

*Bylaws
of the Faculty Senate of
Austin Peay State University*

**Article I
Meeting Procedures**

Section A. The Agenda will be limited to

1. All items for discussion or vote submitted in writing by Senators at least four (4) days before the Faculty Senate's meeting.
2. Those motions or items prepared by the Executive committee.
3. Reports from standing and ad hoc committees requiring action or request for advice.
4. An address by the President or the President's designee normally not to exceed 20 minutes.

Section B. Before full Senate Meetings

1. The Executive Committee shall prepare a tentative agenda for each full Senate meeting by
 - a. Assembling items for action or advice and determining the order of their presentation to the Senate and the length of debate for each item.
 - b. Sending copies of the proposed agenda, together with all scheduled motions, to each faculty member at least two (2) working days before full Senate meetings.
2. Standing and *ad hoc* committees shall, as their deliberations warrant, send written reports to the Executive Committee. If a committee is ready to recommend an action to the Senate, that request must take the form of a motion.
3. Senators who wish to debate or discuss any matter shall prepare a written item. These items shall be sent to the Executive Committee for scheduling at least four (4) working days before the Senate meeting. If a Senator wishes the Senate to consider an item after the agenda has been prepared, he or she may bring it in writing to a full Senate meeting and file it with the chair before the opening of business. Then, when the chair moves for the acceptance of the agenda, the Senator should propose an amendment to the agenda to include his/her item.

Section C. Full Senate Meetings

1. The Senate President shall meet and confer regularly with the President of the University and apprise him or her of relevant investigative studies of the Senate.
2. The first item of business of every Senate meeting shall be the acceptance or modification of the proposed agenda by simple majority vote. Also, at any point in the proceeding after the acceptance of the agenda, any Senator can, as a point of privilege, suggest amendment to the agenda in order to lengthen or shorten debate, to include a motion, or to omit an item from the agenda. Such a proposal, made after the acceptance of the agenda, must be seconded and requires a simple majority vote.

3. The suggested agenda format is
 - a. Motion by the chair to accept the agenda.
 - b. Motion by the chair to accept minutes from the previous meeting.
 - c. Items of the agenda will be taken up in the order within the time limits established, unless a motion for amendment of agenda passes. Normally, an address by the President of the University or his or her designee will be the first item of business.
 - d. If there is time remaining at the conclusion of the agenda, the chair may, at its discretion, present information, entertain unscheduled motions, or discuss items for the agenda of forthcoming sessions, acknowledging that a motion to adjourn from any Senator is always in order.
4. Rules for Conducting Orderly Meetings

The Faculty Senate shall conduct business under Robert's Rules of Order. Variation from Robert's Rules of Orders will require a motion from the floor, duly seconded, carrying a 2/3 majority of the Senate present at the time of the motion. The motion for suspension must specifically state that Robert's Rules of Order is to be suspended for the purposes of dealing with the issue under discussion for a limited time specified in the motion of suspension. A Parliamentarian will assist with the orderly conduct of meetings.

Article II Quorum

Section A. Those Senators present at a regular meeting shall constitute a quorum.

Section B. At any called meeting, a majority of Senators shall constitute a quorum.

Section C. Only Senators may vote on matters before the Senate. No voting by proxy will be allowed.

Article III Attendance

Section A. Regular meetings of the Faculty Senate are open. The Faculty Senate reserves the right to go into executive session by a majority vote of members present or to be called into executive session by the Senate Executive Committee.

Section B. The attendance of any other person shall require a majority vote for approval.

Section C. The office of any Senator who has missed three (3) consecutive regular meetings and has not reported to the Executive Committee the reason for the absences shall be declared vacant and an election shall be conducted to fill the office.

Article IV Election of Senate Officers

Section A. The Senate Executive Committee shall nominate to the Senate an *ad hoc* nomination committee of no less than three (3) members, preferably from the retiring senators, at the regular April meeting. Other nominations shall be possible from the floor at the April meeting. This *ad hoc* committee shall nominate at the regular May meeting at least one person for each of the Senate offices, after having secured an approval from all of those to be nominated. The *ad hoc* committee

will nominate a person for Tennessee Board of Regents (TBR) Sub Council Representative every second year.

Section B. In addition to the offices identified in the Constitution, this *ad hoc* committee shall be responsible for nominating persons to serve as TBR Sub Council representative and as Faculty Senate Representative on the Academic Council. The TBR Sub Council Representative shall be a present or past member of the Faculty Senate. The Faculty Senate Representative on the Academic Council shall be a present member of the Faculty Senate.

Section C. Other nominations shall be possible from the floor at the regular May meeting.

Article V Standing Committees for the Senate

Section A. Executive Committee

The Executive Committee of the Faculty Senate shall be composed of the President, Vice President, the Secretary of the Faculty Senate, the Faculty Senate Representative on the Deans Council, the Faculty Senate Representative on the Academic Council, and a person elected from and by the Faculty Senate [Member-at-Large]. The TBR Sub Council Representative shall be a member *ex officio*, with voice but no vote on the Executive Committee. In addition, the Immediate Past-President of the Faculty Senate, provided such person currently serves as a faculty member at Austin Peay State University, will be a member *ex officio*, with voice but no vote on the Executive Committee. The responsibilities of the Executive Committee shall be as follows:

1. To propose the agenda for Faculty Senate meetings,
2. To conduct the elections to the Faculty Senate,
 - a. General officers to be elected are identified in Article II, Section III of the Constitution.
 - b. The TBR Sub Council Representative shall be a present or past member of the Faculty Senate and shall be nominated by the Election Committee for a term of two years.
3. To recommend to the Faculty Senate for its advice and consent, individuals to serve on the various committees of the Faculty Senate. Committee and subcommittee chairs should be recommended after obtaining their agreement to serve. These recommendations should be accomplished at the first regular meeting of the Senate after the election of the new Executive Board, which will be the June Senate meeting unless the Senate votes not to hold regular meetings during summer terms of the academic year,
4. To advise the President of the Faculty Senate,
5. To act on behalf of the Faculty Senate *ad interim* and to report such actions to the next meeting of the Faculty Senate for its approval, and
6. To monitor the progress of standing and *ad hoc* committees.

Section B. Rules Committee

The Rules committee shall be chaired by the Vice President of the Faculty Senate. In addition, two Senators and two former Senators shall serve on the committee. The responsibilities of the committee are as follows:

1. To study and recommend changes in the Constitution of the Faculty Senate and the Bylaws of the Faculty Senate,
2. To recommend to the Faculty Senate changes in its standing committee structure and function and,

3. To study the representation in the Faculty Senate according to the specifications in the Constitution and notify the Executive committee by March 30 of each year the number of Senators to be elected in each area.

Section C. Academic Committees

The Committees of the Senate dealing with Academic issues shall be designated as *Academic Red* and *Academic White*.

Each Academic committee shall consist of no more than five (5) members. Academic Red and White Committees shall consist of at least one member who is untenured. The President of the Senate may suspend the requirement and appoint members of both committees without regard to tenure status if, in his or her judgment, circumstances dictate. The duties of these committees include

1. To study and evaluate curricula and instruction at both the undergraduate and graduate levels.
This function includes problems related to
 - a. Teaching loads
 - b. Class size
 - c. Use of graduate and undergraduate assistants
 - d. Admissions
 - e. Retention and advancing standing of students, and
 - f. Testing and grading practices
2. To review all formally proposed program changes.
3. To strive to foster a proper balance between teaching and research.

The Executive Committee may choose to form subcommittees of Academic Committees which would report their findings and recommendations to the Academic Committee for approval before any requests or recommendations for action would be presented to the Senate.

Section D. Faculty Committees

The Committees of the Senate dealing with Faculty issues shall be designated as *Faculty Red* and *Faculty White*.

Each Faculty committee shall consist of no more than five (5) members. Faculty Red and White Committees shall consist of at least one member who is untenured. The President of the Senate may suspend the requirement and appoint members of both committees without regard to tenure status if, in his or her judgment, circumstances dictate. The duties of the committee shall be to

1. Aid in establishing and reviewing policies concerning promotion and tenure, working with APSU administrators, the Chancellor and the Board of Regents;
2. Review all decisions concerning promotion and tenure and call attention to any inequities which may exist; and
3. Study intra-campus matters related to faculty interests not under the jurisdiction of other standing committees.

The Executive Committee may choose to form subcommittees of the Faculty Committees which would report their findings and recommendations to the Faculty Committee for approval before any requests or recommendations for action would be presented to the Senate.

Section E. Nominations and Elections Committee

The Nominations and Elections Committee shall consist of at least five (5) Senators. The committee shall make, subject to approval of the Senate, nominations and conduct elections which are requested by persons or groups outside the Senate. The duties of the committee shall be to

1. Conduct the elections for the faculty representatives on the Academic council and,
2. Recommend to the President of the University individuals to serve on University Standing Committees and *ad hoc* committees.

Section F. Faculty Representation on Senate

Representation in the Faculty Senate shall be based on a ratio of one Senator per seven faculty members (or every major fraction thereof) as identified in the following groups:

1. Allied Health; Biology; Chemistry; Computer Science and Information Technology; Geosciences, Mathematics; Physics and Astronomy; Agriculture.
2. Political Science; Social Work; Sociology; Psychology; Military Science.
3. Art; Communication and Theater; Languages and Literature; History and Philosophy; Music.
4. College of Business.
5. Library; College of Education; Existing faculty in administrative positions who are not assigned to specific academic departments, schools, or colleges.
6. Health and Human Performance; School of Nursing.
7. Engineering Technology; Occupational Studies; Public Management; Professional Studies.

Reapportionment shall take place for every April election, except that no Senator shall be required to abandon his or her seat before his or her term has expired.

Section G. Budget Review Committee

The Budget Review Committee shall consist of at least four (4) faculty members, at least two (2) of whom shall be Senators. The duties and obligations of the committee shall be as follows:

1. To participate in the preparation of the total institutional budget and in deliberations and decisions relevant to the apportioning and reapportioning of funds among its specific fiscal divisions, especially when such deliberations of proposed reallocation of funds is deemed to affect academic effectiveness. The committee has the obligation to ensure the appropriate number of representatives attend the sessions where such discussions and deliberations take place.
2. To represent faculty interests and interpret the needs of faculty to the University President and other officials relative to resource matters.
3. To provide direct communication to the Faculty Senate relative to the July budget, the October budget revisions, and final budget revisions according to consultations with administrative and budget officials. The committee shall have the authority to request documentation of line item allocations within the budget and variations between budgeted amounts and actual expenditures within any given fiscal year. The committee shall have the authority to request rationales for such variations.

4. By special assignment, to function as a sub-committee to another Faculty Senate committee if requested or needed by the other committee.

Article VI
Adoption and Amendments to Bylaws

The Bylaws may be amended by a majority of those Senators in attendance at the next regular business meeting after the meeting at which such amendments are presented.

The adoption of these Bylaws shall require a two-thirds (2/3) majority of those present at a regular meeting after the meeting at which they are proposed.

Latest amendments presented to the Senate at January 2004 meeting.

Approved by the Faculty Senate during February 2004 meeting.

Newest amendments referenced in the minutes of March 22, 2007; document corrected February 16, 2009.

Latest revision begun September 9, 2009.

Revision Draft