

THE PENNSYLVANIA STATE UNIVERSITY
HAZLETON CAMPUS FACULTY SENATE CONSTITUTION

(Subject to all P.S.U. Faculty Senate Regulations)

ARTICLE I

(Name and Function)

Section 1 The name of the organization shall be The Pennsylvania State University Hazleton Campus Senate; hereafter, the organization may be referred to as the Faculty Senate.

Section 2. The purpose of the Faculty Senate shall be to act as a legislative, advisory, and consultative body to the University community on any matters that may affect the attainment of the educational objectives of the Campus, such as, but not necessarily restricted to:

- a. the establishment, reorganization, or discontinuation of organizational units and areas of instruction and research
- b. policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the Campus
- c. policies and administration of the Campus Library
- d. policies affecting Campus development and utilization of resources
- e. Campus calendar and scheduling
- f. Campus student affairs
- g. Campus educational policy and planning
- h. faculty affairs
- i. Campus-Community relationship
- j. matters pertaining to the general welfare of the Campus

ARTICLE II

(Membership)

- Section 1 **Faculty Membership** (Voting Membership): For the purpose of defining the electorate of the Faculty Senate, the campus faculty shall mean all persons holding full-time appointments in Professorial ranks, full-time instructors, FT 1's, all full time campus employees teaching at least one officially recognized course during a current academic year, and employees who teach nine or more contact hours during a current academic year.
- Section 2 **Ex-Officio Membership I** (Voting Membership): For the purpose of defining the electorate of the Faculty Senate, Ex-Officio I Membership shall mean the Campus Executive Officer, Administrative Staff appointed yearly by the Campus Executive Officer and Students delegated yearly by the Faculty Senate with the approval of the Student Government Association. The total number of Administrative Ex-Officio I members shall not exceed 10% of the total Faculty membership as defined in Article II Section I of the Constitution. The total number of Student Ex-officio I members shall not exceed 10% of the total Faculty Membership as defined in Article II Section I of the Constitution.
- Section 3: **Ex-Officio Members II** (Non-Voting Membership): For the purpose of defining non-voting ex-officio membership, Ex-Officio Membership II shall mean the Administrative Staff members who do not hold membership under the provisions of Article II Section I or 2 of the Constitution.

ARTICLE III

(Organization and Executive Offices)

Executive Officers: The Faculty Senate shall have the following Executive Officers

Faculty President

Faculty Vice-President

Faculty Secretary

Faculty Treasurer

ARTICLE IV

(Amendments)

Amendments to the Constitution may be adopted at any regularly scheduled meeting of the Faculty Senate by a two-thirds vote of those present, provided that the amendments shall have been presented in writing at a preceding regular meeting.

BYLAWS

ARTICLE I

(FGA Executive Officers and Senators)

- Section 1 The **Faculty President** shall be the presiding officer of the Faculty Senate and shall conduct the affairs of the Senate in conformance with the Faculty Senate Constitution. *The President shall also chair the meetings of the Executive Committee and shall be responsible for collecting committee reports.*
- Section 2 The **Faculty Vice President** shall assume the duties of the President when the President is absent and shall perform the other duties appropriate to the office of Vice President. *The Vice President shall also chair the meetings of the Senate Procedures Committee.*
- Section 3: The **Faculty Secretary** shall prepare and be the custodian of all documents and records of the Faculty Senate and shall publish notices, agenda, and minutes of the Faculty Senate meetings. The Secretary shall perform any other duties appropriate to the office of the Secretary.
- Section 4. The **Faculty Treasurer** shall manage the financial affairs of the faculty Senate, and shall report the financial status of the Faculty Senate at every regular meeting of the Faculty Senate.
- Section 5. Each **Executive Officer** shall hold office for a period of one year from the day following Commencement to the day of Commencement of the next year. Officers shall not serve more than two consecutive terms in the same office.
- Section 6. An **Executive Officer** may be deposed by a two-thirds vote of those members present at any regular or special meeting of the Faculty Senate. The vacated office may be filled as prescribed in the Bylaws, Article VI, Section 3 (i,ii).

Section 7: The **Senators** elected by the Faculty Senate for its representation on the PSU

Faculty Senate *and the CWC Faculty Senate* shall execute the responsibilities and

obligations prescribed by the PSU Faculty Senate and the *CWC Faculty Senate* for

their respective senatorial offices.

(i) The Senators shall receive recommendations and direction from the Executive

Council in expressing the consensus of the Hazleton Faculty Senate at the PSU

Faculty Senate *and the CWC Faculty Senate*.

(ii) The Senators shall report the actions of the PSU Faculty Senate *and the CWC*

Faculty Senate to the Executive Council on matters that are of concern to the

Hazleton Faculty Senate.

(iii) The Senators shall disseminate information on the activities of the PSU Faculty

Senate *and the CWC Faculty Senate* to the Hazleton Faculty Senate members.

ARTICLE II

(Organizational Structure)

Section 1 The **Faculty Senate** shall have an Executive Council and the following Standing Committees:

Committee on Instruction and Advising

Committee on Research

Committee on Senate Procedures

Committee on Faculty Affairs

Committee on Library and Information

Committee on Promotion and Tenure

Committee on Lectures and Cultural Events

Committee on Educational Technology

Committee on Curricular Affairs

ARTICLE III

(Executive Council)

Section 1 The **Executive Council** shall be an instrument of the Senate without legislative authority. It shall coordinate the activities of the Standing Committees, the Special Committees, and other instruments of the Senate. It shall serve as an advisory body to the Campus Executive Officer. It shall review, coordinate, and discuss means for implementing legislation, and may initiate legislation in the same manner as a Standing Committee. It shall review all actions of those faculty bodies to which responsibility has been previously delegated by the Senate. It shall maintain liaison with the Faculty Organizations of other Campuses of the Commonwealth College and, through its University Senate members, maintain liaison with the University faculty Senate Committee on Intra University Relations.

Section 2. The **Executive Council** shall consist of:

- (i) Faculty President of the Senate, *presiding* ;

- (ii) Faculty Vice-President of the Senate;
- (iii) Faculty Secretary of the Senate;
- (iv) Faculty Treasurer of the Senate;
- (v) Faculty Parliamentarian;
- (vi) Faculty Senators representing the Hazleton Campus at the University Faculty Senate *and the Commonwealth College Faculty Senate*;
- (vii) *The immediate past President of the Faculty Senate.*

Section 3. The **Executive Council** may at any time request reports to the Council from Standing or Special Committees of the Senate. The Executive Council may further request, as appropriate, the attendance of the Chairperson of any Standing or Special Committee at a meeting of the Council.

Section 4. The **Executive Council** shall consider suggestions for future agenda items to be brought before the Senate, shall refer such items to the appropriate Senate Committee, and shall see to it that items are in fact acted upon.

Section 5. The **Executive Council** shall be convened by the Faculty President, as necessary.

ARTICLE IV

(Committees)

Section 1. The **Senate** shall determine its committee structures.

Section 2. **Chairpersons** of the Standing Committees shall be faculty members, as defined in the Senate Constitution, Article II, Section I: and at least a simple majority of the membership of a Standing Committee shall be faculty members.

Committees may add Campus administrative staff and students to their membership, consistent with distribution requirements imposed by Article IV, Section 2 of the Bylaws. They may also invite individuals to render testimony or advice on particular questions as circumstances dictate.

Committee meetings shall be announced to the faculty, and shall be open to any interested party.

It is the responsibility of committees to prepare legislation appropriate to the duties within their purview for presentation to the Senate and, to this end, to prepare motions to be presented to the Senate.

A Senate Committee may establish direct consultation with other committees, selected members of the Senate, Administration, Administrative Staff, and Campus Student Body, or the Community. However, such consultation shall not be construed as Senate action.

Senate Committees shall be aware of action taken by University Senate *and Commonwealth College Faculty Senate* committees whose functions correspond to theirs. Faculty Senators will communicate information from PSU Faculty Senate committees to the appropriate Senate committee.

Standing committee membership will be reconstituted following the first Senate meeting of the Fall semester, but no later than September 15. The Committee on Senate Procedures shall be responsible for recommending committee membership according to article (iv)(1).

Section 4. **Standing Committees** may appoint as many ad hoc Subcommittees as needed.

Section 5. Members of Standing Committees and their ad hoc Subcommittees shall have an equal voice in their respective committee decisions.

Section 6. The Faculty Senate President has the right to attend any Committee meeting, and may authorize any member of the Executive Council to represent him/her at meetings of any of the Committees.

Section 7. **Standing Committees**

(i) **Committee on Instruction and Advising**

- a. **Membership:** at least five faculty members, one ex-officio member, and two students.
- b. **Selection:** faculty members by the Faculty Senate President; ex-officio members by the Campus Executive Officer; students by the Student Government Association.
- c. **Duties:**
 - (1) The committee shall serve as the advisory and consultative body of the Senate to the Campus Administration on all matters bearing upon classroom instruction and advising.
 - (2) Whenever deemed appropriate, the committee shall plan sessions for the exchange of information on teaching strategies and advising.
 - (3) The committee shall be charged with the responsibility of conducting periodic classroom visitations for all faculty, and for sharing the results of these visitations with the faculty members affected. The committee shall also supervise the mentoring of new faculty.

(ii) **Committee on Research**

- a. **Membership:** at least five faculty members including the Director of Academic Affairs and one ex-officio member.
- b. **Selection:** faculty members by the Faculty Senate President, the ex-officio member by the Campus Executive Officer.
- c. **Duties:**
 - (1) The committee shall review and make suggestions to the Faculty Senate on all matters relating to faculty research duties.
 - (2) The committee shall collect and disseminate information on research opportunities and support, and seek ways to encourage and facilitate research by faculty and students.
 - (3) The committee shall serve as the advisory and consultative body of the Faculty Senate to the Campus Administration on all matters affecting the research climate of the Campus.

(iii) **Committee on Senate Procedures**

- a. **Membership:** no more than five faculty members, *the Faculty Vice President shall chair the committee.*
- b. **Selection:** the five faculty members by the Faculty Senate President.

c. **Duties:**

- (1) Each year the committee shall request the faculty to rank their preferences for committee assignments. The committee shall then take into consideration the preferences of the faculty and submit a recommendation to the Faculty Senate President for the appointment of faculty members to each Standing Committee.
- (2) The committee shall review and make recommendations on committee structure.
- (3) The committee shall propose changes in the Constitution and Bylaws of the Senate.
- (4) The committee shall codify and publish standing rules arising from Senate meeting resolutions.

(iv) **Committee on Faculty Affairs**

- a. **Members:** at least five members.
- b. **Selection:** by the Faculty Senate President
- c. **Duties:**

- (1) The committee shall review and make recommendations to the Faculty Senate on all matters relating to
 - professional standards
 - the social, cultural, and general welfare of the faculty
 - faculty rights and responsibilities

- resources, rewards, salaries, and benefits
 - the educational environment in which the faculty works
- (2) The committee shall be the principal agency of the faculty Senate to consult and advise the Campus Executive Officer on all these matters.
 - (3) The committee shall maintain liaison with the PSU University Faculty Senate Committee on Faculty Affairs, and serve as a conduit for information between this committee and the faculty.

(v) **Committee on Library and Information**

- a. **Membership:** at least five faculty members, the Campus Librarian, and four ex-officio members.
- b. **Selection:** the faculty members by the Faculty Senate President; two ex-officio members by the Campus Executive Officer; two ex-officio members by the Student Government Association.
- c. **Duties:**
 - (1) The committee shall recommend policies for the effective acquisition, storage, and retrieval of information in all forms and in all media and shall advise and assist the Campus Librarian in administering these policies. It shall make recommendations concerning the distribution of the annual library budget for acquisitions.
 - (2) The committee shall serve as a clearing house for information on the Hazleton Faculty Senate, including the gathering and proper maintenance of Senate records.

(vi) **Committee on Promotion and Tenure**

- a. **Membership:** five tenured faculty members and two alternates, who may be included in specific cases in which a regular member is for any reason unable to participate or recuses him- or herself from deliberation. (Note: in cases of promotion to Associate or full Professor, only faculty holding equivalent rank or higher may vote on such decisions.)

- b. **Selection:** four regular and two alternates elected by the Faculty Senate prior to the end of Spring Semester; one appointed by the CEO in consultation with the DAA, Chair will be elected by the committee members at their first meeting. Chair can serve not more than two consecutive terms.

- c. **Duties:**
 - (1) The committee shall review and evaluate dossiers of candidates under review in accordance with the requirements of HR-23.
 - (2) The committee shall advise candidates on the contents and style of their dossiers, and may give advice on their performance under the three categories evaluated: teaching, research, and service.
 - (3) Members of the committee may conduct classroom visits and review course materials, and write evaluations of teaching that will help the committee and others in the Promotion and Tenure process evaluate the candidate's teaching effectiveness.

(vii) **Committee on Lectures and Cultural Events**

- a. **Membership:** at least five faculty members representing a variety of academic disciplines, one student and one ex-officio member.

b. **Selection:** faculty members will be named by the Faculty Senate President, students will be named by the Student government Association, and the ex-officio member will be the professional staff member from Student Affairs responsible for activities and cultural events.

c. **Duties:**

- (1) The purpose of the committee is to arrange lectures and cultural events by identifying major external and internal speakers who can appeal to a broad audience of both university and town constituencies.
- (2) The committee should interact with any group or individual who plans to invite presenters to the campus.
- (3) The committee, through its membership will
 - provide recommendations regarding audience appeal
 - coordinate time and facilities allocation
 - provide assistance in the accommodation of speakers
 - arrange for advance publicity
 - identify budgetary support
- (4) The committee will make the arrangements for three “Faculty Talk” events in each semester (Fall and Spring).

(viii) **Committee on Educational Technology**

a. **Membership:** at least five faculty members, and four ex-officio members, including the Instructional Design Specialist.

b. **Selection:** the faculty members by the Faculty Senate President; one ex-officio member by the Campus Executive Officer; two ex-officio members by the Student Government Association.

c. **Duties:**

(1) The Committee shall address current issues involving educational technology, including issues relating to computers, software, network connections, modems, audio-visual equipment, and technology classrooms.

(2) The Committee shall

- plan for future academic technology needs for students and faculty
- approve and plan the expenditure of the student computer fee money that is returned to the Campus
- address issues involving Campus computer labs
- discuss changes in computer policies
- share information with concerned Campus groups

(ix) **Committee on Curricular Affairs**

a. **Membership:** at least five (5) faculty members and the Director of

Academic Affairs, who will be an ex-officio member. One member

will be elected to serve on the College Curricular Affairs committee.

b. **Selection:** faculty members by the Executive Council from a slate of nominees and volunteers from the full membership of the Faculty Senate. Each member will serve a three-year term. The membership shall be staggered and committee members shall serve no more than two consecutive terms.

c. **Duties:**

(1) The Committee shall oversee, facilitate and give advice on the development of course and curriculum proposals consistent with the latest edition of the University Faculty Senate Guide to Curricular Procedures.

(2) The Committee shall act as a liaison between the division head(s) and the initiating individual(s) when appropriate.

(3) The Committee shall be responsible for forwarding, in a timely manner, all proposals to the appropriate authority for approval.

ARTICLE V

(Meetings)

- Section 1. Regular Meetings shall be conducted at least twice a semester.
- Section 2. In case of an emergency the Faculty President shall have the authority to change the date of a Faculty Senate meeting.
- Section 3. Regular meetings of the Faculty Senate shall be defined as those meetings of the Faculty Senate:
- (i) that are held as scheduled and announced by the Faculty President at the first meeting of the Faculty Senate each academic semester, and
 - (ii) that follow the order of business as prescribed in Article V₁ Section 4 of the Bylaws.
- Section 4. The order of Business of Regular Meetings of the Faculty Senate shall be as follows:
- (i) the announcement of quorum
 - (ii) the approval of the minutes of the previous meeting
 - (iii) the report of the Faculty Treasurer
 - (iv) remarks by the Faculty President
 - (v) comments by the Campus Executive Officer
 - (vi) forensic business
 - (vii) unfinished legislative business
 - (viii) legislative reports

- (ix) advisory/consultative reports
- (x) informational reports
- (xi) new legislative business
- (xii) comments and recommendations for the good of the University

Section 5. The order of business may be changed by the Executive Council prior to any meeting. Any or all items in this Section may be suspended at any regular meeting of the Faculty Senate by a two-thirds vote of the members present, and at any special meeting by a decision of the President.

Section 6. Motions for action by the Faculty Senate shall be submitted in advance to the Faculty President, to assure their conformance with the Constitution and Bylaws. Written motions may be made from the floor, but the final action on such motions will be postponed until the next meeting, unless the Faculty President rules that circumstances dictate immediate action.

Section 7. The rules of procedure in all meetings of the Faculty Senate, except as may be specified otherwise in the Constitution and Bylaws, shall be those of **ROBERT'S RULES OF ORDER**, latest edition. The appointed parliamentarian shall be supplied with a copy of the updated Constitution and Bylaws of the Faculty Senate and latest edition of **ROBERT'S RULES OF ORDER**.

Section 8. A quorum for the transaction of business shall consist of twenty voting members.

Section 9. The Faculty Secretary shall arrange all items of the agenda for meetings of the Faculty Senate. The Secretary shall receive items for the agenda of the regular meetings until the third day preceding the meeting. The Secretary shall distribute notices of all meetings and the agenda of the meeting being announced.

Section 10. The Faculty Secretary shall publish and distribute copies of the minutes of the Faculty Senate meetings to all members within a reasonable time. The Secretary shall execute such letters of memoranda as are the result of action taken at Faculty Senate meetings.

- Section 11. When the Faculty President or Executive Council recognizes the existence of a situation of special faculty concern, the Executive Council shall be empowered to schedule supplementary Regular Meetings. Notice of such supplementary Regular Meetings shall be normally given to the members of the Faculty Senate at least three school days in advance of each meeting.
- Section 12. A Special Meeting of the Faculty Senate may be called by a majority of the membership present at any Regular Meeting.
- Section 13. A Special Meeting of the Faculty Senate shall be called whenever a request bearing signatures of a number of Faculty Senate members, equal to at least twenty-five percent of the total voting membership of the Faculty Senate, is presented to the Faculty President.
- Section 14. At the request of the Campus Executive Officer, the Faculty President shall call a Special Meeting of the Faculty Senate.
- Section 15. A Special Meeting of the Faculty Senate shall not necessarily follow the Order of Business which applies to Regular Meetings.

ARTICLE VI

(Elections and Appointments)

- Section 1. **Election of Executive Officers**
- (i) The Senate Procedures Committee shall appoint a Subcommittee for Nominations. The Subcommittee shall submit the list of nominations for Executive Officers for the following year in advance or on the floor of the last Regular Meeting of the Faculty Senate in the academic year.
 - (ii) The Subcommittee shall establish procedures which will allow an opportunity for all eligible FS members to place their names in nomination.

- (iii) Whenever possible, there shall be at least two nominees for each office. There must be two nominees for Senators.

- (iv) The names submitted by the Subcommittee shall include all eligible FS members who have requested consideration for the office. Additional nominations may be made from the floor. Each nominee must consent to his/her own nomination.

- (v) All voting members of the FS shall be eligible for nomination and election except as restricted.

- (vi) The election shall be by secret ballot at the first regular meeting in April. Simple majority vote shall determine election to each office.

Section 2. **Election of Senators**

Upon the expiration of the term of office for a Senator in the PSU Faculty

Senate or the Commonwealth College Faculty Senate, the Office shall be filled by following the procedure outlined in Article VI, Section 1.

Section 3. **Election of Officers to fill unexpired terms**

- (i) If the Faculty President resigns or is unable to complete his/her term of office the Faculty Vice-President shall immediately assume the title and duties of the office for the remainder of the term as defined in Article I, Section 5 of the ES bylaws.

- (ii) When an executive officer other than the Faculty President or Senator is unable to complete his/her term of office the Faculty President shall act immediately to fill the vacancy under the procedures outlined in Article VI, Section 1.

Section 4. **Appointments**

- (i) The Faculty President shall appoint the faculty members of the FS committees.
- (ii) The Faculty President shall appoint the Heads of FS Standing Committees.
- (iii) Faculty Members of Standing Committees shall be appointed for a term of two years. To provide continuity, a number equal to about one-half of the total Faculty membership of a committee shall be re-appointed each year.
- (iv) A Faculty member of the FS should not serve simultaneously on more than two Standing Committees nor serve simultaneously as Head of more than one Standing Committee.
- (v) The Faculty President shall appoint a Parliamentarian from the membership of the FS. The Parliamentarian shall act as advisor to the Faculty President on matters of procedure at all FS meetings. The Parliamentarian shall be a member of the Executive Council.
- (vi) The Heads of Standing Committees shall appoint the Chairperson of their own subcommittees.
- (vii) Appointments of faculty representatives of the FS to outside agencies shall be made by the Faculty President after consultation with the appropriate Standing Committee Heads.

Section 5. **Faculty Marshall**

The Faculty Senate shall present a nominee for Faculty Marshall to the Campus Executive Office on an annual basis.

ARTICLE VII

(Finances)

- Section 1 Funds of the Faculty Senate shall be deposited at a convenient local bank in the name of the Faculty Senate and shall be withdrawn in the name of either the Faculty President or the Faculty Treasurer.
- Section 2. At the first meeting of the Executive Committee, the Faculty Treasurer shall develop a tentative budget for the academic year. The budget shall be submitted to the Executive Council for approval. The guidelines for expenditure of any funds shall be voted upon by the Faculty Senate members.
- Section 3. The Faculty President shall be authorized to use the fund as outlined in the approved budget.

ARTICLE VIII

(Amendments)

- Section 1 Amendments to the Bylaws may be adopted at any Regular Meeting of the Faculty Senate by a two-thirds vote of those present, provided that the amendment shall have been presented at a preceding Regular Meeting.

AMENDMENTS

Amendment to Article IV (Committees), Section 7 (Standing Committees) of the Bylaws of the Pennsylvania State University Hazleton Campus Faculty Senate Constitution

There are currently nine standing committees. The new committee will be the tenth standing committee, reviving the Student Relations Committee of the past.

The revival of this committee was proposed by the SGA and the President of the Faculty Senate and is supported by the Director of Student Affairs

The addition is as follows:

(x) Committee on Student Relations

- a. **Membership:** at least five faculty members, and four ex-officio members.

- b. **Selection:** the faculty members by the Faculty Senate President; one ex-officio member by the Director of Student Affairs; three ex-officio members by the Student Government Association.

- c. **Duties:**
 - (1) The Committee shall serve as the principle agency of the Faculty Senate to serve as an advisory and consultative body to the Campus Executive Officer and the Director of Student Affairs on student relations.
 - (2) The Committee shall serve as a communication medium between the faculty and the student body.
 - (3) The Committee shall make recommendations to the Faculty Senate President regarding faculty representation on committees designating awards to students such as scholarships, social and athletic awards, etc.