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# **North Park University**

## **Full Faculty and Faculty Senate Bylaws**

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## **I. Name**

This document contains the current bylaws for the Full Faculty and Faculty Senate of North Park University. It does not include the Seminary at North Park University.

## **II. Purpose and Functions**

The North Park University Faculty is the legislative body of the University in the areas of academic policies and procedures, transfer and degree requirements, and courses of instruction. The Full Faculty delegates its responsibility to the Faculty Senate in order for the Senate to faithfully represent the interests, goals, and values of the Full Faculty. Matters requiring the approval of the Full Faculty are specified in sections A–H, below, and in Article VII subsection C.4. Both the Full Faculty and the Senate are legislative bodies of the Faculty operating within the framework and organization of the Constitution and plan of organization of North Park University. The Full Faculty and Faculty Senate share, with the administration and students, a concern for the University as a Christian, urban, and intercultural educational community.

Policies are subject to amendment by the Board of Trustees following consultation with the University faculty, or with faculty representatives to the Board who will in turn consult with the faculty.

In the following areas the Full Faculty will receive recommendations from the Faculty Senate and will then make their final determination. For other material on relations between the Full Faculty and the Faculty Senate, see Article IV and Article VII section C and subsection D.2.

- A. Graduation requirements, including general education (Core Curriculum) requirements
- B. New degree offerings
- C. New majors
- D. Approval of graduates
- E. Manual of Academic Personnel Policies (MAPP) revisions
- F. Faculty Bylaws
- G. Annual approval of the roster of faculty and the list of voting members for Full Faculty meetings at the first Full Faculty meeting of the academic year.
- H. Annual approval of the roster of Committees of the Faculty by the last Full Faculty Meeting of the academic year.

## **III. Members**

- A. Membership in the Faculties of the College of Arts and Sciences; of the School of Professional Studies; of the School of Education; of the School of Music, Art, and Theatre; of the School of Nursing and Health Sciences; and of the Library shall include the following persons:

1. Full-time appointees whose primary responsibility is teaching on a tenure track or professional appointment and who also hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor.
  2. Academic Directors (of Divisions and Centers), Chairs, Academic Deans, the Provost, and the President.
  3. Library Faculty with academic rank.
- B. Voting rights shall be held by the following persons:
1. Professors, Associate Professors, Assistant Professors, and Instructors.
  2. The University President, Provost, and Deans.
  3. The faculty may grant voting rights to other non-faculty members. Such voting rights are granted annually for one-year terms and approved at the first meeting of the academic year.
- C. One student representative, selected by the Student Association, may attend and speak at meetings of the Full Faculty, subject to the condition that this privilege may be suspended for any particular meeting by a majority vote of the faculty members present.

#### **IV. Meetings of the Full Faculty**

Meetings of the Full Faculty shall be organized as a democratic legislative body, which shall meet at least once during each semester. For other material on relations between the Full Faculty and the Faculty Senate, see Article II and Article VII section C and subsection D.2.

- A. At the meetings of the Full Faculty, the President of the Faculty Senate shall preside, the Parliamentarian of the Senate shall be the Parliamentarian, and the Secretary of the Senate shall be the Recording Secretary.
- B. By the beginning of each academic year, the Provost's Office shall publish a schedule of meeting times for the Full Faculty, the Faculty Senate, the Schools and Divisions, the Departments, the Committees of the Faculty, and the Deans Council. Minutes for these meetings are sent to the Office of the Provost and kept on file there.
- C. Special meetings of the Full Faculty may be convened by the University President, by the Provost, by the Faculty Senate, or when a petition, signed by at least ten faculty members with voting rights, is submitted to the Senate.
- D. A quorum shall consist of a majority of the members with voting rights.
- E. A call for items of business for the agenda shall be distributed by the Faculty Senate President in writing to all members of the Full Faculty at least four business days prior to each stated meeting.
- F. An agenda, minutes of the prior meeting, and appropriate documents concerning reports and Full Faculty action, shall be distributed no fewer than two business days before each Full Faculty Meeting.

- G. The Faculty Senate shall provide the Full Faculty with a list of the members of the faculty and a list of faculty members and others with voting rights. These lists shall be presented and approved at the first Full Faculty meeting of the academic year.
- H. The Faculty Senate shall provide the Full Faculty with a list of members and chairpersons of the Committees of the Faculty for approval by the last Full Faculty meeting of the academic year, with the terms of those Faculty Committees and officers to commence at the close of that Full Faculty meeting.
- I. The Full Faculty shall elect at-large senators by the last Full Faculty meeting of the academic year. (See Article VII subsection D.2.)
- J. The Full Faculty retains the authority to reverse decisions of the Senate by means of a simple majority of all members of the Full Faculty with voting rights. Such a vote shall be taken at a meeting of the Full Faculty, with no absentee or proxy voting allowed.

## **V. Faculty Organization and Governance**

The Faculty shall be organized into the College (divided into Divisions that are subdivided into Departments), Schools, and the Library, each working in partnership with the administration for the welfare of the educational experience. Divisions, Schools, and the Library may originate legislative proposals for curriculum and educational policy, and make recommendations to the Dean of the College or to their respective School Dean for budget, class schedules, and personnel. Divisions, Schools, and the Library review proposals and recommendations coming from Departments or individual faculty before submission to the Faculty Senate or to the appropriate Faculty Committee.

The academic structure of the University consists of a Provost, who serves as the chief academic officer, the Dean of the College of Arts and Sciences, the Deans of the five professional Schools, the Library Director, the Dean of the Library and Educational Technology, and the University Dean.

- A. The College of Arts and Sciences is headed by the Dean of the College of Arts and Sciences. In the College, there are two Divisions, each headed by a Division Director/Associate Dean:
  - 1. Humanities and Social Sciences
  - 2. Sciences
- B. There are five professional schools, each headed by a Dean:
  - 1. School of Professional Studies
  - 2. School of Business and Nonprofit Management
  - 3. School of Education
  - 4. School of Music, Art, and Theatre
  - 5. School of Nursing and Health Sciences
- C. The University Library is headed by the Library Director, who reports to the Dean of the Library and Educational Technology. The Library faculty are voting members of the Full Faculty and are eligible to serve as voting members of the Senate and on Faculty Committees.

- D. The Center for Online Education (COE) serves the University through its work in development, delivery, and oversight of all online and hybrid (partly online and partly classroom based) teaching and learning programs, as well as through its work in support of classroom based, technology enhanced courses.
- E. The University Dean is the chief diversity resource officer serving the College of Arts and Sciences, the Schools, and the Seminary of North Park University. The Dean is responsible for leading university-wide initiatives that encourage the integration and inclusion of differences valued by the University. The Dean reports directly to the Provost and facilitates coordination of university-wide intercultural activities.
- F. The Office of the Provost includes the Provost and the Dean of the College of Arts and Sciences. The Provost serves as the chief academic officer for the University. The Dean serves as an executive dean and chief advisor to the Provost and is responsible for all academic programs in the absence of the Provost.
- G. The Deans of the College and the Schools are appointed by the Provost in consultation with the appropriate divisions and schools; the Dean of the Library and Educational Technology and the Library Director are also appointed by the Provost. These appointments are done with the approval of the President.

#### H. Election of a Division Director/Associate Dean

In the College of Arts and Sciences, each Division shall elect, by majority in a secret ballot of the voting full-time members of the Division, a Division Director/Associate Dean for a three-year term. The names are submitted to the Dean of the College of Arts and Sciences for approval, who if he or she concurs with the choice, forwards the nomination to the Provost for approval. When no agreement can be negotiated between the Division and the Dean, the decision will rest with the Provost.

Department Chairs in the College of Arts and Sciences shall be elected by closed ballot of the majority of the voting, full-time members of the department, for two-year terms. The names are submitted to the Dean of the College for approval who, if he or she concurs with the choice, forwards the nomination to the Provost for approval. When no agreement can be negotiated between the department and Dean, the decision shall be the Provost's.

#### I. Election of Board Representatives

Two faculty members are elected by the Full Faculty, for three year terms, as representatives to the Board of Trustees. The Faculty Senate President serves as a third faculty representative.

#### J. Deans Council

The Deans Council is the chief strategic planning work group for academic quality, student learning and assessment, and campus-wide administrative policy.

##### Membership

The Deans Council is chaired by the Provost and includes the following members: the Dean of the College, the Dean of the University, the Deans of the Schools, the Director of the Library, the Associate Dean in the Office of Distributed Learning and Director of Institutional Effectiveness and Research.

#### K. Graduate School Council

The Graduate School Council establishes and reviews the graduate mission for the university, facilitates long-range planning for graduate programs, develops and reviews policies that impact graduate programs. The Council is also responsible for evaluating existing programs, recommending new programs to the Curriculum and Instruction Committee and establishing procedures for design and review of new courses. The Council will also address issues that promote the general welfare of graduate students at the University.

##### Membership

The Council is comprised of representatives from each Division or School that has graduate programs. The Deans or their faculty designees will serve two-year terms. The Chair will be appointed by the Provost.

#### L. Directors Council

##### Membership

The Directors Council is chaired by the Dean of the College of Arts and Sciences, and is comprised of the two Division Director/Associate Deans in the College of Arts and Sciences. The Directors Council is an advisory group to the Dean, providing the opportunity to discuss issues and policies related to the College.

## **VI. Committees of the Faculty**

Committees of the Faculty (Faculty Committees) prepare reports and policy recommendations for action by the Faculty Senate, act on behalf of the Full Faculty or Senate where specifically authorized, advise administrative officers concerning the interpretation of faculty policy, and generally supervise activities in the area of committee responsibilities.

Election of faculty committee members shall take place by the last Full Faculty Meeting of the academic year, using a slate presented by the Faculty Senate. Terms of service shall be for three years unless otherwise specified. Chairpersons of the Faculty Committees are appointed by the Faculty Senate. (See Article VII subsections C.1 and C.2.)

Faculty committee members assume responsibilities immediately following the Full Faculty meeting at which they are approved, usually the last Full Faculty meeting of the academic year. Committee Chairpersons may create Subcommittees to work on appointed tasks or on-going duties. Meetings are held at least monthly during the academic year. Written reports of Faculty Committee activities are submitted to the Office of the Provost and to the Faculty Senate with the exception of the Faculty Personnel Committee, the Appeals and Sanctions Committee, and the Institutional Review Board, which send their reports directly to the Provost.

For each Ad Hoc Faculty Committee a mandate shall be written that may list both short-term tasks and on-going duties. Upon completion of a task, the Ad Hoc Faculty Committee reports the results to the Faculty Senate, which at that time may revise that Ad Hoc Faculty Committee's mandate. This system is intended to provide both accountability and flexibility for the work of such committees.

The following Committees of the Faculty and mandates are presently approved.

## **A. Core Curriculum Committee**

The Core Curriculum Program is the undergraduate curriculum that constitutes general education requirements for common learning. These courses ensure student learning towards “lives of significance and service”. Core Curriculum facilitates acquisition of knowledge, skills, abilities, appreciations, and values that promote human excellence through a liberal education.

### **Mandate**

The Core Curriculum Committee is responsible for investigating effective program design, recommending to faculty and administration a strategy for strengthening North Park’s Core Curriculum program. The functions of the Committee include:

1. Articulate a statement on and rationale for specific general education goals in a liberal arts context.
2. Review, develop, and recommend policy and standards regarding common learning.
3. Establish and revise criteria for courses in the Core Curriculum Program.
4. Articulate skills, knowledge and competencies needed to meet educational objectives confluent with institutional mission, vision and core identities.
5. Facilitate assessment and monitor student outcomes within the Core Curriculum.
6. Consider strategies for improved writing across the curriculum.
7. Ensure the integration of Christian, Urban, and Intercultural content and competencies throughout the Core Curriculum.

### **Membership**

Members include the Director of the Core Curriculum, the Director of the North Park Core Seminars, the Writing Center Director, the Dean of the College of Arts and Sciences, at least six representatives from the faculty at large, and the Director of the Library Information Literacy program.

### **Interaction with certain other Committees**

Whenever the Core Curriculum Committee brings a motion to the Senate and to the Full Faculty that must also be approved by the Educational Assessment Committee, the Core Curriculum Committee shall be responsible to verify that the motion also has the approval of the Educational Assessment Committee, which approval shall then become part of that motion to the Senate and to the Full Faculty.

## **B. Curriculum and Instruction Committee**

### **Mandate**

The Curriculum and Instruction Committee acts as an advisory and oversight body for faculty proposals regarding changes in curriculum including, but not limited to, policy, general education, and the university catalog.

To develop and propose curricular policy for approval by the faculty

To be available as advisors to faculty members on issues of curriculum and instruction

### Membership

Representatives are from each division and school, Academic and Student Administrative Services.

### Interaction with certain other Committees

Whenever the Curriculum and Instruction Committee brings a motion to the Senate and to the Full Faculty that must also be approved by either the Educational Assessment Committee or by the Core Curriculum Committee or by both of them, the Curriculum and Instruction Committee shall be responsible to verify that the motion also has the approval (or approvals) of the Committee (or Committees), which approval (or approvals) shall then become part of that motion to the Senate and to the Full Faculty.

## **C. Faculty Personnel Committee**

### Mandate

The Faculty Personnel Committee prepares recommendations to the Office of the Provost concerning promotion and tenure. In doing this, it seeks to fairly evaluate a faculty member's teaching competence, scholarly and professional attainment, responsible participation in institutional activities and alignment with institutional mission. (See Article VII subsection C.5.)

### Membership

The Committee is comprised of nine faculty members who hold terminal degrees in their respective fields: Seven are tenured faculty; two are professional faculty who hold rank of at least Associate Professor and have served at least 6 years at the University. The Chair of the Committee shall be a tenured faculty member. The seven tenured faculty members shall participate in and vote on issues of both tenure and promotion; the two professional faculty members shall participate in and vote on issues only of promotion. Faculty being reviewed for tenure or for promotion or for both during an academic year are not eligible for service on the Faculty Personnel Committee during that year; nor are Deans and Division Director/Associate Deans eligible for such service. At least four and at most five shall have completed ten or more years of service at North Park University. Representation is distributed among, and is as representative as possible of, University Divisions and Schools.

## **D. Professional Development Committee**

### Mandate

The Professional Development Committee supports the professional development of faculty and staff in the areas of teaching, research, and service. The Committee annually awards competitive grants in teaching, research, and service to faculty and staff members on the basis of individual development plans.

The Committee is responsible for developing activities deemed appropriate, articulating development opportunities and reporting the awarding of grants in writing to the administration and the University faculty.

### Membership

The committee is comprised of at least seven members (elected for three-year terms).



## **E. Educational Assessment Committee**

### Mandate

The Educational Assessment Committee (EAC) is charged with:

- Educating the campus community on best practices in curricular assessment.
- Reviewing and providing feedback on the assessment plans of all new academic programs.
- Reviewing all current assessment plans as articulated in the periodic program review and making recommendations to improve their effectiveness.
- Distributing assessment data and periodic reports as appropriate.
- Advising the Core Curriculum and the Curriculum and Instruction Committees on assessment.

### Membership

The EAC should have at least 8 faculty members. While it should be representative of the faculty at large, the membership should also include representatives of both those disciplines that report to an outside accrediting body and those that do not. Some members of the Committee should have expertise in assessment. The Director of Assessment should attend meetings of the Committee and participate in discussions, and if the Director is a faculty member, should also have voting privileges.

## **F. Student Academic Standing Committee**

### Mandate

The Student Academic Standing Committee considers student appeals regarding the academic policies of the university and recommends changes in academic policies. The categories of policies include the following: student appeals of graduation requirements, student appeals of academic dismissal, and course registration issues.

### Membership

The Student Academic Standing Committee consists of at least eight faculty representatives, and the Registrar and Director of Academic Services.

## **G. Appeals and Sanctions Committee**

### Mandate

The Appeals and Sanctions Committee considers faculty appeals for denial of tenure, for dismissal for adequate cause, and for appeals of major sanctions. It reports its actions to the Provost. (See Article VII subsection C.5.)

### Membership

The Appeals and Sanctions Committee consists of 15 tenured faculty members with professor rank, elected by the voting faculty for three year terms. Election procedures shall ensure that representatives are elected from both arts and sciences and professional schools. The choice of members should be on the basis of their objectivity, competence, and personal standing in the North Park academic community. The committee meets as necessary.

## **H. Institutional Review Board**

### **Mandate**

The Institutional Review Board functions as a Faculty Committee that studies, interprets, and enforces the University's policies on human and animal research. It reports its approval and review of projects to the Provost. (See Article VII subsection C.5.)

### **Membership**

The committee is comprised of at least six full-time faculty members.

### **Membership**

The committee is comprised of at least six full-time faculty members. Consistent with the Code of Federal Regulations (CFR) 45 part 46: The Committee includes at least two members whose primary concerns are in scientific areas and at least two members whose primary concerns are in nonscientific areas. And the Committee includes at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution. The IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

## **I. Undergraduate Research Committee**

### **Mandate**

The Undergraduate Research Committee supports and facilitates the development of faculty supervised student research. The Committee is responsible for overseeing North Park University's annual Undergraduate Research Symposium. The Committee awards annual travel grants to students who are presenting their research at regional or national conferences. The Committee works to enhance programs and develop policies for integration of research into the undergraduate curriculum and for summer research activities. The Office of the Provost will establish an annual budget to fund the activities of the Committee. (See Article VII subsection C.5.)

### **Membership**

The Undergraduate Research Committee is comprised of at least five full-time faculty members.

## **VII. Faculty Senate**

### **A. Mission of the Faculty Senate**

The Faculty Senate is the legislative body elected by the Full Faculty to faithfully represent its interests, goals, and values. The Faculty Senate serves as an initiator, decision maker and advisor on select University policies and procedures and is guided by the University mission, vision and constitution.

### **B. Purpose and Functions of the Faculty Senate**

As the chief academic policy making body of the Full Faculty, the purpose of the Faculty Senate is to assure faculty participation in the formulation, implementation and evaluation of select University policies and goals. The Faculty Senate will have principal responsibility for policy

decisions in areas to include: academic policies and procedures, transfer and degree requirements, and courses of instruction.

The Faculty Senate shall perform the following functions as they relate to the Purpose:

1. To represent the Full Faculty in the governance of the University
2. To encourage active faculty participation in the initiation, development, implementation and evaluation of university policies and procedures
3. To discuss and recommend policies and procedures affecting the University as a whole
4. To promote the welfare of the faculty, students, and University
5. To promote academic excellence within the North Park University community
6. To promote open communication and collaboration

### **C. Duties of the Faculty Senate**

For other material on relations between the Full Faculty and the Faculty Senate, see Articles II and IV. To achieve the functions of the Faculty Senate, duties shall include but not be limited to:

1. Form, select membership, and oversee Committees of the Faculty to include but not be limited to (see Article VI for a full description of each faculty committee):
  - a. Core Curriculum
  - b. Curriculum and Instruction
  - c. Faculty Personnel
  - d. Professional Development
  - e. Educational Assessment
  - f. Student Academic Standing
  - g. Appeals and Sanctions
  - h. Institutional Review Board
  - i. Undergraduate Research
2. Appoint Chairpersons of the Faculty Committees.
3. Create Ad Hoc Committees of the Faculty
4. Address all business under the jurisdiction of the Full Faculty. In the following areas the Faculty Senate will take recommendations to the Full Faculty for a final determination. (See also Article II.)
  - a. Graduation requirements, including general education (Core Curriculum) requirements
  - b. New degree offerings
  - c. New majors
  - d. Approval of graduates
  - e. Manual of Academic Personnel Policies (MAPP) revisions

- f. Faculty Bylaws
  - g. Annual approval of the roster of faculty and the list of voting members for Full Faculty meetings at the first Full Faculty meeting of the academic year.
  - h. Annual approval of the roster of Committees of the Faculty by the last Full Faculty Meeting of the academic year.
5. Receive, consider, and vote upon all proposals, recommendations, and reports from Faculty Committees and Ad Hoc Committees of the Faculty. (Exceptions: Many actions of the Faculty Personnel Committee, Institutional Review Board, and Appeals and Sanctions Committee are confidential in nature, and therefore decisions about these actions will be reported directly to the Provost or other senior administrators, as specified in the Faculty Bylaws and/or Manual of Academic Personnel Policies. In matters of general policy or other general concerns, these committees will make recommendations and/or reports to the Senate, except when doing so would compromise the committees' commitment to confidentiality. See Article VI sections C, H, and I.)
  6. Consider and vote upon initiatives from the Full Faculty and the administration
  7. Appoint and consult with faculty representatives to the Board of Trustees
  8. Consult with the University Provost, the Deans, and/or the University President in bringing the faculty's perspective and positions on a variety of institutional matters, including but not limited to the following:
    - a. Academic Planning
    - b. Allocation of Resources and Budgeting
    - c. Staff and Administrative Appointments and Reappointments as these relate to the Full Faculty functions

## **D. Members of the Faculty Senate**

### **1. Representatives**

The number of representative senators shall be fixed at twenty. There shall be at least one representative for each school, division, and the Library. Representation shall be according to the Huntington-Hill method of apportionment of representatives, based on a count of tenure track, professional, and library faculty. Both the count and the calculation of apportionment shall be done each year, on or about February 14, by the Senate Committee on Faculty Representation and Elections.

#### **Terms of Service**

Representatives are elected by division, school, and library faculty for 3-year terms and may be elected for no more than two consecutive 3-year terms, but are eligible to run again after two years not serving as a representative senator. For the purposes of staggering terms, an initial rotation of 1, 2, and 3-year terms will be decided by lottery. Terms of service for elected senators begin August 15 of each year. (See Article VII, subsection D.4 and subsection I.2.)

### **2. Members At-Large**

In addition to representatives from schools, divisions, and the Library the Full Faculty shall elect five at-large senators to constitute a total Senate body of twenty-five. At-

Large members will be elected after the election of division, school, and library representatives. In considering candidates, the Full Faculty shall be mindful of the University's commitment to diversity. At-Large members shall be elected for 3-year terms. Term limits will not apply to At-Large Senators. (See Article IV section I.)

### **3. Eligibility**

Tenure track faculty, professional faculty, and faculty librarians are qualified to vote for senators and to serve on the Senate. Deans, Division Director/Associate Deans, and the Library Director with a faculty contract are eligible even if they do not have a full-time teaching load. Individuals who have been on the faculty for a year or more are eligible to serve.

### **4. Election Procedures**

At least six weeks before the date of the school and division elections, the Secretary of the Faculty Senate prepares a list of vacancies to be filled for the coming academic year. The Faculty Senate verifies the list to ensure that both the distribution and rotation of members are maintained as required by these Bylaws. The Minutes of the Faculty Senate will list the vacancies to be filled.

Schools, divisions, and the Library will hold secret-ballot elections by April 1 of each academic year to fill senate vacancies as they occur. The Full Faculty will hold a secret-ballot election by the last full faculty meeting of each academic year to fill at-large member positions. The Senate Committee on Faculty Representation and Elections counts the ballots and validates the election.

### **5. Resignation**

Senators who are unable or unwilling to perform their duties shall submit a letter of resignation to the Senate President.

### **6. Unexpired Terms of Service**

In the event that senate positions become vacant before the expiration of the elected term, such positions will be filled by secret ballot election in the school or division for representative senators, and by secret ballot election among the Full Faculty for at-large senators.

This same procedure shall be followed for situations when senators take leave, for example sabbatical, study abroad, personal leave, etc. Upon completion of the leave, the senator will reassume his/her Senate duties for the remainder of the elected term.

### **7. Recall Procedures**

The faculty of a school or division may recall a senator by majority vote of the school or division. The Full Faculty may recall an at-large senator by majority vote of the Full Faculty.

### **8. Ex-officio Members**

The following persons shall be ex-officio members of the Senate: Provost (non-voting)

## **E. Meetings of the Faculty Senate**

1. Faculty Senate meetings are defined as any gathering of the Senate, and can be stated or called as follows:
  - a. A schedule of stated meetings shall be adopted by the Senate at its first meeting of the fall semester.
  - b. The Faculty Senate shall meet a minimum of six times per semester.
  - c. Called or special meetings may be convened from time to time at the behest of the University President, the Provost, or the Senate Executive Committee.
2. All meetings of the Faculty Senate shall be open to all members of the Full Faculty except when the Senate, by a majority vote of those Senators present, convenes in Executive Session for elected Senators only. The Senate may by majority vote invite certain non-senators, each to be present for all or part of an executive session.
3. A quorum of the Faculty Senate shall consist of a simple majority of voting members.
4. The Faculty Senate shall vote by voice vote; however, a Senate member may request a vote by secret ballot. In this case, the President of the Senate will ask for general consent, and the record of the vote will be entered into the meeting minutes.
5. There shall be no use of proxy votes or absentee ballots in the Faculty Senate.
6. With regards to meeting agenda and minutes, the following items are in order:
  - a. A call for items of business for the agenda shall be distributed by the Faculty Senate President in writing to all members of the Senate and all Chairpersons of Faculty Committees at least four business days prior to each stated meeting.
  - b. Full Faculty members wishing to present a concern or report to the Senate may do so either via their Senate representative or via the Faculty Senate President.
  - c. A copy of the agenda proposed by the Faculty Senate President shall be distributed in writing to all members of the Senate and the Full Faculty at least two business days prior to each stated meeting.
  - d. Written notice of all called meetings of the Senate, together with information regarding the items of business to be conducted at such called meetings, shall be distributed to all members of the Senate at least two calendar days prior to the meeting at which such recommendations are to be voted upon.
  - e. Approved minutes shall be archived in the Provost's office, and will be distributed to the Full Faculty.

## **F. Responsibilities of the Faculty Senate to the Full Faculty**

1. In carrying out its responsibilities, the Faculty Senate shall:
  - a. Report the Faculty Senate proceedings to the Full Faculty on a timely basis
  - b. Distribute in advance its schedule of meetings
  - c. Inform the Full Faculty of significant issues on its agendas.

2. Senators shall:
  - a. Attend all scheduled and called Faculty Senate meetings. If a Senator is absent from more than two regularly scheduled meetings per year without notifying the Senate President of just cause, the Senator will be dismissed from the Senate.
  - b. Regularly inform their constituencies of Faculty Senate proceedings and obtain feedback on issues before the Senate.
  - c. Vote in the best interest of their constituents and in consideration of the general welfare of the faculty, students, and University.

## **G. Officers of the Faculty Senate**

### **1. Officers**

Senate officers shall consist of a President, Vice-President, Secretary, and Parliamentarian. These officers shall constitute the Executive Committee of the Senate.

### **2. Election of Officers**

The officers of the Faculty Senate shall be elected from among the Senators, and all Senators are eligible to serve as officers. The officers shall be elected annually at the final Senate meeting of the academic year. If the election of the officers shall not be held at such meeting, such election shall be held as soon thereafter as may be convenient. The candidate for each office with the most votes of those present will be the winner if a quorum is present. Each officer shall hold office until a successor has been duly elected and has qualified. Officers serve a 1-year term. Vacancies for all offices may be filled for the unexpired portion of the term at any meeting of the Senate.

### **3. Office of the President**

The President shall have a course release of one load (4 semester hours) per semester and shall have these duties:

- a. To convene and preside over meetings of the Faculty Senate.
- b. To distribute the call for agenda items and, in consultation with the Senate Executive Committee, prepare the agenda of meetings of the Senate.
- c. To schedule any called meetings of the Senate.
- d. To serve on the Communications Committee of the Senate and as an ex officio member of all other Committees of the Senate.
- e. To represent the Senate whenever such representation is called for (by signing documents or attending meetings).
- f. To serve as a member of the University Council.
- g. To serve as a faculty representative to the Board of Trustees.
- h. To perform, in general, all duties incident to the office of the President and such other duties as may be prescribed by the Senate from time to time.

### **4. Vice President Duties**

- a. To assume the responsibilities of the Senate President in the absence of the President.

- b. Should the office of the President become vacant before expiration of the President's term, the Vice-President shall serve in this office, as the President *pro tempore*, until an election for President can be held at a meeting of the Senate.
- c. To assume such other duties as may be prescribed by the President of the Senate or by the Senate.
- d. To be entitled to all rights and privileges of membership including the right to make motions, debate, and vote.

#### **5. Secretary Duties**

- a. To secure the recording of each meeting. To produce official minutes based on the record.
- b. To sign, distribute, and archive approved minutes to the Full Faculty.
- c. To handle necessary correspondence.
- d. To be a member of the Senate Communications Committee.
- e. To be entitled to all rights and privileges of membership including the right to make motions, debate, and vote.

#### **6. Parliamentarian Duties**

- a. To assist the President in conducting Faculty Senate meetings.
- b. To attend all meetings of the Senate and of the Executive Committee and give necessary advice in parliamentary procedure when requested.
- c. To conduct election of President unless the Parliamentarian is a candidate for that office, in which case someone will be elected pro-tem to fill this role.
- d. To give instructions on procedure for the elections.
- e. To be entitled to all rights and privileges of membership including the right to make motions, to debate, and to vote.
- f. To be a member of the Senate Bylaws Committee and review bylaws and standing rules annually.

### **H. Appeals Process**

If the Provost disagrees with the decisions of the Faculty Senate, the appeal process described in Article VIII of these bylaws shall apply.

### **I. Committees of the Faculty Senate**

#### **1. Senate Executive Committee**

Membership:

The Senate Executive Committee shall be comprised of the Senate President, Vice-President, Secretary, and Parliamentarian.

Duties:

The Senate Executive Committee shall advise the President in preparation of the agenda for Faculty Senate meetings and in all other matters in which the President acts as the official representative of the Senate.



## **2. Senate Committee on Faculty Representation and Elections**

### Membership:

The Senate Committee on Faculty Representation and Elections shall be comprised of a Chair and at least three other members of the Faculty Senate who shall be elected by the Senate for a term of one year. Insofar as is practicable, membership on this committee shall be drawn from the various academic ranks and there shall be a reasonable degree of continuity from year to year in its membership.

### Duties:

The Senate Committee on Faculty Representation and Elections shall nominate and present to the Senate the names of members of the Full Faculty to fill appointments on all Committees of the Faculty and other bodies requiring representation from the Faculty.

The roster of Committees of the Faculty shall be presented to the Full Faculty for approval by the last Full Faculty meeting of the academic year. The Senate Committee on Faculty Representation and Elections shall, under the direction of the Senate, supervise elections involving the Full Faculty, including the election of at-large senators. With the exception of the Committee Chair, members of this committee shall also be expected to be active participants on another Committee of the Senate or an Ad Hoc Committee of the Senate.

On or about February 14 of each year the Senate Committee on Faculty Representation and Elections shall make the official count of full-time tenure track, professional, and library faculty and of their respective departments, divisions, or schools. Only those faculty who are actively teaching or on sabbatical will be counted. Based on this count, the apportionment of the twenty representative senators to divisions, schools, and the Library shall be made for terms of office beginning the following August 15, according to the Huntington-Hill method of apportionment. (See Article VII subsection D.1.)

## **3. Senate Budget Advisory Committee**

### Membership:

The Senate Budget Advisory Committee shall be comprised of at least two members of the Senate, who shall be elected by the Senate for a term of one year. Insofar as is practicable, there shall be a reasonable degree of continuity from year to year in its membership.

### Duties:

The Senate Budget Advisory Committee shall, on the basis of continuing consultations with administrative officers of the University, report to the Senate relevant and appropriate information regarding both the budget-making processes and the content of the annual budget of the University at all major stages of its development, during the year of its effectiveness, and at the conclusion of the fiscal year. In cooperation with the administration and subject to approval by the Senate, the Senate Budget Advisory Committee shall develop and oversee procedures for ensuring timely and significant faculty participation in the University's budget-making process. It shall assume such other duties and responsibilities as shall be determined by the Senate.

## **4. Senate Administrator Review Committee**

### Membership:

The Administrator Review Committee shall be comprised of two members of the Senate, not both from the same school or division, elected by the Senate for a term of one year.

Duties:

The Administrator Review Committee shall be responsible to ensure that the President, the Provost, and the Deans are periodically reviewed by the faculty on a rotating basis and that the results are shared with the Board, the President, and the Provost, respectively.

#### **5. Bylaws Committee**

Membership:

The Bylaws Committee shall be comprised of the Parliamentarian and at least two other members of the Faculty Senate.

Duties:

The Bylaws Committee shall review the Bylaws and other standing rules annually. Such recommendations as result from review will be brought before the full Senate for discussion.

#### **6. Ad Hoc Committees of the Senate**

The Senate shall set up such Ad Hoc Committees as may be necessary to carry out its duties.

### **VIII. Appeals Process for Faculty–Provost Differences**

If the Provost disagrees with a decision of the Full Faculty within any of the Full Faculty functions (See Articles II and IV.) or if the Provost disagrees with a decision of the Faculty Senate within any of the Faculty Senate functions (See Article VII sections B and C.), the following process will be followed: Within 10 business days of the decision by the Full Faculty or the Faculty Senate the Provost will submit to the Faculty Senate President a written statement of his or her reasons for disagreement. The Provost and Faculty Senate Officers will work together to come to an agreement within 10 business days after the Faculty Senate President's receipt of the Provost's written disagreement. If no agreement is reached within that timeframe, the Provost and the Faculty Senate will submit in writing their positions to the University President for a final decision; the President will report his or her final determination in writing to the Faculty Senate and the Provost within 30 business days.

### **IX. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Full Faculty and the Faculty Senate of North Park University in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

## **X. Amendment of Bylaws**

These bylaws may be amended by either of the following methods:

- A. By a simple majority of all voting members present (with a quorum), provided: that the agenda of the meeting contains a statement that an amendment to the Bylaws will be under consideration; that the proposed amendment is circulated in writing to the faculty at least thirty days before the meeting; and that the proposed amendment is approved by the President.
- B. By a mandate from the Board of Trustees or the President of the University.

Approved by the Full Faculty, September 13, 2010

Amended by the Full Faculty, May 2, 2011

Amended by the Full Faculty, September 26, 2011

Amended by the Full Faculty, November 19, 2012

Amended by the Full Faculty, April 29, 2013

Amended by the Full Faculty, September 23, 2013

Amended by the Full Faculty, April 28, 2014

Amended by the Full Faculty, February 9, 2015

Amended by the Full Faculty, February 5, 2018

Amended by the Full Faculty, May 6, 2019