

**APPENDIX A – BYLAWS OF THE  
PLYMOUTH STATE UNIVERSITY FACULTY**  
(with revisions through 02/04/2009)

**Article I**

The name of this organization shall be the Faculty of Plymouth State University (hereinafter called the faculty).

**Article II**

**Faculty Role in University Shared Governance**

- A. The principle of shared governance in universities is long established by tradition and was formalized in the *1966 Statement on Government of Colleges and Universities* (jointly formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges). The *Statement* affirms that the academic institution is a "joint effort," requiring communication and consultation among all constituencies, and addresses the distinctive responsibilities of trustees, administration, faculty, staff, and students in university governance.
- B. The distinctive responsibility of the faculty is the academic mission of the university. In particular, the *Statement* asserts in Section V. The Academic Institution: The Faculty that, "*The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances and for reasons communicated to the faculty.*"
- [The full *1966 Statement* is available at: <http://www.aaup.org/statements/Redbook/Govern.htm> ]

*[amended 4-6-05 using language adapted from the Preamble of the Constitution of the UNH Faculty Senate]*

**Article III**

**Members**

Membership in the faculty shall be restricted to those persons employed at Plymouth State University who have appointments in one of the following categories: Tenure-Track Faculty, Faculty-in-Residence, or Contract Faculty. Only such members of the faculty may vote on issues at faculty meetings, vote in faculty elections, or be elected to faculty offices and committees.

According to the Faculty Handbook, Section 2.1 Definition of Faculty Status, administrators with academic rank are the President, the Provost and Vice President for Academic Affairs, the Associate Vice President for Undergraduate Studies, the Associate Vice President for Graduate Studies and Community Outreach, and the Director of the Library. All such administrators with academic rank are members of the voting faculty. However, of the listed administrators, only the Director of the Library is eligible to be elected to faculty offices and committees.

No person may be simultaneously a member of, or represented by, two governing assemblies.

*[amended 12-2-92 and 5-5-04]*

## **Article IV**

### **Officers**

- A. The Faculty Speaker shall have responsibility for moderating regular faculty meetings or Faculty Forums as well as consulting with the Administration and the Steering Committee to appoint faculty members to task forces, advisory groups, and other ad hoc groups. The Speaker and the Speaker-Elect shall assume their respective offices on August 15 of the next academic year.
1. The Faculty Speaker-Elect shall be chosen by a ballot at the regular annual faculty elections. The Speaker-Elect shall assist the current Faculty Speaker and will moderate regular faculty meetings or Faculty Forums in the absence of the Faculty Speaker. The following year, the Speaker-Elect shall become Faculty Speaker and a new Speaker-Elect will be chosen.
  2. The immediate past Speaker shall serve as Parliamentarian at regular faculty meetings or Faculty Forums.
  3. The Speaker shall fill any faculty vacancies on committees or any vacancies of faculty observers by appointing people to serve until the end of the academic year (August). The Nominating and Balloting Committee shall treat all such positions as upcoming vacancies and shall arrange for the election of replacements to complete the original terms (in order to keep memberships in proper term rotation) during the next regular elections. Temporary vacancies, such as those created by sabbatical leaves, shall be filled by the Faculty Speaker by appointing people to serve until the originally-elected member returns.
  4. Every year the Faculty Speaker, in consultation with appropriate Department Chairs and the Steering Committee, shall (depending on availability) appoint a faculty member to be a non-voting participant on each of the Principal Policy-Making Committees for a one-year, non-renewable term. These members shall be selected from a pool of faculty with not more than five years service at PSU.
  5. The Speaker-Elect shall assume the role of Faculty Speaker in the event that the Speaker cannot finish his or her term. The Speaker-Elect shall chair the Steering Committee (see Article IX).
  6. In the event that a Speaker-Elect cannot finish her or his term, or cannot assume the duties of Faculty Speaker, the Nominating and Balloting Committee shall hold a special election to replace the Speaker-Elect for the duration of his or her term, as needed.

*[amended 4-7-99, 3-3-04 11-1-06, and 10-3-07]*

- B. The President is the chief administrative officer of Plymouth State University. (In the President's absence, some administrative officer in the chain of command will assume this role). The President shall be responsible for providing adequate secretarial service for Faculty Meetings. This service will include distribution of the agenda and the taking and publishing of the minutes of each meeting.

## **Article V**

### **Faculty Representatives**

- A. Representatives to University System of New Hampshire (USNH) and USNH Board of Trustees Committees and Councils.

The following faculty representatives shall be elected annually by ballot at the regular annual faculty elections. These representatives shall assume office at the beginning of the next academic year. These faculty representatives shall attend the meetings of the respective Board and System committees and councils and report periodically to the faculty. In the absence of the faculty representative, the Faculty Welfare Committee shall designate a temporary representative.

1. Representative to the Board of Trustees – elected by the faculty for a one-year term.
2. Representative to the Trustees’ Financial Affairs Committee – elected by the faculty for a one-year term.
3. Representative to the Trustees’ Programs and Services Committee – Chair of the Faculty Welfare Committee or Chair’s designee.
4. Representative to the System Personnel Policy Council (Faculty/PAT) – selected annually by the Faculty Welfare Committee from among its members.

*[amended 12-3-08]*

- B. Representative to the Professional, Administrative, Technical Senate – to be elected annually by the faculty.

*[amended 2-4-04]*

## **Article VI**

### **Meetings**

Regular meetings of the faculty shall be held at the call of the Speaker of the Faculty, at a minimum, on the first Wednesday of the first and last months of each semester; more meetings shall be called as needed. A quorum for a regular Faculty Meeting shall be the members present.

Ordinarily, the reports to the Faculty Meeting will be written and circulated with the agenda. The author of the report is expected to be present for drawing attention (for no more than a few minutes) to some of the salient points of the report and to answer questions.

Policy-making committees shall have discretion to have their decisions singled out for full faculty consideration as separate motions or to appear on the faculty meeting agenda together with the decisions of other committees under one standing item titled “**Resolutions of the Standing Committees.**” If, at the faculty meeting, no faculty member objects to specific resolutions in this list, the entire package may be seconded and voted on as a block by the assembled faculty. Any faculty member may, however, single out an item in the resolutions list for discussion before it is approved by the faculty. The faculty may vote to amend the package in order to send the issue back to the committee for further work, recommend that another committee take up the issue, or move to strike the issue altogether. Decisions which are submitted as Resolutions of the Standing Committees must be designated as such by a unanimous vote of the committee. All other decisions by the standing committees will be submitted to the Steering Committee for inclusion on the faculty agenda.

*[amended 10-5-94 and 11-1-06]*

## **Article VII**

### **The Faculty Forum**

The Faculty Forum meets to discuss matters of concern to the teaching faculty and to the University as a whole. The Forum has no legislative jurisdiction. The Faculty Speaker will, on petition from ten members of the faculty, call a Faculty Forum meeting.

*[amended 2/6/08]*

## **Article VIII**

### **The Student Senate**

- A. The faculty delegates through the President of the University to the Student Senate the legislative jurisdiction in matters of the Student Government and purely student affairs. It is understood that all powers of the Student Government are derived by delegation from the President of the University with advice of the faculty.
- B. Two faculty elected during the faculty elections each year shall be observers to the Student Senate meetings with speaking rights.
- C. The Student Senate Speaker (or someone designated by him/her) and five other students designated by the Student Senate shall be observers to Faculty Meetings with speaking rights.

*[amended 3-3-04]*

## **Article IX**

### **The Steering Committee**

A. Composition:

The Steering Committee shall be chaired by the Faculty Speaker-Elect and shall be comprised of the chairs of the Principal Policy-Making Committees (as described in Article X), as well as the Faculty Speaker.

B. Function:

- 1. To serve as a forum for communication between the Principal Policy-Making Committees.
- 2. To assign tasks/issues, as they arise, to the appropriate standing committee(s), track the progress of those tasks/issues, and report that progress to the faculty.
- 3. To create task forces and other ad hoc groups in consultation with the President, the Provost, or the Cabinet, or at the request of any group of at least ten faculty. The Steering Committee shall ensure that the functions of these task forces and ad hoc groups do not duplicate those of the standing committees. These functional groups shall be given specific charges and sunset dates.

C. Duties:

- 1. As needed, the Steering Committee shall meet prior to the week of the faculty meeting to assist the Faculty Speaker in creating an agenda for that meeting. Except program additions and/or policy changes, all decisions of the Principal Policy-Making Committees will appear on the faculty meeting agenda under one standing item titled "Resolutions of the Standing Committees" as described in Article VI.

2. The Steering Committee shall report the formation and dissolution of task forces and ad hoc groups, as well as other activities of their committee, to the faculty by means of the “Resolutions of the Standing Committees” as described in Article VI.
3. The Steering Committee, at the request of one of the Principal Policy-Making Committees, or at the request of any group of at least ten faculty, will call a Faculty Forum meeting, as described in Article VII.
4. At the beginning of each academic year, the Steering Committee shall consult with the President to determine University planning issues.
5. At intervals of not more than five years, effective Fall 2009, the Steering Committee shall appoint a Task Force to coordinate faculty evaluation of the Principal Administrators.
6. The Steering Committee shall not be empowered to approve policy resolutions passed by policy-making committees.

*[created 11-1-06, replacing former Executive Council; amended 4-4-07, 5-2-07, and 10-3-07]*

## **Article X**

### **Principal Policy-Making Committees**

The Principal Policy-Making Committees shall be:

- Academic Affairs
- Athletic Council \*
- Council of Teacher Education \*
- Curriculum
- Faculty Welfare
- Frost School Council
- General Education

\* Not included on the Steering Committee.

No faculty member shall be elected to serve simultaneously on more than one of the Principal Policy-Making Committees that make up the Steering Committee.

Administrators of the University shall not serve as chairs of the Principal Policy-Making Committees. Faculty members may serve on no more than two Principal Policy-Making Committees concurrently.

No member of a Principal Policy-Making Committee shall be eligible for election if the election will create more than six consecutive years of service.

Every year the Faculty Speaker, in consultation with appropriate Department Chairs, shall (depending on availability) appoint a faculty member to be a non-voting participant on each of the Principal Policy-Making Committees for a one-year, non-renewable term. These members shall be selected from a pool of faculty with not more than five years service at PSU.

Principal Policy-Making Committees, as defined in the Faculty Handbook, shall publish meeting times in the materials distributed by the Nominating and Balloting Committee during the annual election period.

*[amended 4-6-94, 10-5-94, 3-6-96, 5-1-02, 5-3-06, 4-4-07, and 10-3-07]*

## **Article XI**

## Committees

- A. Faculty members may attend as observers any meeting of any faculty committee or council except the Review Committee. They may participate in committee deliberations only with the consent of a committee majority; by a vote of the majority, the committee may, after stating reasons, decide to conduct some portion of a meeting in closed session.
- B. The elected faculty members of the following committees shall be elected at the regular annual faculty elections in an election based on nominations submitted by faculty members. Student appointments shall be subject to approval by the Student Senate.

*[amended 12-2-92]*

- C. The starting date for the terms of all councils and committees shall be August 15 following the annual faculty elections, and the completion date for the terms of all councils and committees shall be August 14.

All formal actions in process on August 14 by the Review Committee will continue with the existing committee until the conclusion of the actions.

*[amended 11-6-91, 10-3-07, 11-7-07]*

- F. Committee Descriptions:

### 1. Academic Affairs Committee

- a. Composition:

Eight faculty members elected by the faculty for staggered three-year terms and two full-time undergraduate students elected by the Student Senate shall be voting members of the committee. Additional voting members shall include: the Associate Vice President for Undergraduate Studies, the Vice President for Student Affairs, Senior Associate Director of Admissions, and a senior staff member from the Undergraduate Advising Center. The committee shall elect a committee chair from among the eight elected faculty members. In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU.

- b. Function:

The Academic Affairs Committee (AAC) shall study, create, and implement university policies concerning (1) admission standards and procedures for entering undergraduate students and transfer undergraduate students; (2) academic continuance and readmission standards and procedures; (3) academic standards for class-related grading policies (e.g., changes in grading, grading procedures, pass/fail, attendance policy, excused absence policy); (4) the philosophy, goals, general responsibilities and delivery of academic advising; (5) academic standards for graduation; (6) the relationship between academic issues and diversity-related categories such as race, ethnicity, nationality, gender, sexual orientation, socioeconomic status, age, physical disability, and learning disability; (7) and any other related academic concerns that may be assigned by the faculty.

- c. Duties:

- (1) The AAC will periodically inform the faculty or make recommendations to the faculty on matters concerning academic standards.
- (2) One faculty member appointed yearly from the AAC will chair the academic integrity hearing panels. The hearing panel faculty pool will be composed of one full-time faculty member from each academic department. Each academic integrity hearing panel will consist of the Chair (from the AAC), one member of the faculty pool selected by the Executive Assistant to the Provost and Vice-President for Academic Affairs, the Associate Vice-President for Academic Affairs or her/his designee from the faculty pool, and two student members.
- (3) The AAC will act as the hearing panel for cases of alleged violations of the Fair Grading Policy, and, in the case of finding that a violation has occurred, guide in the finding of a solution.
- (4) The AAC (excluding student members), along with others they may appoint, will write probation contracts and review severance appeals.
- (5) The AAC will study factors that might contribute to academic performance in order to generate information and recommendations related to the academic support of all students; categories of analysis will include but are not limited to race, ethnicity, nationality, gender, sexual orientation, socioeconomic status, age, physical disability, and learning disability.
- (6) The AAC will work with the Office of Undergraduate Advising to develop and interpret evaluation instruments for the purpose of assessing the effectiveness of current advising practices.
- (7) The AAC will oversee and coordinate advisor training programs for faculty.
- (8) The AAC will work with relevant groups and offices to strengthen advising of and academic support for all students, including campus minority groups, in order to improve retention and quality of education.
- (9) The AAC will regularly monitor admission procedures, inform the faculty concerning admission procedures, and call attention to changes in standards and procedures.
- (10) The AAC will monitor admissions numbers related to race, nationality, ethnicity, socioeconomic status, and gender, and work with the Office of Admissions to improve recruiting strategies for underrepresented groups.

*[created 3-7-07]*

## **2. Administrator Selection Task Forces**

### **a. Composition:**

Elected faculty members should comprise the majority of most Administrator Selection Task Forces. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

*[amended 2-4-09]*

### **b. Function:**

The Steering Committee shall call a special election to create a Task Force to search for each of the following positions as needed:

- (1) Provost & Vice President for Academic Affairs
- (2) Vice President for Financial Affairs
- (3) Vice President for Student Affairs
- (4) Executive Director of University Relations
- (5) Associate Vice President for Undergraduate Studies
- (6) Associate Vice President for Graduate Studies
- (7) Dean of Students
- (8) Senior Associate Director of Admissions
- (9) Chief Information Officer
- (10) Academic Deans (such as the Dean of the Frost School, the Dean of Undergraduate Studies, the Dean of the Academic Experience)

Each Task Force shall follow Human Resources guidelines for searches.

For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

*[as Administrator Selection Committee amended 3-2-94, 5-4-94, and 12-03-03; name changed and content amended 2-7-07]*

### **3. Athletic Council**

#### **a. Composition:**

- (1) Voting members: Three female and three male faculty representatives elected for three-year terms during the annual election. The faculty representatives may not be members of the Department of Health and Human Performance, nor the Department of Athletics.

One female and one male PAT representative elected annually using procedures designed by its organization. The members may not be members of the Department of Health and Human Performance, the Department of Athletics, the Sports Information Office, nor be the Coordinator of Facilities for the Physical Education Center.

One female and one male student representative chosen annually by the Student Senate.

- (2) Non-voting Official Consultants:

- (a) Director of Athletics
- (b) Chair, Department of Health and Human Performance
- (c) Vice President for Academic Affairs
- (d) Vice President for Student Affairs
- (e) Vice President for Financial Affairs
- (f) Senior Associate Director of Admissions
- (g) Coordinator of Facilities for the Physical Education Center

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU.

The Chair of the Council shall be elected annually from the voting faculty members of the Council.

#### **b. Function:**

- (1) Formulates policy which it recommends to the faculty and the President.
- (2) Works to ensure balance, development, and direction of the athletic program concerning:
  - (a) Academic performance criteria for athletes.
  - (b) Recruitment.
  - (c) Number of sports.
  - (d) Capital and operating budgets.
  - (e) Scheduling
  - (f) Any other intercollegiate athletic issues.
- (3) Adjudicates disagreements concerning interpretations of policies, use of facilities or expenditure of funds where intercollegiate issues are concerned.
- (4) Is scheduled to meet at least once each month.

c. Athletic Philosophy of Plymouth State University:

Plymouth State University endorses the NCAA Division III Philosophy:

**NCAA Division III Philosophy Statement**

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. (Revised: 1/10/95)

To achieve this end, Division III institutions:

- (1) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (2) Award no athletically related financial aid to any student;
- (3) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (4) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (5) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (6) Assure that athletics participants are not treated differently from other members of the student body;
- (7) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- (8) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (9) Support ethnic and gender diversity for all constituents;
- (10) Give primary emphasis to regional in-season competition and conference championships; and
- (11) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

**Furthermore, at Plymouth State University, Athletics contribute to the educational process by:**

- (1) offering positive models of coaching excellence
- (2) offering programs that promote the ideals of equal opportunity
- (3) providing an important lab experience, particularly for students preparing to become teachers, coaches, and clinicians
- (4) establishing an environment for developing school spirit and pride in being a Plymouth State University student in addition to helping to unify the student body and to promote social harmony on campus
- (5) promoting and stimulating health and fitness
- (6) promoting an environment that demands integrity and honesty on all levels of participation
- (7) offering a positive experience for all participants: student athletes, coaches, student and professional support staff, and spectators
- (8) establishing an important means for promoting the university and enhancing the image of Plymouth State University.

*[amended 4-4-90, 11-7-90, 12-2-92, 5-2-01, 12-3-03, and 10-3-07]*

#### **4. Council of Teacher Education**

a. Composition:

The Council of Teacher Education consists of two representatives from the Education Department, one being the Chair of the Education Department and one representing the undergraduate programs (see note 1); one representative from each of the departments that sponsor a secondary education program (see note 2); one representative from each of the departments that sponsor a K-12 certification program (see note 3); one member of the Library Faculty; one representative from the College of Graduate Studies; and one student representative. Ex officio voting members shall include the Director of Teacher Education. Non-voting official consultants shall include the Coordinator of Teacher Certification and Clinical Experiences, the Director of Curriculum Support, and the Chief Information Officer.

Representatives from departments offering a teacher certification program should be qualified to teach education methodology within the discipline and/or should supervise student teachers. Department representatives are elected by their respective departments for three-year terms.

The student representative must be a student in a teacher certification program and not currently involved in student teaching. The student representative is elected at the beginning of the academic year by the Student Senate for a one-year term.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a

pool of faculty with not more than five years service at PSU. The non-voting faculty member shall be held to the same selection criteria as the voting faculty members.

The Director of Teacher Education shall serve as the Chair of the Council of Teacher Education, as long as the Director of Teacher Education is a faculty member. Should the Director of Teacher Education not be a faculty member, then the Chair of the Council of Teacher Education shall be elected from among the faculty members on the Council.

The Council of Teacher Education is considered a Principal Policy-Making Committee under Article X of the Faculty Bylaws.

Note 1: As of 3/07 the Education Department sponsors degrees in Childhood Studies and Early Childhood Studies, each with a teacher certification option. The Childhood Studies degree also offers an option leading to General Special Education Certification K-12.

Note 2: As of 3/07 the following departments sponsor a secondary education program: English; Mathematics; Biological Sciences; Chemical, Earth, Atmospheric, and Physical Sciences; and Social Science.

Note 3: As of 3/07 the following departments sponsor a K-12 certification program: Art; Languages and Linguistics; Health and Human Performance; and Music, Theatre, and Dance.

b. Function:

(1) The Council of Teacher Education is responsible for the development, administration, revision, and evaluation of all teacher education policies and programs, including pre-service field experiences. The Council is responsible for the dissemination and periodic assessment of the Conceptual Framework for Teacher Education. The Council receives input from faculty, teacher education students, public school professionals, professional advisory boards, and professional associations. These responsibilities are in accordance with the standards of the National Council for Accreditation of Teacher Education (NCATE) and certification standards for educational personnel in New Hampshire.

(2) The Council of Teacher Education will meet regularly with advisory bodies to discuss issues in the field and will work collaboratively with these bodies to ensure the high quality of teacher education programs.

(3) Any curriculum change in Teacher Education programs must be presented to the Council for its approval before being presented to the Curriculum Committee.

*[amended 12-2-92, 12-7-94, 5-1-02, 12-3-03, 3-2-05, and 5-2-07]*

## **5. Curriculum Committee**

a. Composition:

The Curriculum Committee is composed of twelve voting members: the Vice President for Academic Affairs (or Associate Vice President for Undergraduate Studies), Registrar, seven faculty members not Department Chairs, and three members selected from the student body to be chosen by procedures established by the Student Senate. Only one member of a department may serve on the Curriculum Committee at one time. The Vice President for

Academic Affairs may appoint the Associate Vice President for Undergraduate Studies to participate as a full voting member of the Curriculum Committee in the Vice President's absence.

**Selection of Faculty:** To fill annual vacancies, each department which is not represented or which is losing representation, will present the name of one nominee to the Nominating and Balloting Committee. Election is by majority vote of the faculty. Regular term of office shall be three years.

**Students:** Student members are chosen by procedures established by the Student Senate.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU. There shall also be a non-voting representative selected by the President's Commission on Diversity.

**The Chair:** The Chair of the Committee is elected annually by the members of the Committee.

**Consultants:** The Committee may invite as many consultants as it wishes and as often as it wishes.

b. **Function:**

- (1) Faculty members of the Committee are considered representatives of the entire faculty.
- (2) Departments shall have the right to present all curricular proposals before the Committee and shall be considered advocates for the proposals so presented.
- (3) The Committee oversees all courses and programs offered by the University. The Committee considers proposals for curricular changes initiated by departments and other curricular groups and acts to ensure the integrity and coordination of all aspects of the curriculum.
- (4) The Committee considers and approves, or denies by its own authority, all minor\* changes in the curriculum. The Committee publishes minor\* changes on the Web. Action on minor\* changes becomes official on the twenty-first day after the action is posted, unless a member of the faculty lodges an objection to the change with the Faculty Speaker prior to the twenty-first day.
- (5) The Committee brings before the Faculty the Committee's recommendations concerning all proposed major\* curricular changes.
- (6) The Committee carries out ongoing assessment and evaluation of the University curriculum by receiving, reviewing, and responding to periodic departmental reviews, external reviews, and professional accreditation reviews. The Committee may, by its own initiative, also develop and implement other curriculum review processes.

\*Major and minor are operatively and dichotomously defined. A minor change is one which is not major; a major change is one which either a member of the Curriculum Committee declared major during the meeting at which the matter was deliberated, or a member of the faculty, within 20 days of posting, has declared major to the Faculty Speaker. Upon being declared major, the Faculty Speaker will notify the Chair of the Curriculum Committee and the person responsible for the proposal. The latter person must provide, in a timely fashion, the Faculty Speaker with the proposal and any supporting materials.

*[amended 12/5/07]*

c. Relationship with other committees:

The Council of Teacher Education reports to the Curriculum Committee.

*[amended 5-7-97, 5-5-99, 11-3-99, 12-6-00, 12-3-03, 4-7-04, and 4-4-07]*

**6. Faculty Loan and Grant Committee**

a. Composition:

Composed of the Vice President for Academic Affairs, the Vice President for Financial Affairs, and three faculty members appointed by the Faculty Speaker to three year terms. The Committee shall elect its own chair.

b. Function:

- (1) Publicize and promote use of funds available to faculty members.
- (2) Meet for organizational purposes at the beginning of each semester and as often as necessary thereafter.
- (3) Require from all recipients of grants or loans a report or some other appropriate verification that the funds were used for the purpose for which they were granted.

**7. Faculty Welfare Committee**

The academic reputation and vitality of the University is integrally linked to the quality of the faculty. Therefore, it is in the best interest of the University and the students to attract and keep high-quality faculty. Toward that end, the Faculty Welfare Committee represents the interests of the faculty.

a. Composition:

The Faculty Welfare Committee shall have six (6) elected faculty members. The term of each elected member shall be for three years, with two members being elected each year. The President, the Vice President for Financial Affairs, the Provost and Vice President for Academic Affairs, the Director of Human Resources, and the USNH Legal Counsel shall be available to serve as consultants to the Faculty Welfare Committee, at the expressed request of the Committee.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU.

The Chair of the Faculty Welfare Committee shall be elected annually from among its members and must be a tenured faculty member. The Chair of Faculty Welfare, or his/her designee, who must be a tenured faculty member, shall serve as an ex officio, voting member of the Grievance Resolution Committee. The Chair of the Faculty Welfare Committee serves on the University Steering Committee.

b. Function:

- (1) To represent the interests of the faculty as a group of professional persons; (reference Bylaws of the Trustees, The Faculty Welfare Committee). The Committee will advocate for the welfare of the faculty and will make recommendations to the faculty and/or administration on matters affecting the welfare of the faculty, including but not limited to: academic freedom; promotion and tenure; compensation and benefits; workload; personnel policies; professional ethics; and "quality of life" issues related to working conditions.
- (2) To serve as a point of contact and consult with other groups, constituencies, and/or administrators when they formulate, revise, or propose policies affecting faculty welfare.
- (3) To select one of its members to serve as a representative to the USNH System Personnel Policy Council meetings.
- (4) To report annually on its activities to the full faculty.
- (5) To request a Faculty Forum or a special meeting of the faculty, if in the Committee's judgment one is necessary.
- (6) To perform such other duties as specified by the Faculty Handbook and by these Bylaws.

*[amended 9-3-97, 12-3-03, 3-3-04, 11-7-07]*

**8. First Year Seminar Coordinating Council** *[created 10-5-05]*

a. Composition:

The First Year Seminar Coordinator, who will chair the Council; the Associate Vice President for Undergraduate Studies (or in her/his absence, the Dean of the Academic Experience who may then vote); one faculty member from the General Education Committee, to be chosen by that Committee; three faculty who teach the First Year Seminar, to be appointed by the Provost for three-year staggered terms; one Library faculty member to be chosen by the Library faculty.

b. Function:

The Council will meet twice a year (in September and in February) and additionally as needed and will serve as the "department" for the course. The Council will be involved in the selection of books and other content modules for the seminar. The Council will be responsible for assessment of the First Year Seminar and will report its findings to the General Education Committee.

**9. Frost School Council** *[created 5-3-06 from former Continuing Education Committee]*

a. Mission:

To provide quality educational opportunities and improved access to Higher Education through a broad spectrum of courses for undergraduate credit; to encourage and facilitate adult learners' attainment of personal and professional goals; to develop evening, weekend and on-line course and programs offered on and off campus; to stimulate and maintain faculty and administrative involvement in Frost School and Continuing Education programs.

b. Composition:

The Dean of the Frost School, the Director of Continuing Education, the Director of Online Education, the Chair, Coordinator, or designee from each program offering a major through the Frost School, four elected faculty members, and two students selected by the Student

Senate. The Council elects its own chair who shall be a faculty member. Elected members will serve a three-year term.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU.

c. Function:

The Frost School Council:

- (1) serves as the advisory body to the Frost School.
- (2) reviews the philosophy, goals, general responsibilities and delivery of academic programs offered through the Frost School.
- (3) makes program recommendations that respond to market needs and demographic shifts.
- (4) evaluates the impact of University policies on Frost School programs and students and makes policy and procedural recommendations to the faculty as necessary.
- (5) in conjunction with Office of Teaching and Learning Technologies (OTLT) communicates with appropriate faculty committees and other campus committees, including periodically informing the faculty or making recommendations to the faculty on matters concerning the Frost School.
- (6) recommends policies for faculty approval related to online education that are consistent with the mission of the University;
- (7) develops or encourages the development of policies which safeguard the interests of both the faculty/staff who are teaching online and the students who might benefit from the offerings generated by online education;
- (8) works within the University governance structure to oversee the approval process for online courses and programs;
- (9) makes recommendations related to online offerings generated on other campuses which are being considered for credit at PSU;
- (10) in conjunction with the Office of Teaching and Learning Technologies (OTLT), advises on the development of training programs related to online education;
- (11) in conjunction with Office of Teaching and Learning Technologies (OTLT), advises on the development of online education related facilities on campus.
- (12) makes recommendations for assessment activities, reviews data, and makes recommendations based on evaluation.

The Frost School Council shall meet once monthly during the fall and spring terms. Minutes of all meetings will be posted on the campus intranet.

*[amended 4-4-07 to incorporate functions of the former Online Education Committee]*

## **10. General Education Committee**

a. Composition:

The Associate Vice President for Undergraduate Studies, the Dean of the Academic Experience, two students selected by the Student Senate, the Director of Curriculum Support, and six elected faculty members. All elected faculty members must be from different departments; none may be a department chair.

Selection: To fill yearly vacancies, each department not represented or losing representation will present the name of one nominee to the Nominating and Balloting Committee. Election

is by majority vote of the faculty of all those present and voting. Replacement members are chosen as needed by the same procedure to serve out unexpired terms. Temporary replacement for individuals on sabbatical leave is done jointly through appointment by the Chair of the Committee and the Faculty Speaker. Regular elections are held in the spring according to established faculty procedures.

Term of Service: Elected faculty members serve three year terms and are considered representative of the whole faculty. Two faculty will be elected every year.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU.

Chair: The Chair of the Committee, who shall be a faculty member, is selected annually by the members.

b. Function:

- (1) To work with the faculty to determine criteria for general education courses.
- (2) To evaluate, and approve or reject, course proposals and status renewal requests.
- (3) To encourage and coordinate the whole program; to produce a comprehensive program from diverse elements; to encourage innovation in course design and instruction.
- (4) To evaluate, and approve or reject, departmental petitions for exceptions to prescribed requirements.
- (5) To establish procedures by which general education courses and the program as a whole will be regularly assessed.
- (6) To review regularly assessments of the program and make recommendations for improvement to the faculty.
- (7) To implement the program.

*[amended 9-20-91, 4-2-97, 12-3-03, 4-7-04, 4-6-05, and 4-4-07]*

## **11. Grievance Resolution Committee**

a. Composition:

The Grievance Resolution Committee shall have five (5) members, four elected by ballot of the faculty and one the chair of the Faculty Welfare Committee, ex officio. All five members must be tenured. The term of each elected member shall be two years. Two members shall be elected each year and shall assume the office at the beginning of the next academic year. No faculty member, other than the Chair of the Faculty Welfare Committee, may serve on both the Grievance Resolution Committee and the Faculty Welfare Committee.

b. Function:

- (1) To meet at least once each semester for the purpose of training all members on the Grievance procedure.
- (2) To educate the Faculty about the Grievance procedure (for example, through Faculty workshops, online training, etc.).
- (3) To mediate faculty grievances.
- (4) To perform such other duties as specified by the Faculty Handbook and these Bylaws.

*[amended 2-7-07 and name changed from former Review Committee]*

## 12. Honorary Degrees and Awards Advisory Group

### a. Composition:

The Vice President for Academic Affairs, the Alumni Trustee, four faculty members appointed by the Faculty Speaker, one P.A.T. representative, one operating staff representative, and two students selected by the Student Senate. The Vice President for Academic Affairs chairs the committee. Faculty members serve three-year terms. No faculty member may serve successive terms.

### b. Function:

To screen and recommend candidates for honorary degrees and for Granite State Awards and to propose building names.

*[amended 2-7-90, 12-3-03, 4-7-04, and 11-1-06]*

## 13. Honors Council

### a. Composition:

Composed of Associate Vice President for Undergraduate Studies, five faculty members appointed by the Faculty Speaker to three-year terms, and the Registrar serving as an *ex officio* voting member. The Committee elects its chair.

### b. Function:

The Honors Council is responsible for all functions related to the University Honors Program.

*[amended 11/5/09]*

## 14. Humanities Council

### a. Composition:

There shall be seven voting members of the Humanities Council. Any number of them may be department chairs. The Associate Vice President for Undergraduate Studies shall be a non-voting member of the Council. The voting members shall be selected from faculty who teach in the humanities disciplines.

There shall be one voting member from each of the following disciplines: Art History, Foreign Language, History, Literature, Music, Philosophy, Theatre.

Members shall be selected by a procedure adopted by the faculty in each discipline. The Council shall elect its Chair.

Faculty members from any department may attend as observers any meeting of the Council.

### b. Function:

Within policies of the Faculty Handbook and the Bylaws of the Faculty, the Humanities Council shall decide all policies concerning the Bachelor of Arts Degree in the Humanities.

Council members will serve as advisors of students in the degree program. A group advising program will be included in the B.A. for the Humanities degree; the advising process will be stimulated by convocation, retreats, and group meetings. Although students may choose to work with faculty outside of the Humanities Council for their senior project, they will present the completed project to the Humanities Council for final approval.

## **15. Nominating and Balloting Committee**

### a. Composition:

A committee of three (3) faculty members appointed by the Faculty Speaker. The committee elects its chair.

Term of Office: Appointment is for a three-year staggered term. Replacements will be appointed by the Faculty Speaker whenever necessary.

### b. Function:

- (1) In consultation with the Faculty Speaker, the Nominating and Balloting Committee will conduct regular Spring elections as follows:
  - i. In consultation with the Steering Committee prior to the election, the Nominating and Balloting Committee shall arrange for appropriate staggering of the terms of the members of a committee (as needed).
  - ii. Solicit nominations of eligible faculty for open elective offices and committees by the first Monday in March.
  - iii. Publish a draft ballot with the names and departments of all nominees for each position with time enough for nominees to respond to the nomination.
  - iv. Distribute a secure ballot to all eligible faculty members by the fourth Monday in March.
  - v. Verify that all votes cast are from eligible faculty and that all eligible votes have been tallied.
  - vi. In the event of a tie, a run-off ballot will be distributed by the second Monday in April, using the same procedure as in the first round.
  - vii. Tally the ballots and announce the results to the faculty by the third Monday in April. Candidates receiving the most votes will be elected.
- (2) In consultation with the Faculty Speaker, the Nominating & Balloting Committee will also conduct elections for faculty representatives to task forces or other groups as needed.

*[amended 4-2-08]*

## **16. Women's Studies Council**

### a. Composition:

The Associate Vice President for Undergraduate Studies will prepare a roster of those faculty members who will regularly teach Women's Studies courses, are planning to teach such courses, or are otherwise actively involved in the program. The roster will be updated every two years. At an annual general meeting of those on this roster, convened by the Chair of the Women's Studies Council, the faculty members of the Women's Studies Council will be

elected. The Council will be composed of at least five and no more than twelve faculty members; Adjunct and Contract faculty will serve one-year terms, and Tenure-Track and FIR faculty will serve three-year terms. Two student members will be elected by the Council and must be declared Women's Studies minors; they will serve one-year terms. All terms are renewable by election. The Associate Vice President for Undergraduate Studies and the Director of the Women's Services and Gender Resources will be permanent ex officio members. At a meeting of the Council called every spring, the Council will elect its Chair for the following year. The Vice President for Academic Affairs serves as a consultant.

b. Function:

Within the policies of the Faculty Handbook and the Bylaws of the Faculty, the Women's Studies Council shall decide all policies concerning the Women's Studies minor program.

*[amended 12-2-92 and 9-7-05]*

## **Article XII**

### **Faculty Marshal**

- A. Selection: Prior to the end of each year, a Distinguished Teacher Award is presented to a faculty member. The recipient serves as the Faculty Marshal for the succeeding academic year.
- B. Function: The Faculty Marshal shall represent the faculty in any ceremonies requiring the presence of the Marshal.

*[amended 12-2-92]*

## **Article XIII**

### **Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order available in Lamson Library shall govern the faculty in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or the Bylaws of the Trustees of the University System of New Hampshire.

*[amended 10-2-02]*

## **Article XIV**

### **Amendments**

- A. These Bylaws may be amended at any regular Faculty Meeting by a vote of the majority of the entire membership or by a two-thirds vote of those voting.
- B. These Bylaws may be amended at a special Faculty Meeting by a vote of the majority of the entire membership.
- C. No Bylaws amendment may be voted on at any regular or special Faculty Meeting unless the text of that amendment is included in the official Agenda distributed prior to such meeting.

*[amended 10-2-02]*