

# **CONSTITUTION OF THE PORTLAND STATE UNIVERSITY FACULTY**

## **Adopted 6 May 1964. Last amended 4 June 2018**

### **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 a rank that includes the term "professor" or "instructor," whose full-time equivalent is at least fifty percent teaching, research, or administration at Portland State University. Other persons holding appointments at 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 any Oregon public university.

### **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 applicable laws and Oregon state regulations.. 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, and preserve and make available to members of the Faculty records of such meetings.

### **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 and Senate 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 [SB]; 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 three divisions of CLAS will each appoint two members to the Committee on Committees; other other divisions will each appoint one member.

**2) Committee Officers.** Each committee shall have a chairperson and, optionally, a chair-elect, subject to approval by the Committee on Committees. Each committee shall be responsible for keeping minutes. In addition to designated consultants, committees may consult with any member of the University as the chair deems proper. At the discretion of the chair, committees may meet in executive session with only voting members; however, results of all deliberations shall be communicated to the designated consultants.

**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) Constitutional 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 Faculty member from each of the other divisions; and two students. Consultants shall include the following or their representatives: the Provost, the principal administrative officer with oversight of undergraduate studies, and a member 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 Faculty members nominated by the Committee on Committees, three students nominated by the Associated Students of Portland State University, and one member representing the public, each to be appointed by the President of the University for terms the President considers appropriate. Additionally, non-voting ex-officio members of the Board shall include the Vice President for Finance and Administration, the Director of Athletics, the Associate Director of Athletics, and the NCAA Faculty Athletics Representative. 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 fields in: i) arts and humanities; ii) science and engineering; iii) social sciences. The Committee shall:

- 1) Advise the Dean of the University Library 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, and one from each of the other divisions 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. 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) and one from each of the other divisions and two graduate students appointed by the Associated Studies of Portland State University upon approval by the Dean of Graduate Studies Consultants shall include the following or their representatives: the Provost, the Dean of Graduate Studies, and a member of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to select appointees only from among Faculty members involved 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 students appointed by 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 the Dean of Student or his/her representative. 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) and one from each of the other divisions; the chairperson of the Education Policy Committee (or a member designated by him/her); and two students. Consultants shall include the following or their representatives: the Vice President for Finance and Administration, the Provost, and a member of the Office of Institutional Research and Planning. The chairperson of the Budget Committee (or a member designated by him/her) shall be a member of 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) Consult with academic leaders of colleges/schools, Intensive English Language Program, and University Studies, and make recommendations for the preparations of their annual budgets and enrollment plans. Each Budget Committee member from one of the above listed units shall serve as liaison to his/her unit for this purpose, with other members assigned as liaisons as needed.
- 3) Recommend budgetary priorities.
- 4) 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.
- 5) 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.
- 6) Consult regarding changes from budgets as prepared.
- 7) Review expenditures of public and grant funding as requested by the Faculty Senate.
- 8) Recommend to the President and to the Senate policies to be followed in implementing any declaration of financial exigency.
- 9) Report to the Senate at least once each year.

**k) Educational Policy Committee.** This committee shall consist of six Faculty members from the College of Liberal Arts and Sciences (two from each of its divisions) and one from each of the other divisions; the chairperson of the Budget Committee (or a member designated by him/her); and two students (one undergraduate and one graduate). Consultants shall include the following or their representatives: the Provost, the Vice President for Research and Strategic Partnerships, and a member of the Office of Institutional Research and Planning. The chairperson (or a designated member) shall be a member of the Budget Committee. A representative from this committee shall be a consultant to the Academic Quality 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) and one from each of the other divisions; representative elected by the

core University Studies Faculty, and two upper-division undergraduate students. Consultants shall include the following or their representatives: the Provost, the principal administrative officer with oversight of undergraduate studies, the Executive Director of University Studies, and a member of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to appoint Faculty members who are involved 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) and one from each of the other divisions; one Faculty member from the ~~University~~ Honors College; and two upper-division undergraduate students. Consultants shall include the following or their representatives: the Provost, the principal administrative officer with oversight of undergraduate studies; the Director of the Honors College, 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/or the Honors College. If possible, student members should be drawn from among students participating in the Honors College 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, including not more than four from the College of Liberal Arts and Science, and including a representative from the Intensive English Language Program; 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 Provost and other administrators on such matters as writing placement, guidelines, and staffing for teaching writing in University Studies, writing-intensive courses, 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 nine Faculty members and a non-voting student member. Consultants shall include representatives from the Office of Academic Affairs, the Office of Institutional Research and Planning, and the Educational Policy Committee. 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) Elected Senators.** 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). Administrative ex-officio members, defined hereinafter (Article V, Section 2.1.3.b) shall be eligible to vote if they are members of the Faculty, but ineligible to serve as elected senators. Elected senators shall have full rights of making motions, participating in discussions, and voting.

**2) Alternates.** Elected members of the Senate are expected to attend its meetings regularly. However, prior to any meeting a senator may designate in writing to the Secretary to the Faculty an alternate who shall act in the senator’s absence with full rights and powers. Designation as alternate may be for a specific meeting or for a stated span of time, and may be changed by the senator’s written notification to the Secretary at any time.

### **3) Ex-officio Members**

- a) Ex-officio members shall have rights of making motions and participating in discussion without further recognition, but not voting.
- b) Administrative ex-officio members shall be the President, the Provost, all vice presidents; all deans; all vice provosts; all assistants to the President; the Secretary to the Faculty; and the President of the Associated Students of Portland State University. These administrative ex-officio members are not eligible to become elected senators, nor to be Faculty members of constitutional committees as listed above (Article IV, Section 4.4)-
- b) Chairpersons of constitutional committees, members of the Advisory Council, and representatives to the Interinstitutional Faculty Senate shall be ex-officio members if they are not already elected senators.
- c) Members of Steering Committee or any other executive committee specified in the Senate’s Bylaws shall be ex-officio members if they are not already elected senators.
- e) Ex-officio members shall also include one representative who holds an appointment of less than fifty-percent full time equivalent but who otherwise meets the criteria given in Article II. Nominations (including self-nominations) for this position for the subsequent academic year may be submitted by anyone in this category to the Secretary to the Faculty by the end of winter term. From the list of nominees the Advisory Council shall, by the end of spring term, choose one ex-officio member of Faculty Senate, as well as an alternate who will serve in case a vacancy occurs during the academic year.

**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 Secretary to the Faculty, in consultation with the administrative officers of the respective divisions (see Article IV, Section 3) and under supervision of the Steering Committee, shall prepare a list of members of the Faculty in each division, based on relevant University data systems and adhering to the criteria for membership in the Faculty set forth in Article II. The Secretary shall then determine the number of senators allocated to each division, apportioning one senator for each multiple of twenty Faculty members, with an additional senator for any remainder of ten or more Faculty members. Any division with fewer than twenty Faculty members 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, each person on the certified Faculty list shall 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 candidates.

**3) Election.** On the last Monday in April the Secretary to the Faculty shall send ballots with the names of Senate candidates 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 candidate 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.** The Senate shall choose a Presiding Officer and other officers in such manner as shall be prescribed in the Senate Bylaws.

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 members of the Faculty and members of the Board of Trustees. The Secretary shall make available to 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 senators. If this provision is not requested, voting may be by roll-call at the discretion of the Presiding Officer.

**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. To accommodate the academic calendar, the Presiding Officer may transfer the regular monthly meeting to another week by announcement at the beginning of the academic year. If the University is unexpectedly closed on the day of a regular meeting, it will be transferred to the next Monday (excluding holidays). If the agenda of any regular meeting is not completed, the Presiding Officer may call for an additional meeting on the following Monday. 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 curricular 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

**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 posting 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 chair person 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 applicable University policies and standards.
- 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 a representative to the Interinstitutional Faculty Senate, to serve for a three-year term, from among the Faculty other than administrative ex-officio members of the Senate. The election shall be administered by the Secretary to the Faculty, under the supervision of the Steering Committee, according to the procedures described in Article VI, Section 1 (except that the election shall be at-large rather than by divisions). An interim vacancy shall be filled by appointment by the Secretary non-elected nominee with the next greatest number of votes.

#### **ARTICLE VIII. AMENDMENTS**

This Constitution may be amended by the members of the Senate. A proposed amendment must be endorsed by ten senators and filed with the Secretary for inclusion on the agenda of the next Senate meeting, subject to specifications in the Bylaws about deadlines for setting the Senate agenda.. The Secretary will include in the announcement of the agenda the text of the proposed amendment.

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.