Constitution of the Faculty Senate of Butler University
Amended and approved, October 18, 2011; May 9, 2014

PROLOGUE

The purpose of this constitution is to create a Senate whose objective is to represent the faculty members of Butler University in all areas where they have authority or interest. For the purposes of this constitution and the attending by-laws, the term faculty member refers to all fulltime teaching faculty and professional librarians of the university both tenure and non-tenure tracks.

ARTICLE I. Name

The name of the body shall be the Faculty Senate of Butler University.

ARTICLE II. Purposes and Responsibilities

Section 1. The faculty is the professional body of the University primarily responsible for educational policies, faculty productivity, curriculum, and instructional practices. The Faculty Senate is the forum and deliberative body for the expression of the faculty’s recommendations regarding these matters. Faculty Senate also has interests in the economic welfare of the institution and in protecting the rights and interests of the faculty.

Section 2. The Faculty Senate, or bodies to which it delegates its authority, is the primary body with responsibility to formulate, review, revise, and adopt for recommendation to the President, all University policies having to do with the following matters:

1) curriculum and student learning
2) standards and criteria for determining faculty promotion, tenure and evaluation
3) aspects of student life which relate to the teaching and learning policies of the institution.
4) granting of degrees and setting of degree requirements
5) scholarship and creative efforts of faculty
6) other matters of primarily academic or instructional import

Section 3. The Faculty Senate shares with other units of the University responsibility to formulate, review, revise and adopt for recommendation to the President, University policies having to do with the following matters:

1) size and composition of the student body in relation to educational resources
2) institutional mission including the creation and discontinuation of academic program areas
3) existing or proposed physical facilities with special emphasis on those having primarily an educational purpose.
4) budgeting priorities that affect educational programs
5) matters relating to faculty compensation
6) selection procedures for academic administrative personnel
7) faculty productivity
8) other matters of primarily administrative nature that also have significant academic or instructional import

**Section 4.** Recommendations of the Faculty Senate shall be forwarded to the Provost. The Provost will inform the chair of the Faculty Senate of the disposition of recommendations. Recommendations passed by the Faculty Senate that require the approval of the Board of Trustees shall be forwarded through the President. If the President of the University cannot support a recommendation of the Faculty Senate, he or she shall ask the Faculty Senate to designate a representative to present the views of the Faculty Senate to the Board.

**ARTICLE III. Senators**

**Section 1.** Each College and the library shall be entitled to representation in the Senate according to the following method. In the spring of each year when representation is determined for the following academic year, the total number of full-time faculty in the college or library (tenure and non-tenure track) at that time is divided by the number 10 and rounded to the nearest whole number. The result is the number of Senate seats for each college and the library in the coming academic year.

**Section 2.** Each college must produce written procedures for how it will elect its senators. While each college can have its own procedures, they must conform to these requirements:

1) Senators must be full-time faculty members and must be elected by March 1 for what will normally be two year terms except as necessary to ensure a staggering of terms for a college or the library. Terms begin on June 1.

2) Senators may not serve more than 6 consecutive years

3) Senators must be elected by the faculty (not appointed by deans)

4) Senators who miss more than 3 Senate meetings in an academic year will not be eligible to return to the Senate the following year.

5) Senators are responsible for informing the faculty in their colleges of Senate proceedings and discussions and are responsible for bringing concerns of their faculty colleagues to the Senate as needed.

**ARTICLE IV. Officers**

**Section 1.** The Chair and Vice Chair of the Faculty Senate shall be elected from and by the entire Faculty to serve simultaneous two-year terms. Such an election will be held no later than March
1 of the academic year in which the Chair’s term of office ends. The election shall be conducted by the Faculty Senate. The Chair and Vice Chair will take office on June 1. The Chair may not serve more than two consecutive two-year terms in office. The Vice-Chair will be a full voting member of the Faculty Senate but is not a representative of a particular college. The Chair votes only in the case of ties and does not represent any particular college.

Section 2. Responsibilities of the Chair include the following:

1) serve as presiding officer for meetings of the Faculty Senate
2) represent the faculty at meetings of the Board of Trustees and other administrative meetings as the need arises
3) oversee the creation and full distribution of Faculty Senate minutes and other documents to all faculty members
4) coordinate the formation of faculty grievance committees
5) serve as Chief Faculty Marshall for commencement ceremonies

Section 3. The responsibilities of the Vice Chair include the following:

1) fulfill all duties of the Chair in his or her absence
2) assist the chair in coordinating Senate elections, appointments to various councils and Board of Trustees committees, and honorary degree nominations
3) perform other duties as requested by the Chair of the Faculty Senate

Section 4. Parliamentarian

1) The Parliamentarian must be a full-time faculty member or a faculty member emeritus but may not be a voting member of the Senate.
2) The Parliamentarian shall be nominated by the Chair and approved by a majority vote of the Senate. The nomination and approval process is to begin after January 1 and be completed by April 1 in years when there is no election for Chair and Vice-Chair.
3) The term of the Parliamentarian shall be for two years beginning on June 1 and ending on May 31. A Parliamentarian may serve an unlimited number of terms.
4) The Parliamentarian shall assure that rules of the Senate are followed during Senate meetings as outlined in Article IX below. The Parliamentarian may also be called upon to rule on procedures between Senate meetings.
5) The Parliamentarian shall endeavor to attend all meetings of the Senate. In the absence of the Parliamentarian, the Vice-Chair of the Senate shall fulfill the Parliamentarian’s duties during meetings. The Vice-Chair would then forfeit her or his voting rights during such a meeting.
ARTICLE V. Relations with Board of Trustees

Section 1. The Chair of the Faculty Senate shall represent the Senate at each meeting of the Board of Trustees as a guest of the Board.

Section 2. For the core committees of the Board of Trustees the Chair shall nominate faculty members to attend all meetings as guests of the committees. These appointments shall be subject to approval by the Faculty Senate, the President of the University, and the chairs of the respective Board Committees. The appointees shall assume their duties on June 1 of each year.

ARTICLE VI. Meetings

The Faculty Senate shall hold regular meetings at least once every month during the academic year. In addition, special meetings shall be called upon petition to the Senate Chair from twenty percent of the Senate membership.

ARTICLE VII. Quorum

A quorum at any regular or special meeting of the Faculty Senate will consist of two-thirds of the members of the Faculty Senate.

ARTICLE VIII. Amendment of the Constitution

Amendments to this Constitution must first be approved by the Senate upon the motion of any senator. To take effect they must be approved by a two-thirds vote of all Faculty Members voting at a special meeting or through an electronic ballot and by the Board of Trustees of Butler University. Senators must have thirty days written notice of the amendment before the vote is taken and a quorum must be present at the meeting.

ARTICLE IX. Procedural Rules for Meeting

The Faculty Senate shall have the authority to establish its own rules and procedures and to implement the general principles established in the Constitution. Where no rules are specified, the Senate will adhere to standard parliamentary procedure as outlined in the most current edition of Robert’s Rules of Order. The Parliamentarian has the responsibility and authority to assure that proper procedures are followed and to rule on any challenges on procedural grounds.

ARTICLE X. Exclusions

Nothing in this Constitution alters the traditional authority of each College over its unique professional standards and regular and special functions.
ARTICLE XI. Effect

This Constitution shall go into effect when ratified by two-thirds of the faculty members voting and upon the approval of the Board of Trustees of Butler University, but not sooner than June 1, 2008.
Bylaws of the Faculty Senate of Butler University
Amended and approved by the Faculty Senate, October 2, 2012; March 4, 2014

ARTICLE I. Faculty Senate Committees

Section 1. There shall be five Faculty Senate committees: University Curriculum, Core Curriculum and Academic Affairs, Student Affairs, and Faculty Affairs.

Section 2. Colleges and the library must determine their committee representation for the coming academic year by March 30. Committee members need not be senators although each committee must designate a member to attend and represent the committee at Senate meetings. Committee chairs must be selected from the incoming committee membership by April 30 each year.

Section 3. The term of committee service will be for two years, and the committee appointments will be staggered. No more than one-half of the membership of any committee will normally be replaced in any year, with the exceptions necessitated by resignations and retirements. Committee appointees will take office on June 1 for the coming year unless they are filling a vacated position. No faculty member may serve more than two consecutive two-year terms on any committee.

Section 4. The Faculty Senate committees, their areas of responsibility, composition, nonvoting ex officio members, and standing subcommittees (if any) shall be as follows:

1) University Curriculum Committee with responsibility for policy recommendations for degree requirements, the addition or deletion of degrees or majors, and other curricular issues affecting more than one college.

   Composition: 3 members from LAS, 1 member from each of the other colleges, 1 faculty librarian.

   Non-voting ex officio members: The senior academic officer or designated representative, registrar or designated representative.

2) Core Curriculum Committee with responsibility for policy recommendations on matters related to the university core curriculum including approval of new core courses, changes to core courses, and deleting core courses. This committee shall coordinate with the University Curriculum Committee as appropriate and necessary.

   Composition: 3 members from LAS, 1 member from each of the other colleges, 1 faculty librarian.

   Non-voting ex officio members: The senior core administrator, and the registrar or designated representative.

3) Academic Affairs Committee with responsibility for policy recommendations regarding issues of teaching, student learning, support services for academic programs, academic quality, institutional mission, and the creation or discontinuation of academic programs or units.
Composition: 3 members from LAS, 1 member from each of the other colleges, 1 faculty librarian.

Non-voting ex officio members: The senior academic officer or designated representative.

4) Student Affairs and Enrollment Committee with responsibility for policy recommendations regarding student life, campus safety, admission, enrollment, and retention policies.

Composition: 1 member from each of the colleges, 1 faculty librarian.

Non-voting ex officio members: The senior student affairs officer or designated representative, the senior enrollment officer or designated representative, and the senior academic officer or designated representative.

5) Faculty Affairs Committee with responsibility for policy recommendations regarding faculty rank and compensation, selection procedures for academic administrative personnel, scholarship and creative efforts of faculty, and faculty leaves.

Composition: 1 member from each of the colleges, 1 faculty librarian.

Non-voting ex officio members: The senior academic officer or designated representative.

6) In the event of administrative reorganization, the new officer charged with the central duties of the officer listed shall assume the ex officio position for all Faculty Senate committees.

Section 5. Each of the five committees will meet monthly, or more frequently as needed, and will have the opportunity to make a report at each Faculty Senate meeting. Committees may constitute ad hoc subcommittees, as needed, to conduct their business. Committee chairs should report the composition and charge of each of their ad hoc subcommittees to the Faculty Senate. Ad hoc subcommittees expire at the end of each academic year, unless renewed by their parent committees and reported through the Faculty Senate.

Section 6. The Chair and Vice-Chair of the Senate and the Chairs of the five Senate Committees will meet as needed to discuss Senate policies, procedures, and operations, and may bring recommendations to the Senate floor.

ARTICLE II. Faculty Senate Committee Procedures

Section 1. All committees meet upon call of the chair, and must meet upon the call of one-third of their memberships; all may create internal structures such as ad hoc subcommittees.

Section 2. All matters except litigation or individual personnel matters should be subject to discussion in open session where faculty and administrators may express their views.
Section 3. Each committee shall be responsible for reporting committee discussion and actions to the Faculty Senate and for forwarding written motions from the committees to the full Senate.

Section 4. Each committee shall keep minutes of their meetings and make these available to the faculty at large.

ARTICLE III. Faculty Senate meeting and voting procedures

Section 1. All faculty members will have access to the agendas and minutes of the Senate in a timely fashion.

Section 2. All faculty members may attend and be recognized to speak on an equal basis with senators in Senate meetings. Only senators may introduce motions, call for any other formal action, or vote on issues before the Senate. On rare occasions, and upon the request of 4 (four) faculty senators, before or during a regularly scheduled meeting, the meeting or upcoming meeting, will enter into closed door deliberations with only duly elected senators present and participating, save for guests specifically invited by the majority of the senate for the purpose of discussion.

Section 3. Substantive motions such as approval of new policies or curricular changes made in one meeting may not be voted on until a subsequent meeting unless two-thirds of Senators present vote to suspend this rule. Procedural motions such as a motion to adjourn or limit debate may be voted upon immediately.

Section 4. Voting on the election of Senate officers and changes to the Faculty Senate constitution must be done by all full-time faculty members rather than solely the Faculty Senate. Furthermore, other agenda issues may be put to a vote of all full-time faculty members if at least 40% of the Senate present and voting demands it.

Section 5. Voting by the Senate or the entire Faculty membership on any issue may be done by electronic ballot if the Senate approves that method.

ARTICLE IV. Load Release for Senate Officers

Normally, the Chair of the Senate will receive two course releases per academic year, and the Vice Chair will receive one course release per academic year. The respective Deans and Department Chairs/Program Directors must be consulted and approve of the course release and finalize details of teaching assignments. In rare cases, it may not be possible to provide this course release. In such cases, the officer(s) will be asked to serve with reduced or no course release. Funding for course releases will come from the Provost’s office at a rate equal to the average cost for adjunct replacements in LAS and the Core. Should the costs for release time exceed this amount, additional funding would be supplied by the chair’s or vice-chair’s college and/or department.

Constitution amended and approved on October 18, 2011; May 9, 2014
Bylaws amended and approved on October 2, 2012; March 4, 2014
ARTICLE V. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority vote of the Faculty Senate present and voting at a regularly scheduled meeting. Written notice to all faculty members of the proposed amendments will be provided prior to the Faculty Senate meeting at which such a vote is to be taken. A quorum must be present at the Faculty Senate meeting in order for a vote to change the bylaws to be taken.