

IV. FACULTY ORGANIZATION AND SERVICE

IV-A FACULTY ORGANIZATION: MEMBERSHIP

IV-A-1 General Faculty

The general faculty consists of the administrative officers and all members of the instructional staff appointed to the rank of Instructor, assistant professor, associate professor or professor.

IV-A-2 Graduate Faculty

The graduate faculty consists of the provost, vice provosts and such members of the general faculty as are elected to the graduate faculty by vote of the Graduate Council.

To be eligible for election to the graduate faculty, the instructor must be especially qualified by graduate preparation and experience to teach courses offered in the graduate program. Usually the doctor's degree is required. Under certain circumstances, persons with at least 60 hours of graduate credit are asked to serve. At least 80 percent of the members of the graduate faculty must hold the doctor's degree.

IV-A-3 Associate Faculty

Teaching faculty not under a regular faculty appointment may, by virtue of position or appointment, hold associate membership in the faculty. Associate members may attend meetings of the faculty.

1. Full-time members of the staff, with the exception of administrative officers, who regularly teach eight or more credit hours per semester on an adjunct basis, may be designated by the provost as associate members of the faculty.
2. Part-time instructors appointed to teach over eight credit hours but not appointed to the rank of Instructor or above, may hold associate membership in the faculty.
3. Persons not in ranked faculty assignments, yet filling positions in direct support of the academic programs of the University, may be granted associate faculty status by the provost.

IV-A-4 Adjunct Faculty

The educational mission of the University is assisted on a regular basis by faculty members who teach on a part-time or adjunct basis. These persons hold necessary academic credentials in their field of teaching and are contracted on a semester or module basis to provide instructional leadership in designated courses. Adjunct faculty members do not hold faculty rank but may hold associate membership in the faculty on the recommendation of the school/department chair and the academic officer of the appropriate college with the approval of the provost.

IV-B FACULTY CONTRACT (See *Appendix A*)

IV-C FACULTY ORGANIZATION: HIRING POLICY - (Full-Time)

IV-C-1 General Policy Statements

- A. The University does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age, or physical or mental disability. However, as a private religious institution, the University reserves the right to exercise preference on the basis of religion in all of its employment practices. Faculty must demonstrate a spiritual attitude in harmony with the methods and goals of the University.
- B. The University seeks the involvement in all areas of institutional activity of persons from every group who may contribute to the fulfillment of the mission of Christian higher education on our campus.
- C. The policies of Southern Nazarene University regarding Equal Employment Opportunity are not based on coercion from legal or other external forces. Rather they spring from a desire to follow the example of our Lord Jesus Christ who valued and respected all individuals.

IV-C-2 Procedures Employed in Recruitment and Employment of Faculty (Full details can be found in the network drive G:/DEPTCHR)

- A. A faculty needs assessment is initiated by either the chair of the academic unit or the appropriate academic officer. The chair will create a position description and forward to the appropriate academic officer for review.
- B. Recommendations to the appropriate academic officer reflect appropriate graduate preparation in areas related to expected teaching fields, and either conform to the developmental model for the academic area involved, as well as an approved University plan, or explain why a departure is warranted. (approved May 2009)
- C. The appropriate academic officer evaluates recommendations and approves, disapproves or requests additional study. Evaluation normally includes consultation with the president, the provost, vice provosts, and other persons knowledgeable of the situation.
- D. If the faculty position is approved for funding by the appropriate academic officer, the academic officer initiates the recruitment process.
- E. The academic officer will forward the final draft of the position description to the faculty application/employment coordinator Office of Academic Affairs. The position is posted with venues the chair and/or academic officer deem appropriate.
- F. The coordinator collects and distributes initial application materials appropriately to chairs of search committees and academic officers.
- G. Chair, academic officer and search committee if applicable screen initial application materials, compile a short list of candidates and communicates list to the coordinator, who sends a formal application to candidates.
- H. Applications are screened to narrow candidate list to an interviewee list. Chair (and committee if applicable) and academic officer conducts phone interviews with candidates and narrow candidate list to viable prospects. Coordinator sends letters of regret from the academic officer to applicants not selected.
- I. Academic officer communicates the list with coordinator to make all arrangements for on-campus interviews including interview schedule, lodging, local transportation, remuneration, etc. Interviews are conducted and feedback is gathered by the academic officer.
- J. Selection is made on the basis of discussions between the candidate and the department/school personnel, the appropriate vice provost, the provost and president.
- K. If a candidate is selected, the academic officer contacts selected candidate regarding contract and salary and receives verbal agreement. A contract with a faculty member originates in the Office of Academic Affairs and is approved by the president. Coordinator routes for all appropriate signatures.
- L. Candidate is officially an SNU faculty member when the signed official contract is received by OAA.
- M. All faculty hired are subject to Board of Trustees approval.

IV-C-3 Appointments

Initial appointments to a position with rank below the level of professor are limited to one academic year. Reappointments are for terms of one to five years based on rank and length of service. Typically, the faculty evaluation process follows the appointment cycle. (Approved March 2008)

Once a faculty member has served full-time beyond five years, further appointments are presumed unless the administration demonstrates by clear and convincing evidence cause for discontinuance in a hearing before a representative body of faculty peers. "Cause" shall be defined as those conditions and provisions outlined in Section IV-F-4 of this handbook. (Approved January 2005)

IV-C-4 Equal Employment Opportunity

Efforts to provide equal opportunity employment include but are not limited to the following:

- A. Utilization of available sources of applicants for employment to ensure equal consideration of personnel from all avenues which may afford qualified prospects, while at the same time safeguarding the University's stated standards of morality, ethical behavior, and Christian commitment which are guaranteed under the U.S. Constitution.
- B. Provision of maximum opportunity for all individuals of all groups of employees to enhance their competencies, within the limits of the University's resources, through such programs as tuition remission and in-service training.
- C. Equal consideration of all qualified employees of whatever sex, ethnic group, handicap, or other classification, in the institution's promotion processes and in its transfer and training procedures and programs.

IV-C-5 Policy Objectives

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- A. It is the intent of the University to employ personnel from groups not of the "traditional majority" (e.g., women and ethnic minorities) who may enhance the quality of education for an increasingly diverse student clientele.
- B. It is intended that the skills and potential of all personnel be progressively more fully utilized to the mutual advantage of the institution and its constituent individuals and groups.

IV-C-6 Provision for Review

In fulfilling the objectives of these policies on Equal Employment Opportunity, the University is committed to periodic review and to implementation of modifications in order to avoid discrimination against employees or prospective employees. It is recognized that the institutional purpose of the University needs to be continuously considered in applying the policies, as do the regulations and statutes of federal and state governments.

IV-D **FACULTY ORGANIZATION: RANK**

Four ranks are recognized in professional standing of faculty: professor, associate professor, assistant professor and instructor.

IV-D-1 Professor

To be considered for the rank of professor, a faculty member must meet the following criteria.

- A. Hold an earned doctor's degree from an accredited institution of higher education.
- B. Have a minimum of seven years of teaching experience at the university level and a minimum of five years at the rank of associate professor.
- C. Have a record of effective teaching.
- D. Be active in participation in faculty committees and other activities related to the overall life of the University.
- E. Have a record of effective scholarship in subject matter areas including a thoughtful integration of faith and learning in both teaching and scholarship.
- F. Display evidence of continued usefulness to the institution.

IV-D-2 Associate Professor

To be considered for the rank of associate professor, a faculty member must meet the following criteria.

- A. Hold an earned doctor's degree or have completed a minimum of 60 hours of graduate credit with evidence of continued scholarship (i.e., active doctoral program, summer studies and/or research in teaching field).
- B. Have a minimum of five years of teaching experience at the college/university level and a minimum of three years at the rank of assistant professor.
- C. Have a record of effective teaching.
- D. Be active in participation in faculty committees and other activities related to the overall life of the University.
- E. Have a record of effective scholarship in subject matter, including a thoughtful integration of faith and learning in both teaching and scholarship.
- F. Display evidence of continued usefulness to the institution.

IV-D-3 Assistant Professor

To be considered for the rank of assistant professor, a faculty member must meet the following criteria:

- A. Hold an earned doctor's degree or a master's degree.
- B. Have a minimum of two years' teaching experience (if less than an earned doctor's degree is held).
- C. Have the promise of ability to teach.
- D. Display evidence of ability to do scholarly work and to engage in the integration of faith and learning.
- E. Have the promise of long-range usefulness to the institution.

IV-D-4 Instructor

To be considered for the rank of Instructor, a faculty member must meet the following criteria:

- A. Hold a minimum of a master's degree.
- B. Have the promise of teaching ability.

IV-E FACULTY ORGANIZATION: ADVANCEMENT IN RANK

Application for promotion in rank begins with the faculty member. Rank application materials are found in *Appendix B* of this handbook. The application requires an evaluation/recommendation by two faculty colleagues familiar with the applicant's work, by the chair of the department/school, and by the appropriate academic officer. If the applicant holds the position of department/school chair, an evaluation or recommendation should be submitted by another chair familiar with the applicant's work. Applications are routed to the Faculty Professional Development Council through the Office of Academic Affairs. If applications are approved by the Faculty Professional Development Council, the advancement is recommended to the University president who in turn recommends the advancement to the Board of Trustees. Meeting minimum criteria under the rank point system does not mean the promotion is mandatory or automatic.

IV-E-1 Procedure and Guidelines

- A. Faculty member submits a completed Application for Rank Advancement along with an updated curriculum vitae résumé to the Office of Academic Affairs and requests recommendation and/or evaluations from appropriate sources to also be forwarded to the Office of Academic Affairs. (See *Appendix B*, p. 2)
- B. The Office of Academic Affairs submits all completed application materials to the Faculty Professional Development Council for evaluation and recommendation.
- C. The Faculty Professional Development Council members, after reviewing all supporting documentation including relevant information in the candidate's assessment file, will evaluate the faculty member by completing a Rank Advancement Evaluation form (See *Appendix B*, p. 8). The decision to recommend or not to recommend will be based on the cumulative ratings of the council.
- D. If the applicant is recommended for rank advancement by the council, the provost presents the recommendation to the University president for consideration.
- E. Upon approval by the president, the recommendation is submitted to the Board of Trustees for final action.
- F. In the event the application is not approved by the Faculty Professional Development Council, the University president, or the Board of Trustees, the applicant will be notified and may reapply in any subsequent submission period.

IV-E-2 General Criteria for Advancement

- A. Academic Credentials
 1. Degrees, credits earned
 2. Years of teaching
 3. Years of allied experience
- B. Contribution to Institution
 1. Effectiveness of teaching and instructional activities (quality and quantity)
 2. Advising/departmental involvement
 3. General Education commitment and involvement
 4. Campus service (e.g. committees, sponsorships, administrative duties, cocurricular involvement and attendance, etc.)
 5. Chapel attendance and involvement
 6. Student/faculty relationships
- C. Professional and Scholarly Activities
 1. Publications
 2. Course development and/or revisions
 3. Professional meetings/conferences
 4. Pedagogical enhancements
 5. Professional development activities
- D. Community Service
 1. Church involvement
 2. Civic involvement/community relations
 3. Citizenship
- E. Other Characteristics
 1. A Christian worldview and spiritual commitment
 2. Commitment to active pursuit of integration of faith and learning

3. Compatibility of the individual and institution and reasonable flexibility in adjusting work assignments as programs rise and wane.
4. Overall integrity, intellectual honesty, and ethical commitment.

Note: These criteria are regularly assessed through the faculty assessment process outlined in the Policies and Procedures Handbook. The faculty assessment system is regularly reviewed and adjusted consistent with academic goals and objectives. Major adjustments to the faculty assessment system are approved by the faculty. Faculty assessment files are maintained in the Office of Academic Affairs.

IV-E-3 Rank Point System

- A. Instructor:
 1. Minimum point total required = 0 points
 2. General requirements: master's degree
 3. Rank points: with master's degree = 1 point per year
 4. Available contract: 1-year contract

- B. Assistant Professor:
 1. Minimum point total required = 2 points.
 2. General requirements: doctor's degree or master's degree with a minimum of two years of college/university teaching.
 3. Rank points:
 - a. Doctorate point value = 2 points (automatic)
 - b. With doctor's degree = 2 points per year (or with 60 graduate credit hours)
 - c. With master's degree = 1 point per year
 - d. Available contracts: 1- and 2-year contracts

- C. Associate Professor:
 1. Minimum point total required = 12 points.
 2. General requirements:
 - a. Doctor's degree or master's degree with 60 hours of graduate credit
 - b. A minimum of five years of college/university teaching with three years at the rank of assistant professor.
 3. Rank points:
 - a. With doctor's degree = 3 points per year
 - b. With a master's degree = 2 points per year.
 4. Available contracts: 1-, 2-, and 3-year contracts.

- D. Professor:
 1. Minimum point total required = 26 points.
 2. General requirements:
 - a. doctor's degree or equivalent
 - b. A minimum of seven years of college/university teaching with five years at the rank of associate professor.
 3. Special merit requirement: before recommending advancement to the rank of professor, the Faculty Professional Development Council will give special attention to evidence of scholarly and professional qualities.
 4. Available contracts: 1-, 2-, 3- and 4-year contracts.

Note: The above system also applies to faculty with teaching experience at other institutions.

IV-F **FACULTY ORGANIZATION: TERMINATION**

IV-F-1 General Principles Underlying Faculty Termination

- A. Under appropriate circumstances termination of ranked or unranked faculty is the right and responsibility of the University. Such action may be required to maintain the University's institutional integrity as a worthy endeavor in Christian higher education in two ways:
 1. Through ensuring superior academic accomplishments and/or moral and ethical leadership.
 2. To safeguard its perpetuity in times of severe financial exigencies.

- B. Since a precondition of a strong faculty is its concern for its own reflected both in appointment and in separation, the faculty must be willing to assume a role in evaluation of its membership. Equally vital is the concept that the administration must be willing to respect a faculty judgment of a colleague and to afford due process in decision making.
- C. Faculty members must be prepared to support an honest and equitable retrenchment effort when financial crisis requires, and the administration must be willing to effect such retrenchment with the least possible disruption to personnel involved.

IV-F-2 Conditions Observed in Release of Faculty (For reasons noted in *IV-F-1.a*)

When faculty reduction must be effected, the following factors will be among those considered (not necessarily listed in order of importance):

- A. Rank
- B. Seniority
- C. Value to the institution
- D. Teaching ability

IV-F-3 Timing

Notification of release of a full-time faculty member is given at least three months in advance for a first year faculty member, six months for full-time faculty members in their second through fifth years; and 12 months for full-time faculty members with more than five years of full-time service with the University, except in cases of moral turpitude when dismissal may occur immediately. (Approved January 2005)

IV-F-4 Conditions and Provisions for which Faculty Appointments May Not Be Renewed

While an appointment for a specified number of years is routinely reviewed at the date of its expiration, if an appointment is not to be renewed, the person involved is notified of impending termination not later than three months prior to the date of its expiration. Reasons for nonrenewal include, but are not limited to, the following conditions and/or provisions.

- A. In the case of mental or physical illness that incapacitates the instructor for continued effective service, a contract may be terminated. The individual so terminated becomes the recipient of such benefits as may be provided through insurance and retirement programs of the University. The action may be appealed to a Board of Review (See *IV-F-6*).
- B. In the case of neglect of duty or incompetence defined as "a faculty member's failure to function responsibly as a teaching professional or in case of poor teaching performance which does not strengthen the instructional staff," the president of the University may request termination of an appointment to take effect at the end of the academic year in progress. The action may be appealed to a Board of Review. Methods of assessment include, but are not limited to, the official faculty evaluation process.
- C. In the case of immoral conduct, an appointment may be terminated effective immediately by action of the president. The action may be appealed to a Board of Review.
- D. In the case of conduct or instruction contrary to the standards and beliefs duly disseminated by the University in official publications and made explicit in the Church of the Nazarene manual, an appointment may be terminated immediately. The action may be appealed to a Board of Review.
- E. In the case of financial exigency necessitating the reduction of numbers of personnel (See *IV-F-5*), an appointment may be terminated or interrupted at the close of the academic year in progress, subject to the provision of three months prior notification of release. The action may be appealed to a Board of Review.
- F. In cases involving the termination of appointments, the University is not liable for salary and benefit commitments beyond the effective date of termination.
- G. In the case the initial faculty appointment was of a temporary nature.
- H. In the case the individual has held the academic rank of Instructor for five years without being promoted to a higher rank.
- I. In the case the individual has held the rank of assistant professor for seven years without meeting the prerequisites for promotion to the rank of associate professor.

IV-F-5 Financial Exigency/Retrenchment as Related to Faculty/Staff Reduction

The University's trustees and leaders recognize the possibility of the need arising to reduce the number of professional (as well as auxiliary and support) employees in the light of an impending financial emergency. Thus retrenchment may become necessary under conditions such as a serious decrease in student enrollment; a drop in financial support from sources other than tuition, or other exigency or combination of factors.

Financial exigency is defined as "a state of financial crisis or impending crisis which affects the institution as a whole and in which the survival of programs deemed essential to the mission of the University is in jeopardy." An exigency is deemed to exist at SNU when the president of the University, after consultation with administrators and the Executive Council of the Board of Trustees, declares its existence.

In the event of financial exigency, the administration will explore all reasonable alternatives before resorting to the termination of full-time faculty positions. If full-time faculty appointments are to be terminated, new appointments will not at the same time be made except under extraordinary circumstances where a serious distortion in the academic program would otherwise result. The appointment of a full-time faculty member who has served beyond five years will not be terminated in favor of returning a more junior faculty member except under extraordinary circumstances where a serious distortion in the academic program would otherwise result. (Approved January 2005)

IV-F-6 Provision for Appeal of Termination of Appointment: Board of Review

In any case of termination as specified in *Section IV-F* of this handbook, the faculty member is afforded the right of appeal in writing to a Board of Review which consists of three representatives from the Academic Affairs Committee of the Board of Trustees appointed by the chair of the Academic Affairs Committee and three representatives from the Faculty Professional Development Council appointed by the provost.

Written response to an appeal is made by the Review Board within 10 days following the next ensuing meeting of the Board of Trustees.

IV-G **FACULTY ORGANIZATION: RETIREMENT (Approved October 2001)**

IV-G-1 Faculty Retirement

Retirement from Southern Nazarene University for faculty and administrators shall be granted based on the following criteria:

- A. Has reached a minimum age of 55, *and*
- B. Has reached the number 75 derived from age plus number of years of service to SNU, *and*
- C. Has received a recommendation by the Faculty Professional Development Council, the provost and the president, *and*
- D. Is given approval from the Board of Trustees.

IV-G-2 Emeriti Faculty

- A. Emeriti faculty status shall be granted based on the following criteria:
 1. Qualifies for faculty retirement (See *IV-G-1*), *and*
 2. Has a minimum of the equivalent of 15 years of full-time service to Southern Nazarene University, *and*
 3. Has received a recommendation by the Faculty Professional Development Council, the provost and the president, *and*
 4. Is given approval from the Board of Trustees.
- B. Emeriti status will carry the following privileges:
 1. Accommodation, when desired and available, of office space and support to continue pursuit of academic endeavors as the mission of SNU is supported.
 2. Invitations to appropriate faculty events.
 3. Access to library and technology resources.
 4. Complimentary tickets to cultural and athletic events.

IV-H FACULTY WORK LOAD GUIDE

To assist the faculty and administration in defining, evaluating and adjusting work loads, the following criteria are generally applied:

- A. Normal faculty work load is 24-27 credit hours annually. Those limited to 24 credit hours are usually involved in teaching graduate level courses, are teaching in units where loads are strictly defined by external accrediting agencies, and/or are expected to cover such a wide diversity of material that such a limitation is appropriate.
- B. All faculty members are expected to:
 1. Serve on faculty committees as elected or appointed (See *III-E*).
 2. Conduct academic advising as required by the department/school where they are assigned
 3. Participate in student-related, campus-wide activities (e.g. chapel, NSI, athletic events, cultural activities, etc.).
 4. Be involved in some form of church and/or community service as part of the overall faculty appointment.
- C. For areas of faculty work not easily calculated on the standard credit hour basis, the following ratios provide some guidance. These are not automatically followed, but are useful in assessing overall faculty load:
 1. Student teacher supervision 0.67 per student
 2. First year teacher supervision 0.5 per teacher
 3. Private music lessons 3:1
 4. Science labs 2:1
 5. Practicum/internship supervision 4:1 (assumes a three-credit hour practicum under regular, careful supervision)
 6. Undergraduate professional studies modules 2:1
 7. Kinesiology activity courses 1.5:1
- D. Department/school chairs receive from three to six credit hours load credit annually.
- E. Faculty may receive load credit for special assignments or additional administrative work in a given semester or year upon approval of the appropriate academic officer and the provost.
- F. Library faculty work on a 12-month assignment, assuming regularly scheduled hours comparable to other full-time administrative positions including time off for vacations and holidays.

IV-I FACULTY EVALUATION

Individuals who comprise the SNU faculty represent a great diversity of interests, talents and abilities. The contribution of each faculty member is unique, and to place every faculty member in the same mold would be a waste and violation of talents. Therefore any system provided for assessment of faculty development and performance should not be carried out in a mechanical way without regard to the individuals being evaluated. Neither should it be used to stifle the creative process nor to produce uniformity of style. To enhance faculty development, strengths should be recognized and encouraged. Likewise, goals should be realistically set and systematically realized.

IV-I-1 General Purpose

The primary mission of SNU is instruction in an environment that is distinctly Christian. Although research and service are encouraged, our faculty development and assessment system emphasizes the instructional process and student learning outcomes. The faculty evaluation process involves the following elements:

- A. Evaluation of instruction, both instructor and course learning outcomes, by students
- B. Evaluation of faculty by supervisor, peers, and self
- C. Evaluation of course syllabi
- D. Evaluation of classroom instruction by supervisor or colleague
- E. Evaluation of advising by counselees
- F. Submission of an activity and goals report by faculty
- G. Evaluation of supervisors by those being supervised
- H. Evaluation conferences

IV-I-2 Specific Purposes

The faculty evaluation system seeks to:

- A. Encourage and reward ongoing efforts in faculty development

- B. Encourage and reward ongoing efforts to improve student learning outcomes
- C. Clarify expectations of the faculty members' performance
- D. Help faculty members capitalize on their individual strengths
- E. Help faculty members mitigate their individual weaknesses
- F. Provide meaningful feedback on faculty members' performance, especially with regard to student learning
- G. Play a role in meeting institutional and department goals
- H. Promote an equitable distribution of institutional and departmental workloads
- I. Obtain meaningful data for use in personnel decisions (promotions, contract renewal, disciplinary action)

IV-I-3 Guiding Principles

- A. The primary objective of this faculty assessment system is to create and sustain a culture of meaningful faculty development.
- B. An accurate picture of faculty performance necessitates input from multiple sources.
- C. The processes of faculty development and evaluation should be conducted openly with full knowledge of and input by the faculty member.
- D. To avoid unnecessary burden, the faculty assessment system should be as streamlined as is feasible.
- E. The system should be applied consistently and equitably throughout the faculty.
- F. Criteria for advancement and acceptable parameters for faculty development should be clearly communicated to the faculty.
- G. All evaluative materials, both written and verbal, should be held in confidence.
- H. Should remediation be required, it is the joint responsibility of the faculty member and the supervisor. The supervisor should provide a supportive environment for change and the faculty member should carry out the agreed-upon remediation plan.
- I. No one should function as an evaluator without being evaluated in similar, yet appropriate, ways.
- J. All records of each faculty member's assessment should ultimately be housed in the member's official personnel file located in the Office of Academic Affairs. The file contents should be available routinely to the faculty member and supervisors (department chair, General Education director, appropriate academic officer, provost, president). In addition, the assessment information should be forwarded to the Faculty Professional Development Council when a faculty member is applying for promotion/rank advancement.
- K. Although the primary responsibility of the faculty member is instruction, other responsibilities are expected of all full-time faculty members. These additional tasks should be chosen and/or assigned to capitalize on the strengths and interests of each faculty member. At a minimum, a faculty member should expect to assume a fair share of departmental responsibilities and to exhibit the characteristics of a Christian scholar.

IV-I-4 Faculty Evaluation Procedures (revised April 2008)

A review cycle synchronized with the contract cycle is recommended. Over this time period, every SNU faculty member will engage in a comprehensive review which assesses developmental activities and performance over the past contract period and will plan for the next contract period. In the interim between comprehensive reviews, information is submitted annually and compiled in the faculty member's evaluation file. Information will be solicited from a variety of sources to have as complete and accurate an assessment as possible of the faculty member's goals and performance. If deemed necessary, the comprehensive review process can be initiated outside of the established time frame by a department chair, appropriate academic officer, or the provost.

A. Established Full-Time Faculty Members

(Forms and instructions relevant to these evaluative procedures are located in Appendix C-1, C-2, and D-1 – D-3)

1. *Student Ratings of Instruction* (online course evaluation takes place at the end of each semester).
 - a. At least one course per semester, except all courses for new faculty in evaluation years one and two (note: for those teaching General Education, more than one course may be evaluated in any given semester depending upon the rotation of General Education course evaluation)
 - b. For departmental courses – chosen on a rotating basis by department chair; for General Education courses – chosen on a rotating basis by director of General Education
 - c. Results to faculty member, department chair, academic officer, General Education director (if applicable)
2. *Faculty Professional Activity Report* (See Appendix C-1)
 - a. Completed annually and due to the Office of Academic Affairs at the beginning of the academic year; covering the previous year's activities (including summers).

- b. Copies are distributed to department chair, appropriate academic officer, and General Education director (if applicable).
- 3. *Observation of Colleague Instruction (See Appendix D-2)*
 - a. Completed, with report filed, annually
 - b. Observation of a colleague's classroom instruction during at least one class period, conducted on or off campus.
 - c. Colleague for observation chosen by mutual agreement of department chair and faculty member (colleague may be at SNU or another institution of higher education).
 - d. Copies of reports sent at regular review cycle to department chair, appropriate academic officer, General Education director (if applicable).
- 4. *Faculty Professional Goals (See Appendix C-2)*
 - a. Completed on the contract cycle in consultation with department chair; General Education director should also be consulted if faculty member is on General Education faculty.
 - b. Due by the date set by the Office of Academic Affairs each fall.
 - c. Copies to department chair, appropriate academic officer, General Education director (if applicable).
 - d. If funding is requested for any development activities outlined in the goals, a copy of this document (along with a detailed budget request and statement of support from the supervisor) should be forwarded to the Faculty Professional Development Council for consideration.
- 5. *Faculty Evaluation (See Appendix D-1)*
 - a. Completed for review by appropriate academic officer and department chair on the contract cycle.
 - b. Completed by supervisor, another faculty member, and appropriate academic officer.
 - c. Copies to department chair and appropriate academic officer.
- 6. *Administrator Evaluation (see Appendix D-3)*
 - a. Applies only to those who have supervisory/administrative assignments.
 - b. Completed quadrennially.
 - c. Completed by those who are supervised by the designated individual.
 - d. Copies of results to department chair/program director and appropriate academic officer.

The annual documents (Faculty Professional Activity Report, Observation of a Colleague Instruction, Student Ratings of Instruction as requested) should be sent to the Office of Academic Affairs and will be accumulated in the faculty member's official evaluation file at time intervals indicated for each. In the designated review year coordinating with the contract cycle, the required documents (Faculty Professional Goals and Faculty Evaluation) will be completed during the fall semester of the last year of the contract under the direction of the Office of Academic Affairs. Prior to a new contract being issued in the last year of the contract cycle, the faculty member's department/school chair and appropriate academic officer or provost will review the documents in the faculty member's evaluation file. Once all documentation is complete, the faculty member, department/school chair and appropriate academic officer or provost will then meet for the purpose of evaluating progress in the review period. At this conference, the faculty member, department/school chair and appropriate academic officer or provost would jointly develop a comprehensive growth strategy and plan for the next review period. The summary information is, at that time, recorded and placed in the faculty member's permanent evaluation file.

B. New Full-Time Faculty Members

New faculty will be evaluated in the first, second, and fourth years of their employment at SNU before becoming a part of the review rotation tied to the contract cycle. The documents required and general procedure for the review cycle will be the same for established faculty (see above).

IV-J CODE OF ETHICS FOR TEACHERS IN SOUTHERN NAZARENE UNIVERSITY

IV-J-1 Article I: Relations to the University

- A. The attitudes and practices of the faculty member should comply with the honor and dignity of the office of appointment.
- B. The faculty member should teach within the field of competence, sharing the responsibility of another field only when preparation assures the required antecedence.
- C. The faculty member is technically obligated to meet and conduct regular class sessions in accordance with the rules of the University, striving always to do so to the highest ability.

- D. It is the moral responsibility of the faculty member to maintain a high standard of efficiency in the field being taught by a careful observance of the trends or education and other changes, being careful always to present findings in the light of the Christian perspective of the University and its expressed objectives.
- E. The faculty member should avoid unfavorable, tactless or questionable remarks and criticisms regarding the administration; divergences of opinion or viewpoint should be discussed between the faculty member and the proper administrator, and not in the classroom or in the presence of students. Any dissonant points which tend to create wrong or ugly impressions or situations should be presented to the proper authorities at the proper time.
- F. A faculty member serving on a committee, according to parliamentary procedure, cannot act individually. The faculty member may pursue issues and problems apart from the committee, but cannot exercise authority for the group on matters that rightly come under the jurisdiction of the committee without the committee's consent.
- G. In moral candor, if a faculty member falls out of alignment with the spirit, doctrines and policies of the University, the faculty member should make it known to the chief administrator, who in turn has a right to ask for a resignation.

IV-J-2 Article II: Relations to the Church

- A. The faculty member, whether a member of the Church of the Nazarene or not, should be in full accord with the doctrines, practices, and Christian objectives of the University.
- B. It is preferable that a high percentage of faculty members of the University be members of the Church of the Nazarene, who would feel obligated to give their support to the University. Nonetheless, we recognize the value of the enrichment members of other evangelical denominations provide for the University, and they should be accepted and honored among us as Christian colleagues and friends.
- C. It is a faculty member's moral duty to support and respect general, district and local church authority, to give appropriate and justifiable cooperation to requests and requirements voiced by the church.
- D. A faculty member should always be an example of the understanding, love, faith and practices of Jesus Christ on and off the campus, as well as in service.

IV-J-3 Article III: Relations to Other Instructors

- A. A faculty member should not publicly or privately criticize or take issue with another instructor, nor by implication betray or demean colleagues. Honest differences can be expressed under conventional circumstances.
- B. A faculty member who feels obligated to question or raise any issue about another faculty member's attitudes, techniques, or practices, should consult the faculty member concerned, or present the complaint to the president or provost.
- C. No faculty member has jurisdiction or censure rights over another and therefore should not interfere in any private matter between other faculty members, or between other faculty members and students.
- D. It is the faculty member's ethical duty to report to duly constituted authority any matters known to be detrimental to the welfare of the University. This procedure is not "ratting"; to conceal or hide evidence against criminal behavior is unlawful and makes the one who conceals evidence an accomplice.

IV-J-4 Article IV: Relations to the Students

- A. It is the faculty member's duty to be professionally ethical at all times. A faculty member should be courteous, just and understanding in all relations with students and respect individual differences, interests, freedoms, personality traits, aptitudes, right to dissent and intrinsic worth.
- B. A faculty member should merit the respect of the student by being worthy of confidence and esteem.
- C. Propriety and good taste in all conduct and appearance and the cautious regard for professional dignity in every relation are the badges of teacher-student association in and outside the classroom.
- D. Enthusiasm and inspiration are an indispensable part of classroom and campus involvement; faculty should provoke and inspire students in attitude, spirit, and leadership.
- E. The faculty member is bound confidentially not to divulge information given by a student, unless the student gives consent. This does not forestall the fact that serious disclosures concerning matters which have imperative legal complications may need special consideration and handling.
- F. It is the responsibility of the faculty member, both in the classroom and in private conversation, to use every opportunity to implant in the mind and heart of the student a respect for, and appreciation of, and a loyalty to the standards, practices, and Christian objectives of Southern Nazarene University, as well as for the personnel of the student body, the faculty, the administration, and the Board of Trustees of the University, and the Church of the Nazarene that endows it.

IV-K ACADEMIC FREEDOM

Faculty members at Southern Nazarene University are carefully selected on the basis of academic preparation and religious commitment. Only persons with an appreciation of the philosophy and objectives of Southern Nazarene University will be offered employment. Only persons in the Wesleyan theological tradition (or genuinely sympathetic with that tradition) and those willing to accept the general and special rules of the Church of the Nazarene will be offered full-time status with rank.

Academic freedom for a faculty member at Southern Nazarene University is the right to preserve, transmit and discover ideas in the areas of the faculty member's competence and within the limitations of the philosophical perspectives of Southern Nazarene University and the "Articles of Faith" of the Church of the Nazarene.

IV-L RIGHTS AND PRIVILEGES

IV-L-1 General Statement

Faculty members have all rights and privileges of other citizens. However, the limitations in the statement of Academic Freedom (Section IV-K) relating to the "Articles of Faith" of the Church of the Nazarene will be followed in both original employment and continued service.

A faculty member, when making statements of personal and/or political persuasions, should claim such statements as a private citizen and not as a representative of the institution.

IV-L-2 Faculty Grievance Policy and Procedures

A. Definition of Grievance:

The term "grievance" as used in these policy statements refers to any complaint or formal expression of dissatisfaction by a faculty member or members, directed against another faculty member(s), or against the University or an any administrator, office, standing committee or administrative unit, alleging violation, misapplication, or misinterpretation of 1) any law or statute of federal or state government, 2) any official SNU document of governance, precedent concerning contract, salary or other benefits, work load, working conditions, promotion, reappointment or termination.

B. Grievance Policy:

It is expected that nearly all issues of notable dissatisfaction on the part of a faculty member as a result of any event, circumstance or condition on campus, shall be resolved through normal person-to-person channels of interaction in this Christian-oriented institution.

In situations where consultation on the matters at issue between an aggrieved member and others shall fail to resolve the problem, an appeal may be forwarded to the Grievance Committee in writing by the person aggrieved. The written grievance document should include:

1. A statement of the complaint identifying the name/s of person(s) or group(s) charged and the circumstances leading to the grievance (events, dates, times, places, etc.)
2. Legal, ethical or other infringement of rights alleged (laws, regulations, policies, procedures violated, pertinent to case),
3. Redress sought, and
4. Any other relevant remarks.

Decisions on matters of grievance are made in consideration of official statements found in statutes, ordinances, contracts, governing board actions as printed and current, University publications (e.g., Catalog, Faculty Handbook, Policies and Procedures Handbook), and established precedents, written or unwritten.

C. The Grievance Committee

For each instance of filing a grievance, the provost, acting with the academic officers, nominates an ad hoc committee consisting of five faculty members. A list of nominees is presented to the president of the University for appointment and/or possible substitution and for designation of a chair for the committee. The written

grievance then is received by this committee normally through the department/school chair or appropriate academic officer.

A. Procedures:

1. After the aggrieved faculty member has submitted a written grievance to the appropriate departmental/school chair or appropriate academic officer and has failed to reach a satisfactory resolution of the issue within 30 days, a request may be made in writing and by certified mail to the provost for a hearing before the Grievance Committee within the 30 days thereafter.
2. The Grievance Committee first conducts a fact-finding investigation to obtain documents, written communications and any information pertinent to the issue (i.e., names, places, dates, times, events, etc.).
3. Grievance Committee Actions:
 - a. Upon completing the investigation, the committee reviews the facts obtained in closed session and seeks to bring about satisfaction to the grievant short of a formal hearing. If the effort to resolve the case in this less formal manner succeeds, the case then terminates.
 - b. In the event that a formal hearing is determined to be required, within 30 days after the initial receipt by the committee of the written complaint, notification of a meeting with the committee is given to both the grievant and the person(s) charged in the grievance. The hearing is conducted in the presence of both the aggrieved and the person(s) charged. If desired by both parties and the committee, one representative for each primary party may accompany the parties aggrieved and charged.
4. The Grievance Committee, meeting thereafter in closed session or in the presence of administrators who may be called, recommends a solution based upon the evidence revealed.
5. The recommendation is then forwarded in writing to the principal parties in the case.
6. Should either party to the grievance wish to pursue the issue further, an appeal may be made to a three-person panel of Board of Trustees members. The appeal panel will be comprised of members of the Academic Affairs Committee: chair, secretary and one other member appointed by the chair. Written notice of such appeal is to be made within 30 days after the Grievance Committee has rendered its recommendation. The notice must contain a statement of reasons for the appeal.
7. The appeal panel considers the case at a special meeting and makes a decision which is communicated by certified mail to the primary parties and to the Grievance Committee.
8. The Grievance Committee keeps accurate records of all deliberations and actions. The records are confidential and are accessible only to the committee and the primary parties. When the tenure of the ad hoc group terminates (at the end of each case or series of cases), the records are sealed and delivered to the Office of the Registrar for safekeeping for a period of three years after which they are destroyed.

IV-M ORGANIZATION OF THE FACULTY

Organization of the faculty of Southern Nazarene University is described in the Faculty Constitution found in Section IV-N.

IV-N Constitution of the Faculty of Southern Nazarene University (adopted November 2008)

IV-N-1 Preamble

Southern Nazarene University has historically educated students for responsible Christian living within the context of the liberal arts, selected professional and graduate studies, a Wesleyan-Holiness theological perspective, and a cross-cultural community life. The University exists as a Christian community of scholars who strive to model the hospitality of grace, the pursuit of truth, and the practice of discipleship as they prepare graduates who think with clarity, act with integrity and serve with purpose.

The Board of Trustees and Administration of Southern Nazarene University are charged with the responsibility of fulfilling that mission with the cooperation of faculty, staff and students. By tradition and by virtue of their status as professionals in the field of education, the SNU faculty plays an essential role in this process. In order to clarify the specific responsibilities of the faculty and enhance communication and cooperation among the faculty, the administration, the staff and the students of the University, we establish the Constitution of the Faculty.

IV-N-2 Article I: Purpose

- A. To provide for general faculty involvement in the affairs of the University.
- B. To provide for faculty involvement at the decision-making level through:
 - 1. Standing councils and committees of the faculty
 - 2. General faculty meetings
 - 3. Faculty Senate
 - a. The Faculty Senate is a representative body of the entire faculty and functions as a vehicle for communication and leadership among administration, teaching faculty, students, and University clientele. It is the purpose of the Faculty Senate to be a constructive force within the University and to allow for the most effective participation of the faculty in the affairs of the University.
 - b. It will be the responsibility of the Faculty Senate to:
 - i. Serve as the Executive Council of the Faculty Association.
 - ii. Provide oversight of the faculty committee structure and nominate faculty for committee elections.
 - iii. Recommend policies, procedures and practices through the faculty committee structure and make recommendations on such matters to appropriate administrative officers and governance bodies of the University.
 - iv. Provide leadership in maintaining communication and good rapport with administration, students, and among faculty.
 - v. Provide spiritual leadership for faculty and students.
 - vi. Recommend programs for academic support and professional development and assist in improving the academic life of faculty members.
 - vii. Make recommendations on matters affecting faculty welfare and benefits for faculty members.
 - viii. Articulate faculty positions on issues of general concern to the University.
 - ix. Advise the University president, provost and other administrators of the University through mutually acceptable means regarding matters concerning University priorities, budgets, facilities, and long-range planning.
 - x. Evaluate the Faculty Senate and its functions periodically.
 - xi. Make recommendations regarding institutional research.
 - xii. Provide an effective forum for communication between administration and teaching faculty.
 - c. It will be the responsibility of the Faculty Senate president to report annually to the Board of Trustees on the state of the faculty and the University.
- C. To add strength to the academic program through the support of academic freedom as outline in section IV-K in the Faculty Handbook.
- D. To provide for participation in the development of a general campus climate conducive to an active and maturing spirit of character, culture and Christ.
- E. To provide for the exchange of information and ideas, a faculty voice at all levels of decision, and formal faculty action on any appropriate issue.
- F. To provide for the general welfare of the faculty in such areas as:
 - 1. Recruitment and retention of faculty.
 - 2. Insurance and retirement programs.
 - 3. Due Process.
 - 4. The ongoing development of community.

IV-N-3 Article II: Membership

- A. The faculty shall consist of the University president, provost, vice provosts, vice presidents, and all persons holding full-time appointments with the rank of professor, associate professor, assistant professor or instructor.
- B. Additional faculty positions may be recognized for the purposes of membership, representation and voting on the Faculty Senate. These positions are established in the bylaws of this Constitution, Articles I and II.

IV-N-4 Article III: Organization

- A. Faculty Governance

1. Under the direction of the University president, the provost is the chief academic officer. The provost is directly responsible for guiding the academic affairs of the University and for promoting faculty involvement under this Constitution.
 2. The University president or provost shall serve as chair of all general faculty meetings called by the administration or in which any official action beyond the level of recommendation is to be taken.
- B. Faculty Senate
1. The Teaching Faculty as defined in the bylaws of this Constitution shall be represented by a Faculty Senate. The make up and election of the Senate shall be set forth in the bylaws of this Constitution.
 2. The University president and provost shall be considered ex officio and nonvoting members of the Senate.

IV-N-5 Article IV: Faculty Councils and Committees

- A. Standing councils and committees operate to address specific areas of the campus including academics, student development, graduate and professional studies, professional development, athletics, and General Education.
- B. The standing councils and committees of the University are listed in the bylaws of this Constitution and are defined within the Faculty Handbook.
- C. Special faculty committees may be formed to meet needs not covered by standing committees. Such committees may be formed by the provost or by action of the Faculty Senate in consultation with the provost.

IV-N-6 Article V: Faculty Meetings

- A. Regular Meetings of the faculty shall be called and chaired by the University president or, under his/her direction, by the provost. He/she may call for official action on any matter deemed necessary.
- B. Requests for special meetings of the faculty may be made to the University president by a majority vote of the Faculty Senate.
 1. Such special meetings shall be chaired by the Faculty Senate president under the direction of the University president. The agenda of such meetings shall be approved by the Faculty Senate and shall be submitted to faculty one week prior to the meeting.
 2. The general purpose of such meetings would be to provide opportunity for participation in a program of general faculty development and include such activities as faculty workshops, seminars, sharing of ideas and concerns in the interest of all phases of the campus community.
 3. Any recommendations from the special meeting shall be limited to the items specified by the agenda.

IV-N-7 Article VI: Finances

Finances of the faculty shall be under the supervision of the Faculty Senate as outlined in the bylaws of this Constitution.

IV-N-8 Article VII: Lines of Communication

- A. To achieve a desirable level of communication between all segments of the faculty requires a sincere and diligent effort. In order to accomplish this, the following will be required:
 1. The Faculty Senate secretary shall keep accurate records of all proceedings and transactions of the Faculty Senate and shall make a written copy of all meetings available to members of the teaching faculty and administration.
 2. The Registrar will maintain a recording of all proceedings of regular faculty meetings and special meetings.
- B. The Faculty Senate president shall be responsible for supervising the communication of information to all members of the teaching faculty and University administration.

IV-N-9 Article VIII: Bylaws

Bylaws providing operational guidelines not covered by this Constitution, but for the purpose of reaching the objectives identified in Article I, may be adopted when first approved by a majority of the Faculty Senate followed by a majority vote of the faculty membership present and voting at a meeting called in accordance with this Constitution and bylaws.

IV-N-10 Article IX: Ratification and Amendments

This Constitution shall become effective when approved by a two-thirds vote of all the members of the faculty present and voting at a meeting called in accordance with this Constitution and bylaws and by the Board of Trustees of Southern Nazarene University. Amendments to this Constitution may be proposed by written petition submitted to the faculty as a whole at least one month in advance of any regularly scheduled meeting of the faculty.

IV-N-11 Article X: Interpretation

All questions relating to the interpretation of this Constitution and bylaws shall be referred to the Faculty Senate and the provost.

IV-O BYLAWS TO THE CONSTITUTION OF THE FACULTY OF SOUTHERN NAZARENE UNIVERSITY (adopted November 2008)

IV-O-1 Article I. Faculty Senate

- A. The Faculty Senate shall be the Executive Council of the Faculty Association and shall be composed of 21 voting members. The membership will be comprised of the following:
1. A Faculty Senate president will be elected by the faculty and will serve for a two year term.
 2. There will be 10 members representing the divisions and schools of the University. The following divisions and schools will elect one representative from their area to serve on the Senate.
 - a. Division of Cultural and Communication Studies
 - b. Division of Science and Mathematics
 - c. Division of Social and Behavioral Sciences
 - d. School of Business and Zig Ziglar Center
 - e. School of Education and Department of Kinesiology
 - f. School of Music
 - g. School of Nursing
 - h. School of Theology and Ministry
 - i. School of Professional Studies
 - j. Academic support services (library, registrar, Academic Center for Excellence, athletics, McNair Scholars program, Morningstar Institute, Student Support Services)
 3. There will be 10 at-large members elected by the faculty.
 4. The University president and provost shall be ex officio and non-voting members of the Senate.
- B. Other officers of the Senate shall be vice president, secretary, treasurer, and parliamentarian and shall be elected according to the Senate elections (Article III) of these bylaws. These officers, along with the Faculty Senate president, will be the Executive Board of the Faculty Senate.

IV-O-2 Article II. Representation within the Faculty Senate

Representation within the Faculty Senate shall consist of the teaching faculty of the University and professional staff.

- A. The teaching faculty shall consist of those holding faculty rank and teaching classes on a regular basis.
- B. Professional Staff holding faculty rank shall also be members of the Faculty Senate which includes
1. Library
 2. Registrar
 3. Academic Center for Excellence
 4. Student Support Services
 5. Professional Studies
 6. Zig Ziglar Center
 7. McNair Scholars Program
 8. Athletics
 9. Morningstar Institute.

IV-O-3 Article III. Senate Elections

- A. Faculty Senate members shall be elected annually from a ballot prepared by the Faculty Senate in the spring semester during a regularly scheduled faculty meeting.
- B. The Faculty Senate president shall be elected every two years by a majority vote of the faculty. The nomination slates for the Faculty Senate president will be prepared by the Faculty Senate.
- C. Nomination slates for the 10 at-large representative positions will be prepared by the Faculty Senate. At-large representatives will be elected by a plurality vote of the faculty.
- D. The 10 divisions/schools representative positions will be elected from their respective division/school. The Faculty Senate will provide uniform voting guidelines.
- E. The Faculty Senate vice president, secretary and treasurer shall be elected from Senate membership each year by the sitting Senate.
- F. The Faculty Senate parliamentarian shall be elected from Senate membership each year by the sitting Senate. However, if necessary, the parliamentarian may be appointed as a non-voting member from the faculty at-large.
- G. The Faculty Senate shall have power to make such additional regulations for the holding of elections as it may deem necessary and proper in harmony with this Constitution and bylaws.

IV-O-4 Article IV. Faculty Senate Terms of Service

- A. Senate members shall serve for a period of two years.
- B. The term of service begins at the commencement of the fall semester.
- C. The terms of service for the division and school representatives and the at-large representatives shall be staggered to provide for continuity. Each year one half of the members will be elected.

IV-O-5 Article V. Faculty Senate Executive Board and Duties

- A. President – duties of the president shall be:
 - 1. To call meetings of the Faculty Senate.
 - 2. To preside over the Faculty Senate meetings.
 - 3. To preside over the special meetings of the faculty as outlined in the Constitution.
 - 4. To supervise the communication of information to all members of the teaching faculty and University administration.
 - 5. To assist in setting the agenda for the faculty meetings in consultation with the University president and/or provost.
 - 6. To report annually to the Board of Trustees on the state of the faculty and the University. This report shall be submitted to the faculty.
 - 7. To perform other duties normally pertaining to the office unless otherwise provided for in the constitution, or by vote of the faculty.
 - 8. To serve as one of the faculty representatives to the Board of Trustees.
 - 9. To serve as a member of additional committees as designated by the University president.
 - 10. The Faculty Senate shall recommend to the provost adequate release time be given to the Faculty Senate president.
- B. Vice President – the vice president shall assume the duties of the president in the president's absence from meetings of the Faculty Senate. When the president no longer holds an appointment at the University, the vice president shall assume the office of the president until the next general Senate election.
- C. Secretary – duties of the secretary shall be:
 - 1. To keep accurate records of all proceedings and transactions of the Faculty Senate and be prepared to report to general faculty sessions.
 - 2. To make a written copy of all meetings available to members of the faculty
- D. Treasurer – the treasurer shall be responsible for the processing of all monies collected or disbursed related to Faculty Senate activities.
- E. Parliamentarian – the parliamentarian will insure that proper parliamentary procedure is followed.

IV-O-6 Article VI. Faculty Senate Vacancies

- A. President – The vice president shall assume the office of the president until the next general Senate election.

- B. Vice President – the Faculty Senate shall elect from its membership a member with a minimum of one year remaining in the term.
- C. Secretary, Treasurer and Parliamentarian – the Faculty Senate shall elect from its membership.
- D. Division and School Representatives – The appropriate division and schools shall elect a representative to fill the position until the next scheduled Senate election. If vacancy occurs during the representative's first year, the representative will serve only for the one remaining year.
- E. At-large Representatives – the at-large representative vacancy shall be elected by the faculty at the next regular meeting. If vacancy occurs during the representative's first year, the representative will serve only for the one remaining year.

IV-O-7 Article VII. Faculty Senate Meetings

- A. The Faculty Senate Executive Board shall meet twice a month. Additional meetings may be called by the Faculty Senate president.
- B. The Faculty Senate shall meet a minimum of twice a semester. Additional meetings may be called by the Faculty Senate president.
 - 1. For the purpose of conducting business, Senate meetings require a quorum of 2/3 of the Senate.
 - 2. When a quorum is not present, the Senate may meet for the purpose of exchanging information.
 - 3. All meetings of the Senate shall be open unless the Senate establishes an Executive session. Executive session may be declared by the Faculty Senate president for any reason.
 - 4. Proposed Senate agendas shall be submitted to the faculty one week prior to the Senate meeting.
 - 5. Additional agenda items may be submitted by the faculty to the Faculty Senate.
- C. The rules of order for all meetings shall be Robert's Rule of Order, Revised.

IV-O-8 Article VIII. Councils or Committees

- A. The following standing councils or committees are presently operating and are defined within the Faculty Handbook.
- B. The standing councils or committees are chaired by the provost, vice provosts or General Education director as set forth in the Faculty Handbook with the following exceptions listed below. The councils or committees listed below shall be co-chaired by the appropriate administrative officer and a member of the teaching faculty and shall be elected by the faculty at-large.
 - 1. Academic Council
 - 2. Faculty Professional Development Council
 - 3. Graduate Council (faculty co-chair must be actively teaching graduate classes)
 - 4. Student Learning Committee
- C. The Faculty Senate shall prepare the nomination slate for faculty positions on these standing councils or committees including the designated faculty chair positions. Attention will be given to appropriate distribution of faculty across committee appointments.
- D. The Faculty Senate may create additional councils and committees as deemed necessary.
- E. The Faculty Senate shall exercise broad oversight over all councils and committees and may request reports from such.
- F. Faculty Senate Subcommittees
 - 1. The Faculty Senate shall appoint a standing subcommittee on the University budget. This subcommittee shall work with the administration in planning, developing, recommending, and shall receive regular budgetary reports.
 - 2. The Faculty Senate shall appoint a subcommittee on professional concerns related to discipline and termination of faculty. This committee shall work with the administration to review due process and termination based upon performance as outlined in the Faculty Handbook, Section IV-F.
 - 3. The Faculty Senate may appoint such other subcommittees from time to time as it deems necessary.
 - 4. All such subcommittees shall be chaired by a member of the Faculty Senate.

IV-O-9 Article IX. Finances

- A. The annual dues of the faculty and any additional allocated funds from the University shall be under the direction of the Faculty Senate with oversight given by the Faculty Senate treasurer.

B. The Faculty Senate may establish guidelines for expenditures as deemed necessary and proper.

IV-O-10 Article X. Bylaw Proposals or Amendments

- A. Bylaw proposals or amendments shall be proposed by the Faculty Senate or by the faculty at-large.
- B. Bylaw proposals or amendments shall be presented by the Faculty Senate president at a meeting of the faculty. A copy of the proposal or amendment shall be distributed to the faculty at least one week prior to consideration of said bylaw.
- C. Approval of the bylaw(s) as is outlined in the Constitution.
- D. The proposal or amendment becomes ratified and part of the bylaws of this Constitution upon approval.