

Faculty Senate Constitution

PREAMBLE

We, the faculty of Bismarck State College, establish this Constitution in order to provide a forum for academic governance, communication, cooperation, and the development of our educational programs and policies in keeping with the philosophy and mission of our College.

The faculty acknowledges its responsibility for determining and recommending policies affecting the educational activities of the College subject to the laws of the State of North Dakota and the policies of the North Dakota State Board of Higher Education.

Article I: Purpose of the Faculty Senate

The Senate shall be a governing body for the faculty in the formulation and review of College policies and in providing a means for the faculty to initiate action on matters of concern.

Article II: Definition of Faculty

The term “faculty” is defined in the SBHE Policy 605.1 as “all members of the academic staff, excluding only coaches and administrators in their capacities as coaches or administrators”.

Article III: Faculty Senate Structure

- A. The College President, Provost and Vice President for Academic and Student Affairs, Dean of Academic Affairs, shall be ex officio, nonvoting members of the Faculty Senate.
- B. Senators shall be elected from among the full-time teaching faculty. Full-time faculty who receive approved release time will be eligible to serve on the Faculty Senate.
- C. There shall be one (1) student-Senator appointed by the Board of Governors.
- D. All matters concerning the management and operation of the Senate are described in the Bylaws.

Article IV: Constitution Amendments

- A. Amendments may be proposed to the Faculty Senate in two (2) ways:
 1. Amendments proposed by a Faculty Senator:
 - a. A Faculty Senator proposes an amendment to the Senate.
 - b. After approval by the Faculty Senate, the amendment will be distributed by the Secretary/Treasurer within five (5) calendar days for a fourteen (14) calendar day comment period.

- c. After the fourteen (14) calendar day comment period the proposal is brought back to the Faculty Senate for review.
 - d. If there are no changes to the amendments proposed, the Secretary/Treasurer will distribute the original proposal to all members of the Faculty Senate and the entire faculty no later than five (5) calendar days after the meeting.
 - e. If changes are required, the process will begin again with steps b through d.
 - f. Faculty will have fourteen (14) calendar days to vote on the proposed changes.
2. Amendments by a faculty petition:
- a. Amendments may also be proposed by a petition signed by twenty-five percent (25%) of full-time faculty and four (4) Faculty Senators and presented at a regularly scheduled meeting.
 - b. After certification by the Senate that sufficient signatures have been obtained, the Secretary/Treasurer shall distribute the proposed changes to all members of the Senate and the entire faculty within five (5) calendar days.
 - c. After the amendments are distributed, faculty will have fourteen (14) calendar days to vote on the proposed changes.
- B. All faculty, as defined in Article II of this Constitution, shall be eligible to vote on Constitutional amendments.
 - C. Faculty voting on the proposed changes shall be by written or electronic ballot. Opportunities for absentee voting shall be provided.
 - D. If the proposed changes are approved by a two-thirds (2/3) majority of those voting, the amendment shall be sent to the President of the College by the President of the Senate.
 - E. If the President of the College concurs with the proposed amendment(s), the amendment(s) shall become effective immediately.

Article V: Ratification

- A. This Constitution shall be ratified by the faculty of Bismarck State College by a two-thirds (2/3) majority vote.

Ratified by the Bismarck State College faculty on Monday, February 3, 1986.

Approved by the North Dakota State Board of Higher Education on Friday, February 7, 1986.

Amended by the Faculty Senate on December 6, 1990 and sent to the President of the College for his consideration.

The amended Constitution was approved by the North Dakota State Board of Higher Education at Dickinson, North Dakota on Thursday, October 31, 1991.

Amended by the Faculty Senate on March 22, 2004.

Amended by the Faculty Senate on November 3, 2005 and sent to the President of the College for consideration.

Approved by Faculty Senate on November 3, 2005 on new definition to meet the State Board of Higher Education definition. Did not go to the faculty for vote because we were in violation of the definition and had to conform to SBHE definition.

Approved by faculty vote on March 22, 2004 and passed on re-vote January 13, 2005.

Approved by faculty vote on March 1, 2007.

Approved by faculty vote on April 14, 2009.

Approved by faculty vote on October 17, 2009 and by President Skogen on November 4, 2009.

Approved by faculty vote on April 7, 2011 and by President Skogen on May 2, 2011.

Faculty Senate Bylaws

Part I: FACULTY MEMBERS OF THE SENATE

A. Senators

1. Election

- a. Each department shall have two (2) Senators.
- b. The officers of the Senate shall review the electoral departments' makeup each year. The full Faculty Senate shall then act on any suggested changes made.
- c. Each Senator shall serve a two-year (2-year) term.
- d. No Senator shall serve for more than two (2) consecutive terms.
- e. All faculty members of the Senate shall be elected by their respective departments during the month of March.
- f. If a Senatorial seat is vacated prior to the completion of the term, the President of the Senate shall direct the remaining Senator from that department to conduct an election to choose a replacement. If all the seats of a department are simultaneously vacant, the Executive Committee of the Senate will conduct the election.
- g. All full-time faculty who are not currently Senators are potential candidates pending nomination.
- h. If more than one-half (1/2) the original term remains at the time of the election, the newly elected Senator will be eligible to serve only one (1) additional consecutive term. If less than one-half (1/2) the original term remains, the new Senator will be eligible to serve an additional two (2) consecutive terms.

2. Duties

- a. Senators shall attend all Senate meetings, including all retreats and special meetings. Newly elected Senators are also required to attend the April meeting following their election.
- b. Senators shall represent their specific departments.
- c. Senators shall discuss with the members of their departments any matters concerning proposed Senate business.
- d. Senators are voting members.

B. President

1. Election

- a. The out-going Vice-President shall serve as President for the upcoming year and will become President at the April Meeting.
- b. If the out-going Vice-President is unable or unwilling to serve as President, the Senators shall elect at the April meeting, from among their members, a person to serve as President for the coming academic year.

2. Duties

- a. The President of the Senate shall be the presiding officer of Senate meetings.
- b. The President of the Senate shall not vote except in case of a tie vote in the Senate.
- c. The President will communicate Senate information to the President of the College.
- d. Along with the other Executive Committee members, the President will appoint members to committees.

C. Vice-President

1. Election

- a. At the April meeting the Senators shall elect, from among their members, a person to serve as Vice-President for the coming academic year.

2. Duties

- a. The Vice President shall preside over Senate meetings in the absence of the President.

- b. If possible, the Vice-President shall be the Faculty Senate representative on the Operations Council.
- c. The Vice-President shall bring all Faculty Senate minutes, documents, and committee minutes to the library for archiving.
- d. Along with the other Executive Committee members, the Vice-President will appoint members to committees.

D. Secretary/Treasurer

- 1. Election
 - a. At the April meeting the Senators shall elect, from among their members, a person to serve as Secretary/Treasurer for the coming academic year.
- 2. Duties
 - a. The Secretary/Treasurer shall disseminate Faculty Senate minutes to faculty and administration.
 - b. The Secretary/Treasurer shall distribute agendas five (5) calendar days before the regular Senate meeting; the Secretary/Treasurer shall distribute other Senate correspondence to Senators, faculty, and administration, or other parties as appropriate.
 - c. The Secretary/Treasurer shall update all Faculty Senate documents including the Constitution.
 - d. The Secretary/Treasurer shall be responsible for keeping an accurate record of all Faculty Senate proceedings and an accurate account of all funds collected and disbursed.
 - e. Along with the other Executive Committee members, the Secretary/Treasurer will appoint members to committees.

PART II. STUDENT MEMBERS OF THE SENATE

- A. Each year, during the month of September, one (1) full-time student and one (1) alternate shall be selected by the Board of Governors to serve a one-year (1-year) term as a member of the Faculty Senate.
- B. The Student Senator shall have full rights in Senate matters including the right to vote and the right to serve on committees.
- C. The President of the College, or his/her designee, shall provide and arrange procedures for the annual selection of the Student Senator and the Student Alternate.

PART III. ORGANIZATION AND OPERATING RULES OF THE SENATE

- A. The Senate year shall be from May 1 of one year to April 30 of the following year.
- B. Regular meetings shall be held once each month--September through May.
- C. The time and place of meetings shall be determined by the Executive Committee.
- D. Special meetings may be called by the Senate President, with three (3) working-days' notice and may be held in person or electronically.
- E. Special meetings may also be called by one-third (1/3) of the total Senate membership or by petition of fifty percent (50%) of the total faculty.
- F. Non-senate faculty, students, and employees may attend Senate meetings, but shall not vote or make motions. Such guests may be invited by the Chair to speak on matters under consideration.

- G. Senate meetings, unless otherwise stated elsewhere in these Bylaws, shall be conducted under Robert's Rules of Order.
- H. A quorum shall consist of a simple majority of the voting members of the Senate. No business shall be conducted without a quorum.
- I. Business items not submitted to the Secretary to be included in the agenda may be discussed at a meeting or, where appropriate, referred to committee with the approval of the majority of the Senators present.

PART IV. COMMITTEES

A. Organization

- 1. The Executive Committee shall consist of the President, the Vice President, and the Secretary/Treasurer of the Faculty Senate.
- 2. Faculty committees of the Senate shall consist of two (2) types: standing and special.
- 3. In general, the committees shall determine their own operational rules, except that committee meetings shall be open and that a majority of the members must be present in order to transact business.
- 4. Non-faculty members shall be given full voting privileges on all committees, unless otherwise stated specifically.
- 5. When possible, a notice of the committee meetings shall be published in the College's internal communication network.
- 6. All committees shall keep permanent minutes of their meetings and electronic copies of these minutes shall be provided to the Secretary/Treasurer of the Senate.
- 7. All committee appointments shall be made by the Executive Committee after the May meeting and appointees notified before commencement. To assure continuity of purpose and active membership, each appointed committee shall include at least two (2) appointees who served on that committee the preceding year.
- 8. The Executive Committee shall appoint the chairperson for appointed faculty committees. A formal chairperson will be elected by each committee at their first meeting.
- 9. Each committee member shall serve a five (5) year term.
 - a. Operational rules may be found in Appendix A

B. THE STANDING COMMITTEE ON FACULTY RIGHTS

- 1. This committee's membership shall consist of five (5) tenured faculty members elected by the Faculty Senate. The election of a replacement member shall be conducted at the April meeting.
- 2. This committee shall concern itself with matters of academic freedom and due process as prescribed by the policies and regulations of the State Board of Higher Education.
- 3. This committee, in accordance with the policies and regulations of the State Board of Higher Education, shall recommend to the President of the College procedures for the continuing evaluation of both non-tenured and tenured faculty.

C. THE STANDING COMMITTEE ON ACADEMIC STANDARDS

1. Each year the Executive Committee shall appoint five (5) faculty members to serve on this committee. The Director of Academic Records and Registrar will be a non-faculty voting member.
2. This committee shall be responsible for reviewing and recommending policies on grades, withdrawal from classes, academic probation, suspension and readmission, examinations, CLEP testing, auditing classes, dual credit, advanced placement, and other such matters pertaining to the establishment and maintenance of the academic standards of the College.

D. THE STANDING COMMITTEE ON CURRICULUM

1. Each year the Executive Committee shall appoint five (5) faculty members to serve on this committee. The Dean of Academic Affairs, a representative appointed by the Director of Library Services and a representative of the Academic Records/Registrar's Office shall be non-voting members of this committee.
2. This committee shall be responsible for reviewing and recommending policies on courses, degrees, curriculums, and other such matters pertaining to the curriculum of the College.

E. THE STANDING COMMITTEE ON GRADE APPEALS

1. Each year the Executive Committee shall appoint five (5) faculty members to serve on this committee and two (2) student representatives from the Board of Governor's shall also serve on this committee.
2. This committee shall hear charges of inequitable or prejudicial academic evaluations.

F. THE STANDING COMMITTEE ON STUDENT AND CAMPUS RELATIONS

1. Each year the Executive Committee shall appoint five (5) faculty members to serve on this committee and two (2) alternate members. Two (2) representatives from the Board of Governors and the Director of Student Life shall be members of this committee. A quorum of this committee will be any four (4) available members, including the alternates. All attempts will be made to include at least one (1) member from the Board of Governors. Alternates are intended to be utilized only as needed to constitute a legal quorum.
2. This committee shall review and make recommendations on behalf of the faculty on such matters as alumni and public relations, visiting scholars, out-of-class activities, athletic eligibility, and such other matters pertaining to student life and campus relations.
3. This committee shall ensure that the grievance procedure for students as stated in the Bismarck State College Policy Manual is followed. The committee shall review and suggest revisions of the policy when necessary.

G. THE STANDING COMMITTEE ON FACULTY DEVELOPMENT

1. Each year the Executive Committee shall appoint at least five (5) faculty members to this committee. One (1) of these faculty members shall have an eleven (11) month contract. The Dean of Academic Affairs is also a voting member of this committee.
2. It is the purpose of this committee to assess faculty needs and design, develop and deliver faculty development programs, and to advise the Faculty Senate on policies that will enhance faculty development.

H. THE STANDING COMMITTEE ON TENURE

1. This committee's membership shall consist of five (5) tenured faculty members elected by the Faculty Senate. The election of a replacement member shall be conducted at the April meeting.
2. This committee shall concern itself with the matter of tenure for faculty as prescribed by the policies and regulations of the State Board of Higher Education and the College.

I. THE STANDING COMMITTEE ON GENERAL EDUCATION

1. Each year the Executive Committee will appoint one (1) faculty member from each of the eight (8) instructional departments. The Director of Academic Records and Registrar and the Dean of Academic Affairs will be ex officio nonvoting members. (The membership will be reviewed when the departments are updated).
2. At least one (1) of the members serving on this committee should also be a member of the Assessment Committee.
3. At least one (1) of the members serving on this committee should also be a member of the Faculty Senate.
4. This committee will be responsible for ensuring the integrity of general education at the College.
5. They will work in conjunction with the Assessment Committee to ensure the general education objectives are assessable.
6. New courses being proposed will go through the Curriculum Committee first, and then to the General Education Committee for approval as a general education course.
7. They will ensure that courses proposed as general education fulfill the College's philosophy of general education.
8. They will be responsible for reviewing the general education curriculum and objectives as necessary.

J. THE STANDING COMMITTEE ON WORKLOAD AND SALARY

1. This committee's membership shall consist of five (5) faculty members appointed by the Executive Committee. Two (2) members of the committee will be replaced each term at the April meeting of the Faculty Senate.
2. This committee shall be responsible for the development and updating of a recommendation for salary distribution in accordance with the guidelines prescribed by the College President. The annual recommendation will be presented to the Faculty Senate on a date established jointly by the Faculty Senate President and this committee's members.
3. This committee shall be responsible for reviewing and recommending policies on workload, adjunct, overload, extended day, and special duty pay guidelines, and other such matters pertaining to workload and salary compensation.

K. STANDING COMMITTEE ON ONLINE EDUCATION

1. Each year the Executive Committee shall appoint five (5) faculty members to serve on this committee. The Instructional Technologist/Designers and the Chief Distance Officer shall be non-voting members of this committee.

2. This committee shall be responsible for reviewing and recommending policies for online courses, online requirements, and other such matters pertaining to online education of the College.

L. SPECIAL SENATE COMMITTEES

1. The Senate may create special committees as it deems necessary for the execution of its responsibilities. Such special committees shall be discharged upon the completion of their assigned duties.

PART V. AMENDMENTS TO THE BYLAWS

A. Amendments may be proposed to the Faculty Senate in two (2) ways:

1. Amendments proposed by a Faculty Senator:
 2. Faculty Senator proposes an amendment to the Senate.
 3. After approval by the Faculty Senate, the amendment will be distributed by the Secretary/Treasurer within five (5) calendar days for a fourteen (14) calendar day comment period.
 4. After the fourteen (14) calendar day comment period the proposal is brought back to the Faculty Senate for review.
 5. If there are no changes to the amendments proposed, the Secretary/Treasurer will distribute the original proposal to all members of the Faculty Senate and the entire faculty no later than five (5) calendar days after the meeting.
 6. If changes are required the process will begin again with steps 2 through 5.
 7. Faculty will have fourteen (14) calendar days to vote on the proposed changes.

B. Amendments by a faculty petition:

1. Amendments may also be proposed by a petition signed by twenty-five percent (25%) of full-time faculty and four (4) Faculty Senators and presented at a regularly scheduled meeting.
2. After certification by the Senate that sufficient signatures have been obtained, the Secretary/Treasurer shall distribute the proposed changes to all members of the Senate and the entire faculty within five (5) calendar days.
3. After the amendments are distributed, faculty will have fourteen (14) calendar days to vote on the proposed changes.
4. All faculty, as defined in Article II of this Constitution, shall be eligible to vote on Bylaw amendments.
5. Faculty voting on the proposed changes shall be by written or electronic ballot. Opportunities for absentee voting shall be provided.
6. If the proposed changes are approved by a two-thirds (2/3) majority of those voting, the amendment shall be sent to the President of the College by the President of the Senate.
7. If the President of the College concurs with the proposed amendment(s), the amendment(s) shall become effective immediately.

See Appendix B for a flowchart of how the Senate works.

Any use of gender-specific terms within these Bylaws shall be understood to mean either gender.

History of These Bylaws:

The original Bylaws were ratified by the Faculty Senate on April 14, 1988, and approved by the President of the College on April 15, 1988.

Dates the Faculty Senate approved recommended changes to the Bylaws

September 8, 1989

November 2, 1989

December 6, 1990

February 11, 1993

February 2, 1998

April 2, 1998

March 6, 2003

January 15, 2004

October 6, 2005

November 3, 2005

December 1, 2005

January 12, 2006

February 2, 2006

November 1, 2007

December 6, 2007

April 14, 2009

April 7, 2011

March 5, 2015

Dates when proposed amendments were approved by the President of BSC

November 13, 1989

November 13, 1989

January 23, 1991

February 22, 1993

March 3, 1998

April 21, 1998

February 14, 2006

January 16, 2004

February 14, 2006

April 23, 2009

May 2, 2011

March 9, 2015