FACULTY SENATE BY-LAWS

UNIVERSITY OF PITTSBURGH AT JOHNSTOWN

ARTICLE I: Objectives of the Senate

Section 1. The name of the organization is the Faculty Senate of the University of Pittsburgh at Johnstown. All references to the faculty senate, faculty senate council and university should be understood to mean University of Pittsburgh at Johnstown.

Section 2. The objectives of the Senate are: to consider Pitt Johnstown policies and problems of faculty concern; to consult with and advise the administrative officers in all matters which affect the welfare of the University; and to provide communication among the faculty, the administrative officers, and the Advisory Board.

ARTICLE II: Senate Membership and Officers

Section 1. The membership of the Senate shall consist of: all persons who hold full- time academic appointments in the University of Pittsburgh at Johnstown with the titles of instructor, assistant professor, associate professor and professor; all part-time untenured faculty who annually indicate to the Senate President their desire for membership and who, during each of the two academic years previous to the desired year of membership, have taught a minimum of six credits per year for remuneration (the votes of such person will count half a vote); all persons who hold full-time appointments at the University of Pittsburgh at Johnstown such as faculty librarians; and such other individuals as shall from time to time be elected by the Faculty Senate upon the recommendation of the Faculty Council of the Senate.

Section 2. The officers of the Senate shall be a president, a vice president, a past-president, and a secretary.

a. The president shall:

   i. call and preside over regular meetings, and may call and preside over special meetings of both the Faculty Senate and Council.

   ii. appoint ad-hoc committee chairpersons as needed, subject to the council’s confirmation.

   iii. also appoint, with the council’s approval, a tenured faculty member to serve as Historian, whose duties are to collect and archive all Faculty Senate and Council documents, thus providing the means by which Senate business can be smoothly conducted with access to all relevant records and information.

b. The vice president shall: assume the duties of the president in the president’s absence or succeed to the presidency upon the death, disability, resignation, or removal of the incumbent.

c. The secretary shall:

   i. keep the lists of all the Senate and Council members and the minutes of each meeting of the Senate and Council and shall post the minutes of each meeting on the Faculty Senate website. The Council minutes shall list Council members present.
iii. compile and distribute a list of the members of the Faculty Senate Council at the beginning of each academic year.

Section 3. Election of officers

a. The Nominations and Elections Committee shall solicit nominations for each office from members of the Faculty Senate. A minimum of two candidates for each office (vice-president and secretary) shall be named by the Nominations and Elections Committee and presented to the Faculty Senate at the January meeting. Additional nominations may be made from the floor at this time. In the case of a single nomination, the candidate may run against "other" upon his/her approval. If "other" wins, there shall be a new election.

b. The election shall take place during the spring term, and election shall be by simple majority of votes cast. If necessary, a run-off election shall be held between the two candidates receiving the greatest number of votes.

Section 4. The individual elected into the position of vice-president shall serve for a term of three years, the term running from April 1 to March 31 each year. The first year will be as vice-president, the second year as president, and the third year as past-president. The term of secretary is one year.

Section 5. The officers of the Senate, in consultation with the members of the administration, shall prepare the agenda for each meeting of the Senate and of the Council. The secretary of the Senate shall send copies of the agenda for each meeting to all members of the appropriate body prior to the meeting.

Section 6. The rising past-president of the Senate shall submit a written report on the activities of the Senate to all members at the April meeting of the second year of his/her term of office.

ARTICLE III: Meetings

Section 1. There shall be a Faculty Senate meeting on the third Wednesday of September, January, and April. Dates of such meetings shall be incorporated in the calendar of the University, and shall be open to members of the University community who are not members of the Senate, but such persons shall be authorized to participate in discussions only upon recommendation of a member and by recognition of the president of the Senate. Non-members may not vote.

Additional special meetings may be called by the officers of the Senate or by the Council of the Senate, or by the President of Pitt Johnstown. In addition, a special meeting must be called upon petition by the president of the Senate signed by at least twenty (20) members of the Senate.

Written notice of each meeting, including the agenda for the meeting, shall be sent electronically to each member of the Senate prior to the meeting. Thirty-five percent of the members of the Senate shall constitute a quorum.

Section 2. The Senate shall enact such regulations for the performance of its functions as it deems appropriate and necessary. The rules of the procedures at Senate meetings, except as the Senate shall otherwise order, shall be those presented in Roberts’ Rules of Order Revised.
ARTICLE IV: Jurisdiction and Functions

Section 1. The Senate shall be consulted, either as a whole body or in the persons of its officers or its committees, before decisions are made or actions taken on matters of general concern. It may take recommendations in writing to the President of Pitt Johnstown on such matters, including recommendations for specific action. The President of Pitt Johnstown shall inform the Senate of any action on such recommendations.

Section 2. The Senate is to receive from the staff officers of the University the information it and its committees need for their studies; is to offer advice on its own initiative as well as at the request of the administration; and is to be informed of the reasons that necessitate rejection of its advice.

ARTICLE V: Council of the Senate

Section 1. Business shall be conducted in Council according to the following schedule: no fewer than seven meetings of the Council shall be held each year; at least three meetings shall be held in the Fall term; at least four meetings shall be held in the Spring term. Dates of such meetings shall be fixed by the Council. Additional meetings may be called by the officers of the Council. The Council shall be clothed with the powers of the Senate when the Senate is not in session. The agenda shall be set prior to each meeting by the Senate president, and published by the secretary. The minutes of each meeting shall be communicated to the members of the Faculty Senate by web or e-mail posting.

Faculty Senate Council meetings are not open to the public. Only members of faculty senate council may participate in council discussions. Any member of the Faculty Senate may attend a Council meeting as a non-voting gallery observer. Comments will be entertained upon recognition of the Senate member by the Senate President prior to the meeting. Other campus personnel may be invited to address the council as determined by the Senate President. Votes by Council on all resolutions shall be posted on the faculty senate website, as for/against votes. A quorum of 75% voting members is required on all votes.

Section 2. The Council of the Senate shall consist of the following voting members: (a) the officers of the Senate ex officio, who shall serve respectively as the vice-president, the president (tie-breaker on votes), past-president, and the secretary of the Council; (b) the Chairperson of the Senate standing committee on Campus Status; and (c) members of the faculty, elected by and from the voting membership of the Faculty Senate as stipulated below. The President of Pitt Johnstown and the Vice President for Academic Affairs (VPAA) and the Assistant Vice President for Academic Affairs (AVPAA) shall serve as non-voting, ex officio members of the Council.

The elected members of the Council shall be from all divisions including the library as follows: one representative from divisions with 1-20 members; two representatives from divisions with 21-40 members; three representatives from divisions with over 40 members; and two tenured faculty members elected at-large from the body of the Senate but from different divisions. No more than one untenured representative shall be elected from each division, excluding the library. At least one-half of council members must be tenured. The composition of the Council shall be reviewed annually. The terms of elected representatives shall be two years.

If an elected member vacates a position on the Council, a special election shall be held to elect a member to fill the expired term of the position. In the case of a Division representative, only the members of that Division shall be eligible to vote.
In the case of an at-large member, the Senate nominating committee shall nominate two or more persons and conduct the election. The person receiving a plurality shall be elected. In the case of a single nomination, the candidate may run against "other" upon his/her approval. If "other" wins, a new election shall be conducted. If the person vacating a position is chairperson of a standing committee, the person elected to fill the vacancy shall not automatically become committee chairperson. The president of the Council shall appoint the new committee chairperson subject to Council approval.

Section 3. The method of regular elections to the Council shall be as follows:

a. The elected faculty representatives of the division shall be elected by the faculty members of their respective divisions in accordance with a procedure determined by that faculty after the election of the Senate Officers and prior to the April meeting of the Faculty Senate.

b. The Nominations and Elections Committee shall solicit nominations from members of the Faculty Senate for the Council At-large positions. The Nominations and Elections Committee shall present to the Faculty Senate Council at the March meeting a minimum of two names in nomination for each of the at-large positions. Additional nominations may be made by members of the Council at the meeting. The elections shall be by electronic ballot sent to all the members of the Faculty Senate. The electronic ballots shall be counted, and election shall be made by a plurality vote. The Nominations and Elections Committee shall inform elected faculty members and present election results in the April Council meeting.

Section 4. Special elections to the Council shall be conducted in the same manner as regular elections, with appropriate modifications of time provisions.

Section 5. It shall be the duty of the Council to provide a channel through which a member of the Faculty may bring before the Senate or an appropriate committee of the Senate any matter on which consideration is desired. The Council shall carry into effect the rules and regulations of the Senate.

The Council shall create such special committees for its own operation as it shall deem necessary or desirable. Any member of the University staff, whether or not a member of the Senate or of the Council, may be asked to serve as a member of such a special committee, and during the term of service may participate in the Senate or Council discussion of the committee’s work, but shall not have a right to vote unless he or she is a member of the body which is voting. The Council may adopt rules and regulations for its own operation not inconsistent with the charter or by-laws of the University or the by-laws of the Senate.

Article VI: Committees of the Senate

Section 1: The following standing committees of the Faculty Senate have been created and shall function until such time as the Senate sees fit to dissolve them: Admission and Student Affairs Committee, Campus and Library Committee, Educational Policies, Faculty Status, Nominations and Election, and Welfare.

a. Other standing committees or ad hoc committees of the Senate shall be created by specific action of the Senate.

b. Nominations of chairpersons for standing committees of the Senate, except the committee on Campus Status, shall be presented for approval by the Senate at its April meeting preceding the year the chairpersons are designated to serve.
c. The chairperson and vice chairperson of the committee on Campus Status shall be tenured members of the faculty. The chairperson shall be a member of the Faculty Council.

   i. The Nominations and Elections Committee shall solicit nominations from members of the Faculty Senate for the vice-chair position. The Nominations and Elections Committee shall present to the Faculty Senate Council at its March meeting a minimum of two names in nomination for the position of vice chairperson of the committee on Faculty Status. Additional nominations may be made by members of the Council at the meeting. The vice chairperson shall be elected by electronic ballot to be sent to all voting members of the Faculty Senate. The ballots shall be counted, and election shall be by simple majority of votes cast. If necessary, a run-off election will be held between the two candidates receiving the greatest number of votes. The Nominations and Elections Committee shall inform the elected faculty member and present election results in the April Council meeting.

   ii. The member of the faculty elected in this manner shall serve a three-year term, the first to be served as vice chairperson, the second as chairperson, the third as the past chairperson.

Section 2. Members of standing committees shall be appointed by their respective chairpersons, subject to the approval of the Council and the exceptions cited below. The membership of the standing committees shall be broadly representative of the voting membership of the Senate and chosen from its number.

   a. The membership of the committee on Faculty Status shall consist of full-time tenured members of the faculty as defined in Article II.

      i. One member shall be elected by and from the full-time faculty of each of the Divisions of Education, Engineering Technology, Humanities, Natural Sciences, Nursing and Health Sciences, Business and Enterprise, and Social Sciences. These seven members shall serve staggered three-year terms of office, so that no more than two of these members shall be elected in any one year. When one of these members resigns, the vacancy shall be filled by election within that member’s Division.

      ii. Three members shall be appointed by the elected members of the committee. These appointments shall be made to achieve the best possible balance of membership with respect to division and rank, so that when the committee is finally constituted there will be at least three full professors on the committee if possible.

   b. The membership of the standing committee on Educational Policies shall consist of full-time members of the Faculty as defined in Article II.

Section 3. Any member of the University staff who is not a member of the Senate may be asked to serve as a member of any committee of the Senate, except the committee on Campus Status, and during the term of service may participate in the Senate discussion of the committee’s work, but shall not have the right to vote.

Section 4. The Senate president shall appoint Council members as Chairs and Vice-Chairs of committees with Council approval, except the chair of the committee on Campus Status. Either the Chair or Vice-Chair or both should be tenured.
ARTICLE VII: Representatives to the Oakland Faculty Assembly and Faculty Council

Section 1. There shall be two representatives elected from the Senate to serve on the University Faculty Assembly and Council in Oakland for a period of three years. The first year to be served on the Faculty assembly only, the second and third years to be served on the Assembly and on Council.

Section 2. The Faculty assembly usually meets monthly on a Tuesday afternoon while the Faculty Council usually meets monthly on a Monday afternoon. After each meeting attended, the elected representative(s) should prepare a short report in which issues of relevance to regional campuses are emphasized. The report shall be sent to the President of the Faculty Senate.

Section 3. The Nominations and Elections Committee shall solicit nominations from members of the Faculty Senate and shall present to the Faculty Senate Council at its March meeting at least three names for representatives to the University Faculty Assembly in Oakland. Additional nominations may be made by Council members at the meeting. In the case of a single or dual nomination, the candidate(s) may be allowed to serve without elections upon approval by the Faculty Senate Council. The election shall be by electronic ballot. The ballots shall be counted, and election shall be made by plurality vote. The Nominations and Elections Committee shall inform elected faculty members and present election results at the April Council meeting.

Section 4. Vacancies created by factors other than completion of term of office shall be filled by appointment by the Faculty Council. The Faculty Senate President should notify the Director, Office of the University Senate, of the new representative prior to the first Faculty Assembly or Council meeting of the semester.

ARTICLE VIII: Academic Integrity Review Board

Section 1. There shall be a chairperson of the Academic Integrity Review Board elected from the Faculty Senate for a period of two years.

Section 2. The Nominations and Elections Committee shall solicit nominations from members of the Faculty Senate a chairperson of the Academic Integrity Review Board. The Nominations and Elections Committee shall present to the Faculty Senate Council at its March meeting a minimum of two names in nomination for the position of Chairperson of the Academic Integrity Review Board. The nominees will be tenured members of the Faculty. Additional nominations may be made by Council members at the meeting. The chairperson shall be elected by electronic ballot sent to all members of the Faculty Senate. The electronic ballots shall be counted, and election shall be made by a plurality vote. The Nominations and Elections Committee shall inform the elected faculty member and present election results in the April Council meeting.

Section 3. The Academic Integrity Board shall be composed of seven faculty members (in addition to the chairperson), one selected from each academic division, and seven students, six selected from the student body by the Student Senate, and the Chairperson of the Academic Affairs Committee of the Student Senate.

a. All terms of office for members of the faculty shall be for two years.

b. Vacancies created by factors other than completion of term of office shall be filled by appointment by the Faculty Council.
ARTICLE IX: Amendments

The foregoing Articles may be altered, amended, or repealed by a two-thirds vote of the members present at a meeting of the Senate, provided that such changes have been proposed by written notice sent to each member at least ten days before the meeting at which the changes are to be moved. A vote shall not be taken until the next meeting after the proposed change has been made.

As amended March 2015, and passed by the full senate April 2015.