**Excerpts from the WVSU Senate By-Laws**

**having to do with Senate Standing Committees**

**updated May 2018**

B. Committees:

The faculty shall establish such operational committees as are needed to carry out the function and responsibilities of the faculty. All actions of faculty committees shall be subject to review by the Senate. All committee meetings shall be open to the public, with the exception of the Faculty Personnel Committee during the times it meets in executive session.

1. Committee members shall be elected during the fall week of faculty orientation. (amended 4/1998)
2. The chair of the Senate shall preside at the meeting at which elections are held.
3. Elections shall be by plurality vote of the faculty members present and voting at the regular meeting of the faculty. (amended 9/2003)
4. Voting shall be by secret ballot.
5. All committee meetings shall be open to the public, with the exception of the Executive Session of the Faculty Personnel Committee, Retention Committee and Promotion and Tenure Committee. Such executive sessions are considered closed because matters relating to individual faculty members are under consideration.
6. Chairpersons of all committees shall use the following report structure (amended 11/1999):
7. Name of Chair and members of the committee
8. Times met and attendance of members
9. Actions taken by the committee
10. Recommendations of the committee
11. Unfinished tasks
12. Calendar for standing committee reports. (amended 02/2003)
* February: Program Review, Library, Cultural Activities
* March: Research and Development, Academic Appeals
* April: Teacher Education, Constitution & Bylaws, and Personnel
* May: Educational Policies, Promotion & Tenure and Retention
* September: Faculty Scholarship Committee and General Education
* October: Honors

**ARTICLE III: COMMITTEE MEMBERSHIP AND ORGANIZATION**

A. Membership and length of term:

1. Faculty members, excluding members of the Senate, shall not serve on more than three standing committees except where membership is automatic by virtue of a faculty member's rank or position. Members of the Senate may serve on one standing committee. (amended 12/2002)
2. The Faculty Senate shall establish the terms of office for the first election to ensure proper rotation and continuity.

1. The term of office for all members of the faculty elected to standing committees shall begin upon election. The Vice Chairperson of the Senate shall designate a member to call the first meeting to elect a chair. The name of the chair shall be sent to the Vice Chairperson of the Faculty Senate by the Monday after Labor Day. (amended 9/1999)

1. Student members of faculty committees shall be appointed to one-year terms, beginning September 1st.
2. The term of service for elected faculty members on the Educational Policies Committee, the Faculty Personnel Committee, the Honors Committee, the Retention Committee, the Promotion and Tenure Committee, the Faculty Scholarship Committee, the Program Review Committee and the Academic Appeals Committee shall be three (3) years. All other committee members shall be elected for two (2) year terms
3. The term of service for an *ex-officio* member of any committee shall expire when that person ceases to hold the office by which he/she automatically serves on a standing committee

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1. No faculty member shall serve more than two consecutive terms on any one standing committee.

**ARTICLE V: COMMITTEES**

A. FACULTY STANDING COMMITTEES:

1. The Standing Committees of the West Virginia State University Faculty shall be as follows:
2. EDUCATIONAL POLICIES COMMITTEE: (amended 10/2006) (amended April, 2018)

It shall be the function of this committee to review periodically the curriculum of the University regarding program and course change requests and to validate that submitted proposals are consistent with the University's academic policies and procedures. The Committee's recommendations shall be submitted to the Faculty Senate for its approval at its next monthly meeting. This committee shall elect four members from its body, for one year terms, to a group that shall be called "the subcommittee." This subcommittee is to recommend approval or disapproval of routine changes in the curriculum and the catalog. All recommendations of the subcommittee shall be presented, discussed, and voted on by members of the Educational Policies Committee at each monthly meeting. The Educational Policies Committee shall set forth procedures for conducting subcommittee elections. All actions of the subcommittee are subject to review by the Educational Policies Committee. The Educational Policies Committee shall consist of one (1) faculty member from each College, elected by that College, and one (1) *ex officio* member from the library faculty, six (6) faculty elected at large, and two (2) students to be appointed under procedures specified by the Student Government Association. The Provosts, the Registrar, and the Chair of the General Education Committee shall serve as nonvoting, *ex-officio* members of this committee. Elections and appointments to the committee shall be completed before the beginning of the fall semester.

1. PROGRAM REVIEW COMMITTEE: (amended 9/2006)

It shall be the function of this committee to establish program review criteria for the university, to review and evaluate the University's academic programs on a regular basis and to make recommendations regarding these programs to the Provost/Vice President for Academic Affairs, via the Senate. This committee shall implement those reviews mandated by the Institutional Board of Governors. This committee shall consist of four (4) members elected at large, plus two (2) faculty appointed by the Senate after consultation with the Vice President for Academic Affairs, plus one student. The Provost, the Director Institutional Research shall serve as non-voting, *ex-officio* members of this committee. Elections and appointments to the committee shall be by the end of the spring semester.

1. FACULTY PERSONNEL COMMITTEE: (amended 10/2006)

It shall be the function of this committee to monitor the faculty evaluation process, oversee the procedural actions of the Retention and the Promotion and Tenure Committees, and periodically review the procedures and instruments for faculty evaluation. This committee shall consist of five (5) faculty elected at large, excluding Librarians and Counselors, none of whom may serve on the Retention or the Promotion and Tenure Committee. The committee shall set the calendar for the following year before the end of the spring semester.

1. RETENTION COMMITTEE (amended 5/2005)

The Retention Committee makes recommendations on all full-time probationary faculty. The department chairs gather self-reports, any available student evaluations, information from other faculty in the department and their own classroom observation reports and evaluations for each probationary faculty. These documents are then forwarded to the College deans who add their evaluations and in turn, forward the documents to the Retention Committee. The Committee is guided in its recommendations by the WVSU Policy on Retention and the timetable for notification of retention prescribed by HEPC Title 133, Procedural Rule Series 9. The Committee may also request more information, observe the faculty members' teaching, and interview the faculty members in question, as well as others. All tenure-track faculty reviewed by the Committee receive in writing a report of the Committee's recommendation. The Committee then forwards all documents pertaining to the faculty, including its recommendation, to the Provost/Vice President for Academic Affairs, who will inform the President. Appeals of retention decisions are heard as mandated in Sections 15 and 16 of HEPC Title 133, Procedural Rule Series 9. The Retention Committee is composed of nine tenured faculty, two from each College and one at-large member, (amended 10/05/07) all elected in the fall Senate committee elections and for staggered three year terms. Department Chairs and College Deans are ineligible for election to the Retention Committee (amended 9/3/04).

By September 15 of each year, faculty in the third year of a tenure track appointment are notified and asked to assemble for submission materials for the third year Pre- Tenure Review as specified for such submission by the current Faculty Personnel Committee calendar. A Departmental or College Review Committee shall be appointed by the College Dean and will follow the process under the Third Year Pre-Tenure Review under Section C of the West Virginia State University Faculty Handbook. All materials are then submitted to the Retention Committee, which will follow the standard procedure for forwarding documents.

1. PROMOTION AND TENURE COMMITTEE (amended 10/2005)

The Promotion and Tenure Committee makes recommendations on all applications from faculty members for promotion and tenure. The faculty member begins the process by notifying in writing his or her department chair; a copy of the letter of application is also filed with the Dean of the faculty member’s college, the Provost/Vice President for Academic Affairs, the Chair of the Faculty Personnel Committee, and the Chair of the Promotion and Tenure Committee. (amended 10/05/07) The faculty member provides his or her chair with a documented self-report and all evidence of the criteria for promotion and tenure set forth in HEPC Title 133, Procedural Rule Series 9 and WVSU policies. The department chair reviews these materials, includes an evaluation and classroom observation report, information from other faculty in the department and makes a recommendation. The chair notifies the faculty member of this recommendation. All documents are forwarded to the College dean, who includes an evaluation and makes a recommendation. The College dean notifies the faculty member of this recommendation. All documents are forwarded to the Promotion and Tenure Committee. The Committee is guided in its recommendations by HEPC Title 133, Procedural Rule Series 9 and the WVSU criteria set forth in its policies. The Committee may also request more information, observe the faculty member's teaching, interview the candidate and interview other faculty members. The Committee notifies the faculty member of its recommendation. The Committee then forwards all documents pertaining to the faculty, including its recommendation, to the Provost/Vice President for Academic Affairs, who will inform the President. Appeals of promotion and tenure decisions are heard as mandated by HEPC Title 133, Procedural Rule Series 9 Sections 15 and 16. The Promotion and Tenure Committee is composed of six (6) tenured faculty, one from each academic College and two at-large members, all elected in the fall Senate elections and for staggered three year terms. Department Chairs and College Deans are ineligible for election to the Promotion and Tenure Committee (amended 9/3/04). All tenure-track and temporary faculty as well as those faculty requesting promotion and tenure complete self-reports each academic year to be filed with the department chair.

Members of the committee who are applying for promotion shall step down from the Committee during the academic year in which they make their application. The Executive Committee of the Faculty Senate will ask the senior Senator from the member’s College to conduct a special election to elect a tenured faculty member to serve as an interim Committee member for that year. When the academic year concludes the original members will return to the Committee to serve the remainder of their terms of office (amended 10/2006).

1. EXECUTIVE COMMITTEE: (amended 9/2006)

It shall be the function of this committee to consider such matters as fall within the jurisdiction of the Senate. The committee shall serve as an expediting group by referring items to the appropriate group or person for recommendations and/or action and thus shall include a specific deadline for receipt of a report on the subject. It shall provide the Secretary with the agenda to be distributed to the Senate, and instruct the Secretary to request the presence of such non-Senate personnel as may be needed to facilitate the business of the Senate. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, and Historian of the Senate, the faculty representative to the Advisory Council of Faculty and to the Board of Governors of West Virginia State University, and two (2) additional members-at-large to be elected by the faculty. Members-at-large members of the Executive Committee shall be elected for a two-year term with no member-at- large serving more than two (2) consecutive terms, excluding unexpired terms. At-large members of the Executive Committee attend Faculty Senate meetings in a non-voting capacity. They are not eligible to serve on other standing committees of the Faculty Senate. Senators may not be elected at large to the Executive Committee.

1. RESEARCH AND FACULTY DEVELOPMENT COMMITTEE: (amended 4/2004, April 2018)

It shall be the function of this committee to explore opportunities for research funds, to stimulate educational research plans and proposals from the faculty, to screen research proposals, and to make awards from its annual funds for research. It shall also be its function to encourage faculty growth and development by acquainting faculty with educational opportunities, screening requests for sabbaticals, and recommending faculty for sabbatical leave to the Provost/Vice President for Academic Affairs. The committee shall evaluate faculty research proposals, including PEER proposals, make recommendations regarding funding, screen research sabbatical applications, and make recommendations to the Provost and Vice President for Academic Affairs. Any committee member who has submitted a proposal must recuse themselves from discussions of that proposal.

The committee shall hear research-related concerns by faculty and review those concerns in the context of research infrastructure; and support and make recommendations to the Faculty Senate and appropriate administrators**.**

This committee shall consist of four (4) faculty members elected at large, and one (1) non-voting advisory member from the Douglas Institute (formerly ACEOP) who shall be appointed by the Vice President for Research and shall serve for one year. The Vice President for Research shall serve as an *ex-officio*, non-voting member.

1. LIBRARY COMMITTEE: (amended 5/2005)

It shall be the function of this committee to assist the Library in making library resources available to the University and shall make recommendations to the Director of Library Resources and the Senate on the best possible functioning of the Library. This committee shall consist of the Director of the Library as an *ex-officio* member, six (6) faculty members, one elected from the Librarian and Counselor division, one from each College, plus one (1) student, and an appointed, nonvoting advisory member from the Douglas Institute (formerly ACEOP) who shall be appointed by the Vice President for Research and shall serve for one year.

1. CULTURAL ACTIVITIES AND EDUCATIONAL ASSEMBLIES COMMITTEE: (amended 5/2005)

It shall be the function of this committee to plan, organize and develop programs for the university educational assemblies and to be responsible for the presentation each year of the Artists Series programs and other programs for the University. This committee shall consist of four (4) at large members, one from each college; six (6) at large members from any college; four (4) students appointed by the deans of each college; and four (4) non-voting *ex officio* members, viz. the Coordinator of Cultural Activities, an appointee by VPAA/Provost, and appointee by VP University Relations and Operations, and the Chair of the General Education Committee. (amended 4/17).

1. CONSTITUTION, BYLAWS AND HANDBOOK COMMITTEE: (amended 9/2006)

It shall be the function of this committee to periodically review the Constitution and Bylaws, and the Faculty Handbook, and recommend to the Senate such changes that are, in its judgment, desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution, Bylaws, or Handbook submitted in writing, signed by the originators and referred to the committee by the Senate or the Senate Executive Committee. It shall consist of one (1) representative from each college; one (1) elected faculty member-at-large; and the Parliamentarian *ex officio*. (amended 5/17) The chair of the committee shall be an ex officio member of the Faculty Senate and may be called upon by the Senate Executive Committee as needed.

1. TEACHER EDUCATION COMMITTEE: (amended 5/2005)

It shall be the function of this committee to examine and evaluate present teaching programs and to provide leadership in planning modifications of present programs and recommending new programs. Recommendations concerning curricula shall be sent to the Educational Policies Committee for approval and forwarding to the Senate. This committee shall consist of the Chairperson of the Department of Education, five (5) elected faculty members, one elected from the Librarians and Counselor Division, one (1) from each College, and two (2) students, one of whom shall be elected by the students in the Department of Education.

1. ACADEMIC APPEALS COMMITTEE: (amended 9/2002)

It shall be the function of this committee to hear grade appeals, to hear cases of academic dishonesty, to hear appeals of academic suspension, to hear appeals of dismissal from a program of the University and to carry out other duties in accordance with the academic appeals procedures as stated in the WVSU Catalog. This committee shall consist of three (3) faculty members elected at large (one of whom will serve as chairperson), two (2) alternates (to serve in the event of challenges to regular members), and two (2) students and one alternate (all selected by Student Government).

1. FACULTY GRIEVANCE COMMITTEE (amended 9/2002)

It shall be the function of this committee to provide the President with an appropriate hearing committee in institutional-level grievance/conflict cases involving faculty members. The committee is composed of three members from each of the institution’s four academic ranks. One additional member shall be elected from the faculty at large. Neither members of the Faculty Personnel Committee nor members of the Retention Committee or Promotion and Tenure Committees shall serve on this committee. The entire committee of thirteen faculty members shall be elected annually. In the event of a vacancy for any cause, the Faculty Senate shall appoint a replacement to fill the vacancy.

If the President elects to utilize the Grievance Committee in instances where faculty members elect the institutional-level grievance process, the following procedures are recommended:

The President shall furnish a list of nine members from the committee to the faculty grievant who shall then strike four members and return the list to the President within fifteen days. The President shall then notify the selected members of the committee in writing who will be responsible to elect a chairperson from among their number, hold a hearing in accordance with proper procedures, and forward their decision to the President and the faculty member within fifteen days.

1. FACULTY SCHOLARSHIP COMMITTEE (amended 5/2005)

It shall be the function of this committee to oversee the administration and awarding of scholarships from the Faculty Scholarship Fund, in accordance with the policy adopted by the Faculty Senate. The committee shall consist of five (5) members elected to three-year terms. The terms shall be set so that two of the members’ terms will end each year. The membership shall consist of one (1) faculty member elected by the faculty of each of the Colleges of the University.

1. GENERAL EDUCATION COMMITTEE (amended 5/2005)

The responsibility of the General Education Committee is to oversee the general education core curriculum, presenting proposals for revising it, and evaluating proposals from other faculty or departments/Colleges, with reference to the common learning objectives and the component learning objectives. Second, the Committee will assist the chair (who is appointed by the Vice President for Academic Affairs) in administering the program of assessment of student learning in the general education core curriculum. Third, each academic year the Committee shall select a “book of the year” to foster interdisciplinary dialogue within the academic intellectual community. Fourth, the Committee shall work with the Coordinator of International Studies and relevant faculty to support the interdisciplinary minors in (a) African and African-American Studies, (b) Women’s Studies, and (c) International Studies. In addition to the standing chair, who shall be the Coordinator of General Education, the Committee’s membership will consist of two representatives elected from each College of the University, and one representative from the division of Librarians/Counselors. Two at-large representatives will be elected at the general faculty meeting in August and a student will be elected by the Student Government Association to serve on the Committee. The Director of Student Assessment will serve *ex officio* on the Committee.

1. All Standing Committees of the West Virginia State University Faculty shall elect a chair by their first meeting of the fall semester. If a chair cannot be elected or if no one will accept the position, the Faculty Senate shall appoint a convener from the current members of the committee no later than August 31st (amended 10/2006).
2. The Senate may appoint a Senator to each of its standing committees who will serve as a nonvoting member of that committee. This Senator will act as a liaison between the committee and the Senate. (amended 10/05/07)

**ARTICLE VI: AMENDMENTS**

1. Any Senate member may propose an amendment to these bylaws by submitting the proposed amendment at a regular meeting of the Senate. Any full-time faculty member may propose an amendment to these Bylaws by submitting the proposed amendment in writing to the Secretary of the Senate.
2. Upon approval of the majority of the Senate present and voting at a regular meeting the proposed amendment will be sent to the Constitution, Bylaws, and Handbook committee, which shall reword or reorganize, without substantive change, such portions as are necessary to conform to the standard format. The Constitution, Bylaws, and Handbook committee shall then send its recommendation on the proposed amendment to the Senate. The proposed amendment will become effective upon approval of the majority of the Senate present and voting at a regular meeting (amended 10/2006).

**ARTICLE VIII: VACANCIES ON COMMITTEES AND IN THE SENATE**

1. In the event that faculty vacancies occur on standing committees, the Executive Committee shall either direct the unrepresented college to hold an election for replacement which shall be conducted by the senior senator or shall proceed as follows:
2. The Executive Committee shall call to the attention of the Senate faculty vacancies on standing committees.
3. The Senate shall appoint members to fill those vacancies until the next faculty election at which time they shall be filled by regular means.
4. Procedures for filling vacancies will be facilitated by moving to the individual with the next highest number of votes received during the Fall Election, who is both eligible and available. When and if the Fall Election list is exhausted, the Senate Chairperson will appoint individuals who are both eligible and available in order to fill vacancies. (amended 10/2006)
5. Vacancies in the Senate:
6. , and shall reword or reorganize, without substantive change, such portions as are necessary to conform to the standard format of the file.
7. The Policy File, which shall include the Senate Constitution and Bylaws, shall be called the Faculty Handbook and shall be distributed to all members of the faculty and all Administrative Officers. Revision of this publication shall be made in accordance with changes made in the Policy File and shall be the responsibility of the Constitution and Bylaws Committee.

(as amended through 4/2018)