

## **Constitution Of The University College Faculty Council**

### **Article I**

#### **FUNCTIONS**

The University College Faculty Council shall serve as the sole body representing the University College faculty as a whole.

The University College Faculty Council shall serve as an advisory body, both through its corporate whole and any of its constituent parts, to the Vice President for Commonwealth Campuses on any matter that may affect the achievement of the educational objectives of University College.

The University College Faculty Council shall formulate recommendations to the Vice President for Commonwealth Campuses, subsequent to approval by the full University College Faculty Council concerning Curricular Affairs, Faculty Affairs, and Academic Affairs, as well as the establishment, reorganization, or discontinuation of organizational units and areas of the College. Although operational responsibility for oversight of Curricular Affairs, Faculty Affairs, and Academic Affairs is vested in relevant committees of the University Faculty Senate, the University College Faculty Council reserves the right to conduct independent investigation and develop policy proposals to address concerns brought to its attention by its constituency. Council should be consulted before official action is taken.

The University College Faculty Council shall have the authority to re-delegate authority to Standing and Special Committees for tasks within its purview according to such procedures as the University College Faculty Council may establish in the Standing Rules. Reports of Standing and ad hoc Committees shall not be considered to be or identified as reports of the University College Faculty Council unless they have been approved by the University College Faculty Council.

### **Article II**

#### **MEMBERSHIP**

##### **Section 1.**

The electorate of the University College Faculty Council shall include all full-time faculty and librarians on the campuses that comprise the college.

## Section 2.

During the first election cycle, each campus of the University College shall elect one (1) Councilor and one (1) Councilor-Elect to the University College Faculty Council. Councilors and Councilors-Elect shall be chosen from among persons who are full-time faculty and librarians. The term of office of the Councilor shall be two years.

The Councilor-Elect shall succeed to the position of Councilor at the end of the Councilor's term of office. Therefore, after the first election cycle, each campus will elect only a new Councilor-Elect. The Councilor-Elect may replace the Councilor at a meeting if the Councilor is unable to attend. The Councilor-Elect shall replace the Councilor if the Councilor is unable to complete the term of office.

## Section 3.

Non-voting members of the University College Faculty Council shall include:

One student: The college-wide student government organization shall select one student and one alternate from the 14 University College campuses (who will participate in the event that the elected student can not) from their University College members for a term of one year.

The Vice President for Commonwealth Campuses and two (2) Associate Deans to be named by the Vice President will be non-voting members.

## Section 4.

Guests of the University College Faculty Council and members of the University community who are not members of the University College Faculty Council shall have the right to attend University College Faculty Council meetings as observers and may be granted the privilege of the floor in accordance with rules established by the University College Faculty Council.

## Article III

### AMENDMENTS

When a quorum is present, amendments to this Constitution may be adopted at any meeting of the University College Faculty Council by a two-thirds (2/3) vote of the voting members of the Councilors present, provided that the amendments shall have been presented in writing at least one month prior to that meeting. Successful amendments shall be submitted for approval to the Executive Secretary of the University Faculty Senate. An amendment shall take effect when it has been approved by the University Faculty Senate Council.

## BYLAWS

## Article I

## OFFICERS

University College Faculty Council Officers:

At the last meeting of each academic year, the University College Faculty Council shall choose from among its members a Chair, a Vice-Chair, and a Secretary for the next academic year. The term of office will be one (1) year.

The Chair shall be the presiding officer of the University College Faculty Council. The Chair shall have the authority to convene the Executive Committee.

The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.

The Secretary shall keep the official roll, shall prepare and publish notices, agenda, and minutes of University College Faculty Council meetings, and shall perform other duties appropriate to the office.

Executive Committee:

The Executive Committee of the University College Faculty Council shall consist of the University College Faculty Council Chair, Vice Chair, and Secretary.

## Article 2.

## EXECUTIVE COMMITTEE

## Duties of the Executive Committee:

- (a) ensure that the University College Faculty Council addresses issues of major concern to the campuses of the University College and to its faculty as a whole.
- (b) charge a standing committee of the University College Faculty Council to investigate matters as it deems appropriate.
- (c) establish the agenda for each University College Faculty Council meeting.
- (d) recommend to the University College Faculty Council to advise properly organized campus faculty organizations to carry out specific functions.

The Executive Committee of the University College Faculty Council shall be convened by the Chair of the University College Faculty Council at least once before each meeting

of the University College Faculty Council. The Committee may be convened electronically.

### Article III

#### ELECTION TO THE UNIVERSITY COLLEGE FACULTY COUNCIL

##### Section 1

Councilors in the University College Faculty Council shall be elected to a two-year term.

##### Section 2

The terms of office for University College Faculty Councilors shall be staggered to provide continuity within the University College Faculty Council. During the first year this constitution is in effect, all campuses will elect Councilors. Thereafter, during the even years, the following campuses will hold elections: Beaver, Brandywine, DuBois, Fayette, Greater Allegheny, Hazleton, and Lehigh Valley. During the odd years, the remaining campuses will hold elections: Mont Alto, New Kensington, Schuylkill, Shenango, Wilkes-Barre, Worthington Scranton, and York.

##### Section 3

The names of Councilors and the Councilors-Elect to serve during the following year for each campus shall be reported to the University College Faculty Council by the Chair at the last regular meeting of the academic year.

##### Section 4

An elected Councilor who is unable to carry out University College Faculty Council responsibilities for a period exceeding three (3) consecutive months, excluding June, July, and August, shall be replaced by the Councilor-Elect to fill the unexpired term. An election shall be held for a new Councilor-Elect at that time.

### Article IV

#### COMMITTEES

##### Section 1

The University College Faculty Council shall determine its committee structure and composition with only the following stipulation:

(a) Any University personnel or any student of the University may be appointed to a committee.

## Section 2

All members of Standing Committees who are not members of the University College Faculty Council shall have non-voting privileges of the floor when the subject of discussion pertains specifically to the work of their respective committees.

## Section 3

Direct consultation between University College Faculty Council committees and other instrumentalities of the University College Faculty Council as well as other members of the administration, faculty and student body of the College is encouraged as appropriate.

## Section 4

Any report approved by a committee at the last meeting of one academic year shall be presented to the Executive Committee and, if approved for the agenda, shall be presented to the University College Faculty Council at the beginning of the next academic year without review by the new committee.

## Article V

### MEETINGS

#### Section 1

Regular meetings of the University College Faculty Council shall be held at least twice a year. Specific dates and times for the following academic year shall be set by the Executive Committee in consultation with the Office of the Vice President for Commonwealth Campuses during the last meeting of the University College Faculty Council in the academic year.

#### Section 2

The chair shall convene the University College Faculty Council in response to:

- (a) an action by the Executive Committee,
- (b) a request from the Vice President for Commonwealth Campuses,
- (c) a request from a Standing Committee of the college having a specific report to convey, or
- (d) a request from any five (5) elected members of the University College Faculty Council.

### Section 3

A regular meeting of the University College Faculty Council may be canceled or rescheduled no less than 24 hours before its scheduled date by unanimous vote of the Executive Committee.

### Article VI

#### QUORUM

A quorum for the transaction of business shall consist of two-thirds (2/3) of the voting members.

### Article VII

#### DELEGATION OF AUTHORITY

##### Section 1

Authority for functions of the University College Faculty Council as defined in Article I of the Constitution may be delegated in whole or in part to appropriately organized faculty bodies upon recommendation of the Executive Committee and approval by the University College Faculty Council and the Vice President for Commonwealth Campuses. Such delegations shall be limited to those functions appropriate to the faculty body concerned and within the functions permitted to the University College Faculty Council by the University College Faculty Council's Bylaws and Standing Rules. Such delegations shall be specified in succeeding Sections of this article and shall be established in accordance with Article X of the Bylaws. With the exception of the College Promotion and Tenure Review Committee and campus faculty organizations, legislative recommendations of all bodies to which authority has been delegated under Article VII shall be forwarded to the Chair of the University College Faculty Council for University College Faculty Council approval, and minutes of all such bodies will be communicated to the appropriate Standing Committee of the University College Faculty Council.

##### Section 2

Standing Committees for execution of established policies at the College level, including Promotion and Tenure Review, Sabbatical Review, and the Election Committee shall operate according to their charges as prescribed by University policy and endorsed by the University College electorate.

University College Faculty Council may charge ad hoc committees to address special issues as they arise.

### Section 3

Campus representatives on the University College Faculty Council shall serve as conduits for concerns raised locally but having College-wide implication. Councilors are expected to consult with the campus faculty and campus organizations, and administrators and to report regularly to them to their campus organizations on the proceedings of the College Faculty Council.

### Article VIII

#### REFERENDA

The University College Faculty Council may conduct referenda of the University College faculty to obtain information concerning any subject under its purview.

### Article IX

#### RULES OF PROCEDURE

The University College Faculty Council shall establish its rules of procedure.

### Article X

#### AMENDMENTS

When a quorum is present, amendments to the Bylaws may be adopted at any meeting of the University College Faculty Council by a two-thirds (2/3) vote of the Councilors present, provided that the amendments shall have been presented in writing at least one month prior to that meeting. Successful amendments shall be communicated to the Executive Secretary of the University Faculty Senate. An amendment shall take effect when it has been approved by the University College Faculty Council.

#### STANDING RULES

### Article I

#### RULES OF PROCEDURE

### Section 1

The rules of procedure in the meetings of the University College Faculty Council shall be those of Robert's Rules of Order, Newly Revised 1981. All motions, except as may be otherwise specified in the University College Faculty Council Constitution, Bylaws, or Standing Rules, shall be determined by a majority of votes. With the exception of

election of officers, secret ballots may be initiated only by the decision of the Chair or by a two-thirds (2/3) majority of Councilors present and voting when a quorum is present.

## Section 2

The order of business at each regular meeting of the University College Faculty Council shall be as follows:

- (a) minutes of the preceding meeting
- (b) communications to the University College Faculty Council
- (c) announcements by the Chair
- (d) comments by the Vice President for Commonwealth Campuses or his or her representative
- (e) old business
- (f) report of the Executive Committee
- (g) reports of Standing Committees of the College
  - (1) Elections Committee
  - (2) Promotion & Tenure Committee
  - (3) Promotion Review Committee for Non-tenure System Faculty
  - (3) Sabbatical Leave Review Committee
- (h) new business
- (i) forensic business
- (j) comments and recommendations for the good of the College

The order of business may be changed by the Executive Committee prior to any meeting. When a quorum is present, any or all items in this section may be suspended at any regular meeting of the University College Faculty Council by a two-thirds (2/3) vote of members present, and at any special meeting by decision of the Chair.

## Section 3

The Chair of the University College Faculty Council, in consultation with the Executive Committee, may convene special meetings of the University College Faculty Council at

such times and for such purposes as the Chair deems necessary for the effective discharge of the business of the University College Faculty Council.

#### Section 4

The order of business for any special meeting of the University College Faculty Council shall be determined by the Chair of the University College Faculty Council.

#### Section 5

At least three weeks prior to a regular meeting, the Executive Committee of the University College Faculty Council shall call for agenda items from the Vice President for Commonwealth Campuses and chairs of Standing Committees. Committee reports and legislative proposals should be communicated to the Executive Committee for inclusion as appendices to the agenda. The agenda and appendices for each regular meeting of the University College Faculty Council shall be posted to ANGEL no less than two weeks prior to a regular meeting.

#### Section 6

The Chair of the University College Faculty Council may appoint ad hoc committees to consider subjects not already assigned to Standing Committees of the University College Faculty Council. Such ad hoc committees shall be terminated no later than the end of the academic year unless reappointed by the new Chair of the University College Faculty Council. Reports from ad hoc committees shall be forwarded to the Executive Committee of the University College Faculty Council.

#### Section 7

(a) Matters to be voted on may be introduced by the Executive Committee or Standing Committees of the University College Faculty Council. Any Councilor may address a communication to the Chair of the University College Faculty Council or to any Committee Chair indicating an item of business that Councilor wishes to be considered. Legislation proposed on the floor of the University College Faculty Council that has not been communicated through the Executive Committee or a Standing Committee of the University College Faculty Council shall be tabled until the next regular meeting of the University College Faculty Council. If the University College Faculty Council deems the item to be of sufficient urgency, the Chair may call a special meeting to consider the item before the next regular meeting.

(b) Forensic business provides an opportunity for any Councilor to discuss any matter of concern to University College. To introduce forensic business a Councilor must present to the Executive Committee in writing a title and brief summary of the matter to be discussed at least one week prior to the Executive Committee meeting, so that it may be included in the agenda for the meeting.

(c) Any matter of forensic business as specified in Section 2, (h) is eligible to become the subject of a motion. When such a motion is made and seconded, the matter in question shall be tabled until the next regular meeting of the University College Faculty Council unless the Chair calls a special meeting of the University College Faculty Council to consider this item before the next regular meeting.

(d) Matters of forensic business shall not be the subject of any motion until the Chair declares the forensic period to be at an end. Any Councilor wishing to make any matter of forensic business a matter that is eligible to become the subject of a motion may do so under the provision of Section 7, (a).

(e) Only members of the University College Faculty Council may introduce new business.

(f) At the discretion of the Chair of the University College Faculty Council, any member of the Board of Trustees, University Faculty Senate, administration, student body, staff, or guest of the University not a member of the University College Faculty Council may be granted the privilege of the floor to make comments and recommendations for the good of University College. Requests shall be made to the Chair, in writing, in time for inclusion in the agenda for a regular meeting unless that condition is waived by the Chair.

(g) The Chair shall have the authority to place a time limit on the remarks of any nonmember of the University College Faculty Council.

(h) The rules of this section may be suspended only by a three-fourths (3/4) vote of the Councilors present.

## Section 8

Within fourteen (14) working days after each regular or special meeting, the University College Faculty Council Secretary shall publish the official record of its proceedings, including:

(a) the actual agenda of the meeting, including all appendices

(b) substantive summary of the communications to the University College Faculty Council by the Chair, the Vice President for Commonwealth Campuses, and Committee Chairs

(c) substantive minutes of discussions related to the communications in (b)

(d) verbatim motions and the results of any votes taken

(e) substantive minutes of forensic business

(f) substantive minutes of comments for the good of the College, unless such comments are presented in full, in writing, to the Secretary of the University College Faculty Council.

The continuing record of the University College Faculty Council shall be maintained in the Office of the Vice President for Commonwealth Campuses. The official record of each University College Faculty Council meeting shall also be posted to ANGEL. Faculty Councilors are responsible to share these minutes with campus faculty.

### Section 9

(a) Election of College Councilors and/or College Councilors-Elect shall take place no later than March 1.

(b) Councilor-Elects shall assume office effective June 1 of the year in which the campus conducts its election and shall serve through May 31 of the next year.

### Section 10

Specific dates and times for the regular meetings shall be determined by the Executive Committee in consultation with the Vice President for Commonwealth Campuses or her or his designate and announced to the full University College Faculty Council during the last University College Faculty Council meeting of the academic year. The Executive Committee may change the time or date of a meeting by notifying all Councilors by electronic mail at least eight (8) days before the earlier of either the originally scheduled or rescheduled dates.

## Article II

### UNIVERSITY COLLEGE FACULTY COUNCIL COMMITTEE STRUCTURE

#### Section 1

All ad hoc committees may add to their membership nonvoting resource personnel on the basis of their position, interest, expertise, or membership in a particular sector of the University community. Committees may add resource personnel on either a continuing or an ad hoc basis depending on the issues before the committee.

The Chair of the University College Faculty Council has full authority to decide which Committee has responsibility for considering any item which may overlap the responsibilities of more than one Committee. The Executive Committee may speak on behalf of the University College Faculty Council on items specifically delegated in their charge in the Standing Rules.

## Section 2

All University College Faculty Council committees will be available for consultation with the Office of the Vice President for Commonwealth Campuses.

Standing Committees. There are four (4) Standing Committees: Election Committee, Promotion and Tenure Committee, Promotion Review Committee for Non-Tenure System Faculty, and Sabbatical Leave Review Committee.

### Election Committee:

#### 1. Membership:

- (a) Vice Chair of University College Faculty Council
- (b) Two other representatives from the University College Faculty Council chosen by the Chair
- (c) Term of membership is one (1) year

2. Duties: Oversee the election of members of the University College Promotion and Tenure Committee, including the following activities: identify eligible candidates, call for nomination, establish a slate of candidates, and arrange for an electronic ballot for the election. Elections will be held during Spring semester

3. The Election Committee selects its own chair

### Promotion and Tenure (P&T) Review Committee

#### 1. Membership:

(a) Eligible members of the P&T Review Committee include all tenured faculty members and librarians at the rank of associate professor or higher assigned to a University College campus. The Committee has seven tenured faculty members who serve staggered 3-year terms. The terms begin July 1. Members may serve for no more than two consecutive terms. The members of the committee select the Chair at their first meeting.

(b) The faculty elects seven members. Nominations are received from all campuses that are not represented by continuing members. There is no limit to the number of permissible nominees from a single campus. There must be at least two nominees for each vacancy on the committee.

(c) All nominations received are placed on the ballot, along with the rank, campus, and discipline of each nominee. The ballot instructs the electorate to vote for the number of members that need to be replaced on the Committee. The ballot is distributed to all persons having full-time academic appointments in professorial and librarian ranks in University College no later than March 1. The election results must be returned to the Associate Dean for Faculty and Research no later than March 14.

(d) The Associate Dean for Faculty and Research assigns nominees having received the highest number of votes to the vacancies on the College Promotion and Tenure Review Committee to meet the following distribution requirements for the Committee as a whole:

(i) a minimum of three faculty members with the rank of Professor or Librarian, including continuing members

(ii) no more than two members from the same division/department, including continuing members

(iii) no more than two members from the same campus, including continuing members

(iv) reasonable gender representation, including continuing members

(e) In the event that a continuing member has resigned from the committee, in order to guarantee continuity, the Associate Dean for Faculty and Research may designate one or more of the selected members receiving the smaller number of preferential votes to serve a one-year term. In the event that the nominating process failed to produce a viable slate of candidates the Associate Dean for Faculty and Research may select from the faculty at large an appropriate faculty member to fill the committee vacancies.

(f) The Associate Dean for Faculty and Research notifies the Faculty Council immediately of the final composition of the College Promotion and Tenure Review Committee. The Faculty Council members forward this information to their campuses so that campus elections and the selection of the two disciplinary representatives to serve on the campus promotion and tenure committee established for each candidate can proceed without duplication of membership.

(g) In the event that a newly elected member is unable to serve, the Associate Dean for Faculty and Research fills the vacancy with the person receiving the next highest number of preferential votes in the March election of the same year while taking into account disciplinary, geographical and gender distribution factors.

2. Duties: The University College Promotion and Tenure (P & T) Review Committee evaluates all candidates for promotion and/or tenure according to the criteria described in the University College Statement of Expectations and Criteria for Promotion and Tenure, as approved by the Provost of the University. The Committee's decision concerning each candidate and the rationale for it is detailed in a letter approved by the Committee and signed by its Chair, with names of all Committee members listed. The letter is added to the candidate's dossier.

## Promotion Review Committee for Non-tenure System Faculty

### 1. Membership:

(a) The Promotion Review Committee for Non-tenure System Faculty consists of five senior instructors. The term of office is two years. Members may serve for no more than two consecutive terms. The terms commence on July 1 and are staggered to provide for continuity. The Chair is chosen by the members at the first meeting.

(b) Nominations must be received by the Faculty Council Chair from all campuses no later than November 1. No more than one nominee may be forwarded from a single campus. There must be at least two nominees for each vacancy on the committee.

(c) The Faculty Council Chair appoints the members of the Committee in consultation with the Faculty Council so as to meet the following distribution requirements for the committee as a whole

(i) no more than one member, including continuing members, from a single campus

(ii) no more than one member, including continuing members, from a single division or department

(iii) reasonable gender representation, including continuing members

2. Duties: The University College Promotion Review Committee for Non-tenure System Faculty reviews all nominations for promotion to Senior Instructor for University College faculty members. The Committee's decision concerning each nomination and the rationale for it is detailed in a memo sent to the Associate Dean for Faculty and Research who forwards it to the Vice President of Commonwealth Campuses.

## Sabbatical Review Committee

### 1. Membership:

(a) The Sabbatical Review Committee consists of five tenured members having senior academic rank. The term of office is two years. Members may serve for no more than two consecutive terms. The terms commence on July 1 and are staggered to provide for continuity. The Chair is chosen by the members at the first meeting.

(b) Nominations must be received by the Faculty Council Chair from all campuses no later than March 1. No more than one nominee may be forwarded from a single campus. There must be at least two nominees for each vacancy on the committee.

(c) The Faculty Council Chair appoints the members of the Committee in consultation with the Faculty Council so as to meet the following distribution requirements for the committee as a whole

(i) no more than one member, including continuing members, from a single campus

(ii) no more than one member, including continuing members, from a single division or department

(iii) reasonable gender representation, including continuing members

2. Duties: The University College Sabbatical Review Committee reviews all proposals for sabbatical leaves for all eligible University College faculty members regardless of locus of tenure. The Committee's decision concerning each proposal and the rationale for it is detailed in a letter approved by the Committee and signed by its Chair. The letter is sent to the Associate Dean for Faculty and Research who forwards it to the Vice President of Commonwealth Campuses.

### Article III

#### OTHER FUNCTIONS OF THE UNIVERSITY COLLEGE FACULTY COUNCIL

Where appropriate, the University College Faculty Council shall participate in the endorsement of charge and determination of faculty representation for Special Committees that carry out the policies of University College. Within this Article, the term faculty member shall not include campus administrators holding faculty rank or faculty holding administrative internships.

### Article IV

#### AMENDMENTS

When a quorum is present, amendments of the Standing Rules may be adopted at any meeting of the University College Faculty Council by a two-thirds (2/3) vote of the Councilors present, provided that the amendments shall have been presented in writing at least one month prior to that meeting. Successful amendments shall be communicated to the Executive Secretary of the University College Faculty Senate. An amendment shall take effect when it has been approved by the University Faculty Senate Council.

## ARTICLES OF RATIFICATION AND TRANSITION

### Article I

#### RATIFICATION

When a quorum is present, ratification of the Constitution, Bylaws, and Standing Rules of the University College Faculty Council shall be by referendum of the entire electorate, defined in the Constitution, Article II, Section 1 and shall require approval by two-thirds (2/3) of those voting. These documents shall become effective immediately after approval by the University College Faculty Council.

### Article II

#### TRANSITION

##### Section 1

The University College Faculty Council shall be considered duly constituted immediately after ratification and approval of the Constitution, Bylaws, and Standing Rules by the University Faculty Senate Council.

##### Section 2

Election of one Councilor and one Councilor-Elect from each campus shall be conducted within one month of approval of the Constitution, Bylaws, and Standing Rules. The Councilors shall be elected to two-year terms. There shall be a minimum of three nominees, to be elected in a manner decided by each individual campus.

##### Section 3

The University College Faculty Council shall elect its officers and appoint the Election Committee during the first regular meeting after election of University College Faculty Councilors.