

Academic Senate Bylaws

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Appendix I. Powers and Responsibilities of Committees of the Academic Senate

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Article I. Purpose, Function, and Responsibilities

1.1 Definition

The Academic Senate is the primary governing body at Illinois State University and provides for faculty and student participation in academic governance.

Within the limits established by Illinois legislative statute, the Board of Higher Education, and the Board of Trustees, the Academic Senate is the primary body to recommend educational policy of the University and to advise the President on its implementation.

More detailed information on the structure and functions of the Academic Senate can be obtained from the Illinois State University Constitution, Article V.

1.2 Function and Responsibilities

Illinois State University, founded in 1857 as the first state-supported university in Illinois, has had a long history of worthy traditions and accomplishments. Most of the practices connected with the administration and policy forming activities of the University have grown up gradually as needs developed. This is true with respect to the system for faculty and student participation in university governance, including the system of faculty-student committees. The general catalogs of the University reveal a steady growth in the scope and amount of faculty and student participation in the administrative and policy-forming activities of the University.

In the early years of the University, this participation took the form of personal conferences. With the growth of the institution, a committee system was adopted as a more effective channel whereby faculty members could share in university policy-making, and whereby the

administrative staff could have a systematic method of obtaining the ideas and advice of the faculty. Although faculty committees were listed in the University catalog for the first time in 1911, it is known that some existed before.

By vote of the faculty, the University Council was created and its bylaws were adopted in 1951. From that time until 1970, the Council was the central representative agency for faculty participation in University governance. In the 1970 Constitution of the University, which was adopted by the faculty and students with approval of the administration and the Board of Regents, the Academic Senate was created as the primary governing body of the University. In 1998, the new Board of Trustees approved a University Constitution. A revision, which was approved in 2001, reflected membership changes in the Academic Senate. When creating policy that affects the academic area broadly understood, the President will seek the advice of the academic community through its principle representative body, the Academic Senate

Within the limits established by legislative statute and the authority delegated thereby to the Board of Higher Education and the Board of Trustees, the Academic Senate shall be the primary body to recommend educational policies of the University, including those described below, and to advise the President on their implementation. Policies recommended by the Academic Senate shall be forwarded to the President for consideration. The President may approve or disapprove them, amend them or return them to the Academic Senate for further discussion before final consideration by the President. The Senate shall:

1. Recommend policy for the admission of students to the University.
2. Recommend policy for degree requirements, and the procedures for inaugurating, changing, or terminating degree programs.
3. Recommend policy for the annual calendar of the University.
4. Recommend policy for the adoption and standards of educational and academic conduct common to all elements of the University community.
5. Recommend policy for intercollegiate programs and activities.
6. Recommend policy with respect to student life and conduct.
7. Recommend policy for the evaluation of faculty members including academic administrators in connection with their appointment, promotion, remuneration, and retention.
8. Recommend policy to insure the protection of the rights and privileges of the various elements of the academic community, and establish procedures for the hearing of grievances.
9. Recommend policy and act on report of standing and ad hoc committees of the Academic Senate. Standing Committees shall be established by the Bylaws of the Senate which shall delineate the composition of and the procedures of each committee.
10. Recommend patterns of the academic community's self-government by exercising its authority to delegate responsibility to colleges or departments or committees.
11. Participate in the formulation of capital and operating budgets and requests to be submitted to the Board of Trustees.
12. Participate in the formulation of long range academic plans including those to be submitted to the Board of Trustees.

13. Participate in the formulation of long-range plans for campus buildings and physical facilities.
14. Participate in the formulation of the academic and administrative structure of the University.
15. Advise the President on any matter, at his or her request or on the initiative of the Academic Senate.
16. Participate in the formulation of policies governing the terms under which individuals and groups can use University facilities for out-of-class activities.

The Senate provides for the involvement of members of the academic community in its activities through a committee structure.

Four types of committees exist: Standing Internal Committees; Standing External Committees; Standing Mixed Committees; and Ad hoc Committees. Any member of the academic community may bring issues of concern to the Senate through an appropriate Senate committee or an individual senator.

1.3 Memorandum of Understanding

The Memorandum of Understanding on Board of Trustees and Academic Senate Procedures on Academic Senate Actions is an addendum to the Illinois State University Constitution. The Senate approved the Memorandum, and the document was signed by the Academic Senate Chairperson, Illinois State University's President, and the Illinois State University Board of Trustees in January of 1999.

The Academic Senate agrees that the Board of Trustees has final legal authority and that the Academic Senate makes recommendations to the President and the Board of Trustees.

The President and the Board of Trustees agree that the faculty (or appropriate representative bodies, such as the Academic Senate) has primary responsibility for academic issues, faculty affairs issues and educational issues related to student life and is entrusted with the authority to recommend policies on those issues to the President. The President and the Board of Trustees anticipate that these recommendations will be modified or rejected only in exceptional circumstances.

The Board of Trustees anticipates further that, in the interest of open communication, the President will communicate with the Academic Senate concerning any rationale for modification or rejection of an Academic Senate recommendation pertaining to academic issues, faculty affairs issues and education issues related to student life.

Article II. Membership

The voting membership of the Academic Senate shall consist of 29 elected faculty tenured/probationary faculty members, one non-tenure-track faculty, one faculty associate, 20 elected student members from the Student Government Association, and the President of the

Student Body. The voting membership shall also include a representative of the Administrative Professional Council and a representative of the Civil Service Council.

The ex-officio, non-voting membership shall be: the President of the University, the Vice President and Provost, the Vice President of Student Affairs, the Vice President for Finance and Planning, the Associate Vice President for Research and Graduate Studies, the Chairperson of the Chairs Council, a representative of the Deans Council and the Student Trustee.

To be eligible to serve as a member of the Senate, an undergraduate student shall have been enrolled in the University one full academic term prior to his election and be registered as a full-time student, and a graduate student shall be currently enrolled in graduate school. To be eligible to serve as a member of the Academic Senate, faculty members shall have been faculty members at the University one full academic term prior to their election, and hold a full-time appointment to the rank of assistant professor, associate professor, or professor. A member of the faculty who has an administrative appointment, other than as a department chairperson or head, is not eligible for election to the Academic Senate.

Article III. Miscellaneous Provisions

3.1 Election of Faculty Representatives to Academic Senate

(a) Election of Tenure and Probationary Faculty Members

1. Each College Council or all tenured and probationary faculty of the college in a case where a College Council does not exist, shall adopt provisions determining the method of representation, of nomination, and of election of its representatives to the Academic Senate.
2. Such provisions shall provide for nominations by election and shall allow additional nominations by petition, or they may provide for nominations by a combination of election and petition.
3. Such provisions shall insure (1) a secret ballot in all elections to nominate or elect candidates to the Academic Senate, (2) that an absentee ballot may be obtained by any tenured or probationary faculty member, eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.
4. Colleges shall complete the election of tenured or probationary faculty representatives during the last week in February. The newly elected Academic Senators will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senators shall continue to serve through the month of April.
5. Tenured and probationary faculty representatives shall serve three-year staggered terms.
6. At such times when the Vice President for Academic Affairs and Provost reapportions the number of Senators among the various colleges, it shall, to the extent possible remove from colleges losing Senate positions and give to colleges gaining Senate

positions those positions whose three-year terms expire at the next regular Senate election. If a college must be allocated a new Senate position whose three-year term does not expire at the next regular Senate election, that college shall, at that election, elect a Senator to complete the remaining period of that position's three-year term. At the end of said term, a new election for that position shall be held. If a college shall have more Senators serving concurrent terms than positions to be lost from among such Senators, the positions to be lost shall be those held by the Senators receiving the lower number of votes which elected them to the Senate.

7. Beginning in the 1979 Senate term, Milner Library shall be considered as a college for purposes of Senate apportionment. Milner Library will follow the same election procedures as stipulated for colleges.
8. College provisions for the nomination and election of representatives to the Academic Senate shall be subject to review by the Academic Senate. They may be disapproved by the Senate only if such provisions clearly violate the ISU Constitution or these Bylaws.
9. Only full-time faculty with the rank of Assistant Professor, Associate Professor, and Professor shall be eligible to vote for tenured and probationary members in Senate elections.

(b) Election of Non-Tenure-Track Member

1. The nomination and election processes for the non-tenure-track faculty member of the Senate shall be conducted by the Academic Senate Office.
2. Nominations for the non-tenure-track faculty member of the Senate will be solicited from all non-tenure-track faculty and only from non-tenure-track faculty.
3. Election of the non-tenure-track faculty member of the Senate will be held by secret ballot. An absentee ballot may be obtained by any non-tenure-track faculty member, eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.
4. The Senate Office shall hold the election of the non-tenure-track faculty representative during the last week in February. The newly elected Academic Senator will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senators shall continue to serve through the month of April.
5. The non-tenure-track faculty representative shall serve a one-year term. He or she must be employed by the university during that entire academic year.
6. Only full time and part time non-tenure-track faculty shall be eligible to vote for the non-tenure-track member.

(c) Election of Faculty Associate Member

1. The nomination and election processes for the faculty associate member of the Senate shall be conducted by the Superintendent of the Laboratory School's office.
2. Nominations for faculty associate member of the Senate will be solicited from all full-time, tenured faculty associates.
3. Election of the faculty associate member of the Senate will be held by secret ballot. An absentee ballot may be obtained by any faculty associate eligible to vote, who will be

off campus during the last week in February due to the performance of University business or a leave of absence.

4. The Superintendent's office shall hold the election of the faculty associate representative during the last week in February. The newly elected Academic Senator will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senator shall continue to serve through the month of April.
5. The faculty associate representative shall serve a three-year term.
6. Only full-time faculty associates and part-time faculty associates with a fifty percent assignment or greater shall be eligible to vote.

3.2 Electoral Privileges of Selected Faculty Groups.

Discrete groups of personnel, designated as Faculty by the Constitution, and not directly under the auspices of a specific collegial unit, upon approval by the Academic Senate, shall secure the right to nominate members and participate in faculty elections to the Academic Senate. Any discrete groups so designated will nominate and vote according to the election laws of that college in which members hold academic rank and/or tenure. Adjunct membership in the college Council, for the sole purpose of consideration of College Election Bylaws governing election to the Academic Senate, shall be granted to such groups by the College Council.

3.3 Election of Student Representatives to Academic Senate.

Undergraduate and graduate representatives shall be elected according to rules prescribed by the Student Government Association in consultation with the Graduate Student Association (or in its absence, the graduate students serving on the Graduate Council). All student representatives shall serve one-year terms.

3.4 Determination of the Administrative Professional Council and Civil Service Council Representatives to Academic Senate

A. Administrative Professional Council and Civil Service Council representatives shall be determined by their respective Councils according to procedures of their choosing.

B. The representative of the Administrative Professional Council shall be determined prior to the end of April in order to be seated with the new Academic Senate for the first meeting in May. Normally, the representative of the Civil Service Council is the Chair of that Council, who is elected in July and will be seated in August.

3.5 Vacancies and Absences

A. An elected voting Academic Senator who is absent from five (5) regular Academic Senate meetings or from five (5) regular standing internal committee meetings or from five (5) regular

Faculty Caucus meetings in the same academic year, exclusive of summer terms, shall have vacated their seat. All Academic Senate absence bylaws that apply to Student Senators apply only for Academic Senate and internal committee meeting obligations, and not to other SGA meetings or bodies where SGA sets its own bylaws.

B. Senators who have future long-term absences shall notify the Academic Senate Office at least two weeks prior or sooner if possible. Senators are encouraged to notify committee chairs and the Senate office of all absences.

C. A Senator on sabbatical, leave, student teaching assignment, or extended off campus academic experiences who cannot meet the minimum attendance requirements (Article III, Section 5.A) shall notify the Academic Senate Office. After this notification (and in accordance with Article III, Section 5.B), the Executive Committee of the Academic Senate shall determine whether this person has vacated their seat, or whether a temporary replacement is necessary until the sabbatical, leave, student teaching assignment, or extended off campus academic experience is completed.

D. All vacancies shall be certified by the Senate Office. If the Chair of Senate requests it, or a Senator whose seat has been vacated due to absences request it within five (5) working days of notification their seat was vacated, the Executive Committee of the Academic Senate will review the potential vacancy and consider any extenuating circumstance before vacating the seat. If no such circumstances are found, the senate seat is vacated. No vacancy shall be certified without a reasonable attempt to contact the Senator in question. Academic obligation and extenuating circumstances may be considered before the Executive Committee certifies the seat as vacated. All rights and privileges of being a member shall be in full effect until a vacancy is certified.

E. Certified faculty Senator vacancies shall be replaced by the Academic Senate candidate who received the next highest number of votes in the preceding election from the constituency that elected the Senator vacating the seat, provided that the replacement is otherwise eligible to serve on the Academic Senate, as such eligibility is determined by the Illinois State University Constitution and the election procedures of the constituency whose Academic Senate seat is vacated; and provided that the number of votes received by the candidate is at least 50% of the vote obtained by the Senator being replaced. If no such candidate received the specified number of votes, the constituency group will be required to hold a special election to fill the vacancy. The replacement shall serve until the next Academic Senate election, at which time the constituency involved shall elect someone for the remainder of the unexpired term. A person who has vacated their Senate seat is not eligible to run for the seat again until the term of the seat has expired.

F. In the event that the Academic Senate finds the above procedures to be impractical, the Academic Senate may of its own motion request that the appropriate college council fill a faculty vacancy.

A student vacancy will be filled by the Student Government Association.

G. If there is an Administrative/Professional or Civil Service certified vacancy, then the vacancy shall be filled according to the procedures specified in the Administrative/Professional Council or the Civil Service Council bylaws.

3.6 Standard Balloting and Voting Procedures for Elections of the Academic Senate

A. Nominations shall be made by ballot, by voice, or by other specified procedures. Once nominations are collected, the following procedures for electing the nominees shall be followed.

B. For an election, voting members must be present in accordance with Article V Section 4.D. Present voting members shall include those members physically present and those permitted to join the meeting via video or audio conference resulting from an official accommodation received from the Office of Equal Opportunity and Access (OEOA) as outlined in the Reasonable Accommodation Procedures for Employees or Applicants policy (see policy 1.3.1).

C. On the first ballot, anyone who is nominated that received a simple majority of all persons voting is declared elected. Those who abstain do not count as casting a vote in any part of this voting procedure. If enough candidates on the first ballot receive simple majority of the votes to fill the vacancies, the election will be declared closed. If all the positions are not filled and there are remaining nominees who did not reach a simple majority of the votes on the first ballot, the procedures below will be followed until there are no more nominees or all the positions are filled, whichever comes first.

D. If an election is not complete on the first ballot using the process outlined in C, for any subsequent ballot these procedures will be followed. If the number of candidates is more than double the number of remaining positions to be filled, the number of candidates will be reduced to no more than double the number of remaining positions. Candidates receiving the most votes cast on the previous ballot will be placed on the ballot (e.g., one position left, and three candidates, the two candidates who received the most votes out of the remaining will continue to the next ballot.). The one exception is when there is a tie in votes for the last place on the ballot. All of those tied will appear on the ballot. In these circumstances, the number of candidates on the ballot may be greater than double the number of remaining positions. Voting takes place, and the process continues until all the positions are filled or there are no more nominees, whichever comes first. Once all the positions are filled or the nominees are exhausted the election is declared closed. If an election is unable to be declared closed because of time, or the balloting is tabled until the next meeting, it shall resume with the same candidates and no new candidates are permitted to be nominated until the election is declared closed. If candidates withdraw and the position has not been filled, the election can be closed, and new nominees can be solicited. It is only considered a tie vote if all nominees on the ballot have the same number of votes. After following the previous procedures, and if a tie cannot be broken for all nominees for three consecutive revotes, the tie breaking procedures in E may be used for the remaining candidates.

E. Use of a tie-breaking procedure is not mandatory and if no tie-breaking procedure is adopted the election shall continue with the standard balloting procedure. After a tie in an election occurs

for the third consecutive ballot for all the remaining candidates on every one of the three consecutive ballots, the Academic Senate body may choose to determine the outcome of the election via a coin toss or other similar method. Once a tie-breaking procedure is completed, the candidate(s) who won the tie-breaking procedure is declared elected and the election is closed.

3.7 Election Procedures for External Committees

A. A list of nominees for elections to committees requiring a ballot (e.g. Academic Freedom, Ethics & Grievance Committee, Administrative Selection Committee Chairpersons Panel (hereafter Panel of Ten), Search Committees, etc.) shall be presented to the Senate no later than 48 hours prior to the election session. The Senate may waive this requirement by a two-thirds vote.

B. Standard Senate balloting procedures shall be followed except that a maximum of three ballots shall be conducted. If vacancies exist after three ballots, the vacancies shall be filled by the nominees receiving the largest number of votes on the third ballot with ties being broken by a coin toss.

C. The faculty members of the University Hearing Panel may hold another external committee membership.

D. Except for the Faculty Review Committee (FRC) and the University Review Committee (URC), faculty members of the Academic Freedom, Ethics, and Grievance Committee (AFEGC) may hold another external committee membership on any external committee of the Senate. Faculty members may not serve concurrently on the Panel of Ten or as University Ombudsperson and on the AFEGC. Other restrictions on membership to the AFEGC are listed in Appendix II.

Article IV. Officers

The officers of the Academic Senate shall include a Chairperson, a Vice Chairperson/Student Body President, and a Secretary.

The Chairperson shall be elected annually by and from the Academic Senate. The Chairperson of the Senate shall be a faculty representative who is a member of the Academic Senate and who is not a current acting, interim, or permanent department chair or school director. The Chairperson shall:

1. Keep apprised of reports and other publications and activities by the American Association of University Professors and inform relevant Senate committees of these publications and activities, as well as other important developments in the profession;
2. Help inform the campus community and the public of the importance of tenure and academic freedom to a free and democratic society informed by research and pedagogy that leads the world;

3. Interpret policy for campus constituents, based on past participation in and memory of debates, review of minutes, consultation with long-standing members of the Senate, etc.; for questions in dispute, take such questions to the Executive Committee for a determination of proper interpretation;
4. Represent the Senate on standing university committees, including but not limited to the Academic Planning Committee, the Campus Communication Committee, the Capital Planning and Budget Committee, the Provost's Advisory Council; and on other major committees and task forces, such as accreditation working groups, General Education task forces, longrange financial planning committees, the strategic plan task force, etc.;
5. Preside over the meetings of the Academic Senate; convene special meetings of the Academic Senate when appropriate and/or according to the powers outlined in the Illinois State University Constitution, Article V, Section 1.D;
6. Preside over the Executive Committee of the Academic Senate; convene special meetings when appropriate (Constitution, Article V, Section 2.B & C);
7. Preside over the Faculty Caucus of the Academic Senate; convene special meetings of the Faculty Caucus or of the faculty as a whole when appropriate and/or according to the powers outlined in the Illinois State University Constitution, Article III, Section 6.C;
8. Act as a university liaison when communicating to faculty, staff and students about Executive Committee, Faculty Caucus, and Academic Senate decisions that affect university constituents;
9. Meet regularly with the President and Provost and on an as-needed basis with other vice presidents, associate vice presidents, and administrators to maintain communication, solve problems, and guide, direct and enhance the processes of shared governance;
10. Inform the campus community including new administrators about the powers and responsibilities of the Academic Senate, as well as its procedures;
11. Oversee and guide the extended shared governance system of internal and external Senate committees;
12. Facilitate communication among the Faculty Caucus, the Student Government Association, the Administrative Professionals Council, and the Civil Service Council, in concert with the leaders of those entities;
13. Supervise the Academic Senate's administrative clerk;
14. When necessary, draft, co-author, or initiate drafting by others of new policies, and provide suggested language for revising policies based on confidentially received information;
15. Receive confidential communications from faculty and other members of the campus community, determine optimum avenues for addressing those communications and/or resolving conflicts, and refer individuals contacting the Senate office through the appropriate channels;
16. Manage and guide university processes relating to the Senate, such as the election of Senators
17. Conduct the orientation session for new faculty, student, and staff Senators in late April, with the assistance of the Senate's administrative clerk and the Senate Secretary, when available.
18. Welcome new Senators to the Senate and offer individual orientations each spring for all new members at least 6 weeks prior to the late April Faculty Caucus meeting; contact returning members who have had a break in service with congratulations and

thanks for their service and a similar offer to meet prior to the late April Faculty Caucus meeting.

19. If needed, serve as chair of the Council of Illinois University Senates; discuss and disseminate state-wide information from the public university Senates in Illinois to our Academic Senate and the campus community;
20. Annually convene the Academic Freedom, Ethics and Grievance Committee's first meeting to elect a chair, if no chair has been elected, and inform the committee of its duties and responsibilities (See AFEGC policy & committee description in Appendix 2);
21. Designate a parliamentarian to serve at meetings of the Academic Senate and the Faculty Caucus (Constitution, Article V, Section 1.C);
22. Host and introduce the State of the University address;
23. Lead Founder's Day faculty processional;
24. Other responsibilities as charged.

The Vice Chairperson shall be the President of the Student Body. The Student Body President shall:

1. Preside over meetings of the Academic Senate or the Executive Committee in the absence of the chairperson.
2. Serve as a co-chairperson and voting member of the SGA Executive Committee.
3. Preside at and attend meetings of the Academic Senate, Student Government Association Assembly, Academic Senate Executive Committee, and Student Government Association Executive Committee.
4. Serve as a voting member of the Academic Senate, Academic Senate Executive Committee, one internal Senate committee, and Student Government Association Executive Committee.
5. Serve as the primary ceremonial representative of the student body and Student Government Association.
6. Communicate with and assist the Student Trustee concerning Board of Trustees issues.
7. Deliver a monthly address to the Student Government Association outlining the expected agenda of the Administration for the subsequent two (2) months.
8. Deliver a State of the Student Body Address to the University community during the February of her/his term.
9. Recommend the establishment or abolition of the student commissions to the Assembly.
10. Appoint members and commissions to established commissions.
11. Recommend legislation to the Student Government Association Assembly.
12. Call special meetings of the Student Government Association Assembly.
13. Sign or veto all resolutions and bills passed by the Assembly within five (5) business days of receipt.
14. Remove at will any member of the Student Government Association Executive Cabinet.
15. Perform other duties as assigned.

The Secretary of the Senate shall be elected annually by and from the Academic Senate. The Secretary of the Senate shall be a faculty representative. The Secretary of the Senate shall:

1. Call the roll at full Senate meetings and declare the presence of a quorum;
2. Assist the administrative clerk in maintaining attendance and other Senate records;
3. Tally the vote and maintain voting records at full Senate meetings and at Faculty Caucus meetings when a vote by roll call is necessary;
4. Preside over meeting of the Faculty Caucus in the absence of the chairperson.
5. Preside over meetings of the Academic Senate in the absence of both the chairperson and vice-chairperson.
6. Assist the Chair of the Senate in keeping on top of campus issues.
7. Conduct the annual call for commentary on the performance of the Vice Presidents and reporting the results to the elected members of the Executive Committee, the President and the respective Vice Presidents.
8. Serve on the Executive Committee of the Academic Senate.

Other responsibilities as charged

Article V. Procedures of the Academic Senate

In order that the Academic Senate establish and maintain a reputation as an orderly and deliberative body which investigates, advises and establishes policy, the following procedures are hereby established:

5.1 Procedures to Obtain Action by the Senate

Action on policy matters by the Senate shall proceed through the Filing Stage, the Review & Circulation Stage, the Information Stage, and the Action Item Stage. These procedures towards the Adoption Stage may be suspended only through a unanimous vote of the voting senators present. Present voting members shall include those members physically present and those permitted to join the meeting via video or audio conference resulting from an official accommodation received from the Office of Equal Opportunity and Access (OEOA) as outlined in the Reasonable Accommodation Procedures for Employees or Applicants policy (see policy 1.3.1).

A. The Filing Stage

Any member of the campus community may file a matter for Senate action at any time. A matter is deemed to be filed for Senate action when it is:

1. Placed on an agenda of the Executive Committee, or a standing internal Senate committee, 48 hours before a meeting of said committee; or,
2. Delivered electronically or in person to the Senate chairperson, secretary, or administrative clerk 24 hours before a Senate meeting; or,
3. Communicated orally to the Senate or to a standing internal committee of the Senate (including the Executive Committee).

For any item to receive further consideration, a quorum must have been present during the committee or Senate meeting. Pursuant to the Open Meetings Act (Act), only those members

physically present at the meeting location will be included in the count for a quorum. Members who are permitted to attend by means of video or audio conference resulting from an official accommodation received from the Office of Equal Opportunity and Access (OEOA) as specified in the Reasonable Accommodation Procedures for Employees or Applicants policy (see policy 1.3.1) do not count toward the quorum pursuant to the Act. As well, the chair of the committee or the person requesting that an item be filed by the Senate must formally make this request. In order to complete the Filing Stage, the item needs to be given a sequential number by the administrative clerk of the Senate. This number shall be a combination of the month of the year, the day of the month, the year, and a number representing the order of filing on that date.

Senators are expected to communicate with their constituency on Academic Senate matters and share information received in meetings, including Senate items, when appropriate. If an item is distributed in executive session, however, it should not be shared. All other documents may be shared.

B. The Review & Circulation Stage

Circulation to constituents by senators and others is one of the fundamental functions of the Review & Circulation, Information, and Action Stages.

A matter is in a Review and Circulation Stage when it has been:

1. Assigned by the Executive Committee to an internal committee of the Academic Senate;
2. Assigned by the Executive Committee to a standing external, standing mixed, ad hoc, or advisory committee; or,
3. Under unusual circumstances, referred directly to the committee of the whole by the Executive Committee; or,
4. Referred to an ex-officio member of the Senate or a designated member of an ex-officio's division, who shall report back to the committee in which the item was initially filed.

Under unusual circumstances, the Review and Circulation Stage may be waived by a two-thirds vote of the body.

When an item has been received from an external committee, that item remains in the Review & Circulation Stage if an internal committee determines that it should either conference with the external committee—through the committee chair, a subcommittee, or as a whole—to negotiate changes to a proposed action, and/or send a proposed action back to the external committee from which it originated for reconsideration and/or further review. The internal committee shall retain its power unilaterally to revise the proposed action in lieu of or following a negotiation or resubmission.

C. The Information Stage

An internal committee, an external committee, or the Executive Committee may submit an item to the Executive Committee for consideration for inclusion on the Senate or Faculty Caucus agenda .

The Executive Committee determines if an item may move from the Review & Circulation Stage to the Information Stage. It does so by approving its placement on a Senate or Faculty Caucus agenda as an Information Item.

When an internal committee submits an item, the Executive Committee may choose to:

1. place the item on the Senate or Faculty Caucus agenda;
2. send it back to the internal committee, in some cases with recommendation to return to an external committee;
3. assign it to another committee (internal or external);
4. send it to an ex-officio member for further investigation.

Normally, an external committee will submit an item to the internal committee to which it reports and not directly to the Executive Committee. The internal committee will then submit the proposed item or a revised proposed item to the Executive Committee for consideration for placement on a Senate or Caucus agenda as an information item. The Executive Committee will consider placement on a Senate or Caucus agenda, and either confirm, return to one of the originating committees for further review, or assign per I.B.1 for additional review.

The Executive Committee may propose that an item assigned to the committee of the whole be moved from the Review & Circulation Stage to the Information Stage. In unusual circumstances, an item may be moved from the Review and Circulation Stage to the Information Stage by a two-thirds vote of the Senate or Faculty Caucus.

D. The Action Stage

An item shall be proposed for movement from the Information Stage to the Action Stage only after a minimum of two weeks has passed or by a 2/3 vote of the Senate.

An item can move from the Information Stage to the Action Stage through:

1. The Executive Committee determining that an Information Item is ready. It does so by approving its placement on a Senate or Faculty Caucus agenda as an Action Item.
2. The Senate or Faculty Caucus approving through a 2/3 vote a motion to move an item from Information Stage to Action Stage.
3. The Executive Committee determining that the previously reviewed Information Item is appropriate for the consent agenda (see Article V, F).

E. Adoption Stage

Senate members shall vote on an item in the Action Stage. It is deemed approved if it receives a majority of votes of the voting members present (unless a greater portion is required) and in accordance with Section 4.D. Those who abstain do not count as casting a vote. Present voting members shall include those members physically present and those permitted to join the meeting via video or audio conference resulting from an official accommodation received from the Office of Equal Opportunity and Access (OEOA) as outlined in the Reasonable Accommodation

Procedures for Employees or Applicants policy (see policy 1.3.1). It is not fully adopted until it is approved by the President of the University (see Memorandum of Understanding). A motion to rescind or to amend a previous action of the Academic Senate which has not been enacted requires two-thirds vote for passage.

F. Consent Agenda

The Academic Senate may approve the following items via the consent agenda:

1. Curriculum proposals that have been approved by the Undergraduate Curriculum Committee and/or Graduate Curriculum Committee.
2. Minutes from the Executive Committee, Academic Senate, and Faculty Caucus.
3. Filed Senate items that have completed the Information Stage.

Consent agenda items are considered to be routine, procedural, or items that may not require debate or deliberation.

Curriculum proposals (approved as described in item 1 above) that are forwarded to the Academic Senate for review will automatically be deemed appropriate for the consent agenda. The Senate Office Administrator will place these proposals on the Academic Senate webpage and forward this information to senators for an initial review. At the time of placement on the Academic Senate webpage, an executive summary of curriculum proposals and filed Senate items shall be included. After ten business (10) days, when classes are in session during the Fall and Spring semesters, evaluation of curriculum proposals shall be deemed complete, and the item will be presented in public session for approval to the Academic Senate as a consent agenda item.

If desired, the chair of the Academic Senate may circulate minutes from the Executive Committee, Academic Senate, or Faculty Caucus for consideration for the consent agenda. Ten (10) business days after minutes have been circulated for review to the appropriate group when classes are in session during the Fall and Spring semesters, evaluation of minutes shall be deemed complete, and the item will be presented in public session for approval to the Academic Senate as a consent agenda item.

After an internal committee or the Executive Committee has presented an item to the Academic Senate as an Information Item, the Executive Committee may approve this item for placement on the consent agenda for a subsequent meeting if the Committee deems the proposed changes to the item are routine, procedural, or items that may not require debate or deliberation.

Final Academic Senate approval of all consent agenda items will occur during a regularly scheduled Academic Senate meeting. All items presented on the consent agenda to the Academic Senate will be enacted by one motion. All matters on the consent agenda that are not removed will be voted on by one vote. The motion to adopt the consent agenda shall be nondebatable. There will be no separate discussion on consent agenda items.

After a motion and a second to approve the consent agenda has occurred, a voting Senator may make an oral request for an item to be removed from the consent agenda prior to the vote. The request to remove an item will be non-debatable. Once an item is removed from the consent agenda, the item's next step depends on the item's type as follows:

1. Curricular items removed from the consent agenda during a meeting shall be forwarded to the Executive Committee and given a filing number. The Executive Committee will decide if the curricular item should be routed to an internal committee or placed on a subsequent Academic Senate agenda. The Executive Committee may also decide to place curricular items back onto the consent agenda; but, if the Senator who had requested that the curricular item be removed from the consent agenda does not agree, the item may not go back on the consent agenda.
2. Any minutes removed from the consent agenda shall automatically be added as an agenda item in a subsequent part of the same meeting.
3. Any non-curricular items removed from the consent agenda shall automatically be added as an agenda item in a subsequent part of the same meeting. These items will maintain their status as Action Items and will be managed under regular Senate procedures

G. Senate Resolutions

Although it is not a formal action by the body, the Senate may also issue resolutions. These need not be advisory to the President.

5.2 Procedures for Senate Advisory Items

Advisory items are brought before the Senate using the following procedures:

A. The Filing Stage

An advisory matter is deemed to be filed for Senate action when:

1. it is brought to the attention of the Executive Committee at a regularly constituted meeting; or
2. it is delivered to the chairperson, secretary or administrative clerk of the Senate at least 24 hours before a Senate meeting.

B. The Advisory Stage

After the Filing Stage, the advisory item is placed on the next available Senate agenda.

5.3 Senate Items and Records

A. Agendas

1. The Executive Committee shall set the place, time, and agenda of the Academic Senate. The faculty members of the Academic Senate Executive Committee shall set the place, time, and agenda for all meetings of the Faculty Caucus.

2. Agendas and materials will be distributed to members of the Senate on the Friday prior to the meeting, or within 48 hours.
3. Permission to amend an officially published agenda shall be by 2/3 vote of the members of the body or at the discretion of the Chair.

B. Issues Pending List

1. Members of internal committees of the Academic Senate shall receive a list of issues pending senate action that have been assigned to their committee by the Executive Committee. Items on this list have been filed for Senate action according to the procedures described above. The Executive Committee and members of the standing internal committees may add items to the Issues Pending list.
2. Items may not be removed from the Issues Pending list without approval of the Executive Committee.

5.4 Meetings

A. The Academic Senate shall meet at least once each month, with the exception of June and July. The Academic Senate shall establish this meeting schedule through approval of it in the spring.

B. Meetings during June and July are subject to call by the Academic Senate Executive Committee.

C. The Chairperson of the Senate may convene a special session of the Academic Senate when necessary and shall be obliged to call a special meeting when requested to do so by the Executive Committee, the President of the University, or in his or her absence the Provost, or a petition signed by one fifth of the members of the Academic Senate.

D. A majority (one more than one half) of the membership of the Academic Senate shall constitute a quorum. No business shall be acted on or approved unless a quorum is present.

Pursuant to the Open Meetings Act (Act), only those members physically present at the meeting location will be included in the count for a quorum. Members who are permitted to attend by means of video or audio conference resulting from an official accommodation received from the Office of Equal Opportunity and Access (OEOA) as specified in the Reasonable Accommodation Procedures for Employees or Applicants policy (see policy 1.3.1) do not count toward the quorum pursuant to the Act.

E. Opportunity for Public Comment

The Academic Senate of Illinois State University welcomes constructive communications from members of the University community and the citizens of Illinois. Students, faculty and staff are encouraged to provide information relative to the academic mission of the University.

The Academic Senate will allow up to ten (10) minutes in total for public comments and questions during a public meeting. An individual speaker will be permitted two (2) minutes for his or her presentation. When a large number of persons wish to speak on a single item, it is recommended they choose one or more persons to speak for them. The Academic Senate will accept copies of the speakers' presentations, questions and other relevant written materials. When appropriate, the Academic Senate may provide a response to a speaker's questions within a reasonable amount of time (24 hours or more) following the speaker's presentation.

An individual who wishes to make a presentation during a public meeting should sign the sign-in sheet held by the Secretary prior to the start of the public meeting so that the Chair may be made aware of the request. In the event the number of requests to address the Academic Senate at a public meeting exceeds the time available for public comments, the requests will be approved based upon the order of requests listed on the sign-in sheet and requests remaining will be carried over to the next scheduled meeting in the order requested.

F. Members Eligible to Make Motions

Members may make motions. Non-voting members, such as administrative representatives or executive secretaries, appointed by the President annually, may be permitted to make motions only if the membership so designates.

G. Amendments to Action Items

Amendments to action items are permitted. These may be accomplished through amendments from the floor or through other means, such as offering changes to the Senator making the motion prior to the meeting. The Senator making the motion and the Senator seconding the motion (or a majority of the committee that the Senator represents in making the motion) must both agree to the change for it to be considered a friendly amendment. All other amendments must be made through a formal motion to amend, debated, and voted upon by the entire body. Regardless of what means is chosen in offering or proposing amendments, those changes involving complex wording should ordinarily be given in writing for distribution to the voting body at least 24 hours prior to consideration of the action item.

H. Voting Procedures of the Academic Senate – see Art. III, sect. 6

Article VI. Senate Committees

6.1 Creation of Committees

The Academic Senate may create such standing and ad hoc committees as it deems useful to the exercise of its authority. Consistent with Article V, Section 2.D of the Constitution, members of such committees shall be recommended by the Executive Committee of the Academic Senate, subject to approval or rejection by vote of the Academic Senate. For each committee, the Academic Senate shall determine its authority, duties, procedures, size, terms of office, and general composition of its membership (number of faculty, students, Senators, administrators,

others), voting rights, and the sequential disposition of its reports and recommendations to various bodies within and external to the University.

6.2 Powers and Responsibilities of Committees of the Academic Senate

Composed by Academic Senate Chairperson Austin Lane Crothers on August 30, 2004 and endorsed by the Executive Committee of the Academic Senate on September 9, 2004, the Powers and Responsibilities of the Committees of the Academic Senate document details the role of the committees of the Academic Senate (see Appendix I).

1. Responsibility to the Academic Senate

All committees created by the Academic Senate shall report to and derive authority from the Academic Senate and only the Academic Senate. Final or interim reports or recommendations of such committees shall be made to the Academic Senate. By vote, the Academic Senate shall determine whether it will receive such reports and whether it will adopt such recommendations. No provision of this section, or any other section, of these bylaws shall be construed to preclude administrative officers from creating administrative committees or other administrative bodies, assigning to them such duties and powers as they desire, and appointing members of the Illinois State University community to serve on them, provided that any proposals for Academic Senate action forthcoming from such administrative committees or bodies shall be subject to the procedures set forth in these Bylaws.

6.3 Types of Committees

Committees created by the Academic Senate normally shall be one of the following types:

A. Standing Internal Committees

Such committees shall be composed exclusively of Senators. Each such committee shall be delegated responsibility for a general, broad policy area as the Academic Senate may, from time to time, designate in these bylaws (see Appendix II). Proposals for action by the Academic Senate, including reports and recommendations emanating from other committees and bodies, shall be assigned to, and reviewed by, the relevant policy area committees prior to being considered by the Academic Senate.

B. Standing External Committees

Such committees shall be composed solely of members who are not Senators. Each such committee normally shall be delegated responsibility in a relatively narrow policy area.

C. Standing Mixed Committees

Such committees shall be composed of Senators and persons who are not Senators. Each such committee normally shall be delegated responsibility in a relatively narrow policy area.

D. Ad Hoc Committees

Such committees shall be created for a discrete purpose, which shall be completed by a terminal date. Upon completion of their purpose or the advent of the terminal date, whichever comes first, the committee shall be disbanded, provided that, upon reasonable cause, the Academic Senate may extend the terminal date and the life of the committee. The composition of such committees shall be determined by the Academic Senate.

E. Affiliated Groups

Affiliated groups are not external committees of the Academic Senate. However, because these groups work closely with internal and external committees of the Academic Senate, these committees are posted on the Academic Senate website with any relevant information (e.g. bylaws, policies, or descriptions). The following affiliated group shall be composed solely of members who are not Senators: The Academic Freedom, Ethics, and Grievance Committee.

The following affiliated groups may have Senators and non-Senators as members: the Campus Communication Committee to the Board of Trustees, the Graduate Council, and the University Service Awards Committee.

F. Constitutionally Specified Committees

Such committees shall have the composition, authority, and duties provided in the Illinois State University Constitution, and such other authority and duties, not inconsistent with the Constitution, which may be assigned to them by action of the Academic Senate.

Constitutionally specified standing internal committees of the Academic Senate shall be composed exclusively of Senators, as specified in the Constitution. Currently, the Executive Committee of the Academic Senate is the only constitutionally specified standing internal Committee (see Illinois State University Constitution, Article V, Sections 1 and 2).

Constitutionally specified standing external committees shall be composed solely of members who are not Senators. The University Review Committee is a constitutionally specified standing external committee (see Illinois State University Constitution, Article III, Section 6.D).

There are two constitutionally specified standing affiliated committees. The Campus Communication Committee to the Board of Trustees is a constitutionally specified committee (see Illinois State University Constitution, Article V, Section 3).

External committees of the Senate shall be composed of persons who are not Senators. The Academic Freedom, Ethics, and Grievance Committee is a constitutionally specified committee (see Illinois State University Constitution, Article III, Sections 5.A and 5.B) composed solely of members who are not Senators.

G. Advisory Committees to Administrative Officials or Agencies

Such committees shall be created to advise administrative officers and agencies on the formation and execution of policy, or to hear and investigate complaints by the members of the academic community affected by a given administrative officer or agency, or both, and to perform such other duties as may be assigned to them by the Academic Senate.

6.4 Formal and Informal Association

No provision of this section, or any other section, of these Bylaws shall be construed to preclude formal or informal association among two or more committees, simultaneous or sequential consideration of reports or recommendations by two or more committees, or joint meetings of two or more committees, unless such actions shall be specifically prohibited by the Academic Senate. Liaisons are a special category discussed in Article VI, Section 6.D of these Bylaws.

6.5 Other Committees

No provisions of this section, or any other section, of these Bylaws shall be construed to prevent the Academic Senate from creating any type or form of committee.

6.6 Bylaws Related to All Senate Committees

A. All Committees – Activities of Committees

Committees created by the Academic Senate may:

- Act as investigative and deliberative bodies for the purpose of making reports and recommendations to the Academic Senate.
- Devolve into sub-committees.
- Conduct hearings on matters related to their purpose.
- Co-opt expert, non-voting consultants.
- Engage in such other activities as are normally assumed by committees, provided such activities are not inconsistent with the Illinois State University Constitution, these Bylaws, or action by the Academic Senate (see Appendix I).

B. All Committees – Selection of Committee Members

Membership of each committee created by the Academic Senate shall be selected by means of appointment, election, or a combination of appointment and election, as determined by the Illinois State University Constitution, these bylaws, or action of the Academic Senate. Appointed

members of committees shall be seated by action of the Academic Senate, upon recommendation of the Executive Committee of the Academic Senate. The Executive Committee of the Academic Senate shall solicit names for proposed members of appointed committees from various sources, and in particular from Academic Senate standing internal committees, including the Student Caucus of the Student Government Association. When a vacancy exists on any committee, the Executive Committee of the Academic Senate should make advance notice of such vacancy to the Academic Senate. Any Academic Senate voting member may nominate, with written recommendations if desired. When a vacancy is certified for any committee whose membership requires designated collegial representation, that vacancy normally shall be filled by the method used to select the original member. However, if the Executive Committee reports a lack of qualified nominees for the vacancy, the Executive Committee shall use the following procedure to select a nominee for the vacancy: (1) The Executive Committee will notify the Academic Senate and the Dean of the appropriate college of the vacancy and shall request the names for this vacancy within ten (10) business days; (2) if no names are received within ten (10) business days, the Executive Committee will then disregard the requirement of designated collegial representation and select a nominee from among other qualified nominees without regard to collegial representation. Such a nominee will serve, if appointed, until the end of the original member's term. See Article III, Section 5.D.

If there are student Senator vacancies, the vacancies will be filled according to the governing documents of the Student Government Association. Also see Article III, Section 5.E of these bylaws.

C. All Committees – Selection of Subcommittee and Temporary Chairpersons

A chairperson on any committee may appoint sub-committee chairpersons as needed and a temporary chairperson to serve in their absence. If the chairperson is unable to serve in that capacity, a new chairperson shall be selected according to the relevant provisions of this section.

D. All Committees – Liaisons

Some committees have liaisons specified in the bylaws of both committees who are not members of the Academic Senate and are not members of a committee. Liaisons represent other constituencies outside the Senate structure or in some cases there may be liaisons between external committees of the Academic Senate. The function of a liaison is to provide information that might be helpful or important to the members of the standing committee and to make the members aware of concerns and suggestions from other constituencies. A liaison is a limited participant in committee meetings. Liaisons are non-voting, cannot make a motion, cannot participate in debate on a motion, and do not count as committee members for the purposes of determining the quorum. Liaisons receive access to all materials provided to members of the committee in non-executive session and may attend non-executive session meetings. They shall be permitted to participate in discussions. Liaisons cannot participate in executive session and will not be provided materials related to an executive session. Any materials that are identifying in nature or need to be kept confidential as determined by the chair of the committee shall not be

provided to liaisons. The role of the liaison must be listed on the committee which has the liaison in Appendix II.

E. All Committees – Assignment of Proposals to Committees

Proposals for action by the Academic Senate shall be referred to committees by vote of the Executive Committee of the Academic Senate (see Article V, Section 1.B of these bylaws). The referrals to committees shall be communicated to the Academic Senate through the publication of the agenda and minutes of the Executive Committee of the Academic Senate and shall be effective unless disapproved by the Academic Senate. The Executive Committee of the Academic Senate may also send proposals for Academic Senate action directly to the full Academic Senate as provided for in Article V, Section 1.C. Additionally, if deemed of immediate importance, the full Academic Senate may, by a majority vote, move any proposal for action onto the Academic Senate agenda as an Information Item. The full Academic Senate may move such items from the Information Stage to the Action Stage, with or without prior referral to a standing internal committee, through the procedures detailed in Article V, Section 1.D of these bylaws.

F. All Committees – Format of Committee Recommendations

Committees reporting policy recommendations to the Academic Senate shall submit their recommendations in substantially the following formats:

- Statement of the problems dealt with.
- A list of the principal policy options considered by the committee members who favored each option at the final writing of the committee report.
- A discussion, for each policy option listed, of the significant pro and con arguments for that option.
- The policy options recommended by the Committee, or a majority of its members, with the reasons why this option was recommended if such reasons are not self-evident. The Academic Senate may, from time to time, selectively exempt from this format specific recommendations reported by committees.

G. All Committees – Committee Report Prior to Academic Senate Action

The Academic Senate shall not normally consider a matter which is the responsibility of a committee or board until the committee has reported on the matter to the Academic Senate, provided that no sooner than thirty (30) business days after the committee was created and charged with its duties, and upon a request of at least two (2) members of the committee, or upon the initiative of the Academic Senate, the Academic Senate may vote to direct the committee to make an interim report on its progress.

H. All Committees – Circulation of Membership

Approximately one-fourth of the membership of a committee (at a minimum) shall be retired each year and replaced with new members, provided that, for purposes of this section, the membership of a committee need not necessarily be deemed to include officers of the Academic Senate, the President of the Student Body, the President and Vice Presidents of the University, or others who hold membership on a committee because of other offices held.

I. All External Committees – Absence and Vacancies Policy

When a committee member's absences total more than one-third of the regularly scheduled committee meetings, they shall have vacated their seat.

The minimum number of total absences that shall cause a committee member to vacate their seat shall be no less than two times. External committees that have subcommittees shall clarify in Appendix 2 if the subcommittee meetings are considered regular meetings and how the absences of subcommittee meetings are counted toward vacancy of a committee member's seat on the external committee. All absences are counted within the same academic year exclusive of summer terms. External committees shall notify the Senate Office when the total absences of a member of an external committee reaches one more than one-third of the scheduled regular meetings or three absences for committees that meet less frequently.

All vacancies shall be certified by the Senate Office. No vacancy shall be certified without a reasonable attempt to contact the member in question. All rights and privileges of being a member shall be in full effect until a vacancy is certified.

Certified vacancies shall be replaced by the method used to select the original member. The replacement shall serve until the end of the original member's term. A person who has vacated their seat on a committee is not eligible to fill the seat again until the term of the seat has expired.

J. All Committees – Notification of Vacancies

Committee members who anticipate vacating their committee assignments shall so notify the chairperson of their committee at the earliest practicable time. Chairpersons of committees shall report all vacancies on their respective committees to the Chairperson of the Academic Senate within ten (10) business days of receiving notification of the vacancy.

K. All Committees – Annual Report on Committee System

The Academic Senate Office shall make available on a continuing basis the "Committee Structure of the Academic Senate of Illinois State University" (see Appendix II).

L. All Committees – Modifications of Committee Functions

Modifications in the functions of a committee must be approved by the Academic Senate.

M. All Committees – Quorum for Business

A quorum of the committee must be physically present to conduct committee business. A quorum is a majority of the currently seated voting members of a committee where not otherwise specified by the Senate. Pursuant to the Open Meetings Act (Act), only those members physically present at the meeting location will be included in the count for a quorum. Members who are permitted to attend by means of video or audio conference resulting from an official accommodation received from the Office of Equal Opportunity and Access (OEOA) as specified in the Reasonable Accommodation Procedures for Employees or Applicants policy (see policy 1.3.1) or from the Student Access and Accommodation Services (SAAS) for student members do not count toward the quorum pursuant to the Act.

N. All Committees – Members Eligible to Make Motions

Voting members may make motions. Non-voting members, such as administrative representatives or executive secretaries, may be permitted to make motions only if the committee membership so designates. Liaisons do not count as members of committees see Article VI, Section 6D for the limitations and role of liaisons.

O. All Committees – Procedures for Voting

- a. Committees will take action on items using processes and procedures detailed in the most current version of Robert's Rules of Order.
- b. When there is a vote, an item is approved if that item receives the majority of votes cast unless a greater portion is required as specified within these bylaws. Those who abstain do not count as casting a vote.

P. All Committees – Procedures of Committees

Committees shall follow established procedures in conducting their business. Committees must follow procedures as defined in the Academic Senate Bylaws and Open Meetings Act requirements. If it is necessary to change any procedures for a committee, the committee can vote to change the procedure if it follows all requirements and procedures within these bylaws and follows the Open Meetings Act. Disputes regarding committee procedures shall be decided by the Rules Committee of the Academic Senate.

Q . All Committees – Recommending Policy Changes

Before recommending any new policy or any modification of existing policy, a committee shall discuss its recommendations with the appropriate Vice President if that Vice President is not a member of the Committee, or with the Vice President's designated representative in case of the extended unavailability of the appropriate Vice President. If required, the approval of the recommendation by the Vice President will be sought or obtained before it is forwarded to the Academic Senate and to the President.

R. All Committees – Policy Approval by the President

Before any new policy or any modification of existing policy may become effective, it must be approved in writing by the President. Such policies shall be consistent with the policies of the Board of Trustees, the Illinois State University Constitution, and the decisions of the Academic Senate.

S. All Committees – Disposition of Committee Minutes

Until committee minutes have been approved, they shall not be sent to anyone except committee members and liaisons. Minutes shall be kept for all meetings held. Without necessarily discussing details, minutes should indicate persons physically present, persons attending by means of video or audio conference, items and areas discussed, and action taken. The approved minutes should be sent to the Academic Senate Office Administrator.

6.7 Bylaws Related to Standing Internal Committees

A. Standing Internal Committees - Establishment

These are the Academic Senate standing internal committees:

1. Academic Affairs Committee
2. Administrative Affairs and Budget Committee
3. Executive Committee of the Academic Senate
4. Faculty Affairs Committee
5. Faculty Caucus
6. Faculty Caucus Executive Committee
7. Planning and Finance Committee
8. Rules Committee
9. Student Caucus of the Student Government Association
10. University Policy Committee

B. Standing Internal Committees - Composition

Normally each such committee shall have (a) faculty Senators, (b) student Senators, and (c) the University Vice President (or designee) whose area(s) of administrative responsibility is relevant to the legislative area of said committee. Exceptions include the Faculty Affairs Committee, the Faculty Caucus, and the Faculty Caucus Executive Committee, which have only faculty Senators along with the Provost (or designee) as members, and the Student Caucus of the Student Government Association. Some committees include an Administrative/Professional or Civil Service Senator. Some committees include Liaisons, but they are not committee members and are limited participants as described in article VI Section 6D. The composition of each committee, including the number, and voting rights of committee participants, as well as a detailed description of the committees' jurisdiction and functions, are described in Appendix II.

C. Standing Internal Committees – Legislative Jurisdiction

“Legislative jurisdiction” shall be defined to include recommending changes in structure, function, and membership of other University committees to the Rules Committee; receiving and studying reports and proposals for Academic Senate action from such other University committees prior to making legislative recommendations about such reports and proposals to the Academic Senate; and maintaining such communications with such other University committees as each Academic Senate standing internal committee shall deem necessary and proper to fulfill its functions as set forth in this Section.

The legislative jurisdiction of each standing internal committee is determined by the Bylaws (Appendix II). The Academic Senate standing internal committees shall have legislative jurisdiction with respect to selected other University committees as specified in “Committee Structure of the Academic Senate of Illinois State University” (see Appendix II).

Each committee shall study reports and recommendations assigned to it prior to sending them to the full Academic Senate, may amend such reports and recommendations, and may originate reports and recommendations. In its reports to the Academic Senate, each committee may (a) recommend passage, (b) recommend against passage, or (c) make no recommendation (See Appendix I of the Academic Senate bylaws).

Each such committee may recommend to the Executive Committee of the Academic Senate members for appointive committees.

D. Standing Internal Committees – Selection of Committee Chairperson

Each Academic Senate standing internal committee shall elect one and only one faculty chairperson from among its members. Committee chairpersons shall serve one-year terms.

E. Standing Internal Committees – Term Limitations

All appointments to standing internal committees are for one-year terms.

Term Limitation - Faculty and student Senators may not serve as a member of the same standing internal committee (Academic Affairs Committee, Administrative Affairs and Budget Committee, Faculty Affairs Committee, Planning and Finance Committee, Rules Committee, University Policy Committee) for more than three (3) consecutive one-year terms unless the Executive Committee of the Academic Senate determines that such service is in the best interest of the Academic Senate. This term limitation does not apply to the Executive Committee of the Academic Senate, the Faculty Caucus Executive Committee, the Faculty Caucus, and Student Caucus of the Student Government Association. This limitation does not apply to an ex officio (e.g., administrative member or representative) member of a committee.

6.8 Bylaws Related to Other Committee Types

A. Mixed, Ad Hoc, and Advisory Committees – Senators as Members

Except for standing external committees, or unless otherwise determined by the Academic Senate, at least one elected Senator shall be a member of each committee, with voting rights.

B. Mixed/External Committees – Establishment

The Academic Senate standing external committees are:

1. Academic Planning Committee
2. Athletics Council
3. Council for Teacher Education
4. Council on General Education
5. Faculty Review Committee
6. Financial Exigency Committee
7. Library Committee
8. Reinstatement Committee
9. Textbook Affordability Committee (mixed committee)
10. University Appeals Board
11. Undergraduate Curriculum Committee
12. University Hearing Panel
13. University Review Committee

The number and composition of members on these committees, as well as a detailed description of their charge, are described in Appendix II of these bylaws.

C. External Committees – Selection of Committee Members

Unless otherwise specified in these Bylaws, all appointed or elected members of standing external committees shall be appointed or elected at a meeting of the Academic Senate following the election of Senators in February of each year, but before May 1 of the same year. Terms of office shall begin by September 1 of the same year.

Student members of standing external committees must be in good academic standing and not on disciplinary probation.

D. External, Mixed, Ad Hoc, and Advisory Committees – Selection of Chairperson

Each committee, with at least a majority of its membership elected, shall elect one and only one chairperson annually from among its members, unless a different term of office is specified by the Illinois State University Constitution, these Bylaws, or action of the Academic Senate.

Each committee, with at least a majority of its membership seated, may have its chairperson appointed annually (or for the life of the committee in the case of ad hoc committees) by the Chairperson of the Academic Senate, with the advice and consent of the Executive Committee of the Academic Senate. Exceptions include:

- Academic Senate standing internal committees.
- Committees where the selection of the committee chairperson is determined by committee bylaws approved by the Academic Senate or policies approved by the Academic Senate.

Such appointments shall be effective unless disapproved by the Academic Senate. If the Chairperson of Academic Senate does not exercise this option for a given appointive committee, the chairperson shall be elected by, and from, the voting membership of said committee.

E. External, Mixed, Ad Hoc, and Advisory Committees – Term Limitations

No person shall serve on the same external, mixed, ad hoc, or advisory committee longer than two (2) consecutive terms without specific approval of the Executive Committee of the Academic Senate when the Executive Committee of the Academic Senate determines that such service is in the best interest of the Academic Senate. An individual is re-eligible for service after one year off the committee. This limitation does not apply to persons named to fill a vacancy of less than two years duration or to an ex officio (e.g., administrative member or representative) member of a committee.

F. External and Mixed Committees – Service Limited to One Committee

Excepting Academic Senators, normally no person shall serve on more than one standing committee of the Academic Senate during any one year.

G. Affiliated Groups

See Article VI, Section 3.E for general remarks about Affiliated Groups. The number and composition of members on these committees, as well as a detailed description of their charge are described on the Academic Senate website.

1. Academic Freedom, Ethics, and Grievance Committee
2. Campus Communication Committee to the Board of Trustees
3. Graduate Council
4. University Service Awards Committee

Article VII. Amendments to the Bylaws

Since the Bylaws of the Academic Senate defines the characteristics of the Academic Senate and prescribes how the Academic Senate functions, the following procedures for amending the Bylaws are hereby established:

7.1 Procedure to Obtain Action on an Amendment

An amendment to the Bylaws of the Academic Senate must proceed through the Filing, Review and Circulation, Information, Action, and Adoption stages as detailed in Article V, sect. 1.

7.2 Adoption of an Amendment

Passage of an amendment to the Bylaws of the Academic Senate shall be by a two-thirds majority of the present voting members, in accordance with Article V, Section 4.D. Those who abstain do not count as casting a vote. Present voting members shall include those members physically present and those permitted to join the meeting via video or audio conference resulting from an official accommodation received from the Office of Equal Opportunity and Access (OEOA) as outlined in the Reasonable Accommodation Procedures for Employees or Applicants policy (see policy 1.3.1). It is not fully adopted until it is approved by the President of the University (see Memorandum of Understanding).

7.3 Suspension of this Bylaw

This bylaw cannot be suspended under the provisions of Article V.

Appendix I. Powers and Responsibilities of Committees of the Academic Senate

Composed by Senate Chairperson Austin Lane Crothers on August 30, 2004; endorsed by the Academic Senate Executive Committee on September 9, 2004

The Executive Committee is offering this primer regarding the power and responsibilities of committees of the Academic Senate to facilitate their work this year.

A. Significance of the Academic Senate in University Shared Governance

As committees do their work this year, it is important to remember that the University's traditions, history, and institutions recognize the central importance of the Academic Senate in University governance. This means that the Academic Senate has substantial authority in shaping policy across significant areas of the University. It also means the Academic Senate has special responsibilities in addressing the University's business.

The Academic Senate's central role in University governance is primarily recognized in three documents: the University Constitution, the "Blue Book" supplement to the Bylaws of the Academic Senate, and the Memorandum of Understanding. The University Constitution, for example, plainly states: "The primary governing body at Illinois State University shall be

the Academic Senate, which shall provide for faculty and student participation in academic governance.” (ARTICLE V. Academic Governance, Section 1. Academic Senate) Likewise, borrowing some language from the University Constitution while further defining the authority and responsibility of the Academic Senate, the Blue Book states:

When creating policy that affects the academic area broadly understood, the President will seek the advice of the academic community through its principle representative body, the Academic Senate.

Within the limits established by legislative statute and the authority delegated thereby to the Board of Higher Education and the Board of Trustees, the Academic Senate shall be the primary body to recommend educational policies of the University, including those described below, and to advise the President on their implementation...

The Senate shall:

1. Recommend policy for the admission of students to the University.
2. Recommend policy for degree requirements, and the procedures for inaugurating, changing, or terminating degree programs.
3. Recommend policy for the annual calendar of the University.
4. Recommend policy for the adoption and standards of educational and academic conduct common to all elements of the University community.
5. Recommend policy for intercollegiate programs and activities.
6. Recommend policy with respect to student life and conduct.
7. Recommend policy for the evaluation of faculty members including academic administrators in connection with their appointment, promotion, remuneration, and retention.
8. Recommend policy to insure the protection of the rights and privileges of the various elements of the academic community, and establish procedures for the hearing of grievances.
9. Recommend policy and act on report of standing and ad hoc committees of the Academic Senate. Standing Committees shall be established by the Bylaws of the Senate which shall delineate the composition of and the procedures of each committee.
10. Recommend patterns of the academic community's self-government by exercising its authority to delegate responsibility to colleges or departments or committees.
11. Participate in the formulation of capital and operating budgets and requests to be submitted to the Board of Trustees.
12. Participate in the formulation of long range academic plans including those to be submitted to the Board of Trustees.
13. Participate in the formulation of long-range plans for campus buildings and physical facilities.
14. Participate in the formulation of the academic and administrative structure of the University.

15. Advise the President on any matter, at his or her request or on the initiative of the Academic Senate.
16. Participate in the formulation of policies governing the terms under which individuals and groups can use University facilities for out-of-class activities. ...

A. Academic Senate

The Academic Senate is the primary governing body at Illinois State University and provides for faculty and student participation in academic governance.

Finally, the "Memorandum of Understanding," which was signed in January 1999, states:

The Academic Senate agrees that the Board of Trustees has final legal authority and that the Academic Senate makes recommendations to the President and the Board of Trustees.

The President and the Board of Trustees agree that the faculty (or appropriate representative bodies, such as the Academic Senate) has primary responsibility for academic issues, faculty affairs issues and educational issues related to student life and is entrusted with the authority to recommend policies on those issues to the President. The President and the Board of Trustees anticipate that these recommendations will be modified or rejected only in exceptional circumstances.

The Board of Trustees anticipates further that, in the interest of open communication, the President will communicate with the Academic Senate concerning any rationale for modification or rejection of an Academic Senate recommendation pertaining to academic issues, faculty affairs issues and education issues related to student life.

B. Powers of Committees of the Academic Senate

The extended analysis of shared governance at Illinois State University offered above makes it clear that the Academic Senate has substantial authority within the University. Substantial authority brings with it the ability and need to conduct serious, thoughtful analyses of the issues it faces. Accordingly, committees should be aware that they have the authority and power to take many actions that will facilitate their work:

- To raise issues of concern within their field of responsibility, whether in response to a request from the Executive Committee, an internal committee, a University administrator, a University community member, or a committee's particular interest;
- To, through their own initiative, gather and collect information relevant to an issue;
- To request University administrative staff collect and present information relevant to an issue;
- To request information, whether in person or in writing, from anyone who might provide valuable insights into the issue under study;

- To formulate draft plans and policies that they then solicit commentary about;
- To accept or reject ideas and plans referred to them by the Executive Committee or other sources;
- To oversee the operations of the external committees, if any, that report to the committee. Such oversight includes the authority to make sure the external committee is following appropriate University rules and regulations as it undertakes its operations in the name of the internal committee;
- To expect timely responses to requests for information;
- To have access to appropriate means of communicating and promulgating their plans, policies, and requests for information to the University community;
- To expect that the recommendations they make, if adopted by the Academic Senate, will be carried out by the University administration;
- To form subcommittees to further their work, subject to the requirements of the Illinois Open Meetings Act;
- To hold supplemental meetings if necessary to facilitate their work;
- To contact the Chair of the Academic Senate to enforce their prerogatives and answer their concerns;
- To contact appropriate University administrators or the Chair of the Academic Senate if they have encountered difficulties, such as unresponsive staff persons or scheduling conflicts, in carrying out their responsibilities;
- To take appropriate time to understand the issues that come before them.

Note that for the upcoming Academic Year, the office of the Vice President and Provost has developed a list of appropriate staff contacts on an issue-by-issue basis. This will certainly facilitate the collection and promulgation of information this year.

C. Responsibilities of Committees of the Academic Senate

Just as committees have powers, they also have responsibilities. Among these are:

- Timeliness in addressing the issues before them;
- Professional, respectful debate on the facts and policies they consider;
- Due diligence in considering issues and their alternatives;
- Full, fair, and serious consideration of the realistic issues and concerns associated with particular policies or programs;
- Presentation of appropriate information to the Academic Senate to facilitate the Senate's decision-making;
- Cooperating with University administrators and other constituents in achieving shared goals;
- Taking and keeping meeting minutes;
- Keeping the Executive Committee informed of the status of the issues before it, including an expected decision date for any pending information and action items;
- Committee organization intended to facilitate the committee's business;
- Broad consultation with relevant groups affected by particular policies and issues.

These lists are, at most, partial. However, they are suggestive of the minimum powers and responsibilities shared by the standing committees of the Academic Senate. Committees should

deploy any of these—or other—powers to help them fulfill their responsibilities. Keeping the principles of shared governance, the role of the Academic Senate, and the powers and responsibilities of committees in the forefront of our work should help the Senate and the University achieve our shared goals more effectively and efficiently.

Appendix II. Committee Structure of the Academic Senate at Illinois State University

Four types of committees exist: standing internal committees; standing external committees; standing mixed committees; and ad hoc committees. The Executive Committee of the Academic Senate is a constitutionally specified standing internal committee. The jurisdiction, function, membership, voting rights, and bylaws of each committee of the Academic Senate are detailed below.

A. EXECUTIVE COMMITTEES

EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE

The membership of the Executive Committee of the Academic Senate consists of the President and the Provost of the University, six faculty members, and four students. The Chairperson, Vice Chairperson/Student Body President, and Secretary of the Academic Senate are automatically members of the Executive Committee of the Academic Senate. The remaining seven members are elected annually by and from the membership of the Academic Senate as specified below.

The Executive Committee of the Academic Senate expedites the business of university governance by:

1. Following the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keeping reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Establishing the place and time and agenda for all meetings of the Academic Senate.
4. Recommending faculty and administration members of all University committees which are subject to review and confirmation by the Academic Senate.
5. Recommending items for consideration of any University committee.
6. The Executive Committee should, whenever possible, assign items to committees that have an appropriate jurisdiction.
7. Reviewing Vice Presidential Commentary Surveys and forwarding the raw data to the President.
8. Performing any other duties assigned to it by the Academic Senate.

Election of Members:

Faculty Senators nominated for the Executive Committee of the Academic Senate shall be endorsed by the Faculty Caucus in a special meeting held during the last meeting of the spring semester. The final list of faculty Senator nominees shall be submitted to the Academic Senate for vote during the first meeting at the end of the spring semester. The election will follow the rules in Article III, Section 6.

Student Senators of the Executive Committee are the Student Body President, President of the Assembly, Vice President of the Assembly, and the Secretary of the Student Caucus of the Student Government Association.

FACULTY CAUCUS EXECUTIVE COMMITTEE

The membership of the Faculty Caucus Executive Committee consists of the Provost of the University and six faculty members. The Chairperson and the Secretary of the Academic Senate are automatically members of the Faculty Caucus Executive Committee. The remaining four faculty members are the same faculty members elected annually to serve as members of the Executive Committee of the Academic Senate.

The Faculty Caucus Executive Committee expedites the business of the Faculty Caucus by:

1. Following the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keeping reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Establishing and approving the place, time, and agenda for all meetings of the Faculty Caucus.
4. Placing the selection of faculty to any committees for which a request has been made by external constituencies for faculty Senator representation onto the Faculty Caucus agenda for confirmation by the Faculty Caucus.
5. Performing other duties assigned to it by the Faculty Caucus.
6. Performing other duties as prescribed to it by policy 3.3.8 or any other University policy.

B. INTERNAL COMMITTEES

ACADEMIC AFFAIRS COMMITTEE

Membership (11 voting and 1 ex-officio, non-voting):

- Six (6) Tenured/Tenure Track Faculty, voting

- Five (5) Students, voting
- One (1) Ex Officio, non-voting: Vice President for Academic Affairs and Provost (or designee)

One (1) liaison, non-committee member, non-voting, non-Senator representative of the Administrative/Professional Council

Jurisdiction: Academic Programs and Policies

Functions :

The Academic Affairs Committee will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Elect a chairperson from among its faculty members, and a secretary from among its student and faculty members.
4. Select annually a member of the Academic Affairs Committee to serve a one-year term on the Academic Planning Committee. If no Academic Affairs Committee members volunteer, the Committee will forward the vacancy to the Executive Committee of the Academic Senate, who will seek volunteers among current Senators to be approved by the committee of the whole.
5. Review all issues, including policies, procedures, and proposals, which are relevant to academics, and provide findings and recommendations to the Academic
6. Review proposed changes to the General Education Program and provide recommendations to the Academic
7. Monitor (jointly with the Student Caucus of the Student Government Association) the Academic Progress Alert System.
8. Provide oversight of and receive reports from the following committees or panels:
 - a. Academic Planning Committee
 - b. Council for Teacher Education
 - c. Council on General Education
 - d. Library Committee
 - e. Reinstatement Committee
 - f. Undergraduate Curriculum Committee
 - g. Joint report regarding the University Appeals Boards and the University Hearing Panel
9. Request each year that the Associate Vice President for Enrollment Management make a report to the Academic Senate on all underrepresented students at ISU.

10. Perform other tasks as assigned by the Executive Committee of the Academic Senate.

ADMINISTRATIVE AFFAIRS AND BUDGET COMMITTEE

Membership (9 voting and 1 ex officio, non-voting):

- Five (5) Tenured/Tenure Track Faculty, voting
- Four (4) Students, voting
- One (1) Ex Officio, non-voting: Vice President for Finance and Planning (or designee)

One (1) liaison, non-voting: non-Senator representative of the Administrative/Professional or Civil Service Council

Jurisdiction: Administrative Policies and Procedures and Annual Budget Concerns

Functions :

The Administrative Affairs and Budget Committee will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Elect a chairperson from among its faculty members, and a secretary from among its student and faculty members.
4. Review all issues, including policies, procedures, and proposals, which are relevant to administrative affairs, and report their findings and recommendations to the Academic
5. Have jurisdiction over Administrative Policies and Procedures. This includes:
 - a. Conducting an analysis of costs, staffing, and enrollment data for all new and expanded academic and administrative programs.
 - b. Providing oversight of the use of the Academic Impact Fund and making recommendations to the Provost and the Academic Meeting annually with the Office of the Provost regarding all aspects of the fund, requesting and receiving a report on searches authorized for permanent hires during that year and the enrollment, faculty, and other qualitative and quantitative data used to determine their distribution across colleges. Also at this time, requesting and receiving a report regarding the cash flows over the previous calendar/fiscal year cycle (e.g., cy/fy20 in the fall of 2020 or spring of 2021). Then drafting annual recommendations.

- c. Meeting with representatives from the Office of the Vice President for Finance and Planning and the Office of the Provost early in the year prior to the October Board of Trustees meeting to receive a report on the operating budget for the current fiscal year.
 - d. Meeting with representatives from the Office of the Vice President for Finance and Planning and the Office of the Provost early in the Spring to review more specific plans for the upcoming fiscal year operating budget requests.
 - e. Receiving and reviewing a report of the total athletics budget from the Director of Athletics.
6. Have jurisdiction over Annual Capital Planning and Budgeting.
 7. Facilitate the participation of the Academic Senate in the formulation of specific plans for campus facilities and grounds. This includes:
 - a. Receiving from Facilities Services the capital budget for the current fiscal year in September.
 - b. Meeting with representatives from Facilities Services early in the year to receive, review, and if necessary, provide input to the executive summary of the preliminary capital budget for the next fiscal year.
 - c. Meeting with representatives from Facilities Services in September to receive, review, and discuss the executive summary of the Internal Budget, listing all projects to be undertaken during that year.
 - d. Reviewing with representatives from Facilities Services how the annual facilities improvement projects implement the Campus Master Plan and providing advice and recommendations on the University's capital planning process.
 8. Administer commentary on the President annually.
 9. Review annually Academic Calendar issues as forwarded by the Executive Committee of the Academic Senate.
 10. Collaborate closely with the Planning and Finance Committee to articulate the relationships between annual operating and capital budgets and University long-range plans and budgets.
 11. Review and approve changes to questionnaires for evaluating deans and department chairs/school directors per Policy 3.2.15 Administrator Evaluation.
 12. Perform other tasks as assigned by the Executive Committee of the Academic Senate.

FACULTY AFFAIRS COMMITTEE

Membership (5 voting and 1 ex officio, non-voting):

- Three (3) Tenured/Tenure Track Faculty, voting
- One (1) Non-Tenure Track Faculty, voting
- One (1) Faculty Associate or Tenured/Tenure Track Faculty Senator, voting
- One (1) Ex Officio, non-voting: Vice President for Academic Affairs and Provost (or designee)

Jurisdiction: Policies Primarily Impacting Faculty, Faculty Elections

Functions :

The Faculty Affairs Committee will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Elect a chairperson and a secretary from among its elected members.
4. Review all issues, including policies, procedures, and proposals which are relevant specifically to faculty, and provide findings and recommendations to the Faculty Caucus and/or the Academic Senate.
5. Provide oversight of and receive reports annually from the following committees:
 - a. Academic Freedom, Ethics, and Grievance Committee.
 - b. Faculty Review Committee.
6. Provide oversight and receive reports annually from the University Ombudsperson Council (see Procedures section of Policy 3.2.12 for more details).
7. Make faculty nominations to external committees of the Academic Senate. These nominations will be voted on by the Faculty Caucus.
8. Perform other tasks as assigned by the Executive Committee of the Academic Senate.

FACULTY CAUCUS

Membership (32 voting and 1 ex officio, non-voting):

- Twenty-Nine (29) Tenured/Tenure Track Faculty Senators, voting
- One (1) Non-Tenure Track Faculty Senator, voting
- One (1) Faculty Associate Senator, voting
- One (1) Representative of the Academic Chairs and Directors Subcommittee of the Academic Leadership Council, voting
- One (1) Ex Officio, non-voting: Vice President for Academic Affairs and Provost (or designee)

Officers: The Chairperson of the Academic Senate will serve as chairperson of the Faculty Caucus, and the Secretary of the Academic Senate will serve as secretary of the Faculty Caucus. If the Chairperson is absent from a meeting of the Faculty Caucus, then the Secretary will serve as chair.

Jurisdiction: Appointment, Salary, Promotion and Tenure Process; Academic Freedom, Ethics, and Grievance Policy; University Professor and Distinguished Professors policies; and Tenure policy 3.2.6.

Functions :

The Faculty Caucus will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Nominate by election a chairperson and a secretary for the Academic Senate.
4. Nominate by election four faculty members to the Executive Committee of the Academic Senate.
5. Provide oversight of and make recommendations regarding any tenure or promotion policy, and the Appointment, Salary, Promotion and Tenure (ASPT) policies. Proposals to modify the ASPT policies may be initiated by the University Review Committee (URC) or the Faculty Caucus. After consideration of a proposed modification, the URC will forward initial or revised wording to the Faculty Caucus. The Faculty Caucus may send a URC proposal back to the URC for further consideration. Final recommendations shall be made by the Faculty Caucus and transmitted directly to the office of the President. These recommendations do not require endorsement by the Academic Senate as a whole.
6. Review annual promotion and tenure documents from the Office of the Provost.
7. Advise the Provost on any salary increment programs.
8. Discuss and provide recommendations for other tenure-related issues not specifically given to the Faculty Affairs Committee.
9. Receive recommendations from the Faculty Caucus Executive Committee for faculty appointments to any committee for which a request has been made for Academic Senate faculty representation. The Faculty Caucus will nominate and vote on those faculty candidates. All faculty appointments must be communicated to the Academic Senate office.
10. Receive nominations from the Faculty Affairs Committee for standing external committees and vote on those nominations within the Faculty Caucus. All faculty appointments must be communicated to the Academic Senate office.
11. Endorse nominees for Distinguished Professorships.
12. Meet as needed.
13. Provide oversight of and receive reports from the University Review Committee.
14. Discuss other issues as needed and may request reports from appropriate individuals/committees on topics of interest to the Faculty Caucus.
15. Perform other tasks as assigned by the Faculty Caucus Executive Committee.

PLANNING AND FINANCE COMMITTEE

Membership (10 voting and 2 ex officio, non-voting):

- Five (5) Tenured/ Tenure Track Faculty, voting

- Four (4) Students, voting
- One (1) Administrative/Professional or Civil Service Council Senator, voting
- Two (2) Ex Officio, non-voting:
 - Vice President for Academic Affairs and Provost (or designee)
 - Vice President for Finance and Planning (or designee)

Jurisdiction: Planning and Finance Concerns

Functions :

The Planning and Finance Committee will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Elect a chairperson from among its faculty members, and a secretary from among its elected members.
4. Make recommendations to the Academic Senate on all programs, procedures, policies, and proposals that have a broad or long-range budgetary impact. The committee will:
 - a. Evaluate the progress made in allocating campus resources (both new and reallocated) to the University's highest priorities as defined in its academic and capital strategic plans.
 - b. Recommend changes in either the broad goals or directions in campus planning or in budget strategies aimed at achieving those goals.
 - c. Evaluate the sources of funds available to the University including:
 - a. Study the effect on the budget of proposals requesting new or internally reallocated resources.
 - b. Analyze policies and trends in the reallocation of resources.
 - c. Analyze the trend in new State resources and in tuition and fee income.
 - d. Analyze the trend in grant and local income, and Foundation income.
5. Actively participate in formulating the University's Strategic Plan.
6. Review the report on the annual capital and operating budgets with the Administrative Affairs and Budget Committee, review the Academic Facilities Priority Report, and actively participate in formulating the Master Plan.
7. Review overall institutional planning including staffing plans, external relations, and co-curricular programs such as intercollegiate athletics, residential life, and student life.
8. Meet with the President (or designee) to discuss University long-range academic, administrative, and capital plans and related fiscal plans and policies.
9. Perform other tasks as assigned by the Executive Committee of the Academic Senate.

RULES COMMITTEE

Membership (9 voting and 1 ex officio, non-voting):

- Five (5) Tenured/Tenure Track Faculty, voting
- Four (4) Students, voting
- Ex Officio, non-voting: Vice President for Academic Affairs and Provost (or designee)

Jurisdiction: Constitution, Bylaws

Functions :

The Rules Committee will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Elect a chairperson from among its faculty members, and a secretary from among its student and faculty members.
4. Review any proposed changes as needed, for the Illinois State University Constitution and submit any changes to the Academic Senate.
5. Review any proposed changes as needed, for the Bylaws of the Academic Senate and submit any changes to the Academic Senate.
6. Review proposed changes to the college bylaws and submit recommendations to the Academic Senate.
7. Review proposed changes to the Graduate School bylaws and submit recommendations to the Academic
8. Make initial recommendations regarding the University governance structure or on any governance issue and submit recommendations to the Academic
9. Consult with Academic Senate chairperson regarding interpretation of Academic Senate bylaws upon request.
10. Perform other tasks as assigned by the Executive Committee of the Academic Senate.

STUDENT CAUCUS OF THE STUDENT GOVERNMENT ASSOCIATION

Membership (21 voting and 2 ex officio, non-voting) :

- President of Student Body, voting
- Twenty (20) SGA Student Senators (elected or appointed), voting

- One (1) Ex Officio, non-voting: Dean of Students (or designee)
- One (1) Ex Officio, non-voting: Student Trustee

Jurisdiction: Student Problems and Concerns

Officers: The Student Body President shall serve as Chair, the President of the Assembly shall serve as Vice Chair, and the Secretary of the Assembly shall serve as Secretary.

Functions:

The Student Caucus of the Student Government Association will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III, Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Review any issue related to student academic affairs, including policies, procedures, or proposals, and make recommendations to the Academic Senate.
4. Make recommendations regarding student governance and submit recommendations to the Academic Senate as appropriate.
5. Monitor (jointly with the Academic Affairs Committee) the Academic Progress Alert System.
6. Communicate all student appointments to external committees of the Academic Senate made by the Vice President of the Student Body to the Academic Senate office.
7. Conduct a regular review of the Code of Student Conduct and review and approve all bylaws created to carry out the Code of Student Conduct.
8. Review, upon written request of students or University offices, the rules and regulations affecting students established on the recommendation of any University office to determine if such rules and regulations are consistent with the philosophy and intent of the Code of Student Conduct.
9. Monitor and receive reports from the Athletics Council, jointly with the University Policy Committee.

Perform other tasks as assigned by the Executive Committee of the Academic Senate.

UNIVERSITY POLICY COMMITTEE

Membership (10 voting and 2 ex officio, non-voting):

- Five (5) Tenured/Tenure Track Faculty, voting
- Four (4) Students, voting

- One (1) Administrative/Professional or Civil Service Council Senator, voting
- Two (2) Ex Officio, non-voting:
 - Vice President for Academic Affairs and Provost (or designee)
 - Vice President for Student Affairs (or designee)

One (1) liaison, non-voting: non-Senator representative of the Civil Service Council

Jurisdiction: Policies Affecting the University as a Whole, Student Life Policies

Functions :

The University Policy Committee will:

1. Follow the procedures of the Academic Senate Bylaws and the Open Meetings Act, including for public comment (Article V, Section 4.E), absences and vacancies (Article III Section 5), quorum (Article VI, Section 6.M), voting (Article VI, Section 6.O), and agendas (Article VI, Section 6.P).
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Article VI, Section 6.S of the Academic Senate Bylaws. Approved minutes will be forwarded to the Academic Senate Office Administrator for permanent storage.
3. Elect a chairperson from among its faculty members, and a secretary from among its elected members.
4. Review any proposed changes as needed to policies related to the University as a whole and submit any changes to the Academic Senate.
5. Review any proposed changes needed to student life policies not addressed by Student Caucus of the Student Government Association and submit any changes to the Academic Senate.
6. Provide oversight of and receive reports from the following mixed and external committees of the Academic Senate:
 - a. Athletics Council
 - b. Textbook Affordability Committee
7. Perform other tasks as assigned by the Executive Committee of the Academic Senate.

External Committees

Amendments to Bylaws