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ACADEMIC APPEALS BOARD

ACADEMIC COMPUTING AND INFORMATION TECHNOLOGIES ADVISORY COUNCIL

ACADEMIC QUALITY COMMITTEE

ACADEMIC REQUIREMENTS COMMITTEE

ACCESS COMMITTEE

ADVISORY COUNCIL

BUDGET COMMITTEE

CAMPUS SAFETY COMMITTEE

CHEMICAL HYGIENE / LABORATORY SAFETY COMMITTEE

CHILD DEVELOPMENT ADVISORY BOARD

COMMITTEE ON COMMITTEES

DEADLINE APPEALS BOARD

DIVERSITY ACTION COUNCIL

EDUCATIONAL ACTIVITIES SPEAKERS BOARD

EDUCATIONAL POLICY COMMITTEE

FACULTY DEVELOPMENT COMMITTEE

GENERAL STUDENT AFFAIRS COMMITTEE

GRADUATE COUNCIL

GRADUATION PROGRAM BOARD

HONORS COUNCIL

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

INSTITUTIONAL ASSESSMENT COUNCIL

INSTITUTIONAL BIOSAFETY COMMITTEE

INSTITUTIONAL REVIEW BOARD

INTERCOLLEGIATE ATHLETICS BOARD

INTERNATIONALIZATION COUNCIL

LIBRARY COMMITTEE

RADIATION SAFETY COMMITTEE

SCHOLASTIC STANDARDS COMMITTEE

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The Faculty Governance Guide is provided to facilitate faculty governance. It contains the Constitution of the Portland State University Faculty, Bylaws and operating procedures and deadlines of the Faculty Senate, a roster of constitutional and administrative faculty committees, the Constitution of the Interinstitutional Faculty Senate Constitution. The Guide is updated annually in September and, as needed, in the course of the academic year. The current version is posted on the Faculty Senate (www.pdx.edu/faculty-senate) and Office of Academic Affairs (www.pdx.edu/academic-affairs) web pages. For questions about updates to the Faculty Governance Guide, please contact the Secretary to the Faculty.

Membership in the PSU Faculty includes personnel holding at least 0.5 appointments, who are either appointees with academic rank of at least assistant professor or instructor, or who are unranked appointees holding, at a minimum, an earned master’s degree, with a responsibility 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 administrative ex-officio members of Faculty Senate may not serve as elected members of the Senate nor as Faculty representatives 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 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. Adjustments to the schedule to accommodate the academic calendar may be announced by the Presiding Officer at the beginning of the academic year. 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. Constitutional committees may also refer motions to the Senate. 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 eligible to stand for election to these bodies notified Faculty Election Opt-In Survey, and are requested to provide notice if they would like to be a candidate. At the end of April, a ballot of candidates for Senate, Advisory Council and IFS is sent to all members of the Faculty. 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 or contact form at http://www.pdx.edu/faculty-senate/contact.

Richard H. Beyler
Secretary to the Faculty
September 2017
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, herein-after 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
- 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 as he/she 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 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) 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. 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 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 nine faculty members from across the University and a non-voting student member. Representatives from OAA, OIRP, and EPC will serve as consultants as the discretion of the 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) 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 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. 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 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 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


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.

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 10 June. 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 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. 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, 2017-18**

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 Senate meeting in January 2018 will take place on the second Monday, January 8th. If necessary given the volume of business, the Senate will continue meetings on the second Monday of the month. The dates are as follows:

- 2 & 9 October 2017
- 6 & 13 November 2017
- 4 & 11 December 2017
- 8 January 2018 (note change!)
- 5 & 12 February 2018
- 5 & 12 March 2018
- 2 & 9 April 2018
- 7 & 14 May 2018
- 4 & 11 June 2018

**C. PROPOSALS AND REPORTS**

Persons wishing to bring business before the Senate should contact the Presiding Officer or Secretary to the Faculty no later than the Friday after a regular Senate meeting for inclusion in the agenda at the next Senate meeting, and be available to meet with Steering Committee at its regular meeting on the Monday following the regular Senate meeting (or during summer on the Friday of the third week before the meeting).

Persons proposing motions in accordance with the Bylaws (viz., groups of Senators or committee chairs), and committee chairs or other persons submitting reports, should give notice to the Presiding Officer or Secretary to the Faculty no later than the Friday after a regular Senate meeting for inclusion in the agenda at the next Senate meeting. A written draft of the proposal or report should be submitted for review by Steering Committee no later than the Monday following the prior regular Senate meeting (or during summer on the Monday preceding the meeting by two weeks).

To be included in the packet, final versions of all materials (motions, reports, etc.) must be received by the Secretary to the Faculty, in electronic .doc, .docx, or .pdf format, no later than 5:00 p.m. on the Monday two weeks prior to the Senate meeting. If the Secretary does not receive the material, the report or proposal may, at the discretion of the Presiding Officer, be eliminated from the agenda of the meeting.

Preparation of committee reports and proposals for inclusion in the Senate packet is the responsibility of the chairperson of the committee.
## D. SCHEDULE OF COMMITTEE REPORTS, 2017-18

<table>
<thead>
<tr>
<th>Submit draft for Steering Committee</th>
<th>Steering Committee review</th>
<th>Submit final report for packet</th>
<th>Presentation to Senate</th>
<th>Reports: Committees</th>
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<tr>
<td>10 Nov. 2017</td>
<td>13 Nov. 2017</td>
<td>17 Nov. 2017</td>
<td>6 Nov. 2017</td>
<td><strong>Annual Report:</strong> Internationalization Council</td>
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<td>11 May 2018</td>
<td>14 May 2018</td>
<td>18 May 2018</td>
<td>7 May 2018</td>
<td><strong>Annual Reports:</strong> General Student Affairs Committee Honors Council Intercollegiate Athletics Board Library Committee Scholastic Standards Committee University Studies Council University Writing Council</td>
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<td>4 Jun. 2018</td>
<td><strong>Quarterly Reports:</strong> Budget Committee Educational Policy Committee <strong>Semi-Annual Report:</strong> Faculty Development Committee <strong>Annual Reports:</strong> Academic Requirements Council Academic Quality Committee Advisory Council Graduate Council Undergraduate Curriculum Committee</td>
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PORTLAND STATE UNIVERSITY FACULTY SENATE, 2017-18

STEERING COMMITTEE

Michael Clark, Presiding Officer
Brad Hansen, Past Presiding Officer • Thomas Luckett, Presiding Officer Elect


Ex officio: Richard Beyler, Secretary to the Faculty • Maude Hines, Board of Trustees Member
Liane O’Banion, Chair of Committee on Committees • José Padin, Senior IFS Representative (until December)

FACULTY SENATE ROSTER (64)

<table>
<thead>
<tr>
<th>Elected Members:</th>
<th>Ex officio:</th>
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<tbody>
<tr>
<td>Annabelle Dolidon (2019)</td>
<td>Richard Beyler, Secretary to the Faculty</td>
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<td>Steve Harmon (2018)</td>
<td>Maude Hines, Board of Trustees Member</td>
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<td>Karen Kennedy (2019)</td>
<td>Liane O’Banion, Chair of Committee on Committees</td>
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<td>David Raffo (2018)</td>
<td>José Padin, Senior IFS Representative (until December)</td>
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**College of Urban and Public Affairs (6)**

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<tr>
<td>Harris, G.L.A.</td>
<td>PAD</td>
<td>2018</td>
</tr>
<tr>
<td>Martin, Sheila</td>
<td>IMS</td>
<td>2020</td>
</tr>
<tr>
<td>Mitra, Arnab</td>
<td>ECN</td>
<td>2018</td>
</tr>
<tr>
<td>Nishihibba, Masami</td>
<td>PAD</td>
<td>2019</td>
</tr>
<tr>
<td>Smallman, Shawn</td>
<td>IGS</td>
<td>2019</td>
</tr>
</tbody>
</table>

**Graduate School of Education (4)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farahmandpur, Ramin</td>
<td>ELP</td>
<td>2018</td>
</tr>
<tr>
<td>Reynolds, Candyce</td>
<td>ELP</td>
<td>2020</td>
</tr>
<tr>
<td>Thieman, Gayle</td>
<td>CI</td>
<td>2020</td>
</tr>
<tr>
<td>Yeigh, Maika</td>
<td>CI</td>
<td>2019</td>
</tr>
</tbody>
</table>

**Library (1)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emery, Jill</td>
<td>LIB</td>
<td>2020</td>
</tr>
</tbody>
</table>

**Maseeh College of Engineering & Computer Sci. (5)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karavanic, Karen</td>
<td>CMP</td>
<td>2020</td>
</tr>
<tr>
<td>Monsere, Christopher</td>
<td>CEE</td>
<td>2018</td>
</tr>
<tr>
<td>Recktenwald, Gerald</td>
<td>MME</td>
<td>2019</td>
</tr>
<tr>
<td>Siderius, Martin</td>
<td>ECE</td>
<td>2019</td>
</tr>
<tr>
<td>Tretheway, Derek</td>
<td>MME</td>
<td>2018</td>
</tr>
</tbody>
</table>

**Other Instructional (4)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter, Rowanna</td>
<td>UNST</td>
<td>2019</td>
</tr>
<tr>
<td>Lindsay, Susan</td>
<td>IELP</td>
<td>2020</td>
</tr>
<tr>
<td>Fernandez, Oscar</td>
<td>UNST</td>
<td>2018</td>
</tr>
<tr>
<td>Young, Sonja</td>
<td>UNST</td>
<td>2018</td>
</tr>
</tbody>
</table>

**School of Business Administration (4)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimond, Michael</td>
<td>SBA</td>
<td>2020</td>
</tr>
<tr>
<td>Hansen, David</td>
<td>SBA</td>
<td>2018</td>
</tr>
<tr>
<td>Mathwick, Charla</td>
<td>SBA</td>
<td>2019</td>
</tr>
<tr>
<td>Sorensen, Tichelle</td>
<td>SBA</td>
<td>2019</td>
</tr>
</tbody>
</table>

**School of Public Health (2)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gelmon, Sherril</td>
<td>HPM</td>
<td>2018</td>
</tr>
<tr>
<td>Messer, Lynne</td>
<td>CH</td>
<td>2019</td>
</tr>
</tbody>
</table>

**School of Social Work (5)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryson, Stephanie</td>
<td>SSW</td>
<td>2020</td>
</tr>
<tr>
<td>Constable, Kate</td>
<td>SSW</td>
<td>2018</td>
</tr>
<tr>
<td>Cunningham, Miranda</td>
<td>SSW</td>
<td>2020</td>
</tr>
<tr>
<td>Martinez Thompson, Michele</td>
<td>SSW</td>
<td>2019</td>
</tr>
<tr>
<td>Smith, Gary</td>
<td>SSW</td>
<td>2018</td>
</tr>
</tbody>
</table>

New senators in italics
Date: 12 September 2017
EX-OFFICIO MEMBERS OF THE FACULTY SENATE, 2017-18

Allen, Clifford  Dean, School of Business Administration
Anderson, Jennifer  Chair, General Student Affairs Committee
Bangsberg, David  Dean, OHSU-PSU Joint School of Public Health
Bevler, Richard  Secretary to the Faculty
Bleckic, Mirela*  Co-Chair, Budget Committee
Boldt, William  President, PSU Foundation
Bynum, Leroy, Jr.  Dean, College of the Arts
Carpenter, Rowanna*  Advisory Council (2017-19)
Chabon, Shelly  Vice Provost for Academic Personnel and Leadership Development
Chan, Susan*  Chair, Library Committee
Chang, Heejun*  Co-Chair, Budget Committee
Cherner, Todd  Co-Chair, Faculty Development Committee
Clark, Michael  Presiding Officer & Interinstitutional Faculty Senate (Jan. 2017-Dec. 2019)
Coleman, Cornelia  Chair, Honors Council
Crespo, Carlos  Advisory Council (2016-18)
Davidova, Evgenia  Chair, University Studies Council
Davis, Lois  Chief of Staff & Vice President for Public Affairs
Dolidon, Annabelle*  Steering Committee (2017-19) & Chair, Academic Quality Committee
Everett, Margaret  Interim Provost, Vice Provost for International Affairs, & Dean of Graduate Studies
Finkbeiner, Brent  ASPSU President
Fraire, John  Vice President for Enrollment Management and Student Affairs
Hansen, Brad  Past Presiding Officer
Harmon, Steve  Steering Committee (2016-18) & Advisory Council (2016-18)
Harrison, Paloma  Chair, Scholastic Standards Committee
Hendricks, Arthur  Co-Chair, Educational Policy Committee
Hines, Maude  Faculty Board of Trustees member
Holmes, Haley  Chair, Academic Requirements Committee
Jhaj, Sukhwant  Vice Provost for Academic Innovation and Student Success
Ketcheson, Kathi  Co-Chair, Faculty Development Committee
Kennedy, Karen*  Steering Committee (2017-19)
Lafferriere, Gerardo  Advisory Council (2017-19)
Luckett, Thomas*  Presiding Officer Elect
Lynn, Marvin  Dean, Graduate School of Education
Maier, David  Advisory Council (2017-19)
Marrongelle, Karen  Dean, College of Liberal Arts and Sciences
Miller, Hildy  Chair, University Writing Council
Miller, Randy  Chair, Intercollegiate Athletics Board
Moody, Marilyn  Dean, University Library
Nissen, Laura  Dean, School of Social Work
O’Banion, Liene*  Chair, Committee on Committees
Padin, Jose  Advisory Council (2016-18) & Interinstitutional Faculty Senate (Jan. 2015-Dec. 2017)
Percy, Stephen  Dean, College of Urban and Public Affairs
Popp, Karen  Interinstitutional Faculty Senate (Jan. 2018-Dec. 2020)
Raffo, David  Steering Committee (2016-18) & Co-Chair, Educational Policy Committee
Reese, David  General Counsel and Secretary to the Board of Trustees
Reynolds, Candyce*  Interinstitutional Faculty Senate (Jan. 2016-Dec. 2018)
Reynolds, Kevin  Vice President for Finance and Administration
Shoureshi, Rahmat  President
Su, Renjeng  Dean, Maseeh College of Engineering & Computer Science
Suarez, Carmen  Vice President for Global Diversity and Inclusion
Toppe, Michele  Dean of Student Life
Woods, Mark  Chair, Graduate Council

Administrative members in italics
* Also an elected senator
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 Directory 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 appointing members for all constitutional committees, and nominating members for administrative committees unless specifically excepted. As an aid to securing interested and appropriate nominees, the Faculty Committees Preference Survey is distributed annually to all members of the Faculty to enable them to indicate those committees on which they would like to serve.

From time to time university committees may have matters they wish to bring before the Faculty Senate. Also, all constitutional committees (and some administrative committees) are required to make annual reports to that group. The process for placing items on the Senate agenda and annual reporting dates for committees are discussed in Procedures of the Faculty Senate, above. 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 packet 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 chair of the committee in question and to 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 by the Vice Provost for Academic Innovation and Student Success 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 2 April 2018.

Members to serve 2017-18 academic year.
Consecutive service in parentheses.
Chair: Carla Harcleroad
Faculty & Staff:
Elizabeth Benner, SPH (2016-)
Michael Brown, TLC (2017-)
Kate Constable, SSW (2014-)
Martha Dyson, CLAS (2014-)
J. R. (Jones) Estes, UNST (2016-)
Darrell Grant, MUS (2014-)
Karen Haley, ELP (2016-)
Carla Harcleroad, ACS (2016-)
Kara Haynes, OAA (2017-)
Rebecca Ingersoll, ACS (2015-)
Marlon Marion, DMSS (2014-)
Amanda Nguyen, SFS (2017-)
Anna Pitioni, COTA (2017-)
Andrew Rice, PHY (2014-)
Becky Sanchez, SBA (2014-)
Lynell Spencer, CUPA (2017-)
Jodi Stiegemeyer, MCECS (2016-)
Mary Vance, ACS (2016-)
Melissa Yates, CLAS (2016-)
Ex-officio: Sy Adler, Assoc. Dean, CUPA
Cindy Baccar, Registrar
Jim Hook, Assoc. Dean, MCECS
Sukhwant Jhaj, Vice Provost for Academic Innovation & Student Success
Student: Sam Saxby
Consultant: Zach Markiss, OIRP

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 by the Dean of Students.

Members to serve 2016-17 academic year.
Consecutive service in parentheses.
Chair: Edward Higgins
Faculty (6): Deborah Arthur, UNST (2015-)
Kate Constable, SSW (2015-)
Brenda Eichelberger, SBA (2015-)
Edward Higgins, MUS (2013-)
Carol Holdt, SOC (2013-)
Anmarie Trimble, UNST (2013-)
Alternates (2):
Cindy Baccar, REG (2013-)
John Eckroth, SBA (2016-)
Students (3): _____________
Consultants: John Fraire, Vice Pres. EMSA
Michele Toppe, Assoc. Vice Pres. for Student Affairs & Dean of 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
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.

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

Chair: Anne McClanan
Faculty: Todd Cherner, C&I (2017-)
        Wu-Chang Feng, CMP (2016-)
        Dan Hammerstrom, ECE (2017-)
        Marie Lewandowski, OAI (2016-)
        Anne McClanan, ART (2015-)
        Kimberly Pendell, LIB (2016-)
        Samuel Sennott, SPED (2013-)
        Steve Thorne, WLL (2012-)
        Rachel Webb, MTH (2017-)
        Aaron Whelton, ARC (2017-)

Students (2): ____________

Consultants: Johannes de Gruyter, Exec. Dir., OAI
            Jerrod Thomas, Dir. User Support Svc., OIT

www.pdx.edu/faculty-senate/academic-computing-and-information-technologies-advisory-council

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 4 June 2018.

Members to serve 2017-18 academic year.
Consecutive service in parentheses.

Chair: Annabelle Dolidon
Faculty: Mirela Blekic, ACS (2017-)
         Virginia Butler, ANT (2016-)
         Annabelle Dolidon, WLL (2016-)
         J. R. (Jones) Estes, UNST (2016-)
         Ginny Garcia-Alexander, SOC (2017-)
         Linda George, ESM (2016-)
         Jim Hook, CMP (2016-)
         Craig Leets, QRC (2017-)
         Kathleen Merrow, HON (2017-)

Student: Anindita Mukerjee

Consultants: Kathi Ketcheson, OIRP representative
            ____________, EPC representative
            ____________, OAA representative

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 4 June 2018.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Chair: Haley Holmes
Faculty: Geoffrey Duh, GGR (2015-)
         Marie Fiorillo, COTA (2015-)
         Haley Holmes, SBA (2014-)
         Debra Lindberg, CCJ (2015-)
         Laura Marsh, CLAS (2016-)
         DeLys Ostlund, WLL (2016-)
         Vicki Reitenauer, UNST (2017-)

Students (2): ____________

Consultants: Becki Ingersoll, Interim Dir., ACS
             Nicholas Matlick, Asst. Reg.

Petitions: www.pdx.edu/registration/petitions

Information also available in Neuberger Hall Lobby.

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.

Membership for 2017-18 TBD.

www.pdx.edu/faculty-senate/access-committee

www.pdx.edu/faculty-senate/academic-requirements-committee
ADVISORY COUNCIL

The Advisory Council advises 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 4 June 2018.

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

Chair: ____________

Faculty (6): Rowanna Carpenter, UNST (2017-19)
Carlos Crespo, CH (2016-18)
Steve Harmon, OAA (2016-18)
Gerardo Lafferriere, MTH (2017-19)
David Maier, CMP (2017-19)
José Padín, SOC (2016-18)

www.pdx.edu/faculty-senate/advisory-council

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 BC serves on the Educational Policy Committee. BC makes quarterly reports to the Faculty Senate.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Co-Chairs: Mirela Blekic, Heejun Chang

Faculty
AO: Mirela Blekic, ACS (2013-)
CLAS-AL: Eva Núñez, WLL (2011-)
Liz Ceppi, ENG (2015-)
CLAS-Sci: Steven Boyce, MTH (2017-)
Mitchell Cruzan, BIO (2013-)
CLAS-SS: Heejun Chang, GGR (2016-)
Chia Yin Hsu, HST (2016-)
COTA: Barbara Sestak, ARC (2016-)
CUPA: Melody Valdini, PS (2017-)
GSE: Candyce Reynolds, ELP (2014-)
LIB: Michael Bowman (2011-)
MCECS: Christof Teuscher, ECE (2016-)
OI: Brenda Glascott, HON (2017-)
SBA: David Hansen (2011-)
SPH: ____________
SSW: Sam Gioia (2017-)

Ex officio: Arthur Hendricks, Co-chair, EPC

Students (2): ____________

Consultants: David Burgess, Assoc. Dir., OIRP
Margaret Everett, Interim Provost
Andria Johnson, Univ. Budget Dir.
Kathi Ketcheson, Director, OIRP
Gil Miller, Fiscal Officer, OAA
Kevin Reynolds, Vice Pres. for Finance & Administration
__________, Vice Prov. for Academic & Fiscal Planning

www.pdx.edu/faculty-senate/budget-committee
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 2017-18 academic year.
Consecutive service in parentheses.

Chair: Felita Singleton
Members: Karen Barnack, EHS
         Todd Bauch, REC
         Tom Bennett, CEE
         Kale Clauson, ESM
         Peter Dusicka, CEE
         David Fetter, OIT
         Carey Gibbar, FPM
         Eric Jensen, ARC
         Karen Kraus, HR
         Heather Randol, EHS
         Mark Russell, AUX
         Felita Singleton, OSA
         Craig Whitten, CSS

Consultants: Gabrielle Cooper, EHS
             Jon Davis, EHS

www.pdx.edu/safetycommittee

CHEMICAL HYGIENE & LABORATORY SAFETY COMMITTEE

The Chemical Hygiene & Laboratory Safety Committee ensures the use of chemicals will not adversely affect the health, safety, and well-being of students, staff, visitors, neighbors and the environment. The Committee reviews the technical, environmental, and safety aspects of all research proposals involving the use of hazardous chemicals in order to support safe laboratory environments. The Committee, along with the EHS office, provides expert advice on issues related to the implementation of the Chemical Hygiene Plan, and other agency rules and guidelines, with the goal of having a chemical and environmental safety program that encourages best laboratory practices and satisfies federal, state, and local laws and regulations.

Members to serve 2017-18 academic year.

Chair: TBD
Members
Faculty: Daniel Ballhorn, BIO
         Sarah Bartlett, CHE
         Sarah Eppley, BIO
         Elliott Gall, MME
         Andre La Rosa, PHY
         Jennifer Morse, ESM
         Alan Sandtorv, CHE
         David Stuart, CHE
         Mark Woods, CHE

Staff: Kale Clauson, CHE
      Kirk Fisher, CHE
      Alexandra Franco, GLG
      Lindsay Henderson, EHS
      Xavier Oberlander, ART

Students: Shree Aier, MME
          Adam McCary, EHS

Ex officio: Scott Jaqua, Asst. Dir., EHS
           Shannon Roth, Asst. Dir. ORI

Alternates
Staff: Nicholas Meier, CHE
      Comedy Millar, ORI

Consultants: Brandon Barnhill, Compliance Officer, ORI
             Drake Mitchell, PHY
             Heather Randol, Director, EHS

sites.google.com/a/pdx.edu/research/integrity/chemical-safety
An advisory committee established by the HGCDC 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 HGCDC 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 2017-18 TBD.

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

**COMMITTEE ON COMMITTEES**

The Committee on Committees is scheduled to make its annual report to the Faculty Senate on 2 October 2017. 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: Liane O’Banion

Faculty

AO: Liane O’Banion, TLC (2016-18)

COTA: Marie Fiorillo, COTA (2017-19)

CLAS-AL: Isabel Jaén Portillo, WLL (2017-19)

Suwako Watanabe, WLL (2017-19)

CLAS-Sci: Drake Mitchell, PHY (2017-19)

Rachel Webb, MTH (2017-18)

alternate: Jeanette Palmiter, MTH

CLAS-SS: Heejun Chang, GGR (2017-19)

Patricia Schechter, HST (2016-18)

CUPA: Sheila Martin, IMS (2017-19)

GSE: Candycce Reynolds, ELP (2017-19)

LIB: Jill Emery (2017-19)

OI: Susan Lindsay, IELP (2017-19)

MCECS: Karen Karavanic, CMP (2017-19)

SBA: Michael Dimond (2017-18)

SPH: Lynne Messer, CH (2016-18)

SSW: Miranda Cunningham (2017-19)

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

The Deadline Appeals Board reviews and rules on petitions by students seeking relief from published deadlines.

Members to serve 2017-18 academic year.
Consecutive service in parentheses.

Co-Chairs: Regina Arellano, Jane Mercer

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

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

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 2017-18 TBD.

www.pdx.edu/diversity/dac
An advisory committee established by administrative action.

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

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 2017-18 TBD.

salpsync.orgsync.com/org/speakerboard

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 2017-18 academic year.
Consecutive service in parentheses.

Co-Chairs: Arthur Hendricks & David Raffo

Faculty
AO: Cynthia Baccar, REG (2016-)
CLAS-AL: Enrique Cortez, WLL (2017-)
Alex Sager, PHL (2017-)
CLAS-Sci Ken Stedman, BIO (2015-)
Ralf Widenhorn, PHY (2017-)
CLAS-SS: Hyeyoung Woo, SOC (2017-)
John Ott, HST (2016-)
COTA: Alison Heryer, ART (2015-)
CUPA Leopoldo Rodriguez, IGS (2017-)
GSE: Ramin Farahmandpur, ELP (2015-)
MCECS: Hormoz Zareh, MME (2016-)
LIB: Arthur Hendricks (2013-)
OI: Rowanna Carpenter, UNST (2015-)
SBA: David Raffo (2015-)
SPH: Leslie McBride, CH (2017-)
SSW: Lisa Hawash (2017-)
Ex officio: David Hansen, Budget Committee rep.

Students (2): ____________

Consultant: Steve Harmon, OAA representative

www.pdx.edu/faculty-senate/educational-policy-committee
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 report to the Faculty Senate on 5 February 2018 and 4 June 2018.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Co-chairs: Todd Cherner, Kathi Ketcheson

Faculty
AO: Kathi Ketcheson, OIRP (2011-)
CLAS-AL: Anoop Mirpuri, ENG (2017-)
   Angela Zagarella, WLL (2014-)
CLAS-Sci: Christopher Butenhoff, PHY (2017-)
   Bruno Jedynak, MTH (2016-)
CLAS-SS: Gerasimos Fergadiotis, SPHR (2016-)
   Thomas Kindermann, PSY (2013-)
COTA: Barbara Heilmair, ART (2012-)
CUPA: Rossitza Wooster, ECN (2017-)
GSE: Todd Cherner (2016-)
LIB: Sarah Beasley (2016-)
   Arthur Hendricks (2016-)
MCECS: Chien Wern, MME (2017-)
OI: Regina Weaver, IELP (2016-)
SBA: Berrin Erdogan (2012-)
SPH: Julia Goodman, HSMP (2016-)
SSW: Thomas Keller (2017-)

Consultants: Shelly Chabon, Vice Prov. for Academic Personnel & Leadership Development
   Margaret Everett, Interim Provost
   , Vice Pres. for Research & Strategic Partnerships

www.pdx.edu/faculty-senate/faculty-development-committee

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 7 May 2018.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Chair: Jennifer Anderson

Faculty (5): Jennifer Anderson, ROSS (2017-)
   Joshua Epstein, ENG (2016-)
   Erik Geschke, ART (2013-)
   Kristi Kang, IELP (2016-)
   Rachel Samuelson, OSA (2017-)

Students (5):

Consultant: Michele Toppe, Dean of Student Life

www.pdx.edu/faculty-senate/general-student-affairs-committee
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 4 June 2018.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Chair: Mark Woods

Faculty
AO: Darcy Kramer, DRC (2016-)
CLAS-AL: Jon Holt, WLL (2016-)
         Lynn Santelmann, LIN (2017-)
CLAS-Sci: Wayne Wakeland, SYSC (2017-)
         Mark Woods, CHE (2015-)
CLAS-SS: Paul Lokith, GGR (2016-)
         Sally McWilliams, WGSS (2015-)
COTA: Abel de la Cruz (2017-)
CUPA: Connie Ozawa, USP (2016-)
GSE: Michael Smith, ELP (2017-)
LIB: Robert Schroeder (2017-)
MCECS: Chien Wern, MME (2016-)
OI: Linnea Spitzer, IELP (2017-)
SBA: Jeanne Enders (2016-)
SPH: Rachael Godlove (2017-)
SSW: Stephanie Bryson (2017-)

Students: __________

Consultants: Margaret Everett, Dean of Graduate Studies
           Courtney Hanson, Dir. of Grad. Services
           Beth Holmes, OGS representative

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: Cynthia Mohr

Faculty (8) membership TBD

Community: __________

Students (2): __________

Consultant: Natali Pardo, Coord. of Commencement

www.pdx.edu/faculty-senate/graduate-council

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 7 May 2018.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Chair: Cornelia Coleman

Faculty
AO: Mirela Blekic, ACS (2017-)
COTA: Amy Borden, TAD (2017-)
CLAS-AL: Pelin Basci, WLL (2017-)
          Nina Spiegel, JST (2014-)
CLAS-Sci: Michael Bartlett, BIO (2014-)
          Bin Jiang, MTH (2014-)
CLAS-SS: Todd Bodner, PSY (2016-)
          Joseph Bohling, HST (2017-)
CUPA: Mauri Matsuda, CCJ (2017-)
          Kim Williams, PS (2015-)
GSE: Hollie Hix-Small, SPED (2017-)
HON: Lawrence Wheeler (2014-)
LIB: Robert Schroeder, LIB (2014-)
OI: Cornelia Coleman, HON (2017-)
MCECS: Christof Teuscher, ECE (2014-)
SBA: Ellen West (2016-)
SPH: Christina Sun, CH (2016-)
SSW: Erin Flynn (2016-)

Students (2): __________

Consultants: Shelly Chabon, Vice Prov. for Academic Personnel & Leadership Development
Brenda Glascott, Director, HON
Steve Harmon, OAA representative
Amy Spring, UNST Council representative

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
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 2 April 2018.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Co-Chairs: Janelle Voegele & Vicki Wise

Members:
- Sarah Beasley, LIB (2017-)
- Rowanna Carpenter, UNST (2013-)
- Amy Donaldson, SPHR (2014-)
- Charles Klein, ANT (2014-)
- Gerardo Lafferriere, MTH (2017-)
- Besty Natter, UNST (2016-)
- Leslee Peterson, GSE (2017-)
- Billie Sandberg, PAD (2017-)
- Brian Sandlin, OAA (2015-)
- Christof Teuscher, ECE (2017-)
- Janelle Voegele, OAI (2013-)
- Ellen West, SBA (2016-)
- Vicki Wise, OAI (2013-)

Student: ____________

Consultants: Margaret Everett, Dean of Graduate Studies
Sukhwant Jhaj, Vice Prov. Acad. Innovation & Student Success
Kathi Ketcheson, Dir., OIRP
__________, Retention Coord., OAI

www.pdx.edu/institutional-assessment-council/

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 2017-18 academic year. Consecutive service in parentheses.

Chair: Kenneth Stedman

Faculty:
- David Ballhorn, BIO (2014-)
- Albert (Steve) Benight, CHE (2013-)
- Lynne Messer, SCH (2012-)
- Brooke Napier, BIO (2017-)
- Rahul Raghavan, BIO (2012-)
- Kenneth Stedman, BIO (2011-)

Ex officio: Scott Jaqua, Asst. Dir., EHS

Community: Jason Cunningham
Bryan Profit

Consultants: Comedy Millar, ORI
Shannon Roth, Interim Dir., ORI

sites.google.com/a/pdx.edu/research/integrity/bio-safety
An advisory committee established by administrative actions, as required by Federal guidelines.

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.

Consecutive service in parentheses
§ denotes scientist, * denotes non-scientist

Chair: Lindsey Wilkinson

Faculty: Jack Barbera, CHE (2017-) §
         Paula Carder, SPH (20170) *
         Cynthia-Lou Coleman, COM (2013-)
         Indigenous Populations Rep. *
         Miguel Figliozzi, CEN (2017-) §
         Sheldon Loman, SPED (2015-) Child Rep. §
         Lindsey Wilkinson, SOC (2012-) §

Admin. Eve Chapman, ORI (2013-) *

Community: Koffi (Jean-Pierre) Dessou, City of Portland,
Off. of Equity & Hum. Rights (2012-) *
Kara Lee, Kaiser Permanente Center for Community Research (2016-) *

Alt. Faculty: Karen Cellarius, RRI (2010-) *
         Debi Elliot, SRL (2013-) Child Rep. §
         Brian Renauer, CCJ (2001-) *
         Sybil Kelly, ELP (2012-) §

Alt. Admin.: Comedy Miller, OIR (2017-) *
           Shannon Roth, RSP (2014-) *

Alt. Comm. Kimberly Bernard, Multnomah County Dept. of Community Justice (2013-) *

Consultant: Dawn Boatman, Dir., Sponsored Projects Admin. (2016-)

sites.google.com/a/pdx.edu/research/integrity/human-subjects
**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 2017-18 academic year.
Consecutive service in parentheses.

Chair: Randy Miller

Faculty (5): Tyler Baker, REC (2017-)
            Toeutu Faaleava, OAA (2011-)
            Randy Miller, CH (2012-)
            Michael Smith, ELP (2014-)
            Derek Tretheway, MME (2016-)

Community: ____________

Students (3): ____________
______________
______________

Consultants: Matt Billings, Deputy Director of Athletics
              Valerie Cleary, Director of Athletics
              Brian Janssen, SALP, Faculty Representative to NCAA
              Kevin Reynolds, Vice Pres. Fin. & Admin.

www.pdx.edu/faculty-senate/intercollegiate-athletics-board

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**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 6 November 2017.

Members to serve 2017-18 academic year TBD.
Consecutive service in parentheses.

Chair: ____________

Faculty (16): ____________

Undergraduate Students (2): ____________
______________

Graduate Students (2): ____________
______________

Consultants: Margaret Everett, Vice Prov. Int’l Affairs
              Kathi Ketcheson, OIRP representative
              Ron Witczak, OIA representative

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 7 May 2018.

Members to serve 2017-18 academic year. 
Consecutive service in parentheses.

Chair: Susan Chan

Faculty (7): Elizabeth Almer, SBA (2015-)
Susan Chan, MUS (2014-)
Desmond Cheung, HST (2016-)
Carrie Collenberg-Gonzalez, WLL (2016-)
Kevin Hill, PHL (2016-)
Lea Millay, UNST (2015-)
Sarah Sterling, ANT (2017-)

Students (2): ____________

Consultants: Thomas Bielavitz, Asst. Univ. Librarian
Michael Bowman, Asst. Univ. Librarian
Marilyn Moody, Dean, University Library

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: Michael Bartlett, BIO (2005-)
Marilyn Mackiewics, CHE (2017-)
Andrew Rice, PHY (2017-)
Kathy Samson, SHAC (2009-)

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

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 7 May 2017.

Members to serve 2017-18 academic year. Consecutive service in parentheses.

Chair: Paloma Harrison
Faculty: Scott Broussard, CLAS (2012-)
        Jennifer Dahl, SHAC (2015-)
        Derek Garton, MTH (2015-)
        Andrea Griggs, EEP (2017-)
        Paula Harris, OIA (2016-)
        Paloma Harrison, CLAS (2013-)
        Jennifer Loney, SBA (2016-)
        Michele Miller, IELP (2013-)
        Anna Pittioni, COTA (2016-)
        Thomas Schumacher, CEN (2017-)

Students (2): ____________

Consultant: Nicolle Dupont, Assoc. Registrar
Petitions: http://www.pdx.edu/registration/petitions
Information also available in Neuberger Hall Lobby.

www.pdx.edu/faculty-senate/scholastic-standards-committee

SMITH ADVISORY BOARD

The Smith Advisory Board reviews Smith Memorial Student Union operations and develops policies pertaining to the use of Smith Memorial Student Union by the University community. Members are appointed by the Smith Memorial Student Union Administration, except for ASPSU and SFC appointees.

Members to serve 2017-18 academic year.

Chair: Cassidy Hines
Faculty: Cynthia Gomez, OSA
        Reaz Mahmood, VGD
Staff: Rani Boyle, PSR
        Kristine Wise, AUX
Students: Angelica Acosta
         Amanda Celiceo
         Cassidy Hines
         Trinity Meyer

ASPSU Rep: ____________
SFC Rep.: ____________
Consultants: Chris Augeri, Dir. Conf. & Events Venues & Svcs.
            Mark Russell, SMSU Operations Manager

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 by the Committee on Committees in consultation with the Dean of Student Life. 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): Garrison Greenwood, EEN (2017-)
Steve Harmon, OAA (2014-)
Carol Holdt, SOC (2017-)
Ariel Lewis, CEE (2014-)
Debra Lindberg, CCJ (2015-)
Linda Liu, DMSS (2014-)
Liane O’Banion, TLC (2013-)
Casey Payseno, AUX (2013-)
Anna Pittioni, COTA (2015-)
CeCe Ridder, DMSS (2015-)
Albert (Randy) Spencer, PHL (2015-)
Sarah Sterling, ANT (2017-)

Alt. Faculty: ______________
______________

Students (2): ______________
______________

Alt. Students: ______________
______________

Consultant: Dana Walton-Macaulay, Dir. Student Conduct

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 2017-18 TBD.

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

www.pdx.edu/student-leadership/funding-opportunities-0

www.pdx.edu/faculty-senate/student-conduct-committee
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.

Consecutive service in parentheses.

Chair: Jelena Schiff

Faculty: Harrell Fletcher, ART (2017-)
Courtney Hermann, TAD (2017-)
Cesar Rodriguez, ECN (2015-)
Nicholas Running, POF (2016-)
Jelena Schiff, MUS (2016-)
Michael Walsh, HOU (2017-)

Staff: ____________

Community: ____________

Students (5): Steven “Scott” Trend
____________
____________
____________

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.

Members to serve 2017-18 fiscal year.
Consecutive service in parentheses.

Co-chairs: Christopher Carey & Danielle McGurrin

Faculty (5): Christopher Carey, UNST (2013-)
Tim Hagge, CAP (2012-)
Danielle McGurrin, CCJ (2009-)
Andreen Morris, ADM (2017-)
Joyce O’Halloran, MTH (2017-)
Friedrich Schuler, HST (2017-)

Alternate: ____________

Students (2): ____________
____________

Consultants: ____________, CPSO
____________, PARK

http://www.pdx.edu/faculty-senate/traffic-appeals-board
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 4 June 2018.

Members to serve 2017-18 fiscal year.
Consecutive service in parentheses.

Chair: TBD

Faculty
AO: Mirela Blekic, ACS (2016-)
CLAS-AL: Brian Elliot, PHL (2016-)
John Hellermann, LIN (2016-)
CLAS-SCI: Drake Mitchell, PHY (2016-)
Max Nielsen-Pincus, ESM (2017-)
CLAS-SS: Susan Ginley, SPHR (2017-)
Sarah Key-DeLyria, SPHR (2015-)
COTA: Amy Borden, FILM (2015-)
CUPA: Tracy Braden, USP (2016-)
GSE: Yer Thao, C&I (2017-)
LIB: Kinberly Pendell (2017-)
MCECS: Donald Duncan, ECE (2012-)
OI: Leslie Siebert, IELP (2014-)
SBA: Kristi Yuthas (2017-)
SPH: Belinda Zeidler (2016-)
SSW: Hillary Hyde (2016-)

Students (2): __________

Consultants: Lisa Grady-Willis, GDI representative
Steven Harmon, OAA representative

www.pdx.edu/faculty-senate/undergraduate-curriculum-committee

UNIVERSITY STUDIES COUNCIL

The University Studies Council is scheduled to make its annual report to the Faculty Senate on 7 May 2018.

Members to serve 2017-18 fiscal year.
Consecutive service in parentheses.

Chair: Evguenia Davidova

Faculty
AO: Amy Spring, RSP (2013-)
CLAS-AL: Aleksandar Jovic, PHL (2017-)
Albert (Randy) Spencer, PHL (2015-)
CLAS-Sci: Amy Larson, ESM (2015-)
Mau Nam Nguyen, MTH (2016-)
CLAS-SS: Jeff Conn, SPHR (2017-)
Joseph Smith-Buani, BST (2014-)
COTA: Eleanor Erskine, ART (2014-)
CUPA: Evguenia Davidova, IGS (2016-)
GSE: Ingrid Anderson, C&I (2015-)
LIB: Kim Willson-St.Clair (2014-)
MCECS: Christof Teuscher, ECE (2016-)
OI: Leslie Batchelder, UNST (2017-)
SBA: Emiko Konomi (2017-)
SPH: Richard Lockwood, CH (2015-)
SSW: Ben Anderson-Nathe (2012-)
UNST Rep.: Oscar Fernandez, UNST (2016-)

Students (2): __________

Consultants: Mirela Blekic, Retention Assoc., ACS
Rowanna Carpenter, Dir. Assessment, UNST
Maurice Hamlington, Director, UNST

www.pdx.edu/faculty-senate/university-studies-council
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: Hildy Miller •

Faculty:
Katrine Barber, HST (2016-)
Kate Comer, ENG (2017-)
Craig Epplin, WLL (2017-)
Brenda Glascott, HON (2017-)
Dan Jaffee, SOC (2015-)
Zapoura Newton-Calvert, UNST (2016-)
Elizabeth Pickard, LIB (2014-)

Ex officio: Dan DeWeese, Director, Writing Center
Annie Knepler, UNST Writing Coordinator
Hildy Miller, Director of Rhetoric & Composition (Interim), ENG
Linnea Spitzer, IELP representative

Student: ____________

www.pdx.edu/faculty-senate/university-writing-committee
A. CONSTITUTION OF THE OREGON INTERINSTITUTIONAL FACULTY SENATE

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 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. PSU REPRESENTATIVES TO IFS**

The following have been elected to serve three-year terms as representatives to the Interinstitutional Faculty Senate under the provisions of Article VII of the Portland State University Faculty Constitution:

- José Padín (Jan. 2015 to Dec. 2017)
- Karen Popp (Jan. 2018 to Dec. 2020)

**C. IFS MEETINGS, 2017-18**

- 13-14 October (PSU)
- 17-18 November (WOU)
- Others TBD

[IFS Webpage](oregonifs.org)