

UNIVERSITY OF NEBRASKA AT KEARNEY
FACULTY SENATE
CONSTITUTION
As of Apr 3, 2014

PREAMBLE

The purpose of this Constitution is to establish an orderly process whereby the University of Nebraska at Kearney (hereafter referred to as the University) faculty may share in the determination of university-wide educational, academic, and administrative policy.

The basic operational principle of the Constitution is that, under the Board of Regents By-Laws, and in accordance with the provisions for faculty governance in the By-Laws, the Faculty Senate represents the faculty regarding university-wide academic and administrative affairs, and shall act as the official voice of the general faculty of the University regarding areas of faculty interest and concern including the protection of academic freedom and on matters involving the well-being of the general academic community and the institution as a whole. All Faculty Senators shall represent and be concerned for the welfare of the entire institution regardless of their college and department affiliations.

ARTICLE I – POWERS AND RESPONSIBILITIES

Article I.A. Powers

Pursuant to the By-Laws of the Board of Regents, the powers and responsibilities of the Faculty Senate include, but are not necessarily limited to the following:

- I.A.1.** Adopting its rules of procedure;
- I.A.2.** Acting as the official voice of the faculty as a whole;
- I.A.3.** Protecting academic freedom;
- I.A.4.** Providing for appeal to the Board in matters of academic freedom and faculty status, after normal administrative channels are exhausted, in accordance with applicable By-Laws of the Board of Regents and the Collective Bargaining Agreement between the Board of Regents and the UNK Education Association;
- I.A.5.** Advising on academic matters that affect more than one college;
- I.A.6.** Advising and consulting with students, staff, and administrative groups on matters of general concern, which include, but are not necessarily limited to:
 - I.A.6.a.** Institutional planning and the determination and articulation of the role and mission of the University of Nebraska at Kearney,
 - I.A.6.b.** The Budget of the University,

I.A.6.c. The expenditure of funds allocated to instruction and research, and,

I.A.6.d. The selection and reassignment of academic-administrative personnel with University-wide responsibilities;

I.A.7. Acting on business specifically delegated to it by the Administration;

I.A.8. Recommending candidates for honorary degrees;

I.A.9. Recommending standards for admission and academic conduct of students.

Article I.B. Administrative Offices, Officers, and Academic Officers

The Faculty Senate shall review and evaluate the creation or reorganization of administrative offices, shall insure procedures for faculty participation in the selection of administrative officers, and shall participate in the review and evaluation of the performance of administrative officers.

ARTICLE II – MEMBERSHIP, ELIGIBILITY, TERMS, AND ELECTIONS

Article II.A. Membership

Two Senators-at-Large shall be elected by all faculty eligible to vote. Department Senators representing the university departments, as provided for in Article II.B.2., shall be elected by their eligible department faculty. One Senator shall be elected from and by the eligible Library faculty.

Article II.B. Eligibility/ineligibility to serve as Senator-at-Large, Department Senator, and Standing Committee Faculty Member; College Apportionment; Terms of Office

General Eligibility: In addition to specific eligibility requirements stated in this Constitution and By-Laws, to be eligible to serve as a Faculty Senator and/or as a faculty member of a Faculty Senate Standing Committee, faculty must be full-time must be teaching at least one course during each semester, and the number of workload hours for the current semester and the previous academic semester must total at least nine hours. Faculty members engaged in research and/or faculty-related service, in lieu of teaching assignments, also are eligible to serve.

Ineligibility: The Faculty Senate is dedicated to representing the faculty perspective in the shared governance of the University of Nebraska at Kearney. Therefore, no person with a significant administrative appointment, including the position of Chancellor, Vice-Chancellor, Dean, Registrar, full-time Director, or their full-time Associates/Assistants shall be eligible to serve as Faculty Senator or as a faculty member on a Faculty Senate Standing Committee.

II.B.1. Senators-at-Large: At no time shall the two Senators-at-Large include more than one Senator from the same department or the Library. All Senators elected at large shall be tenured, full-time faculty holding the professorial rank of Assistant Professor or above.

II.B.2. Department Senators - Senators Representing departments: Senators shall be selected by the faculty in each university department and will be apportioned as follows:

II.B.2.a. For the purposes of this section, a department shall be defined as a single administrative unit within a college and recognized as such by the Board of Regents.

Departments comprised of multiple disciplines but recognized by the Board of Regents as a single unit within the college shall be considered a single department.

II.B.2.a.1 Groups of faculty functioning as a department but not comprised of faculty from a recognized department may be granted representation by a two-thirds vote of those Senators present. Any such granting of representation shall be made at or before the first Senate meeting in April and shall remain in effect for three years beginning at the second Senate meeting in April. Once a group is granted representation, all other rights and responsibilities given to departments by the Senate shall also fall to this group.

II.B.2.a.2 The Senators-at-Large will represent any faculty members not included in any other unit.

II.B.2.b. Each department shall, regardless of size, be entitled to one Senator as its representative except as described below.

II.B.2.c. Departments with fewer than five eligible faculty members may choose, for the purposes of Senate representation only, to merge with one other department, with that department's consent, and share a single Senate representative who shall represent both departments. Such a shared Senate representative shall be elected by and from the eligible faculty members of both departments. The decision to merge must be reported to the Parliamentarian prior to April 10th of each year and will remain in force until April 9th of the following year.

II.B.2.d. A department whose Senator will serve as the Senate President shall be allowed to elect a second Senator to better represent its faculty. Notification of such selection shall be made to the Parliamentarian prior to the first September meeting and will remain in force throughout the original Senator's term as President.

II.B.3. Library Senator: The Library shall elect one Senator. Librarians holding professorial rank and full-time appointments are eligible to serve.

II.B.4. Senator Terms of Office

Senators shall serve three-year terms, beginning at the last regular Faculty Senate meeting of the Spring and ending on the day before the last regular Faculty Senate meeting of the Spring Semester three years thereafter. The terms shall be arranged so that approximately one-third of the positions are filled by election each year.

Article II.C. Election and Eligibility to Vote

II.C.1. Election: The Faculty Senate Oversight Committee, elected by and under the direction of the Faculty Senate, shall administer nominations and elections, as outlined in the By-Laws.

II.C.2. Eligibility to Vote: Nomination and election of Senators-at-Large shall be restricted to eligible University of Nebraska at Kearney faculty. Nomination and election of Senators representing a department or the Library will be restricted to the eligible faculty of that department or the Library. Eligible voters are faculty who must be full-time, teaching at least one course during the current semester, and the number of workload hours for the current semester and the previous academic semester must total at least nine hours. Faculty members engaged in research and/or faculty-related service in lieu of teaching assignments, faculty on phased retirement in residence, and librarians holding professorial rank and full-time appointments, also are eligible.

ARTICLE III – OFFICERS AND FACULTY SENATE ORGANIZATION

Article III.A. Officers

The officers of the Senate shall consist of a President, a President-Elect, the immediate Past-President, and a Secretary, all to be chosen from the elected members of the Senate. Other offices may be established by the Senate as they become necessary. If the term of the President-Elect, President, or Past-President should expire while in office, then his/her Senate term is extended until the end of their term as Past-President. At that time, his/her Senate term will expire and the position will be filled at the next regular election.

III.A.1. Election of Officers: The officers of the Senate shall be elected in accordance with the By-Laws of the Faculty Senate at the last regular Faculty Senate meeting of the Spring Semester.

III.A.2. Officers' Duties: The duties of the officers shall be (a) those usual to their offices; (b) those designated specifically by the Faculty Senate as the need arises; and, (c) the following regular duties.

PRESIDENT – Consults with other Faculty Senate Executive Committee members when immediate action is required in lieu of a Faculty Senate Meeting. Presents to the Faculty Senate:

- (1) Reports on actions taken on behalf of the Faculty Senate;
- (2) A monthly President's Report, as stated in the By-Laws, Article I.B.3;
- (3) An annual Faculty Senate Status Report, as stated in the By-Laws, Article I.F.2;
and
- (4) An annual Faculty Senate Plan of Action, as stated in the By-Laws, Article I.F.3.

PRESIDENT ELECT – Records minutes of all Executive Committee Meetings. Serves on the Faculty Senate Professional Conduct Committee, and by October, requests appointment of members from administrative offices and student organizations to appropriate Faculty Senate committees.

PAST PRESIDENT – As outgoing President of the Senate, advises the President and other members of the Executive Committee. Serves on the Faculty Senate Oversight Committee.

SECRETARY – Records, prepares, and distributes the Faculty Senate Meeting Agenda and Minutes to faculty, deans, vice chancellors, the chancellor, and appropriate university system officials. Provides the UNK Library with copies of approved Faculty Senate Meeting Minutes. Prior to a scheduled Faculty Senate meeting, prepares and distributes to Faculty Senators an agenda, the minutes of the previous Faculty Senate meeting, and the minutes of appropriate Faculty Senate committee meetings. One week prior to a Faculty Senate meeting scheduled on the first Thursday or on the Monday prior to the last meeting in April, distributes the agenda to other faculty and appropriate campus administrators.

III.A.3. Executive Committee: The Faculty Senate President, President Elect, immediate Past President, Secretary, Parliamentarian, and one Senate representative shall constitute the Executive Committee of the Faculty Senate. The Faculty Senate President shall be the Chair of the Executive Committee.

Total: 6 members.

III.A.4. Release time for Senate President: The President of the Faculty Senate is eligible for a three workload hour release per semester to allow him/her to serve fully in the role of President. Any financial compensation to colleges or departments to cover the release shall be provided by the Chief Academic Officer.

Article III.B. Organization of the Faculty Senate

The Faculty Senate is composed of a general assembly of elected Senators, elected standing committees, and appointed ad hoc committees whose responsibilities are to maintain the system of shared governance at the University of Nebraska at Kearney.

III.B.1. Parliamentarian: A Parliamentarian shall be elected from the membership of the Senate. He/she shall serve a three-year term, unless his/her Senate term expires during that period in which case a new election will be held. He/she shall be elected by the Senate at the last regular Faculty Senate meeting of the Spring Semester to serve as arbiter and consultant on all questions of procedure, to serve as the Chair of the Senate Oversight Committee, to serve as interpreter of the Faculty Senate Constitution and By-Laws in consultation with the Oversight Committee, and to serve on the Executive Committee.

III.B.2. By-laws: The Senate shall form its own By-Laws pursuant to the By-Laws of the Board of Regents.

ARTICLE IV – MEETINGS. The Faculty Senate will meet regularly, and may hold special meetings, as provided in the By-Laws.

ARTICLE V - FACULTY SENATE COMMITTEES

All Senate Committees shall be responsible to the Senate and shall regularly report their actions and recommendations to the Senate.

Article V.A. Standing Committee Member Elections and Terms: Except for the Faculty Senate Executive Committee and the Faculty Senate Oversight Committee whose members are elected at the last Faculty Senate Meeting in April to serve one year terms, other Standing Committee members shall be elected in September to serve for a term of two years, beginning on the first day following the regular October Faculty Senate meeting at which standing committee elections are completed. The two-year terms shall be arranged so that approximately one-half of the positions are filled by election each year. [Student members are selected as described in the By-Laws and will serve one year terms beginning on the first day following the regular October Faculty Senate meeting.]

Article V.B. Required Committees

Committees of the Senate shall include an Executive Committee, an Academic Freedom and Tenure Committee, a Grievance Committee, and a Professional Conduct Committee as required by the Board of Regents' By-Laws.

Article V.C. Other Committees

Other Committees of the Senate may be authorized by Senate action. Their titles, duties, and membership shall be determined by the Senate. Standing Committees shall be provided for in the Faculty Senate By-Laws. Ad hoc Committees shall be created by action of the Faculty Senate.

Article V.D. Committee Minutes

On a timely basis, the Chair of a Faculty Senate Committee shall provide all faculty and appropriate campus administrators with committee-approved meeting minutes, with items noted that require Faculty Senate action. In addition, at least ten days before a regular Faculty Senate Meeting held on the first Thursday of the month or by the Friday before the last Senate meeting in April, the Chair shall provide the Faculty Senate Secretary with these minutes for distribution to Faculty Senators prior to the meeting.

ARTICLE VI – FACULTY REFERENDA

The actions of the Faculty Senate shall be final, unless a referendum is called according to the following procedure:

Article VI.A. Referendum Request

A request for a referendum shall be presented to the President of the Faculty Senate within 20 days of the publication of the minutes describing the Senate decision in question.

VI.A.1. Criteria for Request: A referendum of the faculty shall be held if requested by the Chancellor of the University, or at least one-third of the Senate members, or at least twenty percent of the faculty upon presentation of a signed petition to the President of the Faculty Senate.

Article VI.A.2. Referendum by Surface Mail or by Electronic Delivery: The Faculty Senate Oversight Committee shall arrange for the faculty referendum by surface mail or by electronic delivery.

Article VI.B. Referendum Results

The Senate shall abide by the results of the referendum.

ARTICLE VII – AMENDMENT OF THE CONSTITUTION

Amendments to these articles may be adopted at any regular meeting of the Faculty Senate by a two-thirds vote of those present, provided any proposed amendment has been read at the preceding regular meeting.

- UNK Faculty Senate Approval of Original Document: April 6, 2000
- UNK Faculty Senate Approval of Amendments to Original Document: April 5, 2001
- UNK Faculty Senate Approval of Revised Document: February 6, 2003
- UNK Faculty Senate Approval of Revised Document: October 2, 2003
- UNK Faculty Senate Approval of Revised Document: April 28, 2005
- UNK Faculty Senate Approval of Revised Document: November 3, 2005
- UNK Faculty Senate Approval of Revised Document: February 7, 2008
- UNK Faculty Senate Approval of Revised Document: March 6, 2008
- UN Board of Regents Approval of March 6, 2008 document: June 11, 2010
- UNK Faculty Senate Approval of Revised Document: April 25, 2013
- UN Board of Regents Approval of April 25, 2013 document: July 18, 2013
- UNK Faculty Senate Approval of Revised Document: April 3, 2014

UNIVERSITY OF NEBRASKA AT KEARNEY
FACULTY SENATE
BY-LAWS

ARTICLE I – POWERS AND RESPONSIBILITIES

Article I.A. Policy Conflicts

The policies of any program, department, college, or other administrative unit, or the conduct of individual professional personnel which appear in conflict with policies approved by the Faculty Senate or with the Constitution, must be referred to the Senate for consideration and appropriate action.

Article I.B. Academic Review

The Senate may review existing academic programs and new department and academic programs with University-wide impact, including majors and minors.

Article I.C. Faculty Senate Committees – Delegation

The Faculty Senate shall delegate such duties and responsibilities to its committees as it sees fit within the limits of its responsibilities described above.

Article I.D. Communication of Faculty Senate Policies and Recommendations

All academic policies and recommendations shall be transmitted through the proper channels to the Chancellor of the University. When differences exist between the positions taken by the Chancellor and the Senate on any of the said matters, the Chancellor shall meet with the Executive Committee of the Faculty Senate to resolve the differences. Unresolved differences shall be reported by the Senate President to the University of Nebraska President and to the Board of Regents.

ARTICLE II – MEETINGS OF THE FACULTY SENATE

Article II.A. Regular Meetings

The Senate shall meet on the first Thursday of September, October, November, December, February, March, April, and the last Thursday of April. The Senate also shall be subject to call at other times.

Article II.B. Special Meetings

Special meetings may be called by the Faculty Senate President or at the request of the Executive Committee or of the Chancellor of the University, or at the written request of at least six members of the Senate.

Article II.C. Open/Closed Meetings

All Senate sessions shall be open to the public; provided, however, the Senate may by no less than a majority vote of those present hold a closed session. Any person attending an open Senate session may address the Senate after securing recognition of the President.

Article II.D. Quorum

A quorum shall consist of a majority of the elected members of the Senate.

Article II.E. Attendance

Attendance at Faculty Senate meetings by Senators is mandatory. Should a department or Library Senator know in advance of an absence, the department or Library may appoint a proxy from its unit to serve for a single meeting as its representative. Notice of such proxy must be given to the Secretary seven days prior to the meeting. If a Senator misses or is represented by proxy at a total of three regular meetings during the academic year, then the seat shall be considered vacated. Notice of vacation of the seat will be made by the Secretary to the Parliamentarian. The Parliamentarian shall consult with the affected department or Library to either re-affirm its selection of the Senator or for the election of his/her replacement. Procedures for replacement of a Senator-at-Large will follow the procedures as outlined in the By-Laws. If a Senator knows of a conflict that will last for an entire semester, the Senator must notify the Faculty Senate Oversight Committee that his/her seat is vacated for that semester only. If a Senator experiences recurring/periodic semester-long scheduled conflicts, then that Senator must submit his/her resignation to the Faculty Senate Oversight Committee. If a Senator knows in advance of a scheduled conflict lasting longer than one semester, e.g., a university-approved professional-development leave, then that Senator must notify the Faculty Senate Oversight Committee that his/her seat is vacated for the specific period of the leave only.

Article II.F. Agenda

An issue or recommendation shall be placed on the agenda when proposed by the Faculty Senate President or the Chancellor, or by Senate Executive Committee action, a Faculty Senate Committee, one-third of the Senators present and voting at a meeting, or a petition signed by no fewer than ten faculty members.

Article II.G. Agenda Changes

The Senate, while in session, may change the order of the agenda by a majority vote.

Article II.H. Meeting Minutes

On a timely basis prior to a scheduled Faculty Senate Meeting, using electronic mail or other means, the minutes of the previous Faculty Senate Meeting shall be distributed to appropriate parties, including all faculty.

Article II.I. Order of Business

Each regular Senate meeting shall include but not be limited to the following:

- a. Call to Order
- b. Roll Call
- c. Action on the Faculty Senate Minutes of the previous meeting
- d. Executive Committee Report. This Report shall include statements on the Executive Committee's regular monthly and special meetings with the Chancellor and Vice-

- Chancellors, and on the disposition of all previous Senate decisions and/or recommendations that have/have not come to closure.
- e. Report of the President. This Report shall include statements on actions taken by the Board of Regents, University administration, the Coordinating Commission on Post-Secondary Education, and other matters of importance to the University community.
 - f. Reports of Faculty Senate Standing Committees:
 - (1.) Submission for record and file of Committee Minutes
 - (2.) Submission of proposals for consideration by the Faculty Senate
 - g. Reports of Faculty Senate Special (Ad Hoc) Committees:
 - (1.) Submission for record and file of Committee Minutes
 - (2.) Submission of proposals for consideration by the Faculty Senate
 - h. Reports from Academic Councils
 - i. Reports of Faculty Senate Representatives to Non-Senate Committees
 - j. Unfinished Business and General Orders
 - k. New Business
 - l. General Faculty Comments
 - m. Adjournment

Article II.J. President's Special Reports

The Faculty Senate President shall present the following special written reports.

II.J.1. Meeting Reports to the Administration: Immediately following a meeting of the Senate, the President shall send a written summary to the Chancellor and the Senior Vice Chancellor of Academic Affairs regarding the actions taken by the Senate.

II.J.2. Annual Faculty Senate Status Report: An Annual Faculty Senate Status Report shall be presented at the first Faculty Senate Meeting in April. This report shall include the status of Senate recommendations for administrative actions, as well as the status of Senate initiatives.

II.J.3. Annual Faculty Senate Plan of Action Statement: A Faculty Senate Plan of Action for the new academic year will be created with the advice of the Senate at its final meeting held during the Spring Semester. This report shall be presented at the Faculty/Staff Convocation held prior to the beginning of the Fall Semester.

ARTICLE III – ELECTION OF FACULTY SENATE OFFICERS AND OVERSIGHT COMMITTEE

The Faculty Senate officers are the President, the President-Elect, the immediate Past President, and the Secretary. These officers, the Parliamentarian, and an elected representative from the Senate shall comprise the Executive Committee. The President-Elect, the Secretary, and the Faculty Senate representative to the Executive Committee shall be elected annually for a one year term by the Faculty Senate at the last regular meeting of the Spring Semester in accordance with the election process conducted by the Oversight Committee.

Article III.A. Nominations of Officers

Nominations for officers of the Senate may be submitted by any faculty member to the Faculty Senate Oversight Committee Chair. Senate officers must be members of the Senate. The slate of officers for the Executive Committee positions shall be prepared by the Oversight Committee, with the consent of the nominees, prior to the elections held at the last regular Faculty Senate meeting of the Spring Semester. Nominations may be made from the floor with the consent of the nominee(s).

Article III.B. Executive Committee and Oversight Committee

Members of the Executive Committee and the Oversight Committee shall be elected by ballot at the last regular Faculty Senate meeting of the Spring Semester, which is held on the last Thursday of April. Terms of office shall begin immediately after that meeting and continue until the end of the last meeting of the Senate during the Spring Semester of the following year.

Article III.C. Chancellor's Liaison: The Chancellor of the University may appoint a personal representative to attend Faculty Senate meetings and to serve as liaison between the Administration and the Faculty Senate.

ARTICLE IV - ELECTION PROCESSES OF THE FACULTY SENATE

The Faculty Senate Oversight Committee shall organize, conduct, and/or monitor the election processes of all Senate and Standing Committee seats as required by the Faculty Senate Constitution and in accordance with the following Faculty Senate Bylaws. For the purposes of these bylaws, colleges shall be defined collectively as College of Business and Technology, College of Education, College of Fine Arts and Humanities, and College of Natural and Social Sciences.

Article IV.A. General

In order to replace Faculty Senators whose terms expire on the Wednesday prior to the last Thursday of April, the election of Faculty Senators shall be conducted during the Spring Semester. The Faculty Senator(s)-at-Large shall be elected first, followed by the election of Faculty Senators representing the departments and Library. Newly elected Faculty Senators begin their terms at the Faculty Senate Meeting held on the last Thursday of April.

In order to replace members of Faculty Senate Standing Committees whose terms expire following the regular October Faculty Senate Meeting, each college shall elect its representatives during September and the Faculty Senate shall elect its representatives during the October Faculty Senate Meeting. Newly elected members of Faculty Senate Standing Committees begin their terms immediately following the October Faculty Senate Meeting.

IV.A.1. Election Dates: The Deans of the colleges will provide a list of eligible full-time faculty, as of the end of the first week of the Fall Semester (for Standing Committee elections) and Spring Semester (for Senator elections), to the appropriate college representatives to the Oversight Committee. The Chair of the committee shall then meet with the representatives to determine, as required in the Bylaws for the particular election, faculty eligible to be nominated as Senator-at-Large, Department and Library Senators, and Standing Committee members and to set a schedule of dates for nominations and elections. The nomination and election processes for Senators must be

conducted and concluded between February 1 and April 15 of each year, with the exact dates for the nomination and election processes to be adjusted by the Oversight Committee in accordance with the specific dates of Spring Break. The nomination and election processes for College Standing Committee members must be conducted and completed between September 1 and September 30. A minimum of seven (7) calendar days must be provided for a nomination process to be completed and a minimum of seven (7) calendar days must be provided for an election process to be completed.

IV.A.2. Faculty Residency: For purposes of distributing ballots to eligible voters, a faculty member shall be considered a member of the department in which the larger portion of that person's teaching load is assigned. Departmental membership, for the purposes of elections, shall be required of all personnel. A faculty member whose load is evenly divided between two departments or whose assignment is difficult to determine because of load fluctuations, shall declare department affiliation for purposes of voting and holding Senate office.

IV.A.3. Nomination Forms: The Oversight Committee shall distribute Nomination Forms to eligible voters providing information regarding eligibility of nominees. The Nomination Form shall provide a space for the written consent of a nominee in order for that person to be included on an Election Ballot.

IV.A.3.a. Nominees: After the results of the nomination process have been determined, the Faculty Senate Oversight Committee shall create and distribute an Election Ballot that lists the names of all consenting nominees as candidates for open seats.

IV.A.4. Validity of Election: The Faculty Senate Oversight Committee is responsible for ensuring that all elections are fair and valid. Concerns about the validity of a department or Library Faculty Senate election should be directed to the Faculty Senate Oversight Committee. When the validity of a department or Library election is challenged, the Faculty Senate Oversight Committee shall decide whether the election results should stand or be invalidated. Concerns about the validity of a Senator-at-Large election should be directed to the Faculty Senate Executive Committee. When the validity of a Senator-at-Large election is challenged, the Faculty Senate Executive Committee shall decide whether the election results should stand or be invalidated.

IV.A.4.a. Invalid Election: In the event the Faculty Senate Oversight or Executive Committee rules that an election is invalid, the faculty members whose Senate or Faculty Senate Standing Committee positions are being filled by the election will continue to serve until a new election is conducted.

IV.A.4.b. Corrective Election: In the event that the Faculty Senate Oversight Committee rules that a department or Library election is invalid, the Faculty Senate Oversight Committee will conduct a new election as soon as possible in accord with the constitutionally specified procedures. In the event that the Faculty Senate Executive Committee rules that a Senator-at-Large election is invalid, the Faculty Senate Executive Committee will appoint an ad hoc committee whose sole

task is to conduct a new election as soon as possible in accord with the constitutionally specified procedures.

Article IV.B. Vacancies and Temporary Replacements

IV.B.1. Vacancies Caused by Resignation, Change in Faculty Status, or Excessive Absences: Vacancies in seats held by regularly elected Senators-at-Large shall be filled by election of a temporary replacement by Senators at the next regular Faculty Senate meeting. At that meeting, the Faculty Senate Oversight Committee shall present a nominee to the Senate, in accordance with the Faculty Senate By-Laws, and invite nominations from the floor in order to elect a temporary replacement to serve until the next regularly scheduled Faculty Senate election. During that election, faculty eligible to vote will elect a permanent replacement to complete the remainder of the original term of the Senator being replaced. Should the Senator whose seat was vacated wish to be re-elected to the seat, they must present to the Oversight Committee, prior to the next Senate meeting, such explanations of the absences to justify their re-election. The Oversight Committee will consider the evidence and make a recommendation to the Senate concerning the re-election of a Senator-at-Large to their vacated seat.

IV.B.2. Vacancies Caused by University-Approved Professional Development Leave or Required Absences: Although elections to fill vacancies must be held as stated in Article IV.B.1., when possible, the replacement of a Senator who is on a university-approved professional development leave or required absence shall be for the specific period of the leave/absence only, thereby allowing the Senator to return at the completion of the leave/absence to his/her seat for the remainder of his/her term.

IV.B.3. Temporary Replacements: If the replacement of a Senator-at-Large or Standing Committee member is necessary, the Chair of the Faculty Senate Oversight Committee shall ask the faculty member who received the next highest number of votes during the most recent Faculty Senate election for permission to nominate him/her to the Senate as the replacement. If that person declines, or if there was no runner-up, the Faculty Senate Oversight Committee shall select a nominee and announce, if possible, by campus e-mail to Senators the impending election of a replacement. The Oversight Committee shall conduct the election at the next regular Faculty Senate meeting. Nominations from the floor will be allowed. All nominations must be with the consent of the candidates.

ARTICLE V – ELECTION OF SENATORS-AT-LARGE, DEPARTMENT AND LIBRARY SENATORS

Article V.A. Senators-at-Large

V.A.1. Nominations: By the beginning of the third week of February, the Chair of the Oversight Committee shall provide each eligible faculty member a Nominating Form on which he/she may nominate, with the written consent of the nominee(s) on the Form, as many persons as are to be elected. This Form must be returned within seven (7) calendar days after receipt of the Form. The Nominating Forms shall include a list of all

eligible faculty members as provided for in the Constitution, Article II.B., and the By-Laws, Article I.B. Nomination Forms shall be distributed by surface mail or by electronic delivery in order to determine the nominees for Senator-at-Large. Only those faculty who have been nominated and who have consented to be nominated on the Nomination Form will be listed as candidates on the Election Ballot for Senator-at-Large; there will be no write-in candidates allowed.

V.A.2. Elections: Election Ballots for Senator(s)-at-Large shall be distributed by surface mail or be electronic delivery under the direction of the Chair of the Oversight Committee. Within fourteen (14) calendar days after the initial distribution of the Nominating Forms, the Chair shall provide the eligible faculty with the nomination process results on election ballots which list all nominees who have consented to be candidates for each open position.

V.A.3. Election Results: At the conclusion of the election process, those persons receiving the largest number of votes shall be declared elected, providing that not more than one Senator-at-Large is from a single department. In that event, the person receiving the next largest number of votes shall be declared elected. The Chair of the Oversight Committee shall notify the candidates of the election results prior to March 15 and announce the results to the faculty prior to the beginning of the third week of March.

Article V.B Department Senators and Library Senator

V.B.1. Selection Process: The nomination and election process will be controlled by the departments and Library with oversight provided by the college representatives on the Oversight Committee. While the election process may be as formal or informal as the department or Library policies dictate, all Senators should be elected by and from their representative unit.

V.B.2. Election Results: At the conclusion of the election process, those persons receiving the largest number of votes shall be declared elected. All election results from the departments and Library shall be reported to the appropriate college representative on the Oversight Committee. The result of the Library election shall be reported to the Parliamentarian. All election results will be reported to the candidates and faculty on or prior to April 15.

ARTICLE VI – ELECTION OF FACULTY SENATE STANDING COMMITTEE MEMBERS

Article VI.A. Nomination and Election Processes

The Faculty Senate Oversight Committee shall conduct elections for college and library representatives to Faculty Senate Standing Committees during September.

VI.A.1. Faculty Residency: See By-Laws, Article IV.A.2.

VI.A.2. Nominations: Faculty members chosen to serve on Standing Committees will be nominated, based on the composition of the committee, by the faculty of their college or

the Library, or by the Faculty Senate Oversight Committee, or by the members of the Faculty Senate, as appropriate.

VI.A.2.a. College and Library Representatives: The nomination process shall be conducted between September 1-15. The college representative serving on the Faculty Senate Oversight Committee shall be responsible for conducting the nomination process within his/her respective college. The Library representative to the Oversight Committee shall be responsible for the nominating process for the Library representatives. In the case of a conflict, the Parliamentarian shall designate another member of the Oversight Committee to conduct the election. The Oversight Committee member shall provide each eligible faculty member with a Nominating Form on which he/she may nominate, with the written consent of the nominee(s) on the Form, as many persons as are to be elected. This Form must be returned within seven (7) calendar days after receipt of the Form. Nomination Forms shall be distributed by surface mail or by electronic delivery in order to determine the nominees for the Standing Committees.

VI.A.2.b. Faculty Senate Representatives: After the election process has been completed for college and library representatives for Faculty Senate Standing Committees, the Faculty Senate Oversight Committee shall prepare a slate of nominees for the Faculty Senate positions on the Standing Committees. After consultation with the Executive Committee, this slate of nominees will be presented at the October meeting of the Faculty Senate.

VI.A.3. Elections: Faculty members chosen to serve on Standing Committees will be elected, based on the composition of the committee, by the faculty of their college or the Library or by the members of the Faculty Senate, or elected/appointed by the administration, as appropriate. Students will be selected/appointed by the Student Senate or by other Student bodies, as appropriate.

VI.A.3.a. College and Library Representatives: The elections shall be conducted between September 16-30. The college representative serving on the Faculty Senate Oversight Committee shall be responsible for conducting the election process for his/her college. The Library representative to the Oversight Committee shall be responsible for the nominating process for the Library representatives. In the case of a conflict, the Parliamentarian shall designate another member of the Oversight Committee to conduct the election. The Oversight Committee member shall provide each eligible faculty member with an Election Ballot by surface mail or electronic ballot. This Form must be returned/completed within seven (7) calendar days after receipt of the ballot. All faculty who have been nominated and who have consented to be nominated on the Nomination Form will be listed as candidates on the Election Ballot. There will be no write-in candidates on the election ballot.

VI.A.3.b. Faculty Senate Representatives: The Faculty Senate Oversight Committee shall conduct the elections, by ballot, for these positions during the October meeting of the Faculty Senate from the slate of nominees it has submitted and from nominations received from the floor.

Article VI.B. Committee Vacancies: The process outlined for filling vacancies in the Faculty Senate will be used to fill committee vacancies. See By-Laws, Article IV.B.1., IV.B.2, and IV.B.3. regarding Vacancies.

Article VI.C. Committee Replacements: The process outlined to replace Faculty Senators will be used to replace committee members. See By-Laws, Article, IV.B.3. regarding Replacements.

Article VI.D. First Committee Meeting of the Academic Year

The President of the Faculty Senate shall designate a member of the Executive Committee to call the first meeting of the Standing committee during October and to notify all members of the time and place at least three days in advance of the meeting. The purpose of that meeting shall be to elect a faculty member as Chair and to discuss the Committee's charge, prior to conducting regular committee business.

Article VI.E. Subcommittees

A Standing Committee may establish appropriate subcommittees. Any faculty member, administrator, or student may serve on subcommittees.

Article VI.F. Committee Meeting Notice and Quorum

The Committee shall establish a regular meeting time, or the Committee Chair shall notify all members of the time and place of a regular Standing Committee meeting at least three days in advance of the meeting. A minimum of 40 percent of the Standing Committee membership must be present in order to conduct official business.

Article VI.G. Attendance

The attendance at Standing Committee meetings shall follow the attendance rules of the Faculty Senate, as stated in the By-Laws.

ARTICLE VII – FACULTY SENATE STANDING COMMITTEES: Responsibilities and Composition

The Faculty Senate Standing Committees function as an important part of the shared governance at the University of Nebraska at Kearney and provide the Faculty Senate with information relative to their charges. These committees shall perform the charges stated below and any additional charges assigned by the Faculty Senate.

Article VII.A. Executive Committee

Enacts and monitors the status of Senate recommendations and serves as a liaison with the University of Nebraska at Kearney administration. Meets regularly with the Administration. Acts as a committee on behalf of the Senate when immediate action is required. Reviews Senate Committee minutes for items requiring Faculty Senate action. Prepares responses to Senate directions. Prepares and distributes the agenda for Senate meetings. Presents to the Senate an annual report of the Chancellor's Strategic Planning Committee activities for comment by the Senate. During October, the Executive Committee shall meet with the Chairs of the Standing

Committees to discuss the role of their respective committees in implementing the Annual Plan of Action presented by the Faculty Senate President at the Fall Convocation.

COMPOSITION: The Faculty Senate President, the President-Elect, the Secretary of the Senate, the immediate Past President, the Parliamentarian and one member elected annually by the Senate from its membership. The President of the Senate shall be Chair of the Executive Committee. If the immediate Past President is unable to serve on the Executive Committee, the Executive Committee may appoint, with the approval of the Senate, a member of the previous Executive Committee to serve as a replacement.

Total: 6 members.

Article VII.B. Academic Affairs Committee

Serves as a safeguard against needless curricular duplication of courses and programs by: a) receiving notification of undergraduate courses and programs of study after they have been approved by the curriculum committee of the undergraduate college, (b) reviewing course proposals in intercollegiate and multidisciplinary areas within the University, and (c) making specific policy proposals for curriculum development and coordination to educational policy committees of the undergraduate colleges. Proposes policy statements for University-wide academic issues. Maintains liaison with the Graduate College so as to coordinate undergraduate and graduate curricula and programs. Reviews actions taken by the General Studies Council. Considers any other academic question as directed by the Faculty Senate or the Senior Vice-Chancellor for Academic Affairs.

COMPOSITION: The Chief Academic Affairs Officer, the Graduate Dean, the Registrar, (or their respective designees) two elected faculty members from different departments of each undergraduate college, one elected Library faculty member, one faculty representative elected from and by the Faculty Senate, and two students with majors in different fields selected by the Student Senate. . Total: 15 members.

Article VII.C. Academic Freedom and Tenure Committee

Acts on matters of general policy concerning academic freedom and tenure, pursuant to Section 4.14 of the By-Laws of the Board of Regents. The Committee will have oversight responsibilities to ensure that University-wide rank and tenure standards and procedures are applied uniformly by the undergraduate colleges. The Chair, in conjunction with the Chair of the Grievance Committee, the Chair of the Professional Conduct Committee, and the President of the University of Nebraska at Kearney Education Association, shall receive and review issues relative to academic freedom, tenure, professional conduct, and grievances and decide on the appropriate Faculty Senate Standing Committee to which to refer the issues.

COMPOSITION: One tenured faculty member holding the rank of associate professor or full professor from and elected by each undergraduate college and three tenured faculty members from the Senate holding the rank of associate professor or professor selected by the Faculty Senate. Total: 7 members.

Article VII.D. Academic Information Technology Committee

Serves as the UNK Teaching, Learning, and Technology Roundtable that advises administration and faculty, shares information, coordinates plans, and suggests means for using technology to improve teaching and learning.

COMPOSITION: One faculty member from and elected by each undergraduate college, one faculty member from and elected by the library faculty, and one faculty member from and selected by the Faculty Senate, the Chief Information Technology Officer, the Dean of Libraries, and one student selected by the Student Senate. Total: 9 members.

Article VII.E. Artists and Lecturers Committee

Develops and supervises a program of events in support of the academic and cultural objectives of the University.

COMPOSITION: One faculty member from and elected by each undergraduate college, one faculty member elected by the Faculty Senate, one student selected by the Student Senate, and one student selected by the Loper Programming and Activities Council. Total: 7 members.

Article VII.F. Athletic Committee

Reviews and makes recommendations on Department of Intercollegiate Athletics policies, programs, and practices to ensure that they are consistent with the educational mission of the University and that they are supportive of student athletes in their academic as well as athletic endeavors.

COMPOSITION: The Director of Athletics, the Institutional Representative to the NCAA, the Senior Women's Athletic Administrator, three male and three female faculty members elected by the Faculty Senate, and one student selected by the Student Senate. Total: 10 members.

Article VII.G eCampus Committee

Reviews and makes recommendations to the office in charge of eCampus on policies, programs, and practices to ensure that they are consistent with the educational mission of the University of Nebraska at Kearney and the client groups it serves.

COMPOSITION: One faculty representative from and elected by each undergraduate college, one graduate faculty representative chosen by the Graduate Council, and one representative from each of the following: the Faculty Senate, Calvin T. Ryan Library, the Dean of Student Life Office, and the office in charge of eCampus. Total: 10 members.

Article VII.H. Faculty Welfare Committee

Advises the UNK Faculty Senate and the authorized professional negotiating organization on all matters concerned with faculty personnel policies including faculty work loads, conditions of employment, remuneration, salaries, and fringe benefits unless such matters are specifically assigned to the professional negotiating organization.

COMPOSITION: One tenured faculty member from and selected by the Faculty Senate Executive Committee, one tenured faculty member from and elected by each undergraduate college, one tenured faculty member from and elected by the library faculty, and one tenured faculty member from and selected by the officers of the authorized professional negotiating organization of the faculty. Total: 7 members.

Article VII.I. Grievance Committee

Conducts hearings and makes recommendations in accordance with the grievance procedure stated in the Section 4.13 of the Board of Regents By-Laws and in the negotiated agreement. The Chair, in conjunction with the Chair of the Academic Freedom and Tenure Committee, the Chair of the Professional Conduct Committee, and the President of the UNKEA, shall receive and review issues relative to academic freedom, tenure, professional conduct, and grievances and decide on the appropriate Faculty Senate Standing Committee to which to refer the issues.

COMPOSITION: The Faculty Senate Representative to the Executive Committee and two tenured faculty members from and elected by each undergraduate college who currently have no full or part-time administrative duties (e.g., are not serving as Chair, Director, or Associate Dean, Dean, Provost, Vice-Chancellor or Chancellor). If the Faculty Senate Representative is ineligible to serve because of the aforementioned administrative duties, a replacement shall be appointed by the Executive Committee. Total: 9 members.

Article VII.J. Library Committee

Recommends the procedure by which funds are allocated to the colleges and advises the University administration on the formulation and implementation of Library policy.

COMPOSITION: One faculty member from and elected by each undergraduate college, the Dean of Libraries, the Chief Information Technology Officer or representative, one member selected by the Graduate Council, and one student selected by the Student Senate. Total: 8 members.

Article VII.K. Oversight Committee

Oversees the implementation of the Faculty Senate Constitution and By-Laws in order to ensure that the basic operational principle of the Faculty Senate as specified in the Constitution Preamble is upheld throughout its various functions. Conducts periodic and/or requested reviews for consideration. Organizes and monitors the election processes of all Senate seats and standing committee seats as required by the Faculty Senate Constitution. Prepares and distributes, following the regularly scheduled Faculty Senate annual elections, the annual Faculty Senate Roster identifying Senators, members of Faculty Senate Standing and Ad Hoc Committees, and Senate representatives to university/administrative committees.

COMPOSITION: One member of the Senate from each of the four undergraduate colleges and the Library, the Senate Past-President, the Senate Representative to the Executive Committee, and the Senate Parliamentarian who shall chair the committee. Total: 8 members.

Article VII.L. Professional Conduct Committee

Acts in matters of alleged professional misconduct, pursuant to Section 4.15 of the Board of Regents By-Laws. The Chair, in conjunction with the Chair of the Academic Freedom and Tenure Committee, the Chair of the Grievance Committee, and the President of the UNKEA, shall receive and review issues relative to academic freedom, tenure, professional conduct, and grievances and decide on the appropriate Faculty Senate Standing Committee to which to refer the issues.

COMPOSITION: President-Elect of the Faculty Senate, one faculty representative, tenured and holding the rank of Assistant Professor or above, elected from and by the Faculty Senate, one faculty representative, tenured and holding the rank of Assistant Professor or above, from and elected by each undergraduate college, and two administrative and/or managerial/professional staff representatives elected by the Staff Senate. Total: 8 members.

Article VII.M. Student Affairs Committee

Acts with respect to matters of general concern relating to student affairs, especially with regard to areas of joint student/faculty concern.

COMPOSITION: Dean of Student Life, one dean selected by the Dean's Council, one faculty member from each undergraduate college and the Library, and five students-selected by the Student Senate to be one student from each of the four undergraduate colleges and one student from the Graduate College. Total: 12 members.

ARTICLE VIII – AMENDMENT OF THE BY-LAWS

Amendments to these By-Laws may be adopted at any regular meeting of the Faculty Senate by a two-thirds vote of those present, provided any proposed amendment has been read at the preceding regular meeting.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern the Faculty Senate in all cases to which they are applicable and are consistent with the Constitution and any special rules of order that the Senate may adopt.

Article IX.A. Special Rules of Order: The Senate may adopt special rules of order governing the conduct of the Senate Meetings as the first item of business at the first meeting of the Fall Semester. Special Rules of Order may be adopted or amended with a two-thirds vote of those present or a majority vote of all members. Temporary suspension of the Special Rules of Order will require a two-thirds vote of those present.

UNK Faculty Senate Approval of Original Document: April 6, 2000
UNK Faculty Senate Approval of Amendments to Original Document: April 5, 2001
UNK Faculty Senate Approval of Revised Document: February 6, 2003
UNK Faculty Senate Approval of Revised Document: October 2, 2003
UNK Faculty Senate Approval of Revised Document: April 28, 2005
UNK Faculty Senate Approval of Revised Document: November 3, 2005
UN Board of Regents Approval of November 3, 2005 document: January 19, 2007
UNK Faculty Senate Approval of Revised Document: February 7, 2008
UNK Faculty Senate Approval of Revised Document: March 6, 2008
UN Board of Regents Approval of March 6, 2008 document: June 11, 2010
UNK Faculty Senate Approval of Revised Document: April 25, 2013
UN Board of Regents Approval of April 25, 2013 document: July 18, 2013