



NEVADA STATE COLLEGE
POLICY LIBRARY

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by KB Bylaws
Committee

Faculty Senate Bylaws

Date Issued: 6/17/08

POLICY STATEMENT

These Bylaws facilitate the business of the Faculty Senate of Nevada State College (NSHE Code Section 1.3.4-1.3.5) (Hereafter referred to as the Senate.) They establish the basis upon which effective participation and deliberation shall take place in formulating, evaluating, and recommending policy by which the college shall be governed.

REASON FOR POLICY

The Faculty Senate Bylaws provide the guidelines necessary for the Faculty Senate to express the faculty's position on matters of academic concern and faculty rights. It also serves to facilitate coordination and cooperation between and among the several parts of the college organization.

ENTITIES AFFECTED BY THIS POLICY

- President
- Provost
- Vice Presidents
- Provost Council
- Deans/ Directors
- Academic Faculty
- Administrative Faculty

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WHO SHOULD READ THIS POLICY

- President
- Provost
- Vice Presidents
- Provost Council
- Deans/Directors
- Academic Faculty
- Administrative Faculty

REFERENCES FOR ADDITIONAL INFORMATION

NSHE Code: <https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2/T2-CH01%20Organization%20and%20Administration%20of%20the%20NSHE.pdf>

WEBSITE ADDRESS FOR THE POLICY

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CONTACTS

Direct any general questions about the Faculty Senate Bylaws to the Faculty Senate Chair. If you have questions about specific issues, contact the following offices:

Question	Contact	Telephone	E-mail
Any question regarding this policy	Abby Peters Faculty Senate Chair (2018-19)	992-2528	Abby.Peters@nsc.edu
	Bart Patterson, President	992-2350	Bart.Patterson@nsc.edu
	Vickie Shields, Provost	992-2505	Vickie.Shields@nsc.edu

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Article 1 Preamble

- 1.1 The intent of these Bylaws is to facilitate the business of the Faculty Senate of Nevada State College (NSHE Code Section 1.3.4-1.3.5) (hereafter referred to as the Senate.) This document consists of procedures designed to supplement those outlined in the NSHE Code and the Nevada State College Bylaws.
- 1.2 These Bylaws establish the basis upon which effective participation and deliberation shall take place in formulating, evaluating, and recommending policy by which the college shall be governed. It is intended to provide the governance structure of the college faculty based on a philosophy of shared responsibility for college leadership, to facilitate coordination and cooperation between and among the several parts of the college organization, and to provide means of expression on matters of academic concern and faculty rights.
- 1.3 The Bylaws of the Senate shall be in accord at all times with the provisions of the NSC Bylaws and the NSHE Code.
- 1.4 In cases of doubt as to proper procedure, and when not superseded by either the NSHE Code or NSC Bylaws, the parliamentary authority of the Senate shall be in accordance with the latest edition of Robert's Rule of Order.

Article 2: Membership

- 2.1 All academic and administrative faculty who hold greater than a .50 FTE professional contract with Nevada State College as defined in title 4, chapter 3 of the Board of Regents handbook, are eligible to serve on the Senate and its committees.
- 2.2 Administrative Faculty occupying executive offices, such as the President, the Provost, Vice Presidents, Vice Provosts, Associate Vice Presidents, Assistant Vice Presidents, Deans, Associate Deans, Assistant Deans, and Chairs with a greater than 50% administrative assignment, shall not be eligible for Faculty Senate membership.
 - 2.2.1 Administrative Faculty, as listed in 2.2, may attend Faculty Senate meetings by invitation of the Faculty Senate Chair.
 - 2.2.3 Adjunct faculty shall be represented by a duly elected senator who shall hold full voting rights and privileges.
 - 2.2.4 Non-Voting members shall include representatives from the Nevada State College Chapter of the Nevada Faculty Alliance (NSC-NFA) and the Nevada State Student Alliance (NSSA). Non-Voting members may include a representative from InTech.

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- 2.3 Meetings of the Faculty Senate are open to all faculty, staff, and administrators unless otherwise specified as “closed” on the agenda or at the discretion of the Faculty Senate Chair. During the “closed” portion of the meeting, only voting members of the Faculty Senate and the Faculty Senate Executive Committee will be permitted to attend unless invited by the Faculty Senate Chair.

Article 3: Faculty Senate Units

For the purpose of conducting elections of senators, the faculty of Nevada State College is divided into the following units:

- Administrative Faculty (excluding executive and supervisory as defined above)
- College Libraries
- School of Education
- School of Liberal Arts and Sciences
- School of Nursing

- 3.1 Units named above are separately identified academic units, Schools or eligible employee groups. At the formation of new academic units or Schools (i.e., a School of Business) then these new Units will have equal representation.
- 3.2 The Library will be represented by a single voting unit.

Article 4: Faculty Senate representation

- 4.1 Each School named in 3.1 shall have one (1) representative for each five (5) faculty (with professional contracts of >0.50 FTE) or fraction thereof, to be elected by the members of the Unit from among its eligible members. “Fraction thereof” is exemplified as follows: there will be three (3) representatives for a group of 11 faculty, and four (4) for a group of 16 faculty. Each School will have a minimum of three representatives.
- 4.2 The Administrative Faculty Unit shall have one (1) representative for each twenty (20) faculty or fraction thereof, not to exceed 25% of the Faculty Senate voting members. They will be elected by the members of the unit from among its eligible members.
- 4.3 The Faculty Senate shall establish a Standing Part-time Faculty Affairs Committee that meets at least once a semester and is chaired by a senator who is elected from within the senate. Part-time instructors are eligible to serve on the committee.

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- 4.4 One Senate seat shall be designated "At-Large." The at-large seat is a one year term, and will be filled by an eligible academic or administrative faculty member who is successful in an election conducted by the entire faculty in which all persons on at least a 50% FTE contract are eligible to vote. Such election will be conducted by the Faculty Senate Executive Committee. The election will be announced by the Faculty Senate Chair at the April meeting. Nominations will be accepted and closed on the 2nd Friday in April. An online election will be completed by the Nominations and Elections Committee by the 4th Friday of April. The winning candidate will be announced at the May meeting and seated on the Faculty Senate July 1st.
- 4.5 Each year on the third Wednesday of January the Faculty Senate Chair or designee on the Faculty Senate Executive Committee will conduct an annual census of the faculty to determine the correct number of representatives allowed to serve on the Faculty Senate. The census will count the lines allocated to each school. The Chair will notify each unit of any elections that need to be held as a result of the census. At the February meeting of the Senate, the Chair will announce that each unit is to choose its representative(s) for the following academic year. Each unit must complete the call for nominations by the 2nd Friday in February. The election must be completed by the 4th Friday in February. The names of the winning candidates must be forwarded to the Chair prior to the March meeting. The newly elected representatives will be announced at the March meeting, attend and be mentored at the April and May meetings, and seated July 1st.
- 4.6 The total body of the Senate shall reflect the representative-to-faculty ratio defined in 4.1.
- 4.7 To maintain a combination of new and experienced Faculty Senate membership, it is recommended that elections shall occur on a staggered schedule.
- 4.8 Advisory members are nonvoting, advising members of the Senate. The following groups will each have one advisory member: the NSC Chapter of the Nevada Faculty Alliance (NSC- NFA) and the Nevada State Student Alliance (NSSA). An advisory member may include a representative from InTech. Representatives are to be selected by the members of these groups. The representatives will be announced at the April meeting and seated as an advisory member of the Faculty Senate July 1st.

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Article 5: Faculty Senate Representatives

- 5.1 Faculty members elected to the Senate are authorized and have responsibility to represent faculty on matters of primary concern to the faculty of the college.
 - 5.1.1 If a unit senator becomes unable to serve, a replacement will be appointed by School or Administrative Faculty Units if the existing senator represents one of these entities or appointed by the Faculty Senate Chair if the existing senator is in an At-large position. The newly appointed senator will serve the unexpired term at any time by the unit affected according to the procedures contained in the Bylaws.
 - 5.1.2 If an at-large senator becomes unable to serve, the person finishing second in the most recent election for an at-large seat shall be appointed to fill the remainder of the unexpired term.
- 5.2 A member of the Senate who is unable to attend a single meeting may designate a proxy for the meeting. Sitting senators cannot serve as a proxy. All proxies must present to the Secretary of the Senate a written authorization signed by the designating member or an email authorizing the proxy from the Senator's NSC email account. It is understood that all senators will obtain approval from their supervisors to serve on senate and that all work-related duties will be scheduled outside of monthly senate meetings to the extent possible. A proxy must be from the same unit as the designating member.
- 5.3 A long term proxy is defined as one in which the senator anticipates being unavailable for four or more consecutive meetings but intends to return prior to the expiration of the year. Long term proxies are limited to one year.
- 5.4 In the absence of unit Bylaws or regulations stipulating the selection of long-term proxies, the following will be used:
 - 5.4.1 If the unit delegation includes two or more senators, the delegation shall designate the proxy. If the delegation contains only one senator, that unit shall conduct a special election to select a long-term proxy.
 - 5.4.2 In the case of at-large senators, the Faculty Senate Executive Committee shall designate a long-term proxy with input from the senator requesting the proxy and special consideration given to the results of the most recent at-large election.
 - 5.4.3 Any senator may request the designation of a long-term proxy so long as the time during which the senator will be unavailable does not extend beyond one year and that a definite date of return is indicated on the written notice to the Secretary of the Senate.

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- 5.4.4 Any Senate office must be resigned by the senator requesting a long-term proxy.
- 5.5 At the end of each semester, the Secretary to the Senate shall review the attendance record of each senator.
- 5.6 A Senator who is absent for more than two regularly scheduled senate meetings per year without a proxy, as verified by the Secretary, shall be automatically dismissed from service on the Senate. At that time, the number required for a quorum shall be reduced accordingly. The senate chair will then take action to see that replacement from that same unit is named to fill the vacancy.
- 5.7 Senators do hold the responsibility of informing their constituents of Faculty Senate proceedings and soliciting their constituents' input on matters under consideration of the Faculty Senate.
- 5.8 All Faculty Senators are expected to participate in Faculty Senate committees and activities.

Article 6: Officers of the Faculty Senate

- 6.1 The chair will introduce the newly elected members of the Faculty Senate at the April meeting. The chair will then open nominations for the Faculty Senate Executive Committee. Administrative faculty are ineligible to serve as Chair of Faculty Senate. Nominations will remain open until the second Friday in April. The names of those nominated will be emailed to all Faculty Senate members. An election for the Faculty Senate Executive Committee will be conducted at the May meeting, as the new Faculty Senate will be seated. The Senate shall then elect from among its seated members a, Vice Chair, a Parliamentarian, and a Secretary. These individuals, along with the Chair, shall constitute the Faculty Senate Executive Committee.
- 6.2 Upon becoming officers, the Chair and Vice Chair shall relinquish their seats on the Senate. A special election will be held by their respective Units to the fill the vacant seats. These elections will be conducted by email. Nominations will be accepted through the second Friday in May and an election will be completed by the fourth Friday in May. The Vice Chair shall have voting privileges as a member of the Faculty Senate Executive Committee, and s/he shall not have Senate voting privileges. The Chair shall have Senate voting privileges only in the event of a tie.
- 6.3 The Chair of the Senate shall be the official representative of the Senate at all functions. The Chair shall preside at all meetings of the Senate and the EC, and s/he may serve in other capacities as directed by the NSHE Code or the

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NSC Bylaws. As compensation for the duties of this position, the Chair of the Senate will receive a \$5000 stipend for the academic year, a six unit release for the Fall term, a six unit release for Spring term, and a \$3000 summer stipend. The Chair will be expected to attend meetings and conduct some business in the summer months.

- 6.4 The Vice Chair of the Senate will receive a three unit release in Spring term.
- 6.5 The Vice Chair of the Senate shall assume the position of the chair in the absence of the elected Chair.
- 6.6 The Parliamentarian shall make recommendations to the Chair on matters of parliamentary procedures and adherence to the bylaws.
- 6.7 The Secretary shall maintain minutes of the activities of the Senate, distribute minutes of the Senate meetings to the Senate memberships within a timely manner, and oversee the Senate's online presence on the NSC website and Canvas Senate page.
- 6.8 Members of the Faculty Senate Executive Committee may not appoint proxies to Faculty Senate Executive Committee meetings; however, votes may be submitted in absentia.
- 6.9 The number of consecutive terms that an individual may serve as Chair shall be limited to two; no term limits shall be imposed on the remaining offices of the Faculty Senate Executive Committee.
- 6.10 If a vacancy occurs midterm for any officer, except Chair, the Faculty Senate Executive Committee will serve as a nominating committee and will present a list of candidates willing to run for the vacancy at the next Senate meeting.

Article 7: Election of Officers

- 7.1 At the April meeting of the Senate, the Chair will announce the results of the unit selections of representatives and will call for nominations of officers. A list of candidates for all Faculty Senate offices (Vice Chair, Parliamentarian, and Secretary) shall be distributed by email at least two weeks in advance of the last regular meeting of the current Senate in the spring semester. Officers shall be elected by secret ballot as the first item of business at the last regular meeting of the current Senate in the spring semester.
- 7.2 Terms of office for all officers shall run from July 1st to the following June 30th.

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Article 8: Meetings, Agenda, Minutes, and Quorum

- 8.1 Meetings: The Senate shall hold meetings at least once each calendar month during the fall and spring semesters. The date, time, and place of each of these meetings shall be made known to each senator and all members of the faculty at least 10 full working days in advance of the meeting.
- 8.1.1 The Senate may hold special meetings at any time, called by the Chair of the Senate or requested of the Chair by petition of at least one-third of the senators. These meetings shall be publicized in the same manner prescribed for regular meetings in Article 3.1.
- 8.1.2 Meetings during summer shall be called by the Faculty Senate Executive Committee as necessary.
- 8.2 Agenda: The Faculty Senate Executive Committee shall prepare an agenda which shall allow for the introduction of new business at each meeting and which shall accompany notification of the meeting. The Senate must include on its agenda any resolution directed to it by the faculty or any units thereof not later than the first regular meeting following the receipt of such resolution by the Chair of the Senate.
- 8.2.1 Recommended Senate meeting agenda format: announcements; action items, guest speakers; future action items – meeting (date); general information; committee reports; new business.
- 8.2.2 All action oriented items presented for inclusion on the Senate agenda must be submitted to the Faculty Senate Executive Committee for approval no later than 2 weeks prior to the scheduled meeting.
- 8.2.3 The School or Unit with authority over the proposal before the Senate shall present the action item to the Senate and shall be listed on the agenda.
- 8.3 Minutes: A copy of the minutes of each Senate meeting shall be distributed to each member of the Senate and the faculty within 15 working days of the meeting.
- 8.4 Quorum: A majority of the voting members of the Senate shall constitute a quorum. Single meeting proxies may not be counted in determining a quorum.

Article 9: Voting

- 9.1 Authority. Chapter 1, section 2 of the NSC Bylaws requires that policies and procedures having college-wide impact be submitted to the faculty senate for

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review and recommendation. The will of the NSC faculty on any given matter is determined through one of the two following procedures:

- 9.1.1 Procedure 1: a vote of the faculty senate as described below in section 9.3 or
- 9.2.2 Procedure 2: a vote of the entire faculty. In procedure 2, a question is submitted to the entire faculty through electronic or other means for a vote. A simple majority of voting faculty (faculty in the definition of section 1.1.a of the NSHE Code) is sufficient to resolve any question. The Faculty Senate will have 2 weeks to determine which procedure to follow after a question is considered at regular meeting of the Faculty Senate. If procedure 2 it is Faculty Senate responsibility (elections committee) to draft a ballot and distribute to faculty for a vote.
- 9.2 The Senate may solicit campus opinion on an issue through a campus ballot. The results of this opinion poll are not binding upon the Senate.
- 9.3 All motions will require a simple majority of those voting members present. Motions to close or limit debate or to move to the previous question shall require a two-thirds majority vote of those present.
- 9.4 All Senate votes other than elections shall be taken by open voting (voice votes/show of hands), unless a majority of Senators present vote in favor of a secret ballot on the question.
- 9.5 Actions approved by the Senate shall be forwarded through administrative channels to the Provost. The Chair will report the fate of such actions at the earliest subsequent meeting.
- 9.6 At the request of a majority vote of Faculty Senate, when there is disagreement on an issue, an Issue Group will be formed to attempt to mediate a joint stand. An equal number of participants shall represent each side of the issue. If no consensus is reached, the Issue Group shall develop a joint statement of the differences. All recommendations of the Issue Group will be returned to Faculty Senate.
- 9.7 Faculty of NSC may petition the Senate to force a faculty wide vote on any issue before the Senate. If 10% of all academic and administrative faculty with greater than 0.50 FTE sign a written petition addressed to the Chair of the Faculty Senate on any issue, the Senate must follow procedure 2 as described above in 9.1

Article 10: Committees

- 10.1 Eligibility. Any faculty member eligible to vote in the general Faculty Senate elections in accordance with Article 1 shall be eligible for election to chair a

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standing committee of the Senate, except as may be provided in article 7 and 10.1.1 below. Also, as may be appropriate from time to time, the Senate may appoint, or ask, any individual to serve as a chair or participate in a special committee of the Senate.

10.1.1 The Faculty Senate Academic Faculty Affairs Committee shall consist of a minimum of one tenured faculty member and one tenure-track faculty member.

10.1.2 No administrative faculty as defined in section 2.2 above may be members of the Academic Faculty Affairs Committee.

10.2 Below are the standing committees of the Senate. Standing committees may move to inactive committees, as needed throughout the year.

10.2.1 Academic Faculty Affairs

10.2.2 Administrative Faculty Affairs

10.2.3 Bylaws and Code

10.2.4 Curriculum

10.2.5 Facilities and Campus Planning

10.2.6 Fiscal Affairs

10.2.7 Library Advisory Board

10.2.8 Nominations and Elections

10.2.9 Strategic Planning

10.2.10 Part-time Faculty Affairs

10.2.11 Institutional Policy and Procedure

10.3 Ad Hoc Committees will be formed on an as-needed basis as judged by a voting majority of the Senate.

10.4 The chair of the Curriculum committee will be elected by the voting majority of the Senate in the spring semester. Other committee chairs will be elected by the voting majority of the Senate at the first Fall meeting. There is a two-year term limit for Chairs of Faculty Senate committees.

10.5 The Curriculum committee chair will receive a \$1000 stipend for the academic year.

10.6 The faculty members of each committee shall be selected by the committee chair.

10.7 Each committee will have a minimum of three members. Faculty Senate committees shall strive for balanced representation from each Unit as defined above in section 3.1.

10.8 Faculty Senate committees shall include an odd number of members.

10.9 Faculty Senate committees may include faculty who are not senators.

10.10 The chair of a Faculty Senate Committee must be a Senator.

10.11 The student members of a committee shall be selected in any democratic

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- manner directed by the student government Bylaws.
- 10.12 Senate standing and ad hoc committee chairs will present a report of their committee's activities to the Senate at least once a semester. The Faculty Senate Executive Committee shall determine the rotational schedule for the committee reports.
- 10.13 All standing committee assignments shall be for one-year terms.
- 10.13.1 For purposes of committee assignments, the year begins at the beginning of the fall semester.
- 10.13.2 When appropriate, committees shall meet during the summer months.
- 10.14 A matter within the jurisdiction of any committee must be submitted to that committee by the Chair of the Senate. This does not preclude issues initiated by the committee in concurrence with the chair.
- 10.14.1 The Chair shall allow the committee a reasonable time in which to respond to matters so submitted and shall inform the Senate of the Chair's directions to the committee and the time period allowed for committee.
- 10.14.2 In the event a committee does not recommend action upon any matter so submitted within a reasonable time, said matter may be brought directly to the floor of the Senate by any senator for disposition.
- 10.15 The timely recommendations of a standing committee upon any matter within its jurisdiction shall be accepted and implemented upon a vote of a majority of the voting senators present.
- 10.16 No provision contained herein shall be interpreted as restricting the Chair of the Senate, with the concurrence of the Faculty Senate Executive Committee, from forming Ad hoc committees, standing committees, or restricting a standing committee from forming subcommittees.
- 10.17 All standing and ad hoc committee reports must be distributed in writing to the Senate at the meeting.
- 10.18 At the end of each semester the chair of each Senate Committee shall submit to the Secretary to the Senate the attendance record of each committee member.
- 10.19 Committee members shall follow the same procedures as do Senate members in delegating proxies.
- 10.20 The Vice Chair serves as Chair/Policy Liaison for the Institutional Policy and Procedure Committee.

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Article 11: Amendment of Bylaws

- 11.1 Amendment of these Bylaws may be accomplished in the following manner:
 - 11.1.1 A proposed amendment must first be submitted to the Faculty Senate Executive Committee.
 - 11.1.2 The proposed amendment shall be circulated to all Senate members seven days prior to a properly called and constituted meeting of the Senate.
 - 11.1.3 The proposed amendment shall be discussed in the Senate meeting.
 - 11.1.4 If the proposed amendment is approved by two-thirds of the voting membership of the Senate, the amendment shall not take effect for ten days.
- 11.2 Bylaws shall be reviewed for possible revision every two years.

Article 12: Suspension of the Bylaws

- 12.1 Suspension of any part of these Bylaws, except Articles 11 and 12 may be accomplished by the consent of two thirds of the voting members present in a formal meeting.