

Constitution, Bylaws, and Standing Rules of the Penn State Behrend Faculty Senate

Amended by Behrend Faculty Council on December 9, 2024, and ratified by the Behrend Faculty Senate on January 24, 2025, and the University Faculty Senate on April 15, 2025.

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CONSTITUTION

PREAMBLE

The Role of the Behrend Faculty Senate at Penn State Erie, The Behrend College

Faculty perform a fundamental mission of the University's highest and noble purpose to educate an ethical global citizenry. As the University's cornerstone, they provide a knowledge-based environment and expansive capacity to address educational issues. Their deep expertise, broad experience, diverse perspectives, multifaceted creativity, and passion to drive innovations in teaching, research, extension, and outreach to stakeholders and the public are critical to the University's mission.

Therefore, we affirm: The Faculty of Penn State Erie, the Behrend College community, represented by the Behrend Faculty Senate whose Constitution follows, has been delegated the authority by the University Faculty Senate to participate authentically in the shared governance of the institution. Faculty have authority over the college's curriculum (e.g., programs, requirements, and courses) through its Senate, and all changes must occur through Senate action. Furthermore, Faculty serve in many ways as participants in the decisions and actions of the college's administrative leadership. Additionally, faculty, in collaboration with the college's administrative leadership, are responsible for guarding and protecting the University's and the College's mission by keeping each other accountable.

Those principles mean that besides its primary role in overseeing an ever-evolving curriculum and providing guidance in implementing it, the Behrend Faculty Senate operates as a general advisory and consultative body to achieve shared governance. This responsibility entails an ongoing role beyond that of a communication conduit between faculty and administration. Senators engage with and influence policies in wide-ranging areas, from athletics to ethics, sustainability and planning, human resources, and beyond, during their various committee assignments or areas of expertise. The purview of the Senate, therefore, is quite broad. The voice of the faculty, expressed individually and collectively through its duly elected representatives on the Senate, is essential for shared governance to exist in principle and practice.

It is hereby affirmed that the quality of this institution is largely measured by its success in sharing communication and expertise between the faculty and the campus administration and working together in partnership toward the inviolability of its mission. Respect and esteem for the faculty must be strong for our institution to continue its inspiring and successful mandate. For our institution to successfully fulfill its mandate, balanced and meaningful collaboration must exist between all parties—shared governance.

Article I – FUNCTIONS

SECTION 1

The Behrend Faculty Senate shall have the following functions:

(a) Legislative

To serve as the sole legislative body representing the Faculty of Behrend College in participating in the legislative functions of the University Faculty Senate. The authority vested in this constitution has been delegated by the University Faculty Senate and the Behrend Faculty Senate shall submit its actions for approval through the appropriate academic and administrative units to the appropriate University Faculty Senate Committee or the University Faculty Senate concerning such matters as:

1. Instructional program;
2. Courses and programs of study;
3. Academic admissions standards;
4. Retention and graduation requirements;
5. Scholarships, honors programs, and honors designations;
6. Academic standards for intercollegiate athletics; and
7. Access to library and information systems

(b) Advisory and Consultative

To act in an advisory and consultative capacity, both through its corporate whole and any of its constituent parts, to the Chancellor and administrators of Behrend College, on matters concerning the College, such as:

1. The establishment, reorganization, or discontinuation of organizational units and areas of instruction or research;
2. Policies concerning the planning and physical facilities when these may affect the attainment of the educational objectives of the College;
3. Policies and administration of the libraries of the College;
4. Policies affecting College development and utilization of resources;
5. Matters pertaining to the general welfare of the College;
6. Overall educational policy and planning;
7. Faculty affairs;
8. Student affairs;
9. General admissions policy; and
10. Other appropriate matters

(c) Forensic

To serve as a forum for exchanging ideas among the members of the faculty of Behrend College.

SECTION 2

The Senate shall interpret its legislation.

SECTION 3

In case of a question of legislative jurisdiction, the power of decision shall rest with the College Chancellor in line with the requirement of the President of the University and the Board of Trustees that the faculty, as appropriately organized as the Behrend Faculty Senate, shall have certain authorities.

SECTION 4

Senate committees are authorized to act for and in the name of the Senate as specified in the Standing Rules. Such actions shall be reported promptly to the Senate and will stand unless the Senate takes jurisdiction of the matter for further consideration upon receiving such a report.

Senate committees may serve as advisory bodies to administrative officials. Reports made by committees shall not be considered or identified as reports of the Senate unless the Senate has approved them.

SECTION 5

Guests of the Senate and members of the College community who are not members of the Senate shall have the right to attend Senate meetings as observers. They may be granted the privilege of the floor following rules established by the Senate.

Article II - MEMBERSHIP

SECTION 1

To define the electorate of the Senate, the term “Behrend Faculty” shall mean all persons who hold academic appointments, including instructors and all professorial ranks and equivalent ranks as defined in University Policy AC21, with the following exclusions:

- (a) The Chancellor and Dean of the College,
- (b) the immediate staff and administrators of the Chancellor and Dean of the College,
- (c) the Vice Chancellor and Associate Dean for Academic Affairs,
- (d) the Vice Chancellor and Associate Dean for Research and Graduate Studies,
- (e) the Directors of the Schools

SECTION 2

The Behrend Faculty shall elect the Senate from among its members, except for ex officio members, as provided in Section 5. All members of the Senate shall have full voting rights.

SECTION 3

To elect senators, the Behrend Faculty shall be divided into the following groups, hereinafter referred to as Academic Voting Units (AVU):

- (a) The Black School of Business
- (b) The School of Engineering
- (c) The School of Humanities and Social Science
- (d) The School of Science, including nursing faculty in the Nese College of Nursing located at Behrend
- (e) University Libraries and Athletics faculty at Behrend
- (f) Part-time faculty
- (g) Such groupings as may be designated, according to such procedures as the Senate may establish

The Academic Voting Units shall elect their senators at-large rather than as representatives of smaller units within the AVU. Each faculty member shall be counted in one, and only one, academic voting unit, however graduate faculty may also be a member of the University Graduate Council. Members of the Behrend faculty not included in one of the above units (described in a-g of this section of the Constitution) may petition for assignment to an academic voting unit according to procedures the Senate may establish. A faculty member with appointments at multiple campuses may be a member of a faculty governance organization at only one location.

SECTION 4

The Behrend Faculty Senate will be apportioned accordingly from among each constituency:

- (a) The Black School of Business will elect 12 senators.
- (b) The School of Engineering will elect 12 senators.
- (c) The School of Humanities and Social Science will elect 12 senators.
- (d) The School of Science, including nursing faculty in the Nese College of Nursing located at Behrend, will elect 12 senators.
- (e) University Libraries and Athletics faculty at Behrend will elect 1 senator.
- (f) Part-time faculty will elect 1 senator.

The Behrend Faculty of each unit shall elect their senators. The normal term of elected Faculty Senators shall be two years. One-half of the total number, as nearly as practicable, of Faculty Senators from each voting unit shall be elected each year.

SECTION 5

- (a) The following persons shall be voting members of the Behrend Faculty Senate: The Chairperson of Behrend Faculty Senate, the Vice-Chairperson/Chair-Elect of Behrend Faculty Senate, the Past-Chair of Behrend Faculty Senate, the Secretary, the Chairperson of Behrend's University Faculty Senate caucus.
- (b) The following persons shall be ex officio non-voting members of the Senate: The Chancellor and Dean of the College, the Vice Chancellor and Associate Dean for Academic Affairs, the Vice Chancellor and Associate Dean for Research and Graduate Studies, the Parliamentarian, and the elected members of the University Faculty Senate representing Behrend other than the Chairperson of the Caucus.
- (c) The full-time, degree-seeking students at the college shall be represented by the Student Government Association President, who will serve as an ex officio non-voting member.
- (d) The staff of the College will be represented by a selected member who will serve as an ex officio non-voting member.

Article III - AMENDMENTS

Amendments of the Constitution consistent with directives of the Chancellor may be adopted at any meeting of the Behrend Faculty Senate by a two-thirds vote of those senators present, provided that the amendment shall have been presented in writing in a preceding regular meeting. Such amendments shall not be in effect until ratified by University Faculty Senate.

BYLAWS

Article I - OFFICERS

SECTION 1

- (a) The officers of the Behrend Faculty Senate shall be a Chairperson, a Chair-Elect, an Immediate Past Chairperson, a Secretary, and the Chairperson of Behrend's University Faculty Senate Caucus (ex officio). All officers are considered voting senate members.
- (b) The Behrend Faculty shall elect a Chair-Elect and a Secretary from among current full-time faculty members who are not holding an administrative appointment. The Secretary shall be eligible for reelection but shall serve no more than three consecutive one-year terms. The Chair-Elect, at the end of one year of service in that office, shall automatically succeed to the office of Chairperson. At the end of one year of service in that office, the Chairperson shall automatically succeed to the office of Immediate Past Chairperson. If necessary, the units from which the Chair-Elect and Secretary were elected may provide elected alternates to serve on the Standing Committees of the Senate.
- (c) When a vacancy occurs in the Immediate Past Chair's office, the Faculty Council's elected members shall elect a faculty member from among Past Chairs to complete the unexpired term. If a vacancy occurs in the office of Chairperson, the Chair-Elect will move immediately into the office, complete the unexpired term, and continue through a full term as Chairperson. When a vacancy occurs in the office of the Chair-Elect, the elected Secretary shall, within no more than thirty days of notification of the vacancy, convene a meeting of the Nominating Committee to present nominees to fill the unexpired term of the Chair-Elect. The Nominating Committee, acting under the procedures enumerated in the Standing Rules, Article II, Section 2 shall present at least two nominees to fill the vacancy. These nominees shall be announced to the electorate, and, at this time, additional nominations may be made within three business days via e-mail to the Secretary. A special election shall be conducted in the manner enumerated in the Standing Rules, Article II, Section 2. The name of the new Chair-Elect shall be announced before the next Senate meeting. The new Chair-Elect shall complete the unexpired term and succeed to the office of Chairperson. If a vacancy occurs in the office of Secretary, the elected members of the Faculty Council shall elect a senator to complete the unexpired term.

SECTION 2

The Chair shall be the presiding officer of the Senate and shall execute the following duties.

- (a) Appoint a member of the electorate as the Behrend Faculty Senate Parliamentarian;
- (b) Prepare the agenda for meetings of the Behrend Faculty Senate and Behrend Faculty Council;
- (c) After consultation with the other Behrend Faculty Senate officers and the Chancellor, shall have the authority to declare the existence of a situation of special Senate concern and convene the Behrend Faculty Council or the Behrend Faculty Senate;
- (d) As appropriate, initiate, review, and modify Senate correspondence related to the conduct of Senate business, except for language specifically approved by the Senate;

- (e) Establish liaison with the Penn State Behrend representatives to the University Faculty Senate;
- (f) Oversee Behrend Faculty Senate officers and committee chairpersons in the performance of their duties and orient new Senators and committee chairpersons to their duties;

SECTION 3

The Chair-Elect shall convene the officers and the chairs of the Standing Committees of the Senate before each Senate meeting to exchange information on committee activities and advise the officers. The Chair-Elect is to advise the Behrend Faculty Senate of any committee that does not meet for two months during the academic year or does not submit reports for three consecutive months during the academic year. Additionally, the Chair-Elect shall assume the duties of the Chairperson in the absence of the Chair.

SECTION 4

The Immediate Past Chair is a voting member of the Behrend Faculty Senate and shall serve on the Behrend Faculty Council. They are to advise the current Chairperson and assume the Chairperson's duties when the Chairperson and Chair-Elect are both absent.

SECTION 5

The Secretary shall keep the official roll, prepare and publish notices, agenda, and minutes of Behrend Faculty Senate and Faculty Council meetings, and perform other duties appropriate to the office. In consultation with other Senate Officers, the Secretary shall review and disseminate issues of concern from the Faculty Council.

SECTION 6

The Chairperson of Behrend's University Faculty Senate Caucus is elected to a two-year term by the Behrend representatives to the University Faculty Senate and shall execute the following duties.

- (a) Serve as Behrend's representative on the University Faculty Senate Council;
- (b) Prepare agendas and preside over meetings of Behrend's University Faculty Senate Caucus;
- (c) Report on University Faculty Senate activities at Behrend Senate and Faculty Council meetings;
- (d) Foster discussion and gather feedback from Behrend's faculty, senators, administrators, and relevant parties regarding University Faculty Senate matters and decisions.

SECTION 7

The Behrend Faculty Senate Chairperson appoints a Parliamentarian who serves as a non-voting member of the Faculty Council. The Parliamentarian's duties are to attend Faculty Council and Faculty Senate meetings and advise on Parliamentary matters.

SECTION 8

Any officer of the Senate may be removed for neglect of duty or misconduct in office in accordance with procedures for removal in the Bylaws, Article III, Section 7.

Article II - FACULTY COUNCIL

SECTION 1

The Faculty Council is the executive board for the Behrend Faculty Senate and meets at least one week before a Behrend Faculty Senate meeting.

SECTION 2

Duties:

- (a) The Faculty Council, consisting of elected and appointed members as specified in this Article, has full power and authority over the operations of the Behrend Faculty Senate, including the functions specified in Article I of the Constitution, unless specifically restricted by a majority vote of the membership of the Senate at a properly constituted meeting of the Senate.
- (b) It may initiate Senate legislation in the same manner as a standing committee. In addition, it may charge a standing committee of the Senate to investigate matters deemed appropriate by the Council.
- (c) It shall provide a mechanism for Council members' review of all legislative, forensic, advisory/consultative, informational, and positional reports submitted for the Senate Agenda.
- (d) It shall ensure that the Senate addresses issues of major concern to the faculty.
- (e) It shall serve as an advisory body to the Behrend Faculty Senate officers and the Senate.
- (f) If the Chairperson of the Behrend Faculty Senate declares the existence of a situation of special Senate concern, the Faculty Council shall be empowered to act for the Senate in all matters until actions of the Senate terminate this authority.
- (g) Individual Faculty Council members are critical in communicating Behrend Faculty Senate issues and legislative decisions to their units of origin. To facilitate these important communications, best practices for Faculty Council members include organizing caucuses with their unit membership, creating regular electronic communications of Senate activities, sending these communications to their School, Senators, and Administrators, and speaking about Faculty Senate activities at unit governance meetings. Faculty Council members are expected to embrace their leadership role and actively serve as a communication conduit to the academic unit they represent.

SECTION 3

The Faculty Council shall include:

- (a) The Behrend Faculty Senate officers, as defined in Article I, Section 1a, with the Chairperson presiding.

- (b) If a School is not represented on the Faculty Council, the School may elect one of its Senators as a separate representative.
- (c) The part-time faculty senator elected by the part-time faculty members of the electorate will serve as a non-voting member.
- (d) One non-voting student member selected by the Behrend Student Government Association, by procedures approved by the Council.
- (e) In the event of a vacancy among the elected members of the Council, the electing body shall elect a replacement.
- (f) The Chancellor, Associate Dean for Research and Graduate Studies, the Associate Dean of Academic Affairs, and the Behrend Communication Liaison to the University Senate serve as ex officio non-voting members of the Faculty Council.

SECTION 4

Any member of the Behrend Faculty Senate may require that the Senate review the actions of the Faculty Council. A petition must be presented and be supported by signatures from at least ten senators. The petition must be submitted to the Faculty Senate Secretary within ten working days after publication of the action in the minutes of the Faculty Council. Overturning a Faculty Council action requires the approval of a majority of the members of the Faculty Senate. This vote will occur electronically within ten working days after receipt of the petition. An explanation of the vote is to be sent electronically to the Behrend Electorate within five working days of the vote.

Article III - ELECTIONS

SECTION 1

The elections for the offices of the Behrend Faculty Senate Chair-Elect, Secretary, Part-time Faculty Representative, and Behrend Representatives to the University Faculty Senate are held before February 21. Concurrent elections for these offices are held as follows:

- (a) A Nominating Committee consisting of the Chancellor (who chairs the Committee and is a non-voting member), Associate Dean of Academic Affairs, Chairperson, Chair-Elect, Secretary of the Behrend Faculty Senate, Behrend Representatives to the University Faculty Senate, and the Immediate Past Chairperson will present a slate of nominees for these positions by February 7.
- (b) An open call for nominations will go out to the entire electorate.
- (c) Elections for Behrend Faculty Senate Officers and Representatives shall be by secret ballot following the procedures specified in Article II of the Standing Rules.
- (d) Elections for Behrend Representatives to the University Faculty Senate will be elected based on University Faculty Senate election policies and procedures.

SECTION 2

Election of Behrend Faculty Senators by members of the electorate in each voting unit shall be as follows:

- (a) Members shall make nominations for faculty within a school. The procedures shall allow every member of the electorate to place names in nomination.
- (b) Candidates will run for election to serve on a standing committee, which will additionally carry the responsibility of representing their School as a Senator in the Behrend Faculty Senate.
- (c) Election shall be by secret ballot.

SECTION 3

An elected Senator who is either on temporary leave or engaged in any professional activity making it impossible to carry out Senate responsibilities for a period exceeding three consecutive months, excluding June, July, and August, may resign if they wish but otherwise shall be replaced by an alternate to fill the period that the Senator will be absent from the Senate.

SECTION 4

In case an elected Faculty Senator is unable to fulfill the duties of their elected term, the electorate of the Senator's voting unit shall identify a replacement in the following manner:

- (a) The candidate receiving the most votes of those not elected for the standing Committee served by that Senator.
- (b) If no alternates are available from the most recent regular election, then the electorate of the voting unit shall hold a special election to identify a newly elected Senator who will complete the unfinished term. This special election should occur within two weeks of the vacancy.

SECTION 5

Duties of Senators:

- (a) Attend meetings of the Behrend Faculty Senate unless it occurs during a designated class time during which the Senator is teaching.
- (b) Attend the respective standing committee meetings for which they were elected.
- (c) Communicate and Caucus with their constituency monthly about issues being discussed in the Senate, potential issues to raise in the Senate, and matters pertaining to Senate voting.
- (d) Vote as a representative of their constituency.
- (e) Elected Faculty Senators must maintain a two-thirds attendance rate for the Senate and the assigned standing committee meetings. This provision does not pertain to sabbatical, medical, or other official leaves of absence or absence related to professional responsibilities.

SECTION 6

The elective year of the Senate shall begin on July 1 and continue until the following June 30.

SECTION 7

Behrend Faculty Senate Officers and Senators may be removed for cause as follows:

- (a) At any meeting of the Behrend Faculty Council, a petition may be presented to the Chairperson requesting that any Behrend Faculty Senate voting member be removed from office for neglect of duty or misconduct in office.
- (b) At least two Faculty Council members must sign the petition to begin an investigation.
- (c) After appropriate investigation and discussion, the Faculty Council shall vote whether the Behrend Faculty Senate shall be polled to consider the removal of the Senate member. A majority vote of the Faculty Council shall be required.
- (d) If the Council votes to poll the Senate, a ballot or e-mail notification on the election website will be sent to all Behrend Faculty Senators, allowing at least ten working days for voting. A two-thirds majority vote shall be required to remove the Senate member.
- (e) In the case of the removal of the Behrend Faculty Chairperson, the Chair-Elect shall succeed immediately to the Chairperson. If the Chair-Elect is removed, the vacated post of Chair-Elect will be filled by a special electorate election within ten working days of the vacancy.

Article IV - COMMITTEES

SECTION 1

The Senate shall determine its committee structure and composition as set forth in the Standing Rules, Article III with only the following stipulations:

- (a) Any college personnel or any student at the College may be appointed to a committee by the Chair of the respective committee.
- (b) Chairs of Standing Committees must be elected Faculty Senators.
- (c) The voting membership of Senate Standing Committees, Special Committees, and subcommittees consists of elected Faculty.
- (d) A majority of the voting members of a Senate standing or special committee must be elected Faculty Senators.
- (e) When a Standing or Special Committee goes into a closed meeting, only Senators who are members of the Committee may be present.

SECTION 2

All members of Standing Committees who are not members of the Senate shall have non-voting privileges on the floor 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 Senate and members of the College's administration, faculty, and student body is encouraged

subject to Article I, Section 1b of the Constitution.

SECTION 4

Any legislative or non-legislative report approved by a committee at the last meeting of one Senate year shall be presented to the Faculty Council and, if approved for the agenda, will be presented to the Senate at the beginning of the next Senate year without review by the new Committee.

SECTION 5

Senate committee members may file a minority opinion outlining concerns or objections to a pending committee report, provided that two or more voting members sign the minority opinion. If the committee report is approved for the agenda, the Senate Council will include the minority opinion(s) in the Senate Agenda for the Senate's consideration. The author(s) of a minority opinion will not present the report or stand for questions during the presentation of the report except by a special invitation by the Chair. Like all Senators, committee members are free to ask questions or make statements when the Senate considers the pending report.

Article V - MEETINGS

SECTION 1

Regular meetings of the Senate shall be held at least two times per semester during the academic year at times and dates decided upon by the Faculty Council, except as provided in Section 6 of this Article.

SECTION 2

Upon the request of the Chancellor, the Chair shall convene the Senate.

SECTION 3

The Chair shall convene the Senate in response to a written petition of at least ten members of the College faculty to consider proposals of the petitioners stated in writing, providing the petition contains:

- (a) statement of purpose of the petition, and
- (b) the names of five faculty members designated to meet with the Faculty Council. The five designated faculty members will review the issue substantively with the Faculty Council before the special meeting of the Senate.

SECTION 4

Meetings are open to the Behrend Electorate, part-time faculty, and college staff as non-voting guests of the Behrend Faculty Senate.

SECTION 5

In cases in which a Senator is unable to attend a meeting of the Behrend Faculty Senate, an alternate may substitute for the Senator at the plenary meeting of the Faculty Senate. The

substitute must be identified in writing to the Chairperson to receive the same voting privileges as the Senator for whom they are substituting for the day.

SECTION 6

Any regular meeting of the Senate may be canceled (as long as the provisions of Section 1 are met) or scheduled for a new date in either of the following ways: (a) by a majority vote at any Senate meeting (at which a quorum is present) or (b) by a two-thirds vote of Faculty Council. In case of emergency, the Senate Chair, after consulting with the other Senate officers, may postpone any Senate meeting for no longer than three weeks unless the Faculty Council subsequently acts as specified earlier in this section.

Article VI - QUORUM

SECTION 1

A quorum for the business transaction shall consist of 20 senators.

Article VII - REFERENDA

SECTION 1

The Behrend Faculty Senate may conduct referenda of the Behrend Faculty to obtain information concerning any subject under its purview.

Article VIII - RULES OF PROCEDURE

SECTION 1

The Behrend Faculty Senate shall establish its rules of procedure.

Article IX - AMENDMENTS

SECTION 1

Any member of the Behrend Faculty Senate may propose amendments to these Bylaws.

SECTION 2

Any proposed amendment must be submitted in writing to the Chairperson at least five working days before a scheduled meeting of the Faculty Senate. It is recommended that the Chairperson of the Faculty Council convene an ad hoc Constitution Committee chaired by the Chair-Elect of the Faculty Senate and with representation from all four schools, in consultation with the Chair of the Faculty Senate. The ad hoc committee would collect feedback from faculty regarding any proposed amendments and present this to the Faculty Senate for discussion and consideration. If further edits to the proposals are necessary, the ad hoc committee may resubmit iterations of the proposed amendments to faculty for feedback and then repeat the process.

SECTION 3

If an amendment receives a two-thirds vote, by electronic, secure ballot, of the Council's voting membership, it must be submitted to the membership of the Senate within fifteen working days. A vote by the Faculty Senate is then scheduled within fifteen working days. Final College approval of the amendment requires a majority of ALL the Behrend Faculty Senate voting members.

SECTION 4

Successful amendments shall be communicated to the Executive Director of the University Faculty Senate. An amendment shall take effect when the University Faculty Senate Council approves it.

STANDING RULES OF THE PENN STATE BEHREND FACULTY

SENATE

Article I - RULES OF PROCEDURE

SECTION 1

- (a) The rules of procedure in the meetings of Behrend Faculty Senate, except otherwise specified in the Senate Constitution, Bylaws, and Standing Rules, shall be those of the American Institute of Parliamentarian.
- (b) Standard Parliamentary Code of Parliamentary Procedure (AIPSC). All motions, except otherwise specified in these documents, shall be determined by a majority vote. Roll-call votes may be initiated only by the decision of the Chair or by two-thirds (2/3) majority of senators voting. The role of the Parliamentarian is advisory only.
- (c) Election of Senate officers shall be by secret preferential ballot, the preferred candidate being designated by "1," the next by "2," and so on. In counting votes, the Hare System of the single transferable ballot shall be used. In the event of a tie, the results of the election shall be determined by drawing lots among the tied candidates.

SECTION 2

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

- (a) Call to Order
- (b) Reading, correcting, approving, or disposing of the minutes of the previous meeting
- (c) Comments or reports of the Senate officers and invited guests
- (d) Comments or reports of Standing Committees and Special Committees
- (e) Reports from University Faculty Senate
- (f) General Discussion
- (g) Unfinished Business (votable)
- (h) New Business (votable)
- (i) Comments or announcements
- (j) Adjournment

The order of business may be changed by the Faculty Council 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 and at any special meeting decided by the Chair.

SECTION 3

The Chair of the Behrend Faculty 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 the Chair deems necessary for the effective discharge of Senate business.

SECTION 4

The order of business—for any special meeting of the Senate—shall be determined by Senate Chair.

SECTION 5

The agenda and appendices shall be distributed—no fewer than three days before the meeting to which they pertain—to all members of the Senate and others determined by the Senate Secretary.

SECTION 6

Senate Chair shall appoint Special Committees or Task Forces to consider subjects not already assigned to Standing Committees of the Senate. These Committees shall be terminated no later than the end of the Senate year—unless reappointed by the new Senate Chair. They shall file reports of actions taken with the Senate and made publicly available.

SECTION 7

- (a) The Behrend Faculty Senate Chairperson and Chair-Elect are welcome to attend Council of Fellow meetings, subject to continuing invitation by the Council of Fellows.
- (b) The new Faculty Senate Chairperson will be announced and seated at final Council of Fellows meeting for the academic year.

SECTION 8

General Discussions in the Order of Business allow any senator to bring matters of concern to the College. To introduce such matters, any senator—individual or as a representative—must present in writing a title and summary to the Senate Chair by the end of Friday before the plenary meeting. The senator's name will be placed on the agenda with the title and summary. However, placement on the agenda—due to time constraints—will be at the Chair's discretion. Additional items for discussion may also come from the floor if time allows.

SECTION 9

New rules for Policies and Procedures for Students, new Standing Rules of the Senate, and amendments to these rules may be acted upon after they have been presented either verbally or in writing to all senators six days before a regular meeting of the Senate. However, this section may be suspended by two-thirds (2/3) vote.

SECTION 10

At least four regular meetings of the Senate shall be scheduled during the academic year at times and dates decided upon by Faculty Council. Best practices would place the Regular Senate Meetings one week prior to the scheduled meeting of the University Faculty Senate. A schedule of regular meetings and starting times for each semester will be made publicly available.

Article II - ELECTION PROCEDURES

SECTION 1

The Chairperson and Chair-Elect of the Behrend Faculty Senate oversee the following elections:

- a. Chair-Elect of Faculty Senate
- b. Secretary of Faculty Senate
- c. Ombuds
- d. Chairs of Faculty Council Standing Committees listed in Article II, Section 4 of the Standing Rules
- e. Part-Time Faculty Representative of the Senate

SECTION 2

Prior to February 7 of each year, the Chairperson shall notify the electorate of the elections for Faculty Senate Officers, Behrend Representatives to the University Faculty Senate, and invites written nominations for these positions. Nominations must have the written consent of the nominee. Elections for these positions will occur by February 21 by secret ballot as described in Article III of the Bylaws.

SECTION 3

Between February 22 and March 15, each academic voting unit listed in Article II, Section 3 of the Constitution will conduct elections for their Senators to Behrend Faculty Senate. Senators from each of the four Schools will be elected to a Faculty Senate Standing Committee listed in Article III of the Standing Rules. Election to a committee will carry with it the responsibility of serving as a Behrend Faculty Senator.

SECTION 4

Prior to March 30 of each year, the Chairperson notifies the faculty of the elections for Ombuds and Chairpersons of the Behrend Faculty Senate Standing Committees listed in Article III of the Standing Rules and invites written nominations for these positions. Nominations must have the written consent (including electronic) of the nominee. The Chair distributes a secret, secure ballot with the slate of candidates prior to April 7. Votes are accepted for seven calendar days after which voting is closed.

SECTION 5

Any election yielding a tie vote is decided by a coin toss.

Article III - SENATE COMMITTEE STRUCTURE

SECTION 1

The Chair of the Senate, as an ex officio member of all Standing Committees, may authorize the Chair-Elect, the Secretary, the Immediate Past Chair, or any elected member of the Faculty Council to be a representative at meetings of any committee.

SECTION 2

All Standing Committees may add to their membership (consistent with the distribution requirement imposed by the Constitution and with the approval of the Faculty Council) non-voting resource personnel based on their position, interest, expertise, or membership in a particular sector of the College community. Committees may add resource personnel on either a continuing or an ad hoc basis, depending on the issues before the Committee.

All Standing Committees are encouraged to invite individuals to render testimony or advice on particular questions as circumstances indicate. They are also encouraged to appoint ad hoc subcommittees as needed. The Chair of the Senate is to be notified of the charge and personnel of all ad hoc subcommittees at the time of their formation. These ad hoc subcommittees shall be terminated no later than the end of the Senate year unless reappointed by the new Standing Committee. Their reports, if any, are an internal responsibility of the parent Standing Committee. All Standing Committees shall file reports of their actions with the Senate for inclusion in The Senate Record.

Most standing committee duties include liaison with other College bodies. Liaison implies information sharing. The appointing authority prescribes membership to other bodies. The Chair of the Senate has full authority to decide which Committee has responsibility for considering and proposing legislation or consultation on any item which may overlap the responsibilities of more than one Committee. Committees may speak on behalf of the Senate on items specifically delegated in their charge in the Standing Rules.

SECTION 3

The Penn State Behrend Faculty Senate has Standing Committees in Section 4 to gather information, make recommendations to the Council and appropriate administrative officers, propose legislative action, and work with appropriate administrators to promote the College's development and efficient operation. All Senate committees will be available for consultation with the Chancellor's Office.

SECTION 4

The Behrend Faculty Council has the following Standing Committees to gather information, make recommendations to the Council and appropriate administrative officers, propose legislative action, and work with appropriate administrators. One member of each Committee will be elected to chair the Committee and serve on the Faculty Council.

(A) Academic and Advising

Membership:

Eight members. Members will include two representatives from each School, one of whom will be tenured or tenure-line, and one will be a full-time non-tenure-line faculty member. Members will serve a two-year term with the terms of the school representatives staggered. The Director of Student Affairs or their delegated representative and the College's chief Financial Aid Officer serve as ex officio members of this Committee

Duties:

Recommends policies and procedures relating to student awards and scholarships and provides input to selecting recipients for student awards. Work with the Exploratory and Pre-Major Advising Council to promote and support academic advising.

Subcommittees

The Athletics Subcommittee will consist of four Academic and Advising Committee members. It will serve to advise and monitor athletic standards related to the educational function of the College, including approval of athletic schedules, eligibility of students for intercollegiate athletics, and promoting a sound academic climate for the intercollegiate athletic program. The Athletic Director and the Faculty Athletic Representative (appointed by the Chancellor) serve as ex officio members of this Subcommittee. Other than the Athletic Director, members of the intercollegiate coaching staff are ineligible to serve on this Subcommittee.

Mandated reports/activities:

Selects annual recipients of the Behrend College Council of Fellows Excellence in Teaching Award and the Guy W. Wilson Award for Excellence in Academic Advising—selection of annual recipients of College-Wide student awards.

(B) Undergraduate Curricular Affairs

Membership

Twelve members. Members will include three from each School. The Schools of Business and Humanities & Social Sciences will elect two members in even years, and the Schools of Science and Engineering will elect two members in odd years so that six new members will be elected each year. The Behrend representative to the University Faculty Senate Committee on Curricular Affairs is an ex officio, non-voting member of the Behrend College Undergraduate Curricular Affairs Committee.

Duties:

Review and evaluate all undergraduate course and curriculum proposals submitted by the Schools of the College. Study and review all existing undergraduate courses and curricula of the College and maintain liaison with the College administration and faculty as necessary to implement the procedures outlined in the Guide to Behrend College Curricular Procedures. This Committee will also provide feedback to the administration on new programs that are being considered.

Mandated reports/activities:

The Committee will maintain and make the Guide to Behrend College Curricular Procedures available, which provides instructions for submitting course and curriculum proposals. The policies and procedures in the Guide to Behrend College Curricular Procedures are subject to the approval of the Faculty Council. They are to be consistent with the University Faculty Senate's Guide to Curricular Procedures.

(C) Graduate Curricular Affairs

Membership

Four members. Members will include one from each School. Any representative from a school that administers a graduate program must be a graduate faculty member. Behrend's Graduate Council Representative and Representative on the Committee on Programs and Courses will serve as ex officio non-voting members. The Director of Graduate Programs will appoint a graduate student representative and be a non-voting member.

Duties:

Review and evaluate all graduate course and curriculum proposals the college schools submit. Study and review all existing graduate courses and curricula of the College and maintain liaison with the College administration and faculty as necessary to implement the procedures outlined in the Guide to Behrend College Graduate Curricular Procedures.

Mandated reports/activities:

The Committee will maintain and make the Guide to Behrend College Graduate Curricular Procedures available, which provides instructions for submitting course and curriculum proposals. The policies and procedures in the Guide to Behrend College Graduate Curricular Procedures are subject to the approval of the Faculty Council. They are to be consistent with the University Graduate School Guide to Curricular Procedures.

The Graduate Curricular Affairs Committee will also evaluate graduate faculty nominations for full-time faculty.

(D) Faculty Affairs

Membership

Eight members. Members will include two representatives from each School, one of whom will be tenured or tenure-line, and one will be a full-time non-tenure-line faculty member. Members will serve a two-year term with the terms of the school representatives staggered. The Behrend Faculty Caucus member serving on the University Faculty Advisory Committee (FAC) to the President will serve as an ex officio non-voting member. If no Behrend representative serves on FAC, then the Chairperson of Behrend's University Faculty Senate Caucus will either serve in this capacity or appoint another Behrend representative to the University Faculty Senate to serve.

Duties:

Advise the Council and administration on matters of policy concerning Faculty Affairs, including matters regarding the cultural, social, inclusiveness, and material welfare of the faculty, and on matters affecting the educational environment in which the faculty are concerned as directed by Faculty Council (need rules/structure for this).

Among the policy matters of concern to the Committee on Faculty Affairs are the following:

1. faculty appointments
2. policies on promotions in rank
3. tenure
4. policies on leaves, including sabbatical leaves
5. academic freedom
6. rights and responsibilities, including due process
7. matters of faculty privacy
8. affirmative action and equal opportunity
9. faculty development

10. faculty/student assessment outcomes issues.

11. issues that concern all faculty, irrespective of the character of their appointment.

(E) Research, Scholarship, & Professional Development

Membership

Eight members. Members will include two representatives from each School, one tenured or tenure-line and one full-time non-tenure-line faculty. Members will serve a two-year term with the terms of the school representatives staggered. The Associate Dean for Research and Graduate Studies is an ex officio member.

Duties:

Review research policies to recommend establishing and modifying or terminating organized research units.

Foster and promote the creation of new knowledge by faculty and students in all disciplines across the college and by facilitating interdisciplinary collaboration in this regard. It shall be the Senate advisory body to the Associate Dean for Research. In graduate research, scholarship, and creative activity, it works closely with the Behrend's Graduate Council Representative to achieve common aims and shared objectives. Within the advisory and consultative functions of the Senate, it shall advise and consult on all matters involving research policies and services, as well as on issues relating to intellectual property and technology transfer. It shall ensure an active faculty role in formulating all research computing and information systems policies as they affect faculty and students. It will review research policies and recommend establishing, modifying, or terminating organized research units. The Committee will work affirmatively to advance diversity, equity, and inclusion within the College's research scholarship, professional development, and creative activity enterprises. Collaborating with the Chancellor's office, it advises and consults on facilities-related, including sustainability and administration costs.

Mandated reports/activities:

The Committee will review sabbatical leave applications and recommend individuals for sabbaticals. It will also determine on an annual basis the recipients of the Behrend College Council of Fellows Faculty Research Award, the Behrend College Council of Fellows Excellence in Outreach Award, and the College Undergraduate Research Award.

(F) Campus Life

Membership

Eight members. Members will include two representatives from each School, of which one will be tenured, or tenure-line and one will be full-time non-tenure-line faculty. Members will serve a two-year term with the terms of the school representatives staggered.

Duties:

The Committee on Campus Life shall be concerned with policies involving campus life aspects that concern members of the college community and are not specifically covered in other committees. In this role, the Committee shall strive to enhance diversity, equity, inclusion, and belonging in all its activities. The purview of the Committee shall include but not be limited to computing, instructional support, physical facilities, student housing, health, conduct, organizations, extracurricular activities, sustainability, and career development and placement. The Committee shall be a principal agency to the Senate for representing student opinion on academic matters. To this end, it shall be an entry point for student proposals. It shall maintain liaisons with the elected officers of the students as appropriately organized and with the appropriate College offices. It shall be the Senate advisory body to Student Affairs. It shall maintain awareness of current trends and long-range studies in student life. It shall maintain liaison with all student organization committees and boards as appropriate. Promote out-of-class programs that pertain to the academic mission of the College. Recommend policies affecting undergraduate education. Organize annual programming addressing issues related to teaching and the campus environment.

The Campus Life Committee will also populate ad hoc committees or task forces as necessary to advise on issues such as physical facilities and policies, programs, or services that support student life from members of the Behrend community.

Subcommittees

Four members of the Campus Life Committee will serve on the college Libraries, Information Systems, and Technology (LIST) subcommittee. This Subcommittee will advise the Senate and administration on strategic issues involving the college library and information technology related to academic computing and instructional support.

Mandated reports/activities:

Nominate appropriate candidates and carry out Senate elections to populate all task forces formulated by the administration with faculty representatives. These representatives are not required to be Behrend Faculty Senators. Still, they will report to this Committee and serve as the conduit between the individual task force and the Behrend Faculty Senate.

SECTION 5

Ad hoc committees and task forces may be established by the Chairperson of the Behrend Faculty Senate in consultation with the Faculty Council.

SECTION 6

All committees established under this Article's Section 4 are required to submit an Annual Report with recommendations for future committee charges to the Chair-Elect of the Behrend Faculty Senate before May 15 of each year. Minutes of each Committee meeting, including attendance of the members, should be placed on the Behrend Faculty Senate website within two weeks of approval.

Reports are recommended to follow the report templates previously approved by the Behrend Faculty Senate.

SECTION 7

Each Committee established under this Article's section 4 will have a Committee Chairperson elected before May 1 of each year as described in Article II, Section 4 of the Standing Rules. The Chairperson of each Committee will serve for a term of one (1) year beginning on July 1. This person is eligible to be re-elected.

If the Chairperson of any committee cannot complete their term of office or take a leave of absence, the Committee will appoint a new Chairperson to complete the remainder of that year's term or until the Chairperson returns to work. This appointment must be communicated to the Behrend Faculty Chairperson within ten working days from the preceding Chairperson's resignation or leave.

Article IV - OTHER FUNCTIONS OF THE BEHREND FACULTY SENATE

SECTION 1

The Behrend Faculty Senate participates in selecting members for extra-senatorial standing committees, commissions, and boards of Behrend College. For Sections 2 and 5 of this Article, a faculty member is defined as Behrend College faculty by Article II, Section 1 of the Constitution but does not have administrative signatory authority on promotion and tenure documents.

SECTION 2

College Promotion and Tenure Review Committee for Tenure-Line Faculty

Membership

The Committee consists of nine members: two elected from each School and one, the Chair, who serves a one-year term, appointed by the Chancellor. Committee members must be tenured and have the minimum rank of Associate Professor, and each member (other than the Chair) serves a two-year term with the terms of the school representatives staggered.

Duties:

The Committee is responsible for the review of tenure-line faculty for promotion and tenure as specified in the University's *Promotion and Tenure Review Procedures and Regulations* (AC23), *Definition of Academic Ranks* (AC21), the Penn State Behrend's *Promotion and Tenure Policy*, and the Administrative Guidelines to AC23.

When candidates are being considered for promotion to Professor, an ad hoc Committee will be formed by the Chancellor from those with the rank of Professor on the Promotion and Tenure Committee, subject to the following conditions:

- i. The number of members will be odd.
- ii. There will be members from at least three of the four schools and no more than two members from a single school.

- iii. There will be at least one member from the candidate's School.

The Chancellor will appoint additional members from the College faculty to the ad hoc Committee if needed to meet these criteria. If the Chair of the Promotion and Tenure Committee does not have the rank of Professor, the Chancellor will appoint a Chair from those on the ad hoc Committee.

SECTION 3

College Promotion Review Committee for Non-Tenure-Line and Non-Standing Faculty

Membership

The Committee consists of five members: one elected from each School and one, the Chair, who serves a one-year term, appointed by the Chancellor. Committee members must have been promoted to at least the second rank (Associate Teaching, Research, or Clinical Professor for members possessing a terminal degree; Assistant Teaching, Research, or Clinical Professor for members not possessing a terminal degree). Each member (other than the Chair) serves a two-year term with the terms of the members staggered.

Duties:

The Committee is responsible for reviewing non-tenure-line faculty for promotion as specified in the University's *Definition of Academic Ranks* (AC21) and the Penn State Behrend *Promotion and Tenure Policy*.

When candidates are being considered for promotion to the third rank (Teaching, Research, or Clinical Professor for candidates possessing a terminal degree; Associate Teaching, Research, or Clinical Professor for candidates not possessing a terminal degree), an ad hoc Committee will be formed by the Chancellor from those on the Non-Tenure-Line Faculty Promotion Committee who have attained the third rank, subject to the following conditions:

- i. The number of members will be odd.
- ii. There will be members from at least three of the four schools and no more than two members from a single school.
- iii. There will be at least one member from the candidate's School.

The Chancellor will appoint additional members from the College faculty to the ad hoc Committee if needed to meet these criteria. If the Chair of the Non-Tenure-Line Promotion Committee has not obtained the third promotion rank, the Chancellor will appoint a Chair from those on the ad hoc Committee.

SECTION 4

Behrend Caucus to University Faculty Senate

Membership

The Behrend Faculty Senate Chairperson and the Behrend representatives to the University Faculty Senate will serve as the Behrend Caucus to the University Faculty Senate.

Duties:

The Behrend Caucus will consult and advise the Behrend Faculty Senate regarding University Faculty Senate affairs.

Additionally, the Caucus will elect Behrend's Communication Liaison to the University Faculty Senate for a two-year term. This person is responsible for disseminating information on University Faculty Senate agendas, special announcements, issues, and legislative decisions to Behrend's faculty, senators, and administrators. The Communication Liaison is responsible for gathering the top items each University Faculty Senate committee is working on and sharing that information with the College community. This role can be fulfilled by either the Chairperson of the Behrend Caucus or another Behrend Representative to the University Faculty Senate selected by the Behrend Caucus.

SECTION 5

College Faculty Ombuds:

Eligibility: Current or emeritus faculty member

Term: Two years, no term limit

Election: By the electorate

There will be two Ombuds elected in alternate years. The election for Ombuds will be held in the second year of the senior Ombuds' term. If that person is re-elected, that person will complete the second year of their existing term and then begin a new, two-year term as Ombuds.

Restrictions: College Faculty Ombuds may not serve on the **Promotion and Tenure Review Committee for Tenure-Line Faculty** or the **Promotion Review Committee for Non-Tenure-Line and Non-Standing Faculty**.

Duties: The College Faculty Ombuds role is to act as a neutral, confidential mediator, listening to faculty concerns and disputes, helping to clarify misunderstandings, and advising on appropriate courses of action to resolve issues informally before they escalate to formal grievance procedures, all while maintaining a focus on fairness and upholding College and University policies consistent with current university policy AC76.

SECTION 6

Representatives on the Chancellor's Council on Diversity, Equity and Inclusion

The Behrend Faculty Senate is to select three faculty senators to serve on the Chancellor's Council on Diversity, Equity, and Inclusion. With consultation of the Behrend Faculty Chairperson, the Academic and Advising, Faculty Affairs; and Campus Life committees will each select one committee member to serve on this council.

SECTION 7

Elected Senator Standing Committee

Membership

All elected senators

Duties:

To provide a mechanism for elected membership of the University Faculty Senate to frankly discuss and deliberate concerns, issues, and strategies related specifically to their remit, which could then be brought to the whole body for a wider and more substantive discussion. The Elected Member Standing Committee will be chaired by the Chair of the Faculty Senate, who may appoint a vice-chair of their choosing.

It will serve only an advisory and informational function to the whole of the Senate and will have no authority to draft legislative or advisory consultative reports.

The Committee would be called as needed by the Senate Chair. However, it and its subcommittees would have the authority to meet as regularly as necessary when situations of special interest or specific concern to the elected membership might occur.

Subcommittees:

Data and Analysis Subcommittee

Chair: Chair-Elect of the Senate

Members: A minimum of three faculty members drawn from the electorate. At least one member should have demonstrated skills in qualitative research, and at least one member should have demonstrated skills in quantitative research.

Duties: Shall assist the Behrend Faculty Senate in the execution of research involving senate interests and policy

Article V – AMENDMENTS

SECTION 1

Any member of the Behrend Faculty Senate may propose amendments to the Standing Rules.

SECTION 2

Any proposed amendment must be submitted in writing to the Chair at least five working days before a scheduled meeting of the Faculty Council. The Chair places the amendment on the agenda of the next scheduled meeting.

SECTION 3

If an amendment receives a two-thirds vote, by electronic ballot, of the Faculty Council's voting membership, it must be submitted to the membership of the Senate within fifteen working days. A vote by the Faculty Senate is then scheduled within fifteen working days. Final College approval of the amendment requires a majority of the voting members of the Senate.

SECTION 4

Successful amendments shall be communicated to the Executive Director of the University Faculty Senate. An amendment shall take effect when the University Faculty Senate Council approves it.