

**FACULTY SENATE EXECUTIVE COMMITTEE**

**Zoom Meeting ID 920 3685 0196**

**April 8, 2021 – 2:30pm**

**Approved Minutes**

The regular meeting of the Faculty Senate Executive Committee was called to order at 2:30pm on Thursday, April 8, 2021 in Zoom by President Laurie Rice.

Present: Laurie Rice, Jocelyn DeGroot-Brown, E. Duff Wrobbel, Keith Hecht, Tim Jacks, Jingyi Jia, Stephen Kerber, Yuliang Liu, Ezra Temko

Guests: Denise Cobb, Ann Popkess (UPBC)

**Public Comment:**

There was no public comment.

**Announcements:**

There were no announcements.

**Guest:**

Rice welcomed the Provost and recognized her efforts to fix a bad situation for faculty. There was recognition that the issues with Textbook Services are important and will require work to create a sustainable, academically-focused solution going forward. May 1 is now the deadline for course material requests, including digital inclusive access. Faculty can choose to keep what they have established for a year while options are considered, or they can choose to transition materials away from digital inclusive access now.

The Provost's Office is working with Library and Information Services and Information Technology Services to help create an Educational Resources pilot program. It was attempted before but did not have momentum. Developing institutional resources could help offset the cost of textbook rental and could be an internal grant funding opportunity for a long-term, comprehensive approach to solving the issue.

Cobb and Rice met with Textbook Services and others to review the budget, but it is not sustainable. Textbook rental is part of a retention benefit for students, and it is something that legislators are looking at to make available to all students. There is a need to reimagine how it is looked at. Making people aware of the costs per student could help manage the problem and help faculty make decisions and find creative solutions. Faculty Senate has not been aware of the complexity of the Textbook Services problem, and it was acknowledged that the current textbook rental model is not the reality anymore.

The Provost recommended an ad hoc committee to take on the issue, gather the data, consider the budget and projections, then make decisions together. It was recognized that pushing the cost to students cannot be the solution. This is a priority issue and needs to be worked on quickly.

There has been discussion about whether Textbook Services needs to move under Academic Affairs. Cobb inherited a system where it was housed elsewhere, and it is difficult to be involved when it is not under her purview. Regardless of where it reports, there is work that needs to be done collectively.

More revisions will be coming to the Textbook Advisory Committee soon, and there is a need to look at how that committee is put together and where it reports. There was acknowledgement that there needs to be a link to the Faculty Senate and that textbook materials are critical to instruction and learning outcomes. Many faculty are uninformed of how the process works. Students generally like textbook rental for materials, however there have been complaints that some of the materials are never used. The Provost noted that faculty should not feel they need to be anchored to a traditional textbook if they have other resources they would prefer to use.

Kerber noted that the textbook rental model was adopted when SIUE was established in 1957 because Carbondale used that model at the time. There has not been an intentional and informed discussion about the relationship between SIU and the publishing industry. There was a discussion of increasing student fees, however it was acknowledged that the university could not increase the textbook fee enough to makeup for the budget shortfalls. There are some areas where physical books are still needed, but unbundling services in places where all materials are not needed is not a possibility.

The Provost would like to work with the Faculty Senate on a joint charge for an ad hoc committee. She recognized that not everyone wants to work over the summer even if they are being compensated for it, however she expressed that a small group could work to get a plan in place. She acknowledged the assistance of Educational Outreach and thanked them for their assistance in providing a short-term solution.

#### **Consideration of Minutes:**

The minutes for the March 25, 2021 meeting were approved as written.

#### **Action Items:**

There were no action items.

#### **New Business:**

The revised Faculty Grievance Policy was reviewed in its final form, which has been approved by the Welfare and Governance Council. There were no objections to bringing it to the May Faculty Senate meeting for consideration.

There is an upcoming vacancy on the Parking and Traffic Committee, and the Executive Committee was asked to forward potential names to Rice.

#### **Unfinished Business:**

Council Chairs were reminded to discuss reorganization proposals at their next meeting. Temko shared information for each Council to consider. Information and feedback has been solicited from colleagues at Southern Illinois University Carbondale (SIUC), clinical faculty, and [aaup.org](http://aaup.org) about the inclusion of non-tenure track faculty in governance. Proposed changes to the Faculty Senate Executive Committee

(FSEC) were reviewed which sets up FSEC as a steering committee in line with current practice, adds liaison with internal bodies such as Student and Staff Senates, and adds responsibility for reviewing and updating the evaluation instrument used for the Faculty Senate review of the Chancellor. The creation of a University Budget, Finance, and Operations Council was also discussed including its relationship with the University Planning and Budget Council (UPBC). The Illinois Board of Higher Education representative would be included in the Faculty Senate in proposed revisions. The proposal to change from Roberts Rules of Order to the Modified Feminist Process was reviewed, and an example document was provided. Other potential changes reviewed included electing officers electronically, language for amending the Bylaws to include that it is approved by the Chancellor, allowing the inclusion of non-Senators as voting members on Councils where appropriate, allowing Councils to establish subcommittees, revisions to who qualifies to run for Faculty Senate President, and recognizing responsibility for inclusion, equity, and access.

#### **Reports:**

The UPBC report was posted and is attached. Information is needed from the Rules and Procedures Council for the Provost evaluation, and preliminary information will be shared with the Committee for Higher Performance Appraisal (CHAPA).

The Faculty Development Council is soliciting appointments from Deans to reform the Teaching Excellence Award Committee (TEAC). The Council will identify a Chair for the next academic year at their next meeting.

The Welfare and Governance Council is waiting on feedback from Tom Jordan about a proposed dual career policy.

Dr. Gireesh Gupchup, SIU System Vice President for Academic Innovation, Planning, and Partnerships will be meeting with the Graduate Council at their next meeting.

The Past President reminded that Faculty and Staff Appreciation week is April 12-16.

The President shared a report that is attached. Social distancing guidelines have been amended to requiring 3-feet of separation. The System Faculty Advisory Committee met about a potential wellness event, however it was not feasible to hold an event this academic year.

There were no other reports.

#### **Additional Comments:**

Popkess shared that Tonya Genovese was appointed to the SIU Board of Trustees to replace Amy Scholar. Temko noted that there is a state requirement that committees and boards should be gender balanced, however Genovese is the only woman on the SIU Board of Trustees.

There was a discussion about vaccinations for students, however the University has not been able to get a supply from Madison County.

Hecht noted that Mizzou has announced a return to normal for fall. SIUE is still planning on keeping room capacities as they currently are excepting areas where it makes sense to change them.

Temko requested feedback on reorganization from the Councils after their meetings.

**Adjournment:**

The meeting adjourned at 4:25 pm.

Submitted by Anne Hunter, University Governance

**FACULTY SENATE EXECUTIVE COMMITTEE**  
**Zoom Meeting ID: 920 3685 0196, Password: chimega**  
<https://sue.zoom.us/j/92036850196>  
**Magnolia Room, Morris University Center**  
**April 8, 2021 – 2:30PM**

**AGENDA**

- I. CALL TO ORDER**
- II. PUBLIC COMMENT\***
- III. ANNOUNCEMENTS**
- IV. GUEST**
  - a. Provost Denise Cobb – Textbook Services Discussion
- V. CONSIDERATION OF MINUTES**
  - a. March 25, 2021
- VI. ACTION ITEMS**
- VII. UNFINISHED BUSINESS**
  - a. Faculty Senate Reorganization
  - b. Council Leadership
- VIII. NEW BUSINESS**
  - a. Faculty Grievance Policy and Faculty Grievance Committee Operating Papers
  - b. Parking and Traffic committee
- IX. REPORTS FROM COUNCIL CHAIRS**
  - a. UPBC – Ann Popkess
  - b. Faculty Development Council – Tim Jacks
  - c. Curriculum Council – Keith Hecht
  - d. Rules & Procedures Council – Ezra Temko
  - e. Welfare and Governance Council – Steve Kerber & Jingyi Jia
  - f. Graduate Council – Yuliang Liu
  - g. Past-President – Jocelyn DeGroot Brown
  - h. President-Elect – Duff Wrobbel
  - i. President – Laurie Rice
- X. ADJOURNMENT**

\*Due to Restore Illinois Phase 4 restrictions, the Faculty Senate is accepting public comments via email to encourage social distancing and safety. Submitted comments will be read aloud during the meeting and added to the minutes. Please submit any comments to the University Governance Office at [anhunte@sue.edu](mailto:anhunte@sue.edu) prior to the start of the meeting. Meetings will be accessible via Zoom, and login information is included in the agenda.

**Southern Illinois University Edwardsville**  
**Faculty Grievance Committee (FGC) Operating Papers**

**I. Rules of Procedure and Operating Papers**

These Operating Papers are intended as a secondary resource to the Faculty Grievance Procedure. If these operating papers appear to conflict with or be at variance with the Faculty Grievance Procedure in any way, the Faculty Grievance Procedure shall take precedence.

**II. Definition of Faculty**

Throughout this document, the term "faculty" is defined according to the definition provided in the Faculty Grievance Procedure.

**III. Membership**

**A. Composition and  
Size**

1. The Faculty Grievance Committee (FGC) consists of **eight** Members elected from the Southern Illinois University Edwardsville academic units: the School of Pharmacy, the School of Dental Medicine, the School of Nursing, the School of Business, the School of Engineering, the College of Arts and Sciences, the School of Education, Health, and Human Behavior, and the Library and Information Services (LIS).
2. Each Members shall be elected by faculty from their respective academic units.
3. Alternates
  - a) In addition to electing eight regular Members to the FGC, each academic unit shall also elect an Alternate who serves on the FGC only if his or her faculty unit member is unable to attend a meeting of the FGC.
  - b) Each academic unit shall have one alternate.
  - c) Alternates can serve as a temporary substitute for a member during regular meetings of the FGC. Alternates cannot serve as a temporary substitute for a member when that member is serving on a Hearing Panel regarding a grievance matter, as this is disruptive of the grievance hearing process.

**B. Term of Office**

1. The Members and Alternates shall serve for a term of two years. Members and Alternates can serve no more than two successive terms.
2. The fiscal year is the basis of the terms of Members and Alternates of the FGC. Elections for Members and Alternates shall be called for by the Rules and Procedures Council during the Spring Semester.
3. Staggered terms will be used, including when initially setting up the committee.

- a) To establish the committee initially, one of the members from each unit will be chosen by lot to serve a 1-year term; the other member from each unit will serve a 2-year term.

**C. Nomination and Election of Members and Alternates of the FGC**

1. Each academic unit will hold elections for the representative Member and Alternate from its unit.
  - a) Each academic unit is responsible for completely filling its representation.
  - b) The Chair of the Rules and Procedures Council of the Faculty Senate will notify each academic unit of the need to hold an election, the procedures to be followed, and the number of vacancies (Members and Alternates) each unit is responsible for filling.
2. Removal of Faculty Grievance Committee members
  - a) A member of the FGC may be removed by a majority vote of the FGC for cause. Majority is defined as five votes or greater.
  - b) Circumstances that meet the definition of "for cause" include but are not limited to:
    - i. when a member is unable or refuses to abide by the required rules and ethical obligations consistent with the Faculty Code of Ethics and Conduct necessary to implement the SIUE Faculty Grievance Procedure, or
    - ii. when a member was absent from a majority of meetings (i.e., more than 50% of FGC meetings) during the prior fiscal year.
  - c) In the event of a removal of a member who was serving on a Hearing Panel, the current Grievant may elect to ask that an entirely new Hearing Panel be chosen.

**IV. Powers and Functions**

**A. The Faculty Grievance Committee is responsible for:**

1. Administering the Faculty Grievance Policy.
2. Receiving and reviewing all complaints received by the Provost from current or former faculty to resolve disputes involving an alleged violation of the SIU Board of Trustees or Southern Illinois University Edwardsville policies, which are not covered by an applicable collective bargaining agreement. The Faculty Grievance Committee, pursuant to the rules and standards in the Procedure, determines the following:
  - a) whether a complaint falls within the definition of a grievance,
  - b) whether the complaint is a grievable matter,
  - c) whether a grievable dispute exists,
  - d) whether a Board of Trustees or University policy cited within the Statement of Grievance is applicable to the issue(s) presented in the grievance,
  - e) whether other avenues of resolution are appropriate,
  - f) whether the complaint has met the time requirements,
  - g) whether sufficient evidence exists to move forward to a formal hearing,
  - h) whether the proper respondent(s) has/have been named, and
  - i) whether any other circumstance exists to warrant a conclusion that the complaint is not subject to the Faculty Grievance Policy.
3. Serving as members of a Hearing Panel, if selected, in accordance with the procedure for selection

stated in the Faculty Grievance Procedure document.

4. The Faculty Grievance Committee shall receive training and advice from the Office of General Counsel.

#### **v. Chair**

- A. The FGC Chair shall call the first meeting of the FGC by no later than September 15. This meeting is for the express purpose for:
  1. the FGC to elect a Chair-Elect for the current fiscal year
  2. the FGC Chair to discuss the purpose and processes related to the FGC
  3. the Office of General Counsel to provide training. If necessary, this can be done during a separate meeting.
- B. Notification of the election of the Chair and Chair-Elect of the Faculty Grievance Committee shall be provided to the Chair of the Faculty Senate Welfare and Governance Council and the Provost.
- c. The duties and responsibilities of the Chair of the Faculty Grievance Committee (including the selection of members to a Hearing Panel) are stated in the Faculty Grievance Procedure document.
- d. The Chair and Chair-Elect shall serve one-year terms, except as provided below.
  1. If the Chair resigns from this position, or is separated from employment by the university, then the Chair-Elect immediately becomes the new Chair.
  2. The new Chair shall serve as the Chair of the FGC for the remainder of the fiscal year.
  3. The new Chair is required to notify the Chair of the Faculty Senate Welfare and Governance Council and the Provost within five business days of being notified that the previous Chair is no longer able to serve in this capacity.
  4. Upon being notified, the Faculty Senate Welfare and Governance Council Chair shall convene a meeting of the FGC as soon as possible. The only purpose of this meeting is to elect a Chair-Elect. The Chair-Elect shall serve in this capacity for the remainder of the current fiscal year. The Welfare and Governance Council Chair shall not vote in the election of the FGC Chair-Elect.
  5. The Chair shall serve as the confidential channel of communication between each grievant and the corresponding Hearing Panel. The Chair, may at his or her discretion, designate one of the committee members to serve as a committee Secretary to assist in recording the minutes of meetings or in assisting the Chair with matters of communication regarding the activities of the committee regarding grievance matters.

#### **vi. Chair-Elect**

- A. When and as charged by the Chair of the FGC, the Chair-Elect will assist the Chair in managing grievances in cases where there are multiple grievances going on simultaneously.
- B. Upon conclusion of the Chair's term of office, the Chair-Elect shall become the new Chair of the FGC.

#### **vii. Meetings**

- A. Calling of Meetings
  1. After the initial meeting of the Faculty Grievance Committee in the Fall semester, the Chair of the committee shall call the meetings as needed.
- B. The Conduct of Meetings

1. The Chair of the Faculty Grievance Committee shall preside.
2. In the absence of the Chair of the FGC, the Chair-Elect shall preside.
3. The Faculty Grievance Committee shall adopt its own rules of order.
4. At least five members of the Faculty Grievance Committee membership shall constitute a quorum.
5. In accordance with the Illinois Open Meetings Act, the public is allowed to comment at meetings of the Faculty Grievance Committee for a maximum of three minutes per person. A maximum of 20 minutes per meeting will be allotted for public comment.
6. Upon a majority vote of a quorum present, the Faculty Grievance Committee may vote to go into closed session. All meetings, however, must be conducted in accordance with the Illinois Open Meetings Act. Final action can be taken only in open meetings.

#### **viii. Amendment and Reapportionment**

##### **A. Amendment of Operating Papers**

1. Any amendment of the policy-making or administrative structure of these Operating Papers is subject to approval by the Faculty Senate, in accordance with the Constitution and Bylaws of the Faculty Senate, and by the Provost and Vice Chancellor for Academic Affairs.
  - a) Such a proposed amendment may be initiated by the Faculty Grievance Committee or the Welfare and Governance Council of the Faculty Senate. Once a proposed amendment is initiated, it shall follow the routine channels of review by the Faculty Senate Executive Committee and then consideration by the Faculty Senate.

B. Reapportionment: The apportionment of membership on the Faculty Grievance Committee shall be subject to changes by amendment of this document and by appropriate Faculty Senate action.

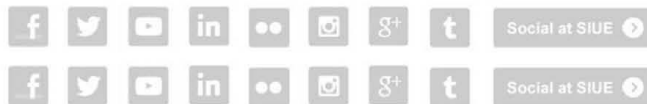
Approved by the Welfare Council:

Approved by the Faculty Senate Executive Committee:

Approved by the Chancellor:

~

.....



**Office of the Provost**  
**Faculty Handbook**

**FACULTY GRIEVANCE PROCEDURE,**  
**SOUTHERN ILLINOIS UNIVERSITY**  
**EDWARDSVILLE PERSONNEL**  
**POLICIES, SIUE, II 12-19**

Approved by Chancellor

Approved by the Welfare Council:

Approved by the Faculty Senate Executive Committee:

**I. Preamble**

This Faculty Grievance Policy, as authorized by the Board of Trustees of Southern Illinois University, provides a means for faculty to resolve disputes between members of the Southern Illinois University Edwardsville community quickly and fairly. Its existence gives assurance that the University will act responsibly toward each member of the faculty. Although the Faculty Grievance Policy's immediate end is the service of justice, it is also conducive to higher institutional morale. Good faith participation is necessary for this Faculty Grievance Policy to serve its important purpose. Therefore, any retaliatory act taken against a participant to a grievance proceeding is prohibited and should be reported immediately to the Provost and Vice Chancellor for Academic Affairs.

Faculty grievances falling within the subject matter of this Faculty Grievance Policy shall not be suspended, including if a complaint concerning the grievance is filed external to the University. All faculty should attempt to resolve complaints informally whenever possible, making use of the formal grievance procedure of their department or faculty unit, if one has been previously enacted, the Faculty Ombuds Service, and/or informal resolution, including mediation, if available. Informal resolution and dismissal of a grievance by the involved parties may occur at any time during the grievance process, including during a formal hearing, if the parties mutually agree to such resolution and dismissal.

If informal dispute resolution is unsuccessful, a formal written grievance may be filed through the Office of the Provost and Vice Chancellor for Academic Affairs or the Provost's designated representative. The Office of the Provost shall supply all necessary and reasonable support for a grievance proceeding exclusive of attorney's fees and expenses of the grievant.

Substantial, good faith compliance with this Faculty Grievance Policy constitutes full compliance. While the time provisions of this Faculty Grievance Policy shall be observed in a fair and equitable manner, such limits may be waived upon agreement in writing of all parties to a grievance or under extenuating circumstances as determined by the Provost.

The Faculty Grievance Policy shall be available to any current faculty member or former faculty member to resolve disputes involving an alleged violation of the policies of the Board of Trustees or Southern Illinois University Edwardsville, which are not covered by an applicable collective bargaining agreement.

**II. Grievable Matters**

As defined by policy of the Board of Trustees of Southern Illinois University, a grievance is a formalized disagreement between a faculty or staff member and a University officer or officers regarding a decision of such officer(s), which affects the faculty member or staff member individually. Officers shall include, but are not limited to, the Provost, Associate Provost, Assistant Provost, directors, deans, and chairs. Under this Faculty Grievance Policy, a faculty member may also file a grievance against another faculty member or staff member. The Faculty

Grievance Policy shall be available to any current faculty member or former faculty member to resolve disputes involving an alleged violation of the policies of the Board of Trustees or Southern Illinois University Edwardsville, which are not covered by an applicable collective bargaining agreement. The subject matter of complaints from former faculty members shall be limited to matters pertaining to their separation from employment. Complaints must be received in the Office of the Provost within ninety calendar days of the act or omission giving rise to the complaint, or the date on which the employee or former employee knew, or reasonably should have known, of the act or omission, whichever is later.

If this Faculty Grievance Policy is being used as an appeal subsequent to departmental or unit grievance procedures, the grievant must file the Statement of Grievance with the Office of the Provost within thirty calendar days following the conclusion of the unit grievance process.

Complaints alleging illegal discrimination (age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status) must be filed in the Office of Equal Opportunity, Access and Title IX Coordination for resolution and are not subject to review under this Faculty Grievance Policy.

A party's dissatisfaction with the outcome of a prior grievance shall not be a grievable matter. Complaints against the Chancellor shall not be grievable under this Faculty Grievance Policy and must be directed to the Office of the President for resolution. The Faculty Grievance Committee (FGC) shall determine whether a dispute is appropriate and grievable under the Faculty Grievance Policy.

### III. Definitions

- a. Administrator: An SIUE Academic Affairs professional staff employee, including the Provost, Associate Provost, Assistant Provost, directors, deans, chairs or their equivalent, who manages or supervises SIUE policies, procedures and/or personnel.
- b. Advocate: A member of the University faculty or authorized union representative who has agreed to advise and/or represent the Grievant or Respondent during the course of the grievance. The identity of the advocate must be made known to the other party and Hearing Panel in writing prior to the hearing. The Hearing Panel may allow a party to name a different Advocate during the course of a grievance upon a showing of good cause.
- c. Burden of Proof: The grievant shall have the burden of proving their case by a preponderance of evidence.
- d. Decision: The final decision by the Provost and Vice Chancellor for Academic Affairs made in response to the Hearing Panel Report.
- e. Evidence: Any manner of proof presented at a hearing of a grievance by the parties through testimony, records, documents, exhibits, and/or objects for the purpose of showing the truth or falsity of the issues in dispute between the parties to the grievance.
- f. Ex Parte Communication: A communication between a party to a grievance and any member of the Hearing Panel or the Provost prior to issuance of the final report of the Hearing Panel that pertains to the subject matter of a grievance and is conducted in the absence of the opposing party. Ex parte communications are prohibited unless written consent is given by the absent party.
- g. Faculty: All full-time tenured/tenure-track and clinical faculty.
- h. Faculty Grievance Committee (FGC): The elected standing committee of faculty representing the academic units of Southern Illinois University Edwardsville: the School of Pharmacy, the School of Dental Medicine, the School of Nursing, The School of Business, the School of Engineering, the College of Arts and Sciences, the School of Education, Health, and Human Behavior, and the Library and Information Services (LIS), with the responsibility to conduct preliminary review of complaints to determine which are grievable and to assemble the

Hearing Panel for each grievance. All faculty from an academic unit are eligible for election to the FGC. No administrator, including, but not limited to, deans, associate deans, assistant deans and chairpersons, shall be part of the FGC.

j. Faculty Ombuds: A tenured faculty member selected by the Welfare and Governance Council of the Faculty Senate for the purpose of providing impartial, confidential and informal conflict resolution of disputes for faculty members and administrators. The Faculty Ombuds shall not participate in the formal grievance procedure.

k. Faculty Panel: The pool or group of faculty from which two members of the three-person Hearing Panel is selected. All full-time tenured/tenure-track and clinical faculty are included in the Panel, except for current members of the FGC and the Faculty Ombuds. No administrator, including deans, associate deans, assistant deans and chairpersons, shall be part of a Hearing Panel.

l. Faculty Unit: A faculty unit as listed in the Faculty Senate Constitution and Bylaws. These are: the College of Arts and Science, the School of Business, the School of Dental Medicine, the School of Education, Health, and Human Behavior, the School of Engineering, the School of Nursing, the School of Pharmacy, and Library and Information Services (LIS).

m. Grievant: The person bringing the grievance.

n. Hearing: The proceedings in which the Hearing Panel is presented with testimony and other evidence, and develops the written record upon which it must base its findings of fact, conclusions, and recommendation.

o. Hearing Panel: The three-person panel selected to hear testimony and to make findings of fact, conclusions and recommendations. The Hearing Panel shall consist of one member selected from the FGC who serves as Chair of the Hearing Panel and two members selected from the Faculty Panel.

p. Hearing Panel Report: The written report of the findings, conclusions and recommendations reached by the Hearing Panel, based upon facts presented in a hearing.

q. Legal Counsel: A licensed attorney at law representing the legal interest of a party to a grievance.

r. Notice: Written communication to the parties, Provost and Vice Chancellor for Academic Affairs, Welfare and Governance Council Chairperson, FGC Chairperson, Hearing Panel Chairperson, or other administrators shall be made by campus mail, U.S. Postal Service, or overnight delivery. Notices may be accompanied or preceded by an e-mail message.

s. Party to a grievance: Grievant and respondent(s)

t. Record: The written statements, documentary evidence, and the audio tape of the Hearing of a grievance. Personal notes taken by the parties involved and by members of the Hearing Panel during the Hearing and related deliberations shall not be considered part of the Hearing Record.

u. Relevancy: That quality of evidence which renders it proper application in determining the truth and/or falsity of the issues in dispute between the parties to the grievance.

v. Respondent(s): The person(s) against whom the complaint is brought.

w. A faculty member wishing to bring a grievance against a committee shall file such a grievance against the chair of the committee in question as a representative of the committee and as someone familiar with the activities, deliberations, and decisions of the committee rather than against multiple individual members.

x. Return Receipt: A receipt including the signature of the individual receiving materials and the date received.

y. Statement of Grievance: The notarized written document filed with the Office of the Provost and Vice Chancellor for Academic Affairs. The Statement of Grievance prepared by the grievant shall identify the following

in a focused and specific manner:

1. Identify the respondent(s) by name and position.
2. Cite and quote the policy(ies) allegedly violated by the respondent(s).
3. Provide the date(s) of the alleged policy violation(s).
4. Prepare a brief, factual, and accurate statement of the reason(s) for the filing, the specific act(s) upon which the grievance is based, and any prior efforts to resolve the disagreement.
5. Provide a statement of the relief being sought by the grievant.

The grievant faces the task of presenting a persuasive argument for careful consideration by the FGC, the Hearing Panel, and the Provost and Vice Chancellor for Academic Affairs. The grievant must explain how a decision that allegedly violated a Board of Trustees or Southern Illinois University Edwardsville policy impacted the grievant individually. The grievant shall have the burden of proving their case by a preponderance of evidence.

- x. Testimony: Oral evidence heard by the Hearing Panel and written statements or documents read to the Hearing Panel by any party.
- y. Welfare and Governance Council Chairperson: The Chairperson of the Faculty Senate Welfare and Governance Council.
- z. Witness: A person providing evidence for any party in the grievance.

AA. Working Day: Any weekday (Monday through Friday) when the University is officially open and conducting business. All reference to "day" as a time to perform under this Faculty Grievance Policy shall be considered a "working day" as defined herein unless otherwise specifically noted to the contrary.

#### iv. Initiating a Grievance

a. A person who wishes to initiate a grievance shall file a notarized Statement of Grievance (as described in Article III (W), Statement of Grievance) with the Office of the Provost and Vice Chancellor for Academic Affairs within ninety calendar days of the act or omission giving rise to the grievance, or the date on which the employee knew, or reasonably should have known, of the act or omission, whichever is later. A grievance naming the Provost or a member of the Provost's Office shall be filed with the Office of the Chancellor. (The Statement of Grievance must include all elements listed in Article III (W), Statement of Grievance.) A grievance naming the Provost or a member of the Provost's Office as a respondent shall return to the Chancellor all grievance responsibilities associated with the Provost.

b. Statements of grievance must be received in the Office of the Provost within ninety calendar days of the act or omission giving rise to the complaint, or the date on which the employee or former employee knew, or reasonably should have known, of the act or omission, whichever is later. If this Faculty Grievance Policy is being used as an appeal subsequent to departmental or unit grievance procedures, the grievant must file the Statement of Grievance with the Office of the Provost within thirty calendar days following the conclusion of the unit grievance process.

c. Formal action on a grievance may not be postponed except as allowed under this Policy. The grievant may request in the Statement of Grievance that formal action on the grievance be postponed for a period up to thirty calendar days during which time efforts to resolve the grievance informally shall be made. The grievant may terminate the postponement period at any point by notifying the Provost or the Provost's designated representative in writing. In the case of a hearing which would ordinarily commence during the summer term, the grievant, respondent, or the chair of the FGC, or designated representative, may postpone the grievance until the beginning of the following fall term.

- d. Upon receipt of the Statement of Grievance, the Provost or Provost's designated representative shall forward the statement of grievance to the chair of the FGC within five working days.
- e. The FGC chair shall, within five working days of the receipt of the Statement of Grievance, forward copies of the Statement of Grievance to the members of the FGC and schedule a meeting of the full FGC at the earliest available date within 10 working days. A majority of the FGC membership, and any alternates appointed to this committee, shall constitute a quorum for this meeting.
  - 1. The purpose of the FGC meeting shall be to review the Statement of Grievance and to determine whether the issues raised in the statement are grievable.
  - 2. The FGC meeting shall be closed to discuss the merits of the Statement of Grievance.
  - 3. The participating FGC members shall determine by majority vote whether the matter is grievable. Any vote that is deemed a tie shall fall in the favor of the grievant.
  - 4. In cases of multiple respondents, the respondents will be heard by one Hearing Panel. However, a respondent may petition the FGC for a separate hearing if they can show good cause.
- f. The FGC chair shall notify the person filing the Statement of Grievance, the Provost, and the Chair of the Faculty Welfare and Governance Council within two working days of the FGC's determination.
- g. If the matter is deemed not grievable by the FGC and the grievant wishes to appeal, a written appeal of such determination must be filed with the Provost within five working days. The Provost shall render a final written institutional decision within five working days and concurrently notify the person filing the Statement of Grievance, the FGC chair, and the Welfare and Governance Council chair of such decision.
- h. If the matter is deemed grievable by the FGC, or by the Provost subsequent to an appeal, the FGC chair shall notify the respondent in writing within two working days that a Statement of Grievance has been filed and provide the respondent a copy of the Statement of Grievance and a copy of this Faculty Grievance Policy.
  - 1. The respondent shall have ten working days after receipt of the Statement of Grievance to submit a formal written reply to the FGC chair. The FGC chair shall provide a copy of the respondent's formal reply to the grievant, the Provost, and the Welfare Council chair.
  - 2. The FGC chair shall commence forming a Hearing Panel, in accordance with Article VI, within five working days of notification of the respondent.

#### v. Faculty Grievance Committee

##### A. Purpose, Jurisdiction, and Scope

The Faculty Grievance Committee (FGC) is an elected standing committee responsible for administration of the Faculty Grievance Policy, including receiving and reviewing all complaints received by the Provost and serving as members of a Hearing Panel, if selected. One role of the FGC is to determine whether a complaint falls within the definition of a grievance, whether the complaint is a grievable matter, whether a grievable dispute exists, whether a Board of Trustee or University policy cited within the Statement of Grievance is applicable to the issue(s) presented in the grievance, whether other avenues of resolution are appropriate, whether the complaint has met the time requirements, whether sufficient evidence exists to move forward to a formal hearing, whether the proper respondent(s) has/have been named, and whether any other circumstance exists to warrant a conclusion that the complaint is not subject to this Faculty Grievance Policy.

##### B. Membership and Composition

- 1. The FGC shall comprise 8 members, with one member elected by the faculty from each of the Southern Illinois University Edwardsville academic units (Schools/College) pursuant to the Faculty Grievance Committee Operating Papers, except as provided below.

- a. If the Chair has appointed alternates as members, or has appointed temporary members, then the Chair's decision to make these appointments must occur in a manner that follows the Faculty Grievance Committee Operating Papers.
- 2. The members shall serve for a term of two years. No member may serve more than two successive terms.
- 3. The FGC shall select a Chair-Elect from its membership at the first meeting of each year. Notification of the election of the Chair and Chair-Elect of the FGC shall be provided to the Faculty Welfare and Governance Council and the Provost.
- 4. A member of the FGC shall be excused from all FGC activities and responsibilities during the duration of any grievance filed by or against such member.
- c. The FGC shall receive training and advice from the Office of General Counsel.

#### vi. Hearing Panel

- a. The Hearing Panel shall consist of three members, one selected from the membership of the FGC, and who will chair the panel, and two selected from the Faculty Panel.
- b. Faculty employed in the same unit as a party to a grievance shall be deemed to have a potential conflict of interest in that particular grievance and shall not serve on a Hearing Panel for that grievance.
- c. Faculty participants in a prior grievance in any capacity (grievant, respondent, advocate, witness, etc.) involving a party to a current grievance shall be deemed to have a potential conflict of interest and shall not serve on a Hearing Panel for the current grievance.
- d. Faculty with a professional or personal relationship with a party to a grievance that creates an appearance of a conflict of interest shall not serve on a Hearing Panel for that grievance. It shall be the obligation of the faculty member to immediately disclose such a potential conflict of interest.
- e. Faculty selected for a hearing panel must serve unless they can show good cause as to why they should be excused from such service. Faculty must petition the FGC in writing within two working days of notification of selection to be excused for good cause from participation in a particular grievance. Workload issues are typically not grounds for being excused from service on a hearing panel. The FGC shall issue a final decision to such petition within five working days.
- f. The chairperson of the FGC shall be responsible for the selection of members to a Hearing Panel.
  - 1. Select five persons by lot from the Faculty Panel and choose two persons by lot from the FGC including any alternate or temporary members. Selection by lot means taking the first five eligible persons from the randomized list that are not in the unit of the grievant.
  - 2. Advise the selected persons from the Faculty Panel and the FGC of the rules for potential conflicts of interest and disqualify those persons, if any, with such conflicts. Additional names shall be drawn, as necessary, from the respective pools. Steps (1) and (2) should be completed within ten working days.
  - 3. Send the list names from the Faculty Panel and the list of names from FGC (including any alternate or temporary members), to the grievant and respondent who shall, within two working days, notify the Chairperson of any persons they would like to exclude from consideration for the panel.
  - 4. The Chairperson will randomly select the final panel members from the remaining lists.
  - 5. If either party fails to meet the deadlines for selecting the Hearing Panel, or making a response as prescribed herein, the FGC chair shall make the selections for the defaulting party and the grievance procedure shall proceed regardless of the failure.

6. Notify the persons selected from the Faculty Panel list and the person selected from the FGC list (including any alternate or temporary members) of their appointment to the Hearing Panel. The person selected from the FGC shall serve as chair of the Hearing Panel. Provide each member with a copy of the statement of grievance and the formal reply by the respondent to the statement of grievance. Concurrently, notify the grievant and the respondent of the composition of the Hearing Panel and the designation of its chair.

#### VII. Formal Hearing Procedure

A. The chair of the Hearing Panel shall be responsible for conducting the Hearing in conformance with this Faculty Grievance Policy. The chair shall have the authority to allocate hearing responsibilities to the members of the Hearing Panel, decide questions of relevance of evidence, and to seek counsel from the chair of the FGC, the Office of General Counsel, and the Office of Provost on any matter pertaining to the grievance.

B. The Panel chair shall within ten working days of the notifications of the grievant and the respondent specified above in section VI.(F)(6) convene an organizational meeting of the Hearing Panel to receive procedural training by the Chair of the FGC. A member of the Office of General Counsel may also train and advise the Hearing Panel.

C. The Hearing Panel shall also schedule the date of the Hearing. The Hearing must be held within 30 calendar days subsequent to the organizational meeting and, if feasible, shall be at a time when participants are free of classroom and other University assignments. When such scheduling proves impossible, departments/units shall make every reasonable effort to assume the responsibilities of the participants at such times as their presence may be required at hearings. It is the responsibility of the grievant and respondent to cooperate with the Hearing Panel to schedule and attend the hearing. Notwithstanding the above, the Hearing Panel, in its sole discretion, shall have authority to establish the Hearing date. The Panel chair shall notify the parties of the hearing date as soon as that date is determined.

D. The parties shall deliver to the Panel chair a complete witness list and all exhibits pertaining to the case no less than ten working days prior to the scheduled hearing. Each party must provide materials for distribution to each member of the Panel and to the other party. Exhibits not received and witnesses not identified ten working days prior to the hearing will not be allowed at the hearing.

E. At the discretion of the Hearing Panel, and based on the circumstances of a particular grievance, a pre-hearing meeting may be held with the parties, including advocates, to discuss scheduling, proposed time allotments for the hearing, procedural matters, evidentiary matters, issues, confidentiality or any other topics relevant to the hearing.

F. The Hearing Panel chair shall convene and preside over the Hearing. The chair shall preliminarily explain the proceedings to the parties and resolve procedural issues, if any. The parties shall be advised of their responsibilities regarding attendance, testimony, honesty, rights, confidentiality, and the maintenance of order and decorum. The grievant and the respondent(s) must be invited to all testimonial hearings. If a party is absent or refuses to participate or cooperate, the hearing shall proceed regardless.

G. The Hearing procedural rules to be observed are as follows:

1. The Hearing shall be closed except for the parties, advocates, legal counsel, witnesses while giving testimony, and the Hearing Panel.

2. Everyone in attendance shall exhibit civil and professional behavior throughout the hearing. It is the duty of the Hearing Panel to ensure that each party receives the same opportunity to be heard in a civil environment. Therefore, it is at the Hearing Panel's discretion to remove from the hearing any individual who is disruptive.

3. All witnesses including the parties shall be under oath when testifying.

4. The burden of proof remains on the grievant at all times.

5. A member of the Hearing Panel shall be responsible for audio recording the entire hearing.

6. Strict or formal rules of evidence need not be followed. Evidence deemed by the Hearing Panel to be irrelevant or immaterial may be disallowed. A party may challenge the admission of evidence if the party believes there is a good reason the evidence should not be admitted. The Hearing Panel should generally defer to the parties in allowing reasonable testimony and evidence to be presented at the hearing. However, the Hearing Panel shall make the final decision in all cases regarding the relevance and admissibility of evidence.
  7. Advocates must be allowed to participate directly in the Hearing including conferring with the relevant party, making opening and closing statements, and questioning witnesses. Legal counsel may not act as an advocate, as that term is used herein, and may not directly address witnesses or the Panel. A client's attorney, however, may confer with his or her client during the course of the hearing so long as the Hearing Panel does not determine that this practice obstructs the proceedings.
  8. The Hearing Panel shall retain its right to deliberate with neither party present.
  9. Faculty members are expected to meet their obligations to participate willingly, professionally, and throughout the duration of the faculty grievance process as such obligations arise. If a faculty member wishes to request to be excused from the obligation to serve, for example as a member of the Hearing Panel, that person may submit a written statement of unwillingness to participate to the Provost and Vice Chancellor for Academic Affairs and to the Chair of the FGC. If excused, the faculty member may not choose to re-enter that specific grievance process at a subsequent stage (see section V.(i)(e) for the portion of this section that pertains to service on a Hearing Panel).
  10. The burden shall be on the grievant and respondent to inform the Hearing Panel as to the existence and probable location of information bearing upon the grievance. A party's refusal to cooperate to provide evidence, or unduly delay providing evidence which the Hearing Panel, grievant or the respondent requests, may be grounds for finding against the uncooperative or dilatory party, if the Panel so decides.
  11. The parties shall be permitted to present any and all evidence which the Hearing Panel deems to be relevant to the grievance.
  12. Each party shall be solely responsible for locating, assembling, and delivering all documents and exhibits to support its case to the Panel chair as detailed above. Documentary evidence to be used by a party must have been in existence at the time of the events in dispute.
  13. Either party shall have the right of access to all evidence presented.
  14. The Hearing Panel shall make its findings of facts and conclusions based solely on the evidence presented and shall determine recommendations supported by a preponderance of the evidence.
  15. The Hearing Panel shall report all problems obstructive to the fair and expeditious review of the grievance to the Provost, with a request for such intervention as may lie within the authority of the Provost.
  16. Any situation, question, rule, point, issue, or matter not directly provided for in this policy but which arises under this policy will be resolved by the Hearing Panel in consultation with the FGC whenever possible. The FGC may consult with the University's Office of the General Counsel and/or the Office of the Provost.
  17. The Grievance Process should be completed as rapidly as possible while ensuring a fair and equitable hearing of the evidence.
  18. *Ex parte* communications by the grievant and respondent with members of the Hearing Panel shall be strictly prohibited. Requests by the grievant or respondent to communicate with members of the Hearing Panel outside the formal Hearing shall be directed through the chair of the FGC.
- H. The Hearing shall be conducted as follows:

1. An opening statement of a general overview of the case by the grievant or their advocate followed by an opening statement by the respondent or their advocate. Opening statements shall be limited to thirty minutes for each party. During the opening statements, only the hearing panel may ask questions or interrupt the speaker. After the completion of both opening statements, each party will be given an opportunity to present their case.
2. The grievant or their advocate presents his/her case to the Hearing Panel by calling and soliciting testimony from his/her witnesses and presenting the documentary evidence submitted earlier. The Hearing Panel may question the grievant's witnesses at any time during the proceedings.
3. The respondent or their advocate presents his/her case to the Hearing Panel by calling and soliciting testimony from his/her witnesses. The Hearing Panel may question the respondent's witnesses at any time during the proceeding.
4. After the grievant and respondent have presented their witnesses and evidence, the Panel chair shall ask all parties to present any further information pertaining to the case, if any. The evidentiary phase of the hearing shall be deemed complete by the Panel chair after the taking of all evidence.
5. A closing statement shall be made by the grievant summarizing the evidence, followed by a closing statement by the respondent. Closing statements shall be limited to thirty minutes for each party.
6. The Hearing Panel shall deem the hearing complete and shall retire to deliberate and prepare a Hearing Panel Report for submission to the Provost.

#### viii. Hearing Panel Report

- A. The Hearing Panel Report, all exhibits presented at the Hearing, and the audio recording of the Hearing shall be submitted by the Hearing Panel to the Provost within fifteen working days after completion of the hearing. If the Hearing Panel is divided, majority and minority reports may be submitted. Copies of the Hearing Panel Report, without exhibits and audio recordings, shall simultaneously be sent by the Hearing Panel to the grievant, respondent(s), Welfare and Governance Council Chairperson, chair of the FGC, and the head of the faculty unit in which the grievant holds rank. The Hearing Panel may extend the time for making its Report for good cause after consultation with the chair of the FGC and Provost. A final decision on the extension of time shall rest with the Hearing Panel. The grievant and respondent shall be provided notice of any extension.
- B. The Hearing Panel Report shall include the following:
  1. A summary of the charges and evidence.
  2. A clear statement of the finding of the facts.
  3. The conclusions and recommendations of the Hearing Panel.
  4. The rationale for such recommendations.
  5. Other pertinent comments.

#### ix. Decision and Appeal

- A. Within fifteen working days after receipt of the Hearing Panel report, all exhibits, and the audio recording of the hearing, the Provost shall, after consultation with the Chancellor, inform the FGC chair, members of the Hearing Panel, Welfare and Governance Council chair, grievant, and respondent(s) in writing as to the Provost's decision in the case. The Provost can extend the fifteen-day period for a reasonable period of time, but such extension shall not exceed an additional thirty calendar days.
- B. The Provost has the authority to accept or not to accept the Hearing Panel report. If the Provost rejects a Hearing Panel's report, including its recommendations, the Provost shall provide, in writing, a detailed rationale to

grievant, respondent, and members of the Hearing Panel.

c. The Provost's decision on the Hearing Panel Report and the grievance shall constitute the final institutional decision.

d. In accordance with Bylaw VI.(2) of the Board of Trustees of Southern Illinois University, the grievant may appeal the institutional decision to the Board of Trustees. However, it should be noted that faculty upon faculty grievances may not be subject to appeal to the Board of Trustees.

x. Disposition of Records

a. Once a written recommendation is submitted by the Hearing Panel, the Office of the Provost shall be responsible for the custody, security, and confidentiality of all records, including the audio recording of the hearing, pertaining to grievances under this policy. The grievant and respondent(s) may have access to hearing records in the presence of a representative of the Provost's Office. Upon a final decision by the Provost, access to the record of the case must be approved by and arranged through the Office of the Provost.

b. Once the official Hearing Panel Report for a grievance, plus all exhibits and the audio recording of the hearing, have been submitted to the Office of the Provost, all members of the FGC and the Hearing Panel will immediately return all other working copies of documentation from the grievance activity in their possession to the Chair of the FGC. The Chair of the FGC will forward all such documents to the Office of the Provost, for placement with the other grievance materials.

xi. Report of Grievances

By no later than September 15 of each academic year, the chair of the FGC shall prepare and submit a report for the Faculty Senate Executive Committee outlining all outstanding grievances with the date the grievance was filed and the current status, but omitting the names of the grievant and respondent for the purpose of confidentiality. With respect to grievances concluded during the past fiscal year, the FGC chair shall prepare a report to the Faculty Senate Executive Committee outlining the date the grievance was filed, the date the hearing was held, the Hearing Panel Report and the decision of the Provost, but omitting the names of the grievant and respondent for the purpose of confidentiality.

xii. Confidentiality

Confidentiality of all matters pertaining to a grievance under this Faculty Grievance Policy is imperative in order to preserve and protect the privacy interests of the parties. Except as authorized by law or by operation of this Policy, or as granted by the consent of both parties to a grievance, disclosure to third parties of the content or subject matter of a grievance proceeding is not authorized. This restriction applies to the grievant, respondent, advocates, legal counsel for the parties, Hearing Panel, FGC, and Faculty Welfare Council. A breach of confidentiality of a grievance proceeding by a party to a grievance may result in a finding against the breaching party, as determined solely by the Hearing Panel. A breach of confidentiality of a grievance proceeding by a member of a Hearing Panel, FGC, or Faculty Welfare Council may be grounds for removal from the relevant Panel, FGC, and/or Council, or other consequences, as determined by the membership.

AAUP's *The Inclusion in Governance of Faculty Members Holding Contingent Appointments*  
January 2013

<https://www.aaup.org/sites/default/files/files/2013%20Bulletin/contingentgovernance.pdf>

### Excerpts

There should be no need to reserve special seats in governance bodies for contingent faculty. Reserving seats might be an appropriate transitional mechanism designed to ensure that contingent faculty have at least some representation in governance, but it will be unnecessary when they are included as full participants. However, we recognize that most institutions and departments have not yet begun to achieve full parity; thus, for some institutions, reserving a certain number of seats for faculty on contingent appointments may be a necessary step forward.

The subcommittee received 125 responses from senate leaders, most (88.7 percent) of whom were at either doctoral or comprehensive institutions; in many cases, the responses were only partial, with respondents skipping some questions. While the survey's informal nature, its concentration on certain types of institutions, and many incomplete responses mean that its findings cannot be reliably generalized, the responses received were illuminating. Indeed, one of the most frustrating aspects of the survey, the high number of "not sure" responses from senate leaders to questions about policies at their own institutions, suggests that better training of faculty leaders is sorely needed.

The survey responses indicated, not surprisingly, that faculty in part-time, postdoctoral, or graduate student-employee positions are less often included in governance than their full-time non-tenure-track colleagues. Three-quarters of respondents indicated that at their institution, full-time non-tenure-track faculty are eligible to serve in governance roles. Only about a quarter indicated that part-time faculty are eligible, and the percentages reporting eligibility for graduate student employees (5.8 percent) and postdoctoral fellows (2.9 percent) were extremely low. The majority (63.7 percent) indicated that their institution does not have seats in governance bodies reserved for contingent faculty members.

**RECOMMENDATION 3:** While reserving a specified number of seats for contingent faculty may be adopted as a transitional mechanism to ensure at least some contingent faculty representation in institutional governance bodies, ideally there should be no minimum or maximum number of seats reserved in institutional governance bodies where representation of contingent faculty is appropriate, as described elsewhere in this report.

### **Clinical Faculty Numbers**

- There are 41 clinical assistant/associate/full professors at SIUE. There are 496 non-clinical assistant/associate/full professors at SIUE. The discussion currently is about 4 research professors and 142 non-tenure track full-time instructors. Right now Faculty Senate's 39 elected seats include 5 clinical and 34 non-clinical faculty members, and then Graduate Council (12 more senate seats) has zero clinical faculty members.
- SODM has 22 clinical faculty and 26 non-clinical faculty. SODM also has 1 non-tenure track full-time instructor. Currently SODM has 4 senators, 2 who are clinical faculty and 2 who are not, and one senator by way of Graduate Council, who is not clinical.
- SOP has 17 clinical faculty and 22 non-clinical faculty. SOP also has 1 non-tenure track full-time instructor. Currently SOP has 3 senators - 2 who are clinical and 1 who is not clinical, and one senator by way of Graduate Council, who is not clinical.
- SON has 2 clinical faculty and 20 non-clinical faculty. SON also has 30 non-tenure track full-time instructors. Currently SON has 2 senators - one who is clinical and one who is not clinical, as well as one senator by way of Graduate Council, who is not clinical, and one senator by way of UPBC who is not clinical.

## Co-Chair for SIUC Governance Committee

Hi Ezra,

Greetings!

Sorry to respond this late to your notes.

I don't experience the concern that your colleagues raised.

[A concern has been raised about whether this creates an inappropriate separation and silo between NTT and TT faculty, since our TT faculty and clinical faculty are all apportioned into voting units by their school/college..... your experience with NTT faculty being a separate voting unit rather than together with everyone else.]

Once elected, we don't differentiate senators between NTT and TT.  
We serve the same committees.

I think that it is beneficial to have an independent unit for NTT.  
Their collective voice can be heard...

Best wishes,  
Lichang

---

Lichang Wang  
Professor  
Department of Chemistry and Biochemistry  
Southern Illinois University  
1245 Lincoln Dr  
Carbondale, IL 62901

Office: Neckers 142C  
Mail Code: 4409  
Phone: 618-453-6476  
Fax: 618-453-6408  
E-Mail: [lwang@chem.siu.edu](mailto:lwang@chem.siu.edu)  
Website: <http://www.chem.siu.edu/faculty-staff/faculty/wang.php>

### **SIUC NTT Senator**

Good morning Ezra,

This is my first year serving on the faculty senate. My understanding is that since NTTs were unable to serve in their given units (it is only tenured track) this was a way to represent the NTT voice. Furthermore, there are NTT faculty that do not have any representation from their units, so this is a way to give them representation as well. I have not experienced any division amongst the senate and am currently serving on two committees within the senate. If SIUE is similar to SIUC, where the NTT faculty make up a large portion of the faculty body, then I would highly recommend giving them a voice on your senate through representation.

Thank you,

Amy

AMY BRO, MSRS, RDMS, RVT, RT(R)  
DIAGNOSTIC MEDICAL SONOGRAPHY CLINICAL COORDINATOR  
SCHOOL OF HEALTH SCIENCES  
MAIL CODE 6615  
SOUTHERN ILLINOIS UNIVERSITY  
1365 DOUGLAS DRIVE  
CARBONDALE, ILLINOIS 62901  
[amyfaye@siu.edu](mailto:amyfaye@siu.edu)  
P: 618/453-4980  
F: 618/453-7020  
<http://www.sah.siu.edu>

### **Clinical Faculty Senator**

Ezra,

Here at the dental school, clinical faculty may be either clinical tenured/tenure-track faculty or clinical non-tenured faculty—the remainder of our faculty are largely tenured/tenure-track biomedical faculty teaching our dental students their basic science courses. Any of these faculty categories can run for an SIUE Faculty Senate position. Our schedule differs considerably from that of the Edwardsville faculty. Clinical faculty spend between 6-8 half-day sessions supervising pre-doc students or post-doc residents. We also have a number of our own school committees that provide service opportunities. Finding time to serve on SIUE committees can be difficult given our work schedules and duties.

So the issue regarding instructor representation is not an important matter for SIU School of Dental Medicine. We have only one instructor—should this individual want to run, though, for an instructor position on the Faculty Senate—my only concern is that he/she have a fair opportunity to be elected when several groups have large blocks of individuals in this category. I think this is an issue that could be resolved by assigning a number of positions to the larger units, and one or two to the smaller units (in By-Laws, and not the Constitution).

As for the larger issue of whether instructors should have a separate group of Senate positions—should the instructors be lumped with the tenure/ tenure-track and clinical groups, I'm not certain that many of them would be elected—perhaps a few, but I doubt that 10 would be chosen. What does seem to be important is that this designated group has little opportunity for voicing their concerns and the problems unique to their instructor designation. From my perspective, I think it preferable that the instructors be allotted 10 positions in the Faculty Senate.

Bob Bitter  
Clinical Associate Professor of Periodontics  
SIU School of Dental Medicine

## **Faculty Senate Bylaws, April 1 draft reorganization proposal**

### **Curriculum Council – most relevant reorganization proposals**

#### **#1**

##### **Current:**

H. Functions and responsibilities of the Faculty Senate Councils and Standing Committees are as follows:

##### 1. Curriculum Council

a. Functions: The Curriculum Council is responsible to the Faculty Senate for formulating and recommending policy on undergraduate curriculum (instructional programs; courses of study; definitions of certificates, diplomas, degrees, student entrance, retention and exit), for formulating and reviewing undergraduate curricular policy proposals, for reviewing the administration of all undergraduate curricular matters, and for conducting undergraduate program reviews. "Undergraduate" shall be defined as including both dental and continuing education.

b. Standing Committees: Academic Standards and Policies Committee, Committee on Assessment, General Education Committee, Graduation Appeals Committee, Undergraduate Courses Committee, and Undergraduate Programs Committee.

##### 3. Rules and Procedures Council

The Rules and Procedures Council is charged with.... evaluation of the Chancellor and the Provost and Vice Chancellor;

##### **Proposed:**

A. The Faculty Senate shall establish the following standing Councils and standing committees:

##### 1. Undergraduate Academic Policy & Planning Council

Standing Committee: General Education

Standing Committee: Student Success

##### 2. Undergraduate Curriculum & Program Oversight Council

Standing Committee: Undergraduate Courses, Program Review, & Graduation Appeals

Standing Committee: Assessment

I. Additional functions and responsibilities of the Faculty Senate Councils and Standing Committees are as follows:

##### 1. Undergraduate Academic Policy & Planning Council

a. Functions: The Undergraduate Academic Policy & Planning Council is responsible to the Faculty Senate for formulating and recommending policy on undergraduate curriculum (instructional programs; courses of study; definitions of certificates, diplomas, degrees, student entrance, retention and exit), for

formulating and reviewing undergraduate curricular policy proposals, for reviewing the administration of all undergraduate curricular matters, for assessment roles, responsibilities, and oversight, and for reviewing and updating the evaluation instrument used for the Faculty Senate's review of the provost, and reviewing its results. "Undergraduate" shall be defined as including both dental and continuing education. The council is also responsible to the Faculty Senate for all matters of student success related to academic and faculty interest, such as advising, academic probation, conduct, and housing, as well as liaising with Student Senate.

2. Undergraduate Curriculum & Program Oversight Council

a. Functions: The Undergraduate Curriculum & Program Oversight Council is responsible to the Faculty Senate for, when warranted, conducting undergraduate program reviews and program change hearings, and for hearing graduation appeals.

5. Governance Council

a. Functions: The Governance Council is charged with.... coordinating and analyzing the evaluation of the Chancellor and the Provost and Vice Chancellor

***Other most relevant changes:***

**#2**

***Current:***

3. Rules and Procedures Council

The Rules and Procedures Council is charged with... recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units.

4. Welfare and Governance Council

The Welfare and Governance Council is responsible for formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville.

***Proposed:***

H. The Faculty Senate shall be responsible for recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units; formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville. When relevant, this charge may be taken up by any council, the Executive Committee, and/or the Faculty Senate as a body.

**#3**

***Current:***

I. Faculty Senate Councils shall meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

***Proposed:***

I. Faculty Senate Councils shall **normally** meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

**#4**

***Current:***

C. The Faculty Senate Executive Committee shall **assign the membership** of each Council. Such membership shall be composed of **six to twelve members** of the Faculty Senate **and no more than two members of each of the other campus constituency groups, and these latter members shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate; **however, it is desirable that a majority of each committee consists of members of the Faculty Senate.** The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

***Proposed:***

C. The Faculty Senate Executive Committee shall **appoint Faculty Senate members to** each Council. Such membership shall be composed of **at least three members** of the Faculty Senate. **Councils may add additional members from outside Faculty Senate; representatives added from other campus constituency groups shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees **and subcommittees** as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate. The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

**#5**

***Current:***

n/a

***Proposed:***

G. All councils, as well as the Executive Committee and Faculty Senate as a whole, are responsible for matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. All councils shall designate one of their senate members to serve on the Governance Council's Governance Impact Committee.

#### 5. Governance Council

The Governance Council shall provide for appropriate onboarding for Governance Impact Committee members. The Governance Impact Committee provides leadership to help Faculty Senate do and be good and continuously improve itself and the university through a focus on matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. Each council's representative on the Governance Impact Committee will serve their respective councils by helping their council consider these matters. The Governance Council shall convene Governance Impact Committee members together to foster collective discussions around governance impact issues, challenges, and opportunities across councils.

## Faculty Senate Bylaws, April 1 draft reorganization proposal

### ExCom – most relevant reorganization proposals

#### #1

#### Current:

##### IV. Executive Committee

A. The officers of the Faculty Senate and the Chairpersons of the Councils will constitute the Executive Committee of the Faculty Senate, with power to act for the Faculty Senate between meetings on matters which must be dealt with immediately where a week's delay would constitute a decision. All other items shall be reported to the Senate for consideration. The actions of the Executive Committee shall be subject to review by the full Faculty Senate. No one serving as dean, associate dean, assistant dean, chancellor, vice-chancellor, associate vice-chancellor, assistant vice-chancellor, assistant to the vice-chancellor, or equivalent positions shall be a member of the Executive Committee.

B. The Executive Committee shall be responsible for the agenda of meetings of the Faculty Senate. The Executive Committee shall respond to matters presented to it by individual faculty members and may place such matters on the agenda, as it deems necessary.

C. The President of the Faculty Senate, or his/her representative and any member of the Executive Committee who so chooses, shall meet on a regular monthly basis with the Chancellor of the University for informational purposes.

D. The Executive Committee shall be responsible for scheduling and assigning projecting completion dates for those agenda items sent to Faculty Senate subordinate units.

##### 3. Rules and Procedures Council

The Rules and Procedures Council is charged with... evaluation of the Chancellor and the Provost and Vice Chancellor

#### Proposed:

##### IV. Executive Committee

A. The officers of the Faculty Senate, the Chairpersons of the Councils will constitute the Executive Committee of the Faculty Senate, with power to act for the Faculty Senate between meetings on matters which must be dealt with immediately where a week's delay would constitute a decision. All other items shall be reported to the Senate for consideration. The actions of the Executive Committee shall be subject to review by the full Faculty Senate. No one serving as dean, associate dean, assistant dean, chancellor, vice-chancellor, associate vice-chancellor, assistant vice-chancellor, assistant to the vice-chancellor, or equivalent positions shall be a member of the Executive Committee.

**B. The Executive Committee shall function as a steering committee to help enable and facilitate the Faculty Senate working effectively.** The Executive Committee shall be responsible for the agenda of meetings of the Faculty Senate. The Executive Committee shall respond to matters presented to it by individual faculty members and may place such matters on the agenda, as it deems necessary.

C. The President of the Faculty Senate, or their representative and any member of the Executive Committee who so chooses, shall meet on a regular monthly basis with the Chancellor of the University for informational purposes.

D. The Executive Committee shall be responsible for scheduling and assigning project completion dates for those agenda items sent to Faculty Senate subordinate units.

**E. The Executive Committee shall be responsible for reviewing and updating the evaluation instrument used for the Faculty Senate's review of the chancellor, and reviewing its results,**

**F. The Executive Committee shall be responsible for liaising with internal bodies such as Student Senate and University Staff Senate.**

#### 5. Governance Council

a. Functions: The Governance Council is charged with... **coordinating and analyzing the evaluation of the Chancellor** and the Provost and Vice Chancellor; recommending committee appointments to the Faculty Senate president and coordinating with the University Governance Office to track committee appointments

## #2

### Current:

Faculty members appointed as representatives to the University Planning and Budget Council who are not regularly elected members of the Faculty Senate shall become at-large, non-voting members of the Senate.

### Proposed:

Faculty members appointed as representatives to the University Planning and Budget Council who are not regularly elected members of the Faculty Senate shall become at-large, non-voting members of the Senate. **At least two of the faculty senators appointed to UPBC shall be senators who are assigned to the University Budget, Finance, & Operations Council.**

#### 3. University Budget, Finance, & Operations Council

**Standing Committee: Academic & Support Services**

#### 3. University Budget, Finance, & Operations Council

**a. Functions: The University Budget, Finance, & Operations Council is responsible to the Faculty Senate for all matters relating to faculty participation in university budgeting, for liaising with Staff Senate, for attention to sustainability, for providing oversight on academic matters relating to the academic calendar, counseling, technology, and support services.**

## #3

### Current:

n/a

## Proposed:

Faculty members appointed as representatives to the Illinois Board of Higher Education shall become at-large, non-voting members of the senate.

## #4

## Current:

### II. Meetings

A. The Faculty Senate shall schedule regular meetings, at least once a month, or more frequently if its responsibilities require. Normally, the Faculty Senate will not meet during the months of June, July, and August, unless convened by the Executive Committee.

C. The Faculty Senate shall conduct its business under recognized parliamentary procedures, as specified in Robert's Rules of Order, and shall appoint as needed its parliamentarian annually.

F. While only Faculty Senators or their designated alternates shall be eligible to propose and to vote on motions, in accordance with the Illinois Open Meetings Act, the public is allowed to comment at Faculty Senate meetings for a maximum of 3 minutes per person. A maximum of 20 minutes per meeting will be allotted for public comment.

I. Faculty Senate Councils shall meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

J. The Faculty Senate shall maintain a registry of membership of Faculty Senators and of all its subordinate units. It shall also maintain a calendar of all scheduled meetings for the convenience of its membership and other interested parties.

K. The President of the Faculty Senate shall call a meeting of the entire faculty at least once a year. The faculty shall be notified at least two weeks in advance of the meeting of the topics to be discussed.

## Proposed:

### II. Meetings

A. The Faculty Senate shall schedule regular meetings, **generally** at least once a month, or more frequently if its responsibilities require. Normally, the Faculty Senate will not meet during the months of June, July, and August, unless convened by the Executive Committee.

C. The Faculty Senate shall conduct its business as specified in the **Faculty Senate's approved Modified Feminist Process**, and shall appoint as needed its parliamentarian annually.

F. While only Faculty Senators or their designated alternates shall be eligible to propose and to vote on motions, in accordance with the Illinois Open Meetings Act, the public is allowed to comment at Faculty Senate meetings, **generally** for a maximum of 3 minutes per person **and a** maximum of 20 minutes per meeting allotted for public comment.

I. Faculty Senate Councils shall **normally** meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

J. The Faculty Senate shall maintain a registry of membership of Faculty Senators, of all its subordinate units, **and of its appointments to various university committees**. It shall also maintain a calendar of all scheduled meetings for the convenience of its membership and other interested parties.

K. The President of the Faculty Senate **may** call a meeting of the entire faculty at least once a year. The faculty shall be notified at least two weeks in advance of the meeting of the topics to be discussed.

## #5

### Current:

#### III. Officers of the Faculty Senate

3. Nomination and Election of the President-Elect of the Faculty Senate.

b. Following the February meeting of the Faculty Senate, the University Governance Office will prepare a ballot and provide it to the voting faculty. The ballot will include the names in alphabetical order of all nominees willing to serve and a blank line for a write-in vote. Faculty will have two weeks to complete the voting procedure. If a paper ballot is used, faculty will be provided with two return envelopes: an outer envelope which must be signed by the voting faculty member and an inner unmarked envelope. The persons appointed by the President of the Faculty Senate will count the ballots. Those tallying the paper ballots will first remove the unmarked envelope from the outer envelope and discard the latter. The confidentiality of votes is to be maintained. The results will be given to the President of the Faculty Senate.

### Proposed:

#### III. Officers of the Faculty Senate

b. Following the February meeting of the Faculty Senate, **Information Technology Services** will prepare an **electronic** ballot and provide it to the voting faculty. The ballot will include the names in alphabetical order of all nominees willing to serve and a blank line for a write-in vote. Faculty will have two weeks to complete the voting procedure. The confidentiality of votes is to be maintained. The results will be given to the President of the Faculty Senate.

## #6

### Current:

#### V. Councils

C. The Faculty Senate Executive Committee shall assign the membership of each Council. Such membership shall be composed of six to twelve members of the Faculty Senate and no more than two members of each of the other campus constituency groups, and these latter members shall be voting members.

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate; ~~however, it is desirable that a majority of each committee consists of members of the Faculty Senate.~~ The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

3. Rules and Procedures Council

The Rules and Procedures Council is charged with... recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units.

4. Welfare and Governance Council

The Welfare and Governance Council is responsible for formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville.

## **Proposed:**

### **V. Councils**

C. The Faculty Senate Executive Committee shall **appoint Faculty Senate members** to each Council. Such membership shall be composed of **at least three members** of the Faculty Senate. **Councils may add additional members from outside Faculty Senate; representatives added from other campus constituency groups** shall be voting members.

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees **and subcommittees** as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate. The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council. **The Graduate Council may establish and terminate its own standing committees.**

**G. All councils, as well as the Executive Committee and Faculty Senate as a whole, are responsible for matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. All councils shall designate one of their senate members to serve on the Governance Council's Governance Impact Committee.**

**H. The Faculty Senate shall be responsible for recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units; formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville. When relevant, this charge may be taken up by any council, the Executive Committee, and/or the Faculty Senate as a body.**

## **#7**

## **Current:**

### **VI. Amendments to the Bylaws**

Bylaws may be amended by a two-thirds vote of the Faculty Senate. The Senate vote may be taken at a Senate meeting if previously circulated to the members.

## **Proposed:**

### **VI. Amendments to the Bylaws**

Bylaws may be amended by a two-thirds vote of the Faculty Senate **and thereafter approval by the chancellor.** The Senate vote may be taken at a Senate meeting if previously circulated to the members.

## **Faculty Senate Bylaws, April 1 draft reorganization proposal**

### **FDC – most relevant reorganization proposals**

#### **#1**

##### **Current:**

###### **2. Faculty Development Council**

###### **a. The functions of the FDC shall be:**

A. To work with the Office of the Provost to develop and promote programs relating to faculty roles and responsibilities in the areas of teaching, scholarship, and service, such as the Fall Faculty Symposium, Scholarship of Teaching and Learning initiatives, and Faculty Conversations.

B. To serve as liaison to SIUE faculty to identify faculty development interests.

C. To coordinate the dissemination of information of campus, state, and national initiatives concerning faculty roles and responsibilities.

D. To encourage broad faculty involvement and open discussion within departments regarding faculty roles and responsibilities and coordinate these activities at college, school and university levels.

E. To provide for the oversight of the Excellence in Undergraduate Education Program (EUE).

F. To work in conjunction with the EUE Coordinator to develop program guidelines and review procedures, to conduct a periodic assessment of the EUE Program, and to advise the EUE Coordinator on other matters pertaining to EUE.

G. The Committee shall also be responsible for conducting the review of EUE proposals and make recommendations to the Provost and Vice Chancellor for Academic Affairs on the allocation of EUE funds.

###### **4. Welfare and Governance Council**

The Welfare and Governance Council is responsible for formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville. On behalf of the SIUE faculty (as defined in the Faculty Senate Constitution) not represented under a current labor contract, the Welfare and Governance Council shall concern itself with all policies for faculty evaluation, salary, promotions, tenure, leaves of absence, recruitment, employment, retraining, development, rights and responsibilities, general faculty benefits, discipline, severance, and grievance.

##### **Proposed:**

###### **A. The Faculty Senate shall establish the following standing Councils and standing committees:**

###### **4. Faculty Development, Adjudication, & Welfare Council**

Standing Committee: Faculty Grievance & Family-Friendly Leave Request Committee

Standing Committee: Faculty Awards

Standing Committee: Unrepresented Faculty Welfare

I. Additional functions and responsibilities of the Faculty Senate Councils and Standing Committees are as follows:

4. Faculty Development, Adjudication, & Welfare Council

a. Functions: The Faculty Success Council is responsible for the following: On behalf of the SIUE faculty (as defined in the Faculty Senate Constitution) not represented under a current labor contract; to concern itself with all policies for faculty evaluation, salary, promotions, tenure, leaves of absence, recruitment, employment, retraining, development, rights and responsibilities, general faculty benefits, discipline, severance, and grievance; To work with the Office of the Provost to develop and promote programs relating to faculty roles and responsibilities in the areas of teaching, scholarship, and service, such as the Fall Faculty Symposium, Scholarship of Teaching and Learning initiatives, and Faculty Conversations; To serve as liaison to SIUE faculty to identify faculty development interests; To coordinate the dissemination of information of campus, state, and national initiatives concerning faculty roles and responsibilities; To encourage broad faculty involvement and open discussion within departments regarding faculty roles and responsibilities and coordinate these activities at college, school and university levels; To provide for the oversight of the Excellence in Undergraduate Education Program (EUE); To work in conjunction with the EUE Coordinator to develop program guidelines and review procedures, to conduct a periodic assessment of the EUE Program, and to advise the EUE Coordinator on other matters pertaining to EUE; To review EUE proposals and make recommendations to the Provost and Vice Chancellor for Academic Affairs on the allocation of EUE funds; To otherwise be responsible to the Faculty Senate for all matters related to faculty welfare, development, and success.

***Other most relevant changes:***

**#2**

***Current:***

3. Rules and Procedures Council

The Rules and Procedures Council is charged with... recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units.

4. Welfare and Governance Council

The Welfare and Governance Council is responsible for formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville.

***Proposed:***

H. The Faculty Senate shall be responsible for recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units; formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University

Edwardsville. When relevant, this charge may be taken up by any council, the Executive Committee, and/or the Faculty Senate as a body.

### **#3**

#### ***Current:***

I. Faculty Senate Councils shall meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

#### ***Proposed:***

I. Faculty Senate Councils shall **normally** meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

### **#4**

#### ***Current:***

C. The Faculty Senate Executive Committee shall **assign the membership** of each Council. Such membership shall be composed of **six to twelve members** of the Faculty Senate **and no more than two members of each of the other campus constituency groups, and these latter members shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate; **however, it is desirable that a majority of each committee consists of members of the Faculty Senate.** The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

#### ***Proposed:***

C. The Faculty Senate Executive Committee shall **appoint Faculty Senate members to** each Council. Such membership shall be composed of **at least three members** of the Faculty Senate. **Councils may add additional members from outside Faculty Senate; representatives added from other campus constituency groups shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees **and subcommittees** as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate. The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

### **#5**

#### ***Current:***

n/a

***Proposed:***

G. All councils, as well as the Executive Committee and Faculty Senate as a whole, are responsible for matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. All councils shall designate one of their senate members to serve on the Governance Council's Governance Impact Committee.

5. Governance Council

The Governance Council shall provide for appropriate onboarding for Governance Impact Committee members. The Governance Impact Committee provides leadership to help Faculty Senate do and be good and continuously improve itself and the university through a focus on matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. Each council's representative on the Governance Impact Committee will serve their respective councils by helping their council consider these matters. The Governance Council shall convene Governance Impact Committee members together to foster collective discussions around governance impact issues, challenges, and opportunities across councils.

## Sample Modified Feminist Process: Quick Guide

- **Meetings start with Check-ins, where who is in the room is acknowledged/introduced, along with their role.**

Guests introduce themselves and share their purpose for attending the meeting.

- **Guests**

- Welcome! If you are bringing an item to this body, you will be placed under *Outside Business*. This is always at the beginning of the meeting, right after Check-ins.
- After you have discussed your item, you are welcome to leave or to stay for part of or the rest of our meeting. Our meetings are open to the public.
- You may fully participate in discussions, but you may not make proposals, make process suggestions, give general feelings, or vote.

- **Discussion Protocol:**

1. **Introduction** of a proposal or topic
2. **Clarifying questions:** objective, factual questions that aim to clarify the proposal. This is not time to voice opinions on the proposal.
3. **Discussion:** Moves through a “stack,” the list of the persons wishing to speak. The facilitator takes stack; stack is not first-come first-serve; the facilitator is encouraged to use stack to adjust power dynamics and strive towards consensus (e.g. someone who has not yet contributed to the conversation may “jump” stack, meaning they move to the front of the list to speak).
4. **General feelings** are taken on voting.
5. **Voting:** a majority must vote in favor of a proposal for a proposal to pass.

- **How to:**

- **Speak:** 🗨️ Signal the facilitator who will place you on stack, the list of persons wishing to speak.
- **Register your agreement with something being said:** Knock lightly on the table (or in the air if there is no table).
- **Jump stack to ask a clarifying question:** Signal the facilitator, making a *c* with your hand, to ask a clarifying question to someone who has just spoken.
- **Request the opportunity to jump stack to give a direct response:** Signal the facilitator, making a *d* with your hand, to ask someone who has just spoken if you have factual information to provide regarding their statement. If the person does not give you permission to provide a direct response and you would still like to make your comment, you can signal the facilitator to be added to stack.

- **How to – for voting members only:**

- **Make a process suggestion or proposal:** Signal the facilitator, making a *p* with your hand. These always jump stack and do not require a second.
- **Give general feelings:**
  - 👍 = positive      🗨️ = negative
  - 👎 = indifferent, apathetic, or mixed
- **Vote:** Raise your hand when a vote is called (most common voting process).

## **Sample Modified Feminist Process: Procedural Guidelines**

### **Section 1. General Procedures**

- A. All meetings of this body are open to the public. If meetings are held in a room with a closed door, a note must be placed on the door.
- B. Minutes will be taken at all official meetings of the body; they will be a matter of public record and available online. Minutes will include the names of the voting members present and voting members absent, and any guests present. Minutes are subject to review and approval of the body they are for.
- C. Sixty (60) percent (rounded to nearest whole number) of the filled voting positions of the body constitutes a quorum necessary for conducting regular business. If fewer than this number are present, business proceeds as usual unless a voting member calls quorum, in which case the meeting can continue with discussion but no votes may be taken.

### **Section 2: Agenda for Meetings**

The Executive Committee is responsible for the meeting agenda. Any voting member in good standing may propose adding an item to the agenda by contacting the President. Any proposed items will be considered by the President and/or Executive Committee for inclusion on an upcoming agenda or otherwise referred to the appropriate venue for consideration.

The standard agenda items are as follows and come in this order:

- A. Check Ins and Introductions of Guests: Guests are introduced as they come in or at the beginning of the meeting. Members-at-Large, voting members, and ex-officio non-voting members are introduced by academic unit and council.
- B. Approval of the Minutes: changes to the last meeting's minutes are noted; the minutes are approved by general feelings.
- C. Approval of the agenda: additions may be made, approved by general feelings.
- D. Outside Business: Any business that a guest proposes takes precedence over internal business.
- E. Reports: Officers, council chairs, and committee appointees give updates or raise items that are relevant for the body's consideration.
- F. Internal Business: All of the body's business falls under this category.
- G. Check-outs and Evaluations: At the end of the meeting, there is an opportunity for feedback on how the meeting went and to comment on the process of the meeting. Important considerations include whether the process was followed, the effectiveness of the facilitation, whether everyone got a chance to participate, whether the discussion was

intimidating or uncomfortable, etc. Both positive and negative points should be raised and solutions offered. Use this time for constructive criticism.

### Section 3. Proposals

- A. Proposals may only be made by voting members in good standing, although the authors need not be voting members.
- B. All proposals deemed by the author or proposer as meriting a formal vote are to be submitted in writing at least three days directly preceding the meeting at which they are to be proposed. Counter-proposals that arise in the course of a discussion are exempt from this process. If possible, members should be given the time to look over a proposal and give suggestions before meetings.
- C. Written proposals should include a motion, background on the motion, pros and cons regarding the motion, and other considerations related to the proposal. Only the actual motion will be voted on.

### Section 4. Procedure for Discussions

Discussion topics and proposals are handled as follows:

- A. Discussion of a proposal begins with an **introduction** by the person making the proposal or bringing forth the discussion topic. The introduction should always specify the body's role in the proposal (whether to vote on it, consider it, etc.)
- B. The floor is then open for **clarifying questions**, which should be objective and factual. The time for clarifying questions is restricted to questions that are objective, factual, and aim to clarify the proposal. For instance, "when will this proposal take effect?" is acceptable, but "Isn't this proposal a bad idea?" is not. Before moving on to general discussion, all of the members should fully understand what is being discussed.
- C. Only after all clarifying questions have been asked is the floor open for **general discussion**, which is the time for members and guests to offer their opinion, debate, and suggest any amendments.
  - 1. The facilitator takes stack, the list of persons wishing to speak. The facilitator will call on persons to speak. If someone wishes to speak, that person must signal to the facilitator, who will write down the name of that person. The facilitator may also designate another member to take stack.
  - 2. A speaker is permitted to request a **direct response** from a specific individual, so long as the direct response is factual in nature.
- D. Moving towards a vote

1. Before a vote, a proposal's sponsor is allowed a minute for **closing remarks**, and should restate the wording of the proposal, to the extent that it is unwritten or has been modified, so that all are clear about what it means to be "in favor."
2. When discussion is finished, the body should move into a vote on any proposals or move onto its next agenda item. When one or more proposals are on the table and stack has been finished, the facilitator asks for general feelings on voting or for a different process suggestion.
  - a. If general feelings are negative, the proposal may be discussed further, tabled, or sent to a subgroup for revisions.
  - b. If general feelings are positive but there were thumbs pointed down, the facilitator asks if any voting member has a major objection to voting. Any voting member who objects explains why and there is a brief discussion only about the objection. If the dispute cannot be resolved through compromise, the facilitator calls for a formal vote to override the objection and normal procedures follow.

**Section 4. Process Suggestions** are ways of steering the direction of discussion and can contribute greatly to efficiency. Process suggestions can be made at any time, without waiting for stack, and require an immediate vote. To make a process suggestion, signal the facilitator by forming a P with your hand. Only voting members may make process suggestions.

Some common process suggestions are:

1. *"I move to close stack"*—if approved, anybody who wants to join stack has one final opportunity to do so and then it is closed. When stack is exhausted, discussion is over. Note: another useful process suggestion is to reopen stack.
2. *"I move to table this proposal"*—Tabling a proposal removes it from discussion during that meeting. This proposal is appropriate if a proposal is taking too much time when there are other pressing matters, or if it needs more work. Stack does not finish if a proposal is tabled.
3. *"I move to limit speaking time to X minutes"*—If this motion passes, a timekeeper clocks each speech and calls "time" when a speaker has reached the limit. This motion applies only to a specific discussion and not to the rest of the meeting. The process suggestion is useful at particularly verbose meetings or when facilitation has not been aggressive. Strict time limits, however, can hamper serious discussion of complex issues and may make people uncomfortable.
5. *"I move to limit/extend discussion time to X more minutes"*—Sets or extends a time limit to the discussion. When the time runs out, stack is considered closed.

## Section 10. Voting

There are several types of votes. Each is more appropriate than others for certain situations.

### A. Process Voting

1. Process votes includes all process suggestions and simple organizational matters, such as closing stack, internal appointments, or setting a date for a meeting.
2. Process votes are decided by general feelings, a system set up to frequently take the pulse of the group.
3. Voting members indicate their vote with a thumbs-up, thumbs-down, or thumbs to the side (indicating indifference).
4. The facilitator decides whether the thumb array indicates general feelings of mostly positive, mostly negative, or mixed.
  - a. If the response is mixed, the body should return to discussion, while positive or negative response indicates passed or rejected, respectively.
  - b. If response is mostly positive with a few strong negatives, the facilitator should ask the objectors to state their objection and a brief discussion of the objection may ensue.
  - c. If a dispute cannot be resolved through compromise, a formal vote should be taken.
5. Any voting member may call for a formal vote instead of general feelings at any time.

### B. Formal Voting

1. Every present voting member must vote. A voting member may vote for or against a proposal, or abstain.
2. There are three kinds of formal votes, listed here in order of increasing formality. Any voting member may call for a more formal method of voting at any time.
  - a. The **hand vote** is used for most formal proposals and for issues too contentious to be decided by a simple process vote.
    - 1) Hands are raised in favor, against, and in abstention, and the number of each is recorded by the University Governance Office Support Specialist or designee.

b. The **roll call** vote is used for any issue deemed too important for a hand vote.

- 1) In roll call votes, the names of all voting members are called and their names and votes recorded. The roll call tabulation explicitly notes which voting members are absent on a given vote.

c. Since roll call votes are given one at a time, there is the possibility that one member's vote may influence another's vote. If a voting member suspects this may be an issue, that member should call for a **ballot vote**.

- 1) In a ballot vote, all votes are written down on paper or electronically submitted, along with the voter's name. The votes tabulated by the by the University Governance Office Support Specialist or designee. The names of the voting members are recorded along with their votes. Absences are also noted.

- 2) Because Faculty Senate is a public body, secret ballots (in which case members do not write their names on their ballots) are prohibited.

### 3. Approval Voting

- a. When a number of proposals are on the floor, and especially, for example, when approval is being sought for a long list of items, **slate voting** may be used to hold one formal vote for the entire list, called a slate. Any voting member in good standing may unilaterally pull an item from the slate for discussion or to be voted on separately.
- b. When two or more conflicting proposals are up for a vote at the same time, an **approval vote** may be held to determine which proposal will be accepted, if any. A hand vote is taken on each proposal to determine which of the competing proposals is the most popular. Members may vote for as many of the competing proposals as they wish, but they may not vote against any. The most popular proposal is then subjected to a formal vote to determine whether it passes. If the proposal does not pass, the proposal receiving the next most votes in approval voting is voted on, and so on, until a proposal passes or all have failed.

4. Online Voting may be occasionally necessary if there is a time-sensitive matter that may need a more immediate vote. This should be avoided if at all possible as proper discussion cannot be had. However, it is occasionally necessary. The Executive Committee may determine a process to use, usually allowing a certain amount of time for online discussion before voting begins. This process must comply with state law, including that the voting takes place within the context of a meeting (e.g. electronic gathering) that is in a publicly-accessable electronic format.

5. If a voting member is unable to attend for good cause, that member is expected to have their designated alternate attend the meeting to attend in their place. There is no other form of proxy or absentee voting.
  - a. Members who will be absent from a meeting may send a written statement to the University Governance Office Support Specialist to be presented at said meeting.

C. Determining if a proposal passes

1. Unless otherwise specified, all formal votes are decided by majority.
2. For all votes more formal than general feelings, abstentions are considered to count toward quorum for the vote. For example:
  - 1) If a vote is 2 for and 3 against, with 10 abstentions, the proposal would fail due to a lack of support, not because the abstentions invalidated the vote.
  - 2) If a vote requires a 2/3 majority of those voting, and the vote is 9 for and 4 against, with 2 abstentions, the vote would fail. A two-thirds majority is 10 in this case, 2/3 of those present, not 9, 2/3 of those voting and not abstaining.
  - 3) For all votes where half of those voting are in favor, and fewer than half are opposed, the motion will carry. For example, a vote of 8-7-1 will pass.
  - 4) If a vote is 3 for and 2 against, with 10 abstentions, the proposal would pass. There are more votes in favor than opposed, and the abstentions count towards quorum for the vote.

## **Feminist Process: Philosophy, Rationale, & Considerations**

### **Section 1. Why a feminist process?**

- A. A feminist process is an inclusion and consensus-oriented way of structuring debate. This system of conducting business is intended to address the disparity of power in our society and make sure that everyone is heard.
- B. The aim of a feminist process is to allow for consensus-based decisions that take into account all divergent viewpoints. This is mainly accomplished by structuring debate to include more people through a voting procedure that lets an individual voice strong concerns in a prominent manner. It strives for consensus, though it does not mandate it, but by incorporating everyone's ideas attempts to reach a compromise with which everyone can live.
- C. Its development is linked to awareness that inclusive and positive processes are central to an organization's ability to serve the interests of its constituents.

### **Section 2. Principles of the Feminist Process (from Wheeler & Chin 1991)**

- A. The Power of Letting Go- encourages change emerging out of awareness of collective integrity; leadership inspires a balance between the interests of each individual and the group; between self-knowledge and cooperation.
- B. The Power of the Whole- values the flow of new ideas; images and energy from all, nurturing mutual help networks that are both intimate and expansive. The sharing of knowledge and skills is viewed as healthy and desirable.
- C. The Power of Collectivity- values the personal power of each individual. A group decision where each individual has participated in reaching consensus is viewed as more viable than a decision made by any one individual and stronger than a decision made by a majority.
- D. The Power of Unity- shares the responsibility for decision-making and for acting upon those decisions in a lateral network. This process values thoughtful deliberation and emphasizes the integration of variety within the group through the process of transforming conflict.
- E. The Power of Sharing- encourages leadership to shift according to talent, interest, ability, or skill; emphasizes the passing along of knowledge and skills in order that all may develop individual talent.
- F. The Power of Integration- views situations in context without arbitrary value-laden judgments. In the process of participating all members act with self respect and respect towards other participants.

G. The Power of Distribution- takes into account disparities in material resources that may be present among different individuals in the group or in the society as a whole. The need to equitably share these resources is respected.

H. The Power of Diversity – encourages creativity, values alternative views, and encourages flexibility. The expression of dissenting views is expected and all points of view are integrated into decisions.

I. The Power of Responsibility – focuses on demystification of the processes and insists on naming and/or being the agent. Open criticism and self-criticism is encouraged, motivated by respect and for the betterment of the individual and the group.

### Section 3. What we are trying to avoid

A. Meetings where two people argue back and forth for the whole time and nothing gets done.

B. Meetings where some people are never heard because of interruptions by others.

C. Voting on measures when some feel that their concerns have not been addressed or listened to.

D. Meetings where critical decisions have been already been made behind closed doors or among a select subset of the group.

E. Meetings that leave the group exhausted, frustrated, angry and/or thinking “there has got to be a better way.”

F. Most importantly, we must avoid being crippled by tyrannies of silence or repetition. Whenever individuals stay silent when their viewpoint has not been expressed they deprive the group of the benefit of a viewpoint that otherwise will not be taken into account. On the other hand, not every individual needs to address every issue. If your viewpoint has already been expressed you need not repeat what has already been said, although it may be important to signify that you agree with what has been said, which is normally done by lightly knocking on the table.

### Section 4. Facilitation

A. Feminist Process requires competent facilitation. If this is in place, then meetings can be productive and empowering. Good facilitation helps the group focus and act in a democratic way and gives everyone an equal chance to participate.

B. Good Facilitators:

1. Make sure the environment is conducive to group participation through the elimination of side conversations and other disturbances.

2. Make sure that the participants know what is being asked of them, whether it's general discussion or a more specific process, such as voting.
3. Carefully think about on whom to call, when, and how often. They do not let a few people dominate the conversation, which is why stack is not first come, first serve. People often don't participate if they are uncomfortable with the dynamics; the facilitator's job is to make them feel comfortable while stressing the importance of participation.
4. Often the facilitator does not take a strong role in voicing concerns and issues. When the facilitator does voice the facilitator's views, that person needs to make a distinction before the comment between the person's role as a facilitator and the person's role as a participant. Co-facilitation is also allowed, and may be beneficial.
5. Do not let people speak out of turn, nor let them engage in back and forth dialogue.
6. Do not let people ramble or become repetitious—a facilitator breaking in on someone who is doing this should not be viewed by the speaker as a personal insult, but rather as an important key to keeping the discussion moving.
7. Go into a meeting with a plan about how to organize each discussion.
8. Do not let minority or dissenting opinions be ignored. Before closing a discussion it is vital to make sure that everyone is ready to move on.
9. Do not let people direct respond to a speaker, unless agreed to by the speaker or requested by the facilitator.
10. Write down the major points that people are making. Periodic summary of what has been said, what the goals of the discussion are, and how much time is left helps keep the group on track and cuts down on repetition.
11. Bring the discussion to a concrete end, allowing the group a sense of closure and accomplishment.
12. Though the discussion is being conducted by the facilitator, the will of the group as a whole is the guiding force in the process. The facilitator will often ask for general feelings, indicated by a thumbs up, down, or indifferent horizontal as a way to gauge how best to shape the discussion or meeting. This is an important mechanism that quickly and effectively makes sure that the overall will of the group is being followed.

## Section 5. Participation

A. The other side of the coin is good participation and “self-facilitation.” This is equally as important to a successful meeting.

B. Good participants:

1. Listen. It is not as obvious as one may think.
2. Ask questions if they have them.
3. Self-facilitate. Don’t repeat arguments that have already been stated in discussion or in the proposal itself. Part of professionalism is being polite.
4. Take notes before they speak, which helps prevent them from rambling.
5. Respect the stack.
  - a. A direct response is used when a person not speaking has factual information to provide to the person speaking. Direct responses are only appropriate if they clarify some factual aspect of the issue, not for furthering an opinion (e.g. “I think the forum is on Thursday, but I’d like a direct response from someone who really knows”).
  - b. Jumping stack (speaking out of turn) is to be abhorred.
6. Speak concisely and precisely.
7. Don’t use references only a few people will understand. If they are bringing up an obscure point, ask if anyone needs an explanation.
8. Don’t take things personally. Don’t mistake criticism of an idea for an attack on one’s character. Respect others’ opinions. Opposition is inevitable.

## **Faculty Senate Bylaws, April 1 draft reorganization proposal**

### **FWG – most relevant reorganization proposals**

#### **#1**

##### **Current:**

###### **4. Welfare and Governance Council**

The Welfare and Governance Council is responsible for formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville. On behalf of the SIUE faculty (as defined in the Faculty Senate Constitution) not represented under a current labor contract, the Welfare and Governance Council shall concern itself with all policies for faculty evaluation, salary, promotions, tenure, leaves of absence, recruitment, employment, retraining, development, rights and responsibilities, general faculty benefits, discipline, severance, and grievance.

###### **3. Rules and Procedures Council**

The Rules and Procedures Council is charged with... recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units.

###### **2. Faculty Development Council**

###### **a. The functions of the FDC shall be:**

A. To work with the Office of the Provost to develop and promote programs relating to faculty roles and responsibilities in the areas of teaching, scholarship, and service, such as the Fall Faculty Symposium, Scholarship of Teaching and Learning initiatives, and Faculty Conversations.

B. To serve as liaison to SIUE faculty to identify faculty development interests.

C. To coordinate the dissemination of information of campus, state, and national initiatives concerning faculty roles and responsibilities.

D. To encourage broad faculty involvement and open discussion within departments regarding faculty roles and responsibilities and coordinate these activities at college, school and university levels.

E. To provide for the oversight of the Excellence in Undergraduate Education Program (EUE).

F. To work in conjunction with the EUE Coordinator to develop program guidelines and review procedures, to conduct a periodic assessment of the EUE Program, and to advise the EUE Coordinator on other matters pertaining to EUE.

G. The Committee shall also be responsible for conducting the review of EUE proposals and make recommendations to the Provost and Vice Chancellor for Academic Affairs on the allocation of EUE funds.

## **Proposed:**

### **V. Councils**

H. The Faculty Senate shall be responsible for recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units; formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville. When relevant, this charge may be taken up by any council, the Executive Committee, and/or the Faculty Senate as a body.

A. The Faculty Senate shall establish the following standing Councils and standing committees:

4. Faculty Development, Adjudication, & Welfare Council

Standing Committee: Faculty Grievance & Family-Friendly Leave Request Committee

Standing Committee: Faculty Awards

Standing Committee: Unrepresented Faculty Welfare

I. Additional functions and responsibilities of the Faculty Senate Councils and Standing Committees are as follows:

4. Faculty Development, Adjudication, & Welfare Council

a. Functions: The Faculty Success Council is responsible for the following: On behalf of the SIUE faculty (as defined in the Faculty Senate Constitution) not represented under a current labor contract; to concern itself with all policies for faculty evaluation, salary, promotions, tenure, leaves of absence, recruitment, employment, retraining, development, rights and responsibilities, general faculty benefits, discipline, severance, and grievance; To work with the Office of the Provost to develop and promote programs relating to faculty roles and responsibilities in the areas of teaching, scholarship, and service, such as the Fall Faculty Symposium, Scholarship of Teaching and Learning initiatives, and Faculty Conversations; To serve as liaison to SIUE faculty to identify faculty development interests; To coordinate the dissemination of information of campus, state, and national initiatives concerning faculty roles and responsibilities; To encourage broad faculty involvement and open discussion within departments regarding faculty roles and responsibilities and coordinate these activities at college, school and university levels; To provide for the oversight of the Excellence in Undergraduate Education Program (EUE); To work in conjunction with the EUE Coordinator to develop program guidelines and review procedures, to conduct a periodic assessment of the EUE Program, and to advise the EUE Coordinator on other matters pertaining to EUE; To review EUE proposals and make recommendations to the Provost and Vice Chancellor for Academic Affairs on the allocation of EUE funds; To otherwise be responsible to the Faculty Senate for all matters related to faculty welfare, development, and success.

***Other most relevant changes:***

**#2**

***Current:***

I. Faculty Senate Councils shall meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

***Proposed:***

I. Faculty Senate Councils shall **normally** meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

**#3**

***Current:***

C. The Faculty Senate Executive Committee shall **assign the membership** of each Council. Such membership shall be composed of **six to twelve members** of the Faculty Senate **and no more than two members of each of the other campus constituency groups, and these latter members shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate; **however, it is desirable that a majority of each committee consists of members of the Faculty Senate.** The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

***Proposed:***

C. The Faculty Senate Executive Committee shall **appoint Faculty Senate members to** each Council. Such membership shall be composed of **at least three members** of the Faculty Senate. **Councils may add additional members from outside Faculty Senate; representatives added from other campus constituency groups shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees **and subcommittees** as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate. The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

#### **#4**

##### ***Current:***

n/a

##### ***Proposed:***

G. All councils, as well as the Executive Committee and Faculty Senate as a whole, are responsible for matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. All councils shall designate one of their senate members to serve on the Governance Council's Governance Impact Committee.

##### **5. Governance Council**

The Governance Council shall provide for appropriate onboarding for Governance Impact Committee members. The Governance Impact Committee provides leadership to help Faculty Senate do and be good and continuously improve itself and the university through a focus on matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. Each council's representative on the Governance Impact Committee will serve their respective councils by helping their council consider these matters. The Governance Council shall convene Governance Impact Committee members together to foster collective discussions around governance impact issues, challenges, and opportunities across councils.

**Faculty Senate Bylaws, April 1 draft reorganization proposal**  
**Graduate Council – most relevant reorganization proposals**

**#1**

**Current:**

**V. Councils**

F. As described in Article V, Section C of the Constitution, the Graduate Council shall also be considered a standing Council of the Faculty Senate.

**Proposed:**

**V. Councils**

A. The Faculty Senate shall establish the following standing Councils and standing committees:

**6. Graduate Council, as described in Article V, Section C of the Faculty Senate Constitution**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees and subcommittees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate. The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council. **The Graduate Council may establish and terminate its own standing committees.**

**Other most relevant changes:**

**#2**

**Current:**

n/a

**Proposed:**

**3. University Budget, Finance, & Operations Council**

a. Functions: The University Budget, Finance, & Operations Council is responsible to the Faculty Senate for all matters relating to faculty participation in university budgeting, for liaising with Staff Senate, for attention to sustainability, for providing oversight on academic matters relating to the academic calendar, counseling, technology, and support services.

**Commented [TE1]:** The FS Constitution states, "C. The Graduate Council, representing the Graduate Faculty, shall be the legislative body to determine the university policy on all matters relating to graduate instruction and research except as its autonomy is limited by correct academic and administrative relations with other units or representative bodies. On policy matters without budgetary or organizational implications the Graduate Council shall report directly to the Provost and Vice Chancellor; on policy matters with budgetary or organizational implications the Graduate Council shall report to the Faculty Senate." With the mention of budget, I figured I'd include this proposal here as well.

### #3

#### **Current:**

##### 3. Rules and Procedures Council

The Rules and Procedures Council is charged with... recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units.

##### 4. Welfare and Governance Council

The Welfare and Governance Council is responsible for formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville.

#### **Proposed:**

H. The Faculty Senate shall be responsible for recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units; formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville. When relevant, this charge may be taken up by any council, the Executive Committee, and/or the Faculty Senate as a body.

### #4

#### **Current:**

I. Faculty Senate Councils shall meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

#### **Proposed:**

I. Faculty Senate Councils shall **normally** meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

### #5

#### **Current:**

n/a

#### **Proposed:**

G. All councils, as well as the Executive Committee and Faculty Senate as a whole, are responsible for matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. All councils shall designate one of their senate members to serve on the Governance Council's Governance Impact Committee.

Commented [TE2]: Grad Council could consider adding an additional at-large Graduate Council member so as not to add more work to the existing number of people.

#### 5. Governance Council

The Governance Council shall provide for appropriate onboarding for Governance Impact Committee members. The Governance Impact Committee provides leadership to help Faculty Senate do and be good and continuously improve itself and the university through a focus on matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. Each council's representative on the Governance Impact Committee will serve their respective councils by helping their council consider these matters. The Governance Council shall convene Governance Impact Committee members together to foster collective discussions around governance impact issues, challenges, and opportunities across councils.

## #6

### Current:

#### V. Councils

C. The Faculty Senate Executive Committee shall **assign the membership** of each Council. Such membership shall be composed of **six to twelve members** of the Faculty Senate **and no more than two members of each of the other campus constituency groups, and these latter members shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate; **however, it is desirable that a majority of each committee consists of members of the Faculty Senate.** The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

### Proposed:

#### V. Councils

C. The Faculty Senate Executive Committee shall **appoint Faculty Senate members** to each Council. Such membership shall be composed of **at least three members** of the Faculty Senate. **Councils may add additional members from outside Faculty Senate; representatives added from other campus constituency groups shall be voting members.**

Commented [TE3]: I think we should add a sentence here that says this does not apply to Graduate Council.

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees **and subcommittees** as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate. The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

## **Faculty Senate Bylaws, April 1 draft reorganization proposal**

### **Rules & Procedures Council – most relevant reorganization proposals**

#### **#1**

##### **Current:**

###### **3. Rules and Procedures Council**

The Rules and Procedures Council is charged with recommendations pertaining to structuring the Faculty Senate, specifically the reapportionment of Senate seats, seating and unseating Senators, and the election of Senate Officers; examining the academic governance of the University per se including name changes and/or the restructuring of departments and schools; liaison with internal bodies, e.g. Student Senate, University Staff Senate, etc.; evaluation of the Chancellor and the Provost and Vice Chancellor; recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units.

###### **4. Welfare and Governance Council**

The Welfare and Governance Council is responsible for formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville.

##### **Proposed:**

A. The Faculty Senate shall establish the following standing Councils and standing committees:

###### **5. Governance Council**

Standing Committee: Governance Impact

I. Additional functions and responsibilities of the Faculty Senate Councils and Standing Committees are as follows:

###### **5. Governance Council**

a. Functions: The Governance Council is charged with recommendations pertaining to structuring the Faculty Senate, specifically the reapportionment of Senate seats, seating and unseating Senators, and the election of Senate Officers; coordinating and analyzing the evaluation of the Chancellor and the Provost and Vice Chancellor; recommending committee appointments to the Faculty Senate president and coordinating with the University Governance Office to track committee appointments

The Faculty Senate shall be represented on Chancellor Search Committees, search committees for positions within two reporting lines of the Chancellor, and for other positions on ad-hoc or standing committees, councils, etc. related to Faculty Senate's charges, including but not limited to UPBC (University Planning and Budgeting Council), Parking and Traffic, Intercollegiate Athletics Committee, and Committee for Higher Administrator Performance Appraisal (CHAPA). Representatives will be chosen by the Faculty Senate President, in conjunction with the Executive Committee. Each appointment must be announced to the Faculty Senate members. Committee appointees are responsible for reporting relevant business and actions of the committee to Faculty Senate.

The Governance Council shall provide for appropriate onboarding for Governance Impact Committee members. The Governance Impact Committee provides leadership to help Faculty Senate do and be good and continuously improve itself and the university through a focus on matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. Each council's representative on the Governance Impact Committee will serve their respective councils by helping their council consider these matters. The Governance Council shall convene Governance Impact Committee members together to foster collective discussions around governance impact issues, challenges, and opportunities across councils.

G. All councils, as well as the Executive Committee and Faculty Senate as a whole, are responsible for matters such as inclusion, equity, access, efficiency, communication connections, communications, sustainability, transparency, and governance. All councils shall designate one of their senate members to serve on the Governance Council's Governance Impact Committee.

E. The Executive Committee shall be responsible for reviewing and updating the evaluation instrument used for the Faculty Senate's review of the chancellor, and reviewing its results,

F. The Executive Committee shall be responsible for liaising with internal bodies such as Student Senate and University Staff Senate.

1. Undergraduate Academic Policy & Planning Council

a. Functions: The Undergraduate Academic Policy & Planning Council is responsible to the Faculty Senate for... reviewing and updating the evaluation instrument used for the Faculty Senate's review of the provost, and reviewing its results.... The council is also responsible to the Faculty Senate for all matters of student success related to academic and faculty interest, such as advising, academic probation, conduct, and housing, as well as liaising with Student Senate.

A. The Faculty Senate shall establish the following standing Councils and standing committees:

1. Undergraduate Academic Policy & Planning Council

Standing Committee: Student Success

3. University Budget, Finance, & Operations Council

a. Functions: The University Budget, Finance, & Operations Council is responsible to the Faculty Senate for... liaising with Staff Senate

3. University Budget, Finance, & Operations Council

Standing Committee: Academic & Support Services

H. The Faculty Senate shall be responsible for recommending possible changes in the Board Statutes to the Board of Trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units; formulating and recommending to the Faculty Senate policy relating to the structure, functioning, and funding of the Southern Illinois University system and the organizational relationships among and between the Board of Trustees, the President, Southern Illinois University Carbondale, the School of Medicine, and Southern Illinois University Edwardsville. When relevant, this charge may be taken up by any council, the Executive Committee, and/or the Faculty Senate as a body.

***Other most relevant changes:***

**#2**

***Current:***

I. Faculty Senate Councils shall meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

***Proposed:***

I. Faculty Senate Councils shall **normally** meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally Faculty Senate Councils will not meet during the months of June, July, and August, unless convened by the Executive Committee.

**#3**

***Current:***

C. The Faculty Senate Executive Committee shall **assign the membership** of each Council. Such membership shall be composed of **six to twelve members** of the Faculty Senate **and no more than two members of each of the other campus constituency groups, and these latter members shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate; **however, it is desirable that a majority of each committee consists of members of the Faculty Senate.** The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

***Proposed:***

C. The Faculty Senate Executive Committee shall **appoint Faculty Senate members to** each Council. Such membership shall be composed of **at least three members** of the Faculty Senate. **Councils may add additional members from outside Faculty Senate; representatives added from other campus constituency groups shall be voting members.**

E. Each Council may establish, in addition to the standing committees identified in Section VI, Paragraph H, below, ad hoc committees **and subcommittees** as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate. The Chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

UPBC Faculty Senate Exec Report

April 8 2021

UPBC met April 1, 2021

The Operating Policies were shared as a first read for faculty Senate, Student Senate and Staff Senate for their review and approval. Student and Staff senate have confirmed approval.

Scott Belobradjic had to reschedule to April 30th.

Discussion regarding CARES Act and questions were proposed. Chancellor will bring back more information on April 30<sup>th</sup>.

Awaiting Rules And Procedures Evaluation Committee data from Provost Cobb evaluation to incorporate into CHAPA report.

Next meeting is April 16<sup>th</sup> 2021 - Dr. Mahony will be our guest.

Thank you.

## **President's Report to Faculty Senate**

April 8, 2021

### ***Meetings Include***

#### ***April 3: Meeting with Provost***

Topics discussed included: textbook services, following up on the R2 committee report, CARES funding and the budget, Faculty Senate reorganization (including representation of full time NTT instructors), and fall adjustments based on anticipated changing IBHE guidelines

#### ***April 3: System Faculty Advisory Committee – Wellness initiative***

We would like to have a conversation about wellness and teaching that would help faculty on all campuses and build on successful endeavors at the SIUE campus. The SOM has tried several things. Live webinars (town halls) were not so successful. They were more successful in the evenings. A newsletter was successful.

Considering the late juncture in the spring 21 semester and the greater need to identify the needs of the faculty it was decided:

- a. To conduct a survey that includes the Mini-Z, demographic questions, and questions added by others on the call. Lynn Bartels would check the survey for face validity and the FACSS would be consulted.
- b. The FACSS will send the survey out to all faculty in the system to get their feedback
- c. Programming will be planned in fall 2021 based on the results of the survey.

### ***Upcoming Meetings include:***

***April 13: Constituency Heads with Chancellor***

***April 23: Diversity Council***