

**CONSTITUTION FOR THE SCRANTON
FACULTY SENATE OF THE
PENNSYLVANIA STATE UNIVERSITY**

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CONSTITUTION FOR THE SCRANTON FACULTY SENATE OF THE PENNSYLVANIA STATE UNIVERSITY

Article I: Functions:

Section 1 Definition

The Senate of the Penn State Scranton Campus has the following functions:

A. Legislative Function

The Senate of the Penn State Scranton Campus (therein after referred to as the Senate) serves as the sole legislative body representing the Scranton Faculty as a whole. The authority vested in this constitution has been delegated by the University Faculty Senate. The Penn State Scranton Senate's actions are authoritative on all matters that pertain to the academic interests of the campus and on all educational matters that concern the faculties of more than one division of the campus, subject to revision and all orders of the University Faculty Senate as provided in Article VII (Delegation of Authority) of the Bylaws of the Penn State University Faculty Senate.

Among the matters within the legislative jurisdiction of the Senate are:

1. educational philosophy and policy;
2. instructional programs;
3. courses and programs of study;
4. academic admission standards;
5. graduation requirements;
6. scholarships and honors;
7. academic standards for intercollegiate athletic participation; and,
8. access to library and information systems for academic purposes.

B. Advisory and Consultative Function

The Senate acts as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Chancellor of the campus and to the University on any matter that may affect the attainment of the educational objectives of the campus. Consultation with Senate officers or committees does not constitute formal action or approval by the Senate.

C. Forensic Function

The Senate serves as a forum for the exchange of ideas among the members of the campus community.

Section 2 Interpretation of Legislation

The Senate interprets its legislation.

Section 3 Questions of Legislative Jurisdiction

In questions of legislative jurisdiction, the power of decision rests with the University Faculty Senate.

Section 4 Re-delegation of Responsibility

The Senate has the authority to re-delegate responsibility in the areas listed in Section 1 according to such procedures as the Senate may establish.

Article II: Membership

The Senate is composed of:

- A. Faculty members teaching full-time, including instructors and all professorial ranks and equivalent ranks as defined in HR-21, all of whom have voting privileges at Faculty Senate meetings;
- B. The Chancellor and other administrative personnel to be appointed by the Chancellor, such that the total number of administrative personnel does not exceed 10% of the eligible faculty, who do not have voting privileges at Faculty Senate meetings; and
- C. Campus students, whose members on the Senate may not exceed 10% of the eligible faculty, who are selected by the Student Government Association of the Campus and who do not have voting privileges at Faculty Senate meetings.

Article III: Eligibility

Questions of eligibility are settled by the Chair with the advice and consent of the Senate.

Article IV: Operating Procedure

The Senate operates under the most recent edition of *Robert's Rules of Order*.

Article V: Officers

Section 1 Elections and Term of Office

- A. The Senate elects annually from its faculty membership by majority vote a Chair-Elect and a Secretary. Administrative and student members are not eligible for nomination to Chair-Elect.
- B. The term of office for the Chair, Chair-Elect, and Secretary is one year beginning 1 July.
- C. If any officer cannot complete his or her term, an election will be held as soon as possible, and the elected individual will complete the term of the out-going officer.
- D. The Chair, at the end of service in that office, automatically succeeds to the Office of Immediate Past-Chair. The Immediate Past-Chair assumes the duties of the Chair when the Chair, Chair- Elect, and Secretary are absent.

Section 2 Chair

- A. The Chair presides at all meetings.
- B. The Chair speaks for the Faculty as a group in discussion with the Chancellor, other members of the administration, and representatives from other groups seeking Faculty response. C. The Chair provides members with the agenda of meetings in advance of them.
- D. The Chair may choose to appoint a Parliamentarian from the faculty to serve during the Chair's time in office. The Parliamentarian advises the Senate concerning procedure.

Section 3 Chair-Elect

- A. The Chair-Elect assumes the duties of the Chair when the Chair is absent and performs the other duties appropriate to the office.
- B. The Chair-Elect, at the end of service in that office, automatically succeeds to the Office of Chair.

- C. The Chair-Elect convenes, at least annually, the officers and the chairs of the Standing Committees of the Senate for the purpose of exchanging information on committee activities and advising the officers.

Section 4 Secretary

- A. The Secretary keeps the official roll, prepares and publishes notices and minutes of Senate meetings, and performs other duties appropriate to the office.
- B. The Secretary distributes, within two weeks of meetings, the minutes of Senate meetings and assists and substitutes for the Chair and Chair-Elect when necessary.
- C. The Secretary is eligible for reelection but may not be reelected to more than two consecutive terms.

Article VI: Quorum

Forty percent (40%) of the voting membership of the Senate constitutes a quorum for Senate meetings.

A Senate member who is unable to attend a meeting may send as a representative any voting member of the Senate who will vote as their proxy, provided that no proxy vote be counted in determining the presence of a quorum, and provided further, that the written authorizations of all proxy votes be in writing and that such authorization be handed to the Secretary before the proxy vote is cast.

Article VII: Voting

A majority of the votes of those Senators present at meetings of the Senate are required for passage of a main motion or election of an individual. When the voting concerns individuals, it is conducted by a secret, secure electronic ballot.

All contested elections are conducted according to the HARE system of the single Transferable Ballot as detailed in the Senate Record, Vol. 7, No. 8, March 25, 1974, pp. 9-11.

Article VIII: Non-Member Participation

Any part-time member of the faculty, or any member of the student body, or of any administrative departments of the Campus may attend meetings of the Senate and participate in discussions during the meetings.

The Senate addresses and discusses concerns involving faculty members of any staff or student groups within the campus community. Any group may contact the Executive Committee and request to have such issues placed on the Senate agenda.

Article IX: Amendments

A quorum is required to amend the Constitution. Proposed amendment(s) are to be presented in writing at a preceding meeting. If a quorum is not present, an electronic vote can be conducted (but a quorum is required to amend the Constitution even if the vote is conducted online). Successful amendments shall be communicated to the Executive Director of the University Faculty Senate. An amendment shall take effect upon approval by the University Faculty Senate.

Article X: Committees

There is an Executive Committee, as well as Standing Committees, as prescribed by the by-laws of the organization. Other committees may be appointed by the Chair.

Article XI: Meetings

Regular meetings are held at least three times each Fall and Spring semester at times and locations to be selected by the Executive Committee.

BYLAWS FOR THE SCRANTON FACULTY SENATE OF THE PENNSYLVANIA STATE UNIVERSITY

Article I: Standing Committees

Section 1 Standing Committees

The Standing Committees of the Senate of Scranton are:

- A. Curricular Affairs, composed of a minimum of five faculty members. The Director of Academic Affairs (DAA) is a voting *ex-officio* member;
 - The Curricular Affairs committee has one subcommittee, Undergraduate Research (joint with Undergraduate Education), composed of a minimum of five faculty drawn from Curricular Affairs and Undergraduate Education, striving for equal representation. The committee has at least one student member from the Undergraduate Education Committee, appointed by the Student Government Association (SGA) from their body.

- B. Faculty Affairs, composed of a minimum of seven faculty members;
 - The Faculty Affairs committee has one subcommittee, Sabbatical Leave, composed of all members of the Faculty Affairs committee who, in the past, have successfully applied for sabbatical leave. If no committee members have received sabbatical leave, at least two faculty members of the Senate who have had sabbatical leave will be recruited to serve on this subcommittee.

- C. Student Affairs, composed of a minimum of five faculty members and two student members appointed by the SGA from their body. The Director of Student Services and Enrollment will be a voting *ex-officio* member;
 - The Student Affairs committee has one subcommittee, Campus Athletics, composed of at least one student member and one faculty member of the Student Affairs Committee. The Athletic Director and Faculty Athletic Representative (appointed by the Chancellor) are voting *ex-officio* members. Coaches may not serve on this committee.

- D. Undergraduate Education, composed of a minimum of seven faculty members and three student members appointed by the SGA from their body. The DAA is a voting *ex-officio* member;
 - The Undergraduate Education Committee has three subcommittees:
 - Academic Advising, composed of at least three faculty members and one student member from Undergraduate Education. The DAA and Advising Center Manger are voting *ex-officio* members.
 - Undergraduate Research, a joint committee with Curricular Affairs whose membership is specified under Curricular Affairs.
 - Global Programs, composed of at least three faculty members from the Undergraduate Education Committee.

Section 2 Committee Membership

- A. The Chair-Elect, in consultation with other members of the Executive Committee and with their concurrences, determines committee membership of the Standing Committees for the following year except for student representatives who will be selected by the SGA from their body. It is expected that the Chair-Elect will exhibit due diligence in appointing members who will allow the committees to perform their respective duties.

Committee members are appointed from the Senate in the Spring of the even numbered years and must be in place by the first of July. The term of office of the committee members will be for two (2) years, with the maximum being two (2) successive terms.

- B. Additional members: All Standing Committees may add to their membership as nonvoting members additional students or appropriate University personnel based on their position, interests, or expertise in a particular sector of the University community.
- C. Chairs of Standing Committees are elected by and from the committee membership. No faculty member may serve as Chair of more than one standing committee at one time. Only members of the core committee (appointed faculty) are eligible to serve as Chair. In the event of a vacancy on a committee, the Chair of the committee, with the advice and consent of the Senate Executive Committee, appoints a replacement.

The term of office of the committee Chair is one (1) year beginning July 1, with the maximum being two (2) successive terms.

- D. Sub-Committees may be appointed by any Standing Committee, when in the opinion of the committee members such sub-committee is necessary.

Section 3 Duties

The duties of the Standing Committees of the Senate are:

- A. Curricular Affairs: This committee advises the Senate concerning policies proposed and/or adopted by the University Faculty Senate affecting the academic standards of the entire University.
 - i. It develops policies concerning academic standards and programs specifically related to the educational mission of Scranton.
 - ii. It reviews and evaluates
 - a) proposals for new baccalaureate and associate degree programs;
 - b) proposals for new courses for academic credit;
 - c) proposals related to courses intended to meet University requirements for undergraduate education; and
 - d) proposals for new certificate programs for academic credit.

- iii. It communicates approved proposals to the Senate for approval.
 - iv. It communicates proposals approved by the Senate to the Curricular Affairs Committee of the University Faculty Senate when appropriate.
 - v. It develops criteria for evaluating curricula at Scranton.
 - vi. It supports diversity relevant to curriculum, including evaluating campus offerings of courses that promote understanding and respect of the individual.
- B. Undergraduate Research: This subcommittee of Curricular Affairs advises the Senate concerning all matters pertaining to undergraduate research on campus and serves as a liaison to the University College.
- i. It plans and directs an annual Undergraduate Research Fair.
 - ii. It assists in the promotion of undergraduate research on campus.
 - iii. It promotes the collaboration between faculty and students on undergraduate research projects.
- C. Faculty Affairs: This committee advises the Senate concerning matters of policy relating to faculty affairs and matters regarding the educational environment in which the faculty works. It deals with issues that concern all faculty irrespective of the character of their appointment, including but not limited to:
- i. The ratio of faculty appointment types;
 - ii. Faculty workload guidelines;
 - iii. Sabbatical leaves, including optional review by subcommittee on Sabbatical Leaves;
 - iv. Academic freedom;
 - v. Faculty rights and responsibilities;
 - vi. Matters of faculty privacy;
 - vii. Affirmative action and equal opportunity;
 - viii. Faculty development;
 - ix. Faculty/student assessment outcomes;
 - x. Nomination of candidates for faculty ombudsperson;
 - xi. Promotion of an environment where a diverse faculty can thrive;
 - xii. Procedures for electing P&T committee members in accordance with HR 23; and
 - xiii. Procedures for electing Fixed Term faculty review committee members
- D. Sabbatical Leave: This subcommittee of Faculty Affairs shall serve as a consulting body for faculty interested in applying for a sabbatical leave where faculty may ask the committee to review their application relative to the sabbatical application expectations outlined in the Office of the Vice President's sabbatical guidelines (http://www.psu.edu/dept/vprov/pdfs/sabbatical_guidelines.pdf). The committee may recommend approval of a faculty sabbatical application by submitting to the Director of Academic Affairs a statement of support outlining its role in reviewing a faculty member's sabbatical application and its support for the application.

- E. Student Affairs: This committee advises the Senate concerning matters proposed or adopted by the University Faculty Senate and/or University College and involving undergraduate student life on the University campuses. In addition,
- i. It recommends proposals for discussion and action by the Senate concerning student life, student morale, student welfare, and activities at Scranton,
 - ii. It is an agency of the Senate for providing appropriate representation of student opinion in the Senate,
 - iii. It maintains awareness of current trends and long-range studies in student affairs, and
 - iv. It promotes opportunities to provide an open and welcoming campus for all students.
1. Campus Athletics: This subcommittee of Student Affairs advises and monitors athletic standards related to the educational function of the college and the University. It approves athletic schedules, considers eligibility of students for intercollegiate athletics, and helps promote a sound academic climate for the intercollegiate athletic program.
- F. Undergraduate Education: This committee makes recommendations on policies relating to all undergraduate instruction offered for credit by all delivery systems including Resident Instruction, Continuing and Distance Education, and Independent Learning. It shall serve as an advisory body to the University Faculty Senate on matters that may affect the attainment of the University's undergraduate instruction and research objectives by all methods of delivery including all University services aiding teaching and learning.
- i. It maintains a list of faculty willing to serve on the Academic Integrity Committee and provides appropriate training in consultation with the DAA.
 - ii. It supports efforts of the Diversity Council as it relates to undergraduate education.
 - iii. It promotes and makes recommendations regarding engaged scholarship and undergraduate research.
- 1 Academic Advising: this subcommittee of Undergraduate Education advises the Senate concerning matters proposed or adopted by the University Senate and/or the University College involving faculty activities related to academic advising.
- i. It recommends proposals for discussion and action by the Senate concerning academic advising at Scranton.
 - ii. It serves as a consultative body on assessing the quality of academic advising on campus.
 - iii. It provides the full senate with periodic assessments of academic advising at Scranton.
 - iv. It selects from within its membership two faculty members to serve on the Advising Council.
- 2 Undergraduate Research: This is a subcommittee of Undergraduate Education (joint with Curricular Affairs). Duties are described under Section 3, item B.
- 3 Global Programs: This subcommittee of Undergraduate Education serves as the contact body for all study abroad programs, including local, college and university.

- i It nominates a committee member to serve as campus liaison to the University Study Abroad Office.
- ii It coordinates all education abroad programs and activities including the Scranton short-term study-abroad program.

Section 4 Meetings

Meetings of the Standing Committees are considered confidential. All standing committees, with the exception of the Promotion and Tenure Review Committee, report their findings directly and exclusively to the Senate. When a committee wishes to submit a recommendation for Senate action, it does so in writing, at least one week in advance of a Senate meeting so that the report or recommendation can be included in the agenda.

Section 5 Reporting

The Chairs of all Standing Committees, with the exception of the Promotion and Tenure Review Committee, present to the full Senate during a meeting designated by the executive committee a report of their committees' activities and planned activities.

Section 6 Removal from Position

Any Faculty Senate committee member or committee chairperson (excluding the Promotion and Tenure committee) may be removed for neglect of duty or for misconduct (as exemplified in consistent failure to attend committee meetings, participate in committee activities, and failure to contribute to the committee advancement) in accordance with the following procedures:

- A. A petition may be presented to the Faculty Senate Chair or Chair-Elect requesting that a committee member or committee chairperson be removed from said committee for neglect of duty or misconduct. The petition must be signed by at least two members of the campus Faculty Senate.
- B. The Senate Council, after appropriate investigation and discussion, votes whether the committee member or committee chair will be removed.
- C. If a petition to remove a committee chair is presented to the Senate Council, the committee chair in question abstains from voting. A majority vote of the Senate Council is required for removal.
- D. If a committee member or committee chair is removed from committee membership, appointment to a new committee occurs according to the Senate guidelines for committee membership selection.

Article II: Executive Committee

Section 1 Membership

The Executive Committee consists of the Chair, Chair-Elect, Secretary, and Immediate Past Chair of the Senate.

Section 2 Meetings

The Executive Committee meets at the call of the Chair.

Section 3 Duties

The duties of the Executive Committee are to:

- A. Set the agenda of Senate meetings;
- B. Assign committee membership;
- C. Develop committee charges;
- D. Coordinate the committee activities of the Senate through the Chair-Elect;
- E. Act for the Senate in situations in which time is critical, subject to eventual Senate approval;
- F. Act as a nominating committee for all Senate, University College, and University Faculty Senate offices;
- G. Conduct all Senate-related elections and report the results to the relevant bodies.

Section 4 Removal from Position

Any elected officer of the campus Faculty Senate may be removed for neglect of duty for misconduct in office in accordance with the following procedures:

- A. At any meeting of Faculty Senate, a petition may be presented to the Chair requesting that any elected Senate Officer be removed from office for neglect of duty or misconduct in office. The petition must be signed by at least five members of the campus Faculty Senate.
- B. If the petition is to remove the Chair, the Chair-Elect assumes the duties of the Chair in the investigative and decision process.
- C. The Senate Council, after appropriate investigation and discussion, votes whether the Senate will be polled to consider the removal of the Officer. A majority vote of the total number of members of the Senate Council is required.
- D. If the Council vote is to poll the Senate, a ballot or e-mail notification of the election is sent to all members of the campus Faculty Senate allowing at least 10 working days for voting. A two-thirds majority vote is required for removal of the Officer, and the Officer in question abstains from voting.
- E. In the case of the removal of the Senate Chair, the Chair-Elect immediately succeeds to the Chair, and a new election for Chair-Elect is held using regular procedures.
- F. If the Chair-Elect or Secretary is removed, a new election is held using regular procedures.

Article III: Senate Council and Special Committees

Section 1 Membership

The Senate Council includes: The Senate Officers, with the Chair presiding; Immediate Past-Chair; elected campus Senators; the Chairs of standing Faculty Senate Committees and the Director of Academic Affairs as an *ex officio* member.

Section 2 Duties

The Senate Council addresses issues of concern to the Scranton Faculty Senate. Its duties are to:

- A. Serve as an advisory body to the Faculty Senate as a whole;
- B. Review and coordinate Campus yearly strategic plan and the yearly plans of the Faculty Senate Standing Committees (excluding the Promotion and Tenure committee);

- C. Provide a mechanism for planning and evaluation of Faculty Senate committee work (excluding the Promotion and Tenure committee);
- D. Provide a mechanism for the evaluation of Faculty Senate committee member (excluding the Promotion and Tenure committee) and Executive officer performance;
- E. Evaluate and propose the need for implementing Special Committees of the Faculty Senate;
- F. Evaluate and prioritize proposals to the campus for financial support of new and continuing Faculty Senate committee programs; and
- G. Review and evaluate the campus Constitution and proposed amendments to the Constitution before presentation to the Faculty Senate as a whole.

Section 3 Establishing Special Committees

Special committees for the consideration of subjects not already assigned to a standing committee may be proposed by the Senate Council or members of the Faculty Senate and appointed at any meeting of the Senate in such manner as that body may determine.

Article IV: Ombudsperson

Section 1 Purpose

In accordance with University policy HR 76: Faculty Rights and Responsibilities, Penn State Scranton shall have an Ombudsperson and an Alternate.

Section 2 Selection

Selections for the office of Ombudsperson and alternate are filled by election from among the full-time faculty members, with all full-time faculty members eligible to vote. A slate of nominees shall be prepared by the Faculty Affairs Committee and presented to the Senate. Nomination may be made from the floor of the Senate. A secret, secure electronic ballot election shall be conducted by the Senate. The person receiving the highest number of votes shall be the ombudsperson; the first runner-up shall serve as Alternate. The term of both the Ombudsperson and Alternate shall be for a period of three (3) years, starting with the beginning of the academic year (Fall Term). Both the Ombudsperson and Alternate shall be eligible for re-election.

Section 3 Duties

Functions of the Ombudsperson are:

- A. Clarification of misunderstandings and conflicts among faculty or between faculty and the campus administration,
- B. Advising faculty and administrators as to appropriate courses of action,
- C. Assisting in the informal resolution of differences,
- D. Assuring that appropriate department, college and/or campus procedures are exhausted before referring the case to higher levels, and
- E. Informing the University Provost's office and appropriate college or campus officials if a matter cannot be resolved at the lower level and the case is to be referred to the Committee on Faculty Rights and Responsibilities; and
- F. Performing exit interviews for faculty leaving the University

Section 4 Restrictions

The Ombudsperson shall not:

- A. Hold hearings;
- B. Exceed the role of conciliator and advisor;
- C. Substitute his or her judgment for that of appropriate administrative and/or faculty bodies; or
- D. Serve as counsel for either party to a complaint before the hearing board.

Article V: Meetings

Section 1 Special Meetings

Special meetings may be called at the discretion of the Chair of the Senate, or at the request of at least ten voting members of the Senate. The meeting convenes not less than three nor more than seven days after a request for such a meeting.

Article VI: Rules of Procedure

Section 1 Voting

All main motions, except where otherwise specified, are passed by a majority of the votes cast.

Section 2 Amendments to the Bylaws

The Bylaws may be amended at any regular meeting by a two-thirds vote of those Senators present, provided that written notice of the proposal to amend has been presented at a preceding meeting. Following approval, the amended Constitution and its Bylaws and Standing Rules will be submitted by the Chair to the Executive Director of the University Faculty Senate for ratification. An amendment shall take effect upon approval by the University Faculty Senate.

Section 3 Order of Business

The order of business is:

- A. Minutes of the preceding meeting
- B. Communications of campus administrators and University officers (Chancellor, Chief Academic Officer, Assistant Chief Academic Officer, University Faculty Senators, University College Faculty Council representative)
- C. Reports of Standing Committees
- D. Reports of Special Committees
- E. Unfinished business
- F. New business
- G. Comments and recommendations

This order of business may be suspended at any meeting by a two-thirds vote of those Senators present.