

CONSTITUTION FOR THE FACULTY SENATE OF PENN STATE WILKES-BARRE

ARTICLE I: NAME

The name of this body is the Faculty Senate of the Wilkes-Barre Campus of the Pennsylvania State University (hereinafter referred to as the WB Faculty Senate).

ARTICLE II: PURPOSE

The purpose of the WB Faculty Senate is to encourage, develop, and sustain the academic well being of the faculty and student body at Penn State Wilkes-Barre, as well as to govern itself in academic matters in an open and democratic forum.

ARTICLE III: MEMBERSHIP

Section 1:

The WB Faculty Senate consists of all full-time faculty of Penn State Wilkes-Barre who hold the rank of Instructor through Professor or equivalent Library rank.

Section 2:

The WB Faculty Senate includes representatives of part-time faculty; these representatives are not to exceed 10% of the full-time faculty members as of the first day of classes in the Fall.

Section 3:

The WB Faculty Senate includes student members, not to exceed 10% of the full-time faculty members as of the first day of classes in the Fall.

Section 4:

Ex-officio members of the WB Faculty Senate are the Chancellor and other members of the administration appointed by the Chancellor; the total number not to exceed 10% of the full-time faculty members as of the first day of classes in the Fall. These ex-officio members have voting privileges. If the faculty membership, through the Executive Committee or during a Faculty Senate meeting, chooses to deliberate in closed session, the ex-officio members will not attend and/or will withdraw.

ARTICLE IV: OFFICERS AND EXECUTIVE COMMITTEE OF THE FACULTY SENATE

Section 1:

The officers of the WB Faculty Senate are the chairperson, the chairperson-elect, the secretary and the parliamentarian.

Section 2:

The WB Faculty Senate elects a chairperson-elect, who serves as the vice-chairperson upon election to office for one year prior to taking office as chairperson of the Faculty Senate.

Section 3:

The chairperson appoints a secretary and a parliamentarian.

Section 4:

The Executive Committee consists of the chairperson, immediate past chairperson, vice-chairperson, two members at large elected by the WB Faculty Senate from its membership, and the senior University College Faculty Council Representative and the senior University Faculty Senator from Penn State

Wilkes-Barre. The Chancellor is an ex-officio member. This committee acts as an advisory and consultative group to the Chancellor. It also advises the chairperson and vice-chairperson on the composition of standing committees of the WB Faculty Senate.

ARTICLE V: AUTHORITY OF THE FACULTY SENATE

Section 1:

The authority vested in this constitution has been delegated by the University Faculty Senate.

Section 2:

The WB Faculty Senate acts as an advisory and consultative body to the Chancellor, both through its corporate whole and any of its constituent parts on any matter that may affect the attainment of the educational objectives of Penn State Wilkes-Barre.

Section 3:

The WB Faculty Senate serves as a forum for the exchange of ideas among its own members and among the members of other groups of the academic community. To this end, all part-time faculty, members of the administration, and invited guests may attend WB Faculty Senate meetings and may be granted privileges of the floor.

Section 4:

The Faculty Senate of Penn State Wilkes-Barre interprets its policies.

ARTICLE VI: OPERATIONS OF THE FACULTY SENATE

Section 1:

The WB Faculty Senate meets at least three times during each semester.

Section 2:

In order to conduct business, a quorum of the voting membership of the Faculty Senate must be present. A quorum is a number of the voting membership present, equal to 51% of the number of full-time faculty.

ARTICLE VII: AMENDMENTS

Amendments to this constitution, consistent with University policy and directives of the University Faculty Senate, may be adopted at any meeting of the Wilkes-Barre Campus Faculty Senate by a two-thirds vote of those present and voting, provided that the amendments were presented in writing at a preceding meeting and that the proposed amendments were circulated to all members.

BYLAWS

FACULTY SENATE OF THE WILKES-BARRE CAMPUS

ARTICLE I: ELECTION OF OFFICERS AND FACULTY REPRESENTATIVES

Section 1:

Within the first twelve class days of each Spring Semester, the chairperson, in consultation with the Executive Committee, appoints an Election Committee consisting of no fewer than three Senate members, including its chair. Committee members' tenure is one year.

Section 2:

The Election Committee conducts the election of the chairperson-elect, two at-large members of the

Executive Committee, one Ombudsman and an alternate, two members of the Good Offices Panel and an alternate, Senators to the University and University College Faculty Council Representative, two members of the Promotion and Tenure Committee, and Adjunct Faculty Representatives. The Election Committee also conducts elections in special circumstances that may occur throughout the year.

Section 3:

The Election Committee uses the following procedure for all elections:

The Committee requests written nominations for all open positions. Each nominee must accept nomination in writing.

All elections are by secret ballot. The Committee assures the eligibility of nominees and the confidentiality of all ballots.

Only tenured or tenure-eligible faculty are eligible to vote for elected members of the Promotion and Tenure Committee.

Elections for all positions, except Adjunct Faculty Representatives, University College Faculty Council Representative, and University Faculty Senators, are conducted in the Spring Semester and are completed at least one week before the last class day of the Spring Semester. Election of Adjunct Faculty Representatives occurs within the first three weeks of the Fall Semester. Election of University College Faculty Council Representative and University Faculty Senators for the next academic year occurs by the end of the Fall Semester.

Election results are reported individually to all Senate members by the last day of classes in the Spring Semester and at the next regularly scheduled Senate meeting.

ARTICLE II: OFFICERS AND EXECUTIVE COMMITTEE

Section 1:

The terms of Executive Committee members and elected and appointed officers begin with the last class day of the spring semester and continue for one year to the day preceding the last class day of the next spring semester. Each person is eligible for re-election.

Section 2:

The chairperson presides at all meetings of the WB Faculty Senate and assumes those duties normally pertaining to the office, including liaison with the Campus Advisory Board.

Section 3:

The vice-chairperson assumes the duties of the chairperson when the chairperson is absent. He/she also meets, from time to time, with the chairpersons of the standing committees for the purpose of exchanging information about committee activities.

Section 4:

The secretary keeps the official roll, publishes notices, agendas, and minutes of WB Faculty Senate meetings, and performs other duties appropriate to this office.

Section 5:

The parliamentarian advises the WB Faculty Senate concerning procedure.

Section 6:

The Executive Committee schedules regular meetings with the administration to discuss faculty business. It conducts routine executive functions such as drawing up agendas, referring correspondence, scheduling meetings, selecting faculty representation to serve on search and screen committees for campus administrative positions, etc. This committee has no legislative powers.

ARTICLE III: COMMITTEE STRUCTURE AND FORMATION

Section 1:

The WB Faculty Senate may, by a two-thirds vote, create or terminate standing committees.

Section 2:

The membership of the standing committees is determined by the chairperson and vice-chairperson, with advice from the Executive Committee, from the names submitted to them by those faculty who wish to serve on a standing committee and who have stated their committee preferences.

Section 3:

The term of office for faculty members on standing and ad hoc committees is one year. A faculty member may succeed himself/herself on a committee.

Section 4:

The chairpersons of committees are elected by their respective committees. Ex-officio and student members may not be chairpersons, but have voting privileges. The committee determines its own procedure for the conduct of its meetings.

Section 5:

Every committee reports its activities and deliberations to the WB Faculty Senate at each meeting. Specific recommendations from standing committees to the administration require approval by the WB Faculty Senate.

ARTICLE IV: STANDING COMMITTEES

Section 1: THE ACADEMIC AFFAIRS COMMITTEE

Membership: Director of Academic Affairs (ex-officio); at least three full-time faculty; one student designated by the Student Government Association.

Duties: This committee advises the Office of Academic Affairs on scheduling, proposed new courses and evaluation of present courses, academic standards, academic advising, admission, and other matters related to academic affairs, including policy. This committee also acts as the Curricular Affairs Committee mandated by the Constitution of the University College Faculty Senate.

Section 2: STUDENT AFFAIRS COMMITTEE

Membership: Director of Student Programs and Services (ex-officio); at least three full-time faculty; two students—one designated by the Student Government Association and one by the Director of Student Programs and Services.

Duties: This committee advises the Office of Student Affairs on extracurricular activities and student Senates, scholarships and awards, and other matters related to student affairs.

Section 3: LIBRARY COMMITTEE

Membership: The Campus Librarian (ex-officio); at least five full-time representative faculty; one student, appointed by the Librarian.

Duties: This committee is consultative and advisory to the Campus Librarian and the Campus Administration. It serves as a liaison between the Campus Library and the faculty at large through the WB Faculty Senate.

Section 4: SCHOLARLY ACTIVITIES COMMITTEE

Membership: Director of Academic Affairs (ex-officio); at least three full-time faculty members.

Duties: This committee advises the Office of Academic Affairs on means to encourage scholarly activities and disseminate information about research and other scholarly activities to and among the faculty.

Section 5: FACULTY AFFAIRS COMMITTEE

Membership: At least three full-time faculty members, including the chairperson of the WB Faculty Senate. The chairperson of the committee must be a tenured faculty member.

Duties: This committee shall concern itself with faculty awards, the composition of search and screen committees for new faculty members, the rights and responsibilities of faculty members, and the educational environment in which the faculty works. It is empowered to study any situation or grievance brought to it by any member of the campus faculty or administration.

ARTICLE V: SPECIAL COMMITTEES

Section 1: PROMOTION AND TENURE COMMITTEE

- a) Function: To review dossiers of candidates and provide the campus administration with a recommendation
- b) Structure:
 - i) Second, Fourth, Sixth Year reviews and promotion to associate professor: Five members holding a minimum rank of Associate Professor
 - ii) Promotion to Professor: Three faculty of Professor rank
- c) Membership: Faculty of high rank and tenure, as directed by HR-23, comprising of:
 - i) Second, Fourth, Sixth Year reviews and promotion to associate professor: Two members, hereinafter referred to as the core, elected by the eligible faculty from the campus, plus three ad-hoc members selected by the core. Of these five, a minimum of three members will be within the candidate's disciplinary area. The ad hoc members will be chosen by the core from a list of eligible faculty developed by the core in consultation with the DAA.
 - ii) Promotion: Professor review committee: Three Professors, two of which should be within the disciplinary area of the candidate. These three will be selected by the core in consultation with the DAA.

For both i) and ii):

In the event that the committee cannot be constituted entirely from the campus' faculty, the core will select faculty in appropriate disciplines from other campuses within the University. These faculty will be selected by the core from a list developed in consultation with the DAA.
- d) Terms of service: The term of membership for core members shall be two years in length with terms starting on consecutive years. All other members have terms of one year.

Section 2:

The chairperson, in consultation with the Executive Committee, may create ad hoc committees. The faculty may, by a majority vote, create additional ad hoc committees.

ARTICLE VI: MEETINGS

Section 1:

The Executive Committee determines the specific times and places of the meetings of the WB Faculty Senate and asks the secretary to publish this schedule of the academic year within the first 12 class days of the fall semester.

Section 2:

Upon the request of the Chancellor, the chairperson will convene the WB Faculty Senate.

Section 3:

The chairperson will convene the WB Faculty Senate in response to a written petition of at least 20 percent of the members to consider proposals of the petitioners stated in writing, provided the petition contains a statement of purpose of the meeting.

Section 4:

A majority of the members present at any meeting may change the date for any subsequent meeting.

Section 5:

Any member of the faculty may submit to the secretary a written, dated business item to come before the WB Faculty Senate. This item must be placed in order on the Faculty Senate agenda. Any member of the faculty submitting such a business item is entitled to primary recognition on the floor in order to discuss the business item.

Section 6:

The presiding officer may recognize persons attending WB Faculty Senate meetings, other than regular members or ex-officio members, when he/she deems it appropriate.

ARTICLE VII: RULES OF PROCEDURE

The rules of procedure in the meetings of the WB Faculty Senate are those determined by the chairperson, except as may be otherwise specified in the WB Faculty Senate Constitution and Bylaws. All motions, except as may be otherwise specified in these documents, are determined by a majority of the votes cast. Roll-call votes are initiated only by the decision of the chairperson or by a two-thirds majority of members present and voting. The role of the parliamentarian is advisory only.

ARTICLE VIII: AMENDMENTS

Amendments to the Bylaws may be adopted at any meeting of the WB Faculty Senate by a two-thirds vote of those present, provided that the amendments were presented in writing at a preceding regular meeting.

Revisions approved 3 May, 2007.