

BYLAWS OF THE ACADEMIC SENATE

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ARTICLE I. PURPOSE, FUNCTION, AND RESPONSIBILITIES

Section 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.

Section 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.

Section 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. ELECTIONS

Section 1 – Election of Faculty Representatives to the Academic Senate

A. Election of Tenured 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 Faculty 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.

Section 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.

Section 3 – Election of Student Representatives to the 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.

Section 4 – Determination of the Administrative Professional Council and Civil Service Council Representatives to the 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.

Section 5 – Vacancies and Absences

A. An elected Academic Senator absent, without notification, from two (2) regular Senate meetings, exclusive of summer terms, shall be considered to have vacated his or her seat.

B. Notification before one week after the scheduled meeting shall constitute an excused absence. The elected Senator shall contact the Senate office in person, by telephone, or in writing. No more than two (2) consecutive excused absences shall be permitted.

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

D. Certified non-student vacancies shall be replaced by the Senate candidate who received the next highest number of votes in the preceding election from the constituency that elected the Senator unable to serve, provided that the replacement is otherwise eligible to serve on the Senate, as such eligibility is determined by the University Constitution and the election procedures of the constituency whose 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 an 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.

E. In the event that the Academic Senate finds the above procedures to be impractical, the Academic Senate may of its own motion request the appropriate college council to fill a faculty vacancy. A student vacancy will be filled by the Student Government Association. No more than 50% of the student senators shall be so appointed or a term of no more than nine months shall be filled in this manner.

F. Persons on sabbatical, leaves of absence, student teaching assignments, or extended off campus academic experiences must notify the Executive Committee which will determine whether a vacancy will occur.

Section 6 – Voting Procedures of the Academic Senate

A. Nominations shall be made by ballot, by voice, or by other specified procedures.

B. Anyone receiving a majority (i.e., nominated by at least 50%, plus one, of all persons participating in the nomination) of votes on a nomination ballot is declared elected. If an election is not completing after Step #2, the election will proceed as follows:

C. All persons nominated shall have their names appear on the first ballot unless they decline the nomination.

D. Anyone receiving a majority of votes on the first ballot is declared elected. Further balloting, if necessary, continues according to the following steps: On each ballot, the number of candidates will always be double the number of remaining people to be elected; these candidates will be those receiving the highest numbers of votes cast on the previous ballot. If there is a tie for last place, a larger number of candidates may appear on the ballot.

Section 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, 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. The Chairperson shall:

1. Safeguard the principles contained in the Memorandum of Understanding;
2. Manage and guide policy reviews and other potential Senate and Faculty Caucus action items, including elections and nominations of faculty to the Senate, to standing Senate committees, administrative search committees (Panel of Ten search committees), and other standing and ad hoc committees of the University;
3. Maintain a current understanding of academic and intellectual matters as they impact the core academic mission, faculty and programs, and staff; advise the President, Provost and Vice President of Finance and Planning on these matters;
4. Maintain a current understanding of budgetary matters and their potential benefits and impacts to the core academic mission, to faculty and programs, and to staff; advise the President, Provost and Vice President of Finance and Planning on these matters;
5. Lead faculty participation in long-range planning and financing for the university as a whole and for its core academic mission;
6. Advocate for the rights of all employees and students; advise individual faculty members of their rights and responsibilities, and refer them to conciliation, mediation and grievance bodies where appropriate;
7. 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;
8. 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;
9. 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;
10. 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, long range financial planning committees, the strategic plan task force, etc.;
11. 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;
12. Preside over the Executive Committee of the Academic Senate; convene special meetings when appropriate (Constitution, Article V, Section 2.B & C);

13. 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;
14. 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;
15. 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.
16. Inform the campus community including new administrators about the powers and responsibilities of the Academic Senate, as well as its procedures;
17. Oversee and guide the extended shared governance system of internal and external Senate committees;
18. 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;
19. Supervise the Academic Senate's administrative clerk;
20. When necessary, draft, co-author, or initiate drafting by others of new policies; provide suggested language for revising policies based on confidentially received information;
21. 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;
22. Manage and guide university processes relating to the Senate, such as the election of Senators
23. 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.
24. 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.
25. 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;
26. 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);
27. Designate a parliamentarian to serve at meetings of the Academic Senate and the Faculty Caucus (Constitution, Article V, Section 1.C);
28. Host and introduce the State of the University address;
29. Lead Founder's Day faculty processional;
30. 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.
9. 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:

Section 1 – Procedures to Obtain Action by the Senate

Action on policy matters by the Senate shall proceed through the Filing Stage, 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.

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 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. 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 agenda, Faculty Caucus agenda, or Senate Consent 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 agenda, or Faculty Caucus agenda as an Information Item. It may also choose to place an item on the Academic Senate Consent agenda (see Article V, sect. 1.F).

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

1. place the item on the Senate or Faculty Caucus agenda;
2. place the item on the Senate Consent agenda;
3. send it back to the internal committee, in some cases with recommendation to return to an external committee;
4. assign it to another committee (internal or external);
5. 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.

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 Caucus agenda as an Action Item.

2. The Senate or Caucus approving through a 2/3 vote a motion to move an item from Information Stage to Action Stage.

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. 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 University Curriculum Committee.
2. Minutes from the Executive Committee, Academic Senate, and Faculty Caucus.
3. Filed Senate items that have completed the Review & Circulation Stage

Curriculum proposals and minutes from the Executive Committee, Academic Senate, and Faculty Caucus are automatically placed on the consent agenda. An internal committee may request that the Executive Committee place an item on the consent agenda if it deems that the changes requested are largely editorial. The Executive Committee may also consider an item for placement on the consent agenda independent of a request to do so from another internal committee.

The Executive Committee makes the final decision regarding whether items shall be placed on the Senate consent agenda.

At time of placement on the Academic Senate web page, an executive summary of curriculum proposals and filed Senate items shall be included.

A senator may request that an item be removed from the consent agenda. Items removed from the consent agenda are given a filing number, if needed, and forwarded to the Executive Committee. The Executive Committee decides if the item should be routed to an internal committee, sent back to an internal committee for further review, or placed on either the Senate or Faculty Caucus agenda. The Executive Committee may also decide to place the item back onto the consent agenda; but, if the senator who had requested that the item be removed from the consent agenda does not agree, the item may not go back on the consent agenda.

After ten (10) days when classes are in session during the Fall and Spring semester (excluding weekends, holidays, breaks and final evaluation periods), curriculum proposals and minutes of the body are deemed approved. After twenty (20) days when classes are in session during the Fall and Spring semester (excluding weekends, holidays, breaks and final evaluation periods), Senate items on the consent agenda are deemed approved by the Academic Senate.

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.

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

Section 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.

Section 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.

Section 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.

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

Section 1 – Creation of Committees

The 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, subject to approval or rejection by vote of the Senate. For each committee, the Senate shall determine its authority, duties, procedures, size, terms of office, and general composition of its membership (number of faculty, students, Senators, administrators, others), and the sequential disposition of its reports and recommendations to various bodies within and without the University.

Section 2 – Powers and Responsibilities of Committees of the Academic Senate

Composed by Senate Chairperson Austin Lane Crothers in August 30, 2004 and endorsed by the Senate Executive Committee 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 1)

A. Responsibility to the Senate

All committees created by the Senate shall report to and derive authority from the Senate and only the Senate. Final or interim reports or recommendations of such committees shall be made to the Senate. By vote, the 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 ISU community to serve on them, provided that any proposals for Senate action forthcoming from such administrative committees or bodies shall be subject to the procedures set forth in these Bylaws.

Section 3 – Types of Committees

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

A. Standing Internal Senate 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 2). 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 Senate 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 at 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. Constitutionally-Specified Committees

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

Internal Constitutionally-Specified Committees 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 Constitution, Article V, sect. 1 and sect. 2).

Constitutionally-Specified Standing Mixed Committees shall be composed of Senators and persons who are not Senators, as specified in the Constitution. The the Campus Communication Committee to the Board of Trustees is a Constitutionally-Specified Standing Mixed Committee (see ISU Constitution, Art. V, sect. 3).

Constitutionally-Specified Standing External Committees shall be composed solely of members who are not Senators. The Academic Freedom Ethics and Grievance Committee and the University Review Committee are a constitutionally-specified Standing External Committees (see ISU Constitution, Art. III, sect. 6D and Art. III, sect. 5 A and B).

F. 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.

Section 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 liaison 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 Senate.

Section 5 – Other Committees

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

Section 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 relative 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 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 Constitution, action of the Academic Senate, or both. Appointed members of committees shall be seated by action of the Academic Senate, upon recommendation of the Executive Committee of the Senate. The Executive Committee shall solicit names for proposed members of appointed committees from various sources, and in particular from Senate Internal Standing Committees and the Student Government Association. When a vacancy exists on any committee, the Rules Committee of the Senate should make advance notice of such vacancy to the Senate. Any Senate 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 Rules Committee reports a lack of qualified nominees for the vacancy, the Rules Committee shall use the following procedure to select a nominee for the vacancy: (1) The Rules 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) working days; (2) if no names are received within ten (10) days, the Rules 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, for the rest of the academic year.

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 his or her 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 – Assignment of Proposals to Committees

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

E. All Committees – Format of Committee Recommendations

Committees reporting policy recommendations to the 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.

F. All Committees – Committee Report Prior to Senate Action

The 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 Senate, provided that no sooner than 30 days after the

committee was created and charged with its duties, and upon a request of at least two members of the committee, or upon the initiative of the Senate, the Senate may vote to direct the committee to make an interim report on its progress.

G. All Committees – Circulation of Membership

Approximately one-fourth of the membership of a committee (as 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.

H. All Committees – Absence Policy

Any committee member absent, without notification, from three consecutive committee meetings, exclusive of summer vacation, shall be considered to have vacated his or her seat.

Notification before one week after the scheduled meeting shall constitute an excused absence. The member shall contact the Senate Office in person, by telephone, or in writing. No more than two (2) consecutive excused absences shall be permitted.

All vacancies shall be certified by the Senate. 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.

Persons on sabbaticals, leaves of absence, student teaching assignments, or extended off campus academic experiences must notify the Executive Committee, which will determine whether a vacancy will occur.

Elected Academic Senators who, by this policy, are certified as having lost their Internal Committee seats may be treated as Senate certified vacancies under Article III, sect. 5 of these Bylaws.

I. 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 10 days of receiving notification of the vacancy.

J. 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 2).

K. All Committees – Modifications of Committee Functions

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

L. All Committees – Quorum for Business

A quorum (a majority of the voting membership of a committee where not otherwise specified by the Senate) must be present to conduct committee business.

M. 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.

N. All Committees – Procedures of Committees

Committees shall follow established procedures in conducting their business. These procedures may be less formal than those of a legislative body, but they shall be procedures agreed to by the members of the committee. Disputes regarding committee procedures shall be decided by the Rules Committee of the Academic Senate.

O. 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 he or she is not a member of the Committee, or with his or her 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 President and to the Academic Senate.

P. 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.

Q. All Committees – Disposition of Committee Minutes

Until committee minutes have been approved, they shall not be sent to anyone except committee members. Minutes shall be kept for all regular meetings where a quorum is present. Without necessarily discussing details, minutes should indicate persons present, items and areas discussed, action taken, and discussion topics anticipated for the next meeting. Also, minutes should indicate the office or agency to which the committee's recommendations were sent, if applicable. The approved minutes should be sent to committee members, the administrative clerk of the Academic Senate, the appropriate Vice President, the President, the Student Body Vice President for the attention of the Student Government Association, and to other appropriate persons as determined by the committee.

Section 7 – Bylaws Related to Standing Internal Committees

A. Internal Standing Committees - Establishment

These are the Senate Internal Standing Committees:

Academic Affairs Committee

Administrative Affairs and Budget Committee

Executive Committee of the Academic Senate

Executive Committee of the Faculty Caucus

Faculty Affairs Committee

Faculty Caucus

Planning and Finance Committee

Rules Committee

Student Government Association

B. Internal Standing Committees - Composition

Normally each such committee shall have, among its voting members, both faculty and student members of the Senate and the University Vice President whose area or areas of administrative responsibility is relevant to the legislative area of said committee. In case of the absence of a Vice President from a committee meeting, a designated representative may be present at the meeting.

The number and composition of members on these committees, as well as a detailed description of its jurisdiction and function, are described in Appendix II.

C. Internal Standing Committees – Legislative Jurisdiction

The Executive Committee shall determine the legislative areas of each Internal Standing Committee unless disapproved by the Senate. Each committee shall study reports and recommendations assigned to it prior to sending them to the full Senate, may amend such reports and recommendations, and may originate reports and recommendations. In its reports to the Senate, each committee may (a) recommend passage, (b) recommend against passage, (3) make no recommendation.

The Senate Internal Standing 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 2).

“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 Senate action from such other University committees prior to making legislative recommendations about such reports and proposals to the Academic Senate; and maintaining such liaison with such other University committees as each Senate Internal Standing Committee shall deem necessary and proper to fulfill its functions as set forth in this Section.

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

D. Internal Standing Committees – Selection of Committee Chairperson

Each Senate Internal Standing Committee shall elect one and only one chairperson from among its members. Committee chairpersons shall serve one-year terms.

E. Internal Standing Committees – Term Limitations

One Year Terms - All appointments are for one-year terms.

Term Limitation - Unless specifically permitted elsewhere in these Bylaws, no person shall serve on the same Senate Internal Standing Committee longer than three consecutive one-year terms without specific approval of the Executive Committee when the Executive Committee determines that such service is in the best interest of the Senate. This limitation does not apply to an ex-officio (e.g., administrative member or representative) member of a committee.

Section 8 – Bylaws Related to Other Committee Types

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

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

B. External Committees – Establishment

The Standing External Senate Committees of the Academic Senate are:

Academic Freedom Ethics and Grievance Committee

Academic Planning Committee

Athletic Council

Council for Teacher Education

Council on General Education

Economic Well-Being Committee

Faculty Review Committee
Honors Council
Library Committee
Reinstatement Committee
Textbook Affordability Committee
University Appeals Board
University Curriculum Committee
University Hearing Panel
University Review Committee
University Service Awards Committee

The number and composition of members on these committees, as well as a detailed description of its charge, are described in Appendix 2 of this document.

C. External Committees – Selection of Committee Members

Unless otherwise specified in these Bylaws, all appointed or elected members of External Standing Committees shall be appointed or elected at a meeting of the Academic Senate following the election of the 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 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 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 Senate, with the advice and consent of the Executive Committee. Exceptions include:

Senate Internal Standing Committees;

Committees where the selection of the committee chairperson is determined by committee bylaws approved by the Senate or policies approved by the Senate.

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

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

(All committees of the Senate other than Internal Standing Committees)

Two-Term Limitation - No person shall serve on the same committee longer than two consecutive terms without specific approval of the Executive Committee when the Executive Committee determines that such service is in the best interest of the 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.

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:

Section 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.

Section 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 members voting.

Section 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 bearing 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 is a Constitutionally-Specified Standing Internal Committee. The jurisdiction, function, membership and optional bylaws of each committee of the Academic Senate are detailed below.

Executive Committee of the Academic Senate

The membership of the Executive Committee 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. The remaining seven members are elected annually by and from the membership of the Academic Senate.

The Executive Committee expedites the business of university governance by:

1. Establishing the place, time, and agenda for all meetings of the Academic Senate;
2. Recommending faculty, student, and administrative members for all university committees which are subject to review and confirmation by the Academic Senate;
3. Recommending items for consideration to appropriate University committees;
4. Reviewing Vice Presidential Commentary Surveys and forwarding the raw data to the President; and
5. Performing any other duties assigned to it by the Academic Senate.

ACADEMIC AFFAIRS COMMITTEE

Membership:

Six (6) Faculty

Five (5) Students

Ex Officio, non-voting: Vice President and Provost or designee

Jurisdiction: Academic Programs and Policies

Functions:

The Committee will:

1. Elect a faculty chairperson and a secretary. The Chair of the Academic Affairs Committee will annually select a member of the Academic Affairs Committee of the Senate to serve a one-year term on the Academic Planning Committee.
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Section 2.6-R of the Senate Bylaws. Approved minutes will be forwarded to the Senate administrative clerk for permanent storage. Review all issues, including policies, procedures, and proposals, which are relevant to academics, and provide findings and recommendations to the Senate.
3. Review proposed changes to the General Education Program and provide recommendations to the Senate.
4. Monitor (jointly with the Student Government Association) the Academic Progress Alert System.
5. Provide oversight of and receive reports from the following external committees of the Academic Senate:
 - a. Academic Planning Committee
 - b. Council for Teacher Education
 - c. Council on General Education
 - d. Honors Council
 - e. Library Committee
 - f. Reinstatement Committee
 - g. Textbook Affordability Committee
 - h. University Curriculum Committee
 - i. University Hearing Panel
6. Request each year that the Associate V.P. of Enrollment make a report to the Senate on all underrepresented students at ISU.
7. Other tasks as assigned by the Executive Committee of the Academic Senate.

ADMINISTRATIVE AFFAIRS AND BUDGET COMMITTEE

Membership:

Five (5) Faculty

Four (4) Students

Ex Officio, non-voting: Vice President for Finance and Planning or designee

Jurisdiction: Administrative Policies and Procedures and “Annual” Budget Concerns

Functions:

The committee will:

1. Elect a faculty chairperson and a secretary.
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Section 2.6-R of the Senate Bylaws. Approved minutes will be forwarded to the Senate administrative clerk for permanent storage.
3. Review all issues, including policies, procedures, and proposals, which are relevant to administrative affairs, and report their findings and recommendations to the Senate.
4. Have jurisdiction over Administrative Policies and Procedures including:
 - a. Conduct an analysis of costs, staffing, and enrollment data for all new and expanded academic and administrative programs.
 - b. Provide oversight of the use of the Academic Impact Fund and make recommendations to the Provost and the Senate. In October, meet with the Provost's Office regarding all aspects of the fund, receive 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, receive a report regarding the cash flows over the previous calendar/fiscal year cycle (e.g. cy/fy09 in October 2010). Then draft annual recommendations.
 - c. Meet with representatives from the Vice President for Finance and Planning and Vice President for Academic Affairs 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. This would be an information item to the Planning and Finance Committee and the Senate.
 - d. Meet with representatives from the Vice President for Finance and Planning and Vice President for Academic Affairs early in the Spring to review more specific plans for the upcoming fiscal year operating budget requests.
 - e. Receive and review a report of the total athletic budget from the Director of Athletics.
5. Have jurisdiction over Annual Capital Planning and Budgeting.
To facilitate the participation of the Academic Senate in the formulation of specific plans for campus facilities and grounds, the Administrative Affairs and Budget Committee is directed to:

- a. Receive from Facilities Services the capital budget for the current fiscal year in September. This would be an information item for the Planning and Finance Committee and for the Senate.
 - b. Meet with representatives from the Facilities Services department 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. Meet with a representative 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. Review with representatives from Facilities Services how the annual facilities improvement projects implement the Comprehensive Physical Development Plan (a.k.a. the Campus Master Plan) and provide advice and recommendations on the University's capital planning process.
6. Administer commentary on the President annually
 7. Annually review Academic Calendar issues as forwarded by the Executive Committee.
 8. Be able to bring a given project to the full Senate for consideration at any given time.
 9. 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.
 10. Per Policy 3.2.15 Administrator Evaluation Policy, review and approve changes to questionnaires for evaluating deans and department chairs/school directors.
 11. Other tasks as assigned by the Executive Committee of the Academic Senate.

FACULTY AFFAIRS COMMITTEE

Membership:

Five (5) Faculty

Two (2) Students

One (1) Non-Tenure Track Faculty

One (1) Faculty Associate

Ex Officio, non-voting: Vice President and Provost or designee

Jurisdiction: Policies impacting faculty

Functions:

The committee will:

1. Elect a faculty chairperson and a secretary.
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Section 2.6-R of the Senate Bylaws. Approved minutes will be forwarded to the Senate administrative clerk for permanent storage.
3. Provide oversight of the use of Non-Tenure Track faculty.
4. Nominate faculty to any committees for which a request has been made by external constituencies for Senate faculty representation. These nominations are forwarded to the Faculty Caucus.
5. Provide oversight of and receive reports from the following external committees of the Senate:
Academic Freedom Ethics and Grievance Committee
Athletics Council
Faculty Review Committee
6. Provide oversight and receive reports from the University Ombudsperson. (see Procedures section of Policy 3.2.12 for more details).
7. Other tasks as assigned by the Executive Committee of the Academic Senate.

FACULTY CAUCUS

Membership:

Faculty Senators (29)

Non-Tenure Track Faculty Senator (1)

Faculty Associate Senator (1)

Chair of the Chair's Council

Ex Officio, non-voting: Vice President and Provost or designee

Jurisdiction: Appointment, Salary, Promotion and Tenure Process, Academic Freedom Ethics and Grievance Policy

Functions:

The Caucus will:

1. Elect a secretary. The chair of the Senate will chair the Faculty Caucus.
2. Provide oversight of and make recommendations regarding Appointment, Salary, Promotion and Tenure (ASPT) proposals. Proposals to modify the ASPT policies may be initiated by the University Review Committee (URC) or the Faculty Caucus (FC). After consideration of a proposed modification, the URC will forward initial or revised wording to the FC. The FC may send a URC proposal back to the URC for further consideration. Final recommendations shall be made by the FC and transmitted directly to the office of the President. They do not require endorsement by the Senate as a whole.
3. Review annual promotion and tenure documents from the Provost's office.
4. Advise the Provost on any salary increment programs.
5. Discuss and provide recommendations for other tenure-related issues not specifically given to the Faculty Affairs Committee.
6. Receive nominations from the Faculty Affairs Committee for faculty appointments to any committee for which a request has been made for Senate faculty representation. All faculty appointments must be communicated to the Academic Senate office.
7. Receive nominations from the Rules Committee for the external committee and vote on those nominations within the Faculty Caucus. All faculty appointments must be communicated to the Academic Senate office.
8. Meet as needed.
9. Provide oversight of and receive reports from the following external committees of the Senate: University Review Committee

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

The Faculty Caucus may request reports from appropriate individuals/committees on topics of interest to the Senate such as Educating Illinois, the Green Team and the ISU foundation.

PLANNING AND FINANCE COMMITTEE

Membership:

Six (6) Faculty

Chairperson of the Senate

Five (5) Students

Representative of AP Council

Representative of Civil Service Council

Ex Officio, non-voting:

Vice President and Provost or designee

Vice President for Finance and Planning or designee

Vice President for Student Affairs designee

Jurisdiction: Planning and Finance Concerns

Functions:

The committee will:

1. Elect a faculty chairperson and a secretary.
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Section 2.6-R of the Senate Bylaws. Approved minutes will be forwarded to the Senate administrative clerk for permanent storage.
3. Make recommendations to the 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:
 - 1) Study the effect on the budget of proposals requesting new or internally reallocated resources.
 - 2) Analyze policies and trends in the reallocation of resources.
 - 3) 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.

4. Actively participate in formulating the University's Strategic Plan.
5. Review the report on the annual capital and operating budgets from the Administrative Affairs and Budget Committee and actively participate in formulating the Master Plan.
6. Review overall institutional planning including staffing plans, external relations, and co-curricular programs such as intercollegiate athletics, residential life, and student life.
7. Meet with the President or designee to discuss University long-range academic, administrative, and capital plans and related fiscal plans and policies.
8. Other tasks as assigned by the Executive Committee of the Academic Senate.

RULES COMMITTEE

Membership:

Six (6) Faculty

Five (5) Students

Ex Officio, non-voting: Vice President and Provost or designee

Jurisdiction: Constitution, Bylaws, Faculty Elections to External Committees

Functions:

The Committee will:

1. Elect a faculty chairperson and a secretary.
2. Keep reasonably detailed minutes, including a reflection of the deliberative process involved in decision-making, and be in accord with Section 2.6-R of the Senate Bylaws. Approved minutes will be forwarded to the Senate administrative clerk for permanent storage.
3. Review any proposed changes, and revise, as needed, the Bylaws and Blue Book of the Senate.
4. Review any proposed changes, and revise, as needed, the Illinois State University Constitution and submit any changes to the Senate, the President, and to the Board of Trustees.
5. Review proposed changes to the constitutions or bylaws of the external committees of the Senate and make recommendations to the Senate.
6. Review proposed changes to the college bylaws and to the graduate school bylaws and submit recommendations to the Senate.
7. Make recommendations regarding the University governance structure or on any governance issue and submit recommendations to the Senate.
8. Develop or revise the committee structure and/or functions of any new or existing external committee of the Senate, as well as of any other committee to be formed by the Senate, and submit recommendations to the Senate.
9. Make faculty nominations to external committees of the Academic Senate. These nominations will be voted on by the Faculty Caucus.
10. Provide oversight of and receive reports from the following external committees of the Senate:
University Service Awards Committee
11. Other tasks as assigned by the Executive Committee of the Academic Senate.

STUDENT GOVERNMENT ASSOCIATION

Membership: Staff Liaison (Dean of Students or designee)
President of Student Body
20 SGA Student Senators
Student Trustee

Jurisdiction: Student Problems and Concerns, student elections to external committees

Functions:

The Student Government Association will:

1. Review any issue related to student academic affairs, including policies, procedures or proposals, and make recommendations to the Senate.
2. Make recommendations regarding student governance and submit recommendations to the Senate as appropriate.
3. Monitor (jointly with the Academic Affairs Committee) the Academic Progress Alert System.
4. Appoint students to the external committees of the Senate. All student appointments must be communicated to the Academic Senate office.
5. Appoint students to any committee for which a request has been made for Senate student representation. All student appointments must be communicated to the Academic Senate office.
6. 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.
7. 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.
8. Monitor and receive reports from the following external committees of the Academic Senate:
 - a. Director of Athletics (jointly with the Administrative Affairs and Budget Committee)

EXTERNAL COMMITTEES

ACADEMIC FREEDOM ETHICS AND GRIEVANCE COMMITTEE

Membership: Thirty-three (33), consisting of:

Tenured faculty (18)

NTT Faculty (9, consisting of 5 negotiated and 4 non-negotiated)

Faculty Associate (6)

Only persons holding full-time faculty appointments (tenure-line or non-tenure-line) or full-time faculty associate appointments may serve as members of AFEGC.

Procedures for electing members

The Faculty Caucus shall elect new members to the AFEGC during the Spring Semester prior to the seating of newly elected Senators using the following procedures.

Tenured faculty (18): In each year of an election, the six (6) faculty with the highest number of votes shall be elected for a three-year term. Any vacancy occurring between elections shall be filled by the first eligible person of those who, at the last election, received the next highest number of votes. The position on the AFEGC of anyone who will be or has been absent from regular duties for one semester or longer shall be declared vacant. A member named to fill any vacancy shall serve the remainder of the unexpired term.

NTT Faculty (9, consisting of 5 negotiated and 4 non-negotiated): The NTT faculty members of each college who are covered by the NTT negotiated agreement will elect one (1) full-time non-tenure-track faculty member with status from their college and covered by the NTT negotiated agreement to a pool. The pool shall be elected annually each spring through the Senate office.

It is understood that two colleges (Mennonite College of Nursing and Milner Library) have no NTTs covered by the negotiated agreement.

Non-tenure-track faculty members not covered by the NTT negotiated agreement in Mennonite College of Nursing and Milner Library shall each elect to a pool two (2) full-time non-tenure-track faculty members with at least eight consecutive semesters (fall, spring) of service within an eight-year period maximum with breaks in employment no greater than one fall or spring semester. The pool shall be elected annually each spring through the Senate office, with members elected by the NTT faculty of their own college.

All NTT members serve a one-year renewable term.

Faculty Associate (6): The faculty associates at Metcalf School and University High School will each elect three (3) tenured faculty associates to a pool. The pool shall be elected annually each spring through the Senate office, with members elected by the faculty associates of their own laboratory school. Faculty Associate members serve a one-year renewable term.

Unexpired Term: To be filled by the first eligible person of those who, at the last election, received the next highest number of votes.

Ineligible to Serve: College Deans, Department Chairpersons/School Directors, members of Academic Senate, members of the University Review Committee, members of the Faculty Review Committee, members of College Faculty Status Committees, Civil Service Personnel, and Administrative Personnel (e.g. university counsel, associate vice presidents or provosts, associate deans).

Functions:

The AFEGC has jurisdiction over academic freedom, ethics, and other grievances as defined in Policy 3.3.8 (Faculty Academic Freedom Ethics and Grievance).

Reporting: To the Faculty Affairs Committee.

ACADEMIC PLANNING COMMITTEE

Membership: (15)

Provost or Designee (Voting)

Director, University Assessment (Voting)

Associate Vice President for Graduate Studies, Research, and International Studies (Voting)

Chairperson of the Academic Senate (Voting)

Senate Academic Affairs Committee Member (Voting)

Faculty Representatives from each college, dean appointment, confirmed by the Faculty Caucus, staggered two-year term: (Voting)

College of Applied Sciences and Technology

College of Arts and Sciences

College of Business

College of Education

College of Fine Arts

Mennonite College of Nursing

Milner Library

Graduate student selected annually by the Graduate Student Association (Voting)

Undergraduate student selected annually by the Student Government Association (Voting)

Administrative assistant from the Office of the Provost (Non-Voting)

Functions:

1. To develop and review, and report, at least biennially, a long-range academic plan, including philosophical themes, new programs, program revisions, and outcomes.
2. To develop annually a five-year operation plan, including:
 - a. specific programmatic plans
 - b. enrollment projections by unit
 - c. faculty needs by unit
 - d. budget needs by unit
 - e. administrative organization
3. Request and receive facilities reports in those areas affecting the Academic Plan.
4. To provide an opportunity for contributions from the University community.
5. To continue the involvement of the president.
6. To make the academic plan readable and usable.

7. A subcommittee consisting of the faculty member representing the Planning and Finance committee, the faculty member representing Academic Affairs Committee, one additional faculty member selected by the membership of the Academic Affairs Committee, the Director of Planning and Institutional Research, and the Provost's Designee will review program resources and advise the Academic Planning Committee about how the program fits within the University strategic plan. That information then subsequently may be reviewed and modified by the Academic Planning Committee and subsequently included in the final program review document.
8. The committee will review and, if necessary, revise the program review process every two years.
9. Other tasks as assigned by the Executive Committee of the Academic Senate

Reporting: To the Academic Affairs Committee.

ATHLETICS COUNCIL BYLAWS

I. COUNCIL MEMBERSHIP

The Athletics Council membership shall consist of:

Faculty – 8 non-administrative

NCAA Faculty Athletics Representative

Students – 6 (3 student-athletes, 3 non-athletes)

Alumni – 2

Director of Athletics - ex officio, non-voting

Associate/Assistant Athletics Directors - ex officio, non-voting (as appointed by the Director of Athletics)

President's Administrative Designee - ex officio, non-voting (as appointed by the President)

Coaches - 2 - ex officio, non-voting (as appointed by the Director of Athletics or on a rotation basis as determined by the athletics department)

A. FACULTY

The faculty shall be nominated and elected by the Faculty Caucus of the Academic Senate to staggered 3-year terms each spring.

A minimum of three faculty members must be women, and a minimum of three faculty members must be men.

No more than one faculty member may be from the same department.

A faculty member will serve no more than two consecutive full terms.

B. NCAA FACULTY ATHLETICS REPRESENTATIVE

The NCAA Faculty Athletics Representative shall be appointed by the President and serves at the discretion of the President.

C. STUDENTS

The student members shall consist of the following: three student-athletes (at least one male, one female), 3 students who are non-athletes (at least one male, one female).

Non-athlete students shall be appointed by the Student Government Association to a one-year term each spring.

Student-athletes will be appointed to a one year term by the Student-Athlete Advisory Council (SAAC) and must be a current member of an Illinois State University varsity team.

D. ALUMNI

Alumni Representatives, an alumna and an alumnus, shall be selected by the President from a slate of nominees prepared by the Board of Directors of the Illinois State University Alumni Association in conjunction with the Alumni Director.

The term of service shall be three years, and representatives may serve consecutive terms.

E. EX OFFICIO NON-VOTING MEMBERS

Individuals holding the positions of Director and Associate/Assistant Director of Intercollegiate Athletics, President's Administrative Designee, and two Coaches shall serve as ex officio, non-voting members of the Council. One coach shall be selected from sports other than basketball, football, and volleyball. One coach shall be a coach of a women's team and one coach shall be the coach of a men's team. These coaches may be selected to serve successive one-year terms.

II. OPERATING PROCEDURES

A. COUNCIL CHAIRPERSON

The Chairperson of the Athletics Council will be elected from among the faculty members of the Council by the voting membership. The NCAA Faculty Athletics Representative shall not be eligible to serve as the Chairperson. The term of service shall be for one year, commencing on July 1. The Chairperson may be elected to consecutive terms.

The Chairperson shall invite, on an annual basis, the President to address the Athletics Council regarding interaction with the governing board and Director of Athletics, as well as to articulate the annual charge for the Athletics Council.

B. COUNCIL SECRETARY

A secretary of the Athletics Council will be either elected by the members of the Council or appointed by the Director of Athletics as decided by the Council.

C. VACANCY

1. In the event of a vacancy in any of the positions, the vacancy shall be filled in a manner prescribed in I, A-E and II, A-B
2. In case a council member cannot serve out his/her term, that council member's successor shall finish out the predecessor's term.

D. TERMS

All persons appointed or elected to the Athletics Council shall begin duties as soon as the Athletics Council is formed, but all terms of membership shall be calculated from July 1 following appointment and election.

III. COMMITTEE STRUCTURE

The Athletics Council is composed of the following committees:

Executive Committee

Committee on Governance and Commitment to Rules Compliance

Committee on Academic Integrity

Committee on Fiscal Integrity

Committee on Gender, Diversity and Student-Athlete Well-Being

The Chairperson of the Council will chair the Executive Committee and will appoint the chairs and members of the other committees. The chair of each committee will be one of the elected faculty members of the Athletics Council. All actions and recommendations of each committee shall be submitted for consideration and approval of the Athletics Council.

A. EXECUTIVE COMMITTEE

The members of this committee shall be the Chairperson of the Council, the Director of Athletics, and the Chairpersons of the four other committees. The function of the committee will be as follows:

1. Advise the Director of Athletics, when necessary, on the search procedures including the composition of search committees for major coaching positions.
2. Advise the Chairperson of the Athletics Council on the agenda for the meetings of the Athletics Council.
3. Represent the Athletics Council, when necessary.
4. Perform other duties assigned to the committee by the Athletics council.

B. THE COMMITTEE ON GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE

The Committee on Governance and Commitment to Rules Compliance shall be composed of at least four voting members of the Council, at least one of whom should be a student-athlete. A member of the Director's Staff, designated by the Director of Athletics will serve as an ex officio non-voting member of the committee. The function of the committee will be as follows:

1. Review and evaluate involvement of various campus units (e.g., Financial Aid, Admissions, Registrar, and Academic Advising) as it relates to institutional compliance with NCAA legislation.
2. Review the Athletics Department policies, procedures and/or flow charts related to the situation when possible non-compliance with NCAA regulations is noted.
3. Serve as a sounding board for the NCAA Compliance and Student Services staff members related to compliance issues.

4. Report recommendations related to governance and NCAA rules compliance to the Athletics Council.
5. Review the latest NCAA Academic Performance Rate (APR) and Graduation Success Rate (GSR) reports as well as the Federal Graduation Rates Report.
6. Be familiar with the Compliance Policies and Procedures Manual as needed.
7. Review proposed NCAA legislation and current trends and topics.

C. COMMITTEE ON ACADEMIC INTEGRITY

The Committee on Academic Integrity shall be composed of at least four voting members of the Council. A member of the Director of Athletics' Staff, designated by the Director of Athletics, will serve as an ex officio non-voting member, and the NCAA Faculty Athletics Representative shall be a voting member. The function of the committee will be as follows:

1. Review academic standards for athletic eligibility.
2. Review the academic progress toward graduation of student-athletes.
3. Review academic support services for student-athletes (tutoring and advising).
4. Review academic issues as consistent with NCAA operating principles,
5. Report recommendations on academic issues to the Athletics Council.

D. COMMITTEE ON FISCAL INTEGRITY

The Fiscal Integrity Committee will be composed of at least four voting members of the Council. A member of the Director of Athletics' Staff, designated by the Director of Athletics, will be an ex officio non-voting member of the committee. The functions of this committee will be as follows:

1. Review the institutional financing of intercollegiate athletics at Illinois State University and the expenditures of the athletics program.
2. Know and understand the internal policies which govern the financing of intercollegiate athletics as they relate to NCAA compliance.
3. Review the established policies and procedures that govern the expenditures for athletics to ensure they comply with University and NCAA guidelines.

E. THE COMMITTEE ON GENDER, DIVERSITY AND STUDENT-ATHLETE WELL-BEING

The Gender, Diversity & Student-Athlete Well-Being Committee of the Athletic Council shall be composed of at least four voting members of the Council, one of whom should be a student-athlete. A member of the Director's Staff, designated by the Director of Athletics, shall be an ex officio, non-voting member. The references to equity should be understood to include, but not be limited to, gender equity and minority interests in regard to intercollegiate athletics. The function of the committee will be as follows:

1. Be aware of current federal and state regulations as well as NCAA and MVC guidelines on gender equity and minority interests.

2. Review reports that focus on gender equity and minority interests.
3. Review the implementation of plans that pertain to gender equity and minority interests.
4. Review annually data and policies that relate to gender equity and minority interests.
5. Report recommendations on gender equity and minority interests to the Athletics Council.
6. Be familiar with the Athletics Policy Manual and make suggestions related to Athletics Department policies, procedures and/or flow charts within that document as they relate to NCAA compliance.
7. Review the various sports' schedules. Review class absences, and time away from campus due to athletic events of student-athletes.
8. Review issues related to student-athlete welfare.

IV. FUNCTIONS OF THE COUNCIL AS A WHOLE

A. GENERAL RESPONSIBILITIES

The Athletics Council is a standing committee of the Academic Senate and reports to the Faculty Affairs Committee of the Academic Senate.

The Athletics Council shall serve as an advisory body to the Director of Athletics and the President, with primary advisory responsibility to the President, and shall submit all academic policy recommendations and all changes in function and structure to the Faculty Affairs Committee of the Academic Senate and to the President. The Athletics Council shall review budgets and policies governing the Intercollegiate Athletics Program. In doing so, the Council shall strive for an athletic program which yields optimum education benefits for participating student-athletes, meets the expectations and goals of the University, alumni, and community, and maintains a wholesome relationship with other universities which is consistent with the Mission Statement of the University and the Mission Statement of the Athletics Department.

The President shall delegate the management functions of the Athletics Department to the Director of Athletics.

B. SPECIFIC ADVISORY DUTIES

1. The Athletics Council shall serve as the liaison body between the Athletics Department and the University academic community.
2. The Athletics Council shall serve in an advisory capacity in maintaining appropriate standards and regulations governing eligibility for admission, participation, grants-in-aid, and conference/NCAA regulations.
3. The Athletics Council shall be informed of institutional positions on significant legislative proposals before the NCAA or conference governing bodies.
4. The Athletics Council shall advise on all matters which involve changes in program direction, especially reduction or expansion of sports offerings.
5. The Athletics Council shall be sensitive to and shall respond to the concerns of the following constituency groups: student-athletes, students, faculty, staff, alumni, and community.
6. The Council Chairperson shall annually forward a summary of Athletics Council actions to the President and the Faculty Affairs Committee of the Academic Senate,

7. The NCAA Faculty Athletics Representative shall represent the interests of the academic community in the athletic program and shall report annually to the President in regard to the program.

Reporting: The Athletics Council is a standing committee of the Academic Senate. The Athletics Council reports annually to the President and the Faculty Affairs Committee of the Academic Senate. Written sub-committee reports as well as an Athletic Council Summary are submitted. (Section III.A.)

COUNCIL FOR TEACHER EDUCATION

Membership: 29

Chairperson: Appointed by the Provost in consultation with the College Deans and confirmed by the Academic Senate (2-year Term)

Ex Officio, voting: College Deans (or designee) – (6) COE (the Dean); CAST; CAS; COB; CFA; Milner).

University Curriculum Committee Chairperson (or designee)

University Accreditation Officer for Teacher Education

Provost (or designee)

Director of Clinical Experiences and Certification Processes

Chairperson of the Graduate Curriculum Committee (or designee) shall serve on an ad hoc basis

Members appointed/elected to the Council for Teacher Education: The confirmation of appointments and election of CTE representatives will be conducted at the first Senate meeting after August 20th of each academic year:

Appointed by the Provost (in consultation with the college deans) and *confirmed by the Academic Senate* for staggered three-year terms:

Five (5) faculty members from the College of Education

Three (3) faculty members from the College of Arts & Science

One (1) faculty member from the College of Applied Science

One (1) faculty member from the College of Business

One (1) faculty member from the College of Fine Arts

One (1) faculty member from Milner Library

Nominated and elected by the Faculty Caucus for a three-year term:

One (1) faculty member

Nominated and elected by the Student Government Association for one-year terms:

Five (5) student members (enrolled full time and admitted to a professional education program - at least one graduate student.)

Ex-officio non-voting: Department Chairs (3) from C&I, EAF and SED

Ex-Officio non-voting: Laboratory School Representative

Functions:

1. To provide leadership for the development and enforcement of academic standards that help to meet the ISU goal of providing "undergraduate and graduate education which is of the highest quality in the State of Illinois" as pertains to undergraduate and graduate teacher education programs.
2. To review state and national issues and trends in teacher education, making appropriate recommendations to the University, colleges, and departments and serving as a forum for university-wide discussion of reform issues.
3. To inform systematically the University community about major issues, concerns, and developments in teacher education at the local, state, and national levels.
4. To inform the Illinois State Board of Education, accreditation bodies, appropriate learned societies and other organizations at local, state, and national levels of issues and concerns related to teacher education in general and to programs at ISU in specific.
5. To develop methods for involving public school personnel in CTE activities.
6. To work with the Provost and the Academic Planning Committee, helping to specify the role of teacher education within this multi-purpose institution, and participating in University academic planning as it relates to teacher education. This planning role includes:
 7. Anticipating needs for new programs or new initiatives.
 8. Keeping the Provost and the University's academic planners aware of these anticipated needs.
 9. Working with the Provost's office in seeking ways to request and to obtain funds to implement new initiatives.
 10. Working with the Provost and the University's academic planners in identifying the nature of the ongoing changing role of teacher education in the mission of the University.
 11. Advising the Provost and University academic planners regarding teacher education programs which have been designated for consolidation or elimination.
12. To seek cooperation among departments and colleges to work for common educational goals.
13. To monitor program requirements as mandated by the State or by accrediting bodies in teacher education and to assure their timely implementation.
14. To request entitlement program approval from the Illinois State Board of Education.
15. To establish and monitor policies related to teacher education curricula within the University.

16. To serve as a curriculum committee within the University curricular process, reviewing and approving teacher education curriculum proposals prior to their submission to the University Curriculum Committee and the Graduate Council.
17. To assure that students have the opportunity for due process in resolving problems related to teacher education.
18. To develop or assure the development of assessment plans related to teacher education as mandated by the University, State, and NCATE or as advocated by the Council, and to monitor the implementation of these assessment plans. This includes designing, conducting, analyzing (or at least taking responsibility for seeing that this is done), and reporting the results of these follow-up studies of teacher education graduates to appropriate parties.
19. To formulate, monitor, and revise policies for the admission and retention of pre-service teachers and other education professionals.

Reporting: Council for Teacher Education reports to the Academic Affairs Committee and to the Provost.

COUNCIL ON GENERAL EDUCATION

Membership: 18 voting members as follows:

Nine (9) Faculty:

- 1 representative of College of Applied Science
- 3 representatives of College of Arts and Science
 - 1 from Humanities
 - 1 from Natural Sciences
 - 1 from Social Sciences
- 1 representative from College of Business
- 1 representative from College of Education
- 1 representative from College of Fine Arts
- 1 representative from Milner Library
- 1 representative from the Mennonite College of Nursing

Faculty serving on the Council on General Education should have taught in the program or have familiarity with the program if their college does not contribute to the program.

Terms: Faculty members shall serve staggered three-year terms, ensuring continuity from one year to the next. Three members shall be appointed or reappointed to the committee each year. Nominations for membership shall be made by the respective college for approval by the Faculty Caucus.

Four (4) students: Representative of at least two different colleges nominated and elected by the Student Government Association for 1-year terms.

Five (5) Ex Officios:

University Curriculum Committee Chairperson (or designee)

CAS Associate Dean

Director of Honors Program

One representative from University College

Associate Provost for Undergraduate Education

Officers: The Chairperson shall be elected by and from members.

Functions:

1. Ensures that the spirit of the Philosophy of General Education is maintained by the program.
2. Continually monitors the program, insuring that objectives of the program and the student outcomes are being met.
3. Makes recommendations to the Academic Senate regarding program modifications.
4. Approves course additions or deletions.

5. Consults with the Program Director regarding implementation of the program.
6. Reviews and approves or disapproves all proposals for new IDS courses and changes in existing IDS courses.

Disposition of Recommendations:

The committee is advisory to the Associate Provost for Undergraduate Education and the Academic Affairs Committee of the Academic Senate on changes in the program itself and other recommendations such as amendments and bylaws.

ECONOMIC WELL BEING COMMITTEE

(constituted only when given a charge)

Membership: 9

Chairperson: A faculty member elected by the committee.

Nominated and elected by the Academic Senate for staggered three-year terms:

Five (5) faculty members (one of whom serves as Chair)

One (1) administrative representative (Director of Planning and Institutional Research)

Two (2) Civil Service representatives (nominated by the Civil Service Council)

One (1) Administrative/Professional staff representative (nominated by the A/P staff)

Functions:

1. To explore problems and study projects related to the financial interests of the faculty and staff such as pension, insurance, and other economic benefits.
2. To explain to the faculty and staff the result of its investigations and studies.

Reporting: The Economic Well Being Committee reports to the Faculty Affairs Committee. Reports of studies and recommendations are forwarded to the President.

FACULTY REVIEW COMMITTEE

Membership: Apportioned annually

Chairperson: Elected annually from among the elected members

Vice Chairperson: Elected annually from among the elected members

Secretary: Elected annually from among the elected members

Each of the following groups shall have one (1) member on the Faculty Review Committee:

College of Applied Science & Technology

College of Arts and Sciences

College of Business

College of Education

College of Fine Arts

Milner Library

Mennonite College of Nursing

In addition, each college with more than one hundred (100) tenured or probationary tenure faculty shall have one additional member for every additional one hundred (100) tenure or probationary tenure faculty or major fraction thereof. These people will be elected at large by the tenure and probationary tenure faculty of their respective group for staggered three-year terms. They must be tenured full-time faculty members excluding those holding administrative appointments. Faculty holding joint appointments across colleges may only vote in the college responsible for their ASPT reviews. Members may not serve for more than two consecutive terms.

Faculty members shall be eligible to serve on only one of the following elected bodies at a time: the University Review Committee, the Faculty Review Committee, a College Faculty Status Committee, or a Department Faculty Status Committee (ASPT I.C.). An FRC member from an appellant's department will not take part in the appellant's appeal. (ASPT III.C.)

Functions: The functions of the Faculty Review Committee are detailed in the Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies. This document is available from the Office of the Provost or on the Provost website at: <http://www.provost.ilstu.edu/aspt/asptdoc.shtml>.

Reporting: To the Faculty Affairs Committee.

HONORS COUNCIL

Membership: 13

Chairperson: Elected by the Council from among its members.

Ex Officio, Non-voting: Executive Secretary, Director of Honors Program, appointed by the Provost

Six (6) Faculty Members:

Who must represent at least four of the seven colleges at the University; Nominated and elected by the Faculty Caucus for staggered three-year terms:

Six (6) Students (Honors Students Only):

Nominated and elected by Student Government Association for one-year terms:

Functions:

1. To advise in the formulation of policy for the Honors Program.
2. To assist in the evaluation of the Honors Program.
3. To recommend the addition and/or deletion of Honors Courses.

Reporting: Recommendations and reports will be made to the Provost and to the Academic Affairs Committee of the Academic Senate.

LIBRARY COMMITTEE

Membership: 15-18

Chairperson: Elected from among the faculty members.

The Associate Dean(s) of Milner Library will serve as an Ex Officio non-voting Executive Secretary (Secretaries)

The Dean of Milner Library will serve as an Ex Officio non-voting member.

The Public Relations Librarian of Milner Library will serve as an Ex Officio non-voting member.

Nominated and elected by the Faculty Caucus for staggered three-year terms:

Six to nine (6-9) faculty members, preferably at least one from each college outside the library. All voting members must be tenure-line faculty, with the exception of representatives from the College of Nursing.

Nominated and elected by the Student Government Association for one-year terms:

Five (5) students, one of whom will be a full-time graduate student.

Functions:

1. To facilitate communication and collaboration between the Library and members of the campus community concerning the services and resources of Milner Library.
2. To encourage integration of library services, resources and facilities into university-wide teaching, learning and scholarly/creative productivity.
3. To support and assist the Library in enhancing services, resources and facilities required for student learning and faculty research.
4. To advise library faculty about the needs of students and faculty for library and information services, resources, and facilities.
5. To share information regarding the scope and quality of Milner Library collections, services and resources with the University and with the broader community.
6. To submit a brief written report annually to the Academic Affairs Committee on the progress towards, and changes in, relevant functions of the Committee.

Reporting: The Library Committee reports through the Chair of the University Library Committee, or Dean of Milner Library, to the Academic Affairs Committee of the Academic Senate, and to the Provost.

REINSTATEMENT COMMITTEE

Membership: 12

Chairperson: Coordinator, Student Academic Services – Office of Enrollment Management and Academic Services

Nominated and elected by the Faculty Caucus for staggered three-year terms:

- One (1) faculty member from the College of Arts & Sciences
- One (1) faculty member from the College of Applied Science
- One (1) faculty member from the College of Business
- One (1) faculty member from the College of Education
- One (1) faculty member from the College of Fine Arts
- One (1) faculty member from Milner Library
- One (1) faculty member from the Mennonite College of Nursing

Nominated and elected by the Student Government Association for one-year terms:

Three (3) students, no more than one (1) from any college.

Administrative Representative: Associate Dean, Office of Student Affairs

Functions:

1. To review the records of students who have been academically dismissed.
2. To advise the Provost concerning the reinstatement of these students for continued enrollment at the University.
3. Monitor the process and policy for probation and reinstatement and make recommendations for improvement to such when warranted.

Reporting: The Reinstatement Committee reports to the Academic Affairs Committee of the Senate.

TEXTBOOK AFFORDABILITY COMMITTEE

(Mixed External Committee)

Membership: 9 voting members

Nominated and elected by the Student Government Association for one-year terms:
Three (3) Students: At least one Senator and one Non-Senator

Nominated and elected by the Faculty Caucus for staggered two-year terms:
Three (3) Faculty: One Senator and Two Non-Senators

Dean of Milner Library or Designee

Vice President of Student Affairs or designee

University Registrar or designee

Functions:

- To research textbook cost at Illinois State University
- Examine different textbook issues for each College
- Actively seek out more affordable options for students
- Educate faculty on resources available to pick the best and most affordable textbook
- To analyze the cost benefit of textbook rental programs
- Inform faculty on open-source textbook options
- Develop a short-term and long-term strategic plan
- Recommend solutions to reduce textbook costs

Reporting:

The Committee will report to Academic Affairs Committee

UNIVERSITY APPEALS BOARD

Membership: 16

Chairperson of University Appeals Board (appointed by Vice President of Student Affairs, non-voting)

Nominated by the Faculty Caucus and appointed by the President for staggered three-year terms:

Five (5) faculty members

Nominated and elected by the Student Government Association for one-year terms:

Five (5) students

Nominated by the Vice President for Student Affairs and appointed by the President for staggered three-year terms:

Five (5) staff members

Functions:

University Appeals Board (UAB) serves as the appellate body for decisions made by both the University Hearing Panel (UHP) and administrative hearing officers.

Reporting: An annual report summarizing the activities of UAB and other student conduct agencies is submitted to the President and to the Academic Affairs Committee.

UNIVERSITY CURRICULUM COMMITTEE

Membership: 19

Chairperson: Elected annually by the entire committee among the faculty members of the committee. The Chairperson serves as an ex-officio, non-voting member on the Council on General Education and the Council for Teacher Education.

Vice Chairperson: Elected annually by the committee to act as Chairperson during the Chairperson's absence and serve as liaison with the Academic Affairs Committee of the Academic Senate.

Recording Secretary: Elected annually by the committee to keep minutes of the meetings.

Executive Secretary: Assistant Vice President for Enrollment Management and Academic Services, or that party's representative.

Elected annually by the Faculty Caucus for staggered three-year terms:

Four (4) or five (5) faculty members: Total of fourteen (14); two from each college, except four (4) from the College of Arts & Sciences and one (1) each from Milner Library and Mennonite College of Nursing.

Departmental Chairpersons and College Curriculum Committee members may not serve on the University Curriculum Committee

Elected annually by the Student Government Association for one-year terms:

Four (4) students

Executive Committee: The Executive Committee shall consist of the Chairperson, the Vice Chairperson, the Recording Secretary, and the Executive Secretary.

Functions:

1. To coordinate the undergraduate curriculum in general.
2. To provide advice and consultation on any budget decision which would affect funds for curriculum development.
3. To periodically review and analyze existing undergraduate courses and programs and report recommendations to the Academic Senate.
4. To coordinate efforts in planning intercollegiate programs.
5. To provide consultation to departments, colleges, and other faculty groups who are planning new additions to the undergraduate curriculum.
6. To study trends in curriculum nationally and on specific college campuses.
7. To work with the Graduate Curriculum Committee as appropriate to coordinate courses and programs.
8. To work with the Academic Planning Committee, the Council on General Education, and the Council for Teacher Education to affect improvement and changes as appropriate in all areas of the curriculum.
9. To communicate to the university community curriculum developments on and off campus.
10. To review and approve or disapprove of all proposals for new courses and programs and for changes in existing courses and programs. Minor changes in existing courses involving course title,

content, prerequisites, or number within a given level need not be reviewed by the committee, if accepted by the Assistant Vice President for Enrollment Management and Academic Services.

11. To develop procedures for the evaluation of all curriculum proposals and communicate the procedures to the University community.
12. To provide the Academic Senate each year with a report of the committee's proceedings.
13. To assure the existence of the function of a curriculum committee in each college.
14. To hear appeals from an academic department or equivalent whenever the academic department disagrees with a decision of a college curriculum committee or dean on curriculum matters.

Reporting: To the Academic Affairs Committee

UNIVERSITY HEARING PANEL

Membership:

32 (or more) members

20 (or more) faculty and staff members nominated by the Rules Committee and elected by the Faculty Caucus. Faculty and staff serve two year terms.

12 (or more) student members must be nominated by the Coordinator of Student Conduct and Conflict Resolution (SCCR) (or her/his designee), based on the recommendations of the University Hearing Panel (UHP) Selection Committee, comprised of SCCR staff and students. Students nominated to serve on the UHP must be in both good academic and disciplinary standing with the University. Students are elected by the Student Government Association based on the recommended list of nominees. Students may serve until graduation.

Functions:

The University Hearing Panel serves as the body from which members are drawn to serve as disciplinary hearing panels for students who are accused of violations of the Code of Student Conduct, Residence Hall Policies or other violations of University Policy.

Reporting: The University Hearing Panel reports annually to the Academic Affairs Committee.

UNIVERSITY REVIEW COMMITTEE

Membership: Apportioned annually

Chairperson: Elected annually from among the elected members

Vice Chairperson: Elected annually from among the elected members

Secretary: Elected annually from among the elected members

Each of the following groups shall have one (1) member on the University Review Committee:

College of Applied Science and Technology

College of Arts and Sciences

College of Business

College of Education

College of Fine Arts

Milner Library

Mennonite College of Nursing

Provost or Provost's designee, ex officio, non-voting

The URC shall comprise elected faculty members with tenure (as defined by the ASPT Policies, p. 1) and the Provost or the Provost's designee, who is an ex officio, non-voting member. Each college shall have a minimum of one member on the URC. Any college with more than one hundred faculty members shall have one additional member for each additional one hundred faculty members (or major fraction thereof). Members from each college shall be elected at large for staggered three-year terms by and from the faculty of each college. In addition, the URC shall include a faculty representative, subject to the qualifications, proportions, and term outlined for college representatives, elected by and from the faculty members of the Milner Library. Each college dean and the University Libraries Dean shall inform the Provost of individuals elected to the URC. No faculty member may serve for more than two consecutive terms on this committee.

Functions: The functions of the University Review Committee are detailed in the Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies. This document is available from the Office of the Provost or on the Provost's website <http://www.provost.ilstu.edu/aspt/asptdoc.shtml>.

Reporting: To the Faculty Caucus of the Academic Senate.

UNIVERSITY SERVICE AWARDS COMMITTEE

Membership: The University Service Awards Committee will be composed of one faculty member from each college, one undergraduate student, one graduate student and one representative from the Provost's Office.

- 1 faculty representative from each college is to be nominated by the Dean
- 1 undergraduate student representative is to be nominated by the Vice-Chair of the Academic Senate
- 1 graduate student representative is to be nominated by the Vice-Chair of the Academic Senate
- 1 representative from the Provost's Office

Each nomination is subject to approval by the Faculty Caucus of the Academic Senate

Functions: The Committee will review nominations for two awards, the Outstanding University Service Award and the Outstanding Service Initiative Award.

The Outstanding University Service Award may be awarded to up to three faculty whose service accomplishments are unusually significant and meritorious among their colleagues at Illinois State University.

The Service Initiative Award may be awarded each year to up to seven new faculty members who, early in their academic careers, have shown considerable promise in service. Normally, these awards will be given to faculty members with five or fewer years of University or College-level service. A candidate's service performance at Illinois State University will be given the greatest weight in the selection process.

Reporting: The college faculty representative appointments will be for a two-year term. The student appointments are for one year.

The Committee will inform the Provost of its selections and will report annually to the Faculty Affairs Committee.

CAMPUS COMMUNICATION COMMITTEE TO THE BOARD OF TRUSTEES

A Constitutionally-Specified Standing Committee

Membership: 8

Nominated and elected by the Faculty Caucus from its membership:

Three (3) faculty members: two faculty members for staggered two-year terms and the Chairperson of the Academic Senate

Nominated and elected by the Student Government Association for a one-year term:

One (1) student

Elected by the University Civil Service Council and ratified by the Academic Senate for a two-year term:

Two (2) Civil Service staff members

Nominated and elected by the Administrative/Professional Council, and ratified by the Academic Senate for a two-year term:

Two (2) Administrative Professional staff member

Functions:

The Campus Communication Committee (CCC) may:

1. Attend meetings of the Board of Trustees.
2. Advise the Board of Trustees on matters concerning university affairs.
3. In conjunction with the President, recommend to the Chair of the Board of Trustees the agenda for the 8 AM "Discussion Hour with the Trustees" held before Board meetings.

Reporting: CCC Academic Senate Members shall report to the Academic Senate at regular meetings of the Senate and the Administrative/Professional Council and Civil Service Council CCC members report to their councils.

**ADMINISTRATIVE SELECTION COMMITTEE
CHAIRPERSONS PANEL
(PANEL OF TEN)**

The Panel of Ten is not an external committee of the Academic Senate, but its members are elected by the Senate. It is for this reason that a description of this body appears in the Academic Senate Bluebook entitled "Committee Structure of the Academic Senate".

Membership: 10

Nominations of tenured faculty members are made from each academic department/school. These, accompanied by a one-page vita for the nominee are sent to the Academic Senate Office for transmission to all Academic Senate Members before the election.

Beginning in the Spring of 1994, the election of this panel for a one-year term will occur during the second April meeting of the Academic Senate following standard Senate election procedures. Faculty members may not be elected to this panel for more than three consecutive one-year terms nor shall a faculty member serve as Chairperson of more than one selection committee during an academic year. Panel members may not be members of the Academic Senate.

Functions:

Individual members of this panel shall be selected, by the appropriate appointing officer after consultations with his/her immediate supervisor, to be the Chairperson of the Selection Committee for the following positions:

1. Vice President and Provost
2. Vice President of Student Affairs
3. Vice President for Business and Finance
4. Vice President for University Advancement
5. College Deans
6. Academic Affairs Administrators that report directly to the Provost as defined in the Administrative Selection and Search Committee Policy, except in the case of internal and targeted searches.

FINANCIAL EXIGENCY COMMITTEE

Membership: 10

Chairperson: Chairperson, Academic Senate Planning and Finance Committee

Standing Membership:

Chairperson, Academic Senate

Three (3) members of the Senate Planning and Finance Committee

(2 faculty, including the Chairperson, 1 student)

Chairperson, Academic Senate Academic Affairs Committee

Chairperson, Academic Senate Faculty Affairs Committee

Chairperson, Civil Service Council

Chairperson, Administrative-Professional Council

Vice President and Provost

Vice President for Finance and Planning

Functions:

The Financial Exigency Committee is a standing committee, advisory to the President in the processes of identification and declaration of financial exigency, and the implementation of the University's Financial Exigency Procedures.

(Financial Exigency Procedures may be found in the Board of Trustees Governing Documents: Policies)

Amendments to Bylaws

Major Revisions (2.25) approved November 18, 1981
Article 3.4 (d) amended January 13, 1982
Article 3.3 (e)2 amended February 10, 1982
Article IV. amendments to the bylaws, approved February 24, 1982
Article 3.4 (a) amended March 17, 1982
Article 3.1 (I) approved March 31, 1982
Article 3.5 (a and b) approved February 20, 1985
Article III. 3.1 (d) amended February 23, 2000
Articles III. 3.1, 3.2 amended November 28, 2001
Overall revision to bylaws approved April 23, 2003
Revisions to pages 1-9 approved November 5, 2003
Article II – Revisions approved February 18, 2004
Election Procedures for External Committees approved – March 30, 2017

Previous amendments to Bluebook (now Appendix II)

February 22, 2017 AFEGC Description Change
January 25, 2017 Membership Revision Changes to Standing Internal Senate Committees, Section C, and to the Student Government Association page.
December 7, 2016 Changes to Athletics Council Blue Book Description
October 26, 2016 Membership Revision Changes to pages for Faculty Affairs and Planning and Finance Committees
January 2016: Library Committee Membership Expansion
November 2015: Addition of Textbook Affordability Committee
April 2015: Changes to Academic Affairs, SGA, UAB, UHP, Student Grievance Committee pages as reflected in the Student Code of Conduct.
May 2014: Athletics Council Revisions
March 2014: Library Committee Revisions
November 2013: Internal Committee Minutes. Added to functions of each committee.
September 2013: Faculty Affairs Committee functions: See Ombudsperson Policy
April 2013: CGE Bylaws
December 2012: Athletics Council Reporting
December 2012: Planning and Finance Committee
October 2012: CTE Section
March 2011: Review and approve changes to questionnaires for evaluating deans and department chairs/school directors, per Administrator Evaluation Policy.
January 2011: Executive Committee Responsibilities – VP Surveys
January 2011: AFEGC Revisions
November 10, 2010: Student Center Performing Arts Series Board deletion
April 21, 2010: Administrative Affairs and Budget Committee Functions – clarified AIF requests and budget meeting time.
March 24, 2010: Administrative Affairs and Budget Committee Functions – changed Academic Calendar procedure.
November 18, 2009: “SCERB” language changed in Code of Student Conduct **November 2009:** Now entitled Student Appeals Board.

November 4, 2009: Academic Planning Committee appointments confirmed by the Faculty Caucus.

April 8, 2009: Revisions to Library Committee section.

April 8, 2009: Revisions to Athletics Council Bylaws/Blue Book Section for Athletics Council.

April 9, 2008: Addition of SCERB Grievance Committee

March 26, 2008: Addition of SCERB University Hearing Panel.

February 20, 2008: Revisions to SCERB Section.

February 6, 2008: Addition of University Service Awards Committee to the Blue Book as an External Committee of the Senate.

April 11, 2007: General revisions throughout the Blue Book.

April 26, 2006: Student Center Policy and Programming Boards replaced by Student Center Complex Advisory Board and Student Center Performing Arts Series Board.

April 12, 2006: Academic Planning Committee Membership Composition Revision

October 12, 2005: Panel of 10 Membership – revised to: Tenured Faculty Only. Members selected to chair search committees for positions other than those listed below amended to: Academic Affairs Administrators that report directly to the Provost (other than those listed above)

April 13, 2005: Honors Council – Faculty representatives must represent at least 4 of the 7 colleges (Includes Milner Library).

April 13, 2005: Entertainment Committee and University Forum Committee replaced by University Programming Board – oversight: Office of Student Affairs.

April 21, 2004: Honors Council – Student representatives must be honor students.

April 7, 2004: Addition of functions 7 and 8 for the Academic Planning Committee; Confirmation/election of CTE representatives to be conducted by the Senate after August 20th of each academic year; SCERB membership increase from 1 student and 1 faculty alternate to 2 student and 2 faculty alternates.

March 24, 2004: Revisions to the Academic Planning Committee Membership.

Spring 2003: Various revisions made throughout the document by the Academic Senate Rules Committee and approved by the Senate.

May 2001: Council on General Education - Terms of membership

April 18, 2001: Revision of Internal Committee Structures

January 2001: University Review Committee - Members must have tenure.

January 2001: University Appeals Committee - Replaced by Faculty Review Committee beginning 2001-2002.

November 11, 2000: Addition of Senate Liaison Section

March 8, 2000: Shared Governance Section, pg. 3, paragraph 3, Added: "When creating policy that affects the academic area broadly understood, the President will see the advice of the academic community through its principle representative body, the Academic Senate.