

Faculty Handbook Advisory Committee Bylaws

Adopted _____

The Purpose of the Faculty Handbook Advisory Committee

The purpose of the Faculty Handbook Advisory Committee is to coordinate the amendment process for the Columbus State University Faculty Handbook to ensure the document is consistent with USG policy and is an active part of the shared governance process.

The responsibilities of the **Faculty Handbook Advisory Committee** are to:

1. Review proposals and requests for amendments to the Faculty Handbook and making recommendations to the Faculty Senate.
2. Conduct an annual review of the Faculty Handbook and initiate necessary amendments.

The Composition of the Committee

The Faculty Handbook Advisory Committee shall be composed of the following:

1. Two faculty representatives from each academic college.
2. One representative from the Library
3. The Associate Provost for Academic Affairs as an ex-officio member

Faculty members on the committee will serve a term of two years, not more than three consecutive terms.

Selections for Faculty Senate Committees are made by the Committee on Committees on the basis of the faculty member's prioritization of interest in Faculty Senate Committees.

Member Engagement

When notified of Faculty Senate Committee membership, the faculty member should promptly accept or decline the invitation to serve in order to facilitate population of the committee. Upon acceptance of membership, each faculty member is expected to be an engaged part of the committee.

Proposed Language: The Faculty Handbook Advisory Committee requires a quorum of 50% +1 of members to be present in order to conduct business. A simple majority of all committee members is needed to adopt proposed motions. Meetings can take place in-person or via electronic means as determined by the Chair. Members are expected to fully participate in committee activities.

Should a Faculty Senate Committee determine that its terms of engagement are no longer appropriate, the rules for amending committee bylaws below apply in this case, as well.

Committee chairs are responsible for assessing engagement of the membership, as determined by the committee membership. Should a member become disengaged from the process, the chair is responsible for notifying the Faculty Senate Executive Officer and Chair of the Committee on Committees about the members dereliction. At this point, the chair of the Committee on Committees will be charged with contacting the Dean of the College and finding a committee replacement.

The Executive Officer will, in turn, draft a letter in conference with the Chair of the Committee on Committees and the Committee chair to the faculty member's Department Chair, Dean, and the Provost to notify them of the faculty member's lapse in service to the university and Faculty Senate.

Committee Officers

The Committee Officers for the Faculty Handbook Advisory Committee are as follows:

Chair – Dan Van Kley

Co-Chair Laurence Marsh

Secretary – Paul Hostetter

Subcommittee Chairs will be appointed for specific tasks as determined by the full committee

Calendar and Visitors

The Faculty Handbook Advisory Committee will meet on a regular basis (preferably on a monthly basis). The committee will set a schedule to solicit, review, and make recommendations on changes to the Faculty Handbook. Changes will be solicited in the Fall semester of the academic year. The committee will review and make comment on the proposed changes. The proposed changes will be presented for ratification by the Faculty Senate by the end of the Spring semester of the academic year.

The annual schedule for the Faculty Handbook Advisory Committee activities are as follows:

At the beginning of the Fall Semester, the Committee will open a portal for receipt of proposed changes to the Faculty Handbook for use by members of the Faculty

Deadline for receipt of proposals from members of the faculty: The first Friday in November

Deadline for recommendations from the Committee to Faculty Senate: The third Friday in February

Date of execution of amendments: The fourth Friday in April

Additional meetings may be called at the discretion of the chair to consider urgent items raised in Faculty Senate or brought to the attention of the Faculty Senate Executive Committee. The chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be provided via email with two weeks' notice.

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Content of Meetings

The committee will follow the basic tenets of [Robert's Rules of Order](#). A simple outline follows:

1. Topics discussed
2. Motions made
3. Discussion
4. Vote

Regular and ex officio members are all considered voting members.

Meetings of the Faculty Handbook Advisory Committee will continually review proposed changes to establish whether the changes should be presented to the Faculty Senate for ratification.

In instances where the committee is addressing a specific charge of the Faculty Senate, they may determine the specific content and frequency of meetings necessary to effectively respond to the given charge.

Revisions to the Bylaws

Bylaw revisions may be required from time to time to reflect changes in policy or organization. Revisions to the Bylaws require a two-thirds vote of the voting members of the committee.

Procedure for Committee-Specific Service Functions

Each Senate Committee must review its traditional purpose and functions, then provide a specific process for how it performs the established service functions. This is left purposively open to allow each committee to account for its unique functions that are not necessarily uniform. That said, each committee should account for the process from the beginning through report to the Faculty Senate. Committees can refer to the format for reporting in person and in written form below for additional guidance on the final steps.

Procedure for Faculty Senate Policy Review

I. Receipt of Policy Proposal and Charge

In keeping with the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation, each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

II. Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

III. Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

IV. Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charge, they will be expected to perform first review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

V. Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

VI. Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

VII. Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

Faculty Senate Reporting Format and Guidelines

I. Required Elements in Each Committee Report

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance
- Problem/Task addressed by committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from committee of the Faculty Senate

II. Attendance of Role of Committee Chair in Reporting

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

III. Timeline for Written Reports to Faculty Senate

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the

required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.

Faculty Senate Policy Revisions

I. Presidential Decisions and Feedback on Vetoes

As state in the Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation of Senate Business, the President of the University holds the final approval of proposed university policy from each of the shared governance bodies. The President has the ability to (1) approve or (2) veto a policy after collection of feedback from all appropriate bodies and the Executive Leadership Team. In instances of a veto, the President shall provide a thorough justification for the veto and provide feedback to facilitate revision that would earn approval.

II. Role of Senate Committees in Proposal Revision Process

In instances where the Faculty Senate votes for revision, the Faculty Senate Executive Committee will charge the Senate Committee previously tasked with policy review to revisit the proposal and provide revision on the basis of Presidential feedback at the subsequent Faculty Senate Session meeting. The committee will provide a verbal and written report on the revised proposal that adheres to the guidelines established in the previous section.

Periodic Policy Review

I. Receipt of Policy Review Charge

Under the University's Policy on Policies, all University policies are subject to periodic review. In such instances, the Faculty Senate Executive Committee will charge the appropriate committee with revisiting previously approved policies to perform revisions deemed necessary.

II. Procedure for Performing Policy Review

The Faculty Senate Executive Committee will perform the review and reporting process according to the procedure for review and reporting guidelines provided above.

Documentation of Faculty Senate Committee Business

I. Purpose of Written Documentation

In keeping with the Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation, each Senate Committee will provide a written report of its work to the Faculty Senate Secretary one week prior to reporting before the Faculty Senate for archiving of Senate Committee business.

II. Organization and Location of Written Documentation

The Faculty Senate Secretary will hold each committee report as part of the monthly meeting record, and it will be housed as part of the Faculty Senate's monthly business. During the academic year, these will be posted on the Faculty Senate website.

III. Organization of Annual Written Documentation

At the end of the academic year, the Faculty Senate Secretary will turn over a copy of each month's minutes, committee reports, and recordings to the Faculty Center Administrative Assistant and Faculty Senate Executive Officer.

IV. Archiving of Annual Written Documentation for Future University Use

It is the responsibility of the Faculty Senate Executive Officer to turn over the documented items for Senate Meetings for the academic year to the university archivist for storage. In so doing, the archivist will maintain an openly accessible file of Senate Committee business in an effort to promote continuity through committee membership turnover.