the President: one emeritus faculty member, four alumni (one from each school) and a member of the Board of Trustees. Both the UAC membership and the presidential appointees shall be entitled to vote on all candidates for the Baker University Faculty Hall of Fame. Selection of candidates 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 Baker University Faculty Hall of Fame. The names of nominees approved by the University Academic Council for induction shall be forwarded to the President for final approval in consultation with the Board of Trustees at their October meeting. The names of new inductees will be made public after the February Board of Trustees meeting.

- 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.

ARTICLE II  
COLLEGE OF ARTS AND SCIENCES (CAS)

SECTION I  
DEFINITION OF THE FACULTY

Each semester the 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 Provost, the Assistant Dean of the College of Arts and Sciences, and the Assistant Dean for Student Engagement and Success.
- 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, elimination of programs and 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. Teaching Faculty
  - b. Learning Resources Faculty
  - c. one representative from the School of Education
  - d. the Dean, *ex-officio*, non-voting
- 3. 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 vote. 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 and ensure that proceedings conform to the Baker University Faculty Constitution, Faculty Bylaws, and Roberts Rules of Order in its latest revision.
  - (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 Provost, the Dean, and the President.
  
- b. VICE-CHAIR OF THE FACULTY SENATE: This officer shall be elected to a three-year term by a secret-ballot vote. The position of Vice-Chair shall not be held by one individual for more than two successive terms. The responsibility of the Vice-Chair is to preside over meetings of the Faculty Senate in the absence of the Chair
  
- c. PARLIAMENTARIAN OF THE FACULTY SENATE: This officer shall be appointed by the Chair of the Faculty Senate for a term concurrent with the chair. The responsibilities of the Parliamentarian are:
  - (1) to advise the chair in matters of the Baker University Faculty Constitution, Faculty Bylaws, and Roberts Rules of Order in its latest revision
  - (2) to tabulate and announce results of Faculty Senate votes
  
- 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 vote. 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 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.
  
4. 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 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 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.
  - 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 and Administrative Faculty.
  - f. VOTING FRANCHISE: Only Faculty Senators may introduce, second, and vote on motions at Faculty Senate meetings.
5. RECORD-KEEPING OF THE CAS FACULTY SENATE: The 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 Executive Committee of the Faculty Senate within one week of the Faculty Senate meeting
  - c. maintain an archive of Faculty Senate minutes.
6. EXECUTIVE COMMITTEE OF THE FACULTY SENATE: The Chair of the Faculty Senate, the Vice-Chair, the Parliamentarian, 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 Dean of CAS, and the President.

### 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 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 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 Dean, and the University Registrar
    - (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 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 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.

SECTION IV  
CAS STANDING COMMITTEES

A. STRUCTURE AND ORGANIZATION

1. PURPOSE: The purpose of CAS standing committees is:
  - a. to generate, discuss, and formulate new policy recommendations
  - b. to forward new policy recommendations to the Faculty Senate
  - c. to address matters pertaining to the purpose of the standing committee which are not specifically delegated to another body
  - d. to report in full to the Faculty Senate except in matters of privileged confidentiality.
2. AUTHORITY: Standing committees function with the authority of the Faculty Senate when operating within the framework of policy established by the Faculty Senate and making decisions appropriate to committee duties. Actions taken by committees are subject to review and revision by the Faculty Senate.
3. STANDING COMMITTEE MEMBERSHIP:
  - a. 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.
  - b. LIMITATIONS: No faculty member shall serve concurrently on more than two standing committees.
  - c. 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, standing committee members and CAS UAC Faculty Representatives 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.
  - c. CHAIR: Annually the NOM shall elect a chair from within the committee membership.
  - d. RESPONSIBILITIES:
    - (1) TIMELINE: NOM shall ensure elections are held for:
      - a. CAS Faculty Representatives to the UAC and CAS Faculty Senate Offices in March

- b. CAS Standing Committees and the at large senator on the Executive Committee of the Faculty Senate in April
- c. filling vacancies as necessary due to leave or other circumstances which do not permit a faculty member to fulfill their responsibilities during a semester, academic year, or elected term.

(2) PROCEDURES: NOM shall:

- a. announce the dates for secret ballot elections by written notifications, requesting that any faculty wishing to vote in absentia request a ballot before the start date of the election
- b. prepare secret and in-absentia ballots with space for write-in candidates
- c. ensure Teaching & Learning Resources Faculty have the opportunity to vote in all elections overseen by the committee, including faculty who are not physically present to vote
- d. monitor the election
- e. tabulate votes and determine a winner based on the candidate with a plurality of the vote
- f. conduct a coin toss to determine a winner in a tied election
- g. announce election results by written notification within one week following the election.

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 University Registrar, the Director of Quest, 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 departmental proposals to add and delete 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, student affairs policy, enrollment management policies, and to forward recommendations to the Faculty Senate.
- b. COMPOSITION: The ASEM shall consist of five faculty members
- c. TESTIMONY: A representative from the office of Student Academic Success, the Senior Enrollment Officer, the Director of Admissions, the Dean of Students, and/or the

Registrar shall attend meetings to answer questions of committee members when pending business is relevant to their respective units.

- d. CHAIR: Annually the ASEM shall elect a chair from the tenured faculty within the committee membership.
- e. 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 office of the Registrar
    - (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 for cases concerning academic integrity to be completed and submitted to the office of the CAS Dean; and to provide a written petition format for the changing of course grades to be completed and submitted to the office by each petitioner
    - (b) to convene a hearing board within ten class days following receipt of a completed petition by the office of the CAS Dean; 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, then to the Dean of the CAS. The Dean shall then take appropriate action. After resolution of any petition, all documentation shall be maintained in the office of the Dean 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.
  - (7) to review instances of student conduct, incident reports, and disciplinary hearings as reported by the Dean of Students.

#### 4. TENURE AND PROMOTION (TP)

- a. **PURPOSE:** The TP shall create, operate, review, and recommend modification of programs for the development and evaluation of all CAS faculty members.
- b. **COMPOSITION:** The TP shall consist of five tenured CAS faculty members and one alternate CAS faculty member who will serve in cases where there are potential conflicts of interest.
- c. **CHAIR:** Annually the TP 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 TP 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) to forward to the 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 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.

- d. **COMPOSITION:** Each department chair shall appoint an assessment coordinator to sit on PEOA. In addition to the appointed assessment coordinators, the committee shall also include four ex-officio members, including a library representative, a Dean's office representative, a Quest representative, and a School of Education representative.
- e. **CHAIR:** The PEOA shall elect a chair from among the committee members, annually.
- f. **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.
- 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
  - (3) to develop, operate, review, and modify a written application process by which faculty may apply for growth and renewal opportunities and resources
  - (4) to allocate and disburse resources for faculty growth and enrichment
  - (5) to meet jointly with the TP to submit to the President nominees for faculty awards
  - (6) in consultation with the Dean of the College of Arts and Sciences make recommendations for faculty sabbatical.

## 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, Assistant Dean

Graduate, and Assistant Dean Undergraduate.

- 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. Program Manager is a teaching position with evaluation and coordination duties
- 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 Undergraduate 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 Health 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 Undergraduate 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 Master of Science in Nursing.

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.
  - 2. submit a monthly written report, excluding matters of privileged confidentiality, and including action items for senate approval.
  - 3. 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 Undergraduate 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) and the Program Evaluation and Outcomes Assessment Committee (PEOA). 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 the Dean, Assistant Dean Undergraduate, at least three Teaching Faculty representatives, 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 evaluations of courses annually and student evaluations 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 Technology Coordinator, at least three Teaching Faculty members, and one student representative. The Dean serves as an ad hoc member.
- 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, alumni, faculty, clinical sites, and employer data for program revision.
  - (5) forward data to appropriate committees for their review and action.
  - (6) review aggregate test evaluation data and compare to NCLEX test plan.
  - (7) 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 Undergraduate, 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 & Progressions 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:
    - (a) the student will select one nursing faculty member for the grievance committee.
    - (b) the Assistant Dean Undergraduate will select two faculty members for the grievance committee.
    - (c) the committee chair will 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 at least three Teaching Faculty. 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 tenure.
  - (6) 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. 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 Assistant Dean Graduate, four-five doctorally prepared teaching faculty members, one-two non-doctoral undergraduate Teaching Faculty representatives who provide specialty expertise relevant to the graduate program, and the Dean, *ex officio*.
- c. **CHAIR:** The Assistant Dean Graduate 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.

#### 6. COMMITTEE FOR THE SCHOOL OF NURSING (CSN) FOR PRE-LICENSURE 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 Undergraduate, 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.

7. **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:** 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.

8. **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, Assistant Dean Graduate, Assistant Dean Undergraduate, Program Manager, and Student Admissions & Progressions 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 Assistant Dean Graduate 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 elect members to the FDE
    - (3) to participate in an orientation meeting regarding peer review/classroom evaluation
    - (4) to conduct classroom visits and provide developmental feedback to faculty through completion of an evaluation tool and follow-up consultation
    - (5) to attend monthly coordinating meetings to receive assignments and discuss classroom observations
    - (6) to identify topics and processes for the development and evaluation of faculty
    - (7) to fulfill the duties associated with the ad hoc tenure review committee as provided within the SPGS Faculty Tenure and Reappointment Policy.

## 5. FACULTY GRIEVANCE (FG)

- a. **PURPOSE:** The FG shall provide the primary hearing for grievances 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 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 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, Dean, Undergraduate Department Chair, the Graduate Department Chair, and other administrative personnel designated by the 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 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 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 Dean of the SOE (ex-officio member with voice but without vote); c) the Director of Assessment and Accreditation; d) University Registrar or designee (ex-officio members with vote); e) 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 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 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 CUTE.
  - d. Frame recommendations for the Undergraduate CUTE 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 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 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 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 (CUTE and GEC) for program change.
  - c. Promote collegiality within and among academic programs.
  - d. Provide a developmental process for the University governance.
- 2. DEPARTMENT COMPOSITION: The Undergraduate and Graduate Departments of Education shall be composed of all SOE faculty/staff serving at the respective level with at least half-time contracts.

3. DEPARTMENT ALIGNMENT: SOE programs are aligned into two broad areas for the purpose of equitable academic governance and administration.
  - a. Undergraduate Teacher Education Programs include the following:
    - (1) Undergraduate Elementary Degree and Licensure Program.
    - (2) Undergraduate Middle Level Degree and Licensure Program.
    - (3) Undergraduate Secondary Major and Licensure Programs.
  - b. Graduate Education Programs include the following:
    - (1) Master of Arts in Education Degree Program
    - (2) Master of 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 Dean.
  - (5) Recommend program curriculum changes to the separate education committees (CUTE and GEC).
5. DEPARTMENT CHAIRS: The SOE 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 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 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 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 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 Dean, one undergraduate and one graduate faculty member elected to staggered two year terms by the faculty. The 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.
  - (3) Administer the annual election by the process described below to:
    - (a) Announce the date for ballot election by written notification.
    - (b) Monitor the election.
    - (c) Tabulate and announce election results by written notification after the spring in-service.

## 2. UNDERGRADUATE AND GRADUATE EDUCATION COMMITTEES

### Council on Undergraduate Teacher Education (CUTE)

- a. **PURPOSE:** The purpose of the CUTE is to advise the SOE Dean about undergraduate Teacher Education programs and policies and ensure compliance with the requirements of accrediting bodies. The CUTE will receive recommendations for changes to Education programs of study from the USOE. CUTE recommendations will be forwarded to the SOE Faculty Senate for endorsement and/or recommendation for change. Changes adopted by the SOE Faculty Senate will be forwarded to the SOE Dean for review and action.
- b. **COMPOSITION:** The CUTE shall consist of all SOE Undergraduate Department of Education Teaching Faculty, Chair of Education, Chair of Physical Education, two representatives from PK-12, two teacher education students (one elementary and one middle/secondary) and one representative from each CAS department offering discipline courses leading to teacher licensure. The CAS representatives will be appointed by the Dean of CAS. The SOE Dean shall serve ex officio without vote.
- c. **CHAIR:** The USOE Department of Education Chair shall serve as the CUTE committee chair.
- d. **RESPONSIBILITIES:** The responsibilities of the CUTE are:
  - (1) To review and modify functional policies for undergraduate Teacher Education Programs
  - (2) To review procedures and regulations for admission and retention to undergraduate Teacher Education Programs
  - (3) To decide individual candidate admission to the undergraduate Teacher Education Program compliance with all external agencies and guidelines
  - (4) To review assessment data for candidates in teacher education licensure programs of study, making recommendations as appropriate for program changes

- (5) To inform CAS academic departments and disciplines that in collaboration with SOE offer coursework leading to teacher licensure of licensure and accreditation requirements about program specific data, licensure and accreditation requirements.
- (6) CAS disciplines will retain authority to determine the undergraduate general education curriculum for undergraduate teacher education candidates AND courses required within CAS majors.

#### Graduate Education Committee (GEC)

- a. **PURPOSE:** The purpose of the Graduate Education Committee (GEC) is to formulate recommendations for curriculum, academic and assessment expectations, policies, and procedures for Graduate education programs. 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 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:** The Graduate Education Committee (GEC) is composed of all Graduate School of Education faculty members serving half-time or more, the GSOE Department Chair, the Director of Assessment and Accreditation and the Director of Graduate Education Enrollment. One adjunct faculty member from at least two SOE programs, and two students or graduate representatives from graduate SOE programs will be appointed by the Chair, in consultation with the Dean to rotating three year terms. The SOE Dean shall serve as an ex officio member without vote. Meetings will be scheduled monthly August through May to accommodate schedules of external members to gain maximum input to decisions being considered.
- c. **CHAIR:** The GSOE Department Chair shall serve as GEC Chair. The Chair shall prepare agendas, facilitate meetings, and approve clerical support for recording minutes of the meetings.
- d. **RESPONSIBILITIES:** The responsibilities of 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. The 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 Dean shall serve as ex officio without vote.
- c. **CHAIR:** The Dean shall serve as chair of the committee to ensure consistency in protocol. When promotion and tenure decisions are being considered, the 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 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 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 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 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) 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 Dean shall appoint a temporary replacement on the specific grievance.

- c. **CHAIR:** The 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 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 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 Dean of a School or College of the University
4. the legislature of a School or College of the University
5. a petition by one-half of the full-time Faculty of a School or College of the University

B. AMENDMENT PROCESS: Successful amendment of the Baker University Faculty Constitution or Faculty Handbooks shall be subject to the following procedures:

1. AMENDMENTS AFFECTING ONE OR MORE SCHOOLS OR COLLEGES: Such amendments shall be:
  - a. introduced and discussed in the Faculty Senate of the affected School;

- b. idle in the Faculty Senate for fourteen days to ensure informal discussion and consideration of the proposed amendment;
  - c. passed by a two-thirds majority secret-ballot vote of the Faculty Senators of the affected School or College;
  - d. introduced in exact language and discussed in the UAC;
  - e. idle in the UAC for fourteen days to ensure informal discussion and consideration of the proposed amendment;
  - f. passed in exact language by a simple majority secret-ballot vote of the UAC and forwarded to the President for consideration or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the President for consideration.
  - g. approved in exact language by the President and forwarded to the Board of Trustees, or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the Baker University Board of Trustees.
  - h. the ultimate power to amend the Baker University Faculty Constitution or Faculty Handbooks shall reside with the Board of Trustees. Except in compelling circumstances, amendments will be effective only after approval by both the Faculty and the Board of Trustees.
2. AMENDMENTS AFFECTING ALL SCHOOLS AND COLLEGES OF THE UNIVERSITY:  
Such amendments shall be:
- a. introduced and discussed in exact language in each Faculty Senate;
  - b. idle in each Faculty Senate for fourteen days to ensure informal consideration and discussion of the proposed amendment;
  - c. passed in exact language by a two-thirds majority secret-ballot vote of each Faculty Senate;
  - d. introduced in exact language and discussed in the UAC;
  - e. idle in the UAC for fourteen days to ensure informal consideration and discussion of the proposed amendment;
  - f. passed in exact language by a simple majority secret-ballot vote of the UAC and forwarded to the President for consideration or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the President for consideration.
  - g. approved in exact language by the President and forwarded to the Board of Trustees, or returned with suggestions to the appropriate Faculty Senate for reconsideration. If agreement cannot be reached, both recommendations will be forwarded to the Board of Trustees.

- h. The ultimate power to amend the faculty handbooks shall reside with the Board of Trustees. Except in compelling circumstances, amendments will be effective only after approval of both the Faculty and the Board of Trustees.
- 3. AMENDMENTS ORIGINATING FROM THE UNIVERSITY ADMINISTRATION: When proposed amendments originate from the Administration, they shall follow the procedure for AMENDMENTS AFFECTING ONE OR MORE SCHOOLS OR COLLEGES OF THE UNIVERSITY or AMENDMENTS AFFECTING ALL SCHOOLS AND COLLEGES OF THE UNIVERSITY.
- 4. AMENDMENTS ORIGINATING FROM THE UNIVERSITY BOARD OF TRUSTEES: The President shall communicate to the appropriate Faculty Senate and the UAC the substance and nature of amendment proposals which originate from the Board of Trustees. Proposed amendments shall follow the procedure for AMENDMENTS AFFECTING ONE OR MORE SCHOOLS OR COLLEGES OF THE UNIVERSITY or AMENDMENTS AFFECTING ALL SCHOOLS AND COLLEGES OF THE UNIVERSITY.
- 5. AMENDMENT REVIEW BY THE UNIVERSITY BOARD OF TRUSTEES
  - a. Should the Board of Trustees approve a proposed amendment to the Faculty Handbooks, the President shall communicate its approval to the next meeting of the UAC and the appropriate Faculty Senate.
  - b. Should the Board of Trustees deny approval of a proposed amendment to the faculty handbooks, the President shall communicate its action, together with an explanation, to the next meeting of the UAC and the appropriate Faculty Senate.

# BAKER UNIVERSITY FACULTY CONSTITUTION BYLAWS

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

## ARTICLE I UNIVERSITY ACADEMIC COUNCIL (UAC)

### SECTION I ORGANIZATION AND STRUCTURE

- A. **SCHEDULE:** A schedule of regular meetings of the UAC for each academic year shall be determined by the Chair and announced at the beginning of the academic year.
- B. **QUORUM:** Two-thirds of the UAC Faculty and Administrative Representatives shall constitute a quorum.
- C. **VOTING FRANCHISE:** Provided the substance of a motion has not been changed, Faculty and Administrative Representatives may vote in absentia on a designated motion by submitting a vote to the Archivist prior to the meeting. After tabulation of votes cast by representatives in attendance, the Archivist shall announce the names of those voting in absentia, as well as the total affirmative and negative votes.
- D. **MEETING PROCEDURES:** The order of business for UAC meetings shall be:
  - 1. Call to order
  - 2. Consideration of minutes
  - 3. Unfinished business
  - 4. New business
  - 5. Adjournment
- E. **REPORTS AND ANNOUNCEMENTS:** Reports and announcements from 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 Wednesday of each month at 3:30 p.m. during the academic year unless otherwise ordered.
2. QUORUM: One-third 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 prior to the meeting. After tabulation of votes cast by Faculty Senators in attendance, the Parliamentarian 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. Announcements
  - f. Adjournment
5. REPORTS AND ANNOUNCEMENTS: Agenda and minutes of the Faculty Senate and reports and announcements from faculty committees, the Dean, or others shall be distributed to the faculty at least three class days before the Faculty Senate meeting.
6. MOTIONS: Any Faculty Senator may offer a motion for Faculty Senate consideration by filing a written copy of that motion with the Assistant to the Office of Academic Affairs. Should the substance of the motion fall within the responsibilities of a CAS standing committee, the Chair of the Faculty Senate shall commit the motion to the standing committee for consideration. The Assistant to the Office Academic Affairs shall post properly filed motions to the Faculty Senate Moodle page not later than thirty-six hours before the scheduled or special meeting.
7. AMENDING BYLAWS: Any faculty senator may offer a motion to amend bylaws of the CAS Faculty Senate by filing a written copy of that motion with the Assistant to the Office Academic Affairs. The Assistant to the Office Academic Affairs shall post properly filed motions to the Faculty Senate Moodle page not later than 36 hours before the scheduled or special meeting. Such 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. Any amendments approved the Faculty Senate shall go into effect immediately, unless otherwise specified in the motion.
8. SECRET BALLOTS: A secret ballot may be ordered on any motion of substance by a majority of the Faculty Senators 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. Tenure and Promotion (TP)
5. Faculty Grievance (FG)
6. Program Evaluation and Outcomes Assessment (PEOA)
7. Faculty Growth and Enrichment (FGE)

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

C. **FUNCTION:** Functions of all standing committees are detailed in the Baker University Faculty Constitution, Article II, 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 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. TENURE AND PROMOTION (TP)  
The TP 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.).



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. Faculty compliments/concerns
  - f. Business
  - g. Report of committees
  - h. Reports/Discussion
  - i. Announcements
  - j. Course reports (end of each semester)
  - k. 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. Graduate Nursing Education Committee (GNEC)
6. Committee for the School of Nursing for Pre-Licensure Programs (CSN-PRE)
7. Faculty Grievance Committee (FG)
8. 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. GRADUATE NURSING EDUCATION COMMITTEE (GNEC): The GNEC shall meet monthly or as needed.
6. COMMITTEE FOR THE SCHOOL OF NURSING (CSN) FOR PRE-LICENSURE PROGRAMS (CSN-PRE): The CSN-PRE shall meet at least once every semester 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.
7. 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.7.d.).
9. 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.8.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. VOTINGFRANCHISE: 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. VOTINGFRANCHISE: 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. With the formation of the School of Education, the TEC became the SOE GEC.
  - 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 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. Council on Undergraduate Teacher Education (CUTE); 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

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