

# FACULTY SENATE BYLAWS

## ARTICLE I. Organization

### Section 1. Representation

The Faculty Senate shall consist of twenty-four (24) faculty representatives and the University president. They shall be determined as follows:

President of the University - <i>ex officio</i>	
Provost of the University - <i>ex officio</i>	
Chair and Vice-Chair elected at-large from the faculty	
College of Engineering - two (2) members elected at-large;	
College of Business - two (2) members elected at-large;	
College of Nursing and Health Professions - two (2) members elected at-large;	
Christ College - one (1) member elected at-large;	
University Libraries - one (1) member elected at-large;	
College of Arts and Sciences - fourteen (14) members elected as follows:	
At-Large	4
Art/Music	1
Biology/Psychology	1
Chemistry/Physics and Astronomy	1
Communication/Geography and Meteorology/Theatre	1
Education/Kinesiology/Social Work	1
English	1
Foreign Languages/Economics	1
History/Political Science/Sociology and Criminology/ International Studies	1
Mathematics and Statistics/Computing and Information Sciences	1
Theology/Philosophy	1

### Section 2. Term of Office

All elected members shall serve for terms of two years, except when elected to fill an unexpired term.

### Section 3. Member Qualifications

All members of the Faculty Senate shall be full-time faculty members who shall have completed five (5) years of full-time service at Valparaiso University by the first regular meeting of their term.

### Section 4. Elections, Terms of Office

Elections of senators shall be scheduled so as to be completed each year by the end of the third week in April. Election of Arts and Sciences constituent group senators will be followed by election of Arts and Sciences at-large senators. When necessary, the Chair and Vice-Chair shall be elected by the faculty before the election of senators.

Prior to the closing of the spring semester, the members of the Faculty Senate for the following year shall have an organizational meeting in which to elect faculty members to Faculty Senate and University Council committees. Non-Senate faculty members shall be elected to the various standing committees and special committees from a slate compiled by the Executive Committee.

For the Campus Community Policy Committee of University Council, Faculty Senate shall elect five (5) faculty members, two of whom shall be members of the senate. The three non-senate faculty members must have completed three (3) years of full-time service at Valparaiso University. The term of office for all

senators and Chair/Vice-Chair will begin at the organizational meeting and continue until the organizational meeting of the year their term expires.

#### **Section 5. Vacancies**

If a person elected to the senate should temporarily or permanently withdraw from that position, the vacancy shall be filled by an appointment to continue until the said member resumes the position or until their term has expired. An election for the replacement shall take place within the division where the vacancy has occurred.

If the Chair of the Faculty Senate resigns, he or she shall be replaced by the Vice Chair, or by a special election if there is no currently serving Vice Chair, and shall serve out the remainder of the Chair's term. The office of Vice Chair would then be filled by a special election.

Should the Vice Chair be unable or unwilling to serve out his or her term, then the Chair shall inform the Faculty Senate of this fact, and a special election will be conducted to replace the Vice Chair for the remainder of the unfinished term.

Any person elected to fill a vacancy, temporary or permanent, on the Faculty Senate is eligible to be nominated for a full term when the next regular election is held.

#### **Section 6. Review of Size and Organization**

The size and composition of the Faculty Senate and its committees shall be reviewed by the Faculty Senate at least every three (3) years.

### **ARTICLE II. Structure**

#### **Section 1. Regular Meetings**

Regular meetings of the Faculty Senate shall be scheduled at least once a month during the academic year on a day of the month to be established each year in the organizational meeting of the Faculty Senate. The Executive Committee may, however, cancel a regular meeting if it agrees, with none of its members dissenting, that there are not sufficient or urgent enough committee recommendations to warrant meeting and if its chairperson has not received ten days prior to a regular meeting date a written notice from a Faculty Senate member that wishes personally to introduce an item of business at the scheduled meeting.

#### **Section 2. Special Meetings**

Special meetings of the Faculty Senate shall be called by the President of the University or upon request of the Executive Committee of the Senate or nine (9) or more members of the Faculty Senate.

#### **Section 3. Executive Session**

The Faculty Senate and its committees may go into executive session at any meeting by a majority vote of those members present and voting. An executive session shall consist of the voting members present at the meeting. Ex-officio members and other guests may be present for executive sessions at the invitation of the Senate/committee or at the discretion of the chair. The proceedings of executive sessions are confidential to the executive session; they are not recorded or included in the minutes. However, any action taken must be memorialized in the publicly available minutes or formal action must be taken once the Senate/committee returns to Regular Order.

#### **Section 4. Rules of Order**

The business of the Faculty Senate and its committees shall be conducted according to Robert's Rules of Order, latest edition, except where special rules are set forth in the Instrument for the Internal Governance of Valparaiso University or its Bylaws.

**Section 5. Quorum**

The members present at any regular meeting of the Faculty Senate shall constitute a quorum. One-half (1/2) of the membership of the Faculty Senate shall constitute a quorum at special meetings.

**Section 6. Voting**

Voting by proxy shall not be permitted in the Faculty Senate or any of its committees.

All ex officio members of the senate and its committees are non-voting unless otherwise stated.

The Chair shall not vote except in the case of a tie.

**Section 7. Committee Recommendations**

Ordinarily, committee recommendations concerning matters lying within the province of a Faculty Senate committee shall be presented to the Faculty Senate by the committee chair or a representative. Any other member of a committee, however, shall have the right to introduce recommendations of the minority of the committee.

**Section 8. Standing and Special Committees**

The Faculty Senate shall have standing committees and special committees as described in Articles III and IV. It may, from time to time, establish ad hoc committees.

**Section 9. Subcommittees**

Committees of the Faculty Senate may establish subcommittees to assist them in their work. The size, representation, and membership of its subcommittees shall be established by each committee.

**ARTICLE III. Committees**

**Section 1. Committees, Term of Office, Representation**

The Faculty Senate shall have four (4) special committees (the Executive Committee, the Committee on Academic Freedom and Tenure Hearing, the Faculty Grievance Committee, and the Honor Council Committee) and seven (7) standing committees described in Sections 2 through 8 of this Article.

Faculty members on standing committees shall serve for terms of two (2) years, with approximately one-half of the terms beginning each fall, unless stated otherwise. Non-Senate faculty members must have completed three (3) years of full-time service at Valparaiso University to be eligible to serve on Faculty Senate committees, unless stated otherwise. Committees serve from the beginning of the academic year in the fall through the end of the summer academic session the following year.

Each of the standing committees shall have eight (8) members elected by the Faculty Senate to represent the following faculty groups, unless stated otherwise:

College of Arts and Sciences and Christ College .....	5
Group I .....	1
Biology	
Chemistry	
Computing and Information Science	
Mathematics and Statistics	
Physics and Astronomy	
Group II .....	1
Economics	
Geography and Meteorology	
History	
International Studies	

	Political Science	
	Psychology	
	Sociology and Criminology	
Group III.....		1
	Christ College	
	Foreign Languages and Literatures	
	Philosophy	
	Theology	
Group IV. ....		1
	Art Communication	
	English	
	Music	
	Theatre	
Group V.....		1
	Education	
	Kinesiology	
	Social Work	
	Libraries	
College of Business .....		1
College of Engineering .....		1
College of Nursing and Health Professions .....		1

Committees may also have members serving ex officio. In each year, at least one member of each committee must be currently serving as a faculty senator unless stated otherwise.

After committees for the following year are elected at the May meeting, the Chair of Faculty Senate shall, as to each committee, select one faculty member who is a continuing member of such committee and notify such person that he or she is to serve as convener of such committee. Such person shall convene the first meeting of such committee prior to the first meeting of the Faculty Senate. In these organizational meetings, each committee shall elect its chair, vice chair, and secretary.

The University Registrar (or representative) shall serve as secretary of the Faculty Senate. The secretary shall keep minutes of all meetings; when the minutes have been approved at a subsequent meeting, a copy shall be sent to the University Registrar. The University Registrar (or representative) shall serve as secretary for the Educational Policy Committee. This committee will not elect a secretary from its membership.

A schedule of regular meeting times for each of the standing committees of the Faculty Senate shall be established by the Executive Committee prior to the beginning of the fall term.

The members present at any regular meeting shall constitute a quorum. Special meetings may be called by the committee chair, or by vote of the committee at one of its regular meetings, or at the request of one-half (1/2) of the committee members. For special meetings when the University is in session during the fall and spring terms, one-half (1/2) of its voting members shall constitute a quorum. For special meetings when the University is not in session and during the summer terms, one-third (1/3) of its voting members shall constitute a quorum.

### **Section 2. Committee Vacancies**

If a person elected to a faculty senate committee should temporarily or permanently withdraw from that position for a year or more, the vacancy shall be filled by an appointment to continue until said member resumes the position or until their term has expired. The Faculty Senate Executive Committee shall appoint a replacement upon approval of the division (e.g., college or grouping) needing a replacement.

### **Section 3. The Educational Policy Committee**

The Educational Policy Committee shall consist of representation outlined in Article III, Section 1, a representative of Christ College, and eight (8) students. Neither Christ College nor the Library shall be considered a part of the College of Arts and Sciences groupings in this instance. At least two shall be faculty senators. Student members shall be selected by the Student Senate and shall have junior or senior standing.

A faculty member shall be elected chair. The Academic Deans and a representative of the Library faculty shall be *ex officio*, non-voting members.

The Educational Policy Committee shall make recommendations to the Faculty Senate in the following areas: a) educational objectives and goals, the general education curriculum, curricula of the undergraduate colleges of the University, the establishment of new programs, the elimination of old programs, and all other curricular matters as are delegated by the faculty; and b) library, institutional research, academic counseling, teaching and learning processes, grading system, class attendance, and eligibility requirements.

#### **Section 4. The Committee on Creative Work and Research**

The Committee on Creative Work and Research shall consist of nine (9) members: the Provost and eight (8) faculty members.

The Committee shall be responsible for processing, evaluating, and making recommendations on all nominations for University Research Professorships and on all applications for Summer Research Fellowships, Expense Grants, and the O. P. Kretzmann Memorial Fund and on other grants and awards as may be established from time to time. Details of these awards are found in the Faculty Handbook appendices.

The Committee shall elect a chair and keep minutes of its meetings. Six (6) votes shall be required for any action by the Committee. Meetings of the committee ordinarily will be closed.

A faculty member who wishes to question an action of the Committee shall first request a meeting with the Committee. If this meeting does not resolve the differences between them, the faculty member may then appeal to the Faculty Senate.

#### **Section 5. The Committee on Assessment and Accreditation**

The responsibilities of the Committee on Assessment and Accreditation shall be as follows: to monitor and review curricular and co-curricular assessment and accreditation procedures on a regular and continuing basis; to provide support and expertise related to curricular and co-curricular assessment; to insure continuity of assessment activities and responsiveness of programs to assessment findings; to receive accreditation and program review reports annually; and to report to the Provost, Deans, Vice President for Student Life, and Faculty Senate problems in any of the above areas.

The committee will also help update the assurance argument for the Higher Learning Commission on an annual basis. Assessment of student academic achievement at Valparaiso University is administered by the Provost of the University and the deans of the separate colleges with assistance and direction provided by the Committee. The Committee reports to the faculty of the University through the Faculty Senate. The Assistant/Associate Provost for Faculty Affairs, a representative from the Office of Institutional Effectiveness, and the Director of Instructional Design serve as *ex officio* members.

#### **Section 6. The Committee on Academic and Professional Standards**

The duties of this committee shall be: 1) to rule on undergraduate petitions of an academic nature requesting deviations from graduation requirements; 2) to rule on appeals of undergraduate petitions requesting change of grading status; 3) to screen all undergraduate candidates for degrees; 4) to recommend to Faculty Senate candidates for honorary degrees; 5) to monitor and, if necessary, make recommendations concerning standards for credit by examination, advanced placement, credit by transfer, and admission to the colleges, schools, or programs, as well as other matters involving undergraduate academic standards of policy, especially those that might affect accreditation.

Candidates for honorary degrees are presented to the Committee by its Subcommittee on Honorary Degrees. This subcommittee consists of one representative from each of the College of Engineering, College of Business, College of Nursing and Health Professions, Christ College, and two representatives from the College of Arts and Sciences. Members are appointed by the president.

Nominations for honorary degrees are solicited from the faculty but may be made by anyone. Criteria (amended January, 2014) for awarding the honorary degrees are:

1. The candidate shall have achieved distinction in a field of honorable endeavor so that his or her honorary degree shall reflect credit on the University. Board public recognition of this achievement is not necessary.
2. The candidate, in character and conduct, shall reflect the fundamental principles for which the University stands.
3. The candidate shall have knowledge of, be sympathetic to, or have rendered service to Valparaiso University.
4. Honorary degrees are awarded to individuals, not to groups or teams.
5. Honorary degrees are not awarded posthumously or *in absentia*. The person must be able and willing to come to Commencement to receive his or her degree.
6. Other factors that may be considered are:
  - a. The candidate's service to humanity and the nature of that service;
  - b. The candidate's Lutheran orientation and status;
  - c. The candidate's recognition within the northwest Indiana or metropolitan Chicago community.

### **Section 7. The Faculty Concerns Committee**

The Faculty Concerns Committee shall consist of eight (8) full-time faculty members elected as outlined in Article 1, Section 4, and one (1) adjunct faculty member. The adjunct faculty member term shall be two (2) years, starting with the fall semester, as outlined below. Before the first meeting of the Faculty Senate in the fall semester when a vacancy occurs, the Executive Committee shall compile a slate of candidates for the adjunct faculty member seat from the list of adjunct faculty employed at the university for that semester. To be eligible, adjunct faculty must have taught at least one class each semester in the previous three years. Adjunct faculty who otherwise serve as full-time administrators or staff are not eligible for service on the Faculty Concerns Committee. The adjunct faculty member of the Faculty Concerns Committee shall be elected at the first meeting of Faculty Senate in the academic year when a vacancy occurs. If the adjunct faculty member is not employed at the university in a subsequent semester, the Executive Committee shall appoint a replacement for that semester from among the eligible adjunct faculty.

A member of this committee may not simultaneously serve on the Committee on Academic Freedom and Tenure Hearing.

The purpose of the Faculty Concerns Committee shall be to formulate and recommend to the faculty policies relating to all phases of the general welfare of the faculty.

The Committee will also review all proposed changes to the Faculty Handbook.

If the Committee determines that the change is editorial, then it shall be considered approved and shall be reported to the Faculty Senate as part of the Committee's regular report. If the Committee determines that the proposed change is not editorial, then the Committee advances the proposed change to the Faculty Senate with a recommendation either for or against its adoption.

In addition, the Faculty Concerns Committee may at its discretion use its good offices to attempt to resolve questions brought to its attention by individual faculty members concerning the fair and equitable treatment of a member or a group of members of the faculty.

However, the Faculty Concerns Committee shall in no sense be a formal hearing committee, nor shall its function be to hear or adjudicate charges brought by or against a member of the faculty or administration.

### **Section 8. The Committee to Enhance Learning and Teaching**

The Committee to Enhance Learning and Teaching shall consist of nine (9) members: the Director of Faculty Development for the Valparaiso Institute of Teaching and Learning (VITAL) and eight (8) elected

faculty members.

The Committee shall elect a chair from among the elected members. The Director of Faculty Development for VITAL shall serve as a non-voting member. Five (5) votes shall be required for any action by the Committee. Meetings of the Committee ordinarily will be closed.

The Committee shall be responsible for 1) evaluating and making recommendations to the Provost for the appointment of the Director of Faculty Development for VITAL, 2) evaluating nominations and making recommendations for awards in teaching excellence, 3) administering the applications for teaching-learning expense grants and travel grants, and 4) constructing programs that enhance teaching-learning and assist faculty development. The details of teaching awards can be found in the appendices to the Faculty Handbook.

The Committee shall work with the Director of Faculty Development for VITAL to construct programs which promote and enhance teaching-learning and assist in faculty development, including responsibilities in connection with faculty development grants.

### **Section 9. The Graduate Educational Policy Committee**

The Graduate Educational Policy Committee shall consist of eight (8) members: one each from the College of Business, the College of Engineering, the College of Nursing and Health Professions, and five from the College of Arts and Sciences and Christ College. *Ex-officio* non-voting members are the Dean of the Graduate School, the other academic deans, the Dean of the Library, and the Registrar.

At least two-thirds (2/3) of the members of the Graduate Educational Policy Committee shall be graduate-approved, as defined in section 2.3.4.7 of the Faculty Handbook. The slate of candidates shall be prepared by the Executive Committee of the Faculty Senate. In preparing the slate of candidates, the Executive Committee shall endeavor to ensure breadth in disciplinary representation among the committee's members.

The Graduate Educational Policy Committee shall make recommendations to the Provost in the following areas: educational objectives, goals and curricula of the graduate programs of the University, the establishment of new graduate programs, and all other graduate curricular matters as are delegated by the faculty. It shall develop and oversee educational policy for the graduate programs and ensure the quality of existing graduate programs.

The Graduate Educational Policy Committee shall advise the Provost with regard to graduate issues concerning the library, including library use policies, institutional research, academic counseling, teaching and learning processes, grading system, class attendance, and eligibility requirements.

The Graduate Educational Policy Committee shall report to the Faculty Senate its recommendations to the Provost.

In the event that a graduate program is proposed for discontinuance, the Valparaiso University Policy for Discontinuance of Graduate Academic Programs shall be followed.

## **ARTICLE IV. Special Committees**

### **Section 1. The Executive Committee**

The Executive Committee shall be composed of: 1) the Chair of the Faculty Senate, 2) the Vice-Chair of the Faculty Senate, and 3) three (3) faculty senators elected at-large by the Faculty Senate at its organizational meeting in late spring. At least one member of the Executive Committee shall be from the College of Nursing and Health Professions, the College of Engineering, or the College of Business, and at least one member from the College of Arts and Sciences. Terms shall be for one year.

The Executive Committee shall:

1. Determine the agenda for the Faculty Senate.
2. Oversee all Senate elections.
3. Serve as a nominating committee for the annual elections of the committee members and at any time a vacancy occurs.

- a. The committee should seek out nominees that are willing to serve and provide widespread representation.
- b. The committee should encourage all University personnel to apply for nomination for serving on the committee of their choice.
- c. The committee should make every effort to obtain two nominees for every open position.
4. Monitor the operations of committees relative to effectiveness, attendance, proper procedures, etc.
5. Recommend changes in committee size, make-up, processes, or charges when appropriate.
6. Recommend disbanding of committees when appropriate.
7. Determine the schedule of regular meeting times and places for meetings of the Senate and all of its standing committees.

The Executive Committee meets approximately one week before Faculty Senate meetings to develop the agenda and then transmits the agenda and any additional information for the upcoming meeting to all senators.

## **Section 2. The Committee on Academic Freedom and Tenure Hearing**

The Committee on Academic Freedom and Tenure Hearing shall consist of five (5) full-time faculty members serving two year terms, and shall be nominated and elected by the Faculty Senate. The slate of candidates shall consist of double the numbers of members to be elected. The Committee shall elect annually its own chair with the chair of the preceding year acting as temporary chair.

A faculty member may not serve simultaneously on this Committee and on the Committee on Faculty Concerns. The duties of this Committee shall be to conduct hearings, make findings, and transmit reports, as described in Article III, Section 10 of The Academic Articles in the Faculty Handbook.

This Committee has jurisdiction over three types of cases: 1) Cases involving any University action alleged to infringe on a faculty member's academic freedom; 2) Cases involving the dismissal of tenured or tenure track faculty; and 3) Cases involving the denial of tenure or non-reappointment of a tenure track faculty member but only to the extent the faculty member claims that the University infringed on the faculty member's academic freedom, it substantially violated its own tenure or non-reappointment processes, or the decision is in violation of the University's Nondiscrimination, Harassment, and Sexual Misconduct Policy. The Committee shall follow the process set forth in 2.3.10.3 for cases involving the dismissal of a tenured or tenure track faculty member and 2.3.11 for cases involving tenure denial or non-reappointment of a tenure track faculty member. For all other matters, the Committee shall exercise its discretion and determine a process to follow on a case-by-case basis, but every process shall conclude with a written recommendation to the University and/or the relevant member or members of its administration.

## **Section 3. The Faculty Grievance Committee**

The Faculty Grievance Committee shall consist of eight (8) faculty members, six (6) of whom shall be elected by the faculty at large from a field of candidates nominated by the Executive Committee. Two (2) of these six shall be nontenured faculty. These six members shall serve staggered two-year terms. The seventh and eighth members will be elected by the Faculty Concerns Committee from among its tenured membership and shall serve staggered two-year terms. The Grievance Committee shall annually elect its own chair.

When a member of the faculty brings a grievance to the Faculty Grievance Committee, the chairperson will select, within five (5) working days, four of the seven members to hear the grievance. These four members along with the chairperson comprise the Hearing Board for that grievance. The Hearing Board must, unless such is impossible because of exclusion under the next provision, contain at least one member elected by Faculty Concerns Committee. No person (including the chair) shall serve on a Hearing Board if he or she is a member of the grievant's academic department or if such person, in the joint judgment of the chair and the grievant, has a direct interest in the matter. Selection of the four will otherwise be random. If the chair is excluded, he or she shall appoint a temporary chair for the sole purpose of selecting the Hearing Board and handling that hearing.

The committee hears all grievances of faculty members unless the matter falls within the purview of the

Committee on Academic Freedom and Tenure Hearing or unless otherwise stipulated in the Faculty Handbook. Unless required otherwise by the Faculty Handbook, the Committee shall exercise its discretion and determine a process to follow on a case-by-case basis for each grievance filed. Every process shall conclude with a written recommendation to the University and/or the relevant member or members of its administration. This recommendation will also be given to the faculty member involved.

Any tenured member of the Faculty Grievance Committee may be utilized in the role of Ombudsman, in which role he/she may receive a complaint from a member(s) of the Faculty and use his/her good offices to alleviate the causes of this complaint primarily by guiding complainant(s) to the proper persons or offices for the settlement of such complaint and, in appropriate cases, by representing the complainant(s) to such persons or offices. If the matter later becomes the subject of a formal hearing before the Committee, a member used in connection therewith as Ombudsman shall be ineligible for service on the hearing panel but may, if otherwise appropriate, supply information evidence, or testimony to the panel.

#### **Section 4. The Honor Council Committee**

The committee is composed of twenty-one (21) members. Ten (10) are elected at large within their respective college (or unit) as follows:

College of Engineering	2
College of Business	2
College of Nursing and Health Professions	2
College of Arts & Sciences	4
Christ College	1

Ten (10) are elected, one (1) each, from among the following groupings within the College of Arts & Sciences:

Art/Music Biology/Psychology  
Chemistry/Physics & Astronomy  
Communication/Geography & Meteorology/Theatre  
Education/Kinesiology/Social Work/Library  
English  
Foreign Languages/Economics  
History/Political Science/Sociology & Criminology/International Studies  
Mathematics & Statistics/Computing & Information Science  
Theology/Philosophy

Members of the Senate Honor Council Committee must have completed one year of full-time service at the University. Members serve a two-year term, staggered so that in any year ten (10) or eleven (11) members are elected. Their election to the Honor Council will be confirmed by appointment to the Honor Council by the President of the University.

The members of this committee serve as members of the Honor Council. As such, they attend meetings and are active participants in Council operations, and they serve on Honor Council hearing panels. In addition, they act as liaison between the Honor Council and their constituent group faculty as well as Faculty Senate. Faculty may not serve more than six years in any ten-year period. Service may be required of committee members outside the nine-month academic year.

#### **ARTICLE V. Amendments**

Amendments to these Bylaws may originate in the Faculty or in the Faculty Senate, in each case by a majority of the members present and voting. If the amendment is approved by a two-thirds (2/3) vote of the members of the Faculty Senate present and voting at any regular meeting, the amendment having been advertised in writing by the Chair at least ten (10) days prior to that meeting, it shall be submitted to the Faculty. If the Faculty adopts the amendment by a majority vote, it shall become effective on the day it receives the approval of the President of the University.

Approved, October 1995

Revised: 3/27/96; 4/9/97; 5/14/97; 5/13/98; 11/11/98; 3/24/99; 10/13/99; 9/13/00; 4/26/11; 8/26/14;  
11/4/14, 3/16/16, 1/18/17, 4/19/18, 5/5/20, 4/29/21, 5/5/22