Preamble

The Penn State Lehigh Valley Faculty Senate (PSLVFS) serves as the voice of the faculty, providing a forum for the exchange of ideas among members of the Penn State Lehigh Valley (PSLV) campus and community. As members, we offer shared governance on legislative, advisory, and forensic matters pertaining to the welfare, safety, and prosperity of the PSLV campus. We promote goodwill and transparency in our reviews of these matters, and establish the PSLVFS as the principle communicative body of the Penn State Lehigh Valley Faculty (PSLVF).

The University Faculty Senate has delegated the authority vested in this constitution.

Article I

FUNCTIONS

SECTION 1

Functions

The PSLVFS has the following functions:

A. Legislative Function

To serve as the sole legislative body representing the PSLVF as a whole. The PSLVFS engages in conversation, recommends guidelines, and proposes legislation pertaining to the educational interest of the PSLV campus, graduate and undergraduate resident instruction, research, and Corporate and Community Education, as well as academic matters that concern the faculties of more than one discipline. These actions are subject to the revision of all orders of the University Faculty Senate (UFS) and the President of the University.

Among the areas within the legislative jurisdiction of the Senate are the following:

1. educational philosophy and policy;
2. courses and programs of study;
3. academic admission standards;
4. graduation requirements; and
5. scholarship and honors.
B. **Advisory and Consultative Function**

To act as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the **Chancellor** of Penn State Lehigh Valley on any matter that may affect the attainment of the educational objectives of Penn State Lehigh Valley.

C. **Forensic Function**

To examine and review current policies and matters that may affect the welfare of **PSLV** faculty, campus and community. The Standing Rules of the **UFS** shall serve as a model for conduct of forensic business.

**SECTION 2**

The **PSLVFS** interprets its legislation.

**SECTION 3**

In case of legislative jurisdiction, the power of decision rests with the **UFS** and the President of the University.

**SECTION 4**

The **PSLVFS** reserves the right to delegate responsibility in the areas listed in Section 1, according to such procedures as the **PSLVFS** establishes.

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**Article II**

**MEMBERSHIP**

**SECTION 1**

The **PSLVFS** membership is as follows:

A. All full time faculty members and all equivalent ranks as defined by Policy (HR-21) and a part-time faculty representative.

B. (a) Ex officio, administrative, staff members and (b) student members, as provided in Section 3.

**SECTION 2**

All members of the **PSLVFS** have full voting rights.

**SECTION 3**

A. Ex officio, administrative and staff membership

   i. The **Chancellor** and the **Director of Academic Affairs** are ex officio members.
ii. The Chancellor may nominate additional administrative and staff members and submit the list to the Officers Committee before the first regular Senate meeting of an academic year.

iii. The ex officio, administrative, and staff membership may not exceed 10% of the full-time faculty membership.

B. Student member
   i. There will be one student member of the Senate.
   ii. The student member will be either the Student Government Association (SGA) President or his/her designate.

Article III

AMENDMENTS

SECTION 1

Amendments to the CONSTITUTION may be adopted at any meeting of the PSLVFS by a two thirds (2/3) vote of those present, provided that the amendment has been presented in writing in a preceding regular meeting. Successful amendments shall be communicated to the Executive Director of the University Faculty Senate.

Following approval, the amended CONSTITUTION will be submitted by the Chair to the University Faculty Senate for ratification. An amendment shall take effect upon approval by the University Faculty Senate.

BYLAWS

Article I

OFFICERS COMMITTEE

SECTION 1

The PSLVFS annually, or when a vacancy exists, elects a Chairperson, a Vice–Chairperson, and a Secretary from among its faculty members to serve as the Officers Committee.

A. Each person holds office for a term of one (1) year and is eligible for re–election for one successive term.
B. The officers are elected during the last regular Senate meeting of an academic year and take office June 1.

C. The Officers Committee plans the meeting agenda for the PSLVFS. All Senators wishing to submit agenda items make such suggestions to the Secretary at least ten (10) days prior to the next scheduled PSLVFS meeting.

D. The Officers Committee establishes committee structure and coordinates the activities of the Committees.

SECTION 2

A. The Chairperson is the presiding officer of the PSLVFS.

   i. The Chairperson does not vote, except to make or break a tie.

   ii. The Chairperson may appoint a Parliamentarian from the PSLVF to serve during the Chairperson's term of office.

B. Upon consultation with the Vice–Chairperson and Secretary, the Chairperson has the authority to:

   i. Declare the existence of a situation of special Senate concern.

   ii. Convene the Executive Committee (see Article II) and Officers Committee.

   iii. Convene a special closed-door meeting of PSLVFS voting members within a calendar week following the announcement of an upcoming closed-door meeting.

C. The Chairperson acts according to the following provisions to facilitate faculty involvement in campus matters:

   i. The Chairperson, along with the other members of the Officers Committee, encourages early and regular consultation with the PSLV campus Administration regarding matters of hiring of full-time faculty and staff, especially regarding membership and progress of search committees of all types.

   ii. The Chairperson, along with the other members of the Officers Committee, encourages early and regular consultation with the PSLV campus Administration regarding matters of concern to the campus community, such as: task force membership, ad hoc committee membership, and issues relevant to student clubs and activities.

   iii. The Chairperson, along with the other members of the Officers Committee, sets the agenda for Senate meetings to promote early and regular communication between administration, faculty, campus community, and on all matters relevant to PSLV.

SECTION 3

A. The Vice–Chairperson assumes the duties of the Chairperson when the Chairperson is absent and performs the other duties appropriate to the office.

B. The Vice–Chairperson also convenes the Chairpersons of the Standing Committees of the PSLVFS on a regular basis for the purpose of exchanging information in regard to Committee activities and chairs the Faculty Committee.
SECTION 4

A. The Secretary keeps the official roll, prepares and publishes notices, agenda, and minutes of PSLVFS meetings.

B. The Secretary maintains an active Recommendations List, which can include PSLVFS’ recommendations to the campus administration, the responses proffered by the administrators to such recommendations, and the current status of each recommendation (open items, pending items or completed items), as provided in Article IX, Section 3, B.

C. The Secretary is charged with communicating the open and pending items on the Recommendations List to the Chancellor and the Director of Academic Affairs at least one week prior to each Faculty Senate meeting.

D. In addition, the Secretary performs other duties appropriate to the office.

SECTION 5

The Penn State Lehigh Valley Faculty Senate Officers, in conjunction with the University Senators, the Library Director, the Director of Academic Affairs, the Chancellor, Director of Outreach and Continuing Education and Administrative Representative of Business Services, comprises the Faculty Administrative Advisory Board (FAAB). The purpose of the FAAB is to encourage discussion between faculty members and administrators concerning management, education, or other subjects of interest to the community. Such consultation, however, is not be construed as Senate action.

Article II

EXECUTIVE COMMITTEE

SECTION 1

A. The Executive Committee is an instrumentality of the PSLVFS without legislative authority.

B. The Executive Committee consults with the PSLV campus administration on faculty representation for search and screen committees for campus administrative and staff positions.

C. The Executive Committee is empowered to act for the Senate in all matters when a PSLVFS meeting has been called and a quorum (Article VI) has not been obtained.

SECTION 2

The Executive Committee includes:

A. The Chairperson of the PSLVFS presiding, who also acts as Executive Committee Chairperson;

B. The Vice–Chairperson of the PSLVFS;

C. The Secretary of the PSLVFS;

D. The Chairpersons of the Standing Committees.
SECTION 3

A. The Executive Committee is convened at the discretion of the Chairperson of the PSLVFS.

B. At least fifty percent (50%) of the membership constitutes a quorum for the Executive Committee.

C. The Executive Committee may invite resource persons to any of its meetings.

Article III

ELECTION TO THE SENATE

SECTION 1

A. The part-time faculty annually elects a representative and an alternate representative to the Senate from amongst its members.

   i. The elected part-time faculty member cannot hold any staff or administration position on the PSLV campus.

   ii. In the event that the representative cannot attend a meeting, or is unavailable to serve out the term, the alternate shall serve.

B. The student senator will be the SGA President or his/her designate (Article II, Section). The selection of student senators should follow the procedures established by the PSLV SGA.

Article IV

COMMITTEES

SECTION 1

The PSLVFS shall establish two types of Senate Committees:

A. Standing Committees

B. Special Committees (Ad hoc)

The PSLVFS determines its committee structure and composition with the following stipulations:

A. Any PSLVFS member in good standing may be appointed to a Senate committee.

B. Chairpersons of Senate Committees must be members of the PSLVFS as defined in Article II, Section 1A of the CONSTITUTION.

C. A majority of the membership of a Senate Committee must be Faculty Senators as defined in Article II, Section 1A of the CONSTITUTION.
D. Membership in Standing Committees is voluntary. If the number of volunteers exceeds the number of spots on the committee, an election will be held alongside the annual election of the Chairperson, the Vice–Chairperson, and the Secretary.

E. A Faculty Senator may hold membership in no more than two (2) standing committees, whether the Senator’s position is voluntary, elected or ex officio (except for the Faculty Committee, which is open to all Senators).

F. With the exception of the Faculty Committee, a faculty Senator may hold membership on any Senate Committee for no more than two consecutive years.

G. With the exception of the Faculty Committee, standing committee meetings are open to all senators; voting rights, however, are reserved for elected members.

H. Special committees shall be established according to the procedures stated in Article 3 of the PSLVFS Constitution Bylaws.

SECTION 2

The PSLVFS has the following standing committees:

A. The Executive Committee shall be established according to the procedures delineated in Article II of the Bylaws.

B. The Academic Committee consists of six (6) elected faculty members, two (2) student members, the Honors Program Coordinator, the Director of Academic Affairs, a representative for Corporate and Community Education, one (1) Division of Undergraduate Studies (DUS) Adviser, and one (1) administrative representative of Admissions and Advising, for a total of thirteen (13) members, and performs the following functions:

   i. To make recommendations concerning the academic interests of the campus, which include graduate and undergraduate resident instruction, research, outreach, and continuing education courses and programs.

   ii. To make recommendations concerning teaching and learning, the curriculum, evaluations, advising, instructional technology, academic integrity, scheduling, registration, degree program promotion, and such other academic business as relates to the academic environment of the campus.

   iii. To promote faculty research and scholarship.

C. The Faculty Committee consists of all faculty who are Senators and is chaired by the Vice–Chairperson of the PSLVFS, and performs the following functions:

   i. To make recommendations concerning the cultural, social, and material welfare of the faculty.

   ii. To make recommendations concerning the educational and professional environment in which the faculty works.

D. The Student Committee consists of four (4) faculty members, one (1) student, and one (1) staff representative from Student Affairs, for a total of six (6) members and performs the following functions:
i. To make recommendations to the PSLVFS regarding the structure and implementation of programs related to student life on campus, including, but not limited to, orientation, financial aid (including scholarships and awards), placement, student activities, cultural programming, housing, discipline, and the Educational Opportunities Program.

ii. To make recommendations to the PSLVFS regarding student-related issues, including, but not limited to, enrollment management, academic integrity, advising, and diversity.

iii. To promote student research and scholarship.

E. The Budget Committee consists of four (4) faculty members, one (1) staff representative from the Business Office and the Director of Academic Affairs, for a total of six (6) members, and performs the following functions:

i. To consider university and campus budget-related policies, procedures and practices, particularly those with potential impact on academics or on faculty wellbeing,

ii. To consult regularly with the PSLV Chancellor and the Director of Academic Affairs.

iii. To develop PSLVFS’ positions regarding campus budget issues.

F. The PSLV Promotion and Tenure Review Committee consists of three (3) elected members and up to two (2) DAA-appointed members.

i. The PSLVFS Chairperson runs an election when a member’s term has expired.
   a. Only tenured and tenure-track faculty vote in this election.
   b. An alternate is also elected to serve in case an elected member cannot complete his/her term.

ii. Each member has a two-year term.

iii. All tenured faculty are eligible for election.

iv. In addition to the three (3) elected Faculty Senate members, the DAA has the authority to add two (2) more members to the review committee.
   a. These members can be from the same campus as the faculty member under review, other Penn State campuses, or from University College.
   b. These members should be from the same discipline, or as close as possible to the same discipline, as the faculty member under review.

v. The campus P&T Committee follows the guidelines set forth by The Pennsylvania State University Policy Manual, Promotion and Tenure Procedures and Regulations, HR-23 and SR: 5-6-75 IV and the Procedures for Operation of the Faculty Promotion and Tenure for the Penn State Lehigh Valley Campus.

SECTION 3

The PSLVFS has the authority to establish Special Committees, or Ad hoc Committees to perform tasks that fall within the purview of the PSLVFS.

A. Special Committees, their mission, their timeframe of operation, and their membership shall be established by PSLVFS vote.

B. The Officers Committee appoints Special Committee members.
C. Unless otherwise provided at the point of their establishment, Special Committees shall be terminated upon the end of the academic year.

D. The PSLVFS has the authority to extend or renew a Special Committee’s charter via vote.

SECTION 4

A. Every Standing Committee, with the exception of the Faculty Committee, elects a Chairperson at the first PSLVFS meeting in the academic year.

B. The PSLVFS Chairperson appoints a Chairperson for Special Committees prior to their first meeting.

C. The Chairperson of a Standing or Special Committee coordinates the activities of the committee at least once each semester and as many more times as are necessary to complete the responsibilities of the committee efficiently and will report at each regularly scheduled meeting of the Senate.

D. The Chairperson of a Standing or Special Committee convenes the Committee at the request of any two members of its members.

E. The Chairperson of a Standing or Special Committee may designate to members of the committee certain responsibilities to ensure the efficient operation of the committee.

   i. These appointments can include, but are not limited to, the appointment of a Vice–Chairperson and/or a Secretary of the committee.

   ii. A committee member may serve in one or more of these capacities.

SECTION 5

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

SECTION 6

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

Article V

MEETINGS

SECTION 1

A. The PSLVFS holds regular meetings that will take place at least twice per year. Meetings will have a distinctive beginning and ending time, and will allow for deliberative, simultaneous communication.
B. At the beginning of each semester, the **Officers Committee** specifies meeting dates for the following half academic year.

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

SECTION 2

A. All meetings are open to full-time faculty, part-time faculty, staff, and administration.

B. Only members designated in Article II, Section 1, have voting rights.

SECTION 3

Upon the request of the **Chancellor of PSLV**, the **PSLVFS Chairperson** convenes the Senate to receive information, requests for advice, and recommendations for Senate action.

SECTION 4

At the discretion of the **PSLVFS Chairperson**, a special closed-door meeting of the Senate can be convened, as stated in Bylaws, Article I, Section 2.

SECTION 5

The **PSLVFS Chairperson** convenes the Senate within ten (10) calendar days in response to a written petition of at least one third (1/3) of the **PSLVFS** members to consider proposals of the petitioners stated in writing, provided that the petition contains:

A. Statements of purpose regarding petition.

B. Names of faculty senators designated to meet the **PSLVFS Officers Committee**.
   
   i. The designated faculty members must be authorized by the signatories of the petition to discuss, confirm, modify, or withdraw their request for a special meeting of the Senate.
   
   ii. If the petitioners so desire, their names will be made available only to the **PSLVFS Chairperson**.

Article VI

QUORUM

SECTION 1

A. A quorum for the transaction of business consists of one third (1/3) of the total number of Senators, provided a majority of the quorum are **PSLVFS** members. This excludes Executive Committee’s business, which specifies 50% of members’ total numbers.

B. Proxy voting is not permitted.
C. The Executive Committee will, however, establish policies for absentee balloting on matters publicly announced one week before a PSLVFS meeting.

Article VII

DELEGATION OF RESPONSIBILITY

SECTION 1

A. Responsibility for functions of the PSLVFS as defined in Article I, Section 1 of the CONSTITUTION, may be delegated in whole or in part to appropriately organized faculty bodies upon recommendation of the Officers Committee and approved by the PSLVFS in accordance with Article X, Section 1 of the Bylaws.

B. Such delegation is limited to those functions appropriate to the faculty body concerned.

C. Criteria for such delegation are established in accordance with Article X, Section 1 of the Bylaws.

Article VIII

REFERENDA

SECTION 1

PSLVFS may request referenda of the University Faculty Senate.

Article IX

RULES OF PROCEDURE

SECTION 1

The PSLVFS establishes its rules of procedure.

SECTION 2

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

A. minutes of the preceding meeting;

B. announcements by the Chairperson;

C. report of the Chancellor and other administrative officers;
D. forensic business;

E. legislation;

F. reports – solicited or prearranged; including, but not limited to: Standing Committees, Special Committees, University College Faculty Council, and University Faculty Senators; and

G. adjournment.

SECTION 3

The report of the Chancellor and other administrative officers referenced in Article IX, Section 2, E shall consist of two sections:

A. State of the Campus Report, in which the PSLV administrative officers report on events, policies, procedures, and practices of relevance to the faculty.

B. Response to Senate Recommendations, in which the PSLV administrative officers provide responses to open and pending recommendations issued by the PSLVFS.

i. The Faculty Senate Chair has the authority to classify the recommendations on the Recommendations List as open items, pending items, or completed items.

ii. The PSLVFS Secretary records responses and statuses of each recommendation in the Recommendations List (Bylaws, Article 1, Section 4).

SECTION 4

A. The order of business may be changed, and items may be suspended by the Officers Committee, prior to any meeting.

B. Any and all items in Section 2 may be suspended at any regular meeting of the PSLVFS by a two-thirds (2/3) vote of the members present, at any meeting by decision of the Chairperson.

Article X

AMENDMENTS

SECTION 1

Amendments to the Bylaws may be adopted at any meeting of the PSLVFS by a two-thirds (2/3) vote of those present, provided that the amendments have been presented in writing at a preceding regular meeting. Successful amendments shall be communicated to the Executive Director of the University Faculty Senate.

Following approval, the amended CONSTITUTION and its Bylaws will be submitted by the Chair to the University Faculty Senate for ratification. An amendment shall take effect upon approval by the University Faculty Senate.

Ratified by the Penn State Lehigh Valley Faculty Senate on April 22, 2005.
Ratified by the Penn State University Faculty Senate on April 11, 2006.

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