

# Bylaws of the Faculty Senate of Austin Peay State University

The University faculty for purposes of this document shall consist of adjunct faculty and all full-time university employees holding the rank of instructor, assistant professor, associate professor, or professor, and whose duties are in excess of fifty percent in the following areas: teaching, scholarly research, library service, or academic departmental administration in alignment with APSU policy 2.045, "Faculty Definitions".

Participation on faculty senate is a vital service to shared governance at the university. It is a key element for the evaluation of faculty in the tenure-track and the annual faculty evaluation process. Therefore, it is recommended that faculty members discuss with their chair the desire to serve on faculty senate or on the Faculty Senate Executive Committee. No chair and/or dean should impede the responsibilities or duties of a faculty senator or faculty senate Executive Committee member at APSU.

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## Article I Meeting Procedures

### Section A. The Agenda Shall be Limited To:

1. all items for discussion or vote that are submitted in writing or by email to a member of executive committee by senators at least four (4) days before the Faculty Senate's meeting.
2. those motions or items prepared by the Executive Committee.
3. approved amendments to the agenda.
4. reports from standing and *ad hoc* committees requiring action or request for advice.
5. an address by the President or the President's designee normally not to exceed 15 minutes.
6. an address by the Provost or the Provost's designee normally not to exceed 15 minutes.

### Section B. Before Full Senate Meetings

1. The Senate President shall meet and confer weekly with the President and Provost of the University to convey relevant investigative studies of the Senate.
2. The Executive Committee shall prepare a tentative agenda for each full Senate meeting by:
  - a. Assembling items for action or advice and determining the order of their presentation to the Senate and the length of debate for each item.
  - b. Sending copies of the proposed agenda, together with all scheduled motions, to each faculty member at least two (2) working days before full Senate meeting

3. Standing and *ad hoc* committees shall, as their deliberations warrant, send written or electronic reports to the Executive Committee. If a committee is ready to recommend an action to the Senate, that request must take the form of a motion.
4. Senators who wish to debate or discuss any matter shall prepare a written item. Items must be in an appropriate format such as paper or in an appropriate electronic format. These items shall be sent to the Executive Committee for scheduling at least four (4) working days before the Senate meeting. If a senator wishes the Senate to consider an item after the agenda has been prepared, the senator may bring it in paper or an appropriate electronic format to a full Senate meeting and file it with the chair before the opening of business. Then, when the chair moves for the acceptance of the agenda, the senator should propose an amendment to the agenda to include the new agenda item.

### **Section C. Full Senate Meetings**

1. The first item of business of every Senate meeting shall be the acceptance or modification of the proposed agenda by simple majority vote. Also, at any point in the proceeding after the acceptance of the agenda, any senator can, as a point of privilege, suggest amendment to the agenda in order to lengthen or shorten debate, to include a motion, or to omit an item from the agenda. Such a proposal, made after the acceptance of the agenda, must be seconded and requires a simple majority vote.
2. The suggested agenda format is:
  - a. motion by the chair to accept the agenda.
  - b. motion by the chair to accept minutes from the previous meeting.
  - c. address by the President of the University or the President's designee.
  - d. address by the Provost of the University or the Provost's designee.
  - e. items of the agenda shall be taken up in the order within the time limits established, unless a motion for amendment of agenda passes.
  - f. if there is time remaining at the conclusion of the agenda, the chair may, at its discretion, present information, entertain unscheduled motions, or discuss items for the agenda of forthcoming sessions, acknowledging that a motion to adjourn from any senator is always in order.
3. Rules for Conducting Orderly Meetings  
The Faculty Senate shall conduct business under Robert's Rules of Order. Variation from Robert's Rules of Orders shall require a motion from the floor, duly seconded, carrying a 2/3 majority of the Senate present at the time of the motion. The motion for suspension must specifically state that Robert's Rules of Order is to be suspended for the purposes of dealing with the issue under discussion for a limited time specified in the motion of suspension. A parliamentarian shall assist with the orderly conduct of meetings.

## **Article II Quorum**

**Section A.** Those senators present at a regular meeting shall constitute a quorum.

**Section B.** At any called meeting, a majority of senators shall constitute a quorum.

**Section C.** Only senators in attendance may vote on matters before the Senate. No voting by proxy shall be allowed.

### **Article III Attendance**

**Section A.** Regular meetings of the Faculty Senate are open. The Faculty Senate reserves the right to go into executive session by a majority vote of members present or to be called into executive session by the Senate Executive Committee.

**Section B.** Attendance of executive sessions by anyone other than current faculty senators shall require a majority vote for approval.

**Section C.** The seat of any senator who has missed four (4) meetings in an academic year shall be declared vacant and an election shall be conducted to fill the seat. Senators shall be notified by the Secretary of the Faculty Senate after they miss the third meeting, that if they miss a fourth meeting their senate seat shall become vacant. Faculty Senate shall adhere to federal law (including the Family Medical Leave Act) and university policies (including APSU Policy 5:034 Paid Parental Leave) regarding attendance.

**Section D.** Senators elected to an interim term shall serve the remainder of the vacant term, beginning on the first day of the month following the interim election.

**Section E.** Senators may attend meetings remotely if approved by the Provost and the Faculty Senate Executive Committee.

**Section F.** The seats of senators on sabbatical shall be filled by other faculty members for the duration of the sabbatical through the normal election or interim election process.

### **Article IV Procedures for the Election of Senate Officers**

**Section A.** The Faculty Senate Slate Committee shall consist of the immediate past Senate President and two outgoing senators selected by the immediate past Senate President.

**Section B.** In February, Faculty Senate Slate Committee shall provide a list of eligible senators to fill executive committee positions (as defined in the Constitution of the Faculty Senate of Austin Peay State University) for the next academic year to all current and incoming faculty senators. The Faculty Senate Slate Committee shall accept nominations from any current or incoming faculty senator, including self-nominations through March 31st. This committee shall ensure at least one person has been nominated for each of the executive committee offices after having secured an approval from all of those to be nominated. In addition, the Faculty Senate Slate Committee must ensure that no incoming or current faculty senator is nominated for more than one office/position. The completed election slate shall be provided to the current, sitting Senate Executive Committee. The Senate Executive Committee shall present all nominations at the regular April meeting. Nominations from the floor, at the regular May meeting, shall not be accepted.

**Section C.** The office of any executive committee member who has missed eight (8) meetings in an academic year shall be declared vacant and the remaining executive committee members shall appoint a current senator to fill the vacant position for the remainder of the vacated term.

**Section D.** Recognizing the substantial time requirement of the following officer positions, reassigned time for faculty senate officers shall be as follows:

1. President: six hours fall semester and three hours spring semester
2. Vice President/President Elect: three hours spring semester
3. Secretary: three hours fall semester and three hours spring semester.

## Article V Standing Committees for the Senate

### **Section A.** Executive Committee

The Executive Committee of the Faculty Senate shall be composed of the President, Vice President/President Elect, the Secretary of the Faculty Senate, the Treasurer of the Faculty Senate, the Faculty Senate Representative on the Provost's Council, the Faculty Senate Representative on the University Curriculum Committee, and a Member-at-Large (elected from and by the Faculty Senate). The faculty member serving on the APSU Board of Trustees, and the Parliamentarian shall be *ex officio* members, with voice but no vote on the Executive Committee. In addition, the Immediate Past-President of the Faculty Senate, provided such person currently serves as a faculty member at Austin Peay State University, shall be *ex officio* members, with voice but no vote on the Executive Committee. The Faculty Senate President shall be a tenured faculty member. The Faculty Senate Vice President/President Elect shall serve a one-year term and become the next Faculty Senate President. In the event that the Vice President/President Elect chooses not to succeed the President, an election for both President and Vice President/President Elect shall follow Article IV Procedures for the Election of Senate Officers.

The responsibilities of the Executive Committee shall be as follows:

1. To propose the agenda for Faculty Senate meetings,
2. To conduct the elections to the Faculty Senate
  - General officers to be elected are identified in Article II, Section III of the Constitution.
  - Additional officers may be added or removed on an as-needed basis by amending these Bylaws as stipulated in Article VII Adoption and Amendments to Bylaws
3. To recommend to the Faculty Senate for its advice and consent, individuals to serve on the various committees of the Faculty Senate. Committee and subcommittee chairs should be recommended after obtaining their agreement to serve. These recommendations should be accomplished at the first regular meeting of the Senate after the election of the new Executive Board, which shall be the June Senate meeting unless the Senate votes not to hold regular meetings during summer terms of the academic year,
4. To advise the President of the Faculty Senate,
5. To act on behalf of the Faculty Senate *ad interim* and to report such actions to the next meeting of the Faculty Senate for its approval,
6. To monitor the progress of standing and *ad hoc* committees, and
7. In the event that a member of the Executive Committee must relinquish the position mid-term, the remaining members of the Executive Committee shall appoint a current senator to fill the position for the remainder of the term.

### **Section B.** Rules Committee

The Rules committee shall be chaired by the Vice President/President Elect of the Faculty Senate. In addition, two senators and two former senators shall serve on the committee. The responsibilities of the committee are as follows:

1. To study and recommend changes in the Constitution of the Faculty Senate and the Bylaws of the Faculty Senate,
2. To recommend to the Faculty Senate changes in its standing committee structure and function,

3. To study the representation in the Faculty Senate to identify vacancies for the interim election and notify the Executive Committee by October 15 of each year the number of senators to be elected in each area, and
4. To study the representation in the Faculty Senate according to the specifications in the Constitution and notify the Executive Committee by February 15 of each year the number of senators to be elected in each area.

### **Section C. Academic Committees**

The Committees of the Senate dealing with academic issues shall be designated as *Academic Red* and *Academic White*.

Each academic committee shall consist of no more than seven (7) members. Academic Red and White Committees shall consist of at least one member who is untenured. The President of the Senate may suspend the requirement and appoint members of both committees without regard to tenure status if, in the Senate President's judgment, circumstances dictate. The duties of these committees include:

1. To study and evaluate curricula, instruction, and student success initiatives at both the undergraduate and graduate levels. This function includes, but is not limited to:
  - Teaching loads;
  - Class size;
  - Use of graduate and undergraduate assistants;
  - Admissions;
  - Retention and advancing standing of students;
  - Advising;
  - Mentorship;
  - University Culture and Belonging; and
  - Testing and grading practices.
2. To strive to foster a proper balance between teaching and research.

The Executive Committee may choose to form subcommittees of Academic Committees which would report their findings and recommendations to the Academic Committee for approval before any requests or recommendations for action would be presented to the Senate.

### **Section D. Faculty Committees**

The Committees of the Senate dealing with Faculty issues shall be designated as *Faculty Red* and *Faculty White*.

Each Faculty committee shall consist of no more than seven (7) members. Faculty Red and White Committees shall consist of at least one member who is untenured. The President of the Senate may suspend the requirement and appoint members of both committees without regard to tenure status if, in the Senate President's judgment, circumstances dictate. The duties of the committees shall be to study intra-campus matters related to faculty interests not under the jurisdiction of other standing committees.

The Executive Committee may choose to form subcommittees of the Faculty Committees which would report their findings and recommendations to the Faculty Committee for approval before any requests or recommendations for action would be presented to the Senate.

### **Section E. Nominations Committee**

The Nominations Committee shall consist of at least five (5) senators. The duty of the Committee shall be to survey the faculty by March 1 and recommend individuals to serve on University Standing Committees and *ad hoc* committees.

### **Section F. Faculty Representation on Senate**

Representation in the Faculty Senate shall be based on a ratio of one senator per seven faculty members (or every major fraction thereof, excluding adjuncts) as identified by College or Unit. For the purpose of faculty representation on Senate, faculty in administrative positions who are not assigned to specific academic departments, schools, or colleges shall be grouped with Library faculty. One additional representative to the Faculty Senate shall hold the rank of adjunct faculty. The adjunct faculty representative may be from any college, the library, or filling an administrative position not assigned to a specific academic department, school, or college. The adjunct faculty senator shall not vote on matters pertaining to faculty retention, tenure, and promotion. Reapportionment shall take place for every March election, except that no senator shall be required to abandon a senate seat due to reapportionment before the senator's term has expired.

### **Section G. Budget Review Committee**

The Budget Review Committee shall consist of at least four (4) faculty members, at least two (2) of whom shall be senators. The duties and obligations of the Committee shall be as follows:

1. To participate in the preparation of the total institutional budget and in deliberations and decisions relevant to the apportioning and reapportioning of funds among its specific fiscal divisions, especially when such deliberations of proposed reallocation of funds is deemed to affect academic effectiveness. The committee has the obligation to ensure the appropriate number of representatives attend the sessions where such discussions and deliberations take place.
2. To represent faculty interests and interpret the needs of faculty to the University President and other officials relative to resource matters.
3. To provide direct communication to the Faculty Senate relative to the July budget, the October budget revisions, and final budget revisions according to consultations with administrative and budget officials. The committee shall have the authority to request documentation of line item allocations within the budget and variations between budgeted amounts and actual expenditures within any given fiscal year. The committee shall have the authority to request rationales for such variations.
4. By special assignment, to function as a sub-committee to another Faculty Senate committee if requested or needed by the other committee.

## **Article VI**

### **Election of Faculty Member to the University Board of Trustees**

#### **Section A: Appointment**

By the third Friday of September, the Faculty Senate Executive Committee shall contact all faculty from each college and the constituted area of the Library to request nominations of faculty members to be considered for election to the Austin Peay State University institutional governing board. Each academic unit/department and the library shall be afforded the opportunity to nominate one

representative who meets all of the required criteria. The selection process shall originate within each academic unit/department through a process of written or acceptable electronic nomination. Written or electronic nominations must be submitted to the unit/department chair by a second member of the unit/department faculty at least four (4) days prior to the departmental election. The nomination must be signed by both the nominator and the nominee.

The unit/department chair shall conduct the election via secret ballot and forward the results to Faculty Senate Executive Committee no later than the first Friday in October. The various college nominees shall then be put forward for the final, university-wide election that shall begin on the third Friday in October. There can be no more nominees than colleges and the library during any given election cycle. The university-wide faculty election shall end by the last Friday in October. The nominee receiving the plurality of the university-wide votes shall serve as a member of the institutional governing board. In the event of a tie, the Faculty Senate shall conduct a run-off vote. The faculty member receiving the majority of the run-off votes shall serve as a member of the institutional governing board. Rules governing the Faculty Senate voting process and quorum shall be in accord with the current Faculty Senate constitution and bylaws.

The elected faculty institutional governing board member shall be recognized at the November meeting of the Faculty Senate and shall serve as a non-voting ex-officio member of the Faculty Senate and the Faculty Senate Executive Committee. Duties of the elected faculty institutional governing board member shall begin the first day of the following July.

#### **Section B: Term**

The faculty member elected to serve as a member of the institutional governing board shall serve a two-year term, per state law. A faculty member may not serve consecutive terms. No faculty member shall be eligible to serve more than two terms as a member of the institutional governing board during their appointment at Austin Peay State University.

#### **Section C: Eligibility**

A faculty member shall be considered eligible to serve as a member of the institutional governing board if the individual meets the following criteria:

- The faculty member must be tenured;
- The faculty member must be fully ranked;
- The faculty member must have been employed at Austin Peay State University for a minimum of seven consecutive years;

The Faculty Senate shall vote to make the final determination in situations where a faculty member's eligibility is in dispute. Rules governing the Faculty Senate voting process and quorum shall be in accord with the current Faculty Senate constitution and bylaws.

#### **Section D: Replacement**

If an elected faculty member is unable to fulfill the commitments of their two-year appointment, a special election that is congruent with the steps outlined in Article VI, Sections A and C of this document shall be conducted to fill the vacancy. Due to the potential urgency of such a situation, the special election shall be expedited to prevent a disruption of faculty representation to pertinent matters pertaining to institutional governing board business. Upon election, the replacement shall complete the remainder of their predecessor's term. In the event of a faculty member's dismissal

from the institutional governing board, a replacement shall be identified through a special election that is congruent with the steps outlined in Article VI, Sections A and C of this document. Because of the potential urgency of such a situation, the special election shall be expedited to prevent a disruption of faculty representation on the board. Upon election, the replacement shall complete the remainder of their predecessor's term.

**Section E: Duties and Expectations**

The faculty member of the institutional governing board shall attend board meetings in an effort to represent the interests, perspectives, and concerns of the faculty, staff, and the university as a whole. As a non-voting ex-officio member of the Faculty Senate and the Faculty Senate Executive Committee, the faculty institutional governing board member shall be expected to provide regular updates pertaining to institutional governing board business. The faculty institutional governing board member shall be expected to provide informational updates and/or presentations during the Faculty Senate's regularly scheduled monthly meetings.

**Article VII**  
**Adoption and Amendments to Bylaws**

The bylaws may be amended by a simple majority of those senators in attendance at the next regular business meeting after the meeting at which such amendments are presented.

The adoption of these bylaws shall require a two-thirds (2/3) majority of those senators present at a regular meeting after the meeting at which they are amended.

**Latest amendments adopted March 28, 2024.**

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