

## THE BYLAWS OF THE FACULTY SENATE

### Section A. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer. The regular meetings shall be scheduled on Wednesdays. At the April meeting of the Senate, the Steering Committee shall present for confirmation by the Senate the dates for regular meetings of the Senate during the following academic year.
2. Special meetings may be held at any time at the call of the President of the University, the Steering Committee, or at the written request of ten voting members of the Senate, representing at least four colleges.
3. All meetings of the Faculty Senate shall be open provided, however, that by a majority vote the Senate may go into closed session with only General Faculty members present.
4. The presiding officer of the Senate shall be elected by the Senate from its membership and shall serve as the Chairperson of the Steering Committee. In the absence of the presiding officer, the Vice Chairperson of the Steering Committee or a person designated by him or her shall preside.
5. Any member of the General Faculty may be recognized to speak, but the time of a non-member may be limited at the discretion of the presiding officer subject to the authority of the Senate to extend or curtail a non-member's time by a majority vote.

### Section B. Quorum

A majority of the voting members of the Senate shall constitute a quorum at any regular or special meeting.

### Section C. Order of Business

1. Minutes
2. Report of the Steering Committee
3. Special orders
4. Reports of special committees
5. Reports of standing committees
6. Unfinished business
7. Response of the President of the University to previous Senate action
8. New business
9. University welfare
10. Announcements of deans and other administrative officers
11. Announcements of the President of the University

### Section D. Procedure

1. All meetings of the Senate shall be conducted in accordance with the current edition of *The Standard Code of Parliamentary Procedure*, except as otherwise provided in the Florida State University Constitution or in these Bylaws.

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2. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General Faculty, to all administrative officers, and to all members of the Professional Staff.
3. A roll call vote for recording in the minutes may be taken on request of fifteen (15) members.
4. The Steering Committee shall appoint annually a parliamentarian from among the General Faculty.

### **Section E. Steering Committee and Senate President**

1. Election
  - a. As soon as the elected membership of the Senate has been certified by the Faculty Senate Coordinator, a nominating ballot listing all voting members of the Senate shall be circulated to the Senate membership with a two-weeks return requirement. Each member may nominate as many candidates from this list as there are positions on the Steering Committee to be filled.
  - b. The March meeting of the Faculty Senate shall be the last regular meeting of that Senate for the academic year. Members of that Senate shall hold office until the first meeting of the new Senate. The new Senate shall be seated at the April meeting date, with the previous Senate President presiding until the new Senate shall elect its President from its ranks. A majority shall be required for election. The new Senate may receive reports and conduct business during elections for both the Senate President and the Steering Committee.
  - c. As soon as the Senate President has been elected, the new Senate shall proceed to elect its seven-member Steering Committee. The Elections Committee shall prepare and circulate to the Senate membership two weeks in advance of the meeting a slate of nominees. The slate shall consist of twice the number to be elected, including any members tied for last position on the ballot. Additional nominations may be taken from the floor of the Senate with four seconds. Nomination and election ballots shall remind Senators that at least one person from each of four colleges shall be represented on the Steering Committee. Names of Senators shall be listed by college. Four members shall be elected for two-year terms in even years and three members for two-year terms in odd years.
  - d. Each member of the new Senate may vote for as many nominees as there are positions to be filled. On the first two ballots a majority shall be required for election. On the third ballot a plurality vote shall suffice. The Senate President shall withhold his/her ballot to break any possible ties on this third ballot. All voting shall be by secret ballot.
2. Organization and Jurisdiction of Steering Committee
  - a. Immediately following their election at the April meeting of the Senate, members of the Steering Committee shall convene and elect their Vice Chairperson for a one-year term.
  - b. The Committee shall meet regularly, at least once a month, and on special call of the Chairperson. A majority of the Committee shall constitute a quorum.
  - c. The Committee shall consider and advise regarding all matters which are within the jurisdiction of the Senate. In consultation with the President of the University, the Committee shall prepare the agenda for each Senate meeting and distribute it to the membership of the entire faculty at least two days before the Senate meets. Items may be added to the agenda at any meeting of the Senate under new business by unanimous consent or by majority vote. On request of the President of the University, the Committee shall advise and consult with him or her on any matter which he or she may call to its attention.
  - d. The Committee may request information from any member of the faculty or any administrative officer and may invite any such person to sit with it for consultation or advice on matters within its jurisdiction.

- e. The Steering Committee may establish special committees to facilitate its work.
3. President of the Senate
    - a. The President of the Senate shall be elected at the first meeting of the new Senate in April of each year. Notice of this election shall be provided by the Faculty Senate Coordinator to all members of the new Senate at least two weeks prior to the meeting. A list of the members of the new Senate and their college affiliation shall accompany the notice.
    - b. The President of the Senate shall serve as liaison between the President of the University and the Senate and shall communicate to the President of the University the recommendations of the Steering Committee. The Vice Chairperson of the Steering Committee shall serve as liaison between the Senate and the Steering Committee, shall present the agenda at Senate meetings, and report the opinions and actions of the Steering Committee to the Senate membership.
    - c. If the President/presiding officer of the Senate is unable to complete the elected term of office, the Vice Chairperson of the Steering Committee shall become President of the Senate for the remainder of that term. The candidate with the next highest number of votes in the most recent election to the Steering Committee shall become a member of the Steering Committee for the period that the Vice Chairperson fulfills that term of office as President. The Steering Committee shall then elect a new Vice Chairperson.
  4. Nominations or recommendations by the Steering Committee for committee members and other positions subject to election or consent by the Faculty Senate shall be distributed to the Senate in advance.

#### **Section F. Standing Committees**

1. Budget Advisory Committee

The Budget Advisory Committee shall consider University budget policies, procedures and practices, with special emphasis on the academic budget. The Committee shall consist of the President of the Faculty Senate, a member appointed annually by the Steering Committee and who shall serve as chair, and the four faculty members appointed by the President of the University to the University Budget Committee. It shall consult regularly with the President of the University and the Vice President for Academic Affairs; it shall report on its deliberations at least each term to the Faculty Senate.

2. Committee on Memorials and Courtesies

The Committee on Memorials and Courtesies shall represent the Faculty Senate and General Faculty on appropriate occasions. The Committee shall consist of three faculty members appointed as needed by the Steering Committee, with the advice and consent of the Senate.

3. Distance Learning Committee

The Distance Learning Committee shall provide policy development, oversight, and academic advice specific to the design and implementation of Distance Learning courses and degree programs. In particular, the committee will have the following responsibilities.

- (1) To propose to the Senate procedures and standards for authorization to offer courses and programs by delivery methods other than standard classroom delivery, and for enduring quality control of such course and program offerings.
- (2) To monitor the effectiveness with which the procedures and standards and standards adopted are being implemented.

- (3) To propose to the Senate modifications to existing standards and procedures as appropriate. This committee will supplement, not supplant, the functions of other existing committees.

The committee shall consist of the following members: the Chairs of the Undergraduate Policy, Graduate Policy and University Curriculum Committees; three additional faculty members appointed by the Steering Committee, with the advice and consent of the Senate for staggered three-year terms. The Vice President for Faculty Development and Advancement, or his or her designee, shall be an ex-officio member. The Director of the Office of Distance Learning and the Provost and Executive Vice President for Academic Affairs or his/her designee shall be ex-officio members. The Faculty Senate Steering Committee shall appoint its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

4. Elections Committee

The Elections Committee shall conduct Senate and University elections involving faculty. The Committee shall consist of three Senators appointed annually by the Steering Committee, with the advice and consent of the Senate; each appointee shall come from a different college.

In March, the Elections Committee shall prepare the ballots for the Grievance Committee and circulate them to all members of the General Faculty, allowing two weeks for the return of ballots. A majority vote shall be required for election. At the April meeting, the Elections Committee shall prepare the ballots and conduct the election of the Senate President and the Steering Committee.

The chairperson shall be appointed by the Steering Committee.

5. Graduate Policy Committee

The Graduate Policy Committee shall consider University-wide policies relating to graduate education. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, and the Dean of The Graduate School, or his or her designee, shall be ex-officio members; and membership shall include two graduate student representatives from different colleges appointed for a one-year term by the President of Student Government.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

6. Grievance Committee

The Grievance Committee shall have jurisdiction, through its hearing panels, to hear grievances, as defined by University rules, brought to its attention by any faculty member in relation to the University practice in professional relations, professional ethics, academic freedom, conditions of employment (including the termination or suspension of tenured and nontenured faculty), and general faculty welfare.

The Committee is empowered to create hearing panels for the consideration of individual cases. The Grievance Committee will report each term to the Faculty Senate. Action by a Grievance Committee hearing panel in no way precludes a faculty member from seeking redress through other official means; however, no other University committee shall serve as an appeals committee for cases initially heard by the Grievance Committee.

The Chairperson of the Elections Committee shall, through the Faculty Senate Coordinator, notify each college scheduled to nominate candidates for this Committee. The faculty of that unit shall,

through procedures it shall determine, nominate from its ranks at least twice the number of faculty members to be elected. Additional nominations shall be taken from the floor of the Senate. Election shall be by the General Faculty for three-year staggered terms to begin July 1. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have an additional representative; and the College of Arts and Sciences shall have four additional representatives.

The Steering Committee shall appoint the chairperson.

7. Honors Program Policy Committee

The Honors Program Policy Committee shall consider policies and procedures relating to the University's Honors Program and Honors in the Major Program. The Committee shall consist of seven faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Provost and Executive Vice President for Academic Affairs, or his or her designee, and the Director of the University Honors Program shall be ex-officio members. The President of Student Government from among present or past participants in a Florida State University honors curriculum shall appoint two undergraduate student members annually.

The chairperson shall be appointed by the Steering Committee from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

8. Liberal Studies Coordinating Committee

The Liberal Studies Coordinating Committee shall promote liberal education and the liberal studies program. Its concerns will include the intellectual climate on campus, the institutional concept of liberal learning, and student and faculty perceptions thereof. It will seek to improve the visibility of the academic achievement of students and of academic honor societies. The committee will work through other standing committees and administrative groups to bring about desirable change in both curriculum and public relations. It will not duplicate the functions of other standing committees. It may make recommendations to those committees as well as to the Senate and will undertake a coordinating role.

The Committee shall consist of seven faculty members, appointed by the Steering Committee, who shall serve for two-year staggered terms, including one representative each from the Undergraduate Policy, Graduate Policy, Honors Program Policy and University Curriculum Committees. The Dean of Undergraduate Studies and Provost and Executive Vice President for Academic Affairs or their designee shall serve as ex-officio members. The Committee may invite to its meetings representatives of administrative offices and others with responsibility for implementing policies that have direct bearing on the Liberal Studies program. The Steering Committee shall appoint the chair annually from among the faculty representatives.

9. Library Committee

The Library Committee shall consider University-wide policies on general library operations. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall each have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, the Vice President for Faculty Development and Advancement, or his or her designee, and the Dean of University Libraries shall be ex-officio members; and membership shall include a graduate student and an undergraduate student from different colleges appointed for a one-year term by the President of Student Government.

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The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

### 10. Student Academic Relations Committee

The Committee on Student Academic Relations shall hear appeals from students who think that decisions about their academic work have been made improperly or unprofessionally in colleges. The Committee shall consist of five persons appointed annually by the Steering Committee, with the advice and consent of the Senate, for staggered two-year terms; an undergraduate student member and a graduate student member shall be appointed annually by the President of the University.

The Committee shall elect its chairperson annually from the faculty representatives. The Committee shall report its findings and recommendations to the Provost and Executive Vice President for Academic Affairs. It shall also report each term to the Faculty Senate.

### 11. Teaching Evaluation Committee

The Teaching Evaluation Committee shall consider University-wide policies and procedures relating to the evaluation of teaching, which includes but is not limited to the use of student surveys. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Vice President for Faculty Development and Advancement, a representative from the Office of Distance Learning and the Assistant Director, Assessment and Testing shall serve as ex officio members.

The chairperson shall be appointed by the Steering Committee from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

### 12. Technology Committee

The Technology Committee shall consider how University-wide technology related infrastructure may impact on academic issues. Members of this committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the College of Arts and Sciences shall have two representatives. University Libraries shall also have a representative. The Associate Vice President for Technology and Chief Information Officer shall serve as an ex-officio member.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

### 13. Undergraduate Policy Committee

The Undergraduate Policy Committee shall consider University-wide policies on undergraduate academic affairs. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have a representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, and the Dean of Undergraduate Studies, or his or her designee, shall be ex-officio members. The President of Student Government shall appoint an undergraduate student member annually.

The Committee shall elect its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

14. University Curriculum Committee

The University Curriculum Committee shall consider curricular policies and procedures at both the undergraduate and graduate levels. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Vice President for Faculty Development and Advancement, or his or her designee, shall be an ex-officio member.

The Committee shall annually elect its chairperson from the faculty representatives.

15. Standing committees and special committees shall arrange with the Chairperson of the Steering Committee to have their reports placed on the Senate agenda.

16. A committee report, which is on the agenda, should be distributed to the Senate membership at least two days before the Senate meets. Except by unanimous consent of the Senate, a committee report which is not on the agenda shall not be considered for action.

17. Vacancies in standing committees shall be filled by the Steering Committee with the advice and consent of the Senate. In case of elected committees the Steering Committee shall consider first those from the affected college who fell just short of election on the most recent usable ballot.

**Section G. Amendments**

The Bylaws may be amended by a majority vote at any meeting of the Senate provided that the amendment has been introduced at a prior meeting.

Current: October 17, 2007, March 20, 2013