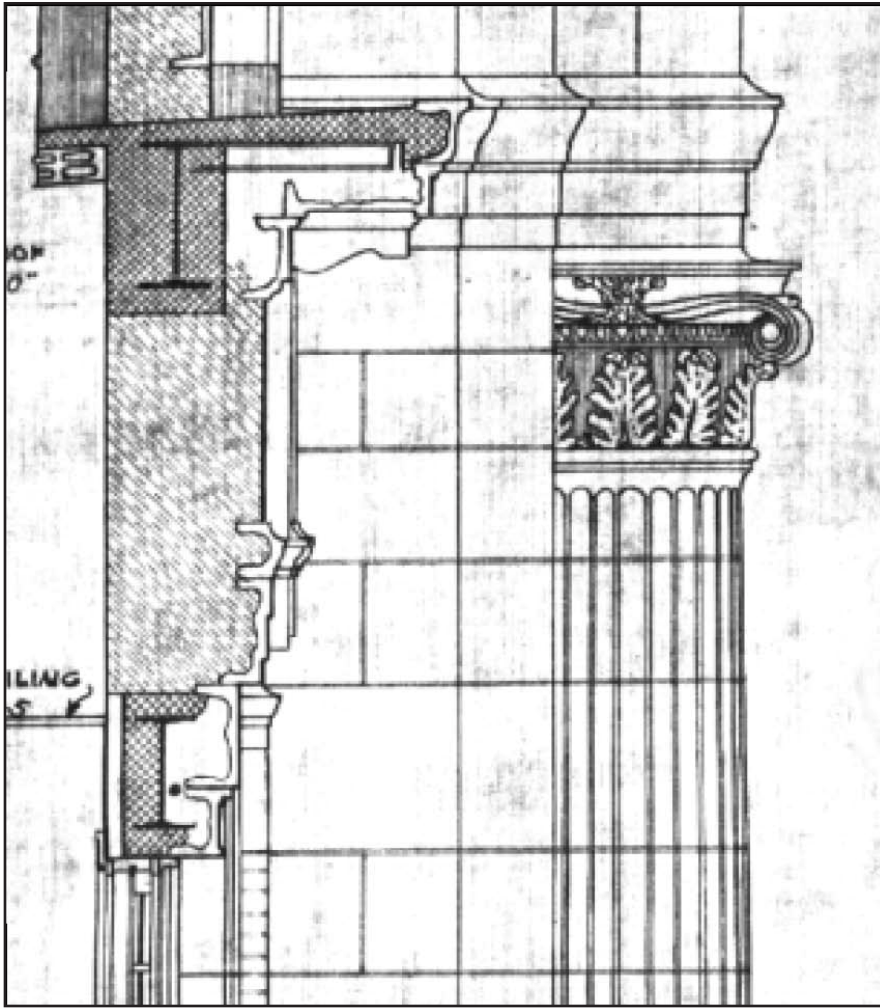

FACULTY
GOVERNANCE
GUIDE
2011-2012



Wim Wiewel, President
Roy W. Koch, Provost
Gwen Shusterman, Presiding Officer, Faculty Senate 2011-12



The detail of a column capital which appears in this document has been scanned from the original elevation drawings for Lincoln Hall—at that time known as Lincoln High School—through the courtesy of PSU Facilities. The architectural firm of Whitehouse & Foulhoux crafted the drawings circa 1910.

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FOREWORD

The *Faculty Governance Guide* is provided to facilitate faculty governance. It contains the Constitution of the Portland State University Faculty, operating procedures and deadlines for Faculty Senate and its standing committees, and the Interinstitutional Faculty Senate Constitution. The *Guide* also includes the rosters of Faculty Senate, constitutional and all university administrative committees, and PSU's Interinstitutional Faculty Senators. The *Guide* is updated in September and February on www.pdx.edu, under Faculty Senate and under the Office of Academic Affairs "Reference Documents" pages. To inquire about student appointments, or confirm other listings or text since the most recent publication, please contact the Secretary to the Faculty.

Membership in the PSU Faculty was historically determined by academic rank, to include full-time faculty at the rank of Instructor or above. In 1994, the ranked faculty amended the Constitution, redefining PSU Faculty to include all full-time faculty holding, at a minimum, an earned Master's degree. In June 2011, the faculty amended the Constitution, limiting membership to those "whose primary responsibility is for such fundamental areas as curriculum, subject matter, and methods of instructions, research, faculty status, and those aspects of student life that relate to the education process." All such full-time employees of PSU are entitled to participate in faculty governance with the exception that Ex officio members of the faculty may not serve in the Faculty Senate or on constitutional committees.

Meetings of the PSU Faculty are called by and presided over by the President, who is chairperson of the Faculty (Art. IV., Sec., 1.). Each academic year, certain regular meetings of the faculty take place, including Convocation and Graduation, and other meetings may be convened by the President as needed. Additionally, a meeting of the PSU Faculty may be called by written request of 7.5 percent (78) faculty members (Art. IV, Sec. 3). Until the mid-1960's the faculty met routinely as a whole to execute governance responsibilities, but Portland State's growth meant the continuing expansion in size and scale of faculty governance. The faculty determined at that time that regular business of the faculty be conducted through a representative body, the Faculty Senate, and accordingly amended the Constitution.

The PSU Faculty Senate meets regularly, on the first Monday of every month during the academic year at 3:00 p.m. in Cramer Hall 53, and if the Agenda is not concluded, the meeting is continued to the following Monday. The Constitution also provides that a special meeting of the Senate may be called upon written petition by five Senate members (Art. V, Sec. 3.3). Any member of the faculty may propose agenda items to the Presiding Officer, for consideration by the Senate Steering Committee. The Constitution provides that the Senate must consider any agenda item proposed by petition of 10 percent (105) of the faculty (Art. IV, Sec.6). Faculty Senate meetings are public, and all faculty are cordially invited to observe.

Elections for the PSU Faculty Senate, the Advisory Council and the Interinstitutional Faculty Senate are conducted simultaneously in May of the academic year. In February the roster of faculty eligible to participate in faculty governance is reviewed and certified according to Constitutional provisions. Faculty who are certified and serve at below the rank of academic dean are notified of their eligibility to stand for elective office by the *Faculty Election Eligibility* form, and are requested to provide return notice if they are unable to serve. In April, lists of faculty eligible and willing to run for election to Senate, Advisory Council and IFS are provided to all faculty for nomination purposes. On completion of the nomination process, ballots are distributed for Advisory Council and IFS, and by divisions for Senate. Runoffs are conducted where necessary.

The foundation of effective faculty governance is the committee process. Constitutional committees report to the Faculty Senate, administrative committees report to the President or his designee, and ad hoc committees report as assigned. Recommendations for action pertaining to any area of faculty jurisdiction (Art. III., Sec.1), may be made to the Senate by any all-university faculty committee, as well as by the Advisory Council or PSU's Senators to IFS. One committee is made up entirely of members of the Faculty Senate, the Committee on Committees, and it is elected by divisional caucus of their senators. The Committee on Committees determines all faculty appointments to constitutional committees, and makes nominations to the President for faculty appointments to most administrative committees. The Advisory Council nominates faculty memberships for ad hoc presidential committees. In order to determine faculty interest in specific committee service, the *Faculty Committee Preference Survey* is conducted each Spring quarter. Between annual surveys, faculty may indicate new interests or update availability by contacting the Secretary to the Faculty. Committee schedules and proceedings are administered by the respective chairs and faculty who would like to observe meetings should contact the appropriate Chair for details.

Please feel free to contact me for inquiries and concerns related to faculty governance. The Secretary's office is in the Office of Academic Affairs, Market Center 650 (Mail code: OAA), and I may be reached by telephone (5-4416), faxes (5-5262), or e-mail (andrews@pdx.edu).

Prof. Sarah E. Andrews-Collier
Secretary to the Faculty
July 1, 2011

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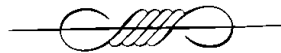
CONSTITUTION OF THE PORTLAND STATE UNIVERSITY FACULTY



Adopted May 6, 1964, Last Amended, June 7, 2010

PREAMBLE

To ensure the orderly development of our educational programs and policies; to facilitate communications and cooperation among our officers of administration and ourselves as a university faculty; and to promote the stable growth and continued improvement of higher education in the State of Oregon, we, the Faculty of Portland State University, do hereby subscribe to this document as a constitutional statement of our Faculty organization and its various functions and responsibilities.



ARTICLE I. NAME.

The organization herein defined shall be known as the Portland State University Faculty, or the Faculty.

ARTICLE II. MEMBERSHIP OF THE FACULTY.

The Faculty shall consist of the Chancellor, the President of Portland State University, and all persons who hold State Board appointments with the rank of professor, associate professor, assistant professor, or instructor, and whose full-time equivalent is at least fifty percent teaching, research, or administration at Portland State University. Unranked members of Portland State University who are certified by the Provost to have academic qualifications sufficient to justify appointment at one of the above mentioned ranks, whose primary responsibility is for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life that relate to the education process, and whose full-time equivalent is at least fifty percent teaching, research, or administration at Portland State University shall also be included in the faculty regardless of title. The University Faculty reserves the right to elect to membership any person who is employed full-time by the Oregon University System.

ARTICLE III. FACULTY POWERS AND AUTHORITY.

Section 1. Faculty Powers.

The Faculty shall have power, subject to legal limits, to take action to promote faculty welfare. The Faculty shall have power to act upon matters of educational policy, to enact such rules and regulations as it may deem desirable to promote or enforce such policies, and to decide upon curricula and new courses of study. This power shall include, but not be confined to, action upon the establishment, abolition, or major alteration of the structure or educational function of departments or of programs which include more than one department or instructional unit of the University. The Faculty will normally exercise this power through its representative, the Senate. The Faculty shall, however, have the appellate power to review all actions by the Senate, whenever an appeal is made from Senate action as hereinafter provided.

In all matters, except those granted to the Senate, the Faculty shall have original jurisdiction. Whenever the Faculty is acting within its province as herein designated, its actions shall be effective unless they involve an increase in the expense of instruction or administration. Whenever such an increase is involved, whether by action of the Faculty or Senate, the President shall report the action to the Chancellor of the Oregon State Systems of

Higher Education with his or her recommendations.

University-wide academic requirements shall not be suspended or modified without prior consideration by the Faculty Senate. In an emergency, the Academic Requirements Committee and/or the Graduate Council; the Advisory Council, and the Presiding Officer of the Senate shall first be consulted. Notification of any change made shall be submitted to the Senate immediately with a request for ratification.

The University shall not establish, abolish, or effect major alteration in the structure or educational function of departments or of programs, including those of more than one department or academic unit, without prior action by the Faculty Senate upon advice of the Educational Policies Committee.

Section 2. Faculty Authority.

The authority of the Faculty is based upon the need for appropriately shared responsibility and cooperative action among the components of the academic institution and upon law and the Administrative Rules of the Oregon State System of Higher Education. The principle of shared authority is based upon the recognition that important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and that differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand. The Faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life that relate to the education process.

Section 3. Faculty Authority in the Selection of Higher Administrative Officers.

The selection of principal administrative officers above the departmental level shall normally involve the active participation of representative Faculty committees; these may be augmented by student and community membership as judged appropriate by the appointing authority. Prior to the creation

or abolition of a principal administrative office, the Advisory Council shall normally be consulted by the President, and the Council may ask for wider Faculty consideration.

Section 4. Faculty Authority in the Selection of Department Chairpersons.

The Faculty of each department shall elect its chairperson. The Faculty shall decide, by secret ballot of all full-time members (0.5 FTE or more), the mode of election. The procedures shall be published and filed with the Office of Academic Affairs. They shall be implemented by April 15 of the department chair's third year in office and otherwise upon the occurrence of a vacancy in the office of department chairperson. Any revisions of the procedures must be made and filed at least one month before an election.

The department shall forward the name of its choice to the appropriate dean, who shall promptly review it and forward it the Provost, who shall promptly review and forward it to the President.

The dean and the Provost may attach comments concerning the ability and willingness of the elected chairperson to carry out the duties of that office.

If the President agrees with the department's choice, then the elected chairperson shall be appointed. If the President has substantive reasons for not making the appointment, a written explanation shall be given to the department and a reconsideration requested.

Within two weeks, the department shall consider again its choice of chairperson and shall forward promptly its decision to the dean, who shall promptly review it and forward it to the Provost for review and transmission to the President. If the department has elected another person than the one originally elected, the President shall proceed as with the previous election.

If the department elects not to alter its choice, and the President still will not accept the department's choice for chairperson, then the matter shall be submitted promptly to the Advisory Council for mediation. If mediation is unsuccessful in achieving a resolution satisfactory to both the department and the President, then the department shall conduct another election to select another person.

The department chairperson shall serve a stated term of three (3) years. Eligibility for re-election shall be determined by departmental procedures.

ARTICLE IV. ORGANIZATION OF THE FACULTY.

Section 1. Faculty Officers.

1) Presiding Officer. The President of the University is the chairperson of the Faculty. In his or her absence or by delegation, the Provost shall preside at meetings of the Faculty. In the absence of both the President and the Provost, the President shall designate a presiding officer.

2) Secretary to the Faculty. A member of the Faculty shall be appointed as Secretary by the President at the beginning of each fall quarter for the academic year. The Secretary shall be ex-officio the Secretary of the Senate.

The Secretary shall record all actions of the Faculty and of the Senate, preserve records of such meetings in a form convenient for reference, and duly circulate copies of all records of such meetings to members of the Faculty.

Section 2. Special Faculty Bodies.

The various committees and bodies requisite for the work of the Faculty are listed and defined later in this document.

Section 3. Meetings of the Faculty.

1) Schedule. Meetings of the Faculty may be held at any time and may be called by the President, by the Senate, or by the Secretary to the Faculty upon the written request of 7.5 percent of the Faculty. No legislative action or prejudicial recommendation pertaining to any department or division shall be made at any special meeting unless the senior member or head of the department or division has been duly notified in advance of such a meeting.

2) Quorum. Ten percent of the Faculty shall constitute a quorum at regular as well as special meetings of the Faculty, providing that notice of such meetings was duly circulated to all Faculty members by the Secretary to the Faculty at least one week before the date of the Faculty meeting.

3) Rules of Procedure. Every member of the Faculty shall have a free and equal voice in its deliberations and conclusions. Any member of the Faculty may submit agenda items to the Secretary to the Faculty. To ensure proper consideration, the

agenda for meetings of the Faculty shall be announced to all Faculty members at least two days in advance of the meeting. No matter concerning educational policy shall be considered at any meeting if it does not appear on the agenda, unless in the judgment of the presiding officer an emergency exists to warrant the waiving of this provision, subject to appeal.

The Secretary to the Faculty shall be responsible for prompt distribution of the minutes of all Faculty meetings to all Faculty members.

In the absence of special regulations to the contrary, Robert's Rules of Order, Revised, shall govern the procedure of all meetings of the Faculty.

A mail ballot vote of the entire Faculty shall be taken on any main motion if requested by a one-third vote of the members present.

4) Order of Business. The order of business at regular Faculty meetings shall be as follows:

- Announcement of Quorum
- Approval of the Minutes
- Announcements and Communications
- Unfinished Business
- New Business
- Reports from Officers of Administration, Senate and Committees
- Adjournment

Section 4. Faculty Committees.

1) Appointment. The Committee on Committees, hereinafter described, shall appoint the members and chairpersons of all constitutional committees and ensure adequate and required divisional representation. The Committee on Committees shall make recommendations to the President concerning the membership and chairpersons of all committees established by administrative action and ensure divisional representation as appropriate. Constitutional committees are those established under provisions of the Faculty Constitution. Administrative committees are those established by the President and charged by him or her with a specific assignment on a continuing basis for periods of one or more years. Ad hoc and special committees may be established at any time by the Faculty, the Senate, or the President, and shall carry out specific duties and report as directed. No special committees shall be established that

duplicate the work of an existing Faculty, Senate or administrative committee. The Committee on Committees shall appoint membership of special committees established by the Faculty or Senate. The Advisory Council will make recommendations of membership for ad hoc and special committees established by the President.

For the purpose of committee representation, the word “division” shall mean each of the three academic distribution areas of Arts and Sciences (Arts and Letters, Sciences, and Social Sciences), Business Administration, Education, Engineering and Computer Science, Fine and Performing Arts, Library, Social Work, Urban and Public Affairs, Other Instructional Faculty, and All Other faculty; the term “instructional division” shall mean any college, any school outside the colleges, and Other Instructional Faculty.

The members of the Committee on Committees will normally serve two years and must be members of the Senate during their tenure as members of the Committee. The following divisions shall elect members in even-numbered years:

- All Others (1 member)
- Business Administration (1 member)
- Education (1 member)
- Liberal Arts and Sciences - Arts & Letters (1 member)
- Liberal Arts and Sciences - Science (1 member)
- Liberal Arts and Sciences - Social Science (1 member)
- Social Work (1 member)
- Urban and Public Affairs (1 member)

The following divisions shall elect members in odd-numbered years:

- Engineering and Computer Science (1 member)
- Library (1 member)
- Liberal Arts and Sciences - Arts & Letters (1 member)
- Liberal Arts and Sciences - Science (1 member)
- Liberal Arts and Sciences - Social Science (1 member)
- Fine and Performing Arts (1 member)
- Other Instructional Faculty (1 member)

In the event a member cannot serve the full two-year term, the replacement shall be elected to

serve the remainder of the original term only, unless re-elected to serve an additional two-year term at the regular time of election designated for that unit.

In the event a new division is created, the Presiding Officer of the Senate will designate whether the newcommittee member be elected on an even or odd-numbered year.

2) Committee Officers. Each committee shall have a chairperson and optionally, a chair-elect appointed by the President, and no chairperson shall hold office more than three successive academic years. A secretary elected from the committee membership or the chair elect shall keep written records of meetings.

3) General Functions of All Committees. All committees listed herein shall have these general powers and assignments.

- a) To consult with administrative officers, with the Faculty, with individuals, and with the Senate whenever pertinent information or counsel is needed.
- b) To conduct their routine affairs.
- c) To keep records of all meetings.
- d) To prepare written reports and summaries of work and to submit them as directed.
- e) To send brief annual reports to the President and Secretary to the Faculty.
- f) To arrange a schedule of report presentations with the Secretary to the Faculty, so that such reports may be properly placed on the agenda.

4) Standing Committees and Their Functions.

a) Committee on Committees. This Committee shall:

- 1) Appoint, on behalf of the Senate, members to all committees established by the Faculty Constitution.
- 2) Recommend to the President, on behalf of the Senate, names of members to serve on all committees established by administrative action.
- 3) Advise the Senate relative to the assignment of further duties to the committees listed below, and suggest the establishment of special Senate Faculty committees.
- 4) Assist committees in streamlining and delegating their tasks.
- 5) Report at least once each year to the Senate and

President.

b) Academic Requirements Committee. This committee shall consist of seven faculty members, selected at large, and two students.

The Committee shall:

- 1) Develop and recommend policies regarding the admission of entering freshmen.
- 2) Develop and recommend policies regarding transfer credit and requirements for baccalaureate degrees.
- 3) Adjudicate student petitions regarding such academic regulations as credit loads, transfer credit, and graduation requirements for all undergraduate degree programs. Adjudicate student petitions regarding initial undergraduate admissions.
- 4) Make recommendations and propose changes in academic requirements to the Faculty Senate.
- 5) Report to the Senate at least once each year.
- 6) Act, in all matters pertaining to policy, in liaison with the chairpersons of the Scholastic Standards and Curriculum Committees, and with the chairperson of the Graduate Council.

c) Scholastic Standards Committee. This committee shall consist of ten faculty members, selected at large, and two students.

The Committee shall:

- 1) Develop and recommend academic standards to maintain the integrity of the undergraduate program and academic transcripts of the University.
- 2) Develop, maintain and implement protocols regarding academic changes to undergraduate transcripts.
- 3) Adjudicate undergraduate student petitions for academic reinstatement to the University.
- 4) Report to the Senate at least once a year.
- 5) Act, in all matters pertaining to policy, in liaison with the chairpersons of the Academic Requirements and Curriculum Committees, and the Graduate Council.

d) Undergraduate Curriculum Committee. This committee shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, two students, and, as consultants, the following or his/her representative, the Provost, and the Vice Provost for Curriculum & Undergraduate Studies, and a representative of the Office

of Institutional Research & Planning. The Committee shall:

- 1) Make recommendations, in light of existing policies and traditions, to the Senate concerning the approval of all new courses and undergraduate programs referred to it by divisional curriculum or other committees.
- 2) Coordinate with the Graduate Council to bring forward recommendations to the Senate regarding new proposals for and changes to 400/500-level courses so that decisions regarding both undergraduate and graduate credits can be made at the same Senate meeting.
- 3) Make recommendations to the Senate concerning substantive changes to existing programs and courses referred to it by other committees.
- 4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, existing undergraduate programs and courses with regard to quality and emphasis. Suggest needed undergraduate program and course changes to the various divisions and departments.
- 5) Develop and recommend policies concerning curriculum at the University.
- 6) Act, in all matters pertaining to policy, in liaison with the chairpersons of appropriate committees.
- 7) Suggest and refer to the Senate, after consideration by the Academic Requirements Committee, modifications in the undergraduate degree requirements.
- 8) Advise the Senate concerning credit values of undergraduate courses.
- 9) Report on its activities at least once each year to the Senate, including a list of programs and courses reviewed and approved.

e) Intercollegiate Athletics Board. This board shall be composed of five members of the Portland State University Faculty nominated by the Committee on Committees, three students nominated by the Student Senate, and one member representing the public, each to be appointed by the President of the University for terms s/he considers appropriate. Additionally, non-voting ex-officio members of the Board shall include the Vice President for Finance and Administration, Director of Athletics, Associate Director of Athletics, Faculty Athletics Representative (NCAA). The Board shall:

- 1) Serve as the institutional advisory body to the

President and Faculty Senate in the development of and adherence to policies and budgets governing the University's program in men's and women's intercollegiate athletics.

2) Report to the Faculty Senate at least once each year.

f) Library Committee. This committee shall consist of seven faculty members, and two students.

The faculty members shall include at least two each from Arts & Humanities, Science & Engineering, and Social Sciences. The Committee shall:

1) Advise the Director of the Library in the establishment of all policies regarding the Library.

2) Recommend the allotment of library purchases and acquisitions according to college, school and departmental needs.

3) Report to the Senate at least once each year.

g) Faculty Development Committee. This committee shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), two from the Library, one from each of the other divisions, and, as consultants, the following, or their representatives, the Provost, and the Vice Provost for Graduate Studies & Research. It is desirable that the appointees be selected from among faculty members who are active and interested in research, teaching, or other scholarly activity. The Committee shall:

1) Establish subcommittees and working groups as needed to carry out the committee functions.

2) Establish policies, in consultation with administrative officers, as to the allotment of whatever institutional sums have been granted or appropriated for Faculty research, multi- or interdisciplinary ventures, Faculty development and Faculty improvement or evaluation of teaching and Peer Review.

3) Encourage Faculty scholarship and teaching by eliciting proposals for projects.

4) Recommend to appropriate administrative officers the distribution of institutional research funds.

5) Keep records of research fund distributions and endeavor to record their subsequent history.

6) Report to the Senate at least twice each year.

h) Teacher Education Committee. This Committee operates on the general premise that teacher education is an all-University activity and responsibility. Specifically, teacher education programs are

the responsibility of the Graduate School of Education, but many other units provide undergraduate programs that provide the subject matter content and other prerequisites required of applicants to the GSE teacher preparation program. In addition, other units provide a graduate course of study that includes licensure specific to their professional area.

The Teacher Education Committee serves in an advisory capacity to coordinate the teacher preparation activities of the campus by providing a communication link between the Graduate School of Education and other units.

The Teacher Education Committee is specifically charged to (1) ensure that the subject matter content and prerequisites address relevant state and national standards, (2) provide input on admissions requirements, (3) facilitate the development of clear pathways to admission to Graduate School of Education teacher preparation programs, and (4) assist in the recruitment of teacher candidates. The committee shall report to the Faculty Senate at least once each year.

Membership. The Committee shall consist of seventeen members of the University Faculty, representative of each of the following departments or programs educating teacher candidates: Business Education, Curriculum and Instruction, Special Education, Counselor Education, Educational Leadership and Policy, Community Health, Art, Speech and Hearing Sciences, English, Foreign Languages and Literatures, the combined social science departments (Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology), the combined science departments (Biology, Chemistry, Geology, Environmental Science and Management, and Physics), Mathematics and Statistics, Engineering and Computer Science, Theater Arts, Music, and Child and Family Studies. The committee will include two students.

The GSE Dean and GSE Associate Dean of Academic Affairs, the Education Librarian, and the Assistant Dean for the College of Liberal Arts and Sciences shall be ex-officio non-voting members, with the GSE Associate Dean serving as committee secretary. One of the voting faculty members shall serve as chairperson.

j) Graduate Council. This council shall consist of

six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, two graduate students appointed upon recommendations by the Dean of Graduate Studies, and, as consultants, the following or his/her representative, the Provost, and the Vice Provost for Graduate Studies & Research, and a representative of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to select appointees only from among faculty members with an involvement in graduate education. The Council shall:

- 1) Develop and recommend University policies and establish procedures and regulations for graduate studies, and adjudicate petitions regarding graduate regulations.
- 2) Recommend to the Faculty Senate or to its appropriate committees and to the Dean of Graduate Studies suitable policies and standards for graduate courses and programs.
- 3) Coordinate with the Undergraduate Curriculum Committee to bring forward recommendations to the Senate regarding new proposals for and changes to 400/500-level courses so that decisions regarding both undergraduate and graduate credits can be made at the same Senate meeting.
- 4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, existing graduate programs and courses with regard to quality and emphasis. Suggest needed graduate program and course changes to the various divisions and departments.
- 5) Advise the Senate concerning credit values of graduate courses.
- 6) Act in liaison with appropriate committees.
- 7) Report at least once a year to the Senate, including a list of programs and courses reviewed and approved.

k) General Student Affairs Committee. The membership of the General Student Affairs Committee shall be composed of five faculty members other than those who report to the Vice Provost and Dean of Students, and five members of the Associated Students of Portland State University. The chairperson of the General Student Affairs Committee shall be chosen from the Faculty membership. Consultants shall include, but not be limited to, one representative from the Vice Provost and

Dean of Students' office. The Committee shall:

- 1) Serve in an advisory capacity to administrative officers on matters of student affairs, educational activities, budgets, and student discipline.
- 2) Have specific responsibility to review and make recommendations regarding policies related to student services, programs, and long-range planning, e.g., student employment, Educational Activities, counseling, health service and extra curricular programming.
- 3) Nominate the recipients of the Presidential Community Service Awards.
- 4) Report to the Senate at least once a year.

l) Budget Committee. This committee shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, two students, the chairperson of the Education Policy Committee and, as consultants, the following or his or her representative, the Vice President for Finance and Administration, the Provost, the Associate Vice President for Finance and Administration, and a representative from the Office of Institutional Research and Planning. The chairperson (or a designated member) shall serve on the Education Policy Committee.

The Committee shall:

- 1) Consult with the President and his or her designee(s) and make recommendations for the preparation of the annual and biennial budgets.
- 2) Recommend budgetary priorities.
- 3) Analyze budgetary implications of new academic programs or program changes. through the review of a business plan that anticipates and provides for the long-term financial viability of the program, and report this to the Senate.
- 4) Analyze budgetary implications of the establishment, abolition, or major alteration of the structure or educational function of departments, schools, colleges, or other significant academic entities through the review of a business plan that anticipates and provides for the long-term financial viability of the unit, and report this to the Senate.
- 5) Consult regarding changes from budgets as prepared.
- 6) Review expenditures of public and grant funding as requested by the Faculty Senate.

7) Recommend to the President and to the Senate policies to be followed in implementing any declaration of financial exigency.

8) Report to the Senate at least once each year.

m) Educational Policy Committee. The Educational Policy Committee shall advise the Faculty Senate and the President on educational policies and planning for the University. Membership of the Committee shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, one classified member of PSU, and two students (one undergraduate and one graduate). The chairperson shall be selected from the membership by the Committee on Committees. The Provost, the Associate Vice President for Finance & Administration, and a representative from the Office of Institutional Research and Planning shall serve as consultants at the request of the Committee. The chairperson (or a designated member) shall serve on the Budget Committee.

The Committee shall:

- 1) Serve as the faculty advisory body to the President and to the Faculty Senate on matters of educational policy and planning for the University.
- 2) Take notice of developments leading to such changes on its own initiative, with appropriate consultation with other interested faculty committees, and with timely report or recommendation to the Faculty Senate.
- 3) Make recommendations to the Senate concerning the approval of proposals from appropriate administrative officers or faculty committees for the establishment, abolition, or major alteration of the structure or educational function of departments, distinct programs, interdisciplinary programs, divisions, schools, colleges, centers, institutes, or other significant academic entities. All proposals must use the Process for Creation, Elimination and Alteration of Academic Units.
- 4) In consultation with the appropriate Faculty committees, recommend long-range plans and priorities for the achievement of the mission of the University.
- 5) Undertake matters falling within its competence on either its own initiative or by referral from the President, faculty committees, or the Faculty

Senate.

6) Form subcommittees as needed to carry out its work.

7) Report to the Faculty Senate at least once each term.

n) University Studies Council. This council shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, one elected representative of the core University Studies faculty, two upper-division undergraduate students and, as consultants, the following or his/her representative: the Provost, the Dean of Undergraduate Studies, the immediate administrator of the program, and a representative of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to select appointees from among faculty members with an involvement in general education.

The Council shall:

- 1) Develop and recommend University policies and establish procedures and regulations for University Studies.
- 2) Recommend to the Faculty Senate or its appropriate committees and to the Dean of Undergraduate Studies suitable policies and standards for University Studies courses and programs.
- 3) Coordinate with the Undergraduate Curriculum Committee to bring forward recommendations to the Senate for new courses in the University Studies program.
- 4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, all aspects of the University Studies program and its assessment, and suggest needed changes to the appropriate administrators or faculty committees.
- 5) Advise the Senate and its committees on all aspects of University Studies.
- 6) Act in liaison with appropriate committees.
- 7) Report at least once a year to the Senate, including a list of courses and program changes reviewed and approved.

o) Honors Council. This council shall consist of the following: six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, two upper-division undergraduate students, and, as consultants, the following or his/her representative:

the Provost, the Dean of Undergraduate Studies, the director of the University Honors Program and a member of the University Studies Council. The Committee on Committees shall endeavor to select appointees from among faculty members with an involvement in department honors tracks, department honors societies, and the University Honors Program. As best as possible, the student representatives should be drawn from students participating in the University Honors Program or a departmental honors track. The Council shall:

- 1) Develop and recommend University policies and establish general procedures and regulations for the University Honors Program and departmental honors tracks.
- 2) Recommend to the Faculty Senate or its appropriate committees and to the Dean of Undergraduate Studies suitable policies and standards for Honors courses, programs, and tracks.
- 3) Coordinate with the Undergraduate Curriculum Committee to review recommendations to the Senate for new courses in the University Honors Program and for substantive changes to the Honors Program with regard to quality and emphasis.
- 4) Coordinate with the Undergraduate Curriculum Committee to review recommendations to the Senate regarding the creation of new honors tracks or for changes in the requirements of existing tracks.
- 5) Review, at its own initiative or at the request of appropriate individuals or faculty committees, campus-wide resources, practices, and services for and practices in regard to high-achieving students, and suggest needed changes to the appropriate administrators or faculty committee.
- 6) Act in liaison with appropriate committees.
- 7) Report at least once a year to the Senate, including a list of courses and program changes reviewed and approved.

ARTICLE V. FACULTY SENATE.

Section 1. Membership.

1) Ex-officio Members

a) The President, the Provost, all Vice Presidents; all Deans; the Director of the Library; all Vice Provosts; all Assistants to the President; the Secretary to the Faculty; and the Student Body President of the Associated Students of Portland State University shall serve as ex-officio members of the Senate. Ex-officio members shall have full rights of discus-

sion and making of motions but shall not have the right to vote. These Ex-officio members are not eligible to become elected members.

b) The chairperson of constitutional committees members of the Advisory Council, and representatives to the Interinstitutional Faculty Senate shall serve as ex-officio members if they are not serving as elected members.

2) Elected Members. Elected members of the Senate shall be chosen from the members of the Faculty. Representation shall be proportional by division. Elected members shall have full right of discussion, making of motions and voting. For the purpose of representation, the word "division" shall mean any school or college, the Library, Other Instructional Faculty, and All Other faculty jointly as a single entity; the term "instructional division" shall mean any school or college, and Other Instructional Faculty. Faculty who are involved in programs that are not within an instructional division shall be attached as groups to an appropriate school, college or instructional unit. (See Article V, Section 2, Paragraph 1.)

3) Alternates. Each elected member of the Senate is expected to attend its meetings regularly. However, before the first meeting of the fall term each senator shall designate in writing to the Secretary to the Faculty an alternate who shall serve in the senator's absence with full rights and powers. A senator may change his or her alternate at any time by so informing the Secretary in writing. A senator who takes a leave of absence or sabbatical leave for one academic year or more, or is absent for more than three consecutive meetings must resign his or her Senate seat, which shall be filled in accordance with Section 2, Paragraph 5 of this Article.

Section 2. Election of the Senate.

1) Determination of Divisional Representation.

By the first Monday in March of each year, the chief administrative officer of each division (see Article V, Section 1, Paragraph 2) shall report to the Secretary to the Faculty the name of each faculty member, and the number of full-time equivalent faculty assigned to each division. At the same time, names of regular faculty and the number of full-time equivalent faculty in programs not in any division shall be reported by the chief academic administrative officer and the vice presidents, or

their designees, to the Secretary to the Faculty. These Faculty shall be assigned by the Senate Steering Committee to divisions as prescribed in Article V, Section 1, Paragraph 2. The Secretary to the Faculty, under the supervision of the Senate Steering Committee, shall then determine the number of senators to be allocated to each division, apportioning one senator for each multiple of twenty full-time equivalent faculty with an additional senator for any remainder of 10.0 or more full-time equivalent faculty. Any division with fewer than twenty full-time equivalent faculty shall have one senator. A newly instituted division shall elect its senator(s) in the next regular senate election.

2) Nomination. Six weeks prior to the date of Senate elections, the Secretary to the Faculty shall obtain from each divisional administrative officer an approved list of the faculty members assigned to the division. This list will be circulated with the directions that any potential candidate may delete his or her name if s/he does not wish to be a candidate for a Senate position. No later than four weeks before the Senate election, the Secretary to the Faculty shall submit a list of eligible candidates to every faculty member in the divisions, and request the nomination of a number of names equal to twice the number of Senate vacancies occurring in that division at the end of the school year. The total number of nominees shall equal twice the number of Senate vacancies in that division. Those persons on this ballot who are named the greatest number of times shall be the nominees. All persons tied for the final position shall be declared nominees.

3) Election. On the last Monday in April the Secretary to the Faculty, under the supervision of the Senate Steering Committee, shall mail ballots containing the names of final nominees for Senate election to faculty members of the respective divisions. Each divisional faculty member shall vote for no more than a number of candidates equal to the number of Senate vacancies occurring in his or her division for that year. The person or persons receiving the greatest number of votes shall be elected. In case of ties for the final position, run-off elections shall be held.

4) Terms and Limits of Membership. Senate members shall be chosen for three-year terms ex-

cept when (1) Senators are being elected to represent a newly created division, or (2) it is necessary to arrange terms so that approximately one-third of a division's Senators shall be elected each year. In these two cases, a faculty member in the said divisions receiving the largest number of votes will be elected to three-year terms, and those with the next highest number of votes will be elected to two-and-one-year terms as necessary to provide that approximately one-third of the Senate shall be elected each year. The Secretary to the Faculty shall inform each division as to the number of vacancies and length of term of each position to be elected each year.

No member shall be eligible for re-election until one year has elapsed following his or her term of office or resignation. No person shall be eligible to represent more than one division.

5) Interim Vacancies. Interim vacancies that occur in the Senate shall be filled by appointment by the Secretary to the Faculty, who shall designate to fill the unexpired term with the non-elected nominees who in the immediate past Senate election had the greatest number of votes in the division in which the vacancy exists. An interim appointee shall be eligible for election at the end of his or her term.

6) Transition to Appropriate Senate Size.

a) Pursuant to an amendment to this Constitution adopted in 2010, the size of the Senate has been reduced as provided in Section 2, Paragraph 1 of this Article. The Senate will transition to this reduced size during the 2011-2012, 2012-2013 and 2013-2014 academic years.

b) The Senate Steering Committee and the Secretary to the Faculty shall make best efforts during the 2011-2012, 2012-2013 and 2013-2014 academic years to transition to the required Senate size while striving to maintain proportional representation among divisions and staggered terms among Senators. Provided that each division is represented by at least one Senator, precise adherence to the size of the Senate required by Section 2, Paragraph 1 of this Article or to the proportional representation required by Section 1, Paragraph 2 of this Article are not required during the transition.

c) This Section 2, Paragraph 6 of this Article is repealed effective June 30, 2014.

Section 3. Organization of the Senate.

1) Officers and Their Duties. Upon delegation of authority by the President, the Senate should choose a presiding officer and a presiding officer-elect in such manner as shall be prescribed in "Functions and Procedures of the Senate." The Presiding-Officer will serve a one-year term to be succeeded by the Presiding Officer-Elect. The outgoing Presiding Officer shall be considered as Past Presiding Officer during the year following her/his term.

The Secretary to the Faculty shall be the ex-officio Secretary of the Senate and shall keep all records of the deliberations and actions of the Senate for use by the President, members of the Faculty, the Chancellor, and members of the State Board of Higher Education. The Secretary shall send to each member of the Faculty within one week of a Senate meeting a summary of all actions taken by the Senate at that meeting.

2) Rules of Procedure. The Senate is empowered to make rules governing its own internal organization and procedures, subject to the following:

- a) A majority of elected members of the Senate or their alternates shall constitute a quorum for transaction of business.
- b) All actions or recommendations of the Senate shall be by majority vote except as specifically required elsewhere in this Constitution.
- c) Voting shall be by secret ballot if requested by any five voting members of the Senate; otherwise, on all matters which the chairperson deems of University-wide importance, voting shall be by roll-call vote.

3) Meetings of the Senate. Regular meetings shall normally be held during the academic year on the first Monday of each month at 3:00 p.m. Special meetings may be held at the call of the President or upon written petition to the Secretary by any five members of the Senate.

Section 4. Authority and Functions of the Senate.

1) Authority. The Senate shall be subject to the same general legal limitations as the Faculty. Its authority shall not be construed as limiting the legal right of the President, the chief administrative officer of a division, as defined for purposes of representation, or the chairperson of a department to initiate changes in educational policy, curricula, or new kinds of work. However, no curricula offerings

shall be established except with the approval of the State Board of Higher Education upon recommendation of the Senate and the President.

Whenever the Senate is acting within its proper province, its actions shall be effective without approval except that they shall be subject to appeal and review by the Faculty, as later herein provided.

2) Functions. The Senate shall:

- a) Determine requirements for admissions and for degrees.
- b) Act upon all new courses and curricula, changes in established curricula, and such new courses of study as involve consideration of educational policy or relations between divisions. The establishment, abolition, or major alteration of the structure or educational functions of departments or of programs which include more than one department or instructional unit of the University shall be construed as being within the meaning of this provision.
- c) Receive and consider reports from faculty committees and administrative officers, and take the appropriate action thereon within the scope of its authority.
- d) Encourage and conduct studies on matters of University policy.
- e) Make such rules and regulations as desirable to promote the interests and policies of the University.
- f) Establish such committees as necessary for the conduct of its business.
- g) Inform the Faculty concerning its actions and recommendations.

Section 5. Appeal.

All actions of the Senate shall be subject to review by the Faculty upon written request for an appeal submitted to the President by ten percent of the members of the Faculty. This appeal shall be made within fourteen days of the mailing date of the summaries of actions of the Senate. Any such action appealed shall be reviewed by the Faculty at a meeting called by the President for that purpose, after all faculty members have been given a two-week period of notice of the meeting. When a valid appeal has been filed under this section, no further action may be taken on the appealed motion of the Senate until the Faculty has acted on the appeal.

Section 6. Initiative.

The Faculty may petition and secure consideration by the Senate of any appropriate matter upon written request of ten percent of its members. An item to be initiated shall be presented in writing to any member of the Senate, who shall, at the next meeting, give notice of the proposal to the Senate.

ARTICLE VI. ADVISORY COUNCIL.

Section 1. Election.

The Faculty shall elect, during spring term by secret ballot, three members of an Advisory Council of six members, from the membership of the Faculty other than ex-officio members of the Senate (see Article V, Section 1, Paragraph 1). The election shall be administered by the Secretary to the Faculty under the supervision of the Senate Steering Committee. The Secretary to the Faculty shall circulate a list of all eligible full-time faculty members to members of the Faculty with the directions that any potential candidate may delete his or her name if s/he does not wish to be a candidate for an Advisory Council position.

Names of current Advisory Council members, with the exception of interim appointees having served one year or less, are to be excluded, since no member may serve two consecutive regular terms.

No later than four weeks before the Senate election, the Secretary to the Faculty shall submit the list of valid nominees to every member of the Faculty and request the nomination of no more than six eligible candidates. The six persons named the greatest number of times shall be declared the nominees for election to the Advisory Council. All persons tied for the final position shall be declared nominees, and all nominees shall stand for election.

On the last Monday in April, ballots bearing the names of those nominees willing to serve shall be mailed to the members of the Faculty. Each member shall vote for no more than three candidates; ballots not so marked shall be declared void. The three persons receiving the greatest number of votes shall be elected.

In case of a tie vote for the final position or positions, an additional ballot listing only the nominees involved in the tie vote shall be taken. All such election procedures shall take place before June 1.

Section 2. Date of Office Taking and Period of Service.

All terms of office shall date from June 1, 1981, following the election of council members; each member shall serve for two years.

At the call of any two members, the new Council shall convene and elect a chairperson and a secretary from its membership.

Section 3. Vacancies.

1) Vacancies on the Advisory Council occur through voluntary resignation submitted to the President by the elected member, or by interruption of service to the Council through leave of absence or sabbatical leave for one term or more.
2) Vacancies occurring on the Advisory Council shall be filled through appointment by the Secretary to the Faculty, who shall designate that nominee not elected who in the immediate past Advisory Council election had the greatest number of votes. An interim appointee shall complete the regular term of office. An interim appointee having served one year or less shall be eligible for election at the end of his or her term.

Section 4. Powers and Duties.

The Council shall:

- 1) Serve as an advisory body to the President on matters of policy.
- 2) Serve the President as a committee on ad hoc University-wide committees.
- 3) Appoint membership of hearing committees and panels as required by the Administrative Regulations of the Oregon State System of Higher Education and the Faculty Conduct Code.
- 4) Perform those duties related to constitutional amendments, as described in Article VIII.
- 5) Upon its own initiative or upon the initiative of a member of the Faculty, the Senate, or the administration, give advice to the President on the meaning and interpretation of this Constitution.
- 6) Conduct studies and make recommendations on matters of faculty welfare to be presented to the President and/or the Senate.
- 7) Report at least once each year to the Senate. It may report, with or without recommendation, on any legislation, or matters referred to it. This report may be unanimous or in the form of a majority and a minority report.

ARTICLE VII. ELECTION OF THE INTER-INSTITUTIONAL FACULTY SENATE.

The Faculty shall elect during spring term by secret ballot one institutional representative and two alternates to the Interinstitutional Faculty Senate, from the membership of the Faculty other than ex-officio members of the Senate. The election shall be administered by the Secretary to the Faculty, under the supervision of the Senate Steering Committee, concurrently with the selection of the Advisory Council, and according to the same procedures as described in Article VI, Section 1. The person receiving the highest number of votes shall be appointed to serve a three-year term. An interim vacancy shall be filled by appointment by the Secretary to the Faculty who shall designate the non-elected nominee with the greatest number of votes to fill the unexpired term. An additional vacancy shall be filled by the third finalist.

ARTICLE VIII. AMENDMENTS.

This Constitution may be amended by the members of the Senate. Notice of a proposed amendment must be accompanied by the signatures of ten elected members of the Senate and must be filed with the Secretary to the Faculty with a request that the agenda of the next Senate meeting, regular or special, include presentation of amendments. The Secretary will include in the announcement of the agenda either the text of the to-be-proposed amendment(s) or a summary of the revision of the amendment(s).

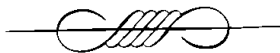
The proposed amendment, if then introduced at the meeting, is subject to debate and modification by majority vote. After opportunity for debate and modification, the resulting version, whether or not modified, of the proposed amendment will then be transmitted by the Secretary to the Faculty to the Advisory Council, which shall review the proposed amendment for proper form and numbering. The Advisory Council will return the proposed amendment to the Secretary to the Faculty prior to the next regular meeting of the Senate. At that meeting the presiding officer shall submit the amendment to the Senate for debate and consideration of final passage.

A two-thirds majority of those present and voting shall be required for passage of an amendment

to this Constitution. After this vote a mail vote of the entire Faculty may be requested by one-fourth of the members of the Senate present, and if this vote is taken, a two-thirds majority of returned ballots is necessary for passage.

All amendments to this Constitution adopted by the Senate without referral to the entire Faculty shall take effect after the Faculty has had an opportunity to exercise its rights to appeal Senate actions as set forth in Article V, Section 5.

THE PORTLAND STATE UNIVERSITY FACULTY SENATE



A. FUNCTIONS AND PROCEDURES OF THE FACULTY SENATE

Article V of the Faculty Constitution describes Senate membership, election procedures, organization, authority and functions (pages 7-9). Within certain limitations, the Senate is empowered to make rules governing its own internal organization and procedures. The following revised statement of “The Functions and Procedures of the Faculty Senate” was approved at the meeting of May 5, 1973:

Meetings

As required by the Portland State University Faculty Constitution, the Faculty Senate meets normally on the first Monday of each month during the academic year. All Faculty members may attend Senate meetings as visitors; Senators may request privilege of the floor for visitors at meetings. Special meetings during the academic year may be held at the call of the President of the University, the Senate Steering Committee, or upon written petition to the Secretary by any five members of the Senate. Summer meetings of the Senate may be called during the eight-week term by the Steering Committee, with at least two academic days notice being given Senators before each meeting.

Alternates

The Constitution requires that prior to the first Senate meeting each academic year elected members must provide the Secretary with the name of an alternate who will be empowered to represent the member on occasions of absence and who will have full privileges of membership under those conditions. Senators, to facilitate the holding of summer meetings, are expected also to submit names and addresses of summer alternates (as well as their own summer addresses) to the Secretary by June 10. A senator may change his or her alternate at any time by notifying the Secretary in writing.

Resignation

The Constitution requires that a senator who takes a leave of absence, or sabbatical leave for one

academic year or more, or is absent for more than three consecutive meetings must resign his or her Senate seat, which shall be filled in accordance with Article V., Section 2, Paragraph 5.

Presiding Officer

Upon delegation of authority by the President under Article V, Section 3, of the Faculty Constitution, the Senate shall elect each year at the last regular scheduled Senate meeting of spring term, a Presiding Officer who will chair all meetings of the Senate and its Steering Committee. The Presiding Officer is a member of the Senate at the time of service.

Following nominations by voice, election of the Presiding Officer shall be by secret ballot. If no candidate receives a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until one candidate receives a majority of the votes cast. The Chair of the Committee on Committees is an ex-officio member of the Steering Committee.

Presiding Officer Elect

The Presiding Officer Elect shall preside in the absence of the Presiding Officer at all meetings of the Senate and its Steering Committee and be elected according to the same procedures as the Presiding Officer.

Secretary

As provided in Article IV, Section k, 2, of the Faculty Constitution, the Secretary to the Faculty shall be ex-officio Secretary of the Senate.

Steering Committee

After the election of a Presiding Officer and a Presiding Officer Elect, the Senate shall elect two of its members each year to serve two-year terms, with the Presiding Officer, Presiding Officer Elect, Past Presiding Officer, and Secretary, as the Steering Committee of the Senate. Following nominations by voice, elections of the two additional members

of the Steering Committee shall be by secret ballot. If two candidates do not receive a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until four candidates receive a majority of the votes cast.

The Steering Committee shall meet prior to each scheduled meeting of the Senate. During the summer, the members of the Steering Committee who are on campus or in town will also be available to meet occasionally on Senate business. The Steering Committee shall expedite the work of the Senate by:

- a) Scheduling Senate action on committee work.
- b) Referring problems to appropriate committees and coordinating the work of the different committees.
- c) Assuring the Senate that agenda items submitted by Senate members and committees are properly prepared for Senate action.
- d) Initiating motions for Senate referral to committees, or, where appropriate, for direct Senate action.
- e) Making representation pursuant to Senate resolutions on educational matters and faculty interests to the State Board of Higher Education and other national, state and local government bodies. (In cases of urgency and in the absence of a Senate resolution on a policy matter at issue, the Steering Committee may make representations in the name of the Steering Committee.)

Agenda

The Constitution empowers the Senate to establish its own rules governing its agenda. The Senate has established the following rules for placing items on the agenda for regular meetings:

- a) By the Presiding Officer at his or her discretion. Ordinarily the Presiding Officer will not place matters on the agenda which should have been brought before the Senate through routine means. The Presiding Officer's prerogative in the matter is reserved for extraordinary circumstances which might require admission of unforeseeable matters to the agenda. It is not the normal function of the Presiding Officer to initiate Senate business or to relieve the Senate members from their obligations to present materials well in advance and after care-

ful consideration. Senate members must conform to agenda rules in order to avail the body's full membership of access to all details of proposals and motions sufficiently in advance to permit careful deliberation and consideration.

b) By notice of any member of the Senate in open meeting, providing that any two other members concur. This notice will appear in the minutes of the meeting which will be published by the Secretary.

c) By written notice of the chairperson of a faculty committee delivered to the Secretary by 12:00 noon seven calendar days after the prior Senate meeting, or after summer break, 14 calendar days before the meeting.

The agenda for special meetings will be published with the call for the meeting.

Except by a two thirds majority of the voting members present, motions may be made and votes taken only on those subjects listed on the agenda for the meeting.

In general, the Senate meeting agenda will be constituted with these elements:

- a) Roll
- b) Approval of Minutes of Preceding Meeting
- c) Announcements and Communications from the Floor
 - Discussion Item (optional)
- d) Unfinished Business
- e) New Business
- f) Question Period
 - 1) Questions for Administrators
 - 2) Questions from the Floor for the Chair
- g) Reports from Officers of Administration and Committees
- h) Adjournment

Senate Mailing

The full agenda of the Senate meetings will be distributed eight to ten working days before the meeting in order to give Senators a full week to study the documents and confer with their colleagues.

The full mailing goes to regular members and all ex officio members of the Senate. Electronic copies of the agenda and minutes are posted at www.pdx.edu/faculty-senate.

Question Period

The Senate has adopted the following rules for this portion of the question period involving adminis-

trators:

- a) Questions for administrators must be submitted to the Secretary to the Faculty by 12 noon on Monday one week preceding the Senate meeting.
- b) Questions should be designated for a particular administrator President, Vice President, Provost, or Dean who is responsible for the policy or action at issue. If the Senator drafting the question is uncertain to whom it should be directed, the Secretary will be available to help the Senator make that designation.
- c) Questions should be straightforward, with no more than one or two subparts. (Additional subparts can be taken up in oral supplementary questions.)
- d) Supplementary questions must be directly related to the original question. The Senator drafting the original questions will be given the first opportunity to ask a supplementary question. Equity and Robert's Rules, however, demand that other Senators have a chance to put supplementary questions before anyone has a second chance to do so.
- e) The question period in any one Senate session will be allotted one half hour on the agenda, with any additional time being at the discretion of the Presiding Officer.

Division Caucuses

When a division has an opening on the Committee on Committees, the division shall caucus to elect its representative(s). The meeting will be called by the outgoing representative on the Committee on Committees; if that person is no longer on campus, the meeting will be called by the Secretary to the Faculty. Normally, the caucus will take place after Senate election results are announced in May; however, when a mid term vacancy occurs, a caucus will be called at that time. A majority of all division Senators or their alternates shall constitute a quorum for the transaction of business. Within three days after the June Senate meeting, the Secretary to the Faculty shall be informed, in writing, of the Committee on Committees representative(s), along with the names of those present at the meeting.

B. SCHEDULE OF SENATE MEETINGS, 2011-12

Regular Senate meetings are normally scheduled in

53 CH at 3:00 p.m. on the first Monday of each month during the academic year. In addition, as the volume of business indicates, the Senate will continue the meetings on the second Monday. The dates are as follows:

- October 3 & 10, 2011
- November 7 and 14, 2011
- December 5 & 12, 2011
- January 9 & 17 (note date), 2012
- February 6 & 13, 2012
- March 5 & 12, 2012
- April 2 & 9, 2012
- May 7 & 14, 2012
- June 4 & 11, 2012

C. REPORTS AND PROPOSALS TO BE PRESENTED TO THE FACULTY SENATE

Persons wishing to bring matters before the Senate should contact the Presiding Officer or Secretary to request the items can be placed on the agenda. The agenda for meetings is finalized seven calendar days after the prior meeting, or, after summer break, on the Monday preceding the meeting by two weeks.

Reports and proposals are to be submitted in written form so that they can be included in the Senate mailing for the appropriate meeting. Final versions of all materials to be included in the Senate mailing must be in the office of the Secretary to the Faculty (MCB 650, ext. 5-4416), in electronic copies by the second Thursday after the prior Senate meeting. If the material is not received, the report or proposal will be eliminated from the agenda of the meeting.

Preparation of reports and proposals to be included in the Senate mailing are the responsibility of the chairperson of the committee and his or her department.

Persons making regular or special reports or proposals to the Senate must meet with the Senate Steering Committee during their regular meeting, seven calendar days after the prior Senate meeting, (or after summer break on the Monday preceding the meeting by two weeks). The Steering Committee normally meets at 3:00 p.m. in the President's Conference Room, CH 338.

D. SENATE MEETINGS AND COMMITTEE REPORTS SCHEDULE FOR 2011-12

COMMITTEE REPORTS	SENATE MEETING*	STEERING COMMITTEE MEETING**	WRITTEN ITEMS DUE FOR SENATE MAILING
None Scheduled:	October 3, 2011	September 19, 2011	September 23, 2011
Annual Report from: Advisory Committee on Acad. Information Technology Internationalization Council	November 7, 2011	October 10, 2011	October 13, 2011
Quarterly Report: Education Policies Committee	December 5, 2011	November 14, 2011	November 17, 2011
None Scheduled	January 9, 2012	December 12, 2011	December 15, 2011
Semi-Annual Report: Faculty Development Comm. Intercollegiate Athletics Board	February 6, 2012	January 17, 2012 (note date)	January 20, 2012
Quarterly Report: Educational Policies Committee	March 5, 2012	February 13, 2012	February 16, 2012
Annual Reports from: Academic Advising Council Institutional Assessment Council	April 2, 2012	March 12, 2012	March 15, 2012
Annual Reports from: Academic Requirements Comm. General Student Affairs Intercollegiate Athletics Board Honors Council Library Committee Scholastic Standards Committee Teacher Education Committee University Studies Council	May 7, 2012	April 9, 2012	April 12, 2012
Annual Reports from: Advisory Council Budget Committee Committee on Committees Educational Policies Committee Faculty Dev. Committee Graduate Council Undergraduate Curriculum Committee	June 4, 2012	May 14, 2012	May 17, 2012

June 11, 2012

*Senate Meetings are the first Monday of the month during the academic calendar in CH53 (3-5 p.m.)

**Steering Committee meetings are the second Monday of the month during the academic calendar in CH 336 (3-5 p.m.), unless otherwise noted.

FACULTY SENATE ROSTER

2011-12 OFFICERS AND SENATE STEERING COMMITTEE

Presiding Officer: Gwen Shusterman
 Presiding Officer Pro tem/Elect: Rob Daasch
 Secretary: Sarah E. Andrews-Collier
 Committee Members: Gerardo Lafferriere and Lisa Weasel (2013), Patricia Wetzel (Fortmillier) and Mark Jones (2012)
 Cindy Baccar, *ex officio* Chair, Committee on Committees

****2011-12 FACULTY SENATE (56)****

All Others (8) 2 above new count

†Baccar, Cynthia	ADM	2012
Hatfield, Lisa	DDPS	2012
Ketcheson, Kathi	OIRP	2012
Vance, Mary	CARC	2012
* Tarabocchia, JR (Thompson)	DOS	2012
*Flores, Greg (Ostlund)	CARC	2013
Harmon, Steven	OAA	2013
Jagodnik, Joan	ARR	2013
Ryder, Bill	ADM	2013
Sanchez, Rebecca	SBA	2013

Business Administration (3) 1 above new count

Raffo, David	SBA	2012
Brown, Darrell	SBA	2013
Johnson, Raymond	SBA	2013
<i>Pullman, Madeleine</i>	<i>SBA</i>	<i>2014</i>

Education (4)

†Caskey, Micki	ED	2012
Smith, Michael	ED	2012
Burk, Pat	ED	2013
<i>Rigelman, Nicole</i>	<i>ED</i>	<i>2014</i>

Engineering and Computer Science (5)

Daasch, W Robert	ECE	2012
Feng, Wu-Chang	CMPS	2013
Jones, Mark	CMPS	2013
†Maier, David	CMPS	2013
<i>Tretheway, Derek</i>	<i>ME</i>	<i>2014</i>

Fine and Performing Arts (3)

†Glaze, Debra	MUS	2012
Berrettini, Mark	TA	2013
<i>Magaldi, Karin</i>	<i>TA</i>	<i>2014</i>

Library (1)

†Paschild, Christine	LIB	2012
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Other Instructional (5)

Trimble, Anmarie	UNST	2012
†Flower, Michael	UNST	2013

College of Liberal Arts and Sciences (Total 23)

CLAS - Arts and Letters (9)

Arante, Jacqueline	ENG	2012
Danielson, Susan	ENG	2012
* _____ (Jacob)		2012
Wetzel, Patricia	WLL	2012
Agorsah, Kofi	BST	2013
†Kominz, Laurence	WLL	2013
Medovoi, Leerom	ENG	2013
<i>Greenstadt, Amy</i>	<i>ENG</i>	<i>2014</i>
<i>Jaen-Portillo, Isabel</i>	<i>WLL</i>	<i>2014</i>

CLAS - Science (7)

Cummings, Michael	GEOL	2012
†Latiolais, Paul	MTH	2012
O'Halloran, Joyce	MTH	2012
Elzanowski, Marek	MTH	2013
Palmiter, Jeanette	MTH	2013
Weasel, Lisa	BIO	2013
<i>Lafferriere, Gerardo</i>	<i>MTH</i>	<i>2014</i>

CLAS - Social Science (6) 2 above new count

Brower, Barbara	GEOG	2012
Butler, Virginia	ANTH	2012
†Schechter, Patricia	HST	2012
†Beyler, Richard	HST	2013
Farr, Grant	SOC	2013
Lang, William	HST	2013
Ott, John	HST	2013
<i>Liebman, Robert</i>	<i>SOC</i>	<i>2014</i>

Social Work (4) 2 below new count

Curry, Ann	SSW	2012
<i>Jivanjee, Pauline</i>	<i>SSW</i>	<i>2013</i>
_____		2014
_____		2014

Urban and Public Affairs (4) 1 above new count

Carder, Paula	IOA	2012
†Henning, Kris	JUST	2012
McBride, Leslie	CAE	2012
Dill, Jennifer	USP	2013
<i>Newsom, Jason</i>	<i>OIA</i>	<i>2014</i>

*Interim appointments

†Member of Committee on Committees

Ex officio Members of the Faculty Senate

Anderson, Tim	Chair, Educational Policies Committee
Andrews Collier, Sarah E.	Interinstitutional Faculty Senate (- Dec. 2011)
Aylmer, Françoise	Vice President for University Advancement
Baccar, Cindy	Chair, Committee on Committees
Balzer, Jackie	Vice President for Enrollment Management and Student Affairs
Brown, Darrell	Interinstitutional Faculty Senate (Jan. 2012-Dec. 2014)
Burgess, David	Chair, Intercollegiate Athletics Board
Chmelir, Lynn	Interim University Librarian
Davis, Lois	Special Assistant to the President
Dawson, Scott	Dean, School of Business Administration
De la Cruz, Emily	Chair, Teacher Education Committee
Everett, Margaret	Chair, Graduate Council
Fink, Jonathan	Vice President for Research and Strategic Partnerships
George, Linda	Advisory Council (2011-13)
George, Linda	Chair, Academic Requirements Committee
Hardesty, Rachel	Chair, Undergraduate Curriculum Committee
Hillman, Stanley	Chair, Budget Committee
Hines, Maude	Advisory Council (2011-13)
Hines, Maude	Interinstitutional Faculty Senate (-Dec. 2013)
Hitz, Randy	Dean, Graduate School of Education
Knight, Dick	Interim Dean, College of Liberal Arts and Sciences
Koch, Roy W.	Provost & Vice President for Academic Affairs
Koroloff, Nancy	Interim Dean, School of Social Work
Latz, Gil	Vice Provost for International Affairs
Mack, Carol	Vice Provost for Academic Personnel & Leadership Development
McBride, Leslie	Chair, Advisory Council (2010-2012)
Merrow, Kathleen	Chair, Library Committee
Miller, Michele	Chair, General Student Affairs Committee
Moeller, Mary	Assistant to the President for Government Relations
O'Banion, Liane	Chair, Scholastic Standards Committee
Ostlund, DeLys	Interim Dean of Graduate Studies
Rahmlow, Adam	ASPSU President
Rimai, Monica	Vice President for Finance & Administration
Reynolds, Kevin	Vice Provost for Academic Fiscal Strategies and Planning
Rose, Melody	Vice Provost for Academic Programs and Instruction
Rueter, John	Interinstitutional Faculty Senate (Jan. 2010 – Dec. 2012)
Ruth, Jennifer	Advisory Council (2010-2012)
Seppalainen, Tom	Chair, University Studies Council
Sestak, Barbara	Dean, School of Fine & Performing Arts
Su, Renjeng	Dean, Maseeh College of Engineering & Computer Science
Teuscher, Christof	Chair, Faculty Development Committee
Wallack, Lawrence	Dean, College of Urban & Public Affairs
Walton, Linda	Advisory Council (2011-2012)
Wiewel, Wim	President

Note: Pursuant to the Constitution of the Portland State University Faculty (Art. V, Sec. 1, 1) chairpersons of constitutional committees and representatives to the Interinstitutional Faculty Senate who are not serving as elected members shall serve as *ex officio* members of the Faculty Senate.

ALL-UNIVERSITY COMMITTEES AT PSU



Faculty Governance Committees at Portland State are established either by the Faculty Constitution or by administrative action. (See the Faculty Constitution, Section 4 of Article IV, for additional general information on Constitutional Committees.) This Guide includes both “constitutional” and “administrative” committees that are regular or standing committees. It does not include ad hoc committees which may be established from time to time to serve particular limited functions.

During academic years 1974-75 and 1987-88 the Constitution was amended so that the Committee on Committees takes responsibility for nominating or appointing members for all standing committees, that is, all committees included in the Guide unless specifically excepted. The Advisory Council nominates members for ad hoc committees (See Faculty Constitution, Article VI, Section 4).

As an aid to securing interested and appropriate nominees, the Faculty Committee Preference Survey is distributed annually to all faculty to enable them to indicate those committees on which they would like to serve. Nominations, made by the Committee on Committees, are reviewed by the Council of Academic Deans and the Executive Committee. Appointments are made by the President for one-year terms of service beginning September 15, unless otherwise indicated.

From time to time university committees may have special matters they wish to bring before the Faculty Senate. Also, all constitutional committees are required to make annual reports to that group. Procedures for inclusion on Faculty Senate agenda and annual reporting dates for committees are discussed on page 12. It should be noted that when written reports, whether special or annual, are to be made to the Senate, it is the responsibility of the committee chairperson to submit copies of the committee report to the Secretary to the Faculty for inclusion in the Senate mailings as well as to

arrange to meet with the members of the Senate Steering Committee prior to the Senate meeting.

GUIDELINES FOR CONSTITUTIONAL COMMITTEE

Guidelines for Constitutional Committees, adopted by the Faculty Senate on April 5, 1971, are as follows:

The following recommendations are intended to be general, helpful guidelines, whose application in each committee is to be broadened or narrowed or otherwise varied according to that committee’s particular needs and best judgment.

General Information

Committee Size: Small committees are preferable, since that tends to speed up the process, but for reasons of adequate representation, large ones can become necessary. Workloads, however, may make subcommittees desirable.

Chairperson: The chairperson’s chief function will be to bring out opinions by questioning, and then to develop a consensus statement. Formal votes need not be taken for every decision. The chairperson will ensure that the committee will establish working procedures, including agreement on a ‘quorum’ and selection of a secretary to draft the decision statements and the working preliminary, and final reports. These should be presented in the agenda in print, so they can be discussed, amended, polished, and approved. Work will be facilitated if the chairperson will see that the agenda include as many preliminary decision statements as possible in the form of working drafts. At his or her discretion, the chairperson may call meetings of voting members in executive session.

Secretary: The secretary will arrange meetings and schedule them at a time acceptable to all, if possible. He or she should notify all committee members of meetings. The minutes of each meeting should include a complete record of all decisions taken, not of the discussions and varied views expressed during the meeting. These minutes, agenda for future meetings, should be duplicated and dis-

tributed not only to committee members, but also to other persons and groups who may be interested in the decisions, which in many cases will include the dean of colleges and schools.

All Members: Committee members represent the colleges, the schools, the student body, and the Faculty in general as they participate in the decisions and actions of the constitutional committees.

Circumstances sometimes arise which make it impossible for a person to discharge his or her responsibilities as a member of his or her committee. For example, increased commitments cause a member to be regularly unable to attend meetings; this means that his and her area and his or her colleagues are unrepresented in that committee.

It is recommended, when a committee member finds himself or herself unable to serve effectively for any reason, that s/he consider resigning from that committee. Official resignation consists of written notice to the Office of the President and the Secretary to the Faculty.

Reports: The committee's reports, although typically written by the chairperson, should represent committee consensus and should be prepared in time to allow committee consideration. When there is a division of opinion, the report should indicate the lack of consensus. If there is a strong division of opinion, the report should make room for a minority opinion, or at least be prepared in time for the minority to present its report at the same time as the committee report.

ALL UNIVERSITY COMMITTEES

ACADEMIC
ADVISING
COUNCIL



An advisory committee established by administrative action in March, 2006.

ACADEMIC
APPEALS
BOARD



A hearing and appeals committee established by administrative action.

The **Academic Advising Council** promotes a positive and productive advising environment for advisors and students. Members will be responsible for reviewing the current status of advising and making recommendations on best practices regarding policies and processes related to academic advising campus-wide. Nominations for membership are made to the President by the Provost, in consultation with the Faculty. The council reports annually to the Provost and the Faculty Senate, and is scheduled to make its annual report to the Senate on April 2, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Dan Fortmiller, OSA

Faculty: Darrell Brown, SBA (2008-)
Marcia Fischer, ECS (2008-)
Kris Henning, CUPA
Christina Luther, IES (2009-)
Janet Putnam, SSW (2008-)
_____, FPA

Professional

Advisers: Melissa Leonard, LAS (2008-)
Linda Liu, DMSS
Robert Mercer, LAS (2008-)

Students (2): _____

Ex-Officio: Cindy Baccar, ARR
Mary Ann Barham, UASC
DeLys Ostlund, OGS
Hillary Paasch, NSP

The **Academic Appeals Board** hears appeals from students who claim to have received prejudiced or capricious academic evaluation and makes recommendations on cases to the Provost. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Ed Higgins, FPA (2007-)

Chair Elect: _____

Faculty: Andrew Flight, MTH (2008-)
Belinda Zeidler, SCH (2008-)
Tom Fisher, ENG (2011-)
Rosalyn Taylor, EEPS (2011-)
Erna Gelles, UPA
Janet Putnam, SSW

Students (3): _____

Consultant: Jackie Balzer, Vice President for Enrollment Management & Student Affairs

Contact: Michele Toppe, DOS (5-4422)

A two-page information sheet outlining the necessary information for inclusion in the student's letter (no form) is available in the Office of Student Affairs, 433 SMC.

ALL UNIVERSITY COMMITTEES

ACADEMIC
REQUIREMENTS
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4b.*



The **Academic Requirements Committee** is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Linda George, ESR (2011-)

Faculty (6): Jane Mercer, SCH (2008-)
Robert Mercer, LAS (2008-)
Wendy Stewart, LIB (2008-)
Becki Ingersoll, UASC (2011-)
Agnes Hoffman, ADM
Alan MacCormack, UNST

Students (2): _____

Mentor: _____

Consultants: Melody Rose, Vice Provost for
Academic Programs & Instruction
Becky Ingersoll, UASC

Contact: Forms and a one-page handout are
available at the Degree Requirements
window, Lobby, NH (5-3412)

ACADEMICALLY-CONTROLLED
AUXILLIARY ACTIVITIES
COMMITTEE

*An advisory committee established
by administrative action.*



The **Academically Controlled Auxiliary Activities Committee** recommends allocation from the fund for academically related departmental activities of direct benefit to students and faculty. The chairperson is a consultant to the Educational Activities Advisory Board. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Phillip Ratliff, LIB (2008-)

Faculty (4): Elise Granek, ESR (2008-)
Inger Olsen, LAS
Janet Hamilton, SBA

Staff (1): Mark Russell, AUX

Students (5): _____

Ex-officio: Jackie Balzer, Vice Provost for
Enrollment Management & Student
Affairs
J.R. Tarabocchia, Coordinator,
Commencement & Students Affairs
Outreach, DOS

ALL UNIVERSITY COMMITTEES

ADA/PHYSICAL
ACCESS COMMITTEE

An advisory committee established by administrative action and in association with legislative action ORS 352.015.



The PSU President's **ADA/Physical Access Committee** addresses the broad range of issues that affect individuals with disabilities (e.g. facilities, classroom accommodation, technology, parking, and safety). This is a standing committee composed of members from offices responsible for ensuring compliance with University policies related to individuals with disabilities and representatives from groups affected by the related policies.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: _____

Members: Pauline Livingston, Coord., Disability Serv. for Students, UASC (1999-)
Phyllis Petteys, Coord., ATC (1999-)
Mark Russell, AUX (2001-)
Robyn Pierce, Dir., FAC (2002-)
_____, Chief, CPSO
David Holloway, ENG (2004-)
Elaine Cohn, AFM (2007-)
Corey Ray, Int Dir of Res. Life (2007-)
Ann Gooley Mai, FAC (2007-)

Students (2): _____

ADVISORY COMMITTEE ON
ACADEMIC INFORMATION
TECHNOLOGIES

An advisory committee established by administrative action.



The **Advisory Committee on Academic Information Technologies** advises the Provost, the Vice President for Finance & Administration, and the Council of Academic Deans on the academic use of information technologies. Each year, the committee will receive a detailed charge from the Provost, Vice President for Finance & Administration and the Council of Academic Deans. A member of the Council of Academic Deans will chair the Committee and will provide regular reports to the Provost, Vice President for Finance and Administration, and the Council. Appointments are made by the Provost and the Vice President for Finance & Administration to represent the breadth of the academic units and programs of the institution. Terms are for one academic year.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Kevin Reynolds, OAA (2011-)

Members:
Dacian Daescu, MTH (2011-)
Wu-chi Feng, MCECS & OTREC (2011-)
Andrew Fountain, CLAS (GEOL) (2011-)
Leslie Hammer, CLAS (PSY) (2011-)
Peter Moeck, CLAS (PHY) (2011-)
Steve Reder, CLAS (LING) (2011-)
Heidi Herinckx, RRI
Theresa Kaimanu, CUPA
Rik Lemoncello, SPHR
Nathan Mealey, LIB
Dustin Morrow, FPA (TAF)
Vivek Shandas, CUPA

Student (1): _____

Ex-officio: Sharon Blanton, OIT
Will Garrick, RSP
Kam Pierce, RSP

Consultants: Kathi Ketcheson, Director, OIRP
Kristin Boden-MacKay, OMC

ALL UNIVERSITY COMMITTEES

ADVISORY
COUNCIL

*Established by Faculty Constitution,
Article VI.*



The **Advisory Council** to the President is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members elected by the faculty for a term of two academic years.

*Term, commencing June 1, 2011
indicated in parentheses.*

Chair: Leslie McBride (2010-12)

Faculty: Scott Burns (2010-12)
Linda Walton (2010-12)
Linda George (2011-13)
Maude Hines (2011-13)
Robert Mercer (2011-13)

BIO-SAFETY
COMMITTEE

*An advisory committee established
by administrative action.*



Nominations to the **Bio-Safety Committee** are made to the President by the Associate Vice Provost for Research & Sponsored Projects in accordance with federal guidelines.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Jason Podrabsky, BIO (2010-)

Faculty: Dirk Iwata-Reuyl, CHEM (1994-)
Justin Courcelle, BIO
Todd Rosentiel, BIO

Community: Sylvia Brenner
Bryan Profit

Ex-officio: Mark Sytsma, Associate Vice President
for Research

ORSP Rep: Cathleen Gal, Research Integrity
Coordinator

EHS Rep: Chuck Cooper, Environmental
Health & Safety
Consultant

ALL UNIVERSITY COMMITTEES

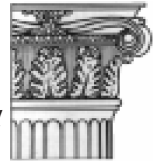
BUDGET COMMITTEE

Established by Faculty Constitution, Article IV, Section 4l.



CAMPUS ALCOHOL AND OTHER DRUGS POLICY COMMITTEE

An advisory committee established by administrative action.



The Budget Committee is scheduled to make its annual report to the Faculty Senate on June 4, 2012. The Chairperson of the Budget Committee serves on the Education Policy Committee.

Members to serve 2011-12 academic year prior service in parentheses

Chair: Stan Hillman, LAS SCI (BIO) (2009-)

Faculty (14): Steve Reder, LAS AL (LING) (2010-)

- Eva Nunez, LAS AL (WLL)
Marek Elzanowski, LAS SCI (MTH)
Robert Liebman, LAS SS (SOC)
Martha Works, LAS SS (GEOG)
Diane Yatchmenoff, SSW (2006-)
Cheryl Livneh, ED (CEED) (2007-)
Sukhwant Jhaj, OI (UNST) (2008-)
Ron Babcock, FPA (MUS)
Michael Bowman (LIB)
David Hansen, SBA
Agnes Hoffman, AO (ADM)
Jill Rissi, UPA
James Hook, ECS (CS)
Tim Anderson, Educational Policy Committee

Students (2):

- Consultants: Roy Koch, Provost
Kevin Reynolds, Vice Provost for Academic Fiscal Strategies and Planning
David Burgess, Research Associate, Institutional Research and Planning
Monica Rimai, Vice President for Finance & Administration
Michael Fung, Budget Director

The Campus Alcohol and Other Drug Policy Committee will review, develop, and recommend policy concerning Alcohol and Drugs at PSU. In addition, the committee will develop programs to assure the responsible and appropriate use of alcohol in the campus community. The committee is appointed by and reports to the President.

Members to serve 2011-12 academic year prior service in parentheses

Chair: Susan Captein, CAPS (2001-)

Faculty: Candyce Reynolds, ED (1992-)
Kimberly Glanville, UASC (2001-)
Mark Kaplan, PHE (2001-)

Staff:

Students (2):

Ex-Officio: Jackie Balzer, Vice President for Enrollment Management & Student Affairs
Michele Toppe, Dean of Students
Faculty Senate Steering Committee

ALL UNIVERSITY COMMITTEES

CAMPUS
SAFETY
COMMITTEE

An advisory committee established by legislative act, OAR 437, Division 40.



The **Campus Safety Committee** is responsible for recommendations to management regarding employee safety and health. The committee reviews the university loss record, investigates accidents, inspects university facilities for safety deficiencies and makes recommendations on corrective action to be taken. By law, this committee is made up of an equal number of management and employee representatives and meets on a monthly basis. The Chairperson and Secretary are selected by the committee members at the first meeting.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Bryant Haley, CPSO/EMU

Secretary: Susan Cyganiak, FAC

Faculty (AAUP): Jonathan Uto

Faculty (AFT): _____

Staff (SEIU): Eric Franklin, FPA (2008-)
Tom Bennett, CE
David Fetter, OIT
Lindsay Henderson, BIO

Administration: Sinnamon Tierney, RSP (2008-)
Darrel Hackworth, AUX (2011-)
Todd Bauch, SD
Tammy Hooper, HR

Student: _____

Consultant: Catherine LaTourette, Assoc. Vice
President, Human Resources
Chuck Cooper, Env. Health &
Safety Officer

Address: <http://www.safetycommittee.pdx.edu/>

CHEMICAL HYGIENE/
LABORATORY SAFETY
COMMITTEE

An advisory committee established by administrative action.



The **Chemical Hygiene/Laboratory Safety Committee** was established effective July 1, 2006. Appointments are made by the Provost.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Ben Perkins, GEOL (2006-)

Faculty: Xavier Oberlander, ART (2006-)
Yangdong Pan, ESR (2006-)
Steve Benight, CHEM (2009-)
Nicolas Meier, CHEM (2009-)
Gwynn Johnson, CE

Ex-officio: Mark Sytsma, Assoc. Vice President
for Research

EHS Rep: Chuck Cooper, Environmental
Health & Safety, FAC

ORSP Rep: Cathleen Gal, Compliance Specialist

ALL UNIVERSITY COMMITTEES

CHILD DEVELOPMENT
AND FAMILY SERVICES
ADVISORY BOARD

*An advisory committee established
by the HGCDC Charter Article VII.*



The **Child Development & Family Services Advisory Board** advises on policy matters related to the Center, such as guidelines on ethical standards for research on children, staffing, budgeting, parent fee schedules, etc. It is composed of four members of the PSU Faculty nominated by the Committee on Committees, one each from Education, Social Work, Psychology, and one at large. It also includes four members nominated by HGCDC parents and two members nominated by ASPSU, and one member from the community who has expertise in the area of child development. Appointments shall be made by the President. Members may be reappointed.

Members to serve a term of two academic years,
with alternating appointments.
Term indicated in parentheses.

Faculty: Ellen Skinner, PSY (2011-13)
Christine Chaille, ED (2011-13)
Jana Meinhold, SSW (2010-12)

Parents: _____(2009-11)
_____(2009-11)
_____(2010-12)
_____(2010-12)

Community: Gillian Brune, Director, Mentor
Graphics Child Development
Center

Students: _____(2010-12)
_____(2010-12)

Consultants:
Ellie Justice and Will Parnell, Co-Directors, Helen
Gordon Child Development Center
Lola Lawson, Coordinator, Student Parent Services
Kim Allen, Director, ASPSU Children's Center

COMMISSION
ON THE STATUS
OF WOMEN

*An advisory committee established
by administrative action in 1990.*



The **Commission on the Status of Women** was established by order of the PSU President in 1990 to reaffirm the University's commitment to an environment that supports and encourages full participation of women in all aspects of campus life. Nominations for faculty, staff, and student membership are made to the President by the Commission.

Members to serve a term of three academic years.
Members to serve 2011-12 academic year.

Co-Convenors: Patrice Hudson, CAE
Bridge Gorrow, WRC

Members: Emily Persico
Carol Gabrielli, ODE
Donna Harris, ALUM
Moriah McSharry-McGrath, Gr Stu.
Swapna Mukhopadhyay, ED
Zena Piccolo, WRC

Ex-officio: Elaine Cohn, AFM

 ALL UNIVERSITY COMMITTEES

 COMMITTEE
ON
COMMITTEES

*Established by Faculty Constitution, Article IV,
Section 4, Subsection 1 and subsection 4a.*



The **Committee on Committees** is scheduled to make its annual report to the Faculty Senate on June 4, 2012. The Chairperson of the Committee on Committees serves as a member of the Faculty Senate Steering Committee.

Members elected for a term of two academic years by divisional caucus at the June Faculty Senate meeting.

Term indicated in parentheses.

Chair: Cindy Baccar, AO (ARR) (2010-12)

Faculty:

Paul Latiolais, LAS SCI (MTH) (2011-13)

Joyce O'Halloran, LAS SCI (2010-12)

Richard Byler, LAS SS (2011-13)

Patricia Schechter, LAS SS (2010-12)

Kofi Agorsah, LAS AL (BST) (2011-13)

Laurence Kominz, LAS AL (2010-12)

Debra Glaze, FPA (MUS) (2010-12)

Christine Paschild, LIB (2011-13)

David Maier, ECS (CMPS) (2011-12)

Ann Curry Stevens, SSW (2011-12)

David Raffo, SBA (2010-12)

Miki Caskey, ED (2010-12)

Kris Henning, UPA (2010-12)

Michael Flower, OI (HON)

 DEADLINE
APPEALS
BOARD

*A hearing and appeals committee established by
administrative action.*



The **Deadline Appeals Board** reviews and rules on petitions by students seeking relief from published deadlines. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Darcy Kramer, DRC (2008-)

Faculty (5): John Caughman, MTH (2008-)

Becky Sanchez, SBA (2008-)

Paula Harris, OSA (2009-)

Debra Linberg, UPA

April Turner, OSA

Heather Petzold, UNST

Staff: Veda Kindle, RO (2006-)

Contact: Information and forms are available at
Registration, Lobby, NH 5-3412

ALL UNIVERSITY COMMITTEES

EDUCATIONAL
ACTIVITIES SPEAKERS
PROGRAM BOARD

*An advisory committee established
by administrative action.*



The **Educational Activities Speakers Program Board** shall select and produce speakers of broad appeal to the University students, faculty and staff to provide entertainment as well as cultural and academic enrichment. Nominations for three faculty members shall be made to the President by the Committee on Committees. Nominations for three student members shall be made by the Dean of Students to the President. The Student Chairperson is selected by committee members at the first meeting.

Members to serve a term of two academic years.
term indicated in parentheses.

Faculty (3) Donald Duncan, ECS (2010-12)
Jacqueline Temple, ED (2010-12)
Mary Vance, CARD (2011-13)

Students (3): _____

Ex-officio: Shannon Timm, Advisor, Student
Activities and Leadership Program

EDUCATIONAL
POLICY
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4m.*



The **Educational Policy Committee** is scheduled to make a report to the Faculty Senate once each term; December 5, March 5, and June 4. The Chairperson of the Educational Policy Committee serves on the Budget Committee.

Members to serve 2011-12 academic year
term indicated in parentheses.

Chair: Tim Anderson, ECS (2009-)

Chair elect: _____

Faculty (15): Christine Hulbe, LAS SCI (2011-)
John Rueter, LAS SCI (ESR)
Richard Beyler, LAS SS (HST)
ChiaYin Hsu, LAS SS (2011-)
Amy Greenstadt, LAS AL (ENG)
Robert Gould, LAS AL (CR)
Gary Brodowicz, UPA (SCH) (2009-)
J.R. Estes, OI (UNST) (2011)
Steve Harmon, AO (OAA) (2011-)
Joan Petit, LIB (2011-)
Candyce Reynolds, ED (2011-)
Richard Wattenberg, FPA (TAF)
_____, SSW
Jennifer Loney, SBA
Stan Hillman, Chair, Budget
Committee

Staff: Maria Eldred, HR

Graduate Student: _____

Undergraduate
Student: _____

Consultants: Roy W. Koch, Provost
Monica Rimai, Vice President for Finance
and Administration
Kathi Ketcheson, Director, Institutional
Research and Planning

ALL UNIVERSITY COMMITTEES

FACULTY
DEVELOPMENT
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4g.*



The **Faculty Development Committee** reviews proposals and makes recommendations to the Provost on awards to faculty, including those of the Research and Scholarship and Institutional Career Support-Peer Review Programs. The Faculty Development Committee is scheduled to make a report to the Faculty Senate at least twice yearly: February 6, 2012 and June 4, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Christof Teuscher, ECS (2009-)

Faculty:

Heejun Chang, LAS SS(GEOG) (2011-)

Virginia Butler, LAS SS (ANTH) (2011-)

Leslie Rill, LAS AL (2011-)

Amy Donaldson, LAS AL

Catherine de Rivera, LAS SCI

Jim Pankow, LAS SCI

Mary Kristin Kern, LIB (2009-)

Tom Bielavitz, LIB

Laura Nissen, SSW (2008-)

Leslie MacBride, AO (CAE) (2009-)

Theresa Kaimanu, UPA (2011-)

Christopher Borgmeier, ED

Evguenia Davidova, OI

Barbara Heilmair, FPA (ART)

Charla Mathwick, SBA

Consultant: Roy W. Koch, Provost

GENERAL
STUDENT AFFAIRS
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4k.*



The **General Student Affairs Committee** is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Michelle Miller, LAS (2010-)

Faculty: Ethan Johnson, BST (2008-)
Emily Salisbury, UPA (2009-)
Candyce Reynolds, ED (2011-)
Karen Popp, OGS

Students (5): _____

Consultants: Jackie Balzer, Vice President for
Enrollment Management & Student
Affairs

Michele Toppe, Dean of Students

ALL UNIVERSITY COMMITTEES

GRADUATE COUNCIL

Established by Faculty Constitution, Article IV, Section 4j.



The Graduate Council is scheduled to make its annual report to the Faculty Senate on June 4, 2012.

Members to serve 2011-12 academic year
Prior service in parentheses

Chair: Margaret Everett, LAS SS (SOC)

- Faculty (15): Robert Gould, LAS (CR) (2009-)
Gerardo Lafferriere, LAS SCI (MTH)
John Rueter, LAS SCI (ESM)
_____, LAS SS
Gerard Mildner, SBA (2007-)
Sarah Beasley, LIB (2009-)
Candyce Reynolds, ED (2009-)
James Morris, ECS (CS) (2011-)
Mark Berrettini, FPA (TAF)
Michael Flower, OI
Jody Sundt, UPA
Paula Harris, AO
Jim Nash, SSW

Graduate Students (2): _____

- Consultants: DeLys Ostlund, Interim Dean, Graduate Studies.
Steve Harmon, Office of Academic Affairs
Courtney Hanson, Graduate Studies

GRADUATION PROGRAM BOARD

A policy and advisory committee established by administrative action.



The Graduation Program Board advises the President, Provost, and the Commencement Coordinator with respect to policy and planning for University graduation ceremonies.

Members to serve a term of three calendar years. Term indicated in parentheses.

Chair: Alan Cabelly (2008-11)

- Faculty: Regina Arellano, UASC (2009-12)
Carla Mortensen, LING (2009-12)
Gerald Recktenwald, ECS (2009-12)
Sherril Gelmon, CUPA (2011-14)
Mara Tableman, MTH (2011-14)
Becki Ingersoll, UASC (2011-14)

Community: Keri McMurray, PSU Alumna

Students (2): _____

- Consultants: Jackie Balzer, Vice President for Enrollment Mangement & Student Affairs
J.R. Tarabocchia, Coordinator of Commencement
Angela Garbarino, Asst. Dir. for Degree Requirements & Veterans Certification
Kerri Griesbeck, University Communications, Marketing Communications Lead
Amy Ross, Executive Assistant to the President
Adam Smith, Alumni Assoc. Membership Marketing Coordinator
Dan Valles, Student Affairs Chief Fiscal Officer

ALL UNIVERSITY COMMITTEES

HONORS
COUNCIL

*Established by Faculty Constitution, Article IV,
Section 4.0*



The **Honors Council** is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year

Chair: Tom Luckett, LAS SS (HST) (2011-)

Faculty:

Dean Atkinson LAS SCI (CH) (2011-)
 Michael Bartlett, LAS SCI (BI) (2011-)
 Joshua Frost, LAS AL (PHL) (2011-)
 Jonathan Walker, LAS AL (ENG) (2011-)
 John Ott, LAS SS (HST) (2011-)
 Barbara Heilmair, FPA (MUS) (2011-)
 Haley Holmes, AO (SBA) (2011-)
 Gwynn Johnson, ECS (CE) (2011-)
 Betsy Natter, OI (UNST) (2011-)
 Melody Valdini, CUPA (PS) (2011-)
 William York, (HON) (2011-)
 Ben Anderson-Nathe, SSW (CFS)
 Susan Halverson-Westerberg, ED
 _____, LIB
 _____, SBA

Consultants (ex officio):

Ann Marie Fallon, Director, Honors Program
 _____, UNST Council
 Melody Rose, Vice Provost for Academic Programs
 and Instruction

HUMAN SUBJECTS
RESEARCH REVIEW
COMMITTEE

*An advisory committee established
by administrative action.*



The **Human Subjects Research Review Committee** provides independent determinations on methods, risks, benefits and rights involved in research involving human subjects. Nominations are made to the President by the Associate Vice Provost for Research and Sponsored Projects in accordance with U.S. Dept. of Health & Human Services guidelines for the Protection of Human Subjects.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Mary Oschwald, RRI (2007-),
 Chair IRB #1
 Todd Bodner, PSY (2006-),
 Chair IRB #2

Faculty: Brian Renauer, UPA (2001-)
 Matthew Carlson, SOC (2006-)
 Margaret Neal, IOA (2006-)
 Sherril Gelmon, PA, (2005-)
 Nancy Koroloff, RRI (2005-)
 Lisa Aasheim, ED (2009-)
 Melissa Thompson, SOC (2010-)
 Amanda Smith-Byron, CR (2009-)
 Karen Cellarius, RRI (2011-)
 Christina Gildersleeve-Neumann,
 SPHR (2011-)
 Gayle Thieman, ED (2011-)
 Neal Wallace, PA (2011-)
 Liu-Qin Yang, PSY (2011-)

Community:

Gregg Lowe, Attorney At Law (2001-)
 Thomas O'Connor, Oregon Dept. of Corrections;
 Relig. Services and Advocacy (2001-)
 Charlene Rhyne, Mult. Co. Dept. of Community
 Justice (2005)

ORSP Rep: Cathleen Gal, Compliance Specialist,
 ORSP

ALL UNIVERSITY COMMITTEES

INSTITUTIONAL
ANIMAL CARE AND
USE COMMITTEE
*An advisory committee established
by administrative action.*



INSTITUTIONAL
ASSESSMENT
COUNCIL
*An advisory committee established
by administrative action in October 2006.*



The **Institutional Animal Care And Use Committee** sets standards for care of animals in research according to guidelines established by the U.S. Dept. of Agriculture and the U.S. Dept. of Health and Human Services, Office for the Protection from Research Risks. Nominations for membership are made to the President by the Associate Vice Provost for Research and Sponsored Projects in accordance with Department of Agriculture requirements.

For current membership, please contact Cathleen Gal, ORSP.

The **Institutional Assessment Council** will promote and oversee the continued implementation of assessment across the campus, working closely with three offices: Instructional and Undergraduate Studies, Institutional Research and Planning, and the Center for Academic Excellence. It will assist academic departments with assessment planning and implementation that reflects student learning at the program, department and institutional level. The chair is elected by the committee. The council reports annually to the Provost and the Faculty Senate, and is scheduled to make its annual report on April 2, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: _____

Faculty: Thomas Bielavitz, LIB (2008-)
Rowanna Carpenter, UNST (2008-)
William Fischer, LAS (WLL) (2008-)
Daniel Sullivan, LAS (SOC) (2011-)
Paul Van Halen, ECE (2011-)
Ellen West, SBA (2011-)
Rudy Barton, FPA
Liza Finkel, ED
Bruce Gilley, PS
Aimee Shattuck, SA
Maria Talbott, SSW

Student (1): _____

Ex officio: Melody Rose, Vice Provost for
Acad. Programs & Instruction
Leslie McBride, Director, Teaching and
Learning, CAE
Dan Fortmiller, Student Affairs
Kathi Ketcheson, Institutional
Research and Planning
DeLys Ostlund, Office of Graduate
Studies

ALL UNIVERSITY COMMITTEES

INTERCOLLEGIATE
ATHLETICS
BOARD
*Established by Faculty Constitution,
Article IV, Section 4e.*



The **Intercollegiate Athletics Board** is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: David Burgess, OIRP (2009-)

Faculty: Melissa Trifletti, ADM (2008-)
Toeutu Faaleava, OAA
Michelle Toppe, OSA
Cornel Pewewardy, INS

Community: Jim Mustard, Standard Insurance Co.

Students (3): _____

Ex-officio: Monica Rimai, Vice President for
Finance & Administration
Torre Chisholm, Director of Athletics
Robert Lockwood, PSU Faculty
Athletics Representative to NCAA

INTERNATIONALIZATION
COUNCIL

*An advisory committee established by
administrative action in April 2008.*



The **Internationalization Council (IC)** provides guidance for the development of a learning environment in which all students are prepared for global citizenship, whether via the curriculum, study abroad, contact with international students and/or faculty, or by other means. The Council will consist of eight ranked faculty members (one from each school/college and an eighth from WLL), student representatives, and named consultants. Faculty will serve three-year terms and will be named by the Provost. The Council shall elect a chair from amongst its members.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Vivek Shandas, UPA (2008-11)

Faculty: Duncan Carter, LAS (LAS) (2007-10)
Marcus Ingle, UPA (PA-ELI) (2007-10)
Jennifer Perlmutter, WLL (2007-10)
Susan Chan, FPA (MUS) (2007-10)
Gina Greco, WLL (2008-11)
Sarah Andrews-Collier, FPA (2008-11)
Ann Marie Fallon, HON (2008-11)
Samuel Henry, ED (2008-11)
James Nash, SSW (2008-11)
Sully Taylor, SBA (2008-11)
Cliff Allen, SBA
Jackie Balzer, OSA
Grant Farr, LAS
Marcia Fisher, ECS
Agnes Hoffman, OSA
Bowen McBeath, SSW
Patricia Wetzal, WLL
Robert Sanders, WLL

UG Student (2): _____

Grad Student (2): _____

OIA: Gil Latz, Vice Provost for International
Affairs
Judy Van Dyck, OIA

Admissions: Paula Harris
IELP: Sean Wilson

ALL UNIVERSITY COMMITTEES

LIBRARY
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4f.*



The **Library Committee** meets monthly. A major portion of its work takes place during the summer on alternate years (i.e. 2009, 2011, etc.) following the passage of the biennial budget by the State Legislature. The faculty membership represents at least two each from Arts & Humanities, Science & Engineering, and Social Science. The Library Committee is scheduled to give its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Kathleen Merrow, HON (2007-)

Faculty (5): Jack Corbett, UPA (2009-)
Richard Beyler, HST (2011-)
Elizabeth Aimer, SBA
Susan Chan, MUS
Susan Masta, BIO
_____, ECS

Students (2): _____

Consultants: University Librarian

PUBLICATIONS
BOARD

*A policy committee established by administrative
action, and governed by Charter (rev. January
1998)*



The **Publications Board** establishes fiscal and editorial guidelines for all student publications, appoints all key personnel and reviews their performance. The Board consists of five tenured faculty members, five students, a classified staff member, and a community representative with journalistic credentials. The Vice Provost for Academic Affairs is an ex-officio member. Student members cannot to be affiliated with student publications, and only one student member may be an appointed or elected member of student government. Nominations for PSU faculty membership are made to the President by the Committee on Committees, and student members are nominated through a student government process.

Members serve terms of two academic years,
and may be reappointed.
Term indicated in parentheses.

Chair: Robert Shunk, AO

Faculty (4): Tugrel Daim, ECS (2009-11)
Jennifer Delos Reyes, ART (2011-12)
Abbey Gaterud, ENG
Aimee Shattuck, OSA

Staff: Amyl Freeberg, ENG (2009-)

Community: Susan Nielsen, *The Oregonian*

Students (5): _____

Ex-officio: Jackie Balzer, Vice President for
Enrollment Management & Student
Affairs

Consultants: Judson Randall, Advisor to Student
Publications
Virginia Vickery, *Vanguard* Editor
Jacqueline Treiber, *The Review* Editor
Christy Zilka, Graphic Design Center
Manager
Brett Campbell, *Rearguard* Editor
Jonathan Miles, *The Spectator* Editor
Doug Friend, KPSU Station Manager
Joel Eisenhower, *Pathos Literary
Magazine* Ed.

ALL UNIVERSITY COMMITTEES

RADIATION
SAFETY
COMMITTEE

An advisory committee established by administrative action.



The **Radiation Safety Committee** sets policies and procedures for procurement, handling and storage of radioactive materials on campus. The Associate Vice Provost for Research & Sponsored Projects makes nominations to the President in accordance with federal guidelines.

Members to serve 2011 calendar year
prior service in parentheses

Chair: Michael Bartlett, BIO (2005-)

Faculty: Jonathan Abramson, PHY (1995-)
Andrea Goforth, CHEM (2009-)
Rick Hugo, GEOL (2009-)
Kathy Samson, SHAC (2009-)

Community: _____

Ex officio: Mark Sytsma, Assoc. Vice President for
Research

EHSR Rep: Chuck Cooper

OSRP Rep: Cathleen Gal, Compliance Specialist

SCHOLASTIC
STANDARDS
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4c.*



The **Scholastic Standards Committee** is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Liane O'Banion, LC

Faculty: Jen Dahlin, SHAC (2008-)
Haley Holmes, SBA (2008-)
Shoshana Zeisman, UASC (2008-)
Casey Campbell, PSY
Paula Harris, OIA
Linda Liu, SSS
Jonathan Pease, WLL
Jane Mercer, UPA
Natan Meir, HST

Students (2): _____

Consultants: Melody Rose, Vice Provost for
Acad. Programs & Instruction
_____, Registration and Records
Mary Ann Barham, UASC
_____, OGSR

Contact: Information and forms are available at
Registration, Lobby, NH 5-3435

ALL UNIVERSITY COMMITTEES

SMITH MEMORIAL UNION
ADVISORY BOARD

*An advisory board established
by administrative action.*



The **SMU Advisory Board** reviews Smith Memorial Student Union operations and develops policies pertaining to the use of Smith Memorial Student Union by the University community. Students may serve a maximum of two terms. Nominations for faculty membership are made to the President by the Committee on Committees.

Faculty and staff to serve a term of two academic years, students to serve a term of one academic year.

Term indicated in parentheses.

Faculty: Christine Meadows, MUS (2010-12)
Sarah Newlands, (UNST) (2011-13)

Staff: Alex Accetta, CREC
Cat McGraw, SA

Students (5): _____

Consultants: Brian Hustoles, Assoc. Director,
Auxiliary Services
Mark Russell, SMU
Sara Duerr, ASA
Aimee Shattuck, SALP

STUDENT
CONDUCT
COMMITTEE

An advisory committee established by Administrative Rules (OAR, Chap. 577, Div. 31)



The Office of Student Affairs (OSA) is responsible for acting on reports of student misconduct as described in the Portland State University Student Conduct Code. If an informal review by the OSA judicial officer confirms that a code violation has occurred, a formal charge may be issued to a student. Students who receive a formal charge have the right to a hearing before the **Student Conduct Committee**. The Vice Provost/Dean of Students' decision is final. Nominations for faculty membership are made to the President by the Committee on Committees and appointment of the Chair is made by the President. Service commences fall quarter of each academic year.

Committee members serve staggered terms of two years from the date of appointment or until their successors are appointed.

Term indicated in parentheses.

Chair: Deb Smith-Arthur, UNST (2011-13)

Faculty: Debra Clemens, OIA (2010-12)
Melanie Dixon, EEOP (2011-13)
Carla Riedlinger, SA (2011-13)
Chris Hart, ARR (2011-13)
Susan Flores, SALP (2011-13)
Jamie Ross, WS (2011-13)

Faculty Alternate: _____

Students (2): _____

Student Alternates: _____

Ex-Officio: _____, Asst. Dean of Students

Contact: _____,

ALL UNIVERSITY COMMITTEES

TEACHER
EDUCATION
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4h.*

TRAFFIC
APPEALS
BOARD

*A hearing and appeals committee established by
administrative action.*



The **Teacher Education Committee** is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Emily De la Cruz, ED (CI)

Faculty: Claudia Meyer, SPHR
William Fischer, WLL (1999-)
Jane Mercer, SCH (2000-)
Debra Glaze, MUS (2004-)
Jeanette Palmiter, MTH (2006-)
James Bickford, SPED (2009-)
Karin Magaldi, TA (2009-)
Amy Steel, ART (2009-)
Teresa Bulman, LAS SS (2009-)
Michael Cummings, LAS SCI (2009-)
Jane Mercer, SCH
Jana Meinhold, CFS (2011-)
Maude Hines, ENG (2010-)
Lisa Aasheim, ED CE
Deborah Peterson, ED ELP
Darrell Brown, SBA
_____, ECS

Students (2): _____

Ex officio: Randy Hitz, Dean, Graduate School of
Education
Steve Isaacson, Associate Dean, School
Education (committee secretary)
Sarah Beasley, Education Librarian

The PSU **Traffic Appeals Board** is responsible for ruling on petitions for waiver of tickets and fines imposed under Portland State University Parking and Traffic Regulations. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2011-12 fiscal year
prior service in parentheses

Chair: Danielle McGurrin, UPA (2009-)

Faculty: Janet Hamilton, SBA (2011-)
Erik Sanchez, PHY (2011-)
Joyce O'Halloran, MTH (2011-)
Heejun Chang, GEOG
Jian Wang, LIB

Staff: Bill Ryder, OSA

Students (2): _____

Ex-officio: Mike Soto, CPSO
Dan Zalkow, PARK

ALL UNIVERSITY COMMITTEES

UNDERGRADUATE
CURRICULUM
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4d.*



UNIVERSITY
HIV
COMMITTEE

*An advisory committee established
by PSU Administrative Rules.*



The **Undergraduate Curriculum Committee** is scheduled to make its annual report to the Faculty Senate on June 4, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Rachel Hardesty, LAS AL (2011-)

Faculty: Drake Mitchell, LAS SCI (2010-)
Jeanette Palmiter, LAS SCI (MTH)
Tom Potiowsky, LAS SS (ECON)
Darrell Brown, SBA (2008-)
Hormoz Zareh, ECS (ECE)
Joan Jagodnik, AO (ARR) (2010-)
Ann Knepler, OI (UNST)
Deb Kaufman, UPA
Linda Absher, LIB
Wynn Kiyama, FPA (MUS)
Robert Sanders, LAS AL (WLL)
Jean Henscheid, ED
Sam Gioia, SSW

Students (2): Whitney Jacobson

Consultants: Melody Rose, Vice Provost for
Acad. Programs & Instruction
Steve Harmon, Office of
Academic Affairs
Cindy Baccar, Admissions, Records
& Registration

The **University HIV Committee** shall establish guidelines for ensuring appropriate institutional response to HIV infection on campus. It shall review, update, and revise the HIV policy in conjunction with appropriate offices and personnel on a yearly basis. It shall also be responsible for development and recommendation of other policy and procedures related to HIV infection and other blood borne pathogens. The committee shall review the results of these and make recommendations for administrative action to the President on a yearly basis. The committee is appointed by and reports to the President.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Kerth O'Brien, PSY (1996-)

Faculty: James Wallis, PHE (1996-)
Kevin Corcoran, SSW (1998-)
Ron Talarico, RRI (2008-)

Staff: Chuck Cooper, FAC (1993-)

Students (2): _____

Community: Gay Monteverde, Multnomah
County Health Dept.
Christianne Gibbs, Oregon Health
Div.

Ex officio: Jackie Balzer, Vice President for Enrollment Management and Student Affairs

 ALL UNIVERSITY COMMITTEES

 UNIVERSITY
 STUDIES
 COUNCIL

*Established by Faculty Constitution,
 Article IV, Section 4n.*



The **University Studies Council** is scheduled to make its annual report to the Faculty Senate on May 7, 2012.

Members to serve 2011-12 academic year
prior service in parentheses

Chair: Tom Seppalainen, LAS AL (PHL)
 (2008-)

Faculty: Annabelle Dolidon, LAS AL (ENG)
 Alex Ruzicka, LAS SCI (2011-)
 Rachel Webb, LAS SCI (MTH)
 _____, LAS SS
 _____, LAS SS
 Harrell Fletcher, FPA, (ART) (2008-)
 Bob Schroeder, LIB (2008-)
 Michael Taylor, SSW (CFS) (2008-)
 Tim Sheard, ECS (2009-) SAB
 Yves Labissiere, UPA (PA) (2009-)
 Anmarie Trimble, UNST (2009-)
 Neil Ramiller, SBA (2011-)
 Stephanie Stokamer, ED (2011-)
 Martha Dyson, AO (2011-)
 Wayne Wakeland, OI (SYSC)
 Ron Narode, ED (CI)

Students (2): _____

Ex officio: Melody Rose, Vice Provost for
 Acad. Programs & Instruction
 Sukhwant Jhaj, Director, UNST

THE INTERINSTITUTIONAL FACULTY SENATE



A. THE CONSTITUTION OF THE INTERINSTITUTIONAL FACULTY SENATE OF THE OREGON UNIVERSITY SYSTEM.

ARTICLE I

Section 1. Purpose.

(a) It shall be the purpose of the Interinstitutional Faculty Senate of the Oregon University System to serve as a voice of the faculties of the institutions of the Oregon University System in matters of systemwide concern; to consider statewide policies and to make recommendations thereon; and to endeavor to strengthen the participation of faculties in the governance of the various institutions, through representatives of their own choosing.

(b) The Interinstitutional Faculty Senate of the Oregon University System shall have no authority over those matters delegated to the faculties of the individual institutions, and nothing in this constitution shall be construed to impair the right of these faculties to communicate through appropriate channels with the Chancellor and the Oregon State Board of Higher Education.

ARTICLE II

Section 1. Membership.

(a) Membership of the Interinstitutional Faculty Senate shall consist of 3 (three) representatives each from the University of Oregon, Oregon State University, Portland State University, and Oregon Health Sciences University, and 2 (two) representatives each from Western Oregon University, Southern Oregon University, Oregon Institute of Technology, and Eastern Oregon University.

(b) In order to enhance continuity, Ex-Presidents of the Interinstitutional Faculty Senate shall be eligible to attend and participate in the meetings for one year after the end of their service with the exception

that they shall not have a vote.

Section 2. Eligibility to Vote for Representatives.

All members of the voting faculty at each institution shall be eligible to vote for representatives to serve on the Interinstitutional Faculty Senate. The term voting faculty shall be defined by the faculty at each institution. The voting faculty of an institution may delegate selection of their Interinstitutional Faculty Senate representatives to their faculty governance body.

Section 3. Eligibility to Serve as Representative:

Only those persons eligible to vote for representatives shall be eligible to serve as representatives. The faculty of an institution may establish additional requirements for eligibility to serve as representatives for that institution.

Section 4. Elections

Representatives shall be elected at each institution in a manner to be determined by the faculty of the institution. Representatives shall take office on January 1. Alternates shall be selected at each institution in a manner to be determined by the faculty of the institution.

Section 5. Terms of Office.

Representatives shall normally serve a term of 3 (three) years. The Interinstitutional Faculty Senate, at its initial meeting, shall establish by appropriate procedures the length of terms of its members in such fashion that one-third of the members shall be elected each year.

Section 6. Recall of Representatives.

A representative of an institution may be recalled by the constituency which elected him/her, under procedures established by the faculty of the institution.

ARTICLE III

Section 1. Officers.

There shall be a president of the Interinstitutional Faculty Senate and such other officers as shall be specified in the By-Laws.

Section 2. Duties of Officers.

The time and manner of election, the length of

terms and the duties and responsibilities of officers shall be specified in the By-Laws.

ARTICLE IV

Section 1. Meetings.

The Senate shall meet at least once per quarter during the academic year.

Section 2. Voting.

A quorum shall consist of a majority of the membership. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

ARTICLE V

Section 1. Referendum

Any recommendation adopted by the Interinstitutional Faculty Senate shall be referred to the faculties of the individual institutions of the Oregon University System when resolutions requesting such a referendum are adopted by the senates of at least one-third of the institutions, or when 40% (forty percent) of the membership of the Interinstitutional Faculty Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the total votes cast in a systemwide referendum and majority of the votes cast at each of a majority of the institutions.

ARTICLE VI

In order to provide adequate communication with the faculties of the several institutions, the Interinstitutional Faculty Senate shall circulate to the faculty governance body and to the chief executive officer of each institution and to the Chancellor of the Oregon State System of Higher Education, the agenda and minutes of each of its meetings.

ARTICLE VII

Section 1. By-Laws.

The Interinstitutional Faculty Senate shall adopt By-Laws consistent with the constitution, provide for committees, and establish its own rules of procedure.

Section 2. Rules of Order.

Unless otherwise provided in this constitution or in the By-Laws, the rules contained in Robert's Rules of Order, Revised, shall govern the proceedings at and the conduct of the meetings of the Interinstitutional Faculty Senate and its committees.

ARTICLE VIII

Section 1. Proposal of Amendments.

Amendments to this constitution shall be proposed either by a resolution adopted by the faculty governance bodies of at least one-third of the several institutions represented, or by a majority of those present and voting at a meeting of the Interinstitutional Faculty Senate.

Section 2. Adoption of Amendments.

Adoption of proposed amendments shall require a two-thirds majority vote of the Interinstitutional Faculty Senate members present and voting at the first regular meeting following proposal of the amendment. Adoption may be subject to the referendum procedures specified in Article V, Section 1 of this constitution.

ARTICLE IX

Section 1. Ratification.

This constitution shall take effect when it has been ratified by a majority of the total votes cast by the faculties of the institutions specified in Article 11, Section I of this constitution, and by a majority of the votes cast at each of a majority of those institutions.

ARTICLE X

Section 1. Additions to Membership.

Upon ratification of this constitution, faculty of another autonomous educational institution within the Oregon University System and upon acceptance by the Interinstitutional Faculty Senate, that faculty shall become eligible to elect representatives to the Interinstitutional Faculty Senate. The number of these representatives shall be determined by the Interinstitutional Faculty Senate.

B. PORTLAND STATE UNIVERSITY INTERINSTITUTIONAL FACULTY SENATE REPRESENTATIVES

The following have been elected to serve three year

PORTLAND STATE UNIVERSITY

terms under the provisions of Article VII of the
Portland State University Faculty Constitution:

Sarah Andrews-Collier, TA (to Jan. 2012)
John Rueter, ESM (to Jan 2013)
Maude Hines, LAS (Jan. 2012 to Jan. 2014)

IFS MEETINGS 2011-12

October 7/8, Portland State University
December 2/3, Portland State University
TBN

WEB ADDRESS

<http://darkwing.uoregon.edu/~ifs/ifs.html>

