

# ALTOONA COLLEGE FACULTY SENATE CONSTITUTION

## Article I: NAME OF ORGANIZATION

### Section 1

The organization is called the Altoona College Faculty Senate.

## Article II: AUTHORITY

### Section 1

The authority vested in the Altoona College Faculty Senate is delegated by the University Faculty Senate.

## Article III: FUNCTIONS

### Section 1

The Altoona College Faculty Senate has the following functions:

#### (a) Legislative Function

To serve as the sole legislative body representing the faculty of the Altoona College as a whole. It submits its actions for approval through the appropriate academic and administrative units to the University Faculty Senate concerning such matters as:

1. instructional programs;
2. courses and programs of study;
3. academic admissions standards;
4. graduation requirements; and
5. scholarships and honors.

#### (b) Advisory and Consultative Function

The Altoona College Faculty Senate serves as the organ of the faculty when advice is requested or offered on all matters that may affect the attainment of the educational objectives of the University and/or the Altoona College, such as, but not necessarily restricted to:

1. The establishment, reorganization, or discontinuation of organizational units and areas of instruction and research;
2. Policies concerning the planning of physical facilities;
3. Policies and administration of the College Library;
4. Policies affecting College development and utilization of resources;
5. College calendar and scheduling;
6. College student affairs;
7. College educational policy and planning;
8. Faculty affairs including academic personnel;

9. General College admission policies;
10. College-community relationship; and
11. Matters pertaining to the general welfare of the College.

(c) Forensic Function

To serve as a forum for the exchange of ideas among the members of the Altoona College faculty. Members of the Altoona College community who are not members of the Senate have the right to attend Senate meetings as observers and may be granted the privilege of the floor in accordance with rules established by the Senate.

Section 2

The Altoona College Faculty Senate interprets its legislation.

**Article IV: MEMBERSHIP**

Section 1

For the purpose of defining the electorate of the Senate, each faculty member is counted in the unit (See Section 3 below) in which he/she holds appointment.

All personnel whose primary function is defined as administrative, including those holding academic rank with the University, excluding librarians, are excluded from consideration as faculty members.

Section 2

The Senate is elected by the Altoona College faculty from among its members, except for *ex officio*, administrative, student, and appointed members as provided in Section 5. Members of the Senate have full voting rights, subject to provisions of Section 5.

Section 3

For the purpose of electing Faculty Senators, the Altoona College faculty is divided into the following groups, hereinafter referred to as academic voting units.

- (a) Each Division having full-time academic personnel at the College;
- (b) Each Division having part-time faculty at the College;
- (c) The Library;
- (d) The ROTC department.

Each faculty member is counted in one, and only one unit. Full-time faculty are those with tenure line standing, FTI, or FTM appointments. Part-time (or adjunct) faculty are those with FTII appointments. Members of the Altoona College faculty who are not included in one of the above units may petition for assignment to an academic voting unit, according to such procedures as the Senate may establish.

#### Section 4

The full-time faculty of each Division elects one Senator for each four (4) members of the full-time faculty and fraction thereof from within the Division.

The part-time faculty of each Division elects one Senator from within the part-time faculty members of the Division.

The term of office of an elected Senator shall be two (2) academic years.

One half (1/2) of the total number, or as nearly as practicable, of the faculty Senators from each voting unit is elected each year.

The Library and the ROTC Department voting units are entitled to one (1) Senator each.

#### Section 5

The Dean and Chancellor of the Altoona College, the Associate Dean for Academic Affairs, the Associate Dean for Research and Sponsored Programs, the Assistant Dean for Policy and Planning, the Division Heads, the President of the Student Government Association, and the Altoona College members of the University Faculty Senate who are not elected Altoona College Faculty Senators, are non-voting, *ex officio* members with full floor privileges.

The Student Government Association elects three (3) Student Senators, who are non-voting members of the Senate with full floor privileges and serve terms of one (1) year.

The administrative staff shall elect three (3) Senators from Administration. These are members of the Senate with full floor privileges and voting rights and shall serve for one (1) year.

#### **Article V: AMENDMENTS**

Amendments to the Constitution are adopted by a two-thirds (2/3) vote of the Senate membership, provided that the amendments have been presented in writing at a preceding regular meeting. Following approval, the amended Bylaws will be submitted by the Chair to the University Faculty Senate for ratification.

# BYLAWS

## Article I: OFFICERS

### Section 1

- (a) The officers of the Senate are a Chairperson, a Chairperson-Elect, an Immediate Past-Chairperson, and a Secretary.
- (b) The Senate elects annually from among its elected full-time faculty members, a Chairperson-Elect and a Secretary from among members who serve as elected faculty Senators in the following Senate year. The Secretary is eligible for re-election but may serve no more than two consecutive one-year terms. The Chairperson-Elect at the end of one (1) year of service in that office automatically succeeds to the Office of Chairperson. The Chairperson, at the end of one (1) year of service in that office, automatically succeeds to the Office of Immediate Past-Chairperson.
- (c) The election process should provide assurances that voting is restricted only to members of the voting electorate, that each member of the electorate has the ability to vote only once, that ballots are secure and accessible only to the applicable Tellers Committee, and that ballots are anonymized upon response (i.e., personally identifiable information is not recorded with responses).
- (d) If a Senator's term as representative of an academic voting unit expires while serving as Chairperson or Chairperson-Elect, and the Senator is not re-elected, that Senator is permitted to succeed to the Offices of Chairperson and/or Immediate Past-Chairperson. While completing terms as Chairperson and Immediate Past-Chairperson, the officer has all the rights and privileges of a regular member of the Senate.
- (e) When a vacancy occurs in the Office of Immediate Past-Chairperson, the elected members of the Executive Committee elect a faculty member from among Past-Chairpersons to complete the unexpired term. If a vacancy occurs in the Office of Chairperson, the Chairperson-Elect moves immediately into the office, completes the unexpired term, and continues through a full term as Chairperson. When a vacancy occurs in the Office of Chairperson-Elect, the Secretary of the Senate within no more than thirty (30) days convenes a meeting of the elected members of the Executive Committee for the purpose of selecting nominees to fill the unexpired term of the Chairperson-Elect. The Executive Committee presents the name(s) of at least one (1) nominee at the next meeting of the Senate. Additional nominations may be made from the floor of the Senate. A special election is conducted according to the procedure specified in the Standing Rules, Article II, Section 1. If a vacancy occurs in the Office of Secretary, the elected members of the Executive Committee elect a Senator to complete the unexpired term.

### Section 2

The Chairperson is the presiding officer of the Senate and Executive Committee and has the authority to convene the Executive Committee or the full Senate, if necessary, in special session.

### Section 3

The Chairperson-Elect assumes the duties of the Chairperson when he/she is absent and performs other duties appropriate to the office. In the Spring of each year, the Chairperson-Elect oversees elections for Senate Officers and special elections for Ombudsperson, Alternate Ombudsperson, and members of the Promotion and Tenure Committee.

### Section 4

The Secretary keeps the official roll, prepares and publishes notices, agenda, and minutes of Senate meetings, and performs other duties appropriate to the office.

### Section 5

The Chairperson appoints a Treasurer, a Parliamentarian, and an Historian annually. These officers are non-voting members of the Senate unless they are also elected faculty Senators.

### Section 6

The Treasurer handles all funds of the faculty under the direction of the Senate.

### Section 7

The Parliamentarian assists the Chairperson in the conduct of the meeting, as well as in making decisions on points of order from the floor.

### Section 8

The Historian collates, coordinates, and preserves the Senate's correspondence, minutes, records of Senate elections, finances, activities of ad hoc committees, or other significant records that are central to the Altoona College Faculty Senate. These records are passed on each year to the Senate Historian.

## **Article II: EXECUTIVE COMMITTEE**

### Section 1

- (a) The Executive Committee oversees the efficient operation of the Senate. It coordinates and may charge the activities of the Committees and other instrumentalities of the Senate. It serves as an advisory body to the College Dean and Chancellor. It reviews, coordinates, and discusses means for implementing legislation, and may initiate legislation in the same manner as a Standing Committee. It reviews all actions of those faculty bodies to which responsibility has previously been delegated by the Senate.
- (b) In the event that the Chairperson of the Senate declares the existence of a situation of special Senate concern, the Executive Committee is empowered to act for the Senate in all matters until this authority is terminated by action of the Senate.

## Section 2

The Executive Committee includes:

- (a) The elected Officers of the Senate;
- (b) The Chairpersons and the Vice Chairpersons of all Standing Committees and Ad hoc Committees, or their representatives;
- (c) Altoona College Senators in the University Faculty Senate as *ex officio* members; and
- (d) The Dean and Chancellor of the Altoona College or the Dean and Chancellor's appointee, as an *ex officio* member.

Every Division must be represented by at least one elected Faculty Senator on the Executive Committee. The elected faculty senators of each Division not accordingly represented as a result of the above committee composition shall elect one Senator from their group who will join the Executive Committee.

## Section 3

The Executive Committee meets monthly during Fall and Spring semesters. The Chairperson may call additional meetings.

## **Article III: ELECTION TO THE SENATE**

### Section 1

Each voting unit adopts its own procedure for the election of its Senators, except for part-time faculty, whose election is overseen by the body in each Division charged to conduct the election of full-time senators.

### Section 2

The Chairperson-Elect of the Senate conducts a census of each voting unit in January and notifies the Dean and Chancellor of the Altoona College, the Student Government Association President, and the Senior Senator of each voting unit of the number of Senators to be elected in his/her unit based on the census data. The Dean and Chancellor, Student Government Association President, and Senior Senator report the results of the election to the Secretary at least three (3) weeks before the March meeting of the Senate.

Definition of Senior Senator: The Senior Senator is determined by the following criteria in this order: (a) Length of service in Senate; (b) Length of service to the University; (c) Academic rank.

For purposes of conducting the census, faculty members on sabbatical or other leaves of absences are included if they are officially considered employed at the Altoona College at the time that the census is conducted.

### Section 3

The names of newly elected and newly appointed Senators to serve during the following year are reported to the Senate at the March meeting.

### Section 4

In case an elected faculty Senator is unable to complete his/her elected term, the faculty of the Senator's voting unit selects a replacement to complete the unexpired term from among the runners-up in the most recent preceding election for Senators. If no alternate is available, the faculty in the voting unit holds a special election to fill the unexpired term.

## **Article IV: COMMITTEES**

### Section 1

The Executive Committee determines Senate committee structure and composition with the following stipulations:

- (a) Any Altoona College personnel or any student of the Altoona College may be appointed to a committee;
- (b) Chairpersons of Standing Committees must be elected faculty members of the Senate.
- (c) Appointments to committees should respect academic divisions and the variety of divisional and program needs.

At least one half (1/2) of the membership of a Standing Committee must be elected faculty Senators.

### Section 2

All members of the Standing Committees who are not members of the Senate have non-voting privileges on the floor of the Senate when the subject of discussion pertains specifically to the work of their respective Committees.

### Section 3

Direct consultation between Senate Committees and other instrumentalities of the Altoona College Faculty Senate and members of the administration and faculty of the Altoona College is encouraged. However, such consultation is not to be construed as Senate action.

**Article V: MEETINGS**

Section 1

Subject to modification by a simple majority at the first meeting of each academic year, the Executive Committee submits a recommended calendar of the next academic year's meeting dates of the Senate and of the Executive Committee for approval by the Senate at the final meeting of the academic year.

Section 2

Upon request of the Dean and Chancellor of the Altoona College, the Chairperson convenes the Senate to receive information about the status of and future plans for the University, requests for advice, and recommendations for Senate action.

Section 3

The Chairperson convenes the Senate in response to a written petition of at least twenty-five percent (25%) of the faculty Senators to consider written proposals of the petitioners.

Section 4

By majority vote of the members present at any meeting, the date for any subsequent meeting may be changed.

**Article VI: QUORUM**

Section 1

A quorum for the transaction of business consists of thirty-three percent (33%) of the elected voting Senate membership.

**Article VII: REFERENDA**

Section 1

The Senate may conduct referenda of the College Faculty.

**Article VIII: RULES OF PROCEDURE**

Section 1

The Senate establishes its rules of procedure.

**Article IX: AMENDMENTS**

Section 1

Provided that the amendments have been presented in writing at a preceding regular meeting, amendments to the Bylaws are adopted by a two-thirds (2/3) vote of the elected voting Senate membership. Following approval, the amended Bylaws will be submitted by the Chair to the University Faculty Senate for ratification.



# STANDING RULES

## Article I: MEETINGS

### Section 1

The rules of procedure in the meetings of the Altoona College Faculty Senate, except as otherwise specified in the Senate Constitution, Bylaws, and Standing Rules, are those of Robert's Rules of Order, Newly Revised. All motions, except as otherwise specified in these documents, are determined by a majority of the votes cast. Roll call votes may be initiated only by the decision of the Chairperson or by a two-thirds (2/3) majority of Senators present and voting.

### Section 2

The order of business at each regular meeting of the Senate is as follows:

- (a) Roll call of all Senators by the Secretary;
- (b) Minutes of the preceding meeting;
- (c) Announcements by the Chairperson;
- (d) Communications to the Senate;
- (e) Report of the Executive Committee;
- (f) Reports of Standing Committees;
- (g) Reports of Special Committees;
- (h) Report of University Faculty Senators;
- (i) Unfinished legislative business;
- (j) New legislative business;
- (k) Forensic business; and
- (l) Comments by the Student Government Association President;
- (m) Comments by the Dean and Chancellor of the Altoona College; and
- (n) Comments and recommendations for the good of the University.

The order of business may be changed by the Executive Committee prior to any meeting. Any or all items in this Section may be suspended at any regular meeting of the Senate by a two-thirds (2/3) vote of the members present.

### Section 3

The agenda for a Senate meeting is distributed at least six (6) days before the meeting. It is distributed to all faculty, Administration, and the Student Government Association.

### Section 4

- (a) Items of business should be presented to the Executive Committee at least one (1) week before the meeting. Urgent business may be presented on the floor of the Senate as a formal written door handout approved by the Chairperson.
- (b) Forensic business provides an opportunity for any Senator to discuss any matter which he/she thinks is of concern to the University. Any matter of forensic business under debate becomes legislative business when it is the subject of a motion on which a vote of the Senate is required. When such a motion has been made and

seconded, the matter in question is tabled until the next regular meeting of the Senate unless the Chairperson calls a special meeting of the Senate to consider this item before the next regular meeting.

- (c) Only members of the Senate may introduce new legislative or forensic business.
- (d) At the discretion of the Chairperson of the Senate, any member of the Advisory Board, Altoona College Faculty, Administration, Staff, or Student Body, not a member of the Senate, may be granted the privilege of the floor on any item of legislative or forensic business already before the Senate and to make comments and recommendations for the good of the University.
- (e) The Chairperson has the authority to place a time limit on the remarks of any nonmember of the Senate.
- (f) The rules of this Section can be suspended only by a two-thirds (2/3) vote of the Senators present.

## Section 5

The Chairperson of the Senate may convene special meetings of the Senate, in addition to those specified in Article V of the Bylaws, at such times and for such purposes as he/she deems necessary for the effective discharge of the business of the Senate. The order of business for any special meeting of the Senate is determined by the Chairperson of the Senate.

## Section 6

The minutes of any meetings of the Senate are published within two weeks following the meeting. Copies of the minutes are distributed to all faculty, Administration, the Student Government Association, and the Library.

## Section 7

- (a) Any Senator who, without legitimate reason as described below, fails to answer the roll call at any four regular meetings during any one academic year forfeits his/her voting privilege and membership in the Senate for the remainder of his/her elected term. Senators may be excused from the roll call only for hospitalization, a leave of absence granted by the University, or a documentable University commitment. The Secretary and/or Chairperson may require explanation for failure to attend regular Senate meetings.
- (b) When any Senator has been dropped from membership under the provisions in Section 7a above, the Secretary so informs, in writing, the Executive Committee, the ex-Senator, and members of the voting unit formerly represented by the ex-Senator.
- (c) The voting unit may not elect a new Senator to fill the vacancy created, Bylaws, Article III, Section 4 notwithstanding.
- (d) Any Senator so removed from membership of the Senate cannot be counted in the base on which a quorum is determined.
- (e) Any Senator so removed from the membership of the Senate may resume his/her position in the Senate at the beginning of the academic year following his/her removal if he/she is re-elected to the Senate by his/her voting unit.

## Article II: ELECTIONS

### Section 1 - Election of Senate Officers

- (a) The elective year of the Senate begins with the final meeting of the academic year, before which meeting the Senate elects a new slate of officers. The terms of Senate officers and Executive Committee members are from the final meeting of one academic year until the final meeting of the next.
- (b) Two regular Senate meetings before the regular final Senate meeting, the Chairperson announces the Nominating Committee which is elected by the Executive Committee.

This committee meets at the call of the Chairperson-Elect of the Senate and elects its own chairperson. After soliciting nominations from members of the voting unit, and with the approval of nominees, this committee reports a slate of at least one (1) nominee for each of the office of Chairperson-Elect and Secretary to the Chairperson of the Senate at least fourteen (14) calendar days before the next regular meeting of the Senate, and the slate is published in the Agenda for this meeting. In even numbered years, the Nominating Committee also reports a slate of at least two (2) nominees for Ombudsperson. These nominations are announced to the Senate at this meeting by the Chairperson of the Senate. At this time, additional nominations may be made from the floor of the Senate.

- (c) The Chairperson-Elect distributes secret ballots to all voting members of the Senate for the coming year one day after the regular Senate meeting preceding the final Senate meeting of the academic year. All ballots must be completed within one week.
- (d) Methods of voting for the Offices of Chairperson-Elect and Secretary:

If there are at least two (2) candidates for an elected Senate Office, voting for that office is conducted by plurality voting. The candidate receiving the highest number of votes is elected to the office for the coming academic year (see (f) for provisions for a tied vote).

If there is only one (1) candidate for an elected Senate Office, voting for that office is conducted by approval voting. The candidate must receive approval of at least 50% of the total electorate in order to be elected to the office for the coming academic year.

- (e) The Chairperson of the Senate appoints a Tellers Committee consisting of three (3) Senators who shall report the results of the election to the Chairperson three (3) weeks before the final Senate meeting of the academic year.
- (f) In the event of a tie vote for any of the elected senate officers, the Tellers Committee will determine the winner by a drawing of lots.

If only one (1) candidate stands for election to an office and this candidate does not receive the required 50% of approval of the total electorate, the Chairperson will so inform the Senate, and a new call for nominations and a special election according to the above guidelines will take place in a renewed

attempt to fill that office. This process repeats until the elected Senate Offices are filled.

- (g) The Chairperson of the Senate for the previous elective year presides at the final Senate meeting of the academic year until the newly elected Chairperson has been duly installed in office.
- (h) At the final Senate meeting of the academic year, the newly elected officers are installed immediately following the completion of the item "Unfinished Legislative Business."

## Section 2 - Election of Promotion and Tenure Committee

Election of the Altoona College Promotion and Tenure Committee shall follow procedures stipulated by the Altoona College Promotion and Tenure Procedures document.

## Section 3 - Election of Ombudsperson

### (a) Unit

The Ombudsperson Voting Unit is identical to the combined voting units of the Altoona College for the election of Faculty Senators to the Altoona College Faculty Senate as defined in the Senate Constitution, Article IV, Section 3. This includes full-time and part-time (adjunct) faculty.

### (b) Voting Privileges and Qualifications of the Ombudsperson

Voting privileges are extended to all members of the Unit (as defined) and only to members of the Unit. All full-time members of the Ombudsperson Voting Unit who have had one academic year's experience at the Altoona College at the beginning of their term of office are eligible to serve in this position.

### (c) Nomination and Election of Ombudsperson

The Ombudsperson is elected during the Spring Semester preceding his/her term of office.

The Senate Nominating Committee (Standing Rules, Article II, Section 1b) reports a slate of at least two (2) nominees for Ombudsperson. Additional nominations may be made from the floor of the Senate. At the time of nomination, potential candidates must indicate willingness to serve if elected.

Election will be by secret ballot by all members of the Unit.

The Chairperson of the Senate appoints a Tellers Committee to be responsible for handling ballots and tallying votes.

The individual receiving the highest number of votes is the elected Ombudsperson. The individual with the second highest number of votes is the Alternate Ombudsperson. In case of a tied vote between candidates the Tellers Committee will determine the ranking by a drawing of lots.

(d) Conditions of Office

Starting on September 1, following the time of election, the term of office is two years.

The Alternate Ombudsperson assists the Ombudsperson in fulfilling the duties of the position. If the Ombudsperson is unable to complete the term, the Alternate Ombudsperson assumes the duties of Ombudsperson for the remainder of the term, and an election is held within thirty (30) days to fill the position of Alternate Ombudsperson. The newly elected Ombudsperson will shadow the outgoing Ombudsperson during the final months of the latter's term of holding the office to become acquainted with the duties of the office.

**Article III: SENATE COMMITTEES**

Section 1

The Chairperson of the Senate is an *ex officio* member of all Standing Committees, but he/she may authorize the Chairperson-Elect, the Secretary, the Immediate Past-Chairperson, or any elected member of the Executive Committee to represent him/her at meetings of any committee.

Section 2

All Senate committee positions are tenable for one calendar year from the final meeting of one academic year to the final meeting of the next academic year. No Senator may serve longer than four (4) consecutive years on a given committee nor more than two (2) consecutive years as its chairperson; exceptions are approved by the Executive Committee. A chairperson of a committee who has served in that capacity for less than two (2) years, but who has been a member of the committee for four (4) years, may continue on the committee for as long as he/she is chairperson, thereby permitting a maximum tenure of six (6) years.

Section 3

Each of the four Standing Committees should include a Chairperson and a Vice Chairperson. The Chairperson and Vice Chairperson will be appointed by the Subcommittee on Committees. The remaining Senators will each be assigned to one of the four Standing Committees at the discretion of the Senate Chair or the Subcommittee on Committees.

All Standing Committees may add to their membership, consistent with the distribution requirement imposed by the Bylaws (Article IV, Section 1c) and with the approval of the Executive Committee.

All Standing Committees are encouraged to invite individuals to render testimony or advice on particular questions as circumstances might indicate. They are also encouraged to appoint ad hoc subcommittees as needed.

## Section 4

### (a) Executive Committee

1. Membership: Bylaws Article II, Section 2

2. Purview:

- Oversee the efficient operation of the Senate and serve as an advisory body to the Senate officers, and the College Senate as a whole.

- Review all legislative, consultative and informational reports submitted for the Senate Agenda. Make decisions concerning whether an item is to be placed on the Agenda for full Senate discussion is adequately prepared and documented.

- Appoint ad hoc committees as needed.

- Provide names of faculty members to the Administration to fill faculty positions on Administration committees, task forces, and College-wide committees.

- In the event that the Chairperson of the Senate declares the existence of a situation of special Senate concern, the Executive Committee is empowered to act for the Senate in all matters until this authority is terminated by action of the Senate.

### (a.1) Sub-Committee on Committees, Procedures and Constitutional Revisions

1. Membership:

The Chair-Elect of the Senate and the Secretary. Other elected faculty senators are appointed to this Sub-Committee as needed by the Chair of the Senate.

2. Purview:

- To keep the Constitution and Standing Rules both current and responsive to the rapidly changing academic and administrative needs of the College.

- To provide guidance to the other Standing Committees, to ensure greater operational efficiency and continuity to the Senate.

This committee will review and make recommendations on the Senate's committee structure and Standing Committees. Each year, then, this committee will ask returning and new Senators to rank their preferences for committee assignment as well as ask Standing Committee chairs to evaluate the activity of current committee members. With this information, this committee, with the input of the outgoing Executive Committee, will advise the Senate Chair concerning the selection of the senatorial members of each Standing Committee.

- To improve Senate processes and procedures, and assist in meeting its legislative and advisory functions in a manner that encourages and stimulates both an enhanced academic College environment and sound Faculty Senate leadership experiences.

- To provide a structural mechanism to develop a long-term perspective in the Faculty Senate, both in planning for, and, in serving the interests and needs of the faculty and the academic mission of the College.

(b) Committee on Academic Affairs

1. Membership: At least eight (8) elected faculty Senators with at least one from each division and one (1) student Senator.

2. Purview:

- To advise and make recommendations about policies on all undergraduate instruction, including basic skills, resources and programs.
- To review the academic standards in all areas of undergraduate instruction, including all placement and proficiency tests.
- To review and make recommendations concerning proposed changes in organizational units as they relate to instruction.
- To review the quality and delivery of academic advising at the Altoona College.
- To review academic integrity in all areas of undergraduate instruction.
- To review and advise concerning Library policies, including but not limited to collections, information retrieval, and information access systems aiding teaching, research, and learning.
- To maintain liaison with the Sub-Committee on Information Technology.
- To maintain liaison with the Division of Undergraduate Studies, the University Scholars Program, the Academic Assistance Program, and the Instructional Development Program. The coordinator of each of these Programs shall submit an annual report to this Committee.

(b.1) Sub-Committee on Admissions, Records, Scheduling, and Student Aid.

1. Membership: At least three (3) elected faculty Senators and one (1) student Senator

2. Purview:

- To review and make recommendations regarding academic admissions and readmissions standards.
- To review and make recommendations concerning admissions, records, scheduling, and student aid policies and procedures as they affect the attainment of the University's educational objectives.
- To advise concerning enrollment management and retention.

- To advise concerning policies for student awards, scholarships, and financial aid.
  - To advise concerning policies related to student reinstatement and to certification of credit.
3. The Sub-Committee consults with and is informed by the Admissions Office, the Bursar's Office, the Registrar's Office, and the Student Affairs Office on issues pertaining to its purview.  
The Chairperson of this Sub-Committee may appoint non-voting members to this Sub-Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.

(b.2) Sub-Committee on Intercollegiate Athletics

1. Membership: At least three (3) elected faculty Senators, one (1) member of the Division of Undergraduate Studies staff (*ex officio*), the Faculty Athletics Representative (*ex officio*), the Athletics Director (*ex officio*), and the Senior Women's Administrator (*ex officio*).
2. Purview:
  - To monitor and advise concerning matters involving athletic standards in relation to the educational function of College and the University.
  - To consult with the Athletic Director concerning athletic schedules as they affect academic standards.
  - To advise concerning policies regarding eligibility of students for participation in intercollegiate athletics.
  - To help promote a sound academic climate for student athletes and faculty.
  - To monitor the oversight of intramural and club sports.
  - To monitor the oversight and management of all athletic facilities.

(b.3) Sub-Committee on Teaching

1. Membership: At least four (4) elected faculty Senators, one from each division.
2. Purview:
  - To advise concerning matters related to teaching evaluations, such as Student Rating of Teaching Effectiveness.
  - To advise concerning policies related to teaching loads.
  - To advise concerning policies related to online teaching.
3. The Sub-Committee consults with and is informed by the Academic Affairs Office and the Office of Information Technology on issues pertaining to its purview.  
The Chairperson of this Sub-Committee may appoint non-voting members to this Sub-Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.



(c) Committee on Curricular Affairs

1. Membership: eight (8) elected faculty Senators with at least one from each division.
2. Purview:
  - To establish guidelines for periodic Divisional review of ongoing academic programs.
  - To review, evaluate, and approve or reject all course and curriculum proposals, and enrollment modifications, affecting educational programs at the Altoona College.
  - To make recommendations for new program development or for changes in existing programs at the Altoona College.
  - To ensure that all course and curriculum proposals meet University wide standards and accreditation requirements.
  - To ensure consultation with Library personnel in the development of new programs.
  - To review the curricular impact of any projected resource or program limitations.
3. The Committee on Curricular Affairs consults with and is informed by the Academic Affairs Office and the Assistant Dean for Policy and Planning on issues pertaining to its purview. The Chairperson of the Committee may appoint non-voting members to this Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.

(d) Committee on Faculty Affairs

1. Membership: At least eight (8) elected faculty Senators with at least one from each division.
2. Purview:
  - To monitor the environment in which the faculty works. This includes, but is not limited to the following:
    - Classrooms;
    - Laboratories;
    - Offices;
    - Equipment;
    - Instructional support services;
    - Administrative assistants; and
    - Research facilities, resources, policies, and services in consultation with the Sub-Committee on Research.
  - To monitor the status of the faculty with regard to cultural, social, and material welfare.

- To make recommendations concerning the modification of existing policies and to assist in the formulation of new policies in the following matters of direct concern to faculty:

- Faculty appointments and workload;
- Tenure;
- Promotions in rank;
- Leaves and sabbatical leaves;
- Academic freedom;
- Rights and responsibilities, including due process;
- Faculty privacy;
- Affirmative action and equal opportunity;
- Faculty development and faculty awards; and
- Faculty/student assessment outcomes.

- To coordinate divisional recommendations regarding funding for faculty development and for workload modification.

- To review and advise concerning division and discipline alignments.

3. In addition to the administrative offices listed under the Sub-Committees in (d.1) and (d.2), the Committee on Faculty Affairs consults with and is informed by the Academic Affairs Office and the Business Operations Office on issues pertaining to its purview. The Chairperson of the Committee may appoint non-voting members to this Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.

(d.1) Sub-Committee on Information Technology

1. Membership: At least three (3) elected faculty Senators

2. Purview:

- To promote the astute development of computer-based technology, with a special concern for the effectiveness of, and innovation within, the teaching arts.

- To consult with and advise the Associate Dean for Academic Affairs, the Director of Business Operations, the Chief Information Officer, and other administrative officers at the Altoona College concerning all relevant matters involving computers, information systems, software, and related technology.

- To study and advise concerning information technology, either on request or upon its own initiative.

- To insure an active, collaborative role for the faculty in the formulation of all policies affecting academic computing and information systems.

3. The Sub-Committee consults with and is informed by the Offices of Information Technology and University Relations on issues pertaining to its purview. The Chairperson of this Sub-Committee may appoint non-voting members to this Sub-Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.

(d.2) Sub-Committee on Research

1. Membership: At least four (4) elected faculty Senators with at least one from each division.
2. Purview:
  - To foster a climate conducive to faculty and student research, and scholarly activities, and to advise on research policies including research facilities, and College overhead, and fringe benefit compensation.
  - To provide the Senate's advisory and consultative function on all items involving research facilities, resources, policies and services.
  - To maintain liaison with the Information Technology Sub-Committee and the Office of the Associate Dean for Research and Sponsored Programs to ensure an active faculty role in the formulation of all computing and information systems policies as they affect the research activities of faculty and students.
  - To make recommendations to the Executive Committee on the establishment or discontinuation of organized research units or institutes.
  - The Chairperson of the Sub-Committee on Research (or her/his representative from the Sub-Committee on Research) shall serve as the Senate representative on the Research Advisory Committee to the Associate Dean for Research and Sponsored Programs.
3. The Sub-Committee consults with and is informed by the Office of Research and Sponsored Programs on issues pertaining to its purview.  
The Chairperson of this Sub-Committee may appoint non-voting members to this Sub-Committee from this Office in accordance with the Standing Rules, Article III, Section 3.

(e) Committee on Campus Climate and Diversity

1. Membership: At least eight (8) elected faculty senators, at least one from each division, and two (2) student Senators.
2. Purview:
  - To foster an environment of respect, tolerance, appreciation, and mutual responsibility among faculty, students, and staff of all backgrounds.

(e.1) Sub-Committee on Budgets, College Planning, and University Development

1. Membership: At least three (3) elected faculty Senators
2. Purview:
  - To advise the Dean and Chancellor of the Altoona College concerning issues relating to the budget, finances, and funding priorities.
  - To communicate information concerning aforesaid matters from the Dean and

Chancellor to the Senate.

- To participate in the development of policy and policy enforcement strategies involving the academic, physical, and aesthetic resources of the Altoona College.

- To participate in the development of priorities for proposed physical projects and for space allocation as they impinge on educational objectives of the College.

- To review and report concerning matters of College Planning and University Development as they impinge on the academic objectives of the College.

3. The Sub-Committee consults with and is informed by the Bursar's Office, the Office of Development and Alumni Relations, and the Assistant Dean for Policy and Planning on issues pertaining to its purview.  
The Chairperson of this Sub-Committee may appoint non-voting members to this Sub-Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.

(e.2) Sub-Committee on Student Life

1. Membership: At least three (3) elected faculty Senators and one (1) student Senator

2. Purview:

- To review and advise on policies involving aspects of student life not specifically delegated to other committees. These aspects include, but are not limited to, policies concerning career development and placement, residence life, health services, student conduct, student organizations, and student activities.

- To maintain liaison with the elected officers of the students, as appropriately organized.

- To maintain liaison with all student organization committees and boards, as appropriate.

- To inform the Senate of current and long-range trends in student life.

- To work with the Office of Student Affairs to assess the quality of student life on campus as it relates to both in-class and out-of-class experiences.

- To serve as a partner with the Office of Student Affairs in addressing critical student life issues and concerns and to make recommendations as to the course of action to take.

3. The Sub-Committee consults with and is informed by the Health and Wellness Center, the Center for Student and Civic Engagement, Student Affairs, Residence Life, and Career Services on issues pertaining to its purview.  
The Chairperson of this Sub-Committee may appoint non-voting members to this Sub-Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.

(e.3) Sub-Committee on Equity and Diversity

1. Membership: At least four (4) elected Faculty Senators, one from each division, and one (1) student Senator.
2. Purview:
  - Periodical assessment of the campus climate
  - Maintain liaison with the Educational Equity Office
  - Maintain liaison with the Office of Student Affairs
  - Maintain liaison with the Committee on Curricular Affairs to monitor how diversity-related topics are infused in the curriculum.
  - Advise concerning diversity programming
  - Maintain liaison with various student organizations
  - Advise concerning inter-cultural matters involving students and/or faculty
  - To help promote awareness of the particular needs and concerns of international students
  - To help promote awareness of the particular needs and concerns of students, faculty, and staff with disabilities
    - Advise concerning matters related to recruitment and retention of a diverse student body, faculty, and staff
3. The Sub-Committee consults with and is informed by the Health and Wellness Center, the Center for Student and Civic Engagement, Student Affairs, Residence Life, Career Services, and Athletics on issues pertaining to its purview. The Chairperson of this Sub-Committee may appoint non-voting members to this Sub-Committee from these Offices in accordance with the Standing Rules, Article III, Section 3.

Section 5

The Chairperson of the Senate appoints such special committees as he/she deems necessary to consider subjects not already assigned to Standing Committees of the Senate.

## **Article IV: AMENDMENTS**

Following approval, the amended Bylaws will be submitted by the Chair to the University Faculty Senate for ratification.

### Section 1

Amendments to the Standing Rules are adopted by a two-thirds (2/3) vote of the Senate membership, provided that the amendments have been presented in writing at a preceding regular meeting.

Ratified by University Faculty Senate April 4, 2017 Revised February 2017  
Ratified by University Faculty Senate August 25, 2015 Revised April 2015  
Ratified by University Faculty Senate April 2012 Revised February 2012  
Ratified by University Faculty Senate October 2009 Revised April 2009  
Ratified by University Faculty Senate January 2008  
Ratified by University Faculty Senate Nov. 2006 Revised May 2006  
Ratified by University Faculty Senate Dec. 2005 Revised October, 2005  
Ratified by University Faculty Senate Sept. 2003 Revised May, 2003  
Ratified by University Faculty Senate Nov 1997