

Appendix B

JSU Faculty Senate Bylaws¹

SECTION 1.

1. In order to accomplish the objectives of organizing the faculty, the Faculty Senate shall be divided into committees. The basic functions of the committees shall be to investigate and make recommendations to the executive leadership of Faculty Senate on matters pertaining to the academic affairs of the University. They may do this on instruction from the Faculty Senate. These committees shall not operate in an administrative capacity. They shall report only to the Faculty Senate, and the report must be written. Recall of a chair of a standing committee shall be by two-thirds of the committee membership.
2. The standing committees of the Faculty Senate shall be the Executive Committee, the Faculty Advocacy Committee, the Student Retention Committee, the Policies and Campus Planning Committee, the Elections Committee, the Faculty Honors Committee, and the Faculty Handbook Committee.
3. The Executive Committee shall be composed of the officers of the Faculty Senate and chairs of the standing committees. The President of the Faculty Senate shall be the chair of the Executive Committee. The Executive Committee shall appoint the members of all committees, standing and ad hoc, of the Faculty Senate. It may serve as an ad hoc committee on issues that cannot be directed to a standing committee. It may appoint ad hoc committees with the approval of a Senate majority. It shall recommend, when requested, faculty members to serve on committees and commissions appointed by the President of the University.
4. The Faculty Advocacy Committee shall review and provide recommendations for additions and revisions to the JSU Faculty Handbook and other related policies and procedures which affect faculty welfare and morale. The chair will be a member of the committee and will be elected by a simple majority of the committee members. The Faculty Senate President will appoint members of the Advocacy Committee to the Faculty Handbook Committee, as needed.
5. The Student Retention Committee shall review and provide recommendations for additions and revisions to policies and procedures pertaining to students as they progress through their academic career. Such policies and procedures include, but are not limited to, admission and retention of students, academic standing requirements, graduation requirements, class attendance and absence regulations, student advising, faculty mentoring of students, student mental and physical health services, and student safety. This committee shall serve as a liaison to Student Success and Academic and Career

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Advising. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

6. The Policies and Campus Planning Committee shall review and provide recommendations for additions and revisions to the JSU Policies and Procedures Manual. Additionally, they will consider proposals and provide recommendations regarding the development and expansion of the university, such as outlined in the campus master plan and strategic plan, to include consideration of space needs and utilization, building of new buildings, parking, budgetary requirements, and expanded degree offerings. The chair will be a member of the committee and will be elected by a simple majority of the committee members.
7. The Elections Committee shall consist of a Senator from each college and the library.
 - a. This committee shall conduct a full investigation of all contested elections herein stated, including the election of Senators. It shall make written recommendations to resolve such elections to the Faculty Senate.
 - b. The Elections Committee shall notify departments in September of expiration of Senators' terms and that departments should hold elections for new Senators by the regular meeting of the Faculty Senate in November. Although it is the responsibility of the Faculty Senate President to follow up with the heads of departments who fail to respond in a timely fashion to a call for the election of new Senators for their departments, this committee shall provide written notification to the Executive Committee before the regular meeting of the Faculty Senate in January of all new Senators and their alternates elected and of all Senate seats still needing new Senators elected to them. This notification shall include the names and departments represented of each Senator and alternate.
 - c. If requested by the Faculty Senate President, this committee shall solicit the faculty to find members who are willing to serve on university-level committees or commissions appointed by the President of the University, the Provost and Senior Vice President for Academic Affairs, or other university officials, and shall forward the names to the Executive Committee for consideration.
 - d. Beginning in the fall semester, this committee shall solicit Senators who are willing to serve as Faculty Senate officers during the following academic year if elected, and will make every effort to have at least one candidate in place for each office by the time officers are to be elected at the first regular meeting of the Faculty Senate in Spring Semester.
 - e. Every three years, this committee shall carry out, during September, the enumeration of the faculty of the university required in Article 1, Section 2(3) of the JSU Faculty Senate Constitution for determining the apportionment of Senators among the departments of Jacksonville State University. The chair will be a member of the committee and will be elected by a simple majority of the committee members.
8. The Faculty Honors Committee shall maintain and develop faculty awards and honors, including annual institutional level awards, Emeriti Awards, and research grants.

Committee members will receive the nominations and applications, review materials, and determine selections based on established criteria. Additionally, the committee will routinely evaluate and amend awards criteria to maintain clear expectations and effectively recognize faculty achievement. The chair shall be a member of the committee and elected by a majority vote of the committee members. Additionally, the Director of Faculty Commons shall be an ex officio, non-voting member of the committee.

9. The Faculty Handbook Committee is charged with reviewing, modifying, and approving changes to the JSU Faculty Handbook, in consultation with subject matter experts. This committee will work with Faculty Senate, Council of Deans, Department Head Council, and the Provost and Senior Vice President for Academic Affairs to ensure that the Faculty Handbook is consistent, accurate, equitable, and reflects current JSU policies, procedures, mission, and values.
 - a. The Faculty Handbook Committee will consist of one dean, two department heads, one Faculty Senate Executive Committee member (at time of appointment), two Faculty Senate Advocacy Committee members (at time of appointment), three at-large faculty members, and the Provost/SVPAA (or designee). Committee appointment will be for a three-year term and will meet either when (a) a modification to the Faculty Handbook has been recommended or (b) there is a call from the Provost/SVPAA for a full handbook review and revision (which should occur every 5 to 7 years). The Provost/SVPAA, Faculty Senate, Department Head Council, Council of Deans, or Faculty Handbook Committee may make recommendations for revisions to the Faculty Handbook. Minor changes to policies and procedures, such as wording clarification, title changes, links to new university policies, etc. may be approved by the committee and Provost/SVPAA for immediate inclusion in the current version of the handbook. Substantive changes to policies and procedures, including full handbook revisions, must be approved first by majority vote of the Faculty Handbook Committee, then majority vote of the Faculty Senate, Council of Deans, and Department Head Council.
 - b. If the chair of the Faculty Handbook Committee is a current member of Senate, or a Past-President, they will serve as an ex officio, voting member of the Executive Committee. If the chair is not a current member of the Faculty Senate, the chair will designate a member of the Handbook Committee who is a current member of the Senate to represent the Handbook Committee as an ex officio, voting member of the Executive Committee.

SECTION 2.

1. The officers of the Faculty Senate shall consist of a President, a Vice President/President-elect, a Past-President, a Secretary, and a Historian elected by the Faculty Senate from among its members.
2. In performing their duties, the officers of Faculty Senate shall at all times maintain open channels of communication with the members of the Faculty Senate and strive to represent their will. Additionally, Faculty Senate officers shall, after consultation with the

Senate, represent and advocate the interests, concerns, and needs of the collective faculty to the Trustees, JSU President, Provost/SVPAA, and other segments of the University community, and to the public. Further, while the Faculty Senate officers are primarily the representatives of and spokespeople for the Faculty Senate, they retain the right to express their own personal views, when described as such.

3. The President shall have the following rights, responsibilities, and compensation:

3.1 In the administration of the Faculty Senate:

- a. preside at all meetings of the Senate (or designates an alternative) and called meetings of the entire faculty
- b. serve as chair of the Executive Committee
- c. set regular Executive Committee meetings
- d. announce the schedule of meetings for the year
- e. inform Senate members of meeting times
- f. give timely notice of called meetings
- g. call for a full Senate meeting during the summer (which can be held electronically) if critical issues need to be addressed that cannot wait
- h. prepare the agenda for Senate meetings (in consultation with the Executive Committee)
- i. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
- j. acts as a facilitator of discussions and the voting process
- k. declares a Senate meeting to be closed to all but voting members under certain conditions
- l. invite special guests to Senate meetings
- m. name, if needed, a parliamentarian for the Senate for a one-year term
- n. announce the membership of all committees to the Faculty Senate
- o. appoint the members of Faculty Senate Ad Hoc Committees
- p. send a written report of Faculty Senate resolutions and recommendations to the Provost/SVPAA along with the timeline and expectation for a response and share the Provost's response with the Senate
- q. provide written reports of actions taken by university committees on which the President serves as the Faculty Senate representative
- r. prepare an annual report at the end of each academic year, containing the main activities and accomplishments of Senate for the year and recommendations on the key issues to be examined in the following year, to be submitted to the JSU President and Provost/SVPAA, and posted on the Senate website
- s. maintain the physical archives of the Senate

3.2 In representing the collective faculty:

- a. meet monthly, along with the Vice President of Senate, with the JSU President and Provost/SVPAA to discuss Senate matters and other issues of interest and concern to the faculty (additionally with the Provost/SVPAA as needed)

- b. represent the Faculty Senate and collective faculty at the University Board of Trustees meetings (or designate an alternate) and report to Senate any actions taken by the Board of Trustees which affect faculty
- c. provide the Board of Trustees with a written report on Senate business and of all resolutions passed by the Faculty Senate
- d. meet with the Chief External Affairs Officer to discuss legislative issues relevant to the collective faculty and Faculty Senate and provide updates to the Senate about these issues
- e. represent the collective faculty on university committees for which the President serves as the Faculty Senate representative
- f. professionally convey the concerns of the collective faculty to the Provost/SVPAA as an intermediary, and in so representing the faculty, the President shall not suffer retaliation or adverse repercussions to their own careers
- g. serve as a voting member of the University Executive Council and solicit feedback from Faculty Senate about all policies under development or review
- h. appoint the members of university committees for which the President is asked to appoint faculty representatives
- i. ensure there is adequate faculty representation on university committees in order to participate in shared governance
- j. work on university initiatives that involve the collective faculty as directed by the JSU President or Provost/SVPAA
- k. call meetings of the entire JSU faculty to discuss matters of concern to the whole faculty body
- l. circulate to the collective faculty an electronic copy of minutes and relevant reports, resolutions, recommendations, and the Provost/SVPAA's responses to resolutions and recommendations

3.3 In fulfilling other duties:

- a. serve as or designate the Marshal and/or Mace Bearer for faculty functions
- b. represent Faculty Senate and the faculty at official events as requested by Faculty Senate or Provost/SVPAA
- c. participate in New Faculty Orientation, Faculty Senate Orientation, Faculty/Staff Convocation, Freshman Convocation, faculty and staff mixers, and all commencement ceremonies
- d. Serve in a 12-month role, such that the President shall be available and involved in university committees, meetings with administrators (including the JSU President and Provost/SVPAA), Board of Trustees meetings, etc., for the full summer, as well as fall and spring semesters.
- e. perform such other duties as directed by the Faculty Senate

3.4 The incoming President shall meet with the JSU President and Provost/SVPAA in April/May to discuss duties, expectations, major initiatives being undertaken by Faculty Senate and the university, committee assignments, and to create a service

workload plan for the Summer, Fall, and Spring semesters. This plan may be modified by any of the three parties during the year, upon agreement of all three parties. Based on this service workload plan, the President shall have the following compensation:

- a. a \$7500 stipend in Summer Semester (12-week term/full Summer contract)
 - i. More may be offered at the Provost/SVPAA's discretion based on the agreed upon service workload plan.
 - ii. The Provost/SVPAA reserves the right to reduce the Summer compensation if the President is not fulfilling the agreed upon service workload plan.
 - b. Two-course release (typically 6 credit hours) in Fall semester (to be arranged with Department Head and Provost)
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
 - ii. The Provost/SVPAA reserves the right to remove the Fall course release if the President did not fulfill the agreed upon service workload plan in Summer.
 - iii. The Provost/SPVAA may also choose to offer additional course release time or compensation in the Fall semester, depending on the agreed upon workload plan.
 - c. One-course release (typically 3 credit hours) in Spring semester (to be arranged with Department Head and Provost)
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
 - ii. The Provost/SVPAA reserves the right to remove the Spring course release if the President did not fulfill the agreed upon service workload plan in Fall.
 - iii. The Provost/SPVAA may also choose to offer additional course release time or compensation in Spring semester, depending on the agreed upon workload plan.
4. The Vice President/President-elect shall have the following rights, responsibilities, and compensation:
- 4.1 In the administration of the Faculty Senate:
 - a. preside at meetings of the Senate if requested by the President
 - b. serve as a member of the Executive Committee
 - c. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
 - d. provide written reports of actions taken by university committees on which the Vice President/President-elect serves as the Faculty Senate representative
 - e. serve as an ex officio voting member of all standing Senate committees, with the possible exception of the Faculty Handbook Committee, of which the Vice President may or may not be a member

- f. attend meetings of all standing Faculty Senate committees for which the Vice President serves as an ex officio voting member
- g. execute the duties of the President when the President is absent or incapacitated
- h. execute the duties of the President when directed by the President

4.2 In representing the collective faculty:

- a. meet monthly, along with the President of Senate, with the JSU President and Provost/SVPAA to discuss Senate matters and other issues of interest and concern to the faculty (additionally with the Provost/SVPAA as needed)
- b. represent the collective faculty on university committees for which the Vice President serves as the Faculty Senate representative
- c. bring concerns of the collective faculty to the Provost/SVPAA as an intermediary, and in so representing the faculty, the Vice President shall not suffer retaliation or adverse repercussions to their own careers
- d. work on university initiatives that involve the collective faculty as directed by the JSU President or Provost/SVPAA

4.3 In fulfilling other duties:

- a. represent Faculty Senate and the faculty at official events as requested by Faculty Senate or Provost/SVPAA
- b. Serve in a 12-month role, such that the Vice President shall be available and involved in university committees, meetings with administrators (including the JSU President and Provost/SVPAA), Board of Trustees meetings, etc. for the full summer, as well as fall and spring semesters.
- c. participate in New Faculty Orientation, Faculty Senate Orientation, Faculty/Staff Convocation, Freshman Convocation, and faculty and staff mixers, as requested by the President
- d. perform such other duties as directed by the President or Faculty Senate

4.4 The incoming Vice President/President-elect shall meet with the JSU President and Provost/SVPAA in April/May to discuss duties, expectations, major initiatives being undertaken by Faculty Senate and the university, committee assignments, and to create a service workload plan for the Summer, Fall, and Spring semesters. This plan may be modified by any of the three parties during the year, upon agreement of all three parties. Based on this service workload plan, the President shall have the following compensation:

- a. a \$500 stipend in Summer (12-week term/full Summer contract)
 - i. More may be offered at the Provost/SVPAA's discretion based on the agreed upon service workload plan.
- b. One-course release (typically 3 credit hours) in Fall semester (to be arranged with Department Head and Provost)
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.

- ii. The Provost/SVPAA reserves the right to remove the Fall course release if the President did not fulfill the agreed upon service workload plan in Summer.
 - iii. The Provost/SPVAA may also choose to offer additional course release time or compensation in the Fall semester, depending on the agreed upon workload plan.
 - c. One-course release (typically 3 credit hours) in Spring semester (to be arranged with Department Head and Provost)
 - i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
 - ii. The Provost/SVPAA reserves the right to remove the Spring course release if the President did not fulfill the agreed upon service workload plan in Fall.
 - iii. The Provost/SPVAA may also choose to offer additional course release time or compensation in Spring semester, depending on the agreed upon workload plan.
- 5. The Past-President shall have the following responsibilities:
 - a. serve as a member of the Executive Committee
 - b. serve as a senior advisor to the President
 - c. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
 - d. represent the collective faculty on university committees for which the Past-President serves as the Faculty Senate representative
 - e. serve as an ex officio, non-voting member of the incoming Senate except in those circumstances in which the retiring Senate President will, by virtue of an uncompleted term of service on the Senate, already be a member of the incoming Senate
 - f. perform such other duties as appointed by the President
- 6. The Secretary shall have the following responsibilities:
 - a. serve as a member of the Executive Committee
 - b. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
 - c. represent the collective faculty on university committees for which the Secretary serves as the Faculty Senate representative
 - d. maintain the record of attendance
 - e. keep the minutes at all meetings and distribute electronic copies of the draft minutes to the Executive Committee no later than one week after previous Senate meeting
 - f. distribute to the Senate members a written copy of the minutes of each meeting
 - g. perform such other duties as directed by the President
- 7. The Historian shall have the following responsibilities:

- a. serve as a member of the Executive Committee
- b. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
- c. represent the collective faculty on university committees for which the Historian serves as the Faculty Senate representative
- d. research the Senate archives so the Senate can conduct its deliberations with as much relevant information as possible
- e. upload copies of resolutions, recommendations, and other documents to Digital Commons and maintain the Senate's digital archives for ease of future use
- f. perform such other duties as directed by the President

SECTION 3.

1. For purposes of determining representation in the Faculty Senate, any college not divided into departments shall be considered the same as an academic department. Each academic/library department with one to fifteen members shall elect one senator. An additional senator will be elected for every fifteen additional faculty, thereby giving each academic department and the library the maximum number of senators consistent with Article 2, Section 2(3), of the Constitution.
2. Any regular full-time, non-temporary faculty with less than 50% administrative duties are eligible for election to Faculty Senate. If, at any time, during a Senator's term of office their administrative duties become 50% or more, they will immediately resign from Faculty Senate. Department heads are not eligible for election as Faculty Senators and if a Senator moves into a Department head role, either interim or permanent, they will immediately resign from Faculty Senate.
3. The term of office for Faculty Senators will be three years beginning in April of the academic year elected. Senators are permitted to succeed themselves for one consecutive term for a maximum time served of six consecutive years. If a Senator resigns before the completion of his or her term, his or her replacement will serve out the remainder of that term.
4. The term of office for Faculty Senate officers will be one year. Faculty Senate officers can be reelected for subsequent terms, except for the President in the case that the Vice President/President-elect is willing and able to be the next President. The President and Vice President/President-elect must be tenured or have received official notice of tenure before serving as President or Vice President/President-elect.
5. Departments shall hold elections before the November meeting of the Faculty Senate each year for any vacancies. Results of departmental elections shall be reported in writing to the Elections Committee.

6. Each department will also elect annually an alternate Senator, either as the runner-up in the regular election for Senator or in a separate election. An alternate must be elected for each Senator elected.
7. Faculty Senators may be removed either by the department for good cause. A recall petition specifying the cause or causes in writing and signed by at least two-thirds of the departmental faculty will be sufficient to begin the removal process. Should a Faculty Senator be removed for cause or resign before the term is completed, the department shall conduct a special election to select a replacement to serve the remainder of the term. The election must be held within thirty days of the removal/resignation and the results reported promptly to the Elections Committee. Faculty Senators who are removed from Senate are not eligible to serve again on Senate.

SECTION 4.

1. Elections of officers shall come at the regular Senate meeting(s) held in January of each year.
2. Elections of officers shall be by a simple majority vote. No officer may serve more than two consecutive terms in the same office.
3. Officers may be recalled for good cause such as dereliction of duty or failure to uphold the Constitution and Bylaws. Such recall shall be by two-thirds vote of the Senate membership.
4. In case an officer resigns or withdraws, the Faculty Senate shall elect, at the next regular meeting, a successor for the unexpired term.
5. The incoming officers shall serve at the April meeting(s).

SECTION 5.

1. The Faculty Senate shall conduct all meetings in accordance with Roberts' Rules of Order. The first regularly scheduled meeting shall be held in August at a time and place to be designated by the President.
2. The schedule for all Senate meetings for the year shall be announced before the end of the spring semester.
3. A copy of the minutes of each meeting shall be distributed to each Senate member at least one week prior to the next meeting of the Senate.

SECTION 6.

All Senators or their alternates shall attend all meetings, regular and called, of the Faculty Senate. When a Senator is unable to attend a Senate meeting, the alternate Senator will attend and participate with full debating and voting privileges.

1. Senate meetings shall be open to the public, unless specifically closed by the President.

2. The Director of Faculty Commons, a representative from Online@jsu, the SGA President (or representative), and chair of the Department Head Council (or representative), shall be ex officio, non-voting members of Senate.
3. A quorum at regular Senate meetings shall be that number of members deemed necessary by the presiding officer. No lack of quorum may be declared if at least fifty percent of the Senate members are present.
4. Quorums at special meetings of the Senate called by the Senate President shall be at least fifty percent of the members.

SECTION 7.

The proposed order of business for Faculty Senate meetings is:

1. Call to order and approval of minutes,
2. Committee reports,
3. Unfinished business, and
4. New business. This order may be modified, as necessary, by the President of the Faculty Senate.

SECTION 8.

When Faculty Senate is presented a policy for consideration (e.g., by the University Executive Council, Council of Deans, or Faculty Handbook Committee), members have 10 business days to provide feedback to the Executive Committee. At the end of the 10 business days the Executive Committee will compile the feedback and vote (either in person or electronically) to (a) table the policy until a full Senate discussion can be convened, (b) table the policy until a full University Executive Council meeting can be convened, (c) approve the policy with minor revisions or edits, (d) approve the policy as written, or (e) not approve the policy.

1. A quorum of the Executive Committee is reached when 60% of members vote.
 - a. If an Executive Committee member is unable to participate in this process (e.g., during the summer), they shall either nominate a replacement member for the duration of their absence or be excused from the quorum count if no replacement can be found.
2. This requires a simple majority vote.
3. In the case of the University Executive Council, the President will cast their vote in line with majority vote of the Executive Committee.
4. If a policy has been revised and sent back to Senate, the Executive Committee shall vote to either (i) accept the revised policy or (ii) send the policy out to full Senate to start the process over.

SECTION 9.

The Faculty Senate may amend these bylaws at any regular meeting by a simple majority vote of the members present. A proposal for amendment must be recommended by at least seven

members of the faculty holding faculty appointment in at least four different colleges, the proposal must be submitted to the Faculty Senate at a regular meeting of that body, and the vote by the Faculty Senate must be at their next regular meeting.