

University Senate Constitution

Mansfield University of Pennsylvania

PREAMBLE

This Constitution establishes a system of faculty governance that delineates the shared authority of the faculty, the administration, the students and the Local Chapter of the bargaining agent.

Underlying this Constitution is the assumption that the faculty and students wish to work with the administration in a collegial environment for the benefit of the University. It is a further assumption that the Local Chapter of the bargaining agent has a legitimate role to play in the governance structure as a result of the Collective Bargaining Agreement.

SECTION I: NAME

The organizations embodied in this Constitution shall be named the Faculty Assembly and the University Senate (hereinafter referred to as the Senate.)

SECTION II: DEFINITION OF FACULTY

For the purposes of this Constitution, the faculty consists of those full-time or part-time tenured and tenure-track employees of the university who hold the rank of instructor, assistant professor, associate professor or professor. Academic faculty and administrative faculty are defined in the Collective Bargaining Agreement.

SECTION III: PURPOSES, POWERS, AND FUNCTIONS

- A. Faculty Assembly
 1. The Assembly shall consist of all full-time faculty and all part-time tenured and tenured-track faculty.
 2. The Assembly shall serve as a recommending body in the formation, implementation and review of institutional policy.
 3. The Assembly shall act by submitting recommendations through the Senate.
 4. In the event that the Senate does not accept the recommendations of the Assembly, the matter may be reviewed by the Assembly. If a simple majority of the Assembly in session so decides, the specific recommendation will be presented directly to the President of the University and/or to the Local Chapter of the bargaining agent.
 5. The Assembly shall be empowered to override actions originating in and passed by the Senate. A two-thirds majority of the Assembly members present in session is required for such action.
 6. The Assembly elects the officers of the Senate and members of the Standing Committees.
 7. All elections conducted by the Faculty Assembly shall be by ballot. All elections shall be by secret ballot.
 8. In any elections, the candidate receiving the greatest number of votes must win at least 40% of the votes in order to win the position; failing this, the two candidates receiving the greatest number of votes shall participate in a run-off election.
- B. University Senate
 1. Membership
 - a. One senator elected by and from the members of each academic department. Departments with seven or more full-time and part-time tenured and tenured-track faculty may elect a second senator (See Appendix).
 - b. One senator elected by and from the academic and administrative faculty not represented by the senators of Section B.1.a, above.

- c. One senator elected by and from the State University Managers.
- d. One senator elected by and from the athletic coaching staff.
- e. One senator elected by and from AFSCME.
- f. One senator elected by and from the temporary employees of the university who hold rank of instructor, assistant professor, associate professor or professor.
- g. The President of the Senate.
- h. The Vice-President, Secretary and Treasurer of the Senate
- i. The chairpersons of the Academic Affairs Committee, the Academic Planning Committee, the Administrative Affairs and Elections Committee, the Student Affairs and Admissions Committee, the Information Technology Committee, and the Library Advisory Committee. The chairperson of the Professional Committee (all-university tenure, promotion and sabbatical committee) of the Local Chapter of the faculty bargaining agent, shall be a non-voting Senate member, who shall report to the Senate for informational purposes the activities of the Professional Committee.
- j. Two students selected by the Student Government Association.
- k. The President of the Local Chapter of the bargaining agent, or his/her designee.
- l. The immediate past President of the Senate at his/her option.
- m. The chief academic officer of the University or his/her designee shall be an ex officio, non-voting member of the Senate.
- n. No senator may simultaneously represent two or more constituencies on the Senate.
- o. If a department or discipline becomes eligible or ineligible for representation on the Senate, any necessary changes in representation shall be made at the beginning or end of an academic term or year, as applicable.

2. Purpose and Functions

- a. The purpose of the Senate shall be to deliberate, to advise and to communicate with the President of the University and/or with the Local Chapter of the bargaining agent regarding the faculty's concerns on matters of institutional and educational policy, to initiate action on all matters with which the faculty is concerned, and to support the administration, when appropriate, in its relationship with regulatory bodies and outside agencies.
- b. The functions and responsibilities of the Senate shall be executed within the framework of existing laws which set forth the rules and regulations for the State University Board of Governors, the Council of Trustees, the President of the University, and the bargaining agent(s).
- c. The Senate shall be empowered to recommend to the President of the University policy relating to academic affairs, academic planning, administrative affairs, student affairs, faculty affairs and any other matters of general interest.
- d. The Senate shall act by submitting its proposals and decisions to the President of the University. Issues which directly impact upon bargaining unit matters, however, will first be referred to the Local Chapter of the bargaining agent. If the Local Chapter wishes to send a representative to the next meeting of the Senate to express its concerns on particular actions, it may do so. The Local Chapter shall inform the President of the Senate of its desires in advance of the next Senate meeting. The Senate will not transmit its actions on such matters to the President of the University before the next meeting of the Senate. Under the circumstances outlined above, a simple majority of those present in the Senate who are eligible to vote will be required to rescind the previous action or to refer to the Local Chapter.
- e. The Senate shall expect the President of the University to respond in writing to

the actions of the Senate before thirty calendar days have elapsed. In the event that the recommendations of the Senate are not accepted by the President of the University, reasons shall be given.

- f. Should the President of the University fail to approve a Senate decision, the matter shall be reviewed by the Senate and referred to the Local Chapter of the bargaining agent to determine if the issues concern matters of contract or law.
- g. In the event that the review of Section III.B2, f does not result in a satisfactory resolution, the Senate may vote to refer the issue to the Assembly for its decision. The Senate must reaffirm its position by a three-fourths majority of those voting before the issue may be sent to the Assembly. Should the Assembly agree with the Senate by a two-thirds majority of those voting, then the Senate will resubmit its decisions to the President of the University, and at the same time instruct its faculty representative to transmit these decisions directly to the Council of Trustees.
- h. The Senate shall be empowered to propose and discuss amendments to this Constitution.

SECTION IV: FACULTY ASSEMBLY

A. Meetings

- 1. The Assembly shall hold a minimum of one meeting each semester.
- 2. Special meetings of the Assembly may be convened under the following circumstances:
 - a. By the President, or Vice-President of the Senate
 - b. By the President of the University
 - c. By petition of twenty-five members of the Assembly
 - d. By a two-thirds vote of those present in the Senate who are eligible to vote
- 3. A quorum shall consist of twenty-five percent of the Assembly membership.

SECTION V: SENATE

A. Meetings

- 1. Any member of the Council of Trustees is invited to sit with the Senate. All regularly scheduled meetings of the Senate and its standing committees are open to the University community.
- 2. The Senate shall meet in session no less than once a month, except for May, June, July and August.
- 3. A quorum of the Senate shall consist of two thirds of the membership entitled to vote.
- 4. A Senate member who is going to be absent may be represented by an appropriate alternate provided that the alternate notifies the secretary. An appropriate alternate is a member of the Assembly who is from the same department or unit as is represented by the absent member. The alternate has the same voting rights as the regular member.

B. Duties of a Senator

- 1. Attend bi-weekly meetings of the University Senate.
- 2. Review materials (e.g. legislation, University policies) and vote on reports and proposals as presented by Senate committees as a representative of your constituency.
- 3. Bring items of importance to the attention of the University Senate from your constituency.
- 4. Report on actions taken and announcements made at University Senate to your constituency.

C. Terms of Office

- 1. Senators elected under items III B.1.a, b, c, d, e shall be elected for a term of two years. Approximately one half of these members shall be elected each year.
- 2. Student members shall serve a one-year term.
- 3. All others shall hold office for the terms as specified elsewhere in this Constitution.

D. Officers

1. The officers of the Senate shall be:
 - a. The President, who shall be the presiding officer of the Senate. This officer shall have such powers as are appropriate to the office as specified in this Constitution. The President shall confer with the President of the University and/or the Council of Trustees concerning faculty representation on search committees for major University offices.
 - b. The Vice-President, who shall assume the duties of the President when the latter is absent and shall be the President in the term following the term as Vice-President. The Vice-President shall also be the presiding officer of the Assembly.
 - c. The Secretary, who shall keep the official roll and prepare and distribute notices, agenda and minutes of meetings of the Senate and the Assembly to all appropriate persons. The Secretary is responsible for maintaining an accurate archival record of the membership and terms of service for all standing and ad hoc Committees of the Senate.
 - d. The Treasurer, who shall be responsible for collecting faculty donations, disbursing monies, and accounting for all funds of the Assembly.
2. Elections
The Faculty Assembly shall elect the Vice-President of the Senate, who shall also be the President-elect; the Secretary; the Treasurer, and members of the Standing Committees of the Senate.
3. Terms of Office
 - a. The President shall serve a term of two years.
 - b. The Vice-President shall serve a term of two years and in the succeeding two years shall serve as President.
 - c. The Secretary and Treasurer shall serve two-year terms.
 - d. All terms of office shall begin on April 15.

E. Standing Committees

The Standing Committees shall be the Executive Committee, the Academic Affairs Committee, the Academic Planning Committee, the Administrative Affairs and Elections Committee, the Student Affairs and Admissions Committee, the Information Technology Committee and the Library Advisory Committee. Faculty members may not serve concurrently as an elected member of more than two standing committees.

SECTION VI: STANDING COMMITTEES

A. Executive Committee

1. Membership
 - a. The President, Vice-President, Secretary and Treasurer of the Senate.
 - b. The chairpersons of the Academic Affairs Committee, the Academic Planning Committee, the Administrative Affairs and Elections Committee, and the Student Affairs and Admissions Committee.
 - c. The immediate past President of the Senate at his/her option.
 - d. The President of the Senate shall be the chairperson of the Executive Committee.
 - e. Interim appointments from the membership of the Senate will be made by the committee, subject to approval of the Senate, to replace members of the Executive Committee. In the event both the President and Vice President of the Senate are unavailable, the committee will elect one of its regular members as temporary chairperson.
2. Duties
 - a. To serve as a channel through which matters can be brought to the attention of the Senate or its committees.
 - b. To recommend faculty appointments to committees in response to requests by

- other segments of the University community.
 - c. To propose the creation of ad hoc committees as needed and to recommend membership of such committees to the Senate. No ad hoc committee shall be formed that in anyway preempts or significantly overlaps an existing committee of the Senate. Any ad hoc committee shall inform the Senate about matters that it considers.
 - d. To monitor the operations of the standing and ad hoc Senate committees, and to ensure the continuity of these committees.
 - e. To conduct a bi-annual review of the status and operations of all ad hoc committees.
 - f. To transact such business as may be referred to it by the Senate.
 - g. To prepare the agenda for meetings of the Senate.
 - h. To act for the Senate on urgent matters which require attention before the next meeting of the senate. Such actions shall be reported to the Senate at its next meeting.
 - i. To appoint a qualified person to serve as the Senate webmaster for a period of two years. The webmaster will be responsible for maintaining and improving the Senate website, and for posting, in a timely manner, Senate documents and other information as specified or approved by the President or the Senate Executive Committee. The webmaster is not, by virtue of this position, an officer of a member of the Senate.
3. Meetings: The Executive Committee will meet a minimum of once every two weeks during each semester.

B. Academic Affairs Committee

1. Membership
 - a. Six tenured faculty members elected by the Assembly from the academic departments. No more than two members can be from the same department.
 - b. Two members-at-large elected by and from the Assembly. No more than two members can be from the same department. No member of the Academic Affairs Committee may serve concurrently on the Academic Planning Committee.
 - c. The chief academic officer of the University or his/her designee.
 - d. Two students selected by the Student Government Association.
 - e. The chairperson of the committee shall be elected by the committee from the faculty members on the committee. The chairperson of the committee shall be accorded membership on the Executive Committee and the Senate.
2. Duties
 - a. To serve as the contractual Curriculum Committee of the University.
 - b. To review and recommend to the Senate all curriculum proposals.
 - (1) Most curriculum proposals will occur as a result of program review and will be considered after review and recommendation from the Academic Planning Committee.
 - (2) Other curriculum proposals not resulting from program review but consisting of more than a single course change will be considered after review and recommendation from the Academic Planning Committee.
 - (3) Single course changes will be reviewed directly by the Academic Affairs Committee.
 - c. To review and/or recommend to the Senate matters relating to academic policies, standards and programs.
 - d. To concern itself with matters relating directly to teaching, research, or professional ethics.
 - e. To carry out other activities as approved by the Senate or requested by the Executive Committee.
 - f. To report to the Senate at least once each month during each semester.

- g. To keep a permanent file of all curricular actions receiving University approval.
3. Meetings: the Academic Affairs Committee shall meet a minimum of once every two weeks during each semester.

C. Academic Planning Committee

1. Membership

- a. Four tenured faculty members elected by the Assembly from the disciplines. No more than two members can be from the same department. No member of the Academic Planning Committee may serve concurrently on the Academic Affairs Committee.
- b. Three faculty members selected by the Local Chapter of the bargaining agent. No more than two members can be from the same department.
- c. One administrator selected by the President of the University.
- d. The University administrator who has chief responsibility for institutional research, or his/her designee.
- e. One student selected by the Student Government Association.
- f. The chairperson of the committee shall be elected by the committee from the faculty members on the committee. The chairperson of the committee shall be accorded membership on the Executive Committee and the Senate.

2. Duties

- a. To provide a broad-based perspective regarding academic change at the University.
- b. To consult with the administration and participate in the development of academic aspects of institutional planning documents, and to present academic planning documents to the Senate for recommendations to the President and Council of Trustees.
- c. To review, when appropriate, academic aspects of institutional planning documents with the administration.
- d. To review proposals for academic program changes that the Academic Planning Committee deems to have significant impact on the University or on other Departments.
 - (1) The Committee shall ensure that its agenda, policies and document revisions are distributed in a timely manner to all those affected by the Committee's work.
 - (2) The Committee shall make its recommendations based upon the written documentation submitted by the Department and/or faculty member(s).
- e. To introduce, monitor, and review cross-disciplinary, interdisciplinary, multidisciplinary and intradisciplinary initiatives, including but not limited to Canadian Studies, GE, Assessment, and Continuous Improvement initiatives.
- f. To monitor and review new and existing academic programs to ensure that they are compatible with the SSHE mission, the University educational goals, and the standards of appropriate accrediting agencies.
- g. To carry out other activities as approved by the Senate or requested by the Executive Committee.
- h. To report to the Senate at least once each month during each semester.
- i. To publish annually a proposed agenda of committee activities.

3. Meetings: the Academic Planning Committee shall meet a minimum of once every two weeks during each semester.

D. Administrative Affairs and Elections Committee

1. Membership

- a. Three faculty members elected by and from the Assembly. No more than two

- members can be from the same department.
 - b. One faculty member selected by the Local Chapter of the bargaining agent.
 - c. The chief financial officer of the University or his/her designee.
 - d. One student selected by the Student Government Association.
 - e. The chairperson of the committee shall be elected by the committee from the faculty members on the committee. The chairperson of the committee shall be accorded membership on the Executive Committee and the Senate.
- 2. Duties
 - a. To receive, request and report on matters relating to the University budget and budgeting procedures.
 - b. To make recommendations to the Senate regarding budgetary support for the various educational programs of the University.
 - c. To report to the Senate administrative decisions which affect academic policy or faculty welfare.
 - d. To carry out other activities as approved by the Senate or requested by the Executive Committee.
 - e. To report to the Senate at least once each month during each semester.
- 3. Election duties shall be performed by the three elected faculty members who shall:
 - a. Conduct the annual Senate elections and other concurrent elections supervised by the Senate (see Appendix).
 - b. Prepare a list of nominees for all positions on or about March 15 of each year. A nominee may not be placed on the slate of nominees without his or her consent.
 - c. Distribute this slate of nominees to all faculty on or about March 20.
 - d. Provide for additional nominations from the Faculty Assembly.
 - e. Distribute the official ballots to members of the Faculty Assembly on or about April 1 of each year.
 - f. Count the ballots and announce the results on or about April 10 of each year.
 - g. Conduct the election of the Senate Vice President, Treasurer and Secretary, and members of the Standing Committees (as required).
 - h. Assist the President of the Senate, upon his/her request, in finding faculty members to fill appointed positions or vacancies in elected positions occurring between regularly scheduled elections.
- 4. Meetings: the Administrative Affairs and Elections Committee, as a whole, shall meet a minimum of twice each semester. The Elections subdivision shall meet as often as necessary to carry out the elections duties.

E. Student Affairs and Admissions Committee

- 1. Membership
 - a. Three faculty members elected by and from the Assembly. No more than two members can be from the same department.
 - b. The chief student affairs officer of the University or his/her designee.
 - c. One representative selected by and from the Admissions Office staff.
 - d. Two traditional undergraduate students - - at least one of whom is a minority student - - appointed by the Student Government Association.
 - e. One non-traditional undergraduate student selected by the Non-Traditional Student Association.
 - f. One graduate student recommended by the Associate Provost.
 - g. The chairperson of the committee shall be elected by the committee from the faculty members on the committee. The chairperson of the committee shall be accorded membership on the Executive Committee and the Senate.
- 2. Duties – to receive and request information
 - a. in matters relating to the physical, mental, and social welfare of students.
 - b. with respect to the rights of students to free inquiry and expression in the

- classroom and in conference.
 - c. on all matters relating to admissions.
 - d. with respect to financial aid for students.
 - e. on other matters, and to carry out other activities as approved by the Senate or requested by the Executive Committee.
 - f. and to report and/or make recommendations to the Senate at least once each month during each semester.
 - 3. Meetings: the Student Affairs and Admissions Committee shall meet a minimum of three times each semester.
- F. Information Technology Committee
- 1. Membership
 - a. Four faculty members elected by and from the Assembly. No more than two members can be from the same department, or from the library.
 - b. The Director of Information Technologies
 - c. The Director of Information Resources or designee
 - d. One IT staff member familiar with academic computing
 - e. One staff user of computers elected by AFSCME
 - f. The student Webmaster
 - g. The chairperson of the committee shall be elected by the committee from the faculty members on the committee.
 - 2. Duties
 - a. To act by making recommendations to the Senate in the form of motions.
 - b. To investigate and make recommendations and/or reports to the Senate on such issues relating to academic computing and information technology as the committee may deem appropriate or as may be referred to it by the Senate or the Executive Committee. These issues may relate to such matters as computer policies, budgets, new computer technology and applications, hardware and software acquisitions, and workshops or printed material designed to aid faculty or student computer and information technology users.
 - c. To serve as a channel of communication between the faculty and the information technology staff.
 - d. To assist the information technology staff and administration in assessing the needs of the faculty as they relate to academic computing and University information technology resources.
 - e. To carry out other activities as approved by the Senate or requested by the Executive Committee.
 - f. To report to the Senate at least once each month during each semester.
 - g. To send minutes of each meeting to the University President, the Provost and the University Senate President.
 - h. The chairperson of the committee shall attend meetings of the Executive Committee as frequently as necessary, no less than once each semester, to inform the Executive Committee of the activities of the Information Technology Committee.
 - 3. Meetings: the Information Technology Committee shall meet at least three times each semester.
- G. Library Advisory Committee
- 1. Membership
 - a. Three faculty members elected by and from the Assembly. No more than two members can be from the same department.
 - b. The director of the University libraries or his/her designee.
 - c. One student selected by the Student Government Association.
 - d. The chairperson of this committee shall be elected by the committee from the

- faculty members on the committee.
2. Duties
 - a. To act by making recommendations to the Senate in the form of motions.
 - b. To investigate and make recommendations and/or reports to the Senate on such issues relating to the University libraries as the committee may deem appropriate. These issues may relate to such matters as library policies, budgets, holdings or activities.
 - c. To serve as a channel of communications between the faculty and University librarians.
 - d. To carry out other activities as approved by the Senate or requested by the Executive Committee.
 - e. To report to the Senate at least once each month during each semester.
 - f. The chairperson of the committee shall attend meetings of the Executive Committee as frequently as necessary, no less than once each semester to inform the Executive Committee of the activities of the Library Advisory Committee.
 3. Meetings: the Library Advisory Committee shall meet a minimum of twice each semester.

SECTION VII: TERMS and RESPONSIBILITIES of OFFICE/SUBCOMMITTEES, QUORUM

- A. Terms of office
 1. Except as indicated elsewhere in this constitution, the terms of office of the elected members of standing committees shall be three years. Their terms shall be staggered in such a way that approximately one-third of the faculty representatives are replaced each year. Student members of standing committees shall serve on-year terms.
- B. Vacancies
 1. Vacancies in faculty positions on committees which occur during the academic year shall be filled temporarily by faculty members appointed by the Executive Committee, subject to ratification by the Senate, except for the Professional Committee. Alternates for the Professional Committee will be regularly elected together with other campus committee members. Those vacancies for other committees shall be filled at the next regularly scheduled election.
- C. Responsibilities of Faculty Members Holding Governance Positions
 1. A faculty member elected to or accepting a position in the faculty governance structure shall be obligated to fulfill the duties of that position.
 2. Any member of the Senate or its committees and subcommittees failing to attend any three meetings during the academic year will be considered for removal by the Executive Committee. The Committee will consider removal and present its decisions for ratification to the Senate at the first meeting following a member's third absence.
- D. Compensation for Service in Faculty Government
 1. It is expected that the President of the Senate and the Chairperson of the Academic Affairs Committee each be granted one-quarter reassigned time to perform effectively the duties of their respective offices.
- E. Subcommittees of Senate Standing Committees
 1. Each Standing Committee of the Senate may appoint subcommittees subject to ratification by the Senate provided that the charge to each such subcommittee is clearly stated in writing.
 2. Each subcommittee of the University shall make monthly reports to their oversight Standing Committee. Information from these reports shall become part of the report of the Standing Committee to the University Senate.

- F. Quorum
 - 1. A quorum of a committee shall consist of a majority of the members.
- G. Creation and Abolition of Standing Committees
 - 1. No standing committee shall be created or abolished except by amendment of this Constitution.

SECTION VIII: AMENDMENT PROCEDURES

- A. Proposed amendments to this constitution must first be presented to the Senate.
- B. If a proposed amendment receives approval by a simple majority vote of the Senate, it will then be distributed in writing to the members of the Faculty Assembly.
- C. A meeting of the Faculty Assembly shall be held after one month has elapsed following the distribution specified in B, above. The agenda of this meeting shall include discussion of the proposed amendment.
- D. After the meeting of the Faculty Assembly at which the proposed amendment is discussed, a ballot will be distributed to all members of the Faculty Assembly.
- E. The proposed amendment will be adopted if it receives a two-thirds vote of approval by those voting, provided that at least 25% of the members of the Faculty Assembly cast ballots.

BY-LAWS

Article 1 Credentials

- A. The Senate shall reserve the right to declare a vacancy if the seat in question is not officially elected.
- B. In the event of a vacancy in any elected position except a committee position, the original electing body shall conduct a special election within fifteen class days to elect a new member.

Article 2 Assumption of Duties

All newly-elected officers of the Senate and members of the Senate shall assume office on April 15.

Article 3 Removal

Charges stating failure to fulfill responsibilities on the part of officers, members or appointees may be initiated in writing by any member of the Faculty Assembly. The Executive Committee of the Senate shall hear charges laid before it and shall make a decision accordingly. The decisions shall be reported to the Senate. The Senate may exercise a right of review.

Article 4 Review of the Constitution

The Senate shall establish bi-annually an ad hoc committee to review the constitution and make recommendations for necessary changes.

Article 5 Minutes

Minutes of the Assembly, Senate, and all faculty committees shall be kept and placed on file in the Library and in the University Senate office.

Article 6 Provision of a Senate Office

It is expected that the University shall provide office space and a half-time secretary to be utilized by the President of the Senate during that officer's term of office for Senate affairs.

Article 7 Faculty Assembly Donations

The University Senate is empowered to recommend a suggested donation amount from each member of the Faculty Assembly. Monies collected will be used to support student scholarships specified by the Assembly, the Senate or the Executive Committee.

Article 8 **Parliamentary Procedure**

- A. Robert’s Rules of Order shall be the official source of parliamentary procedure.

- B. A parliamentarian shall be appointed by the President of the Senate. This person shall serve as an advisor to the President of the Senate on matters of Parliamentary procedure.

APPENDIX

DEPARTMENTS (Whenever changes are made to academic departments in this appendix, as soon as those changes take effect, this appendix will automatically be updated.)

Academic & Human Development	Art	Biology
Business Administration	Chemistry & Physics	Communication
Criminal Justice Administration	Education & Special Education	English & World Languages
Geosciences	Health Sciences	History, Philosophy, and Political Science
Library & Information Resources	Mathematics and Computer Information Sciences	Music
Psychology	Social Work	

ad hoc University COMMITTEES and their charges as of November 2013

Under Academic Affairs Committee:

General Education Subcommittee – The General Education Program Committee is a subcommittee of the Academic Affairs Committee.

- 1. Membership: Nine members of the university faculty, students, and administration.
 - a. Seven members of the teaching faculty shall be elected by the Assembly from the academic departments. No more than two members can be from the same department. Members shall serve a three year term and elections will be staggered such that the first year 3 positions are elected, the second and third year 2 positions are elected.
 - b. One student representative will be appointed by the S.G.A. as a voting member of the subcommittee.
 - c. The provost, or provost’s designee, will serve as an ex-officio, non-voting member of the subcommittee.
 - d. The chair of the subcommittee shall be elected by the subcommittee from the faculty members of the subcommittee, and shall attend AAC meetings or send a designee whenever General Education issues are discussed.
- 2. Duties: The GE Subcommittee (GES) oversees the General Education Program. It leads the assessment of the GE Program and the GE Program Review. GES considers changes to the program and forwards program changes to AAC, just as any other academic department would.
 - a. to serve as the General Education Curriculum Committee of the University.
 - b. to review and recommend to the Academic Affairs Committee all General Education curriculum proposals.
 - c. to review and/or recommend to the Academic Affairs Committee matters relating to General Education policies and standards.

- d. to conduct the General Education Program Review and recommend curricular changes to the Academic Affairs Committee based on that review.
 - e. to confer with other committees as appropriate.
 - f. to carry out other activities approved by Senate or suggested by Senate Exec or Academic Affairs.
3. Meetings: GES will meet a minimum of once a month.

The First Year Experience Committee: The First Year Experience Committee is a sub-committee of the Academic Affairs Committee (A.A.C.) of the University Senate.

- 1. Membership
 - a. Six faculty members by and from the assembly; faculty members will be elected through the election process of the University Senate. They will be elected for three year terms in three staggered “classes” of two members each. No more than two members can be from the same department. A member may run and be elected to successive terms on the committee.
 - b. Two voting members from the student body. One student member will be selected annually by the Student Government Association and the other student member will be selected by the current group of peer mentors serving the first-year seminar.
 - c. Two ex-officio & non-voting representatives from Enrollment Services and Student Affairs respectively.
 - d. Other university staff and faculty maybe be asked to attend meetings and participate in the committee’s activities upon invitation by the committee.
 - e. The chairperson shall be elected by the voting members of the committee to preside over, plan, and coordinate the activities of the committee. A vice-chairperson shall be elected by the voting members of the committee to assist the chairperson and serve in the chairperson’s absence.
- 2. Duties
 - a. To serve as a coordinating body to link and advise the various experiences of first-year students at Mansfield University.
 - b. To coordinate with and advise both the Academic and Student Affairs Divisions of the University to the various experiences of first-year students.
 - c. To oversee the implementation of the First-Year Seminar (FYS 1100), including:
 - (1) defining the curriculum for the course
 - (2) creating or adopting appropriate teaching materials
 - (3) coordinating activities linked with the course, such as campus wide speakers and community service activities.
 - d. To recruit faculty to teach the First-Year Seminar.
 - e. To provide appropriate training experiences for faculty who teach first-year students, especially those teaching the First-Year Seminar and other discipline-based first-year orientation courses. This training will be in coordination with the Center for the Advancement of Teaching and Learning and the Academic Advising Center.
 - f. To make recommendations to the Academic Affairs Committee regarding course proposals for other courses, offered by individual disciplines, substitute for RYS 1100 and to provide coordination between those other courses and FYS 1100.
 - g. To recommend and coordinate activities that preceded and occur during the first-year that affect first-year students and are designed to enhance their success at the University. These activities may include:
 - (1) summer orientation activities, summer reading assignments, move-in and start-up activities, and coordinated activities throughout students’ first year.
 - (2) learning communities or course clusters.
 - (3) coordination of relevant events (e.g. films and lectures) and to develop an annual theme for these activities and their offering to first-year students.
 - h. To develop and review assessments of the first-year experience, with the assistance of the Director of Institutional Research and the Assessment

- Committee, including the First-Year Seminar and other discipline-based first-year courses.
 - k. To recommend to the Academic Affairs Committee policies bearing on the success of first-year students at the University, as appropriate.
- 3 Meetings: The FYS committee will meet a minimum of three times during each academic semester.

Under Student Affairs and Admission

Advising Resource Group (ARG): The Advising Resource Group is a subcommittee of Student Affairs and Admissions Committee. It is to report and work as a subcommittee of SAAC and report to them.

1. Membership: Eight members of the university community.
 - a. Six members will be selected from interested faculty nominated by SAAC, ARG, or themselves by the Chair of SAAC to a three year term. No more than two members can be from the same department.
 - b. Director of Academic Advising or designee
 - c. Assistant to the Provost or designee from the area of Academic Records
 - d. One student member will be appointed by S.G.A. as a voting member of the subcommittee
2. Duties: The ARG is to monitor and improve the quality of academic advising. The duties are:
 - a. to monitor the academic advising and to suggest changes in criteria, policies, and procedures to SAAC
 - b. To provide a link for communication between faculty and administration for advising
 - c. To concern itself with matters relating directly to academic advising
 - d. To sponsor advising workshops and information sessions for faculty and departments
 - e. To facilitate training for new faculty
 - f. To keep faculty informed regarding key academic advising issued
 - g. The chair of the subcommittee shall attend SAAC meetings or send a designee whenever advising issues are discussed
3. Meetings: The ARB will meet a minimum of once each semester.

Under Senate Executive Committee

Management Evaluation Committee: This committee conducts an annual evaluation of the President and Provost.

Not under the Senate:

1. Assessment Committee
2. Presidential Commission on the Status of Women (Women's Commission)

For reference purposes: **THE PROFESSIONAL COMMITTEE – APSCUF BY-LAWS** (1998 revision)

ARTICLE VII – COMMITTEES

Section 4. The Professional Committee

The Professional Committee at Mansfield University is the “University-wide committee” mandated by the CBA which acts upon tenure, promotion and sabbatical applications. The committee’s procedures and rules of operation are supervised by APSCUF to insure compliance with the CBA in matters brought before the committee.

- a. The Professional Committee consists of three separate committees; one for sabbatical application review, one for tenure application review, and one for promotion application

review. The Sabbatical committee to meet during the fall semester and the Tenure and Promotion committees to meet during the spring semester. The Chapter President, the Grievance Chairperson and the Meet and Discuss Spokesperson may not be a member of the Professional Committee.

- b. Each committee will have 7 members elected by the faculty through the election process conducted by the University Senate. One member of each committee will be elected from the non-teaching faculty pool. All committee members will serve 3-year terms and no committee member may serve on more than one of the Professional Committees concurrently. Terms will be staggered to help ensure continuity of membership. If an elected committee member fails to complete her/his term of office, she/he will not be eligible to apply to that committee for the duration of the elected term.
- c. Two or more alternate members shall be elected each year, with at least one alternate from each of the teaching and Administrative/Non-Teaching faculty categories. In the event of a resignation from one of the Professional Committees an alternate shall serve on that Committee for the remainder of the unexpired term of the member whom he/she replaces. If a member resigns from a Professional Committee for any reason, he/she may not return to complete his/her unexpired term. If a vacancy occurs and there are no alternates to serve, a special election shall be called in a timely manner by the University Senate Nominations and Elections Committee to elect an alternate from the appropriate faculty category to fill the existing vacancy on the specific Committees.
- d. No two member can serve from the same academic department of the University. No faculty member shall serve on the Professional Committees when he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for tenure, promotion or sabbatical leave. A committee member in this situation shall resign as soon as the conflict becomes known, but in no case later than the start of the academic year in which the conflict will occur.
- e. The elections for the Professional Committees are conducted by the Nominations and Elections Committee of the University Senate, and are held at the same time as the Senate Elections. All faculty eligible to vote in the University Senate elections are eligible to vote in the elections of members of the Professional Committee.
- f. The chairpersons of the Professional Committees shall be elected by the committees from the faculty members on the committees.
- g. The duties of the Professional Committee shall be:
 - i. To have the chairpersons of the committees oversee the processes in the relevant areas of tenure, promotion and sabbatical leave.
 - ii. To follow established University and CBA procedures in the review of tenure, promotion and sabbatical leave applications, and to present recommendations based upon established procedures and criteria to the University President or his/her designee.
 - iii. To recommend to the APSCUF Executive Committee for its approval revisions to existing procedures and criteria by which faculty member are recommended for tenure, promotion and sabbatical leave. All revisions are submitted to State APSCUF for final approval.
 - iv. To review established procedures and make recommendations concerning the maintenance of confidentiality of curricula vitae and other personal information necessary to the operation of the Professional Committee.
 - v. To meet each September with the APSCUF Local President for the purpose of reviewing the Committee's responsibilities under the CBA.