

Commonwealth University Senate Constitution



November 9, 2023

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Preamble

This Constitution establishes a system of shared governance that delineates the shared authority of the faculty, management, the students, and all recognized collective bargaining units. Underlying this Constitution is the assumption that faculty, staff, and students wish to work with management in a collegial environment for the benefit of Commonwealth University of Pennsylvania.

This Constitution will not contradict, interfere with, or supersede agreements reached between the Commonwealth of Pennsylvania, the Pennsylvania State System of Higher Education (PASSHE), and all recognized collective bargaining units or any obligations of Commonwealth University of Pennsylvania (also referred to as Commonwealth University) under applicable state or federal laws or governing policies or procedure/standards of PASSHE.

Article I: Definitions

- A. The organizations embodied in this Constitution shall be named the University Senate (hereinafter referred to as the Senate) and the Local Assemblies of Bloomsburg, Lock Haven, and Mansfield.
- B. For the purposes of this Constitution, the reference to faculty consists of those full-time or part-time tenured and tenure-track employees of the University who hold the rank of instructor, assistant professor, associate professor, or professor. References to temporary faculty include full and part-time temporary faculty who are not tenured or tenure-track employees of the University.
- C. For the purposes of this Constitution, staff consists of those who are not faculty or temporary faculty but are members of or are represented by Collective Bargaining Agreement (CBA) units.
- D. For the purposes of this Constitution, management consists of non-represented employees.
- E. Commonwealth University may be referred to as the University in this Constitution.

Article II: University Support

Commonwealth University will provide a Clerical Assistant with adequate partial assignment to the Senate and the Local Assemblies. Duties will include maintaining an accurate archival record of the membership and terms of service for all committees and subcommittees of the Senate, circulating notices of meetings, taking roll at meetings, taking minutes at meetings, and posting minutes and other information on the Senate page on the Commonwealth University website.

The Clerical Assistant will communicate with and assist the Local Assembly Secretaries as described in Article III.

Article III: Key Governing Bodies

A. University Senate

1. Membership of the Senate

- a. Three senators elected at-large by and from the faculty, one from Bloomsburg, Lock Haven, and Mansfield.
- b. Three senators elected at-large by and from the staff, one from Bloomsburg, Lock Haven, and Mansfield.
- c. Two senators who are staff or management elected by each nonacademic division, with the second senator being from a different University location than the first senator. Nonacademic divisions represented include:

Advancement
Enrollment Management
Fiscal Affairs
Student Success & Campus Life
University Affairs

- d. One senator elected by and from the faculty members of each of the following academic departments and units. Departments with more than 15 faculty may elect a second senator, but the second senator must be from a different University location than the first senator.

Accounting and Business Law
Anthropology, Criminal Justice, and Sociology
Athletics
Biology
Biochemistry, Chemistry, and Physics
Communication Sciences and Disorders
Communication Studies
Counseling and Educational Leadership
Department of Exceptionality Programs
Early Childhood Education
Environmental, Geographical, and Geologic Science
English
Finance, Insurance, Risk Management, and Economics
Health and Exercise Sciences
History, Political Science, and Philosophy
Instructional Technology, Technical Leadership, and Info and Tech Management
Languages and Cultures
Library
Management
Marketing and Sales

Mathematics, Computer Science, and Digital Forensics
Media and Journalism
Middle Level, Secondary, and K-12 Education
Music, Theatre, and Dance
Non-aligned Faculty
Nursing - Graduate
Nursing - Undergraduate
Physician Assistant
Psychology
Social Work
Student Success
Visual Arts

- e. A member of the Clearfield Campus faculty or staff elected by and from the members of the Clearfield Campus faculty and staff.
- f. All members of the Executive Committee.
- g. Three members, each elected by and from the coaches at Bloomsburg, Lock Haven, and Mansfield. Each elected coach shall serve a term of one year.
- h. Two at-large graduate students selected by the Graduate Council. One student should be from a clinical discipline and one from a traditional one.

2. Representation and Eligibility of Senators

- a. No senator may simultaneously represent more than one constituency in the Senate.
- b. If a represented entity becomes ineligible for representation in the Senate, any necessary changes in representation shall be made at the beginning or end of an academic term or year, as applicable.
- c. The Senate may grant a previously unrepresented entity (e.g., a new unit or department) the right to elect or appoint a senator.

3. Purpose and Functions of the Senate

- a. The purpose of the Senate shall be to deliberate, advise, and communicate concerns on matters related to the policies, functions, administration, and sustainability of the University.
- b. The functions and responsibilities of the Senate shall be executed within the framework of existing laws and regulation which set forth the rules and policies for the PASSHE Board of Governors, the Council of Trustees, the President of the University, as well as all collective bargaining agreements.

- c. No new policy shall go into effect without an opportunity for review and comment by the Senate, except for Interim Policies.
- d. The Senate may propose and discuss amendments to this Constitution.

4. Meetings of the Senate

- a. All regularly scheduled meetings of the Senate and its standing committees are open to the University community.
- b. The Senate will meet the second Thursday of September, November, February, and April at 4 pm. The Senate may make exceptions to this schedule by a simple majority vote of the members present, provided there is a quorum in attendance.
- c. A quorum is 30% of the voting members.
- d. For a motion to be acted upon, it must receive a simple majority of votes of the members present, provided there is a quorum in attendance.
- e. A Senate member who will be absent may be represented by an appropriate alternate. An appropriate alternate is someone from the same department or unit represented by the absent member. The alternate has the same voting rights as the regular member.

5. Duties of a Senator

- a. Attend meetings of the Senate.
- b. Review materials and vote on policies, reports, and proposals as presented by Senate committees as a constituency representative.
- c. Bring items of importance to the attention of the Senate.
- d. Report on actions taken and announcements made at Senate.

6. Terms of Office of Senators

- a. At-large, divisional, department, and the Clearfield senator shall be elected for a term of two years.
- b. Student members shall serve a one-year term.
- c. All others shall hold office for the terms as specified elsewhere in this Constitution.
- d. All terms of office shall begin on April 15.

7. Senate Officers

- a. The officers of the Senate are the Presidents of the Local Assemblies, each of whom

receive a 25% release time each semester, in accordance with the applicable collective bargaining agreement. The Presidents of Local Assemblies will serve in the roles below in an annual alternating capacity (see Article III.B.6.d).

- b. The Senate President shall be the presiding officer of the Senate. This officer shall orient new administrators on the Senate's governance structure and procedures. At the end of this term as Senate President, this individual rotates off the Executive committee and is no longer the President of their respective Local Assembly.
- c. The Senate Vice President shall assume the duties of the Senate President when the latter is absent and shall be the Senate President in the term following the term as Senate Vice President.
- d. The Senate Associate Vice President serves in an advisory role. This officer may preside in the Senate if the Senate Vice President and Senate President are both unavailable. At the end of this term as Senate Associate Vice President, this individual becomes the Senate Vice President.

B. Local Assemblies

1. Representation

- a. There will be Local Assemblies at Bloomsburg, Lock Haven, and Mansfield. Clearfield is part of the Lock Haven Local Assembly.
- b. Representatives to a Local Assembly include:
 - i. Local Assembly President.
 - ii. Local Assembly Vice President.
 - iii. Local Assembly Secretary.
 - iv. A faculty or staff member selected by each standing committee and subcommittee.
 - v. A representative selected among temporary faculty by the Local Assembly.
 - vi. A Chair's Designee from each academic department or unit located on the campus. If a department already has representation in the Local Assembly, it does not need to send a Chair's Designee.
 - vii. The campus administrator for that University location (or designee).
 - viii. A graduate student appointed by the Graduate Council if deemed appropriate by the campus administrator for that University location.
 - ix. Two undergraduate students appointed by local student government.

- x. One representative selected by each collective bargaining unit on the campus.
- xi. One representative selected by the Student Success and Campus Life division on the campus.
- xii. The athletic coach representative elected to Senate.
- xiii. One staff representative selected by the library staff on the campus.
- xiv. One representative selected by the facilities department on the campus.
- xv. One ex-officio, non-voting representative selected by the recognized affiliated alumni association.
- xvi. One ex-officio, non-voting representative selected by the recognized affiliated foundation.

2. Purpose and Functions of Local Assemblies

- a. The functions and responsibilities of each Local Assembly shall be executed within the framework of existing laws and policies which set forth the roles and responsibilities for the PASSHE Board of Governors, the Council of Trustees, the University President, as well as all applicable collective bargaining agreements.
- b. No new policy shall go into effect without a formal review by each Local Assembly, except for Interim Policies.
- c. Local Assemblies may vote to propose constitutional amendments by a two-thirds majority. If approved, proposed amendments will be placed on the next Senate Executive Committee agenda.
- d. Local Assemblies may discuss issues of concern to their local campus community, such as brand and identity issues, relationships with the host community, and other aspects of campus life unique to their location.
- e. Local Assemblies may, but are not required to, create their own bylaws. If a Local Assembly chooses to create bylaws, they must follow these guidelines:
 - i. Bylaws must not contradict this Constitution.
 - ii. Bylaws must conform to existing laws and PASSHE policies, as well as all applicable collective bargaining agreements.
 - iii. Bylaws must be submitted to the Senate President and approved by the Senate Executive Committee.
 - iv. Approved Local Assembly bylaws will be appended to this Constitution.

3. Meetings of Local Assemblies

- a. All regularly scheduled meetings of a Local Assembly are open to the University community.
- b. Each Local Assembly must meet twice a year, in October and March, to respond to proposed policies. Each Local Assembly may decide to meet more often to consider issues of local import.
- c. For a motion to be acted upon, 30% of Local Assembly members must be present.
- d. A representative who will be absent may be represented by an appropriate alternate from the same constituency. The alternate has the same voting rights as the regular member.

4. Duties of a Representative of a Local Assembly

- a. Attend meetings of the Local Assembly.
- b. Give feedback on policies forwarded from the Senate.
- c. Bring items of importance to your constituency to the Local Assembly.
- d. Report on actions taken and announcements made at the Local Assembly.

5. Terms of Office of Local Assembly Representatives

- a. Representatives who are members of the Senate or its standing committees serve on their Local Assembly during their Senate term.
- b. Student members shall serve a one-year term.
- c. Representatives from specific units serve a two-year term.
- d. All terms of office shall begin on April 15.

6. Local Assembly Officers

- a. The Local Assembly President is the presiding officer of the Local Assembly. The Local Assembly President, in consultation with the Local Assembly Vice President, sets the agenda for meetings of the Local Assembly. The Local Assembly President shall be a faculty member.
- b. The Local Assembly Vice President assumes the duties of the Local Assembly President when the latter is absent and becomes Local Assembly President in the term following serving a term as Local Assembly Vice President. The Local Assembly Vice President shall be a faculty member.
- c. The Local Assembly Secretary takes minutes at meetings and coordinates with the Senate

Clerical Assistant to schedule meetings and communicate with the Senate. The Local Assembly Secretary need not be a faculty member, but this position should not be an assigned work duty.

- d. The inaugural election for Local Assembly Presidents will initially have staggered terms: the Mansfield Local Assembly President will serve as the Senate President for a one-year term; the Bloomsburg Local Assembly President will serve as the Senate Vice President for the first year and serve as Senate President for the second year; and the Lock Haven Local Assembly President will serve as the Senate Associate Vice President for the first year, Senate Vice President for the second year, and Senate President for the third year. Subsequent elections will be such that each year a new Associate Vice President will serve in the Senate.
- e. On April 15 of subsequent years, 3-year terms for Local Assembly Presidents take effect: the Senate Vice President becomes Senate President, the Senate Associate Vice President becomes the Senate Vice President, and the Senate President rotates off.
- f. A new Local Assembly President assumes office in the rotation dictated by their campus. For example, if a new Lock Haven Local Assembly President takes over for a Lock Haven Local Assembly President who had been the Senate President, then the new Lock Haven Local Assembly President will be Senate Associate Vice President.

7. Local Assembly Elections

- a. In spring 2023, the faculty and staff at Bloomsburg, Lock Haven, and Mansfield shall each elect a Local Assembly President, Vice President, and Secretary. The initial terms for Local Assembly Presidents are set forth in the paragraph below. After the inaugural Local Assembly President's term, the Local Assembly Vice President will become the President of the Local Assembly.
- b. Beginning April 15, 2023, the Mansfield Local Assembly Vice President will serve a one-year term and then become the Mansfield Local Assembly President. The Bloomsburg Local Assembly Vice President will serve a two-year term and then become the Bloomsburg Local Assembly President. The Lock Haven Local Assembly Vice President will serve a three-year term and then become the Lock Haven Local Assembly President.
- c. In subsequent elections, the faculty and staff at each University location shall elect the Local Assembly Vice President, who shall also be the Local Assembly President-elect.
- d. The Secretary shall be elected by the faculty and staff at each University location.

8. Terms for Local Assembly Officers

- a. The Local Assembly President shall serve a term of three years.
- b. The Local Assembly Vice President shall serve a term of three years and in the succeeding three years shall serve as Local Assembly President.

- c. The Local Assembly Secretary shall serve a term of two years.
- d. All terms of office shall begin on April 15.

Article IV: Senate Committees

A. Standing Senate Committees

The standing committees shall be the Executive Committee; the Academic Policy Committee; the Advancement Committee; the Diversity, Equity, and Inclusion Committee; the Finance Committee; and the Student Success and Campus Life Committee. Chairs of standing committees and subcommittees will be chosen by the membership of the committee or subcommittee and may be faculty or staff.

B. Standing Senate Subcommittees

1. There shall be a standing Elections Subcommittee which reports to the Executive Committee.
2. There shall be a standing Enrollment Management Subcommittee and an Information Technology Subcommittee which reports to the Academic Policy Committee.
3. There shall be a standing First Year Experience Subcommittee which reports to the Student Success and Campus Life Committee.

C. Executive Committee

1. Membership

- a. The President, Vice President, and Associate Vice President of the Senate.
 - i. The Senate President is the Chair of the Executive Committee.
 - ii. The Senate Vice President conducts Executive Committee meetings in the President's absence.
 - iii. The Senate Associate Vice President serves as an advisor to the Senate President and Vice President but can conduct Executive Committee business if the Senate President and Senate Vice President are absent.
- b. The chairpersons of the Academic Policy Committee; the Advancement Committee; the Diversity, Equity, and Inclusion Committee; the Finance Committee; and the Student Success and Campus Life Committee.
- c. Student government presidents at Bloomsburg, Lock Haven, and Mansfield (or designees).

- d. The president (or designee) of each CBA unit.
- e. The University President (or designee), as ex-officio, non-voting member.
- f. University Vice Presidents (or designees), as ex officio, non-voting members.
- g. Local Assembly Vice Presidents may attend as ex officio, non-voting members.

2. Duties

- a. Discuss and review draft policies forwarded by standing committees. Policies can be tabled or returned to the originating standing committee.
- b. Place reviewed draft policies on the agenda of the September or February Senate Meeting.
- c. Forward draft policies to the Local Assemblies after the policies have a first reading at Senate.
- d. Receive policies with or without feedback from Local Assemblies.
- e. Consider requests from Local Assemblies for local exceptions to policies during the November or April Executive Committee meetings.
- f. Discuss and provide feedback on interim policies.
- g. Work with the University Vice President (or designee) in charge of Middle States Compliance to ensure requested local exceptions do not violate Middle States regulations.
- h. Create ad hoc committees as needed and recommend membership pending Senate approval. No ad hoc committee shall be formed that in any way preempts or significantly overlaps an existing committee of the Senate.
- i. Oversee the standing and ad hoc Senate committees.
- j. Serve as a channel through which matters can be brought to the attention of the Senate or its committees.
- k. The Executive Committee will meet in September, November, February, and April. The Executive Committee may meet at other times at the request of the University President or Senate President.
- l. In the event of an elected committee member vacancy, appoint a temporary member subject to Senate approval.
- m. Receive and discuss committee reports.

- n. Consider adding items of interest to the broader University community to the Senate agenda.
- o. Issues more appropriate to Meet and Discuss or similar management-union negotiation meetings are out of order and should not be placed on the agenda.

D. Elections Subcommittee

1. Membership

- a. Six elected faculty members, two at-large from each campus. Campus representatives cannot be from the same department.
- b. Three elected staff members, one at-large from each campus.

2. Duties

- a. Oversee elections for Local Assemblies and Senate committees.

E. Other Committees

Interim charges and membership lists for the Academic Policy Committee; the Advancement Committee; the Diversity, Equity, and Inclusion Committee; the Finance Committee; and the Student Success and Campus Life Committee, as well as their respective subcommittees, are appended to this Constitution. During the 2023-2024 academic year, these committees and subcommittees must submit bylaws for approval to the Executive Committee. The Executive Committee must approve the changes by a simple majority. Once approved, the revised versions will be appended to this Constitution.

F. Terms of Office of Committee Members

- 1. Except as indicated elsewhere in this Constitution, the terms of office of the elected members of standing committees and subcommittees shall be three years. Their terms shall be staggered so that about one-third of the elected representatives are replaced each year. Student members of standing committees shall serve one-year terms. Appointed members shall serve the term designated in the appointment.
- 2. In the inaugural year, each committee will determine which elected members serve a one-year term, two-year term, and three-year term, ensuring no two representatives from the same campus serve the same term. If a consensus cannot be reached, a random method such as drawing straws will be used to determine the staggered order.

G. Responsibilities of Committee Members and Officers

- 1. A representative elected to or accepting a position in the Senate governance structure shall be obligated to fulfill the duties of that position.

2. Any member of the Senate or its committees and subcommittees failing to regularly attend meetings during the academic year will be considered for removal by the Executive Committee. The Executive Committee will consider removal and present its decisions for ratification to the Senate.

H. Subcommittees of Senate Standing Committees

1. Each Senate standing committee may appoint subcommittees, subject to ratification by the Senate, provided the charge to each such subcommittee is clearly stated in writing.
2. Each subcommittee of the Senate shall periodically report to their oversight standing committee. Information from these reports shall become part of the report of the standing committee to the Senate.

Article V: Elections

A. All elections shall be by secret ballot.

B. The Elections Subcommittee will conduct all but the following elections:

1. Elections for Academic Policy Committee faculty members across colleges shall be conducted across Commonwealth University by the respective dean's offices.
2. Elections for senators representing nonacademic divisions shall be conducted across Commonwealth University by the respective vice president's offices.
3. Elections for union representatives on standing committees and subcommittees will be conducted by the respective CBA units.
4. Elections for coaches on Senate will be conducted by the respective CBA unit.
5. Elections for academic department or unit senators shall be conducted by the respective departments.
6. Elections for the Clearfield campus senator shall be conducted by the Clearfield campus director.

C. Terms of committee members will be staggered in classes as described in Article IV.D.

D. Election duties shall be performed by the Election Subcommittee members on their respective campuses, who shall

1. Prepare a list of nominees for all positions on or about March 15 of each year. Nominees may not be placed on the slate of nominees without their consent.
2. Distribute the slate of nominees on or about March 20.

3. Conduct the election on or about April 1 of each year.
 4. Verify results with the Senate President and announce results on or about April 10 of each year.
 5. Assist the Senate President, upon request, in finding members to fill appointed positions or vacancies in elected positions occurring between regularly scheduled elections. Vacancies shall be filled at the next regularly scheduled election.
- E. In any elections, the candidate receiving the greatest number of votes must win at least 50% of the votes cast in the election to win the position; failing this, the two candidates receiving the greatest number of votes shall participate in a run-off election.
- F. Except where otherwise noted in this Constitution, all new terms begin April 15.
- G. For the inaugural election, a temporary Elections Subcommittee (two faculty and one staff per campus) will be appointed by current shared governance structures on each campus.
- H. If a Senator is unable to serve out the full term, an interim appointment may be made by the Executive Committee until the position can be filled as part of the regular process outlined in this article.
- I. If a Local Assembly Officer is unable to serve out the full term, an interim appointment may be made by the Local Assembly until the position can be filled as part of the regular process outlined in this article.

Article VI: University Policies

A. Definitions

1. Policies are University-wide policies which apply to all University locations consistent with the statutory authority granted under Act 188 of 1982, as amended. The University President (or designee) may issue separate procedures, standards, or guidelines related to a University policy.
2. Interim Policies are policies issued by the President and/or a Vice President of the University due to emerging situations, such as the health and welfare of the University community; changes to applicable law or regulation or governing policy concerning University matters; upon the advice of legal counsel; to avoid liability; or other matters that require implementation of a policy governing University business outside the timelines set forth in this Constitution.

B. University Senate Review and Comment on Policies

1. First readings of policies by the Senate must occur during the September or February meeting of the Senate. Second readings of policies must occur during the November or April meeting.

2. The following actions shall be taken after the second reading of proposed policies:
 - a. Endorse the policy for implementation.
 - b. Endorse with suggested amendment(s) to the policy.
 - c. Table the policy.
 - d. Return the policy to the originator with comments.
 - e. Not endorse the policy.
3. If the policy is endorsed or endorsed with amendments, the Senate President will send a final version of an endorsed policy or a policy endorsed with amendments to the University President within one week after the final Senate meeting of the semester. The University President may implement any policy endorsed, with or without amendments, and the policy will note whether the policy has been endorsed by the Senate, endorsed by the Senate with amendments adopted, endorsed by the Senate with partial amendments adopted, or endorsed by the Senate without amendments adopted.
4. If the policy is tabled by the Senate or returned to the originator with comments, the policy may be implemented as an Interim Policy and the policy may be taken up again by the Senate at a future meeting.
5. If the Senate decides not to endorse a policy, the University President may implement the policy and the policy will note that the policy has not been endorsed by the Senate.
6. Nothing in this Article or this Constitutions shall prevent or prohibit the University President from taking all actions necessary to respond to an emergency or otherwise act to protect and ensure the health and safety of the University community.
7. Policies will be posted on the Commonwealth University website within 5 business days.
8. The actions of the Senate will be recorded in the final policy statement.

C. Local Assembly Review and Comment on Policies

1. Local Assemblies will consider policies that have been forwarded from the Senate after the first reading.
2. One of the following actions may be taken by the Local Assembly in response to a forwarded policy:
 - a. Send it back to the Senate Executive Committee, with or without feedback. If a Local Assembly does not act on a policy by the deadline provided by the Senate Executive Committee, this will be considered a return without feedback by the Senate.
 - b. Send it back to the Senate Executive Committee with a rationale for a local exception.

D. Interim Policies

1. The University President (or designee) will submit a draft Interim Policy to the Senate Executive Committee.
2. The Senate Executive Committee will review the Interim Policy within ten (10) days of submittal. The Chair of the Senate Executive Committee will call an additional meeting if this period does not coincide with a regularly scheduled meeting. Senate Executive Committee meetings that review Interim Policies must have a simple-majority quorum.
3. The University President (or designee) will issue the Interim Policy after consultation with the Senate Executive Committee. If the Senate Executive Committee does not call a meeting within the specified period to consult on the Interim Policy, the University President may issue the Interim Policy.
4. To remove a designation of a policy as an Interim Policy, the policy must be reviewed by the Senate in the process set forth for review and comment on policies by the Senate and Local Assemblies set forth in Article VI.
5. Interim Policies will be posted on the Commonwealth University website within 5 business days.

Article VII: Resolutions

A. Definition

1. A resolution can make a recommendation about current policies of the University, highlight areas of concern that could be addressed in long-term planning, or comment on pressing social issues.
2. Resolutions must not duplicate processes accommodated by collective bargaining.
3. Resolutions are structured in a format adapted from Robert's Rules of Order. The resolution itself begins "*Resolved*, That," the word "*Resolved*" being printed in italics and followed by a comma, and the word "That" beginning with a capital "T." Reasons for the resolution are stated in a *preamble*, each clause of which constitutes a paragraph beginning with "Whereas."

B. Process

1. Members of a campus community can submit a resolution to the Local Assembly President for evaluation.
2. If the Local Assembly President determines that the resolution is best addressed on their campus, the resolution is placed on the next agenda of the Local Assembly.
3. The Local Assembly decides whether to take further action, including determining the

campus office or person who can best address the concern.

4. If the Local Assembly President determines that the resolution is best addressed by the Senate, the Local Assembly President forwards the resolution to the President of the Senate Executive Committee.
5. By a simple majority vote of the members present, the Senate Executive Committee may recommend that a resolution be redirected to a more appropriate committee or individual.
6. Members of the Senate Executive Committee may propose editorial changes to the resolution in collaboration with the individual who proposed the resolution. The individual who proposed the resolution or a designee must attend the Senate Executive Committee for editorial review to take place. Resolutions can be withdrawn by their sponsors after editorial review.
7. Resolutions reviewed and approved by the Senate Executive Committee can be placed on the next Senate agenda.
8. Resolutions do not need to be reviewed by Local Assemblies.
9. For a resolution to be endorsed, it must receive a simple majority of the Senate.
10. Endorsed resolutions will be forwarded to the University President. The University President (or designee) may:
 - a. Respond to the resolution at the next regularly scheduled Senate meeting.
 - b. Request an extension until a specified Senate meeting.
 - c. Formally decline to act at the next regularly scheduled Senate meeting and provide an explanation of the reasons.
 - d. Failure to take any of the above actions will be considered a formal declination of action on the part of the University President (or designee).
11. All forwarded resolutions and any actions (items a, b, c, or d above) will be placed on the Senate website. Any written statement on the part of the University President (or designee) for action taken under item c above will be included as part of the posting on the Senate's website.

Article VIII: Strategic Plan

- A. A draft of the University Strategic Plan will be reviewed by the Senate. This review will take place in a manner that allows time for changes to be considered prior to the final plan.
- B. The following actions shall be taken after review:
 - 1. Endorsement.
 - 2. Non-endorsement.
- C. An explanation of any Senate suggestions or concerns will be forwarded to the University President.
- D. A Strategic Plan will be first introduced for discussion at the respective Local Assemblies and then voted on in the next Senate meeting.
- E. For a Strategic Plan to be endorsed, it must receive a simple majority of the voting members of the Senate present.

Article IX: Amendment Procedures

- A. Proposed amendments to this Constitution must first be presented to the Senate Executive Committee. The Senate Executive Committee will decide in consultation with the University President whether to place the amendment on the Senate agenda.
- B. A proposed amendment can be initiated by (1) any senator, or (2) an action by a Local Assembly.
- C. If a proposed amendment receives approval by a two-thirds majority vote of the Senate, after thirty days, Local Assemblies will convene to discuss and vote on the amendment. An amendment passes if it receives simple majority approval from at least two Local Assemblies.
- D. No standing committee shall be created or abolished except by amendment of this Constitution.

Bylaws

Article I: Removal

Charges stating failure to fulfill responsibilities on the part of officers, members, or appointees may be initiated in writing by any member of the Senate. The Executive Committee shall hear charges laid before it and shall decide accordingly. The decisions shall be reported to the Senate. The Senate may override the Executive Committee by a vote of two-thirds majority.

Article II: Review of the Constitution

The Senate shall establish an ad hoc committee to review the Constitution every five years and make recommendations to the Executive Committee for necessary changes.

Article III: Minutes

Minutes of the Local Assemblies and Senate meetings, and all standing committees shall be archived online and available to the University community.

Article IV: Parliamentary Procedure

- A. Robert's Rules of Order shall be the official source of parliamentary procedure.
- B. A parliamentarian may be appointed by the Senate President. This person would serve as an advisor to the Senate President on matters of Parliamentary procedure.

Appendices

Academic Policy Committee

Bylaws

ARTICLE I: NAME

This standing committee of the University Senate shall be the Academic Policy Committee, hereinafter called "the Committee."

ARTICLE II: PURPOSE

The Committee's purpose shall be to review, propose, and oversee the development of academic, non-curricular, policies that pertain to the university's functioning and sustainability.

ARTICLE III: MEMBERSHIP

Section 1: Composition

The Committee shall consist of the following members:

- A. The provost (or designee), as ex-officio, non-voting member.
- B. Six elected faculty members—one each from the Ziegler College of Business; College of Education and Human Services; College of Health Professions; College of Arts, Social Sciences, and Humanities; College of Science and Technology; one non-aligned faculty member who is not a member of the five colleges.
- C. Three faculty members elected, at-large, one from each of Bloomsburg, Lock Haven, and Mansfield.
- D. An APSCUF representative chosen jointly by all APSCUF locals.
- E. An undergraduate student from each campus's student government.
- F. A graduate student selected by the graduate council.
- G. An advising professional appointed by the provost.
- H. The Director of Disability Services (or designee).
- I. The Registrar (or designee).
- J. The Director of Financial Aid (or designee).
- K. If none of the above elected or appointed faculty members have graduate student teaching and advising responsibilities, an additional faculty member from any college or campus that meets this criterion shall be appointed by the Executive Committee.

Elected faculty members shall serve for a term of three years, with the possibility of reelection.

Student members shall serve for a term of one year. Appointed members shall serve the term length listed in their appointment.

Section 2: Officers

The Committee shall elect a Chairperson from among its rostered membership to preside over meetings and ensure the Committee's goals and objectives are met.

The Chairperson shall serve as a member of the Executive Committee and represent the Committee when called upon where necessary.

The Chairperson shall serve a term of one academic year, unless otherwise agreed upon by the membership. The Chairperson may be re-elected if desired.

The Committee may grant the election of co-Chairpersons if the need arises. The Committee may also appoint a Vice-chairperson or Secretary, if needed.

Section 3: Duties of Members

The Committee shall meet to discuss and review matters related to its scope of work. Committee members shall actively participate in meetings, contribute their expertise, and collaborate with other members.

The Committee may form working groups as necessary to address specific tasks or projects.

The Committee shall designate members to make reports to each Local Assembly and to the Senate.

Section 4: Removal and Resignation

The Chairperson may forward the name of any member failing to fulfill their duties during the academic year to the Executive Committee to be considered for removal.

A Committee member may resign from their position by providing a written notice to the Chairperson or appointing authority.

ARTICLE IV: SCOPE OF WORK

The Committee will review, propose, and oversee academic policies as a standing committee of the University Senate. The committee will regularly report to the Executive Committee and propose new and revised policies to the Senate when needed. The intended purpose of this scope of work is to maintain university policy that serves the needs of sound pedagogy, quality academic experiences for students, respects the boundaries of the CBA, and university sustainability.

The scope of the committee's work shall include academic policies except curricular issues addressed under 31.E.1 of the APSCUF CBA. Non-curricular, academic policies include but are not limited to class start times and lengths, credit hour definitions, course numbering, scheduling procedures, course repeat and withdrawal, attendance, academic dismissal and other student conduct policies, and academic grievance.

In order to ensure policy is consistent with the university's goals of enrollment management and equitable and functional online teaching environments, the committee will also solicit or receive the advice of the Information Technology and Enrollment Management subcommittees.

The committee may also propose the removal of a policy if necessary.

ARTICLE V: MEETINGS AND DECISIONS

Section 1: Meetings

The Committee shall hold regular meetings at least two times per semester. Additional meetings may be scheduled as necessary or upon request of the Chairperson or a majority of Committee members.

The Chairperson may choose to conduct the meetings by Robert's Rules of Order, an amended version of rules of order, or a committee agreed-upon set of rules.

A quorum, 51% of the voting members, must be present to conduct official business.

Section 2: Decision-Making

Decisions of the Committee shall be made by a simple majority vote of members present at the meeting, provided a quorum is present.

The Chairperson may call for a vote to be conducted online if the need arises. Alternative voting mechanisms require a quorum of votes cast by members and decisions shall be made by a simple majority vote. Any committee member may object to the call for an online vote and request a meeting for the vote to be held.

ARTICLE VI: AMENDMENTS

These bylaws may be amended by a simple majority vote of the Committee members, provided that a quorum is present, and that proposed amendments have been communicated to members prior to the meeting in a reasonable amount of time.

Bylaw amendments must be approved by the Executive Committee and by the Senate.

ARTICLE VII: RATIFICATION

These bylaws must be reviewed at least every three years from the date of ratification.

These bylaws were agreed to by a simple majority vote by the committee on October 26, 2023, under the direction of Jessy Defenderfer and Deb Rotella, Co-Chairpersons.

These bylaws were agreed to by the Executive Committee and ratified by the University Senate on November 9, 2023 and supersede any previous bylaws of the committee.

Enrollment Management Subcommittee of the Academic Policy Committee

Charge

This subcommittee shall:

Provide guidance to the Academic Policy Committee to ensure that policy furthers Enrollment Management efforts.

Report to the Senate on Enrollment Management projects and activities.

Membership

- The Vice President for Enrollment Management (or designee), as ex-officio, non-voting member.
- Six elected faculty members, two elected at-large by each campus.
- Three Admissions professionals appointed by the Vice President for Enrollment Management.
- A representative from Financial Aid appointed by the Vice President for Enrollment Management.
- The Executive Director of Workforce Development.
- The ACT 101 Director.

The above structure and charge are intended for the 2023-2024 academic year. This committee must create bylaws outlining committee membership and scope of duties during the 2023-2024 academic year and review those bylaws at least every three years. New bylaws must be approved by the Executive Committee and Senate. Appendices will be updated accordingly.

Information Technology Subcommittee of the Academic Policy Committee

Bylaws

ARTICLE I: SUBCOMMITTEE MEMBERSHIP

Section 1: Purpose

The purpose of these bylaws is to define the membership and outline the scope of duties of the Subcommittee.

Section 2: Membership

The Subcommittee shall consist of the following members:

1. The Vice President for University Affairs (or designee), as ex-officio, non-voting member.
2. Six (6) elected faculty members, two elected at-large by each campus.
3. Three (3) Information Technology professionals appointed by the Vice President for University Affairs.
4. A representative from Facilities Management appointed by the Associate Vice President of Facilities Management.
5. At least three (3) undergraduate students, one from each campus's student government. Clearfield should also be represented.

Elected faculty members shall be elected in accordance with the faculty election process adopted by the Elections Subcommittee of the University Senate. Appointed members shall be named by the respective Vice President or designee. Undergraduate students shall be appointed by the Chair of the Subcommittee, following consultation with each campus' student government. The term of appointed student committee members shall be one (1) year.

The initial term of each appointed Subcommittee member (other than student members) is set forth in the attached Roster for Membership, renewable upon agreement of both the Committee member and the appointing authority.

The term of elected committee members shall be commensurate with the term of their initial appointment.

The Committee shall strive to maintain diverse representation and inclusivity.

Section 3: Removal and Resignation

Any member of the committee failing to regularly attend meetings during the academic year will be considered for removal by the Executive Committee.

A Committee member may resign from their position by providing a written notice to the Committee chair or appointing authority.

ARTICLE II: SCOPE OF DUTIES

Section 1: Purpose

The purpose of the Committee is to:

1. Provide guidance to the Academic Policy Committee to ensure that policies create an equitable and functional online teaching environment;
2. Report to the Senate on Information Technology projects and activities;
3. Assess and provide feedback on the effectiveness of information technology as it relates to pedagogy;
4. Assess and provide feedback on the effectiveness of information technology as it relates to administrative requirements and the student experience.

Section 2: Duties and Responsibilities

The Committee shall meet regularly to discuss and review matters related to its scope of duties.

Committee members are expected to actively participate in meetings, contribute their expertise, and collaborate with other members.

The Committee may form working groups as necessary to address specific tasks or projects.

The Committee shall provide recommendations, reports, or any required deliverables to the appointing authority or relevant stakeholders, as specified.

The Committee shall designate a member to make reports to each Local Assembly and to the Senate.

Section 3: Chairperson and Officers

The Committee shall elect a Chairperson from among its members to preside over meetings, facilitate discussions, and represent the Committee when required.

The Chairperson shall serve for a term as set forth in the attached Roster for Membership and may be re-elected if desired.

The Committee may appoint additional officers, such as a Vice-Chairperson or Secretary, to assist in the functioning of the Committee as deemed necessary.

ARTICLE III: MEETINGS

Section 1: Frequency

The Committee shall hold regular meetings at least three times per semester.

Additional meetings may be scheduled as necessary or upon the request of the Chairperson or a majority of Committee members.

Section 2: Quorum and Decision-making

A quorum, constituting 8 voting members of the Committee, must be present to conduct official business.

Decisions shall be made by a majority vote of the Committee members present, unless otherwise specified in these bylaws.

ARTICLE IV: AMENDMENTS

These bylaws may be amended by a majority vote of the Committee members, provided that notice of the proposed amendment is given in advance of the meeting.

Proposed amendments to the bylaws shall be shared with all Committee members a reasonable amount of time prior to the meeting.

These bylaws are hereby adopted on November 9, 2023 and shall supersede any previous bylaws or rules of the Committee.

Advancement Committee

Charge

This committee shall:

- Serve in an advisory capacity to the Vice President for Advancement.
- Provide a yearly update on advancement activities to the Senate. This report will be given during the September Senate meeting and will discuss the previous fiscal year.
- When directed by the Vice President for Advancement, initiate, review, and recommend policies and procedures related to advancement.

Membership

- The Vice President for Advancement (or designee) as ex-officio, non-voting member.
- Three elected faculty members, one elected at-large by each campus.
- Three elected staff members (one from each campus).
- Faculty members appointed at the Vice President for Advancement's discretion.
- Staff members appointed at the Vice President for Advancement's discretion.
- Students appointed at the Vice President for Advancement's discretion.

The above structure and charge are intended for the 2023-2024 academic year. This committee must create bylaws outlining committee membership and scope of duties during the 2023-2024 academic year and review those bylaws at least every three years. New bylaws must be approved by the Executive Committee and Senate. Appendices will be updated accordingly.

Diversity, Equity, and Inclusion Committee

Charge

This committee shall:

- Coordinate with and advise both the Academic Policy and Student Success/Campus Life committees to ensure that academic and/or university policies and campus experiences further diversity, equity, and inclusion (DEI) efforts across all University locations.
- Identify opportunities for change and improvement and recommend solutions that coincide with university services, DEI trainings, multicultural programming, and university policies to create a welcoming and inclusive campus community.
- Report to the Senate on DEI projects and activities.

Membership

- Chief Diversity, Equity, and Inclusion officer (or designee), as ex-officio, non-voting member.
- Six elected faculty members, two elected at-large by each campus.
- Six elected staff members: one SCUPA (State College & University Professional Association) and one AFSCME from Bloomsburg, Lock Haven and Mansfield.
- A student representative from each University location.
- Staff members or other professionals appointed at the discretion of the Vice President for University Affairs.
- Two Vice Presidential appointments of staff or management professionals representing Disability Services and ADA, one from Student Success & Campus Life and one from University Affairs.
- A Vice Presidential appointment of a representative from counseling services.

The above structure and charge are intended for the 2023-2024 academic year. This committee must create bylaws outlining committee membership and scope of duties during the 2023-2024 academic year and review those bylaws at least every three years. New bylaws must be approved by the Executive Committee and Senate. Appendices will be updated accordingly.

Finance Committee

Charge

This committee shall:

- Serve in an advisory capacity to the Vice President for Fiscal Affairs. The jurisdiction and responsibilities of the committee shall coincide with those of the Vice President for Fiscal Affairs.
- Receive, request and report on matters relating to the University budget and budgeting procedures.
- Make recommendations to the Vice President for Fiscal Affairs regarding budgetary support for the various educational programs of the University.
- Initiate, review, and recommend policies and procedures derived from all components of the University and/or when such policies and procedures are referred to the committee by the Vice President for Fiscal Affairs.
- Directly recommend procedures pertaining to billing, personnel, mail and duplicating to the Vice President for Fiscal Affairs for approval and implementation. These policies will be received as information items in the Senate. Recommendations following discussion will be sent to the Vice President for Fiscal Affairs.

Membership

- The Vice President for Fiscal Affairs (or designee) as ex-officio, non-voting member.
- Associate Vice President for Facilities Management, as ex-officio, non-voting member.
- Six elected faculty members, two elected at-large by each campus.
- An undergraduate student from each campus's student government.
- An eligible AFSCME staff member from each campus, appointed by each campus's AFSCME local.
- Three staff or managers (or their designees), selected by the Vice President for Fiscal Affairs.

The above structure and charge are intended for the 2023-2024 academic year. This committee must create bylaws outlining committee membership and scope of duties during the 2023-2024 academic year and review those bylaws at least every three years. New bylaws must be approved by the Executive Committee and Senate. Appendices will be updated accordingly.

Student Success and Campus Life Committee

Charge

This committee shall:

- Serve in an advisory capacity to the Vice President for Student Success and Campus Life. The jurisdiction and responsibilities of the committee shall coincide with those of the Vice President for Student Success and Campus Life.
- Initiate, review, and recommend policies and procedures to the Vice President for Student Success and Campus Life.
- Inquire in matters relating to the physical, mental, and social welfare of students.
- Establish sub-committees as are deemed appropriate.
- Identify areas of improvement and solutions that coincide with services, policies, and procedures within the Division of Student Success and Campus Life.

Membership

- The Vice President for Student Success and Campus Life (or designee), as ex-officio, non-voting member.
- Student Success and Campus Life professionals appointed by the Vice President for Student Success and Campus Life from each of the following divisions:
 - Student Success
 - Campus Life
 - Dean of Students
 - Auxiliaries and Operations
 - Conduct
 - Health Center
- Six elected faculty members, two elected at-large by each campus.
- One at-large SCUPA representative, elected at-large by the membership of SCUPA.
- Two undergraduate students from each campus's student government.

The above structure and charge are intended for the 2023-2024 academic year. This committee must create bylaws outlining committee membership and scope of duties during the 2023-2024 academic year and review those bylaws at least every three years. New bylaws must be approved by the Executive Committee and Senate. Appendices will be updated accordingly.

First Year Experience Subcommittee of the Student Success and Campus Life Committee

Charge

This committee shall:

- Serve as a coordinating body to link and advise the various experiences of first-year students at Commonwealth University.
- Coordinate with and advise both the Academic and Student Affairs Divisions of the University to the various experiences of first-year students.
- Provide appropriate training experiences for faculty who teach First-Year Seminar.
- Recommend and coordinate activities that preceded and occur during the first- year that affect first-year students and are designed to enhance their success at the University.
- Recommend to the Academic Policy Committee policies bearing on the success of first-year students at the University, as appropriate.

Membership

- The Vice President for Student Success and Campus Life (or designee), as ex-officio, non-voting member.
- Six elected faculty members, two elected at-large by each campus.
- The FYE Director (or designee).
- The librarian responsible for First-Year Seminar.
- Orientation leaders appointed by the Vice President for Student Success and Campus Life.
- An undergraduate student from each campus's student government.

The above structure and charge are intended for the 2023-2024 academic year. This committee must create bylaws outlining committee membership and scope of duties during the 2023-2024 academic year and review those bylaws at least every three years. New bylaws must be approved by the Executive Committee and Senate. Appendices will be updated accordingly.