

# Bylaws of the Faculty Senate of Austin Peay State University

The University faculty for purposes of this document shall consist of all full-time university employees holding the rank of instructor, assistant professor, associate professor, or professor, and whose duties are in excess of fifty percent in the following areas: teaching, scholarly research, library service, or academic departmental administration.

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## Article I Meeting Procedures

### Section A. The Agenda Will be Limited To:

1. all items for discussion or vote that are submitted in writing or by email to a member of executive committee by senators at least four (4) days before the Faculty Senate's meeting.
2. those motions or items prepared by the Executive Committee.
3. approved amendments to the agenda.
4. reports from standing and *ad hoc* committees requiring action or request for advice.
5. an address by the President or the President's designee normally not to exceed 15 minutes.
6. an address by the Provost or the Provost's designee normally not to exceed 15 minutes.

### Section B. Before Full Senate Meetings

1. The Senate President shall meet and confer weekly with the President and Provost of the University to convey relevant investigative studies of the Senate.
2. 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 meeting
3. Standing and *ad hoc* committees shall, as their deliberations warrant, send written or electronic 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.

- 45 4. Senators who wish to debate or discuss any matter shall prepare a written item. Items must  
46 be in an appropriate format such as paper or in an appropriate electronic format. These  
47 items shall be sent to the Executive Committee for scheduling at least four (4) working days  
48 before the Senate meeting. If a senator wishes the Senate to consider an item after the agenda  
49 has been prepared, the senator may bring it in paper or an appropriate electronic format to a  
50 full Senate meeting and file it with the chair before the opening of business. Then, when the  
51 chair moves for the acceptance of the agenda, the senator should propose an amendment to  
52 the agenda to include the new agenda item.  
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### 54 **Section C. Full Senate Meetings**

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- 56 1. The first item of business of every Senate meeting shall be the acceptance or modification of  
57 the proposed agenda by simple majority vote. Also, at any point in the proceeding after the  
58 acceptance of the agenda, any senator can, as a point of privilege, suggest amendment to the  
59 agenda in order to lengthen or shorten debate, to include a motion, or to omit an item from  
60 the agenda. Such a proposal, made after the acceptance of the agenda, must be seconded and  
61 requires a simple majority vote.
- 62 2. The suggested agenda format is:
- 63 a. motion by the chair to accept the agenda.
  - 64 b. motion by the chair to accept minutes from the previous meeting.
  - 65 c. address by the President of the University or the President's designee.
  - 66 d. address by the Provost of the University or the Provost's designee.
  - 67 e. items of the agenda will be taken up in the order within the time limits established,  
68 unless a motion for amendment of agenda passes.
  - 69 f. if there is time remaining at the conclusion of the agenda, the chair may, at its  
70 discretion, present information, entertain unscheduled motions, or discuss items for  
71 the agenda of forthcoming sessions, acknowledging that a motion to adjourn from  
72 any senator is always in order.
- 73 3. Rules for Conducting Orderly Meetings
- 74 The Faculty Senate shall conduct business under Robert's Rules of Order. Variation from  
75 Robert's Rules of Orders will require a motion from the floor, duly seconded, carrying a 2/3  
76 majority of the Senate present at the time of the motion. The motion for suspension must  
77 specifically state that Robert's Rules of Order is to be suspended for the purposes of dealing  
78 with the issue under discussion for a limited time specified in the motion of suspension. A  
79 Parliamentarian will assist with the orderly conduct of meetings.  
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## 81 **Article II**

### 82 **Quorum**

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84 **Section A.** Those senators present at a regular meeting shall constitute a quorum.

85 **Section B.** At any called meeting, a majority of senators shall constitute a quorum.

86 **Section C.** Only senators may vote on matters before the Senate. No voting by proxy will be  
87 allowed.  
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90 **Article III**  
91 **Attendance**

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

96 **Section B.** Attendance of executive sessions by anyone other than current faculty senators shall  
97 require a majority vote for approval.

98 **Section C.** The office of any senator who has missed four (4) meetings in an academic year shall be  
99 declared vacant and an election shall be conducted to fill the office. Senators will be notified by the  
100 Secretary of the Faculty Senate after they miss the third meeting, that if they miss a fourth meeting  
101 their senate seat will become vacant. Faculty Senate will adhere to federal law (including the Family  
102 Medical Leave Act) and university policies (including APSU Policy 5:034 Paid Parental Leave)  
103 regarding attendance.

104 **Section D.** Senators elected to an interim term will serve the remainder of the vacant term,  
105 beginning on the first day of the month following the interim election.

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107 **Article IV**  
108 **Procedures for the Election of Senate Officers**

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110 **Section A.** The Nomination Committee will consist of the immediate past Senate President and two  
111 outgoing senators selected by the immediate past Senate President. The Senate Executive  
112 Committee will approve the Nominations before the regular April meeting. This *ad hoc* committee  
113 shall nominate at the regular May meeting at least one person for each of the Senate offices, after  
114 having secured an approval from all of those to be nominated.

115 **Section B.** In addition to the offices identified in the Constitution, this ad hoc committee shall be  
116 responsible for nominating individuals to serve as Faculty Senate Representatives on the University  
117 Curriculum Committee and the Provost's Council. The Faculty Senate Representatives on the  
118 University Curriculum Committee and the Provost's Council shall be current members of the  
119 Faculty Senate.

120 **Section C.** Other nominations shall be possible from the floor at the regular May meeting.  
121 Nominations for the office of President will only be accepted in the case that the current Vice  
122 President is unwilling to serve as President in the upcoming year.

123 **Section D.** The office of any executive committee member who has missed eight (8) meetings in an  
124 academic year shall be declared vacant and the remaining executive committee members will appoint  
125 a current senator to fill the vacant position for the remainder of the vacated term.

126 **Section E.** Recognizing the substantial time requirement of the following officer positions, release  
127 time for faculty senate officers will be as follows: 1. President: three hours fall semester and three  
128 hours spring semester 2. Vice-President: three hours spring semester 3. Secretary: three hours  
129 fall semester.

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131 **Article V**  
132 **Standing Committees for the Senate**

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134 **Section A.** Executive Committee

135 The Executive Committee of the Faculty Senate shall be composed of the President, Vice President,  
136 the Secretary of the Faculty Senate, the Treasurer of the Faculty Senate, the Faculty Senate  
137 Representative on the Provost's Council, the Faculty Senate Representative on the University  
138 Curriculum Committee, and a Member-at-Large (elected from and by the Faculty Senate). The

139 faculty member serving on the APSU Board of Trustees shall be a member *ex officio*, with voice but  
140 no vote on the Executive Committee. In addition, the Immediate Past-President of the Faculty  
141 Senate, provided such person currently serves as a faculty member at Austin Peay State University,  
142 will be a member *ex officio*, with voice but no vote on the Executive Committee. The Faculty Senate  
143 President will be a tenured faculty member. The Faculty Senate Vice President shall serve a one-  
144 year term and become the next Faculty Senate President. In the event that the Vice President  
145 chooses not to succeed the President, an election for both President and Vice President will follow  
146 Article IV Procedures for the Election of Senate Officers.

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148 The responsibilities of the Executive Committee shall be as follows:

- 149
- 150 1. To propose the agenda for Faculty Senate meetings,
- 151 2. To conduct the elections to the Faculty Senate
  - 152 • General officers to be elected are identified in Article II, Section III of the
  - 153 Constitution.
  - 154 • Additional officers may be added or removed on an as-needed basis by amending
  - 155 these Bylaws as stipulated in Article VII Adoption and Amendments to Bylaws
- 156 3. To recommend to the Faculty Senate for its advice and consent, individuals to serve on the  
157 various committees of the Faculty Senate. Committee and subcommittee chairs should be  
158 recommended after obtaining their agreement to serve. These recommendations should be  
159 accomplished at the first regular meeting of the Senate after the election of the new  
160 Executive Board, which will be the June Senate meeting unless the Senate votes not to hold  
161 regular meetings during summer terms of the academic year,
- 162 4. To advise the President of the Faculty Senate,
- 163 5. To act on behalf of the Faculty Senate ad interim and to report such actions to the next  
164 meeting of the Faculty Senate for its approval, and
- 165 6. To monitor the progress of standing and *ad hoc* committees.
- 166 7. In the event that a member of the Executive Committee must relinquish the position mid-  
167 term, the remaining members of the Executive Committee will appoint a current senator to  
168 fill the position for the remainder of the term.
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#### 170 **Section B.** Rules Committee

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

- 174
- 175 1. To study and recommend changes in the Constitution of the Faculty Senate and the Bylaws  
176 of the Faculty Senate,
- 177 2. To recommend to the Faculty Senate changes in its standing committee structure and  
178 function and,
- 179 3. To study the representation in the Faculty Senate according to the specifications in the  
180 Constitution and notify the Executive committee by February 15 of each year the number of  
181 senators to be elected in each area.
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#### 183 **Section C.** Academic Committees

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

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187 Each Academic committee shall consist of no more than seven (7) members. Academic Red and  
188 White Committees shall consist of at least one member who is untenured. The President of the  
189 Senate may suspend the requirement and appoint members of both committees without regard to  
190 tenure status if, in the Senate President's judgment, circumstances dictate. The duties of these

191 committees include:

- 192 1. To study and evaluate curricula and instruction at both the undergraduate and graduate  
193 levels. This function includes problems related to  
194 • Teaching loads;  
195 • Class size;  
196 • Use of graduate and undergraduate assistants;  
197 • Admissions;  
198 • Retention and advancing standing of students; and  
199 • Testing and grading practices.  
200 2. To strive to foster a proper balance between teaching and research.  
201

202 The Executive Committee may choose to form subcommittees of Academic Committees which  
203 would report their findings and recommendations to the Academic Committee for approval before  
204 any requests or recommendations for action would be presented to the Senate.  
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#### 206 **Section D. Faculty Committees**

207 The Committees of the Senate dealing with Faculty issues shall be designated as *Faculty Red* and  
208 *Faculty White*.  
209

210 Each Faculty committee shall consist of no more than seven (7) members. Faculty Red and White  
211 Committees shall consist of at least one member who is untenured. The President of the Senate may  
212 suspend the requirement and appoint members of both committees without regard to tenure status  
213 if, in the Senate President's judgment, circumstances dictate. The duties of the committees shall be  
214 to study intra-campus matters related to faculty interests not under the jurisdiction of other standing  
215 committees.  
216

217 The Executive Committee may choose to form subcommittees of the Faculty Committees which  
218 would report their findings and recommendations to the Faculty Committee for approval before any  
219 requests or recommendations for action would be presented to the Senate.  
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#### 221 **Section E. Nominations and Elections Committee**

222 The Nominations and Elections Committee shall consist of at least five (5) senators. The Committee  
223 shall make, subject to approval of the Senate, nominations and conduct elections which are  
224 requested by persons or groups outside the Senate. The duties of the Committee shall be to:  
225

- 226 1. Seek nominations from colleges, subject to approval by the Nominations and Elections  
227 Committee, and conduct the elections for the faculty representatives on the University  
228 Curriculum Committee, and  
229 2. Recommend to the President of the University individuals to serve on University Standing  
230 Committees and *ad hoc* committees.  
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#### 232 **Section F. Faculty Representation on Senate**

233 Representation in the Faculty Senate shall be based on a ratio of one senator per seven faculty  
234 members (or every major fraction thereof, excluding adjuncts) as identified by College or Unit. For  
235 the purpose of faculty representation on Senate, faculty in administrative positions who are not  
236 assigned to specific academic departments, schools, or colleges will be grouped with Library  
237 faculty. One additional representative to the Faculty Senate shall hold the rank of adjunct  
238 faculty. The adjunct faculty representative may be from any college, the library, or filling an

239 administrative position not assigned to a specific academic department, school, or college. The  
240 adjunct faculty senator will not vote on matters pertaining to faculty retention, tenure, and  
241 promotion. Reapportionment shall take place for every March election, except that no senator shall  
242 be required to abandon a senate seat due to reapportionment before the senator's term has expired.  
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### 244 **Section G. Budget Review Committee**

245 The Budget Review Committee shall consist of at least four (4) faculty members, at least two (2) of  
246 whom shall be senators. The duties and obligations of the Committee shall be as follows:  
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- 248 1. To participate in the preparation of the total institutional budget and in deliberations and  
249 decisions relevant to the apportioning and reapportioning of funds among its specific fiscal  
250 divisions, especially when such deliberations of proposed reallocation of funds is deemed to  
251 affect academic effectiveness. The committee has the obligation to ensure the appropriate  
252 number of representatives attend the sessions where such discussions and deliberations take  
253 place.
- 254 2. To represent faculty interests and interpret the needs of faculty to the University President  
255 and other officials relative to resource matters.
- 256 3. To provide direct communication to the Faculty Senate relative to the July budget, the  
257 October budget revisions, and final budget revisions according to consultations with  
258 administrative and budget officials. The committee shall have the authority to request  
259 documentation of line item allocations within the budget and variations between budgeted  
260 amounts and actual expenditures within any given fiscal year. The committee shall have the  
261 authority to request rationales for such variations.
- 262 4. By special assignment, to function as a sub-committee to another Faculty Senate committee  
263 if requested or needed by the other committee.  
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## 265 **Article VI**

### 266 **Election of Faculty Member to the University Board of Trustees**

#### 267 **Section A: Appointment**

268 By the third Friday of September, the Faculty Senate Executive Committee will contact all faculty  
269 from each college and the constituted area of the Library to request nominations of faculty members  
270 to be considered for election to the Austin Peay State University institutional governing board. Each  
271 academic unit/department and the library will be afforded the opportunity to nominate one  
272 representative who meets all of the required criteria. The selection process will originate within each  
273 academic unit/department through a process of written or acceptable electronic nomination.  
274 Written or electronic nominations must be submitted to the unit/department chair by a second  
275 member of the unit/department faculty at least four (4) days prior to the departmental election. The  
276 nomination must be signed by both the nominator and the nominee. The unit/department chair will  
277 conduct the election via secret ballot and forward the results to Faculty Senate Executive Committee  
278 no later than the first Friday in October. The various college nominees will then be put forward for  
279 the final, university-wide election that will begin on the third Friday in October. There can be no  
280 more nominees than colleges and the library during any given election cycle. The university-wide  
281 faculty election will end by the last Friday in October. The nominee receiving the plurality of the  
282 university-wide votes will serve as a member of the institutional board. In the event of a tie, the  
283 Faculty Senate will conduct a  
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287 run-off vote. The faculty member receiving the majority of the run-off votes will serve as a member  
288 of the institutional board. Rules governing the Faculty Senate voting process and quorum will be in  
289 accord with the current Faculty Senate constitution and bylaws.

291 The elected faculty institutional board member will be recognized at the November meeting of the  
292 Faculty Senate and will serve as a non-voting ex-officio member of the Faculty Senate and the  
293 Faculty Senate Executive Committee.

#### 295 **Section B: Term**

296 The faculty member elected to serve as a member of the institutional board will serve a two-year  
297 term, per state law. A faculty member may not serve consecutive terms. No faculty member shall  
298 be eligible to serve more than two terms as a member of the institutional board during their  
299 appointment at Austin Peay State University.

#### 301 **Section C: Eligibility**

302 A faculty member will be considered eligible to serve as a member of the institutional board if the  
303 individual meets the following criteria:

- 305 • The faculty member must be tenured;
- 306 • The faculty member must be fully ranked;
- 307 • The faculty member must have been employed at Austin Peay State University for a  
308 minimum of seven consecutive years;

310 The Faculty Senate will vote to make the final determination in situations where a faculty member's  
311 eligibility is in dispute. Rules governing the Faculty Senate voting process and quorum will be in  
312 accord with the current Faculty Senate constitution and bylaws.

#### 314 **Section D: Replacement**

315 If a faculty appointee is unable to fulfill the commitments of their two-year appointment, a special  
316 election that is congruent with the steps outlined in Sections I and III of this document will be  
317 conducted to fill the vacancy. Due to the potential urgency of such a situation, the special election  
318 will be expedited to prevent a disruption of faculty representation to pertinent matters pertaining to  
319 institutional board business. Upon election, the replacement will complete the remainder of their  
320 predecessor's term. In the event of a faculty member's dismissal from the institutional board, a  
321 replacement will be identified through a special election that is congruent with the steps outlined in  
322 Sections I and III of this document. Because of the potential urgency of such a situation, the special  
323 election will be expedited to prevent a disruption of faculty representation on the board. Upon  
324 election, the replacement will complete the remainder of their predecessor's term.

#### 326 **Section E: Duties and Expectations**

327 The faculty member of the institutional board will attend board meetings in an effort to represent  
328 the interests, perspectives, and concerns of the faculty, staff, and the university as a whole. As an  
329 ex-officio member of the Faculty Senate and the Faculty Senate Executive Committee, the faculty  
330 institutional board member will be expected to provide regular updates pertaining to institutional  
331 board business. The faculty institutional board member will be expected to provide informational  
332 updates and/or presentations during the Faculty Senate's regularly scheduled monthly meetings.

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**Article VII**  
**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 passed Month Day, Year.**

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