

Portland State University

# Faculty Governance Guide

2016-17

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## Table of Contents

FOREWORD.....	4
CONSTITUTION OF THE PORTLAND STATE UNIVERSITY FACULTY .....	5
PREAMBLE .....	5
ARTICLE I. NAME .....	5
ARTICLE II. MEMBERSHIP OF THE FACULTY .....	5
ARTICLE III. FACULTY POWERS AND AUTHORITY .....	5
Section 1. Faculty Powers.....	5
Section 2. Faculty Authority .....	5
Section 3. Faculty Authority in the Selection of Higher Administrative Officers.....	5
Section 4. Faculty Authority in the Selection of Department Chairpersons .....	6
ARTICLE IV. ORGANIZATION OF THE FACULTY .....	6
Section 1. Faculty Officers.....	6
Section 2. Special Faculty Bodies .....	6
Section 3. Meetings of the Faculty.....	6
Section 4. Faculty Committees.....	6
ARTICLE V. FACULTY SENATE .....	11
Section 1. Membership .....	11
Section 2. Election of the Senate .....	11
Section 3. Organization of the Senate.....	12
Section 4. Authority and Functions of the Senate .....	12
Section 5. Appeal .....	12
Section 6. Initiative.....	13
ARTICLE VI. ADVISORY COUNCIL .....	13
Section 1. Election.....	13
Section 2. Date of Office Taking and Period of Service .....	13
Section 3. Vacancies .....	13
Section 4. Powers and Duties.....	13
ARTICLE VII. INTERINSTITUTIONAL FACULTY SENATE .....	13
ARTICLE VIII. AMENDMENTS .....	13
FUNCTIONS AND PROCEDURES OF THE FACULTY SENATE .....	15
A. BYLAWS .....	15
B. SCHEDULE OF SENATE MEETINGS, 2016-17 .....	17
C. PROPOSALS AND REPORTS .....	17
D. SCHEDULE OF COMMITTEE REPORTS FOR 2016-17 .....	18
FACULTY SENATE ROSTER.....	19
EX-OFFICIO MEMBERS OF THE FACULTY SENATE, 2016-17.....	20
DIRECTORY OF ALL-UNIVERSITY COMMITTEES.....	21

Guidelines for Constitutional Committees	21
ACADEMIC ADVISING COUNCIL	22
ACADEMIC APPEALS BOARD	22
ACADEMIC COMPUTING AND INFORMATION TECHNOLOGIES ADVISORY COUNCIL	23
ACADEMIC QUALITY COMMITTEE	23
ACADEMIC REQUIREMENTS COMMITTEE	24
ACCESS COMMITTEE	24
ADVISORY COUNCIL	25
BUDGET COMMITTEE	25
CAMPUS SAFETY COMMITTEE	26
CHEMICAL HYGIENE / LABORATORY SAFETY COMMITTEE	26
CHILD DEVELOPMENT ADVISORY BOARD	27
COMMITTEE ON COMMITTEES	27
DEADLINE APPEALS BOARD	28
DIVERSITY ACTION COUNCIL	28
EDUCATIONAL ACTIVITIES SPEAKERS BOARD	29
EDUCATIONAL POLICY COMMITTEE	29
FACULTY DEVELOPMENT COMMITTEE	30
GENERAL STUDENT AFFAIRS COMMITTEE	30
GRADUATE COUNCIL	31
GRADUATION PROGRAM BOARD	31
HONORS COUNCIL	32
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE	32
INSTITUTIONAL ASSESSMENT COUNCIL	33
INSTITUTIONAL BIOSAFETY COMMITTEE	33
INSTITUTIONAL REVIEW BOARD	34
INTERCOLLEGIATE ATHLETICS BOARD	35
INTERNATIONALIZATION COUNCIL	35
LIBRARY COMMITTEE	36
RADIATION SAFETY COMMITTEE	36
SCHOLASTIC STANDARDS COMMITTEE	37
SMITH MEMORIAL STUDENT UNION ADVISORY BOARD	37

STUDENT CONDUCT COMMITTEE	38
STUDENT EDUCATIONAL TRAVEL COMMITTEE	38
STUDENT MEDIA BOARD	39
TRAFFIC APPEALS BOARD	39
UNDERGRADUATE CURRICULUM COMMITTEE	40
UNIVERSITY STUDIES COUNCIL	40
UNIVERSITY WRITING COUNCIL	41
INTERINSTITUTIONAL FACULTY SENATE.....	42

## 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, of constitutional and all university administrative committees, and of PSU's Interinstitutional Faculty Senators. The *Guide* is updated in September and February on Faculty Senate ([www.pdx.edu/faculty-senate](http://www.pdx.edu/faculty-senate)) and Office of Academic Affairs ([www.pdx.edu/academic-affairs](http://www.pdx.edu/academic-affairs)) web pages. To inquire about updates to committee appointments, other listings, or text since the most recent publication, please contact the Secretary to the Faculty.

**Membership in the PSU Faculty** includes all full-time faculty holding, at a minimum, an earned Master's degree, and "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 administrators who are ex officio members of the Faculty Senate may not serve as elected members of the Senate or on constitutional committees (Art. V, Sec. 1.1).

**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. Other meetings are convened by the President as needed. Additionally, a meeting of the PSU Faculty may be called by written request of 7.5 percent of faculty members (Art. IV, Sec. 3). Until the mid-1960's the faculty met routinely as a whole to execute governance responsibilities, but PSU'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. 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 of the faculty (Art. IV, Sec.6). Faculty Senate meetings are public, and all faculty members 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 below the rank of academic dean are notified of their eligibility to stand for elective office by the *Faculty Election Opt-In Survey*, and are requested to provide return notice that they would like to serve. At the end of April, lists of faculty willing to run for election to Senate, Advisory Council and IFS are provided to all faculty for balloting purposes. Ballots are distributed to all 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 and task forces report as charged. 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 constitutional standing committee, the Committee on Committees, is made up entirely of members of the Faculty Senate, elected by divisional caucuses. The Committee on Committees determines all faculty appointments to constitutional committees, and makes nominations to the President for faculty appointments to many 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. 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 contact the Secretary to the Faculty 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; telephone 503-725-4416; fax 503-725-5262; e-mail: [secretary@pdx.edu](mailto:secretary@pdx.edu) or contact form at <http://www.pdx.edu/faculty-senate/contact>.

Richard H. Beyler, Secretary to the Faculty

# CONSTITUTION OF THE PORTLAND STATE UNIVERSITY FACULTY

Adopted 6 May 1964. Last Amended 6 June 2016.

## 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 President of Portland State University, and all persons who hold 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 Board of Trustees 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 to 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 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 the College of Liberal Arts and Sciences (Arts and Letters [CLAS-AL], Sciences [CLAS-Sci], and Social Sciences [CLAS-SS]); the School of Business Administration [SBA]; the Graduate School of Education [GSE]; the Maseeh College of Engineering and Engineering and Computer Science [MCECS], the College of the Arts [COTA], Library [LIB]; faculty in the School of Public Health whose institutional home is Portland State University [SPH]; the School of Social Work [SSW], the College of Urban and Public Affairs [CUPA], Other Instructional Faculty [OI], and All Other Faculty [AO].

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 Other Faculty
- School of Business Administration
- Graduate School of Education
- College of Liberal Arts and Sciences –Arts & Letters
- College of Liberal Arts and Sciences – Sciences
- College of Liberal Arts and Sciences –Social Sciences
- School of Social Work
- College of Urban and Public Affairs

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

- Maseeh College of Engineering and Computer Science
- Library (1 member)
- College of Liberal Arts and Sciences – Arts & Letters
- College of Liberal Arts and Sciences – Sciences
- College of Liberal Arts and Sciences– Social Sciences
- College of the Arts
- Other Instructional Faculty
- School of Public Health

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 new committee member be elected on an even-numbered or an

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 Dean of Undergraduate Studies, and as a consultant 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 University Librarian on policies concerning the library budget, collections, services, and the use of space.
- 2) Act as an advocate for the library on behalf of the Faculty Senate.
- 3) Make recommendations on the principles guiding library purchases and acquisitions according to college, school and departmental needs.
- 4) Act as a liaison to faculty and students
- 5) 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, the Vice Provost for Academic Personnel and Leadership Development and the Vice President for Research and Strategic Partnerships. 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, 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) Graduate Council.** 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 graduate students appointed upon recommendations by the Dean of Graduate Studies, and, as consultants, the following or his/her representative, the Provost, and the Dean of Graduate Studies, 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.

**i) 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 President for Enrollment Management and Student Affairs, 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 Life 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 extracurricular programming.

3) Nominate the recipients of the Presidential Community Service Awards.

4) Report to the Senate at least once a year.

**j) 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, the Vice Provost for Academic Fiscal Strategies and Planning, 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.

**k) 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 Research, 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.

**l) 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.

**m) 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, one from the University Honors Program, 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.

**n) University Writing Council.** This Committee shall consist of eight faculty members from across the University, including not more than four would come from CLAS, and including a representative from IELP; three voting ex officio members: the Director of Rhetoric and Composition, the University Studies Writing Coordinator, and the Director of the Writing Center; and a student member. Members will serve for two-year terms, with the possibility of continuing. The Committee shall:

1) Make recommendations to the Dean, Provost, and Faculty Senate on such matters as writing placement,

guidelines, and staffing for teaching writing in UNST, WIC, and composition courses.

- 2) Offer recommendations for improving writing instruction across the university.
- 3) Initiate assessment of the teaching and learning of writing at PSU.
- 4) Support training of faculty, mentors, and WIC Assistants teaching writing.
- 5) Advise on budgeting writing instruction.
- 6) Act in liaison with appropriate committees.
- 7) Report at least once a year to the Senate, outlining committee activities.

**o) Academic Quality Committee.** This committee shall consist of six faculty members from across the University and three non-voting members: one student, one representative from OAA, and one representative from OIRP. Members will serve for two-year terms, with the possibility of continuing. The committee shall:

- 1) Research, identify, and recommend practices that promote and sustain academic quality for faculty and students at Portland State University.
- 2) Conduct and review biennial surveys of faculty and students.
- 3) Report on issue, concerns, and potential for actionable ideas.
- 4) Conduct research on implementation of best practices and make recommendations to Faculty Senate.
- 5) Maintain a “dashboard” that evaluates progress on implementation of academic quality initiatives.
- 6) Report to the Faculty Senate at least once each year.

## ARTICLE V. FACULTY SENATE

### Section 1. Membership

#### 1) Ex-officio Members

- a) The President, the Provost, all Vice Presidents; all Deans; the University Librarian; 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 discussion 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.
- c) In the event that they are not serving as elected members, the Presiding Officer Elect and Past Presiding Officer shall serve as ex-officio members.

**2) Elected Members.** Elected members of the Senate shall be chosen from the members of the Faculty. Representation shall be proportional by the divisions defined above (Article IV, Section 4). Elected members shall have full right of discussion, making of motions, and voting.

**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) Identification of Candidates.** At least eight 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. No later than four weeks before the Senate election, each eligible person on this list will receive an invitation to opt-in as a candidate for a Senate position. All persons whose positive opt-in is received by the Secretary to the Faculty no later than two weeks before the election will be declared final candidates.

**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 candidates 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 except 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 candidates 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.

### **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, and members of the Board of Trustees. 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), with no more than four members from any single Senate division, and with no more than one member from any single department. 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 contact eligible members of the Faculty with the directions that any potential candidate may submit his or her name if s/he wishes to be a candidate for an Advisory Council position.

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.

On the last Monday in April, ballots bearing the names of those 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, 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**

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.

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.**

### **INTERINSTITUTIONAL 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 amendments(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.

## FUNCTIONS AND PROCEDURES OF THE FACULTY SENATE

### A. BYLAWS

*Last amended 6 June 2016.*

Article V of the Faculty Constitution describes Senate membership, election procedures, organization, authority and functions. 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 and last amended October 2012 and June 2015.

#### **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 Elect, Presiding Officer, and Past Presiding Officer**

Upon delegation of authority by the President under Article V, Section 3, of the Faculty Constitution, the Senate shall elect from among its members, each year at the last regular scheduled Senate meeting of spring term, a Presiding Officer Elect for a term of one year. The previous Presiding Officer Elect shall thereupon become the Presiding Officer for a term of one year, and the previous Presiding Officer

shall become the Past Presiding Officer for a term of one year.

Following nominations by voice or in writing to the Secretary, 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 Presiding Officer Elect, Presiding Officer, and Past Presiding Officer shall be members of the Steering Committee. If they are not already elected members of the Senate, they shall be ex officio members of the Senate.

The Presiding Officer shall serve for a term of one year and chair all meetings of the Senate and its Steering Committee. After completing this term, the Presiding Officer becomes Past Presiding Officer for a term of one year. If the Presiding Officer resigns or is otherwise unable to complete the one-year term, the Presiding Officer Elect shall become Presiding Officer for the remainder of the term and continue in that position in the subsequent year.

The Presiding Officer Elect shall preside in the absence of the Presiding Officer at all meetings of the Senate and its Steering Committee and, after one year serving in that position, shall succeed as Presiding Officer. If the Presiding Officer Elect resigns or is otherwise unable to complete the one-year term, the Senate shall choose a new Presiding Officer Elect at its next regular meeting, in accordance with the procedure described above.

The Past Presiding Officer shall serve in that position for one year, after completing a one-year term as Presiding Officer.

#### **Secretary**

As provided in Article IV, Section 1.2, 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 as members of the Steering Committee of the Senate. Following nominations by voice or given in writing to the Secretary elections of the two 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 two candidates receive a majority of the votes cast.

In addition to the four members each elected for two-year terms, the Steering Committee shall comprise the Presiding Officer, the Presiding Officer Elect, and the Past Presiding Officer. The Secretary to the Faculty, the Chair of the Committee on Committees, the representative from



Portland State University to the Interinstitutional Faculty Senate with the greatest seniority in that position, and the faculty member of the Portland State University Board of Trustees shall be ex officio, non-voting members of the Steering Committee. An elected member of Steering Committee who is not already an elected member of the Senate shall be an ex officio, non-voting member of Senate.

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 careful 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, and 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 ex-officio members of the Senate. Electronic copies of all Senate proceedings are posted at [www.pdx.edu/faculty-senate](http://www.pdx.edu/faculty-senate).

## **Question Period**

The Senate has adopted the following rules for this portion of the question period involving administrators:

- 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, 2016-17**

Regular Senate meetings are normally scheduled in Cramer Hall 53 at 3:00 p.m. on the first Monday of each month during the academic year. Exceptionally, the **January 2017** meeting will be on the **second Monday, January 9<sup>th</sup>**. If necessary given the volume of business indicates, the Senate will continue meetings on the second Monday on the month. The dates are as follows:

3 & 10 October 2016  
7 & 14 November 2016  
5 & 12 December 2016  
9 January 2017 (**note change!**)  
6 & 13 February 2017  
6 & 13 March 2017  
3 & 10 April 2017  
1 & 8 May 2017  
5 & 12 June 2017

## **C. PROPOSALS AND REPORTS**

Persons wishing to bring matters before the Senate should contact the Presiding Officer or Secretary to the Faculty to request the item be considered for inclusion in 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.

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).

Reports and proposals are to be submitted in written form so that they can be reviewed by the Steering Committee and included in the Senate mailing for the appropriate meeting. Final versions of all materials to be included in the Senate mailing must be received by the Secretary to the Faculty in electronic form by the Friday after the Senate Steering Committee meeting. If the material is not received, the report or proposal may 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.

**D. SCHEDULE OF COMMITTEE REPORTS FOR 2016-17**

<b>Submit draft for Steering Committee</b>	<b>Steering Committee review</b>	<b>Submit final report for packet</b>	<b>Presentation to Senate</b>	<b>Reports: Committees</b>
			3 Oct. 2016	<b>Annual Report:</b> Committee on Committees
7 Oct. 2016	10 Oct. 2016	14 Oct. 2016	7 Nov. 2016	<b>Annual Report:</b> Internationalization Council
11 Nov. 2016	14 Nov. 2016	18 Nov. 2016	5 Dec. 2016	<i>Quarterly Reports:</i> Budget Committee Educational Policy Committee
9 Dec. 2016	12 Dec. 2016	16 Dec. 2016	9 Jan. 2017	(none scheduled)
13 Jan. 2017	16 Jan. 2017	20 Jan. 2017	6 Feb. 2017	<i>Semi-Annual Report:</i> Faculty Development Committee
9 Feb. 2017	12 Feb. 2017	16 Jan. 2017	6 Mar. 2017	<i>Quarterly Reports:</i> Budget Committee Educational Policy Committee
9 Mar. 2017	12 Mar. 2017	16 Mar. 2017	3 Apr. 2017	<b>Annual Reports:</b> Academic Advising Council Institutional Assessment Council
7 Apr. 2017	10 Apr. 2017	14 Apr. 2017	1 May 2017	<b>Annual Reports:</b> General Student Affairs Committee Honors Council Intercollegiate Athletics Board Library Committee Scholastic Standards Committee University Studies Council University Writing Council
5 May 2017	8 May 2017	12 May 2017	5 Jun. 2017	<i>Quarterly Reports:</i> Budget Committee Educational Policy Committee  <i>Semi-Annual Report:</i> Faculty Development Committee  <b>Annual Reports:</b> Academic Requirements Council Academic Quality Committee Advisory Council Graduate Council Undergraduate Curriculum Committee

## PORTLAND STATE UNIVERSITY FACULTY SENATE, 2016-17

### STEERING COMMITTEE

Brad Hansen, Presiding Officer

Michael Clark, Presiding Officer Elect • Gina Greco, Past Presiding Officer

Committee Members: Michele Gamburd (2017) • Alan MacCormack (2017) • Steve Harmon (2018) • David Raffo (2018)

*Ex officio:* Richard Beyler, Secretary • Catherine de Rivera, Chair of Committee on Committees

Maude Hines, IFS Rep. (to December) and Board of Trustees Member • José Padín, IFS Rep. (from January).

#### \*\*\*\*FACULTY SENATE ROSTER (64)\*\*\*\*

##### All Others (8)

Arellano, Regina	ACS	2017
Harmon, Steve	OAA	2017
Riedlinger, Carla	CAP	2017
Kennedy, Karen	ACS	2018
Running, Nicholas	EMSA	2018
<i>Blekic, Mirela</i>	<i>ACS</i>	<i>2019</i>
†O'Banion, Liane	TLC	2019
<i>Walsh, Michael</i>	<i>HOU</i>	<i>2019</i>

##### College of Liberal Arts & Sciences—Arts & Letters (7)

†Childs, Tucker	LIN	2017
Clark, Michael	ENG	2017
Greco, Gina	WLL	2017
†Epplin, Craig	WLL	2018
Jaén Portillo, Isabel	WLL	2018
<i>Brown, Kimberley</i>	<i>LIN</i>	<i>2019</i>
<i>Reese, Susan</i>	<i>ENG</i>	<i>2019</i>

##### College of Liberal Arts & Sciences—Sciences (8)

*Ruedas, Luis (for Elzankowki)	BIO	2017
Stedman, Ken	BIO	2017
†de Rivera, Catherine	ESR	2018
†Flight, Andrew	MTH	2018
Webb, Rachel	MTH	2018
<i>Cruzan, Mitchell</i>	<i>BIO</i>	<i>2019</i>
<i>Mitchell, Drake</i>	<i>PHY</i>	<i>2019</i>
<i>Podrabsky, Jason</i>	<i>BIO</i>	<i>2019</i>

##### College of Liberal Arts & Sciences—Social Sciences (6)

†Gamburd, Michele	ANT	2017
Schuler, Friedrich	HST	2017
Chang, Heejun	GGR	2018
*Robson, Laura	HST	2018
<i>Lockett, Thomas</i>	<i>HST</i>	<i>2019</i>
†Schechter, Patricia	HST	2019

##### College of the Arts (4)

†Babcock, Ronald	MUS	2017
Hansen, Brad	MUS	2017
<i>de la Cruz, Abel (for Wendl)</i>	<i>COTA</i>	<i>2018</i>
<i>Fiorillo, Marie</i>	<i>COTA</i>	<i>2019</i>

#### \* Interim appointment

#### † Member of Committee on Committees

*New senators in italics*

*Date: 20 September 2016*

##### College of Urban and Public Affairs (6)

†Schrock, Greg	USP	2017
Yesilada, Birol	POL	2017
*Bluffstone, Randall	ECN	2018
Harris, G.L.A.	PAD	2018
<i>Nishishiba, Masami</i>	<i>PAD</i>	<i>2019</i>
<i>Smallman, Shawn</i>	<i>IGS</i>	<i>2019</i>

##### Graduate School of Education (4)

De La Vega, Esperanza	CI	2017
*Thieman, Gayle (for Mukhopadhyay)	CI	2017
Farahmandpur, Ramin	ELP	2018
<i>Yeigh, Maika</i>	<i>CI</i>	<i>2019</i>

##### Library (1)

†Bowman, Michael	LIB	2017
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##### Maseeh College of Engineering & Computer Sci. (5)

Maier, David	CMP	2017
Monsere, Christopher	CEE	2018
†Trettheway, Derek	MME	2018
<i>Recktenwald, Gerald</i>	<i>MME</i>	<i>2019</i>
Siderius, Martin	ECE	2019

##### Other Instructional (4)

MacCormack, Alan	UNST	2017
†Camacho, Judy	IELP	2018
*Fernandez, Oscar (for Lindsay)	UNST	2018
<i>Carpenter, Rowanna</i>	<i>UNST</i>	<i>2019</i>

##### School of Business Administration (4)

Raffo, David	SBA	2017
Dusschee, Pamela	SBA	2018
<i>Shin, Shung Jae</i>	<i>SBA</i>	<i>2019</i>
†Sorensen, Tichelle	SBA	2019

##### School of Public Health (2)

*Gelmon, Sherril	HPM	2018
†Messer, Lynne	CH	2019

##### School of Social Work (5)

†Donlan, Ted	SSW	2017
Taylor, Michael	SSW	2017
*Constable, Kate (for Talbott)	SSW	2018
Winters, Katie	RRI	2018
<i>Bratiotis, Christiana</i>	<i>SSW</i>	<i>2019</i>

## EX-OFFICIO MEMBERS OF THE FACULTY SENATE, 2016-17

Allen, Cliff	Dean, School of Business Administration
Andrews, Sona	Provost and Vice President for Academic Affairs
Baccar, Cynthia	Advisory Council (2016-17)
Bangsberg, David	Dean, OHSU-PSU Joint School of Public Health
Bettridge, Joel	Chair, University Studies Council
Beyler, Richard	Secretary to the Faculty
Black, Andrew	Chair, Faculty Development Committee
Boldt, William	President, PSU Foundation
Bucker, Robert	Dean, College of the Arts
Chabon, Shelly	Vice Provost for Academic Personnel and Leadership Development
Chan, Susan	Chair, Library Committee
Clark, Michael*	Interinstitutional Faculty Senate (Jan. 2017-Dec. 2019)
Crespo, Carlos	Advisory Council (2016-18)
Davis, Lois	Chief of Staff & Vice President for Public Affairs
de Rivera, Catherine*	Chair, Committee on Committees
Everett, Margaret	Vice Provost for International Affairs & Dean of Graduate Studies
Forbes, Liela	ASPSU President
Fraire, John	Vice President for Enrollment Management and Student Affairs
George, Linda*	Chair, Academic Quality Committee
Hansen, David	Advisory Council (2015-17)
Harmon, Steve*	Advisory Council (2016-18)
Harrison, Paloma	Chair, Scholastic Standards Committee
Hines, Maude	Interinstitutional Faculty Senate (Jan 2014-Dec. 2016) & Faculty BoT member
Hitz, Randy	Dean, Graduate School of Education
Irla, Claudia	Chair, General Student Affairs Committee
Jhaj, Sukhwant	Vice Provost for Academic Innovation and Student Success
Kirtley, Susan	Chair, University Writing Council
Lafferriere, Gerardo	Chair, Budget Committee
MacCormack, Alan*	Chair, Academic Requirements Committee
Marrongelle, Karen	Dean, College of Liberal Arts and Sciences
Marshall, Scott	Vice Provost for Academic and Fiscal Planning
Miller, Randy	Chair, Intercollegiate Athletics Board
Moody, Marilyn	Dean, University Library
Nissen, Laura	Dean, School of Social Work
Padín, José	Interinstitutional Faculty Senate (Jan. 2015-Dec. 2017) & Advisory Council (2016-18)
Percy, Stephen	Dean, College of Urban and Public Affairs
Raffo, David*	Chair, Educational Policy Committee
Reese, David	General Counsel and Secretary to the Board of Trustees
Reynolds, Candyce	Advisory Council (2015-17) & Interinstitutional Faculty Senate (Jan. 2016-Dec. 2018)
Reynolds, Kevin	Vice President for Finance and Administration
Sanders, Robert	Chair, Undergraduate Curriculum Committee
Shaker, Lee	Chair, Honors Council
Su, Renjeng	Dean, Maseeh College of Engineering & Computer Science
Suarez, Carmen	Vice President for Global Diversity and Inclusion
Toppe, Michele	Dean of Student Life
Wiewel, Wim	President
Woods, Mark	Chair, Graduate Council

Pursuant to the Constitution of the Portland State University Faculty (Art. V, Sec. 1, 1), chairpersons of constitutional standing committees, members of the Advisory Council, and representatives to the Interinstitutional Faculty Senate who are not serving as elected members shall serve as ex officio members of the Faculty Senate. Ex officio Senate members do not vote, but may make motions and participate in Senate debates without special recognition.

\* Also an elected senator.

## DIRECTORY OF ALL-UNIVERSITY COMMITTEES

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 Committees 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 June 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 Committees

*Guidelines for Constitutional Committees*, adopted by the Faculty Senate on 5 April 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.

**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 distributed 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 and 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.

Constitutional committees are indicated by green headers.

An advisory committee established by administrative action in March 2006.



### ACADEMIC ADVISING COUNCIL

The **Academic Advising Council** promotes a positive and productive advising environment for advisors and students. Members review the current status of advising and make recommendations on policies and processes related to academic advising campus-wide. Nominations for membership are made to the President by the Provost and the Vice President for Enrollment Management and Student Affairs in consultation with the Committee on Committees. The council reports annually to the Provost, and is scheduled to make its annual report to the Senate on 3 April 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

- Chair: Carla Harcleroad
- Faculty: Elizabeth Benner, CUPA (2016-)  
Casey Campbell, CUPA (2014-)  
Kate Constable, SSW (2014-)  
Abel de la Cruz, COTA (2014-)  
Martha Dyson, CLAS (2014-)  
Darrell Grant, MUS (2014-)  
Karen Haley, ELP (2016-)  
Carla Harcleroad, ACS (2016-)  
Randi Harris, OAA (2015-)  
Rebecca Ingersoll, ACS (2015-)  
Marlon Marion, DMSS (2014-)  
Andrew Rice, PHY (2014-)  
Becky Sanchez, SBA (2014-)  
J. R. (Jones) Estes, UNST (2016-)  
Shirley Jackson, BST (2016-)  
Jodi Stiegemeyer, MCECS (2016-)  
Mary Vance, ACS (2016-)  
Melissa Yates, CLAS (2016-)

- Ex-officio: Sy Adler, USP  
Cindy Baccar, REG  
Jim Hook, MCECS  
Sukhwant Jhaj, OAA  
Robert Mercer, CLAS

Students (2): \_\_\_\_\_  
\_\_\_\_\_

- Consultants: Kara Hayes, OAA  
Zach Markiss, OIRP

[www.pdx.edu/faculty-senate/academic-advising-council](http://www.pdx.edu/faculty-senate/academic-advising-council)

A hearing and appeals committee established by administrative action.



### ACADEMIC APPEALS BOARD

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 2016-17 academic year.  
Consecutive service in parentheses.

- Chair: Edward Higgins
- Faculty (6): Edward Higgins, MUS (2013-)  
Carol Holdt, SOC (2013-)  
Anmarie Trimble, UNST (2013-)  
Deborah Arthur, UNST (2015-)  
Kate Constable, SSW (2015-)  
Brenda Eichelberger, SBA (2015-)

- Alternates (2):  
Cindy Baccar, REG (2013-)  
John Eckroth, SBA (2016-)

Students (3): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Consultants: John Fraire, Vice Pres. for Enrollment Management & Student Affairs  
Michele Toppe, Dean of Students & Student Life

An information sheet outlining the necessary information for inclusion in the student's letter is available in the Office of Student Affairs, SMSU 433.

[www.pdx.edu/faculty-senate/academic-appeals-board](http://www.pdx.edu/faculty-senate/academic-appeals-board)

An advisory committee established by administrative action.



### ACADEMIC COMPUTING AND INFORMATION TECHNOLOGIES ADVISORY COUNCIL

The Academic Computing and Information Technologies Advisory Council provides academic input, advice, and perspectives and feedback to the Information Technology Advisory Committee, a committee established by the President. The mission of the council is to promote greater academic input and feedback on information technology planning, policies and project portfolio. Appointments are made by the Provost and the Vice President for Finance & Administration, from recommendations by the Committee on Committees, to represent the breadth of the academic units and programs of the institution.

Terms are for two academic years.  
Consecutive service in parentheses.

Chair: Anne McClanan

Faculty (10): Jay Gopalakrishnan, MTH (2012-)  
Tetyana Sydorenko, LIN (2012-)  
Steve Thorne, WLL (2012-)  
Samuel Sennott, SPED (2013-)  
Gary Steadman, SBA (2014-)  
Lisa Hawash, SSW (2015-)  
Anne McClanan, ART (2015-)  
Wu-Chang Feng, CMP (2016-)  
Marie Lewandowski, OAI (2016-)  
Kimberly Pendell, LIB (2016-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Ex officio: Johannes De Gruyter, Dir. of Pedagogy & Platform, OAI  
Chuck Lanham, Associate CIO, OIT

[www.pdx.edu/faculty-senate/academic-computing-and-information-technologies-advisory-council](http://www.pdx.edu/faculty-senate/academic-computing-and-information-technologies-advisory-council)

Established by the Faculty Constitution.  
See Article IV, Section 4.o.



### ACADEMIC QUALITY COMMITTEE

The Academic Quality Committee identifies and recommends practices that promote and sustain academic quality at PSU by surveying faculty and students, researching best practices, reporting on actionable ideas, and evaluating progress on the implementation of academic quality initiatives. The committee is scheduled to make its annual report to the Faculty Senate on 5 June 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Linda George

Faculty (6): Virginia Butler, ANT (2016-)  
Annabelle Dolidon, WLL (2016-)  
J. R. Estes, UNST (2016-)  
Linda George, ESM (2016-)  
Yves Labissiere, CH (2016-)  
Vivek Sandas, USP (2016-)

Student (1): Anindita Mukerjee

Consultants: Kathi Ketcheson, OIRP  
Scott Marshall, OAA

[www.pdx.edu/faculty-senate/academic-quality-committee](http://www.pdx.edu/faculty-senate/academic-quality-committee)



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



## ACADEMIC REQUIREMENTS COMMITTEE

The **Academic Requirements Committee** develops and recommends policies on admission and transfer credits, and adjudicates student petitions about baccalaureate requirements, credit loads, and transfer credits. The ARC is scheduled to make its annual report to the Faculty Senate on 5 June 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Alan MacCormack

Faculty (7): Alan MacCormack, UNST (2011-)  
Haley Holmes, SBA (2014-)  
Geoffrey Duh, GGR (2015-)  
Marie Fiorillo, COTA (2015-)  
Debra Lindberg, CCJ (2015-)  
Laura Marsh, CLAS (2016-)  
DeLys Ostlund, WLL (2016-)

Ex officio: Rebecca Ingersoll, ACS (2013-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Angela Garbarino, REG  
Sukhwant Jhaj, Vice Prov. for Academic  
Innovation & Student Success

Petitions: [www.pdx.edu/registration/petitions](http://www.pdx.edu/registration/petitions)

Information also available in Neuberger Hall Lobby.

[www.pdx.edu/faculty-senate/academic-requirements-committee](http://www.pdx.edu/faculty-senate/academic-requirements-committee)

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



## ACCESS COMMITTEE

The **Access Committee** (formerly known as the 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 2016-17 academic year.  
Consecutive service in parentheses.

Co-Chairs: Julie Caron; Jen Dugger; Sarah Kenney

Members: Jen Armbruster, REC (2011-)  
Johannes De Gruyter, OAI (2011-)  
Jen Dugger, DRC  
Adam Lutzow, REG (2011-)  
Phillip Zerzan, CPSO (2011-)  
Julie Caron, GDI (2012-)  
Charles Carlton, CPC (2013-)  
Molly Gunderson, LIB (2013-)  
Sarah Kenney, PCR (2013-)  
Jen Anthony, RES (2014-)  
Mark Russell, SMSU (2014-)  
Tina Anctil, COUN (2015-)  
Samantha Johns, OAI (2015-)  
Karen Kraus, HR (2015-)  
Erica Bercegeay, UCOMM (2016-)  
Michele Bromley, DRC (2016-)  
Cornelia Coleman, HON (2016-)  
Justin Coleman, WLL (2016-)  
Jon Davis, EHS (2016-)  
Pamela Dusschee, SBA (2016-)  
Molly Griffith, OAI (2016-)  
Jewls Harris, DRC (2016-)  
Mary Oswald, RRI (2016-)  
Jerrod Thomas, OIT (2016-)

Students: Ashley Schahfer  
Kevin Thomas

[www.pdx.edu/faculty-senate/access-committee](http://www.pdx.edu/faculty-senate/access-committee)

*Established by the Faculty Constitution.  
See Article VI.*



## ADVISORY COUNCIL

The **Advisory Council** advised the President on matters of policy and interpretation of the Faculty Constitution. The council is scheduled to make its annual report to the Faculty Senate on 5 June 2017.

Members are elected by the faculty  
for a term of two academic years.  
Term in parentheses.

Chair: \_\_\_\_\_

Faculty (6): Cynthia Baccar, REG  
(interim for George, 2016-17)  
David Hansen, SBA (2015-17)  
Candyce Reynolds, ELP (2015-17)  
Carlos Crespo, CH (2016-18)  
Steve Harmon, OAA (2016-18)  
José Padín, SOC (2016-18)

[www.pdx.edu/faculty-senate/advisory-council](http://www.pdx.edu/faculty-senate/advisory-council)

*Established by the Faculty Constitution.  
See Article IV, Section 4j.*



## BUDGET COMMITTEE

The **Budget Committee** serves as a conduit between the faculty and the administration regarding budgetary issues; and provides input to the Office of Academic Affairs and the deans regarding proposed academic budgets. Members meet with their respective deans regarding their college/school's budget. The Chair of the Budget Committee serves on the Education Policy Committee. The BC makes quarterly reports to the Faculty Senate.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Gerardo Lafferriere

Faculty

AO: Mirela Blekic, ACS (2013-)  
COTA: Barbara Sestak, MUS (2016-)  
CLAS-AL: Eva Núñez, WLL (2011-)  
Liz Ceppi, ENG (2015-)  
CLAS-Sci: Mitchell Cruzan, BIO (2013-)  
Gerardo Lafferriere, MTH (2014-)  
CLAS-SS: Heejun Chang, GGR (2016-)  
Chia Yin Hsu, HST (2016-)  
CUPA: John Gallup, ECN (2016-)  
GSE: Candyce Reynolds, ELP (2014-)  
LIB: Michael Bowman (2011-)  
MCECS: Christof Teuscher, ECE (2016-)  
OI: Betsy Natter, HON (2016-)  
SBA: David Hansen (2011-)  
SPH: \_\_\_\_\_  
SSW: Michael Taylor (2012-)

Ex officio: David Raffo, Chair, EPC

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Sona Andrews, Provost  
David Burgess, Res. Assoc., OIRP  
Andria Johnson, BO  
Kathi Ketcheson, Director, OIRP  
Scott Marshall, Vice Prov. for Academic &  
Fiscal Planning  
Gil Miller, OAA  
Kevin Reynolds, Vice Pres. for Finance &  
Administration

[www.pdx.edu/faculty-senate/budget-committee](http://www.pdx.edu/faculty-senate/budget-committee)

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



### **CAMPUS SAFETY COMMITTEE**

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 Chair and Secretary are selected by the committee members at the first meeting.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Krystal Tanner

Members: Karen Barnack, EHS  
Todd Bauch, OSA  
Tom Bennett, CEE  
Jon Davis, EHS  
Peter Dusicka, CEE  
David Fetter, OIT  
Carey Gibbar, FPM  
Lindsay Henderson, BIO  
Eric Jensen, ART  
Karen Kraus, HR  
Heather Randol, EHS  
Krystal Tanner, PARK  
Craig Whitten, CPSO

[www.pdx.edu/safetycommittee](http://www.pdx.edu/safetycommittee)

*An advisory committee established by administrative action.*



### **CHEMICAL HYGIENE / LABORATORY SAFETY COMMITTEE**

Membership for 2016-17 TBD.

[sites.google.com/a/pdx.edu/research/integrity/chemical-safety](https://sites.google.com/a/pdx.edu/research/integrity/chemical-safety)

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



## **CHILD DEVELOPMENT ADVISORY BOARD**

The PSU **Child Development Advisory Board**, (formerly the Child Development & Family Services Advisory Board) advises on policy matters related to the programs, 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 parents from HGDCDC and two members nominated by the Children's Center 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.

Membership for 2016-17 TBD.

[www.pdx.edu/faculty-senate/child-development-advisory-board](http://www.pdx.edu/faculty-senate/child-development-advisory-board)

*Established by the Faculty Constitution  
See Article IV, Section 4.1 and 4a.*



## **COMMITTEE ON COMMITTEES**

The **Committee on Committees** is scheduled to make its annual report to the Faculty Senate on 3 October 2016. The Chair of the Committee on Committees serves as an ex-officio, non-voting member of the Faculty Senate Steering Committee.

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

Term in parentheses.

Chair:	Catherine de Rivera
Faculty	
AO:	Liane O'Banion, TLC (2016-18)
COTA:	Ron Babcock, ART (2015-17)
CLAS-AL:	Craig Epplin, WLL (2015-17) Tucker Childs, LIN (2016-18)
CLAS-Sci:	Catherine de Rivera, ESM (2015-17) Andrew Flight, MTH (2015-17)
CLAS-SS:	Michele Gamburd, ANT (2016-18) Patricia Schechter, HST (2016-18)
CUPA:	Greg Schrock, USP (2015-17)
GSE:	_____
LIB:	Michael Bowman (2015-17)
OI:	Judy Camacho, IELP (2016-18)
MCECS:	Derek Tretheway, MME (2015-17)
SBA:	Tichelle Sorensen (2016-18)
SPH:	Lynne Messer, CH (2016-18)
SSW:	Ted Donlan (2015-17)

[www.pdx.edu/faculty-senate/committee-on-committees](http://www.pdx.edu/faculty-senate/committee-on-committees)

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



## **DEADLINE APPEALS BOARD**

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 2016-17 academic year.  
Consecutive service in parentheses.

Co-Chairs: Jane Mercer, Heather Petzold

Faculty: Paula Harris, OIA (2009-)  
Heather Petzold, UNST (2011-)  
Leena Shrestha, ACS (2011-)  
Regina Arellano, ACS (2013-)  
Jane Mercer, CH (2014-)  
Wade Nacinovich, EMSA (2015-)  
Donna Philbrick, SBA (2015-)  
Linda Liu, DMSS (2016-)

[Deadline appeals petition information and are available on-line.](#) Information and forms also available at Registration, Neuberger Hall lobby.

[www.pdx.edu/faculty-senate/deadline-appeals-board](http://www.pdx.edu/faculty-senate/deadline-appeals-board)

*An advisory committee established by administrative action.*



## **DIVERSITY ACTION COUNCIL**

The Diversity Action Council is a President appointed advisory committee comprised of PSU faculty, staff and students that works closely with Vice President for Global Diversity and Inclusion. The council fosters equity and social justice by guiding PSU programs, policies, and decision making so that the university works in conjunction with its diverse constituents.

Membership for 2016-17 TBD.

[www.pdx.edu/diversity/dac](http://www.pdx.edu/diversity/dac)

An advisory committee established by administrative action.



### EDUCATIONAL ACTIVITIES SPEAKERS BOARD

The **Educational Activities Speakers 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. As with other committees overseeing student fee-based activities, ASPSU appoints members, including three faculty and three student members. The chair (normally a student) is selected by committee members at the first meeting.

Membership for 2016-17 TBD.

Consultant: Representative from SALP

[salpsync.orgsync.com/org/speakerboard](http://salpsync.orgsync.com/org/speakerboard)

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



### EDUCATIONAL POLICY COMMITTEE

The **Educational Policy Committee** tracks significant developments bearing on educational policy and planning, and makes recommendations to the Faculty Senate; and evaluates, and makes recommendations to the Faculty Senate, regarding proposals for the creation, major alteration, or abolition of academic units. The Chair of the serves on the Budget Committee. The EPC is scheduled to make a quarterly reports to the Faculty Senate.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: David Raffo

Faculty

AO: Cynthia Baccar, REG (2016-)

COTA: Alison Heryer, T&F (2015-)

CLAS-AL: Alastair Hunt, ENG (2014-)  
Stephanie Roulon, WLL (2015-)

CLAS-Sci Ken Stedman, BIO (2015-)  
Luis Ruedas, BIO (2016-)

CLAS-SS: Barbara Brower, GGR (2013-)  
John Ott, HST (2016-)

CUPA G.L.A. Harris, PAD (2015-)

GSE: \_\_\_\_\_

MCECS: Hormoz Zareh, MME (2016-)

LIB: Arthur Hendricks (2013-)

OI: Rowanna Carpenter, UNST (2015-)

SBA: David Raffo (2015-)

SSW: \_\_\_\_\_

Ex officio: Gerardo Lafferriere, Chair, Budget Comm.

Students (2): \_\_\_\_\_

Consultants: Sona Andrews, Provost  
Kathi Ketcheson, Director, OIRP  
Kevin Reynolds, Vice Pres. for Finance &  
Administration

[www.pdx.edu/faculty-senate/educational-policy-committee](http://www.pdx.edu/faculty-senate/educational-policy-committee)

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



### **FACULTY DEVELOPMENT COMMITTEE**

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 its reports to the Faculty Senate on 6 February 2017 and 5 June 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

- Chair: Andrew Black
- Faculty
- AO: Kathi Ketcheson, OIRP (2011-)
- COTA: Barbara Heilmair, ART (2012-)
- CLAS-AL: Angela Zagarella, WLL (2014-)  
Michael Clark, ENG (2016-)
- CLAS-Sci: Kenneth Cruikshank, GLG (2016-)  
Bruno Jedynak, MTH (2016-)
- CLAS-SS: Thomas Kindermann, PSY (2013-)  
Gerasimos Fergadiotis, SPHR (2016-)
- CUPA: Vivek Shandas, USP (2015)
- GSE: \_\_\_\_\_
- LIB: Sarah Beasley (2016-)  
Arthur Hendricks (2016-)
- MCECS: Andrew Black, CMP (2014-)
- OI: Regina Weaver, IELP (2016-)
- SBA: Berrin Erdogan (2012-)
- SPH: \_\_\_\_\_
- SSW: Greg Pugh (2015-)
- Consultants: Sona Andrews, Provost  
Shelly Chabon, Vice Prov. for Academic  
Personnel & Leadership Development

[www.pdx.edu/faculty-senate/faculty-development-committee](http://www.pdx.edu/faculty-senate/faculty-development-committee)

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



### **GENERAL STUDENT AFFAIRS COMMITTEE**

The **General Student Affairs Committee** advises administrative officers on matters of student affairs, educational activities, budgets, and student discipline; reviews and makes recommendations regarding policies related to student services and programs, e.g., student employment, counseling, health service, and extra-curricular programming; and nominates recipients of the Presidential Community Service Awards. The GSAC is scheduled to make its annual report to the Faculty Senate on 1 May 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

- Chair: Claudia Weston Irla
- Faculty (5): Pamela Dusschee, SBA (2013-)  
Erik Geschke, ART (2013-)  
Claudia Weston Irla, LIB (2015-)  
Joshua Epstein, ENG (2016-)  
Kristi Kang, IELP (2016-)

Students (5): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consultant: Michele Toppe, Dean of Student Life

[www.pdx.edu/faculty-senate/general-student-affairs-committee](http://www.pdx.edu/faculty-senate/general-student-affairs-committee)

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



## GRADUATE COUNCIL

The **Graduate Council** reviews proposals for new and changed graduate courses and programs; develops and recommends University policies, procedures, and regulations for graduate programs; reviews existing graduate programs and courses with regard to quality and emphasis; and adjudicates petitions regarding graduate regulations. The council is scheduled to make its annual report to the Faculty Senate on 5 June 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Mark Woods  
Faculty  
AO: Mirela Blekic, ACS (2014-)  
[originally appointed from OI (UNST)]  
Darcy Kramer, DRC (2016-)  
COTA: Carmen Ripolles, ART (2016-)  
CLAS-AL: Jon Holt, WLL (2016-)  
Alastair Hunt, ENG (2016-)  
CLAS-Sci: Alexander Ruzicka, GLG (2015-)  
Mark Woods, CHE (2015-)  
CLAS-SS: Sally McWilliams, WGSS (2015-)  
Paul Lokith, GGR (2016-)  
CUPA: Connie Ozawa, USP (2016-)  
GSE: Dawn Larson (2016-)  
LIB: Jill Emery (2016-)  
MCECS: Chien Wern, MME (2016-)  
OI: [see above]  
SBA: Benjamin Adam (2016-)  
SPH: \_\_\_\_\_  
SSW: Christina Nicolaidis (2015-)

Students: \_\_\_\_\_  
\_\_\_\_\_

Consultants: Margaret Everett, Dean of Graduate Studies  
Courtney Hanson, OGS  
Steve Harmon, OAA  
Beth Holmes, OGS  
Roxanne Treece, OGS

[www.pdx.edu/faculty-senate/graduate-council](http://www.pdx.edu/faculty-senate/graduate-council)

*A policy and advisory committee established by  
administrative action.*



## GRADUATION PROGRAM BOARD

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 in parentheses.

Chair: Sherril Gelmon  
Faculty (8)  
CLAS: John Beer, ENG (2013-16)  
Shankar Rananvare, CHE (2015-18)  
Cynthia Mohr, PSY (2016-19)  
Other: Regina Arellano, ACS (2014-17)  
Sherril Gelmon, HPM (2014-17)  
Alan Cabelly, SBA (2015-18)  
Cynthia Gomez, DMSS (2015-18)  
Andreen Morris, EMSA (2015-18)  
Community: \_\_\_\_\_  
Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: John Fraire, Vice Pres. for Enrollment  
Management & Student Affairs  
Angela Garbarino, REG  
Kerri Griesbeck, UCOMM  
Nicholas Running, EMSA  
Adam Smith, ALUM  
\_\_\_\_\_, Coordinator of  
Commencement

[www.pdx.edu/faculty-senate/graduation-program-board](http://www.pdx.edu/faculty-senate/graduation-program-board)



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



### HONORS COUNCIL

The **Honors Council** makes policy recommendations and establishes general standards for the University Honors Program and departmental honors tracks; coordinates review of new Honors courses; and reviews campus-wide resources, practices, and services for high-achieving students. The council is scheduled to make its annual report to the Faculty Senate on 1 May 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Lee Shaker

Faculty

AO: Ann Mestrovich, ACS (2015-)

COTA: Travis Bell, ARC (2013-)

CLAS-AL: Nina Spiegel, JST (2014-)

Lee Shaker, COM (2015-)

CLAS-Sci: Michael Bartlett, BIO (2014-)

Bin Jiang, MTH (2014-)

David Stuart, CHE (2016-)

CLAS-SS: Todd Bodner, PSY (2016-)

CUPA: Kim Williams, POL (2015-)

GSE: Gayle Thieman, CI (2016-)

HON: Lawrence Wheeler (2014-)

LIB: Robert Schroeder, LIB (2014-)

OI: Daneen Bergland, UNST (2015-)

MCECS: Christof Teuscher, ECE (2014-)

SBA: Ellen West (2016-)

SPH:

SSW: Erin Flynn (2016-)

Students (2): \_\_\_\_\_

\_\_\_\_\_

Consultants: Joel Bettridge, Chair, UNST Council  
Shelly Chabon, Vice Prov. for Academic  
Personnel & Leadership Development  
Steve Harmon, OAA  
Besty Natter, Director, HON

[www.pdx.edu/faculty-senate/honors-council-senateweb](http://www.pdx.edu/faculty-senate/honors-council-senateweb)

*An advisory committee established by administrative  
action.*



### INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

The **Institutional Animal Care and Use Committee** (IACUC) performs the functions defined in Portland State's Animal Welfare Assurance, (AWA), A3903-01. These activities include review and approval of covered animal activities, reviews of the institution's program and facilities for humane care and use of animals in accordance with the Guide and USDA requirements as appropriate.

The IACUC is a faculty chaired ethics research review committee composed of not less than 5 voting members and must include a Veterinarian, a public member, an animal scientist and a non-scientist. This committee is subject to public records requirements.

The IACUC also serves as an advisory body to the Vice President of Research and Strategic Partnerships for animal activities.

For current membership, contact Shannon Roth in the Office of Research Integrity.

[sites.google.com/a/pdx.edu/research/integrity/animal-care](http://sites.google.com/a/pdx.edu/research/integrity/animal-care)

*An advisory committee established by administrative action in October 2006 [revised 2013].*



## **INSTITUTIONAL ASSESSMENT COUNCIL**

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 3 April 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Co-Chairs: Janelle Voegele & Vicki Wise

Faculty (14): Rowanna Carpenter, UNST (2013-)  
Micki Caskey, GSE (2013-)  
Jim Hook, MCECS (2013-)  
Janelle Voegele, OAI (2013-)  
Vicki Wise, OAI (2013-)  
Tom Bielavitz, LIB (2014-)  
Amy Donaldson, SPHR (2014-)  
Charles Klein, ANT (2014-)  
Brian Sandlin, OAA (2015-)  
Aimee Shattuck, EMSA (2015-)  
Bill Becker, CSE (2016-)  
Jeff Gerwing, ESM (2016-)  
Michele Morales, SSW (2016-)  
Besty Natter, HON (2016-)  
Ellen West, SBA (2016-)

Student: \_\_\_\_\_

Ex officio: Margaret Everett, OGS  
Sukhwant Jhaj, OAA  
Kathi Ketcheson, OIRP

Staff: \_\_\_\_\_, Retention Coord., OAI

[www.pdx.edu/institutional-assessment-council/](http://www.pdx.edu/institutional-assessment-council/)

*An advisory committee established by administrative action.*



## **INSTITUTIONAL BIOSAFETY COMMITTEE**

The **Institutional Biosafety Committee** is responsible for reviewing and approving potentially bio-hazardous material research in compliance with NIH requirements and in accordance with the CDC/NIH publication, "Biosafety in Microbiological and Biomedical Laboratories." The review by the committee includes an independent assessment of the project risk; determination of the appropriate containment level; and assessment of the facilities, procedures, practices, and training and expertise of personnel involved in research as required by NIH. This review is required for all research activities involving potentially bio-hazardous material at institutions that receive NIH funding. The IBC also serves as an advisory body to the Vice President of Research and Strategic Partnerships for research activities that engage potentially bio-hazardous material. Appointments are typically for three years.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Ken Stedman

Faculty (6): Ken Stedman, BIO (2011-)  
Rahul Raghavan, BIO (2012-)  
Lynne Messer, CH (2012-)  
Albert (Steve) Benight, CHE (2013-)  
David Peyton, CHE (2013-)  
David Ballhorn, BIO (2014-)

Ex officio: Scott Jaqua, Asst. Dir., Env. Health & Safety

Community (2):  
Sylvia Benner (2011-)  
Brian Profit (2011-)

Alternate (Community):  
Jason Cunningham (2013-)

Consultant: Shannon Roth, ORI

[sites.google.com/a/pdx.edu/research/integrity/bio-safety](http://sites.google.com/a/pdx.edu/research/integrity/bio-safety)

An advisory committee established by administrative action.



## INSTITUTIONAL REVIEW BOARD

Formerly known as the *Human Subjects Research Review Committee*.

The federal government requires the University to designate an **Institutional Review Board** (IRB) to ensure that human participant research conducted under the auspices of the University meets federal requirements. Under the approved federal-wide assurance (FWA00000091) for the University, the IRB shall apply the regulations set forth by HHS at 45 CFR 46 to all human participant research, regardless of funding source, and shall be guided by the ethical principles set forth in The Belmont Report. The IRB shall also apply the human participant research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles. (21 CFR 50; 56; 312, and 812).

The IRB also serves as an advisory body to the Vice President for Research and Strategic Partnerships for research activities that meet the definition of “human subjects research.”

The IRB shall have at least five faculty members and must include one non-affiliated (community) member, a scientist, and a non-scientist. This committee is subject to public records requirements.

Members to serve Sep. 2016-Aug. 2017.

Consecutive service in parentheses.

§ denotes scientist, \* denotes non-scientist

Chair: Lindsey Wilkinson

Faculty: Brian Renauer, CCJ (2001-) \*  
Neal Wallace, PAD (2010-) \*  
Sybil Kelly, ELP (2012-) §  
Lindsey Wilkinson, SOC (2012-) §  
Eve Chapman, RSP (2013-) \*  
Cynthia-Lou Coleman, COM (2013-)  
*Indigenous Populations Rep.* \*  
Debi Elliott, Survey Res. Lab, RSP (2013-)  
*Child Rep.* §  
Sheldon Loman, SPED (2015-) *Child Rep.* §  
John Ossowski, RRI (2015-) *Child Rep.* §

## IRB continued

Community: Koffi “Jean-Pierre” Dessou, City of Portland, Office of Equity & Human Rights (2012-) \*  
Kara Lee, Kaiser Permanente Center for Community Research (2016-) \*

Ex officio (non-voting):

Dawn Boatman, Interim Director, Office of Research Integrity (2016-)

Alt. Faculty: Brian Renauer, CCJ (2001-) \*  
Karen Cellarius, RRI (2010-) \*  
Neal Wallace, PAD (2010-) \*  
Sybil Kelly, ELP (2012-) §  
Shannon Roth, RSP (2014-) \*

Alt. Comm. Kimberly Bernard, Multnomah County Dept. of Community Justice (2013-) \*  
Margaret Braun, Oregon Dept. of Corrections (2012-) *Prisoner Rep.* \*  
Paul Newton, Sr. Research Regulatory Specialist, Legacy Health Research Institute (2014-) *Alt. Prisoner Rep.* \*

Office of Research Integrity consultants:

Dawn Boatman, Interim Dir., ORI  
Eve Chapman, IRB administrator  
Jason Podrabsky, OHRP Signatory Official, Assoc. Vice Pres. for Research  
Shannon Roth, Interim Asst. Dir., ORI

[sites.google.com/a/pdx.edu/research/integrity/human-subjects](https://sites.google.com/a/pdx.edu/research/integrity/human-subjects)

*Established by the Faculty Constitution.  
See Article IV, Section 4e.*



### **INTERCOLLEGIATE ATHLETICS BOARD**

The **Intercollegiate Athletics Board** is scheduled to make its annual report to the Faculty Senate on May 2, 2016.

Members to serve 2015-16 academic year.  
Consecutive service in parentheses.

Chair: Randy Miller

Faculty (5): Toeutu Faaleava, OAA (2011-)  
Randy Miller, CH (2012-)  
Michael Smith, ELP (2014-)  
Erin Merz, REC (2015-)  
Derek Tretheway, MME (2016-)

Community: \_\_\_\_\_

Students (3): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ex officio: Matt Billings, Deputy Director of Athletics  
Brian Janssen, SALP, Faculty  
Representative to NCAA  
Lisa Miller, Assoc. Director of Athletics &  
Senior Women's Administrator  
Mark Rountree, Director of Athletics

[www.pdx.edu/faculty-senate/intercollegiate-athletics-board](http://www.pdx.edu/faculty-senate/intercollegiate-athletics-board)

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



### **INTERNATIONALIZATION COUNCIL**

The **Internationalization Council** provides guidance for the development of a learning environment in which all students are prepared for global citizenship. The Council initially consisted of eight ranked faculty members (one from each school/college and an eighth from WLL), student representatives, and named consultants. Faculty serve three-year terms and are named by the Provost. The Council is scheduled to make its annual report to the Faculty Senate on 7 November 2016.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Priya Kapoor

Faculty (16): Sallie Mudiamu, OIA (2013-)  
Kim Brown, LIN (2014-)  
Samuel Dunlop, EMSA (2014-)  
Priya Kapoor, IGS (2014-)  
Junghee Lee, SSW (2014-)  
Alex Accetta, REC (2015-)  
Randy Bluffstone, ECN (2015-)  
Christine Cress, ELP (2015-)  
Matthew Gebhardt, USP (2015-)  
Maurice Hamington, UNST (2015-)  
Julie Haun, IELP (2015-)  
Sergio Palleroni, ARC (2015-)  
Tugrul Daim, ETM (2016-)  
Vandy Kanyko, CNF (2016-)  
Piman Limpaphoyam, SBA (2016-)  
Dustin Morrow, T&F (2016-)

Undergraduate Students (2):  
\_\_\_\_\_  
\_\_\_\_\_

Graduate Students (2):  
\_\_\_\_\_  
\_\_\_\_\_

Ex officio: Margaret Everett, Vice Provost for  
International Affairs  
Kathi Ketcheson, OIRP  
Ron Witczak, OIA

[www.pdx.edu/international-affairs/internationalization-council](http://www.pdx.edu/international-affairs/internationalization-council)

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



### **LIBRARY COMMITTEE**

The **Library Committee** meets monthly. 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 in on 1 May 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Susan Chan

Faculty (7): Susan Chan, MUS (2014-)  
Elizabeth Almer, SBA (2015-)  
Lea Millay, UNST (2015-)  
Desmond Cheung, HST (2016-)  
Carrie Collenberg-Gonzalez, WLL (2016-)  
Kevin Hill, PHL (2016-)  
Steven Wells, ESM (2016-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Thomas Bielavitz, LIB  
Michael Bowman, LIB  
Marilyn Moody, Dean, LIB

[www.pdx.edu/faculty-senate/library-committee](http://www.pdx.edu/faculty-senate/library-committee)

*An advisory committee established by administrative action.*



### **RADIATION SAFETY COMMITTEE**

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

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Michael Bartlett

Faculty (4): Jonathan Abramson, PHY (1995-)  
Michael Bartlett, BIO (2005-)  
Andrea Goforth, CHE (2009-)  
Kathy Samson, SHAC (2009-)

Ex officio (voting member):  
Scott Jaqua, Radiation Safety Officer, EHS

Consultant: Chuck Cooper, Senior Advisor for Research Safety, EHS

[sites.google.com/a/pdx.edu/research/integrity/radiation-safety](https://sites.google.com/a/pdx.edu/research/integrity/radiation-safety)

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



### **SCHOLASTIC STANDARDS COMMITTEE**

The **Scholastic Standards Committee** is scheduled to make its annual report to the Faculty Senate on 1 May 2017.

Members to serve 2016-17 academic year.  
Consecutive service in parentheses.

Chair: Paloma Harrison

Faculty (10): Scott Broussard, ACS (2012-)  
Courtney Sandler, RES (2012-)  
Paloma Harrison, CLAS (2013-)  
Michele Miller, IELP (2013-)  
Randy Zelick, BIO (2014-)  
Jennifer Dahlin, SHAC (2015-)  
Derek Garton, MTH (2015-)  
Paula Harris, OIA (2016-)  
Jennifer Loney, SBA (2016-)  
Anna Pittioni, COTA (2016-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Sona Andrews, Provost  
Nicolle Dupont, REG  
Sukhwant Jhaj, Vice Prov. for Academic  
Innovation & Student Success

Petitions: <http://www.pdx.edu/registration/petitions>

Information also available in Neuberger Hall Lobby.

[www.pdx.edu/faculty-senate/scholastic-standards-committee](http://www.pdx.edu/faculty-senate/scholastic-standards-committee)

*An advisory board established by administrative action.*



### **SMITH MEMORIAL STUDENT UNION ADVISORY BOARD**

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. As with other committees overseeing student fee-based activities, ASPSU appoints members. Students may serve a maximum of two terms.

Membership for 2016-17 TBD.

Consultant: Mark Russell, Manager, SMSU

[www.pdx.edu/student-union/smith-advisory-board](http://www.pdx.edu/student-union/smith-advisory-board)

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



### STUDENT CONDUCT COMMITTEE

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 Student Life's 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.

Consecutive service in parentheses.

Co-chairs: Liane O'Banion & Casey Payseno

Faculty (10): Liane O'Banion, TLC (2013-)  
Casey Payseno, AUX (2013-)  
Steve Harmon, OAA (2014-)  
Ariel Lewis, CEE (2014-)  
Linda Liu, DMSS (2014-)  
Leslie Batchelder, UNST (2015-)  
Debra Lindberg, CCJ (2015-)  
Anna Pittioni, COTA (2015-)  
CeCe Ridder, DMSS (2015-)  
Albert (Randy) Spencer, PHL (2015-)

Alt. Faculty: \_\_\_\_\_  
\_\_\_\_\_

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Alt. Students: \_\_\_\_\_  
\_\_\_\_\_

Ex officio: Krista Stearns, PO  
Domanic Thomas, DOS

[www.pdx.edu/faculty-senate/student-conduct-committee](http://www.pdx.edu/faculty-senate/student-conduct-committee)

An advisory committee established by administrative action.



### STUDENT EDUCATIONAL TRAVEL COMMITTEE

The **Student Educational Travel Committee** (formerly known as Academically Controlled Auxiliary Activities Committee) recommends allocation from the fund for academically related departmental activities of direct benefit to students and faculty. The Chair is a consultant to the Educational Activities Advisory Board. As with other committees overseeing student fee-based activities, ASPSU appoints members. Students may serve a maximum of two terms.

Membership for 2016-17 TBD.

Ex officio: John Fraire, Vice Pres. for Enrollment Management & Student Affairs

[www.pdx.edu/student-leadership/funding-opportunities-0](http://www.pdx.edu/student-leadership/funding-opportunities-0)

A policy committee established by administrative action, and governed by Charter (rev. October 2012)



### STUDENT MEDIA BOARD

The **Student Media 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 President for EMSA is an ex officio member. Student members cannot be affiliated with student publications, and only one student member may be an appointed or elected member of student government.

Members serve terms of two academic years, and may be reappointed.

*Term in parentheses.*

- Chair: Paul Collins
- Faculty: Paul Collins, ENG (2014-2016)  
Abbey Gaterud, ENG (2014-16)  
Lee Shaker, COM (2014-16)  
Cesar Rodriguez, ECN (2015-17)  
Nicholas Running, OSA (2016-18)  
Jelena Schiff, MUS (2016-18)

Staff: \_\_\_\_\_

Community: \_\_\_\_\_

Students (5): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ex officio: John Fraire, Vice Pres. for Enrollment Management & Student Affairs

- Consultants: Reaz Mahmood, Coord. of Student Media  
*Vanguard* Editor  
*Portland Review* Editor  
*Rearguard* Editor  
*Portland Spectrum* Editor  
KPSU Radio Station Manager  
PSU-TV Station Manager  
*Pathos* Literary Magazine Editor

<http://www.pdx.edu/student-media/student-media-board>

A hearing and appeals committee established by administrative action.



### TRAFFIC APPEALS BOARD

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 2015-16 fiscal year.  
Consecutive service in parentheses.

Co-chairs: Christopher Carey & Danielle McGurrin

- Faculty (5): Danielle McGurrin, CCJ (2009-)  
Christopher Carey, UNST (2013-)  
Julie Wolleck, EDU (2013-)  
Wendy Stewart, LIB (2015-)  
Stephenie Jahnke, CNF (2016-)

Staff: Tim Hage, SHAC (2012-)

Alternate: Joyce O'Halloran, MTH (2016-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Ex officio: Phillip Zerzan, CPSO  
\_\_\_\_\_, PARK

<http://www.pdx.edu/faculty-senate/traffic-appeals-board>



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



## UNDERGRADUATE CURRICULUM COMMITTEE

The **Undergraduate Curriculum Committee** reviews proposals to add, change, or drop undergraduate courses and programs (majors, minors, and certificates). The UCC is scheduled to make its annual report to the Faculty Senate on 5 June 2017.

Members to serve 2016-17 fiscal year.  
Consecutive service in parentheses.

Chair: Robert Sanders

Faculty

AO: Mirela Blekic, ACS (2016-)  
COTA: Amy Borden, T&F (2015-)  
CLAS-AL: Robert Sanders, WLL (2012-)  
John Hellermann, LIN (2016-)  
CLAS-SCI: Drake Mitchell, PHY (2016-)  
John Rueter, ESM (2016-)  
CLAS-SS: Sarah Key-DeLyria, SPHR (2015-)  
Geoffrey Duh, GGR (2016-)  
CUPA: Tracy Braden, CUPA (2016-)  
GSE: \_\_\_\_\_  
LIB: Emily Ford (2015-)  
MCECS: Donald Duncan, ECE (2012-)  
OI: Leslie Siebert, IELP (2014-)  
SBA: Emiko Konomi (2016-)  
SPH: \_\_\_\_\_  
SSW: Hillary Hyde (2016-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Scott Marshall, Vice Prov. for Academic &  
Fiscal Planning  
Steven Harmon, OAA  
Pam Wagner, ARR

[www.pdx.edu/faculty-senate/undergraduate-curriculum-  
committee](http://www.pdx.edu/faculty-senate/undergraduate-curriculum-committee)

*Established by the Faculty Constitution.  
See Article IV, Section 4l.*



## UNIVERSITY STUDIES COUNCIL

The **University Studies Council** is scheduled to make its annual report to the Faculty Senate on 1 May 2017.

Members to serve 2016-17 fiscal year.  
Consecutive service in parentheses.

Chair: Joel Bettridge

Faculty

AO: Amy Spring, RSP (2013-)  
COTA: Eleanor Erskine, ART (2014-)  
CLAS-AL: Joel Bettridge, ENG (2014-)  
Albert (Randy) Spencer, PHL (2015-)  
CLAS-Sci: Susan Masta, BIO (2015-)  
Mau Nam Nguyen, MTH (2016-)  
CLAS-SS: Pedro Ferbel-Azcarate, BST (2013)  
Joseph Smith-Buani, BST (2014-)  
CUPA: \_\_\_\_\_  
GSE: Ingrid Anderson, CI (2015-)  
LIB: Kim Willson-St.Clair (2014-)  
MCECS: \_\_\_\_\_  
OI: Oscar Fernandez, UNST (2016-)  
SBA: \_\_\_\_\_  
SPH: Richard Lockwood, CH (2015-)  
SSW: Ben Anderson-Nathe (2012-)  
UNST Rep.: Michael Lupro (2015-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Mirela Blekic, ACS  
Rowanna Carpenter, UNST  
Maurice Hamington, Director, UNST

[www.pdx.edu/faculty-senate/university-studies-council](http://www.pdx.edu/faculty-senate/university-studies-council)

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



## UNIVERSITY WRITING COUNCIL

The **University Writing Council** is scheduled to make its annual report to the faculty Senate on 1 May 2016

Members to serve 2016-17 fiscal year.  
Consecutive service in parentheses.

Chair: Susan Kirtley

Faculty (6): Elizabeth Pickard, LIB (2014-)  
David Wolf, HON (2014-)  
Dan Jaffee, SOC (2015-)  
William Becker, CSE (2016-)  
Zapoura Newton-Calvert, UNST (2016-)  
Sue Taylor, ART (2016-)

Ex officio: Dan DeWeese, Director, Writing Center  
Susan Kirtley, Director of Rhetoric &  
Composition, ENG  
Annie Knepler, UNST Writing Coordinator  
\_\_\_\_\_, IELP representative

Student: \_\_\_\_\_

[www.pdx.edu/faculty-senate/university-writing-committee](http://www.pdx.edu/faculty-senate/university-writing-committee)

# INTERINSTITUTIONAL FACULTY SENATE

## A. THE CONSTITUTION OF THE INTERINSTITUTIONAL FACULTY SENATE OF THE OREGON STATE SYSTEM OF HIGHER EDUCATION

### 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 system-wide 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 a 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

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 system-wide 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**

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 II, Section 1 of this constitution, and by a majority of the votes cast at each of a majority of those institutions.

#### **Article X**

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

Maude Hines (Jan. 2014 to Dec. 2016), 2<sup>nd</sup> term  
José Padín (Jan. 2015 to Dec. 2017)  
Candyce Reynolds (Jan. 2016 to Dec. 2018)

#### **C. INTERINSTITUTIONAL FACULTY SENATE MEETINGS, 2016-17**

TBA

[IFS Webpage  
senate.oregonstate.edu/interinstitutional-faculty-senate](http://senate.oregonstate.edu/interinstitutional-faculty-senate)