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FACULTY CONSTITUTION

SEPTEMBER 13, 1989

(with revisions up to 10/22/90)

Constitution of the Faculty of Western State College of Colorado

PREAMBLE

On the basis of our belief that the basic aim of Western State College is to provide the best possible education for its students, and that the faculty should accept the responsibility for using its talents in order more fully to realize that aim, and that educational policy should always be derived from the broadest possible base in relevant opinions; and in order to promote ever-improving communication among all segments of the college community; and in order to contribute to the continued improvement of higher education--in Colorado in general and at Western State College in particular--WE, THE FACULTY OF WESTERN STATE COLLEGE OF COLORADO, hereby establish our Constitution.

Article I

Organizational Structure

The official organizations created herein shall be known as "The Faculty of Western State College of Colorado" and "The Western State College Faculty Senate."

Article II

Purpose

The purpose of the Faculty Senate shall be to officially represent the faculty in all matters of interest and concern to the teaching faculty. These interests and concerns shall include but not be limited to reviewing and making recommendations to the President of the college on current and proposed changes in academic, administrative, fiscal, and personnel policies as they affect the faculty and the academic mission of the college.

Article III

Faculty

- Section 1 Membership. The faculty shall consist of individuals who hold current tenured, probationary, or temporary contracts to teach for Western State College. Department Chairs, the line-professional staff of the library, and the Dean of Core and General Studies shall also be classified as faculty. Individuals appointed for teaching or instruction related responsibilities on a per credit, per term basis are excluded.
- Section 2 Rights and privileges. Members of the faculty shall be entitled to:
- a. notice of all Senate and faculty meetings and subsequent reports of all actions of the Senate and the faculty.
 - b. participation in such meetings.
 - c. vote for, and serve as, Senators and committee members.
 - d. full participation in faculty review of Senate actions.
- Section 3 Faculty meetings. Meetings of the faculty may be called by:
- a. the President of the college, or his designated representative
 - b. the Chair of the Senate
 - c. a majority of the Senators, or
 - d. a petition from one-tenth of the faculty presented to the Clerk of the Senate.

Article IV

The Faculty Senate of Western State College

Section 1 Representation.

- 1.1 Departmental faculty. Each department from the campus (the professional staff of the library shall constitute one department) shall be eligible to elect one Senator for each twelve (12) faculty members holding an academic-year appointment in that department. The number of Senators from each department shall be the number of faculty in the department as shown in the staffing pattern of the Spring Semester divided by twelve (12), with all fractions being rounded to the next higher whole number. Senate rules shall determine which academic program areas form departments.
- 1.2 Senators At-large. Two at-large Senators shall be elected by the faculty.
- 1.3 Ex-officio Senator. The Provost and Vice President for Academic Affairs shall be an ex-officio member of the Senate.

Section 2 Terms of Office.

- 2.1 Term of office. Each Senator shall be elected to serve a two-year term. The term of office shall begin with the last regularly scheduled meeting in the Spring.
- 2.2 Vacancy provision. In the event that the term of any elected Senator is ended before its normal expiration date, the department of instruction shall elect another member of its faculty, who shall serve only until the normal end of the term of the Senator whose departure required the replacement.
- 2.3 Recall. An elected Senator may be recalled by a two-thirds vote of the Senator's department. In the event of a recall, the department chairperson for the department shall notify the Chair of the Senate of the recall, who shall cause the roster to be amended accordingly.
- 2.4 If any Senator is absent for three consecutive meetings, the Senate Chair shall notify the Senator's department. The Senator may then be replaced by someone in the Senator's department.

Section

3 Election of Senators.

- 3.1 Eligibility. Any person defined as a member of the faculty in Article III shall be eligible for election to the Senate, provided that every Senator elected shall represent a department. No faculty member shall be elected to represent more than one department. To be eligible to represent a department, one quarter of a member's assigned duties must be within that department.
- 3.2 Balloting. Any person defined as a member of the faculty in Article III shall be eligible to vote for Senators, provided that the franchise shall be exercised only in electing Senators to represent a department. No member of the faculty shall be denied a vote. No faculty member shall cast a ballot in more than one department election.
- 3.3 Election procedures. The election of Senators shall be conducted by departments during the first two weeks of March, based upon the staffing pattern of the Spring Semester. The elections shall be by ballot and the results of these elections shall be reported to the Chair of the Senate. Each department shall develop its own procedures consistent with this provision. These procedures shall be written and available to the members of the department and shall be forwarded to the Clerk of the Senate. Election of at-large Senators will normally be conducted by the Election and Rules Committee during two week period following election of senators from each department by secret ballot. It shall be a goal for elections to elect approximately one-half of the total number of Senators each year.

Section

- 4 Officers of the Senate.
- 4.1 Election of officers. The elected officers shall be a Chair, a Vice-Chair, and a Clerk. These officers shall be elected by the Senate from its elected members for a one-year term.
- 4.2 Eligibility. Any Senator shall be eligible to hold office.
- 4.4 Term of office. Officers shall assume the duties of their offices upon election at the organizational Senate meeting in the Spring.
- 4.5 Vacancy. In the event the Chair shall vacate the office, the Vice-Chair shall become Chair, and all other vacancies shall be filled by election from the Senate.
- 4.6 Senate Chair. It shall be the duty of the Chair to preside at all meetings and to carry out the policies and procedures of the Senate as defined in the Constitution and Bylaws. Further, the Chair is empowered to represent the Senate, and thus the faculty, by attending and participating in meetings of administrative councils and committees and all other such bodies whose duties, responsibilities, and/or statutory authority may give rise to issues of concern to the faculty. The Chairman of the Senate may call and preside over faculty meetings, and shall be a member of FACT (Faculty Advisory Council to the Trustees). The Chair shall serve as an advisor to the President and shall participate as an ex-officio member of the President's Senior Staff. The Chair shall be released from one-quarter of the institutional duties regularly assigned him/her.
- 4.7 Senate Vice-Chair. It shall be the duty of the Vice-Chair to assume all duties of the office as defined in the Constitution and Bylaws, and to assume the duties of the Chair in the absence of the Chair.
- 4.8 Senate Clerk. All resolutions and proceedings of the meetings of the Senate shall be recorded by the Clerk or a designated recorder. The Clerk shall keep a roster of the members of the Senate, members of the committees of the Senate, a complete current faculty membership list, and a current list prepared by the Provost's office of all departments. The Clerk shall also prepare all required notices and documents, including, action agendas and reports of final Senate and faculty actions and shall supervise the recording of Senate and faculty meetings in a form convenient for reference.

Section 5

Powers of the Senate.

- 5.1 Shared Governance. The right of the Faculty to become involved in all matters of educational concern and to participate in institutional governance is herewith expressly recognized as the source of faculty authority and responsibility. The exercise of such right and power shall always be in the best interests of the institution, the students, and the faculty, but shall not operate to preclude or otherwise inhibit the President from the lawful pursuit and efficient exercise of the administrative charge delegated by the Trustees.
- 5.2 Senate Action. Faculty power shall normally be exercised through its representative delegate assembly, the Senate. Any action taken by the Senate shall carry full force and effect, subject to the review powers of the Faculty, as provided in By-Laws, and of the President, when such action is not inconsistent with the laws of the United States and the State of Colorado or with the policies of the Trustees.
- 5.3. Official Position. Actions taken by the Senate, subject to review by the Faculty as provided in By-Laws, shall be regarded as the official position of the Faculty of Western State College of Colorado and shall constitute its recommendations and advice on institutional and other matters of educational significance, to be represented as such in all appropriate quarters.
- 5.4 Review of Presidential Action. The President shall provide the Senate, in writing, a report of the action taken upon Senate recommendations, along with objections to any of its recommendations which the President declines to approve or implement. Upon receipt of such objections, the Senate shall reconsider its original recommendations and again forward its views to the President. If those views are unchanged from the Senate's original recommendation, the Senate shall respond, point by point, to the President's objections. In the event that such recommendation is still unacceptable to the President, the Senate shall be so notified. If, upon receipt of such notification, the Senate so requests, the President shall forward the Senate recommendation to the Trustees for their consideration, along with the President's own recommendations. All Senate actions are subject to faculty review.
- 5.5 State of the College Meeting. The President of the College shall meet with the Senate once each semester to inform the Senate of the State of the College. The Chair of the Senate shall schedule each meeting with the President. The Senate will furnish the President in advance questions and areas of concern for the meeting agenda.

Section

6 Procedures of the Senate.

- 6.1 Referendum. Any act of the Senate shall be referred to the faculty for final determination upon a majority vote of the Senate or upon presentation of a petition signed by ten (10) percent of the faculty.
- 6.2 Initiative. The Chair shall include on the next agenda of the Senate any new business matter when such is requested in writing by five or more members of the faculty.
- 6.3 Voting. Votes on motions of the Senate shall be by voice. Any member of the Senate may call for a division of the house. Upon demand of two members of the Senate, voting shall be by ballot.

Section

7 Committees of the Senate.

7.1 Formation. The Standing Committees shall be specified in the bylaws. The Senate shall also have the power to form ad hoc committees.

7.2 Powers and duties. The Senate may assign powers and duties to these committees.

7.3 Senate rules of operation. The Senate shall have the power to adopt its own rules of operation to carry out these assigned responsibilities.

Article V

Parliamentary Authority

In meetings of the Senate, all questions of interpretation of the Constitution and Bylaws shall be referred immediately to the Rules Committee, which shall convene, consider the matter, and issue a ruling before the matter be put to a vote. All questions of parliamentary procedure not specifically mentioned by the Constitution or Bylaws shall be decided according to the newly revised Robert's Rules of Order.

Article VI

Amendments

Amendments shall be initiated by a two-thirds vote of the Senate at any meeting where a quorum is present or by a petition signed by at least twenty percent (20%) of the faculty. Proposed amendments to the Constitution shall be presented in writing to the members of the faculty at least thirty (30) days prior to a vote of the faculty.

Ratification of constitutional amendments will require an affirmative vote by secret ballot of a simple majority of the faculty casting ballots. Constitutional amendments ratified take effect immediately, subject to acceptance by the President and the Board of Trustees; except that by-laws ratified by the Faculty but not by the President may be submitted to the Trustees for their consideration should the Faculty or Senate request.

WESTERN STATE COLLEGE FACULTY BYLAWS

Article I Conduct of Senate Meetings

- Section 1 Regular Meetings. The Senate shall meet at least once each calendar month during the fall and spring semesters and may meet during the summer if a quorum is available. All meetings shall be open in accordance with the provisions of Colorado law, except that at any meeting with a majority of Senators present, the Senator may declare an executive session thereby excluding all non-Senators. No formal action may be taken during executive session.
- Section 2 Special meetings. Special meetings shall be called by the Senate Chair, by a majority vote of the Senate, or by written demand of any Senator. Only business mentioned in the notice shall be transacted at the special meeting.
- Section 3 Quorum. A majority of the members of the Senate shall constitute a quorum authorized to transact any business duly presented at any meeting of the Senate.
- Section 4 Notice of Meetings. The Chair shall be responsible for developing an agenda for each regular meeting, and the agenda shall be distributed to the Senators three (3) days prior to the meeting.
- Section 5 Order of Business. The order of business for all regular Senate meetings shall be according to the agenda developed by the Chair. The order of business may be changed by a two-thirds affirmative vote.
- Section 6 Senate actions. All Senate actions (bills or resolutions) forwarded to the faculty and/or President of the college shall be numbered with: Senate action, academic year, and sequence number of action.

Article II
Election of Senate Standing Committees

- Section 1 Eligibility. Any faculty member is eligible to be a member of any Senate committee.
- Section 2 Membership on Committees. Unless otherwise indicated in the Bylaws, membership on committees shall be as follows: each department shall be eligible to elect one representative to a committee. The Senate may by Senate rules appoint at-large members as deemed necessary.
- Section 3 Elections. Election of faculty members to Senate committees shall be conducted by the Senators from each academic unit during a caucus (normally held during the first two weeks of April).
- Section 4 Terms of Office. Terms of office on Senate committees shall be for two years.

Article III

Standing Committees of the Senate

- Section 1 Composition. There shall be such standing committees in the Senate as are designated in this article.
- Section 2 Organization. The committees shall be organized following annual spring elections. The Chair of the Senate shall instruct the person whose name is alphabetically first among members of each committee to call a meeting (normally within two (2) weeks of the election) of the committee. The purpose of the meeting is to elect a chairperson. The elected chairperson of each committee shall compile a list of all committee members and officers and shall present that list to the Chair of the Senate. A list of all committee rosters shall be distributed to each Senator and forwarded to the Provost's office. When possible the past committee chair should attend and conduct the organizational meeting. The organizational meeting should also result in a tentative agenda for the committee to pursue during the following year.
- Section 3 Committee Meetings. Each committee shall schedule regular meetings as necessary to conduct its business. Meetings may be called by the chairperson or by any elected member. The chairperson shall preside over all meetings of the committee and present reports and recommendations to the Senate.
- Section 4 Record of Meetings. Each committee of the Senate and each subcommittee shall maintain a written record of its activities, and forward its minutes to the Chair of the Senate.
- Section 5 Committee Reports. Each committee chairperson or member designated by the chairperson shall periodically file a written report of its actions with the Chair of the Senate. The Senate shall consider each committee's report in a timely fashion either accepting the contents of the report or returning the matter to the committee for further study. All reports shall be forwarded to the faculty and/or the President for appropriate action. Each committee report shall be numbered with: the committee name, academic year, and sequence number of action. Each committee shall file an annual written report to the Chair of the Senate.
- Section 6 Committees and Subcommittees. Standing committees have the right to create ad hoc committees and subcommittees which may include members of the faculty at large. These subcommittees shall make recommendations to the committee that created it. Each committee shall notify the Senate of any such creation and present the charge and term of existence given at the first regular Senate meeting following that creation.
- Section 7 Term of Office. Membership shall be for a two-year term. An objective for the composition of every committee shall be to provide for election of half the members each year.
- 7.1 Senators may not serve on more than one standing committee at one time. Faculty members not serving as Senators may serve on at most two standing committees.
- 7.2 Vacancies. In the event of a vacancy on a standing committee, a member shall be elected by the academic unit from which the vacancy occurred to fill the unexpired term. If the vacancy involves a member elected at large, the Senate shall elect a replacement.

Section 8 Election and Rules Committee.

- 8.1 Duties. The Election and Rules Committee shall:
- 8.1.1 Conduct the elections for at-large Senators in the Spring.
 - 8.1.2 Conduct other elections as directed by the Senate, and act as tellers.
 - 8.1.3 Monitor the election processes for which there is a specified procedure in each of the departments and report any and all infractions to the Senate.
 - 8.2.1 Examine the Constitution and Bylaws for the purpose of recommending changes which would result in a more effective operation of the Senate.
 - 8.2.2 Consider procedural problems at the written request of a committee of the Senate or the Chair of the Senate.
 - 8.2.3 Examine the staffing pattern at the beginning of the Spring Semester of each academic unit to determine the number of Senators allocated according to Article IV of the Faculty Constitution and notify each department of the number allocated.
 - 8.2.4 Certify the eligibility for the election of Senators to comply with Article IV of the Constitution.
 - 8.2.5 Serve as final authority on interpretation of the Constitution and Bylaws.
 - 8.2.6 Appoint a Parliamentarian for the Senate.
 - 8.2.7 Adjudicate jurisdictional disputes between/among committees, including but not limited to assignment of matters to standing committees.
 - 8.2.8 Determine the yearly election calendar for Senate and committee elections.
- 8.3 Membership. The Election and Rules Committee shall consist of the Vice-Chair and Clerk of the Senate and two other Senate members.

Section 9 The Curriculum Committee.

9.1 Duties. The Curriculum Committee shall:

- 9.1.1 Review all curriculum questions and make recommendations to the Senate concerning the curriculum of the college, including, but not limited to:
- a. degree programs
 - b. certificate programs
 - c. general studies requirements
- 9.1.2 Review and make recommendations to the Senate for approval of all new degree programs.
- 9.1.3 Review major changes to existing degree programs and credit courses.
- 9.1.4 Review substantive changes to the liberal arts and general studies program.
- 9.1.5 Have the right to refer curricular considerations to administrative offices.

9.2 Membership. The Curriculum Committee shall consist of the members chosen according to ARTICLE II, Section 2., the Director of the library, and the Provost & Vice President for Academic Affairs or his designee.

9.3 Student Representation. The Curriculum Committee shall include a student member appointed by the student government body in order to assure student consideration of curricular matters before the Committee.

9.4 Sub-committees of the Curriculum Committee

Reporting. All sub-committees of the Curriculum Committee will report to the Curriculum Committee in accordance with Article III, Section 6.

1. General Studies Committee: This sub-committee will review the general studies program and make recommendations to the Curriculum Committee. (Added by amendment 10/22/90.)
2. International Committee: This sub-committee will investigate and promote international issues and programs at WSC. (Added by amendment 10/22/90.)

Section 10 The Academic Policies Committee.

10.1 Duties. The Academic Policies Committee shall make recommendations to the Senate on all matters related to academic standards, including, but not limited to:

- a. academic evaluation policies, standards, and procedures
- b. academic calendar
- c. admission
- d. suspension
- e. transfer credits, and
- f. re-admission qualifications
- g. advising and academic counseling
- h. the grading system
- i. academic due process for students (in such areas as grade appeals, plagiarism and other forms of cheating, falsification of records, etc.)
- j. graduation requirements

The committee is also charged with applying these policies to individuals insofar as that application falls within the charge of one of the following mandated subcommittees:

1. Academic Standards Sub-Committee: This sub-Committee shall apply the academic probation policy and consider all appeals under that policy.
2. Admissions Sub-Committee: This committee will serve in an advisory capacity to the Director of Admissions with regard to individual admission applications.

10.2 Membership. The Academic Policies Committee shall have its member chosen in accordance with Article II, Section 2. The Provost (or his designee), the Registrar, and the Dean of Students shall also be members.

10.3 Student Representation. The Committee shall include a student member appointed by the student government body in order to assure consideration of student views with respect to policies relating to academic standards.

Section 11 Faculty Personnel Action Committee (FPAC).

- 11.1 Duties. The Faculty Personnel Action Committee shall make recommendations to the Senate on policies and practices concerning full-time and part-time faculty, including but not limited to:
- a. salary planning, especially concerning annual salary administration plans
 - b. fringe benefits
 - c. evaluation of faculty
 - d. leaves of all types
 - e. retention and nonretention of probationary personnel
 - f. tenure review
 - g. promotion in rank
 - h. emeritus status

This committee is also charged with making recommendations to the President for individual faculty personnel in the areas of:

- a. leaves of all types
- b. retention and nonretention of probationary personnel
- c. tenure review
- d. promotion in rank
- e. emeritus status

11.1.2 Make recommendations to the Senate concerning minority faculty (gender, ethnic, handicapped, etc.).

11.1.3 Review the status of faculty rights, including the prevailing climate for academic freedom and faculty opportunity for participation in policy formation at the College.

11.1.4 Review the status of academic responsibilities of the faculty.

11.1.5 Review, upon written request by a faculty member, restrictions on academic freedom, harassment, breaches of confidentiality, and infractions against affirmative action; and prepare a summary report to the Senate.

11.2 Membership. The Faculty Personnel Action Committee shall have its members chosen in accordance with Article II, Section 2. The Provost shall be an ex-officio member.

Section 12 Intercollegiate Athletic Committee.

12.1 Duties. The duties of the Intercollegiate Athletic Committee shall include but not be limited to:

12.1.2 Making recommendations to the Senate concerning intercollegiate athletic policy such as: sports supported by WSC, standards for student participation, monitoring of participation upon overall student progress.

12.2 Membership. (Amended 10/8/90)

The Faculty Senate shall appoint five members from nominated candidates to the Intercollegiate Athletic Committee. The Faculty Athletic Representative will chair the committee. The Athletic Director will be a member of the committee. The Vice President for Development and Public Affairs will be an advisory non-voting member of the committee. Four students, two male and two female, each with a cumulative grade point average of at least 2.5 will be appointed to the Intercollegiate Athletic Committee by the association of the Student Body.

Section 13 Budget Committee.

13.1 Duties. The Budget Committee shall:

13.1.1 Inform the Senate on budgetary matters of the college.

13.1.2 Represent faculty views in the budgetary processes of the college.

13.1.3 Make recommendations to the Senate concerning the allocation of resources .

13.1.4 Make recommendations to the Senate regarding distribution of funds allocated to salaries.

13.1.5 Investigate questions referred to it by the Senate.

13.1.6 Sub-committees of the BUDGET Committee

1. Campus Foundation Committee (Added by amendment 10/8/90.)

Duties. The Campus Foundation Committee shall participate in reviewing and determining College Foundation priorities before forwarding them to the President. All requests for funding will be funneled through this committee.

Membership. The FACULTY Senate shall appoint 1 senator, and 2 non-Senate members from the Faculty at-large. In addition there will be 1 representative from the Department Chairs, 1 from the Liaison Council, 1 student chosen by ASB, and the Vice President for Development. The WSC Foundation Director shall serve in a non-voting advisory capacity.

Reporting. The Campus Foundation Committee will report to the senate Budget Committee on a regular basis in accordance to Article III, Section 6.

13.2 Membership. (Amended 10/8/90) The Faculty Senate shall appoint the Chair of the Senate, two Senators, and two non-members from the Faculty at-large to the Budget Committee. The chair of the Senate shall head the committee. The Provost, the Vice President for Business Affairs, one Liaison Council representative and one representative from FACT shall also be members of this committee.

Article IV

External Committees and Representatives

Section 1 FACT (Faculty Advisory Council to the Trustees)

As provided in the constitution, the Chair of the Senate shall serve a one-year term of office on this council. Two other members of this council, and an alternate, shall be selected by the Senate in accordance with FACT by-laws. Selection shall take place at the annual organizational meeting of the Senate. The members shall be selected from among non-Senators and shall be appointed for alternating two year terms. The alternate shall be appointed for a one-year term.

Section 2 CFAC (Colorado Faculty Advisory Council to CCHE)

One member of this council shall be selected by the Senate in accordance with CFAC by-laws. Selection shall take place at the annual organizational meeting of the Senate.

Section 3 Faculty Trustee (State Colleges in Colorado)

The election for the Faculty Trustee shall be conducted by the Senate election committee during the last two weeks of April in accordance with the policies set forth in the Board of Trustees Policy manual.

ARTICLE V

Amendments to the Bylaws

- Section 1 An amendment to the bylaws may be initiated by any member of the Senate by presenting it in writing to the Senate.
- Section 2 Proposed amendments to the bylaws must be presented in writing at least one meeting, regular or special, prior to the Senate meeting at which the vote is taken.
- Section 3 The bylaws may be amended by a 2/3 affirmative vote of the Senate at any meeting. Voting shall be by ballot.

