



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 06.03: Faculty Senate Constitution

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	President
Responsible Office:	Provost and Vice President for Academic Affairs
Next Scheduled Review:	10/01/2024

Article I: NAME

The body herein described shall be called the Faculty Senate (or Senate) of Midwestern State University. The Faculty Senate is a deliberative body established by the faculty and the President of the University to provide better understanding and to improve academic welfare within the University.

Article II: ORGANIZATION

Section 1. The Faculty Senate shall be composed of senators representing the voting faculty of Midwestern State University. The voting faculty shall consist of all persons under full-time contract who have completed a residence of one year at this University and have a continuing appointment.

Section 2. The voting faculty of each college shall elect one senator for each ten voting faculty members or fraction thereof but not fewer than two senators. The term of office shall begin on the day the faculty is directed to report for the fall term and be for a period of two years. If a faculty member is elected or appointed to complete a term vacated prior to the end of a two-year term, the faculty will take office immediately upon election or appointment.

Section 3. The Faculty Senate shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian to serve for a term of one year.

Section 4. The five officers of the Senate shall constitute the Executive Committee of the Senate.

Article III: NOMINATIONS AND ELECTIONS

Section 1. Each academic year, in the spring, the Chairperson of the Faculty Senate will consult with the Provost to determine the number of line-item, full-time faculty positions in the current budget for each college. The Chairperson will then determine the number of positions that should be allocated to each college based upon those figures. A previously elected senator shall not, however, be removed from office before the expiration of his or her term because of a declining constituency.

Section 2. If a college has the correct number of Senate seats, the Chairperson will notify the dean of that college which senators' terms will end and direct the dean to hold an election to replace those senators.

Section 3. If the numbers indicate that a college should gain one or more seats, the Chairperson will notify the dean of that college which senators' terms are ending and direct the dean to hold an election to replace those senators, and to fill the additional seat(s). The initial term for the additional seat(s) will be chosen as one year or two years in such a way as to maintain the goal of half of the terms expiring each year. If one-half or less of the seats expire in the current year, then the new seat should initially have a two-year term. If more than half of the seats expire in the current year, then the initial term for the new seat should be for one year. In the event that two or more new seats are added, the initial terms should beset so that the fifty-fifty balance is maintained, with an odd seat (if there is one) elected for a two-year term.

Section 4. If the numbers indicate that a college should lose one or more seats, the Chairperson will notify the dean of that college which senators' terms will expire in the current year and how many, if any, may be replaced. In no event will a college's representation be reduced by more than one senator in one year.

Section 5. Members of the Faculty Senate shall be elected from among the candidates determined in the nominating process. Voting faculty shall vote for senators from their respective colleges.

Section 6. Election of senators in each college will take place at a time and place announced by the dean of that college at least one week in advance and no later than the last day of April. The dean will preside or name a substitute to do so. Nominations and/or voting may take place in person or via a digital/virtual medium as determined by the dean. A majority of the eligible voters of the college will constitute a quorum for the election of senators. Nominations will be made from the floor. Voting will be by secret ballot with a majority of the votes cast being required for election. Tie votes shall be resolved by a special election. The dean will immediately send the names of those elected to the Chairperson of the Faculty Senate.

Section 7. If a current senator, whose remaining term includes more than one long semester, should leave the University, or resign from the Senate, then the dean of the senator's college shall

call an election at the earliest possible time, but not later than thirty days after the vacancy, to elect a replacement to fill out the term. If the remaining term has only one long semester or less, then the dean may choose to appoint an eligible faculty member to fill the remaining term.

Article IV: JURISDICTION

Section 1. The Faculty Senate is charged with the responsibility of promoting the general welfare of the University. The Faculty Senate shall be an advisory committee to the President of the University, and shall advise, when appropriate, administrative officers of the University on proposed changes in policy.

Section 2. The Senate may make recommendations to the President of the University concerning the academic functions of the University, academic freedom, and other matters pertaining to the welfare of the University, particularly those of special interest to the faculty.

Section 3. Should the President of the University choose not to follow a recommendation of the Faculty Senate, the President shall inform the Senate in writing of the reasons therefore and, upon request of the Senate, the President shall meet with the Senate for discussion of the matter.

Section 4. The Senate may choose to consider any issue brought to it by a member of the faculty, the administrative staff, or the student government. Such issues shall normally be transmitted to the Senate through one of its members and placed on the agenda by the Executive Committee. When there is insufficient time to get the item on the agenda, it may be brought up under new business by any Senator.

Section 5. Upon written request, and approval by the Executive Committee, any member of the faculty or administrative staff may appear before the Senate.

Section 6. The Faculty Senate, through the Executive Committee, may request any member of the faculty or administrative staff to appear before the committee to discuss an item of business.

Article V: RESPONSIBILITIES

Section 1. The Faculty Senate shall establish its own rules of procedure and bylaws, including its quorum requirements.

Section 2. The Faculty Senate shall meet at least monthly during the regular academic year, as provided by the Bylaws. Meetings, hereby referred to as regular meetings, may be in person or via a digital/virtual medium as agreed upon by the Senate. The first meeting of the academic year will normally be held during the week prior to the start of classes, but in no event shall it be held more than thirty calendar days after the reporting date for faculty in the fall. Each spring, the Senate shall approve a tentative meeting calendar for the following year which designates the date and time of the first meeting in the fall.

Section 3. The Executive Committee will normally meet at least one week prior to each scheduled Senate meeting. At that time, the Executive Committee will set the agenda for the upcoming meeting. The agenda and the minutes from the previous meeting, and any other pertinent documents will then be distributed to the membership in such a way as to reach them prior to the meeting.

Section 4. During the first week of May, individuals who will comprise the new Senate will meet for organizational purposes only and select officers for the following academic year. The current Chairperson will preside over this organizational meeting.

Section 5. All regular meetings of the Faculty Senate shall be open meetings unless otherwise required by law or unless, in the judgment of the Senate or the Chairperson, an issue requires the Senate to go into executive session.

Section 6. The Faculty Senate may establish such Senate committees as it deems appropriate. The members and temporary chairperson of the Senate committees shall be named by the Faculty Senate and at their first meeting of each year the members of each committee shall select their own chairperson and such other officers as may be appropriate for the effective functioning of the committee.

Section 7. The President of the University may establish and define composition of ad hoc or standing committees or councils of Midwestern State University and may determine if members are to be elected or appointed. Midwestern State University faculty members appointed to these standing committees or councils shall be selected from a list of nominees for each committee or council provided by the Faculty Senate. The President of the University may specify the number of nominations to be supplied by the Faculty Senate for each such committee or council position.

Article VI: ADOPTION AND RATIFICATION

Section 1. This Constitution shall take effect upon approval by a majority vote of the full-time faculty on continuing contract and approval by the President of the University.

Section 2. Current members of the Senate shall constitute the initial membership of the Senate under this Constitution.

Article VII: AMENDMENT PROCEDURE

Section 1. An amendment to the Constitution of the Faculty Senate may be proposed by a petition to the Chairperson of the Faculty Senate from a majority of the Senate, by a petition containing signatures of forty percent of the full-time faculty on continuing contract or by the President of the University.

Section 2. Amendments to this Constitution shall become effective upon approval by two-thirds vote of the Faculty Senate and approval by the President of the University.

Section 3. The Senate shall provide each Senator with a copy of proposed amendments at least thirty days before the voting date.

Section 4. Presidential approval of a proposed amendment will be communicated to the Faculty Senate through the Chairperson of the Senate.

Related Statutes, Rules, Policies, Forms/Attachments, and Websites

Related Operating Policies:

[OP 06.02: Faculty Senate Purpose](#)

Related Attachment:

[Faculty Senate Bylaws](#)

Responsible Office

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Revision History

- 10 Nov. 1989: Adopted and approved by the MSU Board of Regents as MSU Policy/Procedure 2.392: Faculty Senate Constitution.
- 11 Feb. 2000: Following an academic reorganization, the Faculty Senate thoroughly reviewed and revised the Faculty Senate Constitution to better explain, define, and reflect operation of the Senate. Specific sections revised include Articles I through VI; Article VII is the only article not revised.
- 5 August 2021: Revised into the new operating policy/procedure (OP) format and renumbered as MSU OP 06.03 by the MSU Board of Regents, effective 1 Sept. 2021.
- 19 April 2022: Effective this date, amendments to the Faculty Senate Constitution include: adding subject matter headings for each article and numbered sections; replacing the Board of Regents with the President of the University in establishing, with the faculty, the Faculty Senate; eliminating the requirement for approval of amendments to the Constitution by the Board of Regents; adding a requirement that should the President of the University choose to not follow a recommendation of the Faculty Senate, the President shall inform the Senate in writing of the reasons for therefore and, upon request of the Senate, the President shall meet with the Senate for discussion of the matter; and faculty members appointed to ad hoc or standing committees or councils of the University by the President of the University shall come from a list of nominees for each

committee or council provided by the Faculty Senate.

The vote approving the revisions was finalized on 31 Jan. 2022 by the full-time faculty on continuing contract (by more than the two-thirds required vote) and adopted and approved by Interim President James Johnston on 19 April 2022.