

April 19, 2024

## **Interim Faculty Senate Powers and Functions**

### **PREAMBLE**

#### **SECTION A –Responsibilities of the General Faculty at Dickinson State University**

A university community promotes free inquiry into human endeavor. The Faculty Senate of Dickinson State University provides important inputs to the development of curriculum and instruction. The faculty of Dickinson State University has the responsibility to express its concern for the welfare of the University, discuss and develop ideas for University improvement, contribute through recommendations about the formulation of general university policy, and provide reliable channels of communication among segments of the University community. The Faculty Senate of DSU is responsible for maintaining knowledge of current professional practices and academic standards. Working from these areas of expertise and professional ethics, the Faculty Senate will negotiate with all university stakeholders in good faith. Like other Senate Presidents, the President of the Faculty Senate may be asked to serve on the President’s Cabinet or other official committees.

#### **SECTION B –Responsibilities Delegated to The Faculty Senate of Dickinson State University**

To facilitate the exercise of the responsibilities outlined in Section A, those responsibilities are hereby delegated by the General Faculty of Dickinson State University to a representative body to be called the Faculty Senate of Dickinson State University. The Faculty Senate accepts the responsibility of recommending policies to the President of the University affecting the educational activities of the University regardless of the delivery method, subject to the laws of the State of North Dakota and to the policies and directives of the North Dakota State Board of Higher Education. To fulfill its functions, the Faculty Senate will be free to study, debate, and deliberate on matters of general faculty and academic concern. maintaining

#### **SECTION C - Definition of Faculty**

The General Faculty of Dickinson State University will consist of the president, vice president, provost, deans, and all persons carrying the rank of professor, associate professor, assistant professor, instructor, and lecturer. For the purpose of membership on the Faculty Senate, the Academic Faculty will include all persons engaged in regular academic service to the University and is assigned  $\geq 50\%$  teaching responsibilities, as defined in the Dickinson State University Academic Affairs Handbook. Two exceptions

will be the student representative elected from the Student Senate and the staff representative elected from the Staff Senate.

**ARTICLE I - General Purpose, Jurisdiction and Duties of the Faculty Senate**  
**SECTION A - General Purpose**

The primary aim of including a Faculty Senate in the organizational structure of Dickinson State University is to facilitate and coordinate faculty participation in the recommendation and assist in the development of educational and professional policies and in the formulation of procedures for their implementation. Such policies shape the responsibility and character of the institution and define its future growth. To provide for continuing concern and policy review, it is the purpose of the Senate to:

1. Provide a structure of councils and committees created by the Faculty Senate to be responsible to that body through the Senate to the faculty.
2. Coordinate faculty responsibilities and activities as exercised through the various councils and committees.
3. Promote the academic integrity, as well as rights and duties, of the academic profession at large.
4. Advance the members' general welfare and their security in the profession by serving as the voice of the faculty when its members wish to speak on matters of common concern. This includes the welfare and security of all full-time and adjunct faculty.
5. Facilitate cooperation among faculty members and groups that comprise Dickinson State University.

**SECTION B - Jurisdiction and Duties of the Faculty Senate**

1. Academic Affairs

The Faculty Senate will recommend policies governing such academic matters as requirements for admission related to accreditation, courses, and curriculum, degree requirements, academic standards for students and for the institution, and evaluation of education programs.

2. Faculty Affairs

- a. It will be the duty of the Faculty Senate to stimulate improvements in professional standards by the recommendation of policies concerning employment, qualifications, improvement in teaching methods, workloads, promotions, tenure, retirement, and matters affecting the welfare of the faculty as it pertains to faculty and academics.
- b. It will be the duty of the Faculty Senate to take desirable measures to improve administrative-faculty-student relationships.

### 3. Student Affairs

It will be the duty of the Faculty Senate to participate in the review and recommendation of policies regarding student orientation, guidance, scholarship, and matters affecting the welfare of the students as it pertains to academics.

### 4. University Affairs

It will be the duty of the Faculty Senate to participate in the review and recommendation of policies concerning commencements, scholarly gatherings, academic publications, campus development, and the effective and efficient use of University instructional facilities.

## **ARTICLE II - Membership of the Faculty Senate**

### **SECTION A - Elected Members**

1. An elected member of the Faculty Senate will be a full-time faculty member who holds the rank of professor, associate professor, assistant professor, instructor, or lecturer at Dickinson State University.
2. The term academic area refers to Schools.
3. Each academic area, as defined above, will elect two representatives to the Faculty Senate.
4. Two tenured faculty members from any School will be elected to serve as senator at large. No School shall have more than one senator at large.
5. One student representative will be elected by the Student Senate from its members. The student representative does not have voting rights.
6. One staff representative will be elected by the Staff Senate from its members. The staff representative does not have voting rights.

### **SECTION B - Ex Officio Members**

1. The President of the University will be a non-voting ex officio member of the Senate.
2. The President of the University may designate an official replacement non-voting ex officio member through notification to the Faculty Senate.

### **SECTION C - Term of Office of Senators**

1. Regular election to the Senate will be for a term of two years with no limit placed on the number of terms any individual may serve, except that no more than three terms may be consecutive.
2. Vacancies in the Senate will be filled from the respective academic areas for the unexpired terms.

### **SECTION D - Nomination and Election of Candidates for the Faculty Senate**

1. As terms expire, academic areas will, in April, nominate and elect their representative to the Faculty Senate who will take office at the beginning of the next academic year.
2. In the absence of a Senator during a term or a summer session, the academic area will choose a replacement from their academic area.

**ARTICLE III - Organization of the Faculty Senate**  
**SECTION A - Officers**

1. A president, vice president, and secretary of the Faculty Senate will be elected by the Senate from the Senate membership. Faculty Senate Officers must be a full-time faculty member who is not serving in an administrative role. The vice president may be considered the president-elect. The officers will serve terms of one year, and the secretary will be eligible for re-election.
2. The president will:
  - a. Be the presiding officer of the Faculty Senate and of its Executive Committee.
  - b. Call academic faculty meetings--at the Senate president's discretion--when there are matters of immediate concern to the faculty and preside over such meetings. The President of the University will call all general faculty meetings.
3. The vice president will perform the duties of the president in the absence of the president.
4. The secretary of the Senate will:
  - a. Prepare the minutes of the meetings of the Faculty Senate and distribute a draft version of the minutes to all members of the Faculty Senate no later than seven days following a regularly scheduled meeting of the Faculty Senate.
  - b. Distribute the minutes to all faculty and to the President and the Provost of the University no later than fourteen days following a regularly scheduled meeting of the Faculty Senate.
  - c. Distribute to all members of the faculty and to the President and the Provost of the University, no later than four days in advance of any meetings of the Faculty Senate, copies of the agenda for that meeting.

**SECTION B - Executive Committee**

1. The Executive Committee will consist of the officers of the Faculty Senate and two senators elected by the Senate.
2. The following duties will be the specific responsibility of the Executive Committee.
  - a. It will appoint members of each council and committee for the ensuing year who are not covered under the provisions of Article III, Section C.
  - b. It will serve as the advisory group of the Faculty Senate when called upon by an officer of the administration. It will refer to the appropriate council or committee any question of policy on which advice is sought.

- c. It will receive the reports and minutes of all councils and committees of the Faculty Senate and will transmit them to the Senate for action.
- d. It will cause matters recommended by the Senate to be brought to the attention of the appropriate administrative officer for action and will report to the Faculty Senate the action taken.
- e. It will take such emergency action as appropriate to meet defined responsibilities of the Senate with such action to be presented at the next regular meeting of the Faculty Senate.
- f. It will refer to the appropriate council or committee such matters as are approved by the Faculty Senate for study.
- g. It will prepare the agenda for meetings of the Faculty Senate.
- h. It will ensure that nominations and elections are carried out as specified.
- i. It will appoint yearly a Parliamentarian from the General Faculty.
- j. It will arrange at least one Faculty Meeting each academic year to insure open lines of communication between the faculty and the Senate. It will prepare and distribute an agenda in accordance with North Dakota open meetings regulations. The Senate President will preside over the meetings.
- k. It will establish committees as it deems necessary.

### **SECTION C - Councils**

1. Permanent councils will be the Curriculum Council, the Faculty Policies Council, the Student Policies Council, the Teacher Education Council, the Promotion and Tenure Council, and the Graduate Studies Council.
2. The following are the specific responsibilities of each permanent council:
  - a. It will form subcommittees that it deems necessary and will report the personnel for each of its subcommittees to the executive committee. Insofar as is expedient, the chairperson of each subcommittee will be a member of the parent permanent council. Not more than 50 percent of the membership of a subcommittee will be Senators.
  - b. In advance of each Faculty Senate meeting, it will transmit its reports and minutes and the reports of its subcommittees with recommendations to the Senate for action. Before action is taken on any council recommendation, with the exception of the Teacher Education Council, Senate approval must be obtained.
3. Each member of a permanent council of the Faculty Senate will serve on that council from the time of their election or appointment until the election or appointment of a successor.
4. Election to the Curriculum Council, the Faculty Policies Council, the Student Policies Council, the Teacher Education Council, and the Graduate Studies Council will be for a term of two years, except for the Faculty Senate and student representatives, who will be appointed yearly. Terms will be staggered so that approximately one-half of the elected membership will carry over into the second year of their terms each

year.

Election to the Promotion and Tenure Council will be for a three-year rotating term. No limit is placed on the number of terms an individual may serve, except that no more than three terms may be consecutive and a School may not have more than one representative.

5. Vacancies that occur during a term of office will be filled according to the provisions for electing or appointing the council member. A replacement will serve out the remainder of the vacated term and then be subject to re-election or reappointment.
6. As terms expire, council members for the ensuing academic year will be elected or appointed and ratified in April and will take office at the beginning of the academic year. Faculty Senate will choose council chairpersons in May who will assume their duties at the beginning of the academic year.
7. Each council will hold regular meetings at least once a month during the academic year.
8. Each council chairperson will prepare an agenda to be distributed to council members and members of the executive committee at least three days in advance of each meeting.
9. A matter within the scope of council jurisdiction may be presented in writing through one of the following channels to the council chairperson, who will place the matter on the agenda for the next meeting:
  - a. By referral from the Faculty Senate President or the President's designee.
  - b. By action of a School, via its Dean.
  - c. By action of the Executive Committee or the Faculty Senate.
  - d. By action of an administrative committee.
  - e. By action of the council on an item submitted by a council member.

A copy of any proposal made through the above channels must be sent to the chief administrator(s) responsible for those affairs two days in advance of being placed on the agenda.
10. Each council will distribute copies of the minutes of each meeting to the Faculty Senators or the General Faculty within five days of each council meeting. Items that are to receive Faculty Senate action should be so designated.
11. The council chairperson or their designee will report the action taken by the council at the next Faculty Senate meeting and present recommendations of the council to the Senate for actions.

## 12. Curriculum Council

### a. Duties:

The Curriculum Council will:

1. Study all academic areas at Dickinson State University and make decisions concerning those areas to Faculty Senate.
2. Deal with, but not be restricted to, the following specific concerns:
  - a. The evaluation of educational programs.
  - b. The review and development of new courses and curriculum.

- c. The maintenance and improvement of the teaching environment.
  3. Receive and gather reports of the deliberations and actions of all permanent and temporary entities, regularly constituted or ad hoc, which deal with and have influence on the academic welfare of the University for purposes of information, and report recommendations regarding curricular changes to the Senate. The Curriculum Council will be the recommendation-making body for curricular changes assigned to it by the Faculty Senate President or the President's designee. The Provost will review and ratify or reject the decisions of the Curriculum Council. The Provost will provide an explanation of rejections to the Curriculum Council.
- b. Membership:

The members will consist of one member of Faculty Senate appointed by the Executive Committee and ratified by the Faculty Senate, the Provost or their designee, the registrar of the University, one student appointed by the President of the Student Senate, and two representative elected from each of the Schools. The chairperson will be elected by the Faculty Senate from the membership of the Council. The chairperson will appoint a secretary from the membership of the council. The Faculty Senate member on Curriculum Council will brief the Faculty Senate on curriculum matters.

### 13. Teacher Education Council

- a. Duties:

The Teacher Education Council will consider all changes in teaching majors and minors assigned to it by the Faculty Senate President or the President's designee, establish policies for admission and retention in teacher education, review teacher education policies, and promote communication among personnel engaged in preparing teachers.
- b. Membership:

The members will consist of one member of Faculty Senate appointed by the Executive Committee and ratified by the Faculty Senate, one administrator chosen by the President of the University, education students at the junior or senior level (one in elementary, one in secondary, and one from the DSU Bismarck or Williston locations) chosen by the School of Education faculty, the Dean of the School of Education, and faculty representatives from the School of Education and other Schools that have secondary education programs, and faculty members of the unit as defined by the appropriate education accrediting agency (which includes all faculty members who teach teaching methods courses in the departments that offer education degrees). A School whose methods course faculty member cannot serve on the Council may appoint a faculty member to represent that department as a non-voting member of the Council. The Dean of the School of Education will serve as the chairperson of the Teacher Education Council.

#### 14. Faculty Policies Council

a. Duties:

The Faculty Policies Council will evaluate and make recommendations on policies and programs related to all affairs related to faculty welfare.

b. Membership:

The members will consist of a Council chairperson, who must be a Faculty Senator, and four faculty members (who are assigned  $\geq 50\%$  teaching responsibilities appointed by the Executive Committee.

#### 15. Student Policies Council

a. Duties:

The Student Policies Council will regularly review, evaluate, and recommend policies and programs related to student services and student affairs.

b. Membership:

The members will consist of one member of the Faculty Senate appointed by the Executive Committee and ratified by the Faculty Senate, the Dean of Students or designee, and one member from each School, appointed by the Faculty Senate Executive Committee.

Student members will include the Student Senate president or their designee and four students selected by the Student Senate, one from each of the four undergraduate classes.

The chairperson will be elected by the Faculty Senate from the membership of the Council.

#### 16. Promotion and Tenure Council

a. Duties:

The Promotion and Tenure Council will:

1. Carry responsibility for receiving applications for promotion and tenure. Those applications will follow the procedures as set forth in University policies, in the Academic Affairs Handbook, and in State Board of Higher Education policies and procedures. Following review of results, the council will make recommendations on each submission to the president or their designee.
2. Be responsible for reviewing and developing recommendations on professional standards to be met by colleagues to assure they are in accord with standards set by the university's accrediting agency and such other accreditation bodies as may be appropriate. These recommendations will be made to the Office of the President for final review.

b. Membership:

Members of the Promotion and Tenure Council will be made up of one tenured professor, one tenured associate professor, and one tenured assistant professor elected by the Faculty Senate. The chairperson will be

elected by the members of the Council. No more than one faculty member from each School shall sit on the Promotion and Tenure Council. In the event no faculty are tenured at a specific rank, the next rank will be utilized to identify a tenured faculty (i.e., if no assistant professors are tenured, an additional full or associate professor will be added to the Council).

## 17. Graduate Studies Council

### a. Duties:

The Graduate Studies Council derives its powers from the Constitution of the Dickinson State University Faculty Senate. Policies of the Faculty Senate Constitution and Graduate Studies Council regulate all matters affecting graduate education. The Graduate Studies Council is the graduate unit policymaking and curriculum review body. The Graduate Studies Council will be the recommendation-making body for proposed graduate program curricular changes assigned to it by the Faculty Senate President or the President's designee.

The purpose of Graduate Studies Council is to promote graduate education at DSU. To this end, the Graduate Studies Council will:

1. Make recommendations regarding addition or termination of courses and program concentrations when assigned to do so by the Faculty Senate President or the President's designee.
2. Determine standards and policies for selection and evaluation of graduate faculty and graduate instruction.
3. Determine standards and policies for selection, retention, and graduation of graduate students.
4. Act upon appeal by petition of graduate standards and policies by faculty and students.
5. Assure uniform application of the standards and policies.

### b. Membership:

The Graduate Studies Council shall include the following voting (full) graduate faculty members: one faculty from each School that houses graduate degrees, two at large, and the Director of Graduate Studies. The Director of Graduate Studies will serve as the chairperson of the Graduate Studies Council.

The Faculty Senate will select members of the Graduate Studies Council. Members will be selected every two years, with staggering terms for representatives from the Schools that house graduate degrees and one at large position. In the event that a member cannot complete a term, the regular process of appointment or nomination and election shall serve to replace that person. Members may serve multiple consecutive terms.

**ARTICLE IV - Meetings of the Faculty Senate**  
**SECTION A - Frequency of Meetings**

Regular meetings of the Faculty Senate will be held at least once a month throughout the academic year. Additional meetings may be called during the academic year and the summer session by the Executive Committee. All members of the Senate will receive written notification of special meetings at least 24 hours in advance of such meetings.

**SECTION B - Agenda of Meetings**

The agenda prepared for each meeting will be distributed to all faculty members prior to any regular meeting in accordance with North Dakota open meeting regulations.

**ARTICLE V - Placing Matters Upon the Agenda for Meetings of the Faculty Senate**

A matter for Senate consideration may be presented in writing by any member or group of members of the faculty to the president of the Faculty Senate, who will see that the matter is placed on the agenda for the next meeting.

**ARTICLE VI - Amendments**

This constitution may be amended at any meeting of the academic faculty by a two-thirds vote of the members present and voting or according to DSU Policy 100.001. The Faculty Senate Constitution is subject to the University President's approval.

The procedures for placing a proposed amendment before the faculty are (1) the submission of a proposal to the Executive Committee of the Senate, which may delegate one of the committees to study the proposal, followed by its appearance on the agenda of the Senate and, if approved by the Senate, then submission to the general faculty or (2) the enforcement of DSU Policy 100.001, which recommends review by the Faculty body prior to adoption of changes.

**ARTICLE VII - Bylaws**

Bylaws of the Dickinson State University Faculty Senate may be adopted or amended by a majority vote of the Senators present and voting at an official meeting of the Faculty Senate as prescribed in Article IV, Section A, provided that the by-law or amendment to a by-law was proposed at a previous meeting of the Faculty Senate and was included on the agenda for the meeting at which a vote is proposed.

**FACULTY SENATE**  
**BYLAWS**

1. A quorum will consist of not fewer than 50 percent plus one of the voting members of the Faculty Senate, and no meeting will be official unless a quorum is present.
2. All Senate members must be assigned  $\geq 50\%$  teaching responsibilities, in the school from which they were elected, or the position is considered vacant and may be filled by the affected school.
3. If a Senator finds it necessary to be absent from a Senate meeting, a replacement should be chosen from the same School. The replacement must notify the secretary at the beginning of the Senate meeting of the substitution.
4. The Salary/Fringe Benefit and Grievance Committees are sub-committees of the Faculty Policies Council. Each committee will establish regular meeting times, at least one per semester or when necessary, and communicate the meeting times to the Executive Committee of the Senate.
5. Terms for all committees where terms of office are not specified will be two years.
6. Each committee which does not send regular minutes to the Executive Committee will file brief progress reports at least once per month.
7. The Faculty Senate shall follow Roberts Rules of Order.
8. All ex-officio members of the Faculty Senate, its councils, and its committees shall not have voting privileges unless the council or committee consists of a majority of ex-officio members (such as, but not limited to, Teacher Education Council). (Amended 5-07-15).
9. The Committee on Committees, a sub-committee of the Faculty Policies Council, will recommend to the Faculty Senate and the Executive Committee of the Faculty Senate qualified faculty willing to serve on the committees and councils that the Faculty Senate or Executive Committee of the Faculty Senate are responsible for choosing.
  - a. A tentative report of the operating membership and procedures for all councils and committees will be submitted to the faculty and staff by September 30 of each year with an updated report submitted within one week of completion.
  - b. The committee will be composed of two members, who will serve two-year staggered terms. The chair of this committee will be the member in the second year of their term.
  - c. The members will be elected by the Faculty Senate.