Appendix PP

MSUN

Academic Senate

Bylaws

MONTANA STATE UNIVERSITY -- NORTHERN ACADEMIC SENATE BY-LAWS

Ratified 4/18/007

PREAMBLE

To assure the orderly development of educational policies, to facilitate communications and cooperation among officers of the administration and the faculty of the University; to promote and defend academic freedom and the unfettered exchange of ideas; to promote the stable and continued educational programs at Montana State University -- Northern, we, the faculty at Montana State University--Northern, do hereby subscribe to this document as a constitutional statement of the Academic Senate and its various functions and responsibilities.

ARTICLE I

NAME

The organization herein defined will be known as the Academic Senate of Montana State University--Northern.

ARTICLE II

MEMBERSHIP

The Academic Senate will consist of ten members: four from the College of Education, Arts and Sciences, and Nursing, four from the College of Technical Science, one member elected at-Iarge, and one member elected to represent graduate programs. The Provost and Vice Chancellor for Academic Affairs serves in a non-voting, advisory capacity.

It is the responsibility of members of the Academic Senate to assess the attitudes and viewpoints of the constituency which elects them. It is expected that all members of the Academic Senate will represent the entire University.

Section 1. Qualifications for Senators

Senators will have completed at least three (3) consecutive academic years as a member of the Collective Bargaining Agreement (CBA) at MSU-Northern at the time of assuming office.

The Representatives-At-Large will be nominated by a petition signed by at least ten members of the faculty. Candidates will indicate by their signatures on the petition their willingness to serve if elected. See Appendix A for petition form.

Section 2. Qualification for Electors

For voting purposes, faculty will be defined as those holding full-time teaching positions as defined by the Collective Bargaining Agreement (CBA). The Academic Senate Vice President will provide a list of eligible electors at the beginning of each semester to the Academic Senate and the Academic Senate President. At-Iarge candidates will be elected by a vote of the faculty.

Section 3. Term of Service

Senators will be elected by the faculty from each of their respective colleges for a term of three years. Colleges will stagger the terms of the senators when at all possible.

Section 4. Credentials

To implement Section 1 and 2 of this article, the Senate will rule on questions relating to qualifications of electors and senators.

Section 5. Vacancies

When there is a vacancy on the Academic Senate, a replacement for the remainder of the term will be chosen as follows:

The Election Committee (See By-Laws Article III, Section 1.2) will hold a special election within one month of the determination of the vacancy. Vacancies will be deemed to occur for any of the following reasons: prolonged absences as determined by the membership of the Senate; leaves with or without pay; resignation or recall from the Senate; or termination of employment. If no candidate files for that vacancy, it will be filled by the Senate President with a person from that college, who will then serve until a successor is chosen at the next regular election. If only one candidate files a nominating petition for such a vacancy, the Election Committee will not conduct an election but will so report to the Senate President, and the Senate will declare the single candidate elected.

Should a vacancy occur in the office of the Vice President, the Senate will elect a replacement to serve for the balance of the term. In the event that the office of the Senate President becomes vacant, the Vice President will automatically succeed to the position.

ARTICLE III

OFFICERS AND ELECTIONS

The officers of the Academic Senate are a President and a Vice-President. The Vice President is elected for a two year term by the Senate at the first senate meeting of alternating Fall terms. Upon completion of a term as Vice President, the Vice-President succeeds to Office of President on the day after Commencement.

Section 1. Elections

Section 1.1. Dates

Regular elections will be held annually during the first week of Fall semester, with the elected Senators' terms starting the first day of the first full week of classes for the Fall semester. Special elections will be held within one month for the unexpired term in cases of vacancies.

Section 1.2. Election Committee

To implement this Section of this Article, the Senate will appoint an ad hoc election committee to conduct elections. The Vice-President (or a designee of the President if there is no VP) of the Senate will oversee all elections.

Section 1.3. Procedures

Procedures and forms for faculty elections will be determined by the Election Committee of the Senate.

Section 2. Recall

An elected faculty member is subject to recall by a majority vote of his/her constituents. A recall election will be held whenever 45% of the qualified voters of the constituency sign a petition for recall. No member will be subject to a recall election more than once in an academic year.

ARTICLE IV

RESPONSIBILITIES AND AUTHORITY

Section 1. Representing the Faculty

The Academic Senate is the representative body which reviews, formulates, and approves on behalf of the faculty, all program and curriculum changes forwarded by program faculty and endorses to the Provost and Vice Chancellor for Academic Affairs, policies and procedures recommended by the faculty for the general welfare of the University.

1 .1. Academic Freedom

The Academic Senate will defend faculty members in the exercise of their academic freedom.

The Academic Senate believes that academic freedom is important to the fulfillment of the purposes of Montana State University – Northern and acknowledges and encourages the continuation of an atmosphere of confidence and freedom while recognizing that academic freedom is accompanied by a corresponding responsibility of faculty to their colleagues, the university and its students to maintain the highest standard of academic integrity and scholarship.

Faculty are entitled to freedom in the classroom in discussing their subject, but should present various scholarly views related to their subject, be accurate at all times, and avoid presenting controversial material which is unrelated to the subject. Faculty members are entitled to freedom in research and in the publication of the results, subject to the adequate performance of other academic duties. When faculty members speak or write as citizens, they should be free from collegial censorship or discipline, but must realize their special position in the community imposes special obligations. As persons of learning and education officers, faculty should remember that the public may judge their profession and their university by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate they are not a university spokesperson.

Section 2. Evaluating Policies and Consulting

The Academic Senate will evaluate policies related to the academic welfare of the University. The Senate will be available to both the teaching faculty and the administration for advice and consultation and as an agency for the dissemination of information.

Section 3. Formulating Procedure

The Senate, within the framework of the By-Laws, will formulate by-laws, rules, and procedures to fulfill its responsibilities and exercise its powers.

Section 4. Recording

The Senate and Faculty minutes will be distributed by the Provost and Vice Chancellor for Academic Affairs' office via the Provost's web page.

Subcommittee proposals will be acted on by the Academic Senate and forwarded by the Academic Senate Recording Secretary to the Provost and Vice Chancellor for Academic Affairs and Chancellor for sign-off. The Provost and Vice Chancellor for Academic Affairs' office will record the action on the MSUN Provost's web page.

At each year's end, a hardcopy of the Senate actions will be sent to the library.

ARTICLE VI

SENATE-OPERATING COMMITTEES

The Academic Senate will establish standing committees as needed.

Section 1. FINANCIAL AID COMMITTEE

Membership:

Voting: Six (6) faculty members, three (3) members from the College of Education, Arts and Sciences, and Nursing and three (3) members from the College of Technical Sciences.

Ex-officio/non-voting: Financial Aid Officer and a representative of Northern's Foundation.

Meets: Monthly

Function: To advise the Financial Aid Officer on the administration of scholarships and other funding; to make decisions on eligibility of fee waivers for financial aid; to award scholastic scholarships given by the University; to award scholarships given to the University by individuals as directed; to make available a list of all student scholarships and grants and the requirements thereof, to all students and faculty, at least one month prior to the awarding of these grants and scholarships.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs, (3) Financial Aid Officer

Section 2. CULTURAL DEVELOPMENT COMMITTEE

Membership:

Voting: Four (4) faculty members, two (2) members from the College of Education, Arts and Sciences, and Nursing, and two (2) members from the College of Technical Sciences.

This committee may invite such persons as the Northern Foundation Director, the Havre High School drama director, and the Public Information Director.

Meets: Monthly

Function: To promote intellectual and cultural activities on the campus, e.g., lectures, forums, fine arts festivals, debates, cinematic programs, art museum exhibitions, faculty luncheon program; to

cooperate with the Montana Arts Council, the Montana Committee for the Humanities and similar agencies in utilizing available funds for these activities.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs.

Section 3. LIBRARY COMMITTEE

Membership:
Voting: Four (4) faculty members, two (2) members from the College of Education, Arts and Sciences, and Nursing and two (2) members from the College of Technical Sciences.

Ex-officio/non-voting: Librarian

Meets: Monthly

Function: To determine guidelines and establish priorities regarding book acquisition and processing, space arrangements, circulation, hours, photocopying, expenditure of funds, and-audio-visual equipment, along with any other matters pertaining to the library and its adjuncts.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs

Section 4. CURRICULUM COMMITTEE

Membership:
Voting: Six (6) faculty members, three (3) members from the College of Education, Arts and Sciences, and Nursing, and three (3) members from the College of Technical Sciences.

Ex-officio/non-voting: Provost and Vice Chancellor for Academic Affairs, Registrar

Meets: Monthly

Function: To facilitate the continuous review of existing program offerings and curriculum from program areas at the undergraduate level and to present recommendations to the Academic Senate for approval. See Curriculum Guide for necessary forms and flow chart.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs

Section 5. INSTRUCTION, RESEARCH, AND FACULTY DEVELOPMENT COMMITTEE

Membership:
Voting: Four (4) faculty members, two (2) members from the College of Education, Arts and Sciences, and Nursing, and two (2) members from the College of Technical Sciences.

Ex-Officio/non-voting: Provost and Vice Chancellor for Academic Affairs.

Meets: Monthly

Function: To promote individual faculty creativity in instruction, research, and faculty development including, but not limited to, support/development/promotion in areas such as advising, mentoring, grant writing, professional development, distance delivery and campus service.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs

Section 6. ADMISSIONS AND STANDARDS COMMITTEE

Membership:
Voting: Six (6) faculty members, three (3) members from the College of Education, Arts and Sciences, and Nursing, and three (3) members from the College of Technical Sciences.

Ex-Officio/non-voting: Registrar

Meets: Monthly

Function: To evaluate student records and make decisions concerning admissions, advanced standing, probation, and non-retention, and to hear student appeals for exceptions to academic policy.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs, (3) Registrar.

Section 7. GENERAL EDUCATION COMMITTEE

Membership:
Voting: Six (6) faculty members, three (3) members from the College of Education, Arts and Sciences, and Nursing, and three (3) members from the College of Technical Sciences.

Ex-Officio/non-voting: Provost and Vice Chancellor for Academic Affairs

Meets: Monthly

Function: To conduct an ongoing review of the General Education requirements for the associate and bachelor degrees and make recommendations to the Academic Senate. The General Education Committee is also responsible for the development and implementation of an assessment plan for the General Education program courses, and to conduct the necessary review of these assessments.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs

Section 8. INSTRUCTIONAL TECHNOLOGY COMMITTEE

Membership:

Voting: Four (4) faculty members, two (2) members from the College of Education, Arts and Sciences, and Nursing, and two (2) members from the College of Technical Sciences.

Ex-Officio/non-voting: Director of Information Technology Services, Director of Extended University, Provost and Vice Chancellor for Academic Affairs

Meets: Monthly

Function: To recommend policies for utilization of computing facilities by all academic users; to serve as liaison between academic users and the Director of ITS and the technical staff; to serve as liaison between academic users and Distance Learning Personnel; to report periodic status of academic computer facilities and activities to the Academic Senate; to assist in the development of software and hardware standards for the University; and to perform periodic review and assessment of Information Technology facilities, policies, and staffing.

Minutes to: (1) Academic Senate President, (2) Provost and Vice Chancellor for Academic Affairs, (3) Director of Information Technology Services, and (4) Director of Extended University.

Section 9: GRADUATE COUNCIL

Membership:

Voting: One (1) representative from each graduate program selected by faculty teaching in graduate programs, certificates or endorsements; two (2) at-large representatives, one from each college, with an earned doctorate, the Chair of the College of Technical Sciences and the Chair of the College of Education, Arts and Sciences, and Nursing.

Ex-Officio: Provost and Vice Chancellor for Academic Affairs who is a non-voting member, the Director of K-12 Principal Endorsements, the Dean of the College of Technical Sciences, and the Dean of the College of Education, Arts and Sciences, and Nursing.

Meets: Monthly

Function: To promote, review, and evaluate graduate programs including requests for new programs, deletions of programs and curricular changes in existing programs; to review and implement policies and procedures for graduate programs; to consider issues raised by graduate students relating to policies of a specific graduate program or their welfare; and to decide on other substantive matters relating to graduate programs and forward all decisions to the Academic Senate for consideration and approval.

Minutes to: (1) Academic Senate President, and (2) Provost and Vice Chancellor for Academic Affairs.

Section 10. General Procedures

10.1. The Chair of each Senate Operating Committee will provide an agenda to the Senate President prior to each meeting. The Chair of each committee will forward a copy of the minutes to the Academic Senate for inclusion in the senate minutes as an addendum. All agenda items and documents for Senate Operating Committees must be submitted to the Academic Senate Recording Secretary by the last Tuesday of the month. The Provost and Vice Chancellor for Academic Affair's office will be the official recorder of all final policy and committee documents. Standing rules of the Academic Senate apply to all Senate Operating Committees. Chairs of all operating committees are voting members of the committee.

10.2. The Senate operating committees will elect their own chair from the committee members at their first meeting of the academic year. The Academic Senate President will appoint a committee member to call the first meeting.

10.3. The establishment or elimination of any regular Senate-operating committee will require an affirmative vote of at least two-thirds (2/3) of the Senate membership.

10.4. Senate Operating Committees will report to the Academic Senate via committee minutes. Committee recommendations will show the names of the committee members present. All operating sub-committees will report to the designated Senate-operating committee. Senate Operating Committee minutes will be included as an addendum to the monthly senate minutes.

Section 11. Implementation

11.1 Policies in this document will be implemented upon ratification by the faculty and approval by the Chancellor.

11.2 Changes to committee membership and establishment of new committees will be initiated beginning Fall semester 2006.

ARTICLE VII

PROCEEDURES & STANDING RULES

Section 1. Procedures

1 .1. Robert's Rules of Order, newly revised, will apply unless superseded by the Senate By-laws, or Standing Rules of the Academic Senate and operating committees.

1.2. Regular meetings of the Academic Senate and Senate Operating Committees are open per Montana statute.

1.3. The Academic Senate president (or acting chair) may vote in cases of a tie.

1.4. Approval of proposals by Senate Operating Committees requires a majority vote. The chair may vote in all matters. Proposals to a Senate Operating Committee will automatically be forwarded to the next level if not acted upon at the meeting immediately following submission to the committee agenda.

1.5. If faculty do not approve of curricular or policy decisions made on their behalf by the Academic Senate, they can petition for a recall vote within one month of the Senate's action. A recall petition requires the signatures of 10 qualified faculty submitted to the Provost's office. If a majority of all eligible faculty elect to recall a Senate decision, the matter will be returned to the Academic Senate. The Senate may or may not choose to revise the decision; the Senate will resubmit the proposal to the full faculty for a vote within 30 days of the recall election. Action on the proposal will be dictated by a majority vote of all eligible faculty. See Appendix D for a petition form.

1.6. The Academic Senate will be called into Executive Session by the President upon approval of a majority of the members present. Since confidential matters may be dealt with, only regular Academic Senate members may be present during Executive Session. Final-action on all matters will be taken during regular Academic Senate meetings.

1.7. A quorum will be constituted by a simple majority of the Academic Senate membership.

1.8. In General Faculty meetings, a quorum will be constituted by a simple majority of the eligible electors.

1.9. Spectators at meetings will not take part in, or attempt to influence, the proceedings of the Senate, or operating committees, except as may be authorized in the Standing Rules. Violators will be excluded. At his/her discretion, the President may recess the meeting. Faculty members will be notified at least three days in advance of meetings. Minutes of each meeting will be distributed to faculty via the web.

Section 2. STANDING RULES

2.1. A standing rule may be established, amended, or rescinded by a two-thirds vote at any Senate meeting.

2.2. A standing rule may be suspended by a two-thirds vote at any meeting.

2.3. It will be the duty of the presiding officer to announce the time of the next meeting at the time of adjournment.

2.4. Whenever possible, each member of the Academic Senate will be supplied with a copy of all items presented to the Senate for action. On each such item, the date and source will be indicated.

2.5. Submission of agenda items:

Curricular items must be submitted in accordance with the MSU-N published Curriculum Guide. Non-Curricular items should be submitted to the Academic Senate Recording Secretary.

Agenda items are to be submitted in writing or electronically via e-mail.

2.6. Form of Agenda:

For Academic Senate Meetings

a. Call to Order and Role Call.
b. Approval of Minutes
c. Communications
d. Senate Operating Committee Reports
e. Administrative Reports
f. Old Business
g. New Business
h. Adjournment

Order of reporting:

1) Financial Aid Committee
2) Cultural Program Committee
3) Library Committee
4) Curriculum Committee
5) Instruction, Research and Faculty Development Committee
6) Admissions and Standards Committee
7) General Education Committee
8) Instructional Technology Committee
9) Graduate Council
10) Special Committee Reports

For Senate Operating Committees

a. Call to Order and Roll Call
b. Approval of Minutes
c. Communications
d. Old Business
e. New Business
f. Adjournment

2.7. Meeting Schedule

1st Tuesday - Senate Operating Committee meetings
2nd Tuesday - Academic Senate meetings (Regular meeting or curriculum)
3rd Tuesday - Reserve for additional Senate (policies or additional business)
4th Tuesday - General Faculty meeting if required

Academic Senate and Senate Operating Committee meetings are to be held at 4:00 pm. Changes in Operating Committee meeting times/dates shall be communicated to the Senate President and Provost and Vice Chancellor for Academic Affairs. Committees that need to meet

on a more frequent basis than monthly shall establish a standing meeting date/time convenient to all members.

2.8. Persons not members of the Senate who wish to address the Senate may be permitted to do so as follows:

University Administrators, members of Senate-operating Committees, and Chairs of Senate Special Committees may be recognized by the Senate President, at his or her discretion, to speak on agenda items in their areas of responsibility or charge;

Any person may address the Senate on a particular agenda item by invitation of the Senate or by permission of the President requested prior to the call to order.

2.9. Amendments to items made by a Senate Operating Committee (other than minor corrections for spelling, etc.) must be remanded by the Senate to the proposal submitter for approval, disapproval or comment.

2.10. Minutes

Minutes of the Academic Senate are available on the Provost and Vice Chancellor for Academic Affairs' web page under Academic Senate Minutes.

Minutes and other papers of committees handling confidential matters will be available only to committee members

ARTICLE VIII

ADOPTION

These by-laws will become effective on approval by a 2/3 vote of the faculty and by the Chancellor of the University.

Approved by Full Faculty_____ Date _____
L.J. Strizich, Senate President

_____ Date _____
Greg Clouse, Senate President

Approved by Provost _____ Date _____
Joe Callahan, Provost

Approved by Chancellor _____Date _____
Alex Capdeville