

300.030 Faculty Bylaws of the Missouri University of Science and Technology

Bd. Min. 6-25-71, p. 35,936; Amended Bd. Min. 10-12-73, p. 36,845; Bd. Min. 10-31-75, p. 37,462; Bd. Min. 11-13-81, 5-7-82 & 6-22-84; Bd. Min. 6-13-86; Bd. Min. 6-24-88; Bd. Min. 6-23-89; Bd. Min. 10-13-89; Bd. Min. 8-3-90, 7-30-92; Amended Bd. Min. 3-20-97; Bd. Min. 3-22-02; Bd. Min. 10-16-03; Bd. Min. 11-29-07; Bd. Min. 1-29-10; Bd. Min. 4.11.19; Amended 4-20-23; Amended Bd. Min. 6-29-23.

- A. **Preamble** The faculty of the Missouri University of Science and Technology, in order to facilitate communications and to provide for effective academic governance, participation in decision making, and shared responsibility in academic affairs, do establish and subscribe to these Bylaws.
- B. **Provision for Future Change** In the event that the titles of campus administrators mentioned in these bylaws change in the future, the Faculty Senate Officers in consultation with the Provost and/or Chancellor shall determine a replacement, in all cases attempting to find the administrator whose duties most closely match those of the displaced administrator.
- C. **General Faculty**
 - 1. **Membership** -- The General Faculty of the Missouri University of Science and Technology consists of all full-time regular faculty and non-regular faculty, as defined in section 310.020.A of the Collected Rules and Regulations of the University of Missouri (hereinafter referred to as the "Collected Rules and Regulations"), the President, the Chancellor, the Vice-Chancellor for Research and Innovation, the Provost, the Vice-Provost and Dean of each college, the Registrar, the Dean or Director of the Library, and any other person who may be elected by a two-thirds vote at a General Faculty meeting. Voting members of the General Faculty are the full time regular and non-regular faculty of the Missouri University of Science and Technology. All members of the General Faculty have the right to participate in discussions.
 - 2. **Duties, Powers, Responsibilities & Privileges** -- The primary functions of the faculty are education, research, and service. The responsibilities and duties of the faculty are those derived from its authority to organize as granted by the Board of Curators. It shall have such other authority as delegated to it by the President and/or the Chancellor. The General Faculty is responsible for academic programs concerning the Missouri University of Science and Technology or those involving more than one Department, and for matters affecting the welfare of the institution, including but not limited to: academic standards, courses of instruction, and general standards to be met by educational, research, and service programs. Participatory authority and functions of the faculty are expressed through faculty involvement in the campus committee structure. The faculty

participates in the selection of administrative officers. The faculty participates in the monitoring of administrative and academic operating procedures. The faculty may make recommendations to the Chancellor on: institutional facilities, personnel and resources, professional standards, employment qualifications, tenure, promotion, salary, retirement, and other factors affecting faculty morale and welfare; and student affairs including health, welfare, conduct, and morale of the students.

3. **Faculty Rights and Responsibilities**

- a. **Academic Rights** -- Each faculty member has the right to freedom of inquiry, discourse, teaching, research and publication, as well as the responsibilities correlative with this right (as prescribed by The Collected Rules and Regulations).
- b. **Civil Rights** -- Faculty members are not required to relinquish any of their constitutional rights (as prescribed by The Collected Rules and Regulations).
- c. **Employment Rights** -- Faculty members shall have rights consistent with their continuous appointment or term appointment (during the term), except for cause, retirement or financial exigencies (as stated in The Collected Rules and Regulations).
- d. **Notification of Appointment** -- Faculty members shall be notified of their appointments promptly (as stated in The Collected Rules and Regulations).
- e. **Right to be Kept Informed** -- The faculty shall be kept informed of actions and activities of committees and the executive officers of the General Faculty, and of other occurrences that pertain to the Missouri University of Science and Technology. Where possible such information shall be made available to the faculty before being made available to the general public.

4. **Officers of the General Faculty** -- The officers of the General Faculty shall consist of the President of the University, the Chancellor, the President of the Faculty Senate, a Secretary, and a Parliamentarian.

- a. **Chancellor** -- The Chancellor of the Missouri University of Science and Technology is the presiding officer of the General Faculty. The Chancellor presides at meetings of the General Faculty but may extend this right to the President of the University when present.
- b. **President of the Faculty Senate** -- The President of the Faculty Senate presides at meetings of the General Faculty in the absence of or at the discretion of the Chancellor.
- c. **Secretary** -- The Secretary is appointed by the Chancellor and need not be a member of the General Faculty. The Secretary keeps minutes of the proceedings of the General Faculty meetings. The Secretary is required to distribute an agenda prior to each meeting, and the minutes after each meeting, to all members of the General Faculty.
- d. **Parliamentarian** -- The Parliamentarian is appointed by the Chancellor and must be a member of the General Faculty.

5. **Meetings** -- All meetings are called by the Chancellor. A quorum shall consist of ten percent (10%) of the voting members when business described in the published agenda is being considered.
- a. **Regular Meetings** -- There shall be at least four (4) regular meetings of the General Faculty each academic year. All regular meetings shall dedicate at least ten (10) minutes for discussion and questions from the membership, unless discussion is exhausted before the end of the allotted time. At the discretion of the Chancellor, in consultation with the Faculty Senate President, one (1) or two (2) of these meetings may take the form of a "town hall," at which faculty are encouraged to ask questions and provide feedback to the Chancellor, Provost, and other administrators.
 - b. **Special Meetings**
 - (1) Special meetings are called upon the request of the President of the University, the Chancellor, the President of the Faculty Senate, or by written petition of five percent (5%) of the members of the General Faculty.
 - (2) All Special Meetings shall be called within ten (10) school days after the request is presented to the Chancellor.
 - (3) The call for a Special Meeting shall state the specific purpose(s) for the meeting. Only business related to the stated purpose(s) is in order during the meeting.
 - c. **Notice of Meetings** -- Notice of all meetings of the General Faculty shall be sent to each member of the General Faculty at least five (5) school days prior to the meeting. Such notice shall include the agenda for the meeting.
 - d. **Restriction on Voting at Regular Meetings** -- In general, business coming before the General Faculty for action at a regular meeting shall be placed on the agenda before coming to a vote. Any other matters may be placed before the General Faculty and acted upon at a regular meeting without being placed on the agenda, unless five (5) voting members of the General Faculty request a delay. If such a request for delay is presented, the presiding officer shall delay the vote until the next regular meeting of the General Faculty at which time the matter will automatically be placed on the agenda, unless the matter has been acted upon at a special meeting before the next regular meeting is held.
 - e. **Minutes of Meetings** -- Minutes of all General Faculty meetings will be distributed by the Secretary to all members of the General Faculty within ten (10) school days after the meeting.
 - f. **Rules of Order** -- Unless otherwise addressed in these bylaws, meetings of the General Faculty are conducted in accordance with Robert's Rules of Order.

D. **Faculty Organizations** -- The primary functional unit of the faculty is the Department. For its governing purposes the faculty is further organized into the General Faculty, the Graduate Faculty, the Faculty Senate, Standing Committees, Judicial Committees, and Special Programs.

1. Departments

a. Organization and Membership

(1) Departments are the primary functional units of the campus. The program of a department is conducted by its faculty through the chair , who has general responsibility over the department. The chair shall act as the administrative representative of the department in its official relations with the University.

(2) Members of the department are all those members of the faculty who hold the rank of Instructor or above in the department, and such other persons who teach in or conduct research in the department structure and are accepted by a majority vote of the department members. (3) Voting members of the department shall include the full-time, ranked faculty members whose primary appointment is in that department and who do not hold full-time administrative appointments. The full-time, ranked faculty members of each department shall establish policies on situations when voting rights are to be either extended (e.g., to administrators, post-docs, emeritus, visiting, or adjunct faculty) or restricted (particularly on issues related to, e.g., tenure, curriculum, hiring, etc.) .

(4) Academic departments are those that are responsible to conduct teaching, research, and service on behalf of the University.

b. Academic Department Reorganization

(1) There shall be a process followed for academic unit reorganization. Unit(s) in this document shall refer to college, department, program, or special programs as defined in the Missouri University of Science and Technology Faculty Bylaws.

(2) Affected unit(s) shall refer to the academic department(s) considered in a reorganization, which could vary in number and that would be reorganized as a result of this process.

(3) The process shall address reorganization of departments as defined in b(1) above both in the case where the Faculty/Units are the impetus for the change and in the case where the Administration is the impetus for the change. For purposes of this procedure, Administration refers to Chancellor, Provost, or Vice-Provost and Dean.

(4) The process shall be agreed upon by the Chancellor, Provost, Vice-Provost and Deans, and Faculty Senate.

c. Operation and Meetings

(1) Department meetings are held throughout the academic year and are conducted according to democratic procedures. All matters concerning the department are open to discussion.

(2) When a department faculty position is to be filled, knowledge of the qualifications of the applicants is to be made available to the department members. Their opinions on the choice of candidates and a department faculty vote

about the acceptability of each finalist shall be sought by the chair before final recommendations for appointment are submitted.

d. **Responsibility and Authority**

(1) Faculty members direct and perform the work of instruction, coordinate and conduct research within the department, and provide service to the University, the academic community, and the public.

(2) Faculty members are also concerned about the internal administration of the department and should be kept fully informed consistent with Section 20.110 of The Collected Rules and Regulations about all matters related to the department, excepting only matters that are explicitly protected by written university policy, or confidentiality, or privacy laws that prevent disclosure.

(3) Proposals for changes in curriculum or courses shall be initiated by the department and submitted to the Campus Curricula Committee.

(4) Each department, acting in accordance with the Collected Rules and Regulations and Campus Policies, shall have delegated directly to it by the General Faculty jurisdiction over matters primarily of interest only to that department. This includes but is not limited to: entrance requirements for degree programs; the curricula of the department; action concerning petitions for changes in prescribed courses of study presented by individual students enrolled in the department; decisions concerning the scholastic standing of students enrolled in the department; recommendations to the General Faculty concerning the granting of degrees to students enrolled in the department; and primary responsibility for maintaining and improving the academic excellence of the department.

(5) All academic coursework shall be offered by departments, with the exception of courses offered through Special Programs.

2. **Special Programs**

- a. **Definition of Special Programs.** Special Programs are academic programs that are highly interdisciplinary, or for some other reason may not readily conform to the Department structure.
- b. **Creation of Special Programs.** The Provost may propose, with the appropriate academic rationale and suggested structure, that a Special Program be formed or an existing Special Program be changed. The Provost forwards the proposed program, or change to an existing program, with his/her recommendations, and the suggested constituencies from which the Program Representatives will be drawn, to the Faculty Senate for approval.
- c. **Governance of Special Programs.** Each Special Program will be governed by a Board of Program Representatives. The mechanism for selection of the Program Representatives must be delineated in the Special Program proposal from full

time, ranked, faculty – to be elected by and from the faculty of the participating Academic Departments. The election of Program Representatives shall be conducted by the Provost, or his/her designee. The Provost will inform the Faculty Senate of the composition of the Program Representatives upon initial creation of the Program, and annually thereafter.

- d. **Program Leader.** The Program Representatives shall normally select a Program Leader from their ranks. The Program Leader is authorized, upon a vote of the Program Representatives, to submit curricula changes to the Provost, then the Campus Curricula Committee and then the Faculty Senate for approval. The Program Leader may act as the approval authority for items within the purview of the Program.
- e. **Scope of Special Programs.** Special Programs shall not duplicate, or infringe, on Academic Department responsibilities. Special Programs shall not offer Bachelors, Masters, Ph.D., or Eng.D. degrees, but may offer Certificates, Minors, or other acknowledgements of a student's participation in a Special Program.
- f. **Modification and Deletion of Special Programs.** Requests to alter the number of Program Representatives, method of selection of Program Representatives, or the Academic Departments that they represent, must be approved by both the Provost and the Faculty Senate. Elimination of a Special Program also requires the approval of the Provost and Faculty Senate.

3. **Graduate Faculty**

- a. **Responsibility and Authority**-- The Graduate Faculty is responsible for maintaining an environment that will encourage the pursuit of scholarly work beyond the Bachelor's degree and for implementing the policies of the University of Missouri in the administration of graduate studies at Missouri S&T.
- b. **Membership and Activities** -- Rules regarding membership, activities, and subcommittees of the Graduate Faculty are established by the Rules and Regulations of the Graduate Faculty.

4. **Faculty Senate**

- a. **Authority and Responsibility** -- The Faculty Senate is the legislative and policy-making body of the General Faculty. It carries out the responsibilities of the Faculty (see above: §C.2) not specifically reserved to the General Faculty and shall consider all matters referred to it by the Board of Curators, the President of the University, the Chancellor, and the individual faculty members. The Faculty Senate, as the primary representative faculty voice, shall advise the administration and the faculty on the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus, the faculty and the students.

b. **Membership and Voting Rights**

(1) Members of the Faculty Senate are elected during the second semester of the academic year, and serve from August 1 until the end of their term.

(2) Faculty representatives are elected from and by each department as follows: each department elects one representative for the first ten (10), or fraction thereof, full-time faculty members in that department, and an additional representative for each additional ten (10) full-time faculty members in that department, rounded off to the nearest ten (10) faculty members, with five (5) being rounded upward.

(3) Ex officio non-voting members of the Faculty Senate consist of the Officers of the Faculty Senate as described in §D.4.c. below, the President of the University, the Chancellor, the Provost, the Vice Provost and Dean of the Colleges, the Registrar, the Staff Council President, the Student Council President and Vice President, and the Council of Graduate Students President. Faculty Senate officers who are also elected departmental representatives will retain their voting rights. However, the chairperson of the Faculty Senate meeting normally does not vote at meetings unless required to break a tie.

(4) All members of the General Faculty are eligible to vote for, be elected to, and serve on the Faculty Senate.

(5) **Terms of Office**

(a) Departmental representatives serve two-year (2-year) terms. Any departmental representative unable to serve during a given semester may be replaced by special election in the department. The elected replacement either continues or interrupts the original term, at the discretion of the department.

(b) Student members are selected to a 1-year term.

(6) Proxies. A Senator may designate a proxy from the same department by notifying the Secretary before the meeting. A proxy is seated in place of the representative for the number of meetings specified, has all rights of regular senators while seated, and counts toward quorum. Proxies may not be current Senators, and no person may cast more than one vote on any question.

c. **Officers of the Faculty Senate** -- The officers of the Faculty Senate consist of a Past President, the President, the President-Elect, the Parliamentarian, and the Secretary, all of whom must be members of the General Faculty. Department chairs and other persons who devote 50% or more of their time to administrative duties shall not be eligible to serve as Faculty Senate Officers. The new officers are elected annually. The election is held during a regular meeting of the second semester of the academic year, and officers begin their duties August 1.

(1) The President presides at the meetings of the Faculty Senate. The President is the official spokesperson of the Faculty Senate and maintains open communications with the faculty, administration, staff, and students. The President is

responsible for supervising all authority delegated by the Faculty Senate and for executing the decisions made by the Faculty Senate.

(2) The President-Elect serves in the capacity of the President during the latter's absence, or upon the President's request. The President-Elect is also an assistant to the President.

(3) The Parliamentarian makes recommendations on questions of parliamentary procedure for the Faculty Senate.

(4) The Secretary is responsible for all records, minutes, resolutions, and correspondence of the Faculty Senate. The Secretary supervises the publications of the agenda and the minutes of the meetings. The minutes shall be distributed by the Secretary of the Faculty Senate to all members of the General Faculty within ten (10) school days after the meeting.

d. **Meetings and Rules of Order**

(1) The Faculty Senate meets on Thursdays (on dates to be determined by the Faculty Senate Officers) at 2:00 p.m., at least three times each semester and once during the summer term. Faculty Senate members shall be relieved from other time-conflicting duties, and this time is considered to be a part of their full-time effort.

(2) The agenda of the Faculty Senate meetings is distributed to all faculty members no later than 5 school days in advance of the meetings. Whenever possible, standing committee motions to be introduced at meetings should be distributed together with the agenda.

(3) Meetings of the Faculty Senate are conducted in accordance with Robert's Rules of Order. Should a conflict arise among Robert's Rules of Order, the Faculty Bylaws of the General Faculty, and the Procedural and general Resolutions for the Faculty Senate and General Faculty, the order of precedence shall be firstly the Collected Rules and Regulations, **including** the **Missouri S&T** Faculty Bylaws; **secondly**, the Procedural and general Resolutions for the Faculty Senate and General Faculty; and finally, Robert's Rules of Order.

(4) Faculty Senate meetings are open to the public except as prohibited by law, but only the Senators are entitled to vote.

(5) Two-thirds of the voting membership of the Faculty Senate constitutes a quorum.

(6) Each term of the Faculty Senate is defined as meetings occurring between 1 August and 31 July of the academic year.

(7) The effective date of all actions is thirty (30) days after the action has been communicated to the faculty, unless four-fifths of the Faculty Senate members approve a motion that an action become effective immediately or unless action to veto or amend is initiated by the General Faculty within the thirty (30) day period. No action taken by the Faculty Senate shall be implemented prior to its certification at a meeting of the General Faculty if a petition to veto or to

amend such action is submitted to the Chancellor by more than ten percent (10%) of the members of the General Faculty.

- e. **Special Meetings** -- Special Meetings of the Faculty Senate may be called upon the request of the President of the University, the Chancellor, the President of the Faculty Senate, or by written petition of five percent (5%) of the Senators of the Faculty Senate.
 - (1) All special meetings shall be called within ten (10) school days after the request is presented to the President of the Faculty Senate.
 - (2) The call for a Special Meeting shall state the specific purpose(s) for the meeting. Only business related to the stated purpose(s) is in order during the meeting.
- f. **Electronic Voting** -- Electronic voting on issues that do not require significant discussion is permitted by the approval of a majority of the Faculty Senate officers. Voting may be done by E-mail, online survey, or other tool deemed appropriate by the officers, and these actions are to be included in the minutes of the next scheduled meeting. All electronic ballots shall keep voting open for at least one (1) week or until a majority decision of all Senators is obtained. If within that time, ten percent (10%) of the Senators object to the electronic vote to the President of the Faculty Senate, the electronic vote shall be cancelled and the issue referred to an in-person faculty senate meeting.
- g. **Delegation of Authority**
 - (1) Since the authority of the Faculty Senate is delegated to it by the General Faculty, the actions and policies enacted by the Senate are subject to over-rule by the General Faculty.
 - (2) All authority delegated by the Faculty Senate to committees or individuals is subject to change or over-rule by the Faculty Senate.
 - (3) Standing Committees of the General Faculty shall report to the Faculty Senate at regular meetings upon one week's notification by the President or President-Elect of the Faculty Senate.

5. **Standing Committees:**

- a. Each standing Committee formulates and recommends actions and policies related to the scope of their mandated areas. Authority to act is limited to the specific mandates for which this power is delegated in the following sections of these Bylaws or by the functions prescribed by The Collected Rules and Regulations.
- b. Standing committees report to and through the Faculty Senate unless otherwise provided for in these Bylaws.
- c. A faculty member shall concurrently serve on no more than two (2) Standing Committees, excluding the Rules, Procedures and Agenda (RP&A) Committee.
- d. Unless otherwise noted, standing committee terms for faculty are two (2) years. The terms on each committee

should be staggered so that each year the terms of approximately half the members will end.

- e. All full- or part-time students in good standing are eligible to serve on standing committees that include one (1) or more student members. Unless otherwise noted, student terms on standing committees are for one (1) year.
- f. The Chancellor may appoint one non-voting member to any standing committee, for a one-year (1-year) term.
- g. Chairs of standing committees shall be ranked faculty at the level of Associate or above, including NTT faculty. Librarians ranked Librarian II or above are also eligible to serve as committee chairs. NTT faculty are not eligible to chair the Administrative Review Committee, the Department Chairs Committee, the Tenure Policy Committee or any other campus committee which has faculty tenure as its primary concern. Department chairs, and other persons who devote 50% or more of their time to administrative duties shall not be eligible to serve as standing committee chairs (except for the Department Chairs Committee). Standing committee chairs shall be elected annually, from and by the membership of the standing committee, unless otherwise provided for in these Bylaws. Committees that fail to elect a chair before the first Faculty Senate Meeting of the academic year will have one appointed for them by the Faculty Senate President.
- h. For the upcoming academic year, the membership and chair of each standing committee should be finalized by the date of the May Commencement ceremonies of the spring term. Standing Committees will be responsible for their duties from August 1 through July 31 of the following year. The Secretary of the Faculty Senate shall distribute to all faculty a list of committee memberships for the next academic year within five (5) school days of the last elections held in the spring semester.
- i. The Rules, Procedures and Agenda (RP&A) Committee has the authority to call a meeting of any standing committee. Upon a determination by the RP&A that a standing committee is not acting in a timely manner to resolve an issue to which it has been referred to address, the RP&A can call a meeting of the committee and appoint an ad hoc chair for that meeting.
- j. Judicial Committees are not subject to the provisions applicable to Standing Committees.

6. Faculty Standing Committees

- a. **Academic Freedom and Standards Committee (AF&SC)**
 - (1) This committee is concerned with the defense of academic freedom and the free expression of faculty and with promoting academic excellence. It recommends and reviews policies concerning requirements for admission, graduation and academic standards.
 - (2) Each department may nominate one faculty member for service on the Academic Freedom and Standards

Committee. The Faculty Senate will select from these nominees eight (8) faculty members to serve on the committee.

b. **Administrative Review Committee (ARC)**

(1) This committee sets policies and procedures for review of campus administrators, including the Chancellor, Provost, all Vice Chancellors, Vice Provosts, and Deans, and any other administrative position as requested by Faculty Senate. The committee recommends the evaluation instruments and a plan/schedule for conducting reviews to the Faculty Senate. The committee conducts the reviews; solicits job descriptions and self-evaluations from the evaluated persons for inclusion with the evaluation instrument; oversees the sending of the evaluation instrument to the evaluating persons; oversees the collection and collation of the resulting evaluations; and, along with the officers of the Faculty Senate, reviews and forwards the results of the evaluation to the Faculty Senate and the supervisors of the individual(s) evaluated.

(2) The committee consists of six (6) representatives nominated by the Rules, Procedures and Agenda Committee (with the possibility of nominations from the floor) and elected by a vote of the Faculty Senate. Committee members shall be full-time, tenured faculty members with an administrative workload of less than 50%.

c. **Budgetary Affairs Committee (BAC)**

(1) This committee makes recommendations to the Faculty Senate, the Chancellor and the Vice-Chancellor of Finance and Operations on matters concerning the long-range vision of the campus, plans to fulfill this vision, and budgetary matters as a consequence of the vision. These recommendations include, but are not limited to: all matters of a budgetary nature; and policies and priorities for strategic and tactical plans with goals of teamwork, fiscal transparency and shared governance. The committee studies the Campus budget, keeps informed of its preparation and status, and consults with and advises the Chancellor on all matters pertaining to budgetary affairs.

(2) Each department may nominate one faculty member for service on the Budgetary Affairs Committee. The committee consists of two (2) faculty members elected from and by the Faculty Senate, four (4) elected by the Faculty Senate from the Department nominations, two from and by the Graduate Faculty, and one (1) student chosen by the Student Council. The Vice-Chancellor of Finance and Operations serves as a non-voting ex officio committee member.

d. **Campus Curricula Committee (CCC)**

(1) This committee acts as an advisor and coordinator in regard to the disciplinary appropriateness and quality of curricular proposals, policies, and all course offerings. Proposals for curricula and course changes shall be submitted to the CCC via the Discipline-Specific Curricula Committee (DSCC) associated with the proposal. The DSCC

recommendations shall be submitted with the proposal. Special Programs are not normally associated with a DSCC, and may submit proposals directly to the Campus Curricula Committee. Within 10 school days after receipt of a Special Programs proposal, the CCC shall distribute copies to all departments via their DSCC representatives. Counter proposals submitted to the committee by the departmental representative of the concerned department should be considered when the original proposals are discussed. The recommendation of the committee shall be forwarded to the Faculty Senate for appropriate action.

(2) The CCC will submit proposals for new graduate programs or any changes to existing graduate programs to the Graduate Faculty committee for approval prior to being considered by the Faculty Senate.

(3) The committee consists of representatives from the Faculty Senate, Graduate Faculty committee and DSCC committees. Two (2) faculty members will be elected from and by the Faculty Senate. The Curricula Committee of the Graduate Faculty Committee will elect one (1) representative to serve a two-year (2-year) term. The chair of each DSCC will be an ex-officio, voting, member of the CCC.

e. **Committee for Effective Teaching (CET)**

(1) This committee makes recommendations to the Faculty Senate and the Provost regarding best practices related to pedagogy in higher education. The committee also makes recommendations regarding the evaluation of teaching, the use of those evaluations in performance reviews, and the public dissemination of the results. (2) The committee may suggest methods and programs for improving teaching, and it makes recommendations on the selection process and criteria for campus-wide teaching awards.

(3) The committee consists of one (1) faculty member, elected from and by each department desiring representation, two (2) students selected by the Student Council, and one (1) graduate student selected by the Council of Graduate Students. Faculty representatives serve three-year (3-year) terms, and students serve a one (1) year term. In addition, the Provost may appoint up to three

(3) non-voting members to this committee.

f. **Department Chairs Committee (DCC)**

(1) The Department Chairs Committee considers issues common to all academic departments across campus. It makes recommendations to the faculty senate regarding issues related to faculty workload, teaching assignments, faculty supervision, hiring policies, and other related matters. It provides the important perspective of faculty supervisors on issues to come before the faculty senate.

(2) The DCC consists of all Department Chairs on Campus. DCC members are not term limited by 5(d) above.

g. **Discipline Specific Curricula Committees (DSCC)**

(1) The DSCCs assist in coordinating curricular

proposals generated by the degree programs as specified in the charter of that DSCC.

(2) The Provost may propose, with appropriate academic rationale and suggested structure, changes to the DSCC(s). The Provost forwards the proposals with his/her recommendations, and the suggested constituencies from which the committee members will be drawn by the following rules, to the Faculty Senate for approval.

(a) Every DSCC shall be identified by a discipline name.

(b) Every degree program shall be associated with one, and only one, DSCC. These associations will be stated in the charter of each DSCC, and may be altered only with the approval of the Provost and the Faculty Senate.

(c) Each DSCC chair shall serve a (1) one-year term, and be elected from and by its members. Each DSCC program leader shall serve as a voting member of the CCC.

h. Facilities Planning Committee (FPC)

(1) This committee makes recommendations to the Faculty Senate and appropriate administrative official(s) concerning policies and priorities for physical facilities, including buildings, equipment, and land acquisition and use.

(2) Each Department may nominate one (1) faculty member for service on the Facilities Planning Committee. The committee shall consist of one (1) faculty member elected from and by the Faculty Senate; six (6) members elected by the Faculty Senate from a list of departmental nominees; one (1) administrative member appointed by the Chancellor, one (1) student selected by the Student Council, one (1) graduate student selected by the Council of Graduate Students, and one (1) non-voting member selected by the Associate Vice Chancellor of Facility Planning and Operations. Non-faculty committee members shall be elected or appointed annually.

i. Honorary Degrees Committee (HDC)

(1) This committee reviews recommendations from the Campus for honorary degrees. The committee shall submit its recommendations to the Faculty Senate. The Faculty Senate shall review and vote on the committee's recommendation during executive session closed to the public. Upon a positive vote by the Faculty Senate, the committee shall forward the approved nominations to the Chancellor. After review by the Chancellor, recommendations are forwarded to the University of Missouri (UM) System Honors Committee. All names shall be held in strict confidence, with public announcements to be made only by the University of Missouri Board of Curators or the Chancellor.

(2) Each Department may nominate one (1) faculty member for service on the Honorary Degrees committee. The committee consists of the Provost and four (4) members elected by the Faculty Senate from the list of department nominees.

j. **Information Technology / Computing Committee (ITCC)**

(1) This committee advises the Provost and the Chief Information Officer on the formulation and implementation of information technology (IT) and computing activities on campus. These activities include but are not limited to networking, email, academic computing, electronic databases, web publishing, IT needs for distance learning and electronic classrooms, academic software and procurement of equipment for faculty, student and staff computers and campus IT/computing facilities.

(2) The voting members of the committee consist of one (1) person elected from each academic department desiring representation, the Director of the Library or his/her appointee, two students selected by the Student Council, and one graduate student selected by the Council of Graduate Students. The non-voting members of the committee include the Provost, the Vice Chancellor for Finance and Operations and the Chief Information Officer. Department representatives serve for a three-year (3-year) term with approximately one third elected each year, while students serve for one year.

k. **Intellectual Property Committee (IPC)**

(1) This committee, in conjunction with the Office of the Vice Chancellor for Research and Innovation, is concerned with the formulation and implementation of policies and procedures related to intellectual property. It reviews and makes recommendations to the Faculty Senate, Chancellor and Provost on patent and copyright matters.

(2) The committee consists of seven (7) members. Six (6) are faculty members elected by the Faculty Senate, and one (1) is an administrative member appointed annually by the Vice Chancellor for Research and Innovation. Priority for nominated members should be those with patent and/or copyright experience.

l. **Intercampus Faculty Cabinet (IFC)**

(1) IFC is the University of Missouri System group of faculty representatives from each of the U M System campuses whose purpose and functions are defined in section 20.100 of the Collected Rules and Regulations.

(2) The Missouri S&T representatives on this committee shall be the Past President, President, and President-Elect of the Faculty Senate, who are not term limited by 5(d) above. In the event that one of these officers cannot serve on the IFC, the Faculty Senate will elect the replacement campus representative for a one (1) year term.

(3) Missouri S&T's IFC representatives shall make recommendations on behalf of the Missouri S&T Faculty for actions by the UM System President and/or the Board of Curators, including but not limited to suggestions for changes to the Collected Rules and Regulations.

m. **University Libraries Committee (ULC)**

(1) This committee makes recommendations to the Faculty Senate and appropriate administrative officials with respect

to the administration of the University Libraries and on rules governing their use by students, faculty, and others. It shall consider all academic and research issues related to the operation of the University Libraries, its holdings, and facilities.

(2) Each Department may nominate one (1) faculty member for service on the University Libraries Committee. The committee consists of eight (8) elected by the Faculty Senate from the list of department nominees; one graduate student selected by the Council of Graduate Students, one undergraduate student to be selected by the Student Council, and the Dean/Director of the Library.

n. **Personnel Committee (PC)**

(1) This committee recommends to the Faculty Senate general policies on the conditions of appointment, employment, compensation, and retirement of faculty and administrative officers. It also recommends reporting schemes and procedures regarding the annual salary and wage raise pool.

(2) Each Department may nominate one faculty member for service on the Personnel Committee. The committee consists of one (1) faculty member elected from and by the Faculty Senate, five (5) elected by the Faculty Senate from the list of department nominees, one (1) faculty member elected from and by the Graduate Faculty, one (1) staff member selected by the Staff Council, and one (1) administrative member appointed by the Chancellor.

o. **Public Occasions Committee (POC)**

(1) This committee makes general plans for University-sponsored assemblies, programs and public occasions such as Open House Days, Homecoming, and Commencement. It recommends policy for faculty and student programs, guest speakers and ad hoc events. It also supervises the academic calendar.

(2) The committee consists of six (6) faculty members elected by the Faculty Senate from a list of department nominees, one administrator appointed by the Chancellor, three (3) students selected by the Student Council, and one (1) student selected by the Council of Graduate Students.

(3) The Commencement subcommittee of the POC is charged with planning and overseeing the implementation of plans for Commencement ceremonies and other events related to Commencement. This subcommittee is appointed with the authority of the Faculty Senate, given that its activities require assistance from individuals outside the POC. The subcommittee will report to the POC, and not directly to Faculty Senate. An annual report of activities of the Commencement subcommittee will be included in the annual report submitted by the POC.

(4) Two (2) members elected from and by the POC are to serve on the Commencement subcommittee. As is the norm for events within the jurisdiction of the POC, changes deemed significant, as determined by the two subcommittee

members, to the form or function of the Commencement ceremonies are subject to approval by Faculty Senate.

p. **Rules, Procedures and Agenda Committee (RP&A)**

(1) This committee oversees the application of these Bylaws, any Rules and Regulations of bodies established by them, and the process of Bylaw amendment as described elsewhere in these Bylaws. It may investigate and make recommendations on procedure to the Faculty Senate.

(2) The committee is responsible for the conduct and supervision of Faculty Senate and General Faculty elections. It shall receive nominations from the faculty for elections, adding, but not deleting, names as necessary to provide candidates for all offices and committees and shall obtain the consent of all nominees. The committee shall also be responsible for submitting slates of candidates nominated for serving on the standing committees for Faculty Senate elections, appropriately distributed among the disciplines. In the event that nominations for committees from departments are fewer than the number of positions to be filled, RP&A may add additional departmental nominees to fill the positions which would otherwise become vacant.

(3) It is the responsibility of this committee to prepare the agenda for Faculty Senate meetings and to assist the Secretary of the General Faculty in the preparation of the agenda for General Faculty meetings.

(4) The voting members of the committee are the Past President, the President, President-Elect, Secretary, and Parliamentarian of the Faculty Senate; one graduate student selected by the Council of Graduate Students; one student selected by the Student Council; and the chairs of all standing committees, who are not term limited by 5(d) above.

(5) The Past President officer of the Faculty Senate is the chair of RP&A. If the Past President is unable to serve, the Faculty Senate will elect a chair.

q. **Student Affairs Committee (SAC)**

(1) This committee makes recommendations to the Faculty Senate regarding student academic life at Missouri S&T, including, but not limited to, the following: scheduling of classes and examinations; budgeting and distribution of funds paid by students for student activities; the administration of student awards and financial aid; ruling on appeals that may be submitted by students regarding awards and financial aid; departmental advisement practices; rules and regulations pertaining to student organizations; oversight and discipline of student organizations, including review of all sanctions, withdrawals or denials; student publications; and the civil rights of all students. The committee may appoint subcommittees and delegate its responsibility to them. Members of such subcommittees need not be members of the Faculty Senate or the Student Affairs Committee.

(2) Each department may nominate one (1) faculty member

for service on the Student Affairs committee. The committee consists of four (4) faculty members elected by the Faculty Senate from the list of departmental nominees, one (1) faculty member elected by and from the Faculty Senate; four (4) students selected by the Student Council; and one (1) student selected by the Council of Graduate Students. The Dean of Students, the Vice Chancellor for Student Success, the Registrar, and the Director of Student Financial Services are ex-officio non-voting members of the committee.

r. **Tenure Policy Committee (TPC)**

(1) This committee is concerned with the tenure rights of faculty. It functions according to the principles stated in the Academic Tenure Regulations in the Collected Rules and Regulations and serves as the Missouri S&T Campus Faculty Committee on Tenure specified in Section 310.050.B of the Collected Rules and Regulations. It also makes recommendations to the Faculty Senate for campus policy changes regarding tenure and promotion processes. It also serves as the judicial hearing committee for cases of dismissal for cause and makes recommendations of Dismissal for Cause (section 310.060 of The Collected Rules and Regulations). In cases of research misconduct, as defined in Section 420.010.A.3.a, the matter shall be governed by the policies and procedures for reviewing said cases under Section 420.010 and no proceedings by the TPC shall be taken unless the matter results in initiation of dismissal for cause proceedings.

(2) This committee consists of one (1) faculty member from each academic department whose faculty is eligible for tenure. The faculty of each academic department shall, during the second semester of each academic year, elect one of its eligible faculty members to membership on the TPC to serve for the following academic year, and also elect an alternate faculty member who shall serve whenever the regular committee member is unable to serve. All members and alternates serve one-year terms.

(3) Faculty members shall be elected from the eligible tenured Professors on continuous appointment. If there are no eligible Professors within a department, then faculty members shall be elected from the eligible tenured Associate Professors. Vice Provosts, department chairs, and other persons who devote 50% or more of their time to administrative duties shall not be eligible for membership on the TPC.

7. **Judicial Committees**

a. **Environmental Health, Safety, and Security Committee (EHSS)**

(1) This committee reviews and makes recommendations to the Faculty Senate, the Chief of Police, and appropriate administrative officials concerning policies, priorities, and training related to environmental health, safety, and physical security on campus.

(2) The voting members of the committee consist of six (6) faculty

members elected by the faculty senate from a list of departmental nominees, one (1) representative of the Department of Environmental Health and Safety, one (1) administrative member appointed by the Vice Chancellor for Finance and Operations, one (1) student selected by the Student Council, one (1) graduate student selected by the Council of Graduate Students, and one (1) representative of Staff Council. The Chief of Police and the Director of Environmental Health and Safety are ex officio non-voting members. Department representatives serve for a two-year (2-year) term with approximately one half elected each year. The remaining committee members shall be elected, or appointed, annually.

(3) The chairperson of the committee is elected by and from the committee's voting membership. The chairperson should work closely with the Environmental Health and Safety and Campus Police departments to keep the committee and campus constituents abreast of both acute and long-term issues facing the university.

b. **Equity Resolution Hearing Panel (ERHP)**

(1) Per Chapter 600 of The Collected Rules and Regulations, the Chancellor shall form an Equity Resolution Hearing Panelist Pool. The Faculty Senate shall nominate faculty members for the pool, and the Chancellor shall select pool members in accordance with procedures indicated in CRR Chapter 600.

(2) Hearing Panels at Missouri S&T will be established in accordance with CRR Chapter 600.

c. **Grievance Resolution Panel (GRP)**

(1) This panel is concerned with the fair and equitable resolutions of faculty grievances with the University. It functions according to the principles stated in the Academic Grievance Procedure (section 370.010 of the Collected Rules and Regulations)

(2) The GRP is not involved in Equity Resolution Processes, which are covered under section 600 of The Collected Rules and Regulations.

(3) The GRP is populated as outlined by CRR 370.010.C.1.

d. **Grievance Oversight Committee (OC)**

(1) A member of the OC will be appointed to each grievance case following receipt of a Grievance Filing Form by the GRP. The OC representatives are observers of the confidential grievance processes: The OC representative may not participate in the deliberations or rendering of findings and recommendations by the GRP but provides a summative, evaluative report of each grievance process without conveying substantive information. The representatives also monitor the implementation of remedies that result from a grievance process.

(2) Three (3) members are elected to three -year terms on a yearly, staggered basis by the Faculty Senate from departmental nominees.

(3) One (1) member is elected to the OC from and by the Faculty Senate not as an oversight representative but rather to serve as the chair for the committee, who assigns

members to grievances and who prepares the annual report to Faculty Senate as required by section 370.010 of The Collected Rules and Regulations.

e. **Parking, Security and Traffic Committee (PS&T)**

(1) This committee makes recommendations to the Faculty Senate on policies pertaining to parking and traffic.

(2) The committee oversees application of rules and regulations concerning parking and traffic.

(3) Each Department may nominate one (1) faculty member for service on the Parking, Security and Traffic committee. The committee shall be composed of five (5) faculty members elected by the Faculty Senate from the list of department nominees for a two-year (2-year) term with one-half being elected each year, one (1) undergraduate student selected by the Student Council, one (1) graduate student selected by the Council of Graduate Students, two (2) staff members selected by the Staff Council, and one (1) member selected the Assistant Vice Chancellor for Facility Planning and Operations. Student terms shall be for one (1) year. The Director of the University Police and the Assistant Director of Parking and Transportation Services shall be ex-officio non-voting members. (4) The PS&T shall annually elect a chair from the faculty committee members.

f. **Student Conduct Committee (SCC)**

(1) This committee conducts hearings and makes dispositions under the Rules and Procedures in Student Conduct Matters as provided in Section 200.020 of The Collected Rules and Regulations. It may also provide aggregate information regarding its decisions to the Faculty Senate, and make recommendations on policies relating to student discipline to the Faculty Senate for forwarding to the Board of Curators.

(2) The committee consists of appointed members as prescribed in 200.020 of the Collected Rules and Regulations.

g. **Student Appeals Committee (S AC)**

(1) This committee establishes procedures for individual student scholastic appeals. The committee shall consider and rule on all individual cases of appeal relating to student scholastic performance, including but not limited to: graduation with honors, probation and dropping from school, readmission after being dropped for scholastic reasons, scholastic deficiencies and evaluation of credit and transfer of credits, grades and honor points from other campuses to Missouri S&T. It serves as an appeals board for cases of students on scholastic probation who are involved in the activities of organizations.

(2) The committee assists the Cashier, when requested, in determining the residence status of a student relative to the required non-resident tuition fees established under the applicable regulations of the Board of Curators. The committee also considers properly filed appeals by students taking exception to the Cashier's ruling relative to their

residence or tuition status.

(3) The committee shall consist of eight (8) members: three (3) faculty members are elected by the Faculty Senate from a list of department nominations; two (2) members are elected by the General Faculty from a list of department nominations; two (2) student members are selected by the Student Council; and one (1) student member is selected by the Council of Graduate Students. The Registrar, the Vice Chancellor for Student Success, and the Chief Financial Officer, or their appointees, are ex-officio non-voting members. Faculty members serve a two-year (2-year) term with approximately one-half elected each year. Student members serve a one-year (1-year) term.

8. Special Committees

- a. Special Committees addressing issues not presently in the purview of the Faculty Standing Committees or Judicial Committees may be authorized as needed by the Chancellor, the General Faculty, the Faculty Senate, the colleges, or departments. However, when the faculty or the administration establishes any committee having campus-wide responsibilities or authority, they shall file with the Secretary of the Faculty Senate a statement specifying the responsibilities, authority, and composition of the committee, timeline of authority for the committee, together with a list of current members.
- b. When deemed appropriate by the Chancellor, by the General Faculty, or by the Faculty Senate, reports of Special Committees shall be distributed to all members of the General Faculty. Each Special Committee shall prepare an annual report to be made available to all faculty members.
- c. Whenever possible, Special Committees shall be organized prior to September 1 and be responsible for their duties from August 1 (or from the date of the formation of the committee if after August 1) through July 31 of the following year.

E. Student Regulations

1. The Student Council is the official voice for the undergraduate students to the Faculty; the Council of Graduate Students of the Missouri University of Science and Technology is the official voice for the graduate students.
2. The Student Council should ensure that students are made aware of all rules and disciplinary regulations that apply to students, including the " Rules of Procedure in Student or Student Organization Conduct Matters" (CRR 200.020) .
3. Student Participation in Academic Governance.

Individual students and student organizations may recommend changes in policies governing students to the appropriate committee. These recommendations, when submitted in writing, must be considered promptly by the committee or referred to the RP&A for proper assignment, and the students kept informed in writing of the disposition of the recommendations.

- F. **Rules and Regulations** -- All committees and any other permanent body established by these Bylaws, shall make rules and regulations necessary for the successful operation of their organizations, which must be approved by at least a simple majority of the body. Copies shall be filed with the Secretary of the General Faculty for general availability.
- G. **Amending the Bylaws** -- Amendments may be proposed by twenty (20) faculty members of the General Faculty or by the Faculty Senate by submitting them to the Rules, Procedures, and Agenda Committee. The Rules, Procedures, and Agenda Committee must transmit the proposal to the Secretary of the General Faculty within fifteen (15) school days. The Secretary of the General Faculty will then include the proposal in the agenda of the next General Faculty meeting, which may be a regularly scheduled meeting or a special meeting called for this purpose. Any amendments to the proposed bylaws amendment at the General Faculty meeting require a two-thirds (2/3) vote. After the meeting, a final vote on the proposed bylaws amendment shall be conducted by a method agreed upon by the Faculty Senate Officers and the Secretary of the General Faculty and shall take place within fifteen (15) school days after completion of its consideration at a meeting of the General Faculty. A two-thirds (2/3) vote shall be required for the adoption of the proposed amendment. If adopted, the amendment is presented in the adopted form by the Chancellor to the Board of Curators at their next meeting for consideration and will become effective immediately upon approval by the Board of Curators.
- H. **Publication of the Bylaws and Committee Membership**-- The Secretary of the General Faculty shall maintain, on a publicly accessible portion of the Missouri S&T website the current edition of these Bylaws, a list of the officers of the General Faculty, a list of the officers and members of the Faculty Senate, and the membership of all Standing and Judicial committees defined elsewhere in these Bylaws. The name, responsibilities, authority and current members of all other committees which have campus-wide responsibilities or authority will be similarly posted. The information shall be updated within thirty (30) days of any change in committee status.