

**Constitution and By-laws**  
**Penn State New Kensington Faculty Senate**

Approved by the Faculty at the October, 1983 Meeting

Amended in May and December 1985; January 1986;

September 1987; January 1988; September 1994, published April 1995; revised and  
amended March 1999; March 2001; February 20, 2002; March 18, 2003;

February 26, 2008

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

# Constitution

## Article I: Functions

### Section I:

#### A. Legislative Functions

The Penn State New Kensington (herein referred to as PSNK) Faculty Senate is the legislative body representing the Campus academic unit in participating in the legislative functions of the University Faculty Senate and will submit its actions for approval through the appropriate academic and administrative units to the appropriate University Faculty Senate Committee or the University Faculty Senate concerning such matters as:

1. Instructional programs,
2. Courses and programs of study,
3. Academic admissions standards,
4. Graduation requirements, and
5. Scholarships and honors.

#### B. Advisory and Consultative Functions

1. The establishment, reorganization, or discontinuation of organizational units and areas of instruction and research,
2. Policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the University,
3. Policies and administration of the libraries at the University,
4. Policies affecting University development and utilization of resources,
5. Matters pertaining to the general welfare of the University,

6. Overall educational policy and planning,
7. University calendar,
8. Faculty affairs, including academic personnel,
9. Student affairs,
10. General admissions policy, and
11. Other appropriate matters.

### **C. Forensic Functions**

The PSNK Faculty Senate serves as a forum for the exchange of ideas among the members of the academic unit faculty. The Standing Rules of the University Faculty Senate provide the model for the conduct of forensic business.

In questions of legislative jurisdiction, the power of decision rests with the Chancellor.

## **Article II: Membership**

### **Section 1:**

For the purpose of defining the membership of the PSNK Faculty Senate, the term PSNK Faculty means: All persons holding full-time academic appointments on the University payroll.

### **Section 2:**

The PSNK Faculty Senate consists of

- A. PSNK Faculty, as close as possible to, but not less than 80% of the Senate,
- B. Administration, up to four representatives, appointed by the Chancellor,
- C. Students, up to four, who are full-time and appointed by the Student Government Association, and

- D. Adjunct Faculty, up to four representatives, selected by the Adjunct Faculty each semester via an election conducted by the Executive Committee of the PSNK Faculty Senate.

### **Section 3:**

- A. The term of all administration and student representatives is one (1) year.
- B. The term of all Adjunct Faculty representatives is one semester.

## **Article III: Amendments**

### **Section 1:**

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

### **Section 2:**

Amendments to the Constitution are voted upon at regular meetings of the PSNK Faculty Senate; however, a member may cast an absentee ballot with the Secretary prior such meetings.

## **By-laws**

### **Article I: Officers**

#### **Section 1:**

The officers of the PSNK Faculty Senate are the Chair, the Chair-Elect and the Secretary and the University Senators. Only PSNK Faculty are eligible to fill these offices. The Chair-Elect serves for one year and then automatically assumes the role of Chair office in the following one year term. A new Chair-Elect and a Secretary are elected annually. The Secretary is eligible for reelection. University Senators are elected and serve terms as described by the University Faculty Senate Constitution.

#### **Section 2:**

The Chair is the presiding officer of the PSNK Faculty Senate, the Executive Council, and the Executive Committee. The Chair appoints a Parliamentarian from the PSNK Faculty to serve during his or her term of office.

#### **Section 3:**

The Chair-Elect assumes the duties of the Chair when the Chair is absent and performs other duties appropriate to the office.

## **Section 4:**

The University Senators represent the PSNK Faculty at the meetings of the University College Caucus and the University Faculty Senate and provide regular reports to PSNK Faculty Senate concerning these meetings.

## **Article II: Executive Committee**

### **Section 1:**

The Executive Committee of the PSNK Faculty Senate consists of the Chair, the Chair-Elect, the Secretary, the University Faculty Senators, and the Chairs of the PSNK Faculty Senate Standing Committees. The Chair of the PSNK Faculty Senate presides at meetings of the Executive Committee.

### **Section 2:**

The Executive Committee reviews annually and adjusts, if necessary, the apportionment of the administration and student representatives to the appropriate levels. This annual review and adjustment takes place before the first PSNK Faculty Senate meeting of the Fall Semester.

### **Section 3:**

The Executive Committee requests written reports from the Chairs of any or all Standing Committees whenever it is deemed necessary. Written reports are requested before the last meeting of the Spring Semester and placed on record.

## **Section 4:**

Prior to each meeting of the PSNK Faculty Senate, the Executive Committee meets. The primary functions of this Committee are to prioritize and set the agenda for the PSNK Faculty Senate meeting.

## **Section 5:**

At the start of each semester, the Executive Committee surveys the Adjunct Faculty for nominations for Adjunct Faculty representatives to the PSNK Faculty Senate. The Executive Committee then conducts an election in which the Adjunct Faculty shall select their representatives for that semester. This survey and election occurs prior to the semester's first meeting of the PSNK Faculty Senate.

## **Article III: Elections**

### **Section 1: Nominations and Elections**

- A. Nominations for officers, senators and standing committee members are made by the PSNK Faculty Senate. Procedures provide that every member of the PSNK Faculty have the opportunity to place names in nomination.
- B. There is at least one nominee for each office and at least sufficient numbers of nominees to satisfy specified committee size.
- C. Names are placed in nomination for officers, for Senators (as needed), and for the Promotion and Tenure Committee at or before the March meeting of the PSNK Faculty Senate. Names are placed in nomination for the Academic and Administrative Committees in March or November.

- D. Elections of officers, senators, and Promotion and Tenure Committee members are held following the March meeting and completed before the April meeting of the PSNK Faculty Senate. Those elected assume office on July 1. Elections for the Academic and Administrative Committees are held in either April or December. Those elected begin serving in June (April election) or January (December election).

## **Section 2: Election and Voting Procedures**

- A. Elections are conducted by the Executive Committee of the PSNK Faculty Senate by secret ballot.
- B. Special elections, with nominations and election dates dictated by circumstances, may be held at the call of the Chair to fill vacancies as required.
- C. Special votes to remove officers, senators, or committee members from their positions are conducted by the Executive Committee (not including any member involved in removal vote) by secret ballot.

## **Section 3: Eligibility to Vote and Serve**

Eligibility to vote and serve is determined as follows:

- A. For the election of PSNK Faculty Senate Officers, all members of the PSNK Faculty Senate are eligible to vote. Only members of the PSNK Faculty are eligible to serve.
- B. For motions and questions relating to the PSNK Faculty Senate's legislative and forensic functions, all members of the PSNK Faculty Senate are eligible to vote.
- C. For standing committees of the PSNK Faculty Senate, only members of the PSNK Faculty are eligible to serve, only tenured PSNK Faculty members are eligible to serve on the Promotion and Tenure Committee, all PSNK Faculty members are eligible to serve on

all other standing committee, and all members of the PSNK Faculty Senate are eligible to vote.

## **Article IV: Committees**

### **Section 1: Election of Standing Committee Members**

- A. Nominations and elections are conducted in accordance with Article III, Sections 1, 2 and 3.
- B. The length of the terms of office is stipulated in the specific committee provisions below. The beginning date for terms of office, unless otherwise stipulated, is July 1st.
- C. Chairs of standing committees must be PSNK Faculty-of the PSNK Faculty Senate.
- D. Any member of a committee who is not a member of the PSNK Faculty Senate does not have voting privileges on the floor of the Senate on issues of concern to that committee.
- E. Vacancies are filled by a special appointment conducted by the Executive Committee. Committee members appointed to fill vacancies serve the remainder of the term(s) of the vacant member(s).
- F. Committee members may be removed by majority vote of the PSNK Faculty Senate.

### **Section 2: Committee Structure**

The Standing Committees of the PSNK Faculty Senate, their composition, and their responsibilities are as follows:

- A. The Promotion and Tenure Committee:

The Promotion and Tenure Committee functions under the following guidelines:

1. The Committee consists of three (3) tenured faculty members from the Penn State New Kensington Campus who are considered the “core committee.”
  - i. All three members are elected by procedures outlines in Article III, Sections 1, 2 and 3.
  - ii. The core committee elects its own Chair.
  - iii. No core committee member may serve more than two consecutive terms unless otherwise necessary to comply with HR-23.
2. To ensure disciplinary review, an individual candidate’s Promotion and Tenure Committee consists of the core committee plus two reviewers from the candidate’s discipline.
  - i. The disciplinary reviewers are approved by the appropriate Discipline Coordinator.
  - ii. There is no “double-counting” of disciplinary and core committee members. For instance, a math professor on the core committee will does not qualify as a disciplinary reviewer for a math candidate, but instead as a member of the core committee; two other math reviewers would need to serve on this committee.
  - iii. Due to the unusual nature of the library faculty structure, Promotion and Tenure process, only the core committee takes part in the first level of review for library faculty. Disciplinary review occurs at the second level of review for library faculty.

3. Committee members must have rank senior to candidates for promotion. If a member of the core committee does not satisfy this criterion, then the Executive Committee appoints an appropriate replacement. Any member normally appointed by the Executive Committee serves for all cases of promotion and tenure which come before the Committee unless the “rank above” principle would be violated by such service. Any member appointed to comply with the “rank above” principle serves only for those cases that require his or her presence.
4. In the case of promotion to Professor, the individual candidate’s committee will consist of exactly three (3) Professors: one (1) core committee member and two (2) disciplinary members. The regular core committee selects one of its members to form the single core committee. The disciplinary reviewers are approved by the appropriate Disciplinary Coordinator.
5. In making recommendations concerning promotion and/or tenure, the Committee uses the criteria adopted by the PSNK Faculty Senate. These recommendations must be in compliance with HR-23.

#### B. The Academic Committee

The Academic Committee functions under the following guidelines:

1. The committee consists of four (4) faculty members from the Penn State New Kensington Campus, who are considered the “core committee.”

- i. All four members are elected by procedures outlines in Article III, Sections 1, 2 and 3.
  - ii. Two members are elected in April of each year, and two other members are elected in December of each year.
  - iii. Members elected in April begin serving in June, and those elected in December will begin serving in January.
  - iv. The core committee elects its own Chair and reports this election to the PSNK Faculty Senate Chair.
  - v. Core committee members serve for one year.
  - vi. Core committee members may not be members of the Administrative Committee.
  - vii. Core committee members may be re-elected upon their request for nomination by the Executive Committee and vote by the PSNK Faculty Senate (as described in Article III, Sections 1, 2 and 3).
2. The Academic Committee addresses all academic and curricular affairs issues involving the New Kensington Campus.
3. The core members of the Academic Committee serve as the faculty representatives to all campus committees concerned with, but not limited to, academic integrity (inclusive of Academic Integrity Review Board), recruitment and retention, and student life.
4. At least two of the core members of the Academic Committee serve as the Faculty representatives on the IT Solutions Committee.

5. The Committee drafts a set of guidelines specifying its functions and responsibilities and agenda topics for the academic year. These guidelines and agenda items are presented for discussion and approval by the entire PSNK Faculty Senate at the first PSNK Faculty Senate meeting of the academic year.
6. The Academic Committee meets at least two times a month. The schedule of these meetings for the entire academic year is announced at the first PSNK Faculty Senate meeting of said year.

#### C. The Administrative Committee.

The Administrative Committee functions under the following guidelines:

1. The Committee consists of four (4) faculty members from the Penn State New Kensington Campus, who are considered the “core committee.”
  - i. All four members are elected by procedures outlines in Article III, Sections 1, 2 and 3
  - ii. Two members are elected in April of each year, and the two other members are elected in December of each year.
  - iii. Members elected in April begin serving in June, and those elected in December begin serving in January.
  - iv. The core committee elects its own chair and reports this election to the PSNK Faculty Senate Chair.
  - v. Core committee members serve for one year.

- vi. Core committee members may not be members of the Academic Committee.
  - vii. Core committee members may be re-elected upon their request for nomination by the Executive Committee and vote by the PSNK Faculty Senate (as described in Article III, Sections 1, 2 and 3).
2. The Administrative Committee addresses all administrative issues involving the New Kensington Campus.
  3. The core members of the Administrative Committee serve as faculty representatives to all campus committees concerned with, but not limited to, administrative policies and issues of interest to the faculty, budgetary and strategic planning, facilities, and safety.
  4. The Committee drafts a set of guidelines specifying its functions and responsibilities and agenda topics for the academic year. These guidelines and agenda items are presented for discussion and approval by the entire PSNK Faculty Senate at the first PSNK Faculty Senate meeting of the academic year.
  5. The Academic Committee meets at least two times a month. The schedule of these meetings for the entire academic year is announced at the first PSNK Faculty Senate meeting of said year.

## **Article V: Meetings**

### **Section 1:**

Regular meetings of the PSNK Faculty Senate occur during a Common Hour preceding the regular University Faculty Senate meeting during the normal academic year, except as provided in Section 4 of this Article.

### **Section 2:**

Upon the request of the Chancellor, the Chair convenes the PSNK Faculty Senate to receive information concerning the status and future plans for the University, requests for advice, and recommendations for PSNK Faculty Senate action.

### **Section 3:**

The Chair convenes the PSNK Faculty Senate in response to a written petition of at least five (5) voting members of the PSNK Faculty Senate to consider written proposals of the petitioners.

### **Section 4:**

The Chair may change the date of any meeting by giving members of the PSNK Faculty Senate five (5) calendar days notice.

## **Article VI: Quorum**

### **Section 1:**

A quorum for the transaction of business consists of at least 25 percent of the membership of the PSNK Faculty Senate.

## **Article VII: Rules of Procedure**

### **Section 1:**

The PSNK Faculty Senate establishes its rules of procedure. Any procedures not specified should adhere to Robert's Rules of Order, the most current edition.

## **Article VIII: Amendments**

### **Section 1:**

Amendments to the By-Laws may be adopted at any meeting of the PSNK Faculty Senate by a two-thirds vote of those eligible to vote, provided that the amendments have been presented in writing at a preceding regular meeting of the PSNK Faculty Senate.

### **Section 2:**

Amendments to the By-laws are voted upon at regular meetings of the PSNK Faculty Senate; however, any member may cast an absentee ballot with the Secretary prior to such meetings.