

UNIVERSITY SENATE BYLAWS

I. Meetings

- A. The University Senate shall hold at least four monthly meetings per academic semester, excluding the summer sessions, at a time and place indicated by the presiding officer. Additional meetings may be called at the discretion of the chair, or upon petition by one-third of the University Senate membership to the Rules Committee, which shall establish a date and place and publish the reason for such a meeting within two days of the date such a petition is received.
- B. No meeting of the University Senate shall be held when the university is not officially in session.
- C. The chair of the University Senate may convene that body during the summer session when there is necessary business to transact. For the summer session, 45 members shall be considered a quorum. Any business transaction during the summer shall be subject to the review and approval of the regular University Senate at its first scheduled meeting in the fall.
- D. Following the last scheduled University Senate meeting of the academic year, an electronic asynchronous meeting will be held to review and approve the minutes from the previous meeting. The minutes will be distributed to senators electronically. Any comments, corrections, or concerns that a senator has regarding the minutes can be expressed electronically so that all senators will receive the posting. At least two business days following the posting of the minutes, the chair of the University Senate will call for a vote and provide an electronic link where senators can vote. At least one business day will be provided for senators to vote to approve or not approve the meeting minutes. Once tallied, senators and other interested entities will be informed of the outcome.
- E. Notice of all meetings of the University Senate shall be published by the Senate secretary at least one week in advance of such meeting.
- F. A majority of the membership of the University Senate shall constitute a quorum.
 1. In the event a quorum is called for, the Senate Chair will determine quorum using an appropriate method. Only those senators whose names appear on the roster will be eligible to vote.
 2. The roster will be updated in the following manner.
 - a. Rules Committee chair shall maintain, and the Senate secretary shall have access to, an up-to-date list of all faculty, administrative, staff and alumni senators. This list shall include all vacant seats.
- G. Protocol for Absences
 1. Senators unable to attend scheduled University Senate meetings shall inform the Senate secretary prior to the meeting.
 2. The chair may ask for a roll call or designate a person or persons to record attendance.
 3. Any senator unable to attend a scheduled standing committee meeting shall inform the committee chairperson prior to the meeting.
- H. Procedures relating to University Senate absences
 1. In the case of absenteeism of faculty senators: The chair of the Rules Committee is empowered to ask any faculty senator who is absent from more than three University Senate meetings in one academic year or two consecutive absences, to state cause for the absences. Further, the chair of the Rules Committee, after such inquiry, may determine, with the majority consent of the committee, whether or not the absences are justified. If it is determined that there has been no justifiable reason for absences, or it is determined that circumstances will prevent the senator from fulfilling her or

prepare and distribute the regular meeting agenda to all members of the University Senate one week before the meeting, as well as deposit a copy in the University Archives.

3. The Senate secretary shall be responsible for setting and publishing dates of all University Senate meetings; keeping records of all University Senate actions, past and present; and, when necessary, retrieving information concerning previous University Senate and committee actions.
4. The Senate secretary shall maintain a record of attendance and shall inform the chair of the Rules Committee on the occasion of any senator's second absence in any semester and of all absences thereafter.
5. The Senate secretary may serve as an elected member of any committee.

D. Parliamentarian

1. The parliamentarian shall be appointed by the chair from the University Senate membership, for a term commensurate with the term of the chair, until relieved by the chair.

III. Procedures

- A. The University Senate ordinarily refers new business to its appropriate committee for consideration, although it may initiate and create policy from the floor upon the approval of two-thirds of the members present. Questions concerning repeal of existing policies are to be treated as new business and should ordinarily be referred to the Rules Committee.
- B. The chair of the University Senate shall report to the University Senate the disposition of such matters as it has recommended to the Council of Trustees. Recommendations that have been rejected by the Council of Trustees shall be returned to the floor of the University Senate for deliberation and disposition as old business at the meeting immediately following communication of such rejection.
- C. Senate meetings shall be conducted according to Robert's Rules of Order, excepting where such procedures conflict with the bylaws of the University Senate, in which case the latter shall take precedence.
- D. Committee reports shall be presented on a rotating basis after reports by the Rules Committee, University-Wide Undergraduate Curriculum Committee, and University-Wide Graduate Committee. A committee chair may ask that the University Se

- d. Adjudication: The Rules Committee shall interpret the rules and regulations of the University Senate, including the constitution and bylaws, and shall be responsible for establishing and supervising regulations governing non-members' admission to and participation in University Senate meetings.
 2. Membership:
 - a. Ex officio: The parliamentarian of the University Senate.
 - b. Elected: Eight faculty and two administrative members shall be elected by and from the University Senate.
 - c. Three undergraduate students shall be appointed by and from the Student Government Association.
 - d. One graduate student shall be appointed by and from the Graduate Student Assembly.
 - e. One staff member may be elected.
 3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
 4. Meetings: All regular meetings of the committee shall be open.
- B. Academic Committee
 1. Function: The area of responsibility of the committee shall be all academic policies and procedures including academic standards, academic grievances, general policies for admission and scholarships, and recommendations for the awarding of honorary degrees and emeritus status, except as herein after relegated to the charge of another committee.
 2. Membership:
 - a. Ex officio: The registrar, and the provost and vice president for Academic Affairs or her or his designee.
 - b. Appointed: One representative from the Council of Deans.
 - c. Elected: Eight faculty and two at-large members shall be elected by and from the University Senate.
 - d. Three undergraduate students shall be appointed by and from the Student Government Association.
 - e. One graduate student shall be appointed by and from the Graduate Student Assembly.
 3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
 4. Meetings: All regular meetings of the committee shall be open.

substantive. If substantive changes are made on the University Senate floor, the proposal shall return to the originator for possible resubmission.

2. Membership:

- a. Ex officio: Provost and Vice President for Academic Affairs, President of IUP-APSCUF or her/his designee from the FACULTY, and Director of Liberal Studies (nonvoting). The APSCUF co-Chair of the UWUCC is responsible for
- b. Elected: Twelve members shall be elected by and from the FACULTY in university-wide elections. FACULTY members elected to the UWUCC shall be automatically elected to the at-large portion of the faculty segment of the University Senate. A committee member who resigns from the UWUCC shall at the same time relinquish her/his at-large seat in the University Senate. A FACULTY member elected to the University-Wide Undergraduate Curriculum Committee who is also elected as a department representative to the University Senate, shall notify the chair of the Rules Committee immediately, who will then fill the at-large vacancy from the list of alternates. If a department representative resigns or is removed from the UWUCC during a term of office, the seat will be filled from the University Senate by the next highest vote recipient in the UWUCC election who is available to serve. If no vote recipient for the UWUCC is available to serve, the seat will remain vacant until the next regular University Senate election. If two or more seats are vacant on either or both of the UWGC or the UWUCC, or if any academic college lacks representation, a special election shall be scheduled to fill the vacant seats from the University Senate.
- c. Three undergraduate students appointed by and from the Student Government Association.
- d. Each academic college shall have FACULTY representation on this committee.

- b. The APSCUF-appointed co-chair of the UWGC is responsible for commu
Senate. On non-curricular matters that come before the UWGC, the APSCUF-
appointed co-chair shall participate simply as a committee member and shall
not chair or direct the deliberations.
 - c. The committee shall present its curricular recommendations to the University
Senate.
 - d. Any senator may request the chair of the University Senate, in consultation
with the attending chair(s) of the committee and/or representatives of the
originating department, to rule whether a suggested change is substantive. If
substantive changes to curricular proposals are made on the University Senate
floor, the proposal shall return to the originator for possible resubmission.
2. Membership:
- a. Ex officio: The dean of the School of Graduate Studies and Research or
her/his designee.
 - b. Elected: Twelve members shall be elected by and from the FACULTY in
university-wide elections. FACULTY members elected to the University-Wide
Graduate Committee shall be automatically elected to the at-large portion of
the faculty segment of the University Senate. A committee member who
resigns from the UWGC shall at the same time relinquish his/her at-large seat
in the University Senate. A FACULTY member elected to the University-Wide
Graduate Committee who is also elected as a department representative to the
University Senate, shall notify the chair of the Rules Committee immediately,
who will then fill the at-

E. Libraries and Educational Services

1. Function: The committee shall be responsible for recommending policies for the IUP Libraries, Academic Technology Services, the Technology Services Center, and other educational services.
2. Membership:
 - a. Ex officio: dean of Libraries and the chief information officer.
 - b. Elected: Seven faculty members and one at-large member shall be elected by and from the University Senate.
 - c. Two undergraduate students appointed by and from the Student Government Association.
 - d. One graduate student

1. One faculty member per college.
 2. One faculty member representing the university service areas.
 - c. The School of Graduate Studies and Research is excluded from membership.
 - d. Two undergraduate students appointed by and from the Student Government Association.
 - e. One graduate student appointed by and from the Graduate Assembly.
 3. Officers: chair, vice chair, and secretary shall be elected by the committee from its membership.
 4. Meetings: All regular meetings of the committee shall be open
- J. Non-Credit Instruction Committee
1. Function: The committee shall oversee non-credit instruction and activities sponsored by the university. The committee shall advise administrators and