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Lindenwood University Faculty Council Bylaws

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Lindenwood University Faculty Council Bylaws

The Faculty Council is a shared governance body that derives its authority from the President of the Lindenwood University system who has administrative authority over the University. Unless otherwise stated, these bylaws apply to the Lindenwood University system, including both the Saint Charles and Belleville Campuses, and all Faculty Council subcommittees.

The principal responsibilities of the Lindenwood Faculty Council are as follows:

1. To evaluate and make recommendations on faculty and administrative personnel matters, including faculty positions, candidates, promotions, hiring, initial ranks, professional responsibilities, and recognitions;
2. To evaluate faculty personnel policies and procedures, and recommend periodic revisions and improvements in those areas;
3. To define and promote scholarly activities;
4. To serve as the representatives of the faculty in regard to review, evaluation, and adoption of academic policies and procedures, including general education structure and advancement;
5. To plan, call, and run all general faculty meetings and regularly scheduled general faculty workshops;
6. To review and recommend policies and/or actions appropriate to address issues of concern submitted by faculty members, faculty committees, or the administration;
7. To maintain the Lindenwood University Guidebook through a collaborative effort involving all Faculty Council, staff council, human resources, and administration;
8. To support and ensure that academic freedom is maintained and encouraged at Lindenwood University;
9. To play an instrumental role in the development and approval of academic and classroom policies;
10. To participate in the review and planning of University-wide initiatives.

The President, Provost, and Vice President of Human Resources have faculty rank and can regularly participate in Faculty Council meetings ex officio. Generally, the Campus Provost at LU-Belleville represents the Belleville administration and regularly attends the Belleville Faculty Council meetings as an ex officio member. The Faculty Council can request that all administrators be excused from a meeting if discussion on a given topic merits the exception.

Membership

Faculty Council is comprised of two members from each school/division with faculty of twelve or more members. Schools/Divisions with fewer than twelve elect one representative. Faculty Council members can serve two consecutive two-year terms for a total of four years after which they must take a year off before serving again. For schools with two members, those members will serve alternating but

overlapping terms, and, if a member resigns, his/her replacement will only finish out the term of the individual whom he/she is replacing. Elections will take place in each school/division by December 10 so newly elected members can adjust their contracts and schedules for the following academic school year.

In consultation with the school/division dean, council members receive a three credit course reduction each academic school year or equivalent. Professional service to the Faculty Council is expected, amounting to the same time commitment as preparing, teaching and grading for the three credit course release. Absences from three consecutive council meetings without excuse shall be construed as resignation.

Expectations include the following:

- To attend regular meetings;
- To serve on Faculty Council sub-committees;
- To volunteer for and actively serve on taskforces;
- To assist with the faculty hiring process through participation in interviews;
- To coordinate the faculty promotion and faculty awards processes;
- To advocate for the faculty of the member's school/division.

Meetings

Faculty Council typically meets most weeks during the fall and spring semesters. Special meetings will be held as deemed necessary. If necessary during the summer, committee work can be conducted through email or in Canvas. A quorum, the majority of the membership, is needed to approve motions or resolutions. Motions, proposals, and resolutions will be approved by a majority of those voting.

Resolutions and proposals passed by the Faculty Council are sent to the Deans Council if they have not already voted on the item or directly to the system Provost if the Faculty and Deans Councils have already voted on the item.

Faculty Council organizes and conducts at least five Faculty Meetings per academic year for the purpose of disseminating or gathering information which does not lend itself to digital or print formats. Each meeting is organized by the academic schools/divisions on a rotating basis and the agenda is approved by the Faculty Council. The Faculty Council vice chairperson will schedule the meetings the previous May after considering room availability, and the academic calendar of events. Faculty Council also organizes faculty workshops to be held the week before the fall semester and other times during the school year as requested.

Officers & Responsibilities

Officers are elected to serve a one year term and can serve up to two consecutive years. The Faculty Council Chairperson is required to have served at least one year as a member of the Council prior to holding the office. A newly elected member who has served a previous term and has since been off of the Council is eligible for the position of Chair. The school/division to which the elected chair belongs will still elect a new representative to the Council. All other offices may be held by members in their first year of service. Each campus has a sub-council, with elected officers (i.e., chair, secretary, etc).

Chairs:

- Preside at Faculty Council meetings
- Remain objective on issues to ensure that all voices and points of view are given consideration and those representing such views given the respect to do so;

- Supervise the functioning of the Faculty Council and its subcommittees;
- Notify Faculty Council members of meetings, interviews, and hearings;
- Prepare and distribute an agenda in advance of each Faculty Council meeting;
- Serve as a faculty representative;
- Preside at the Council of Committee Chairs;
- Serve on the President's Council;
- Meet with the Provost and other University Administrators regularly;
- Present Emeriti faculty during commencement ceremonies;
- Present Lindenwood's shared governance structure to the adjuncts during their annual training meeting, identifying the adjuncts' representatives and detailing the process followed to ensure that their voice is heard and considered;
- Only vote in the case of a tie;
- Serve as the commencement speaker in the event that the selected speaker for the event cancels.

Vice-Chairs:

- Preside at meetings of the Faculty Council in the absence of both chairs;
- Assist in leading the Faculty Council;
- Oversee the annual scheduling of faculty meetings;
- Compile the Faculty Council annual report;
- Coordinate the Emeriti Faculty nomination and notification process;
- Serve as the Chair of the grievance and appeals sub-council in the event that the Ombudsman is from the same school/division as the appellate.
- Record the minutes of the Faculty Council in the absence of the Secretary;

Secretaries:

- Record the minutes of the Faculty Council meetings, full-time faculty meetings, and executive sessions;
- Preside at meetings of the Faculty Council in the absence of both chairs and vice-chairs;
- Publishes the minutes for review prior to the next following Faculty Council meeting.
- Edit Faculty Council documents as deemed necessary

Ombudsmen:

- Serve as an impartial resource to assist faculty in problem resolution;
- Informally investigate specific faculty concerns at the discretion of the Faculty Council;
- Report findings and makes suggestions to the Faculty Council on assigned issues;
- Serve as the Chair of the grievance and appeals sub-council in the event that a hearing proves to be necessary.

Past Chairs:

- An ex-officio member of the council (unless the individual is still serving as one of the primary representatives for his/her school);
- Advise the Chair;
- Serves a one-year term

Recall of Officers

An officer of the Council may be recalled for neglect of duty or misconduct if approved by a 2/3 vote of the Council membership.

Elections

The election of Faculty Council officers will take place during the first Faculty Council meeting in April on each campus, within their respective sub-councils. In February the Faculty Council will appoint a Nominations committee comprised of three Council members. The committee will then accept nominations from the Faculty Council of no fewer than two candidates for Chair and at least one candidate each for Vice-Chair, Secretary, and Ombudsman. The committee will assess each candidate's eligibility for his/her position and contact each candidate for his/her acceptance or declination of candidacy. The committee will then prepare a slate of candidates to present to the Faculty Council during the first Faculty Council meeting in March. At that time the committee will ask the Chair to call for additional nominations from the floor. Candidates can nominate themselves, and those nominated may choose to decline. At the second Faculty Council meeting in March, the committee will present a revised slate of candidates if necessary. At this time each candidate for Chair will prepare a 300 word statement of purpose/qualifications to present to the Faculty Council at the third Faculty Council meeting in March. Once the candidates have presented their statements, the Faculty Council will make these statements available to the faculty of their respective Schools, and the faculty of the Schools will have up to the date of the election to express their comments and preferences.

The Nominations committee will prepare written ballots for the elections to take place during the first meeting in April as previously stated. A written vote which will be overseen and tallied by the Nominations committee will be taken of current Faculty Council members, including the Chair. A quorum of Faculty Council members must be present to vote, and elections are won by a tally of the majority of those voting. In the event of a tie, the Council members continue to vote until the tie is broken.

In the event that an officer of the Faculty Council resigns, the Chair can appoint an existing Faculty Council member to fill the vacant position. In the event of the Chair resigning, the Vice-Chair fills the vacant position.

Voting

Motions can be made through standing committees or brought from the floor. Motions with a proper second are put to vote.

Faculty Council Standing and Sub-Committees

The Chair may also appoint taskforces as needed. These taskforces may include but are not limited to the following:

- Grievances/Termination Appeals
- Fall Faculty Workshop

University Standing Committees

The Faculty Council serves as a governing body for faculty and standing committees. Committees should include membership reflecting a balance of all schools/divisions. Each committee must elect a chair by May 31. Committee Chairs may serve up to two consecutive one- year terms. These include the following (details on each of the committees can be found in the committee handbook):

- Academic Standards and Process Committee (ASPC)
- Promotion and Rank Committee
- Educational Policies Committee (EPC)
- Faculty and Student Scholarship Committee (FSSC)
- General Education Committee
- Study Abroad Committee
- Student Retention and Completion Committee (SRCC)
- Technology Committee

Subcommittee membership from some committees will consist of representation from Belleville and St. Charles campuses.

Amendment of Bylaws

Amendments may be adopted in one of two ways:

1. By recommendation of 2/3 vote of the Faculty Council;
2. By recommendation of > 50% of the full-time Lindenwood faculty.

Faculty Council Documentation

Agenda: An agenda is distributed to the Faculty Council members and then archived for the general faculty to access the following week. The Faculty Council agendas are stored on the “J” drive within the “Faculty Council Folder.”

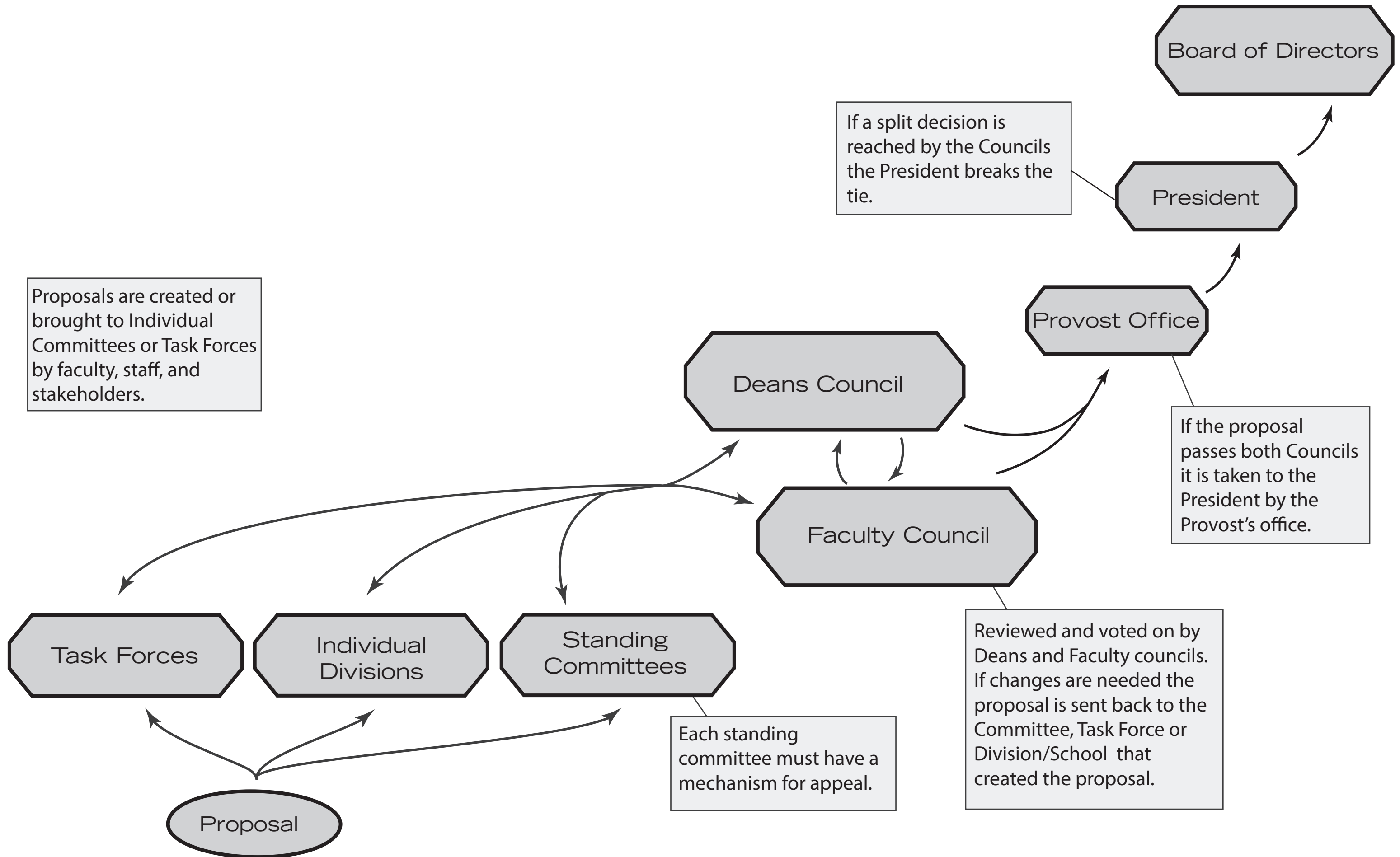
Faculty Council Minutes: Minutes are taken at each meeting and made available to the general faculty following their approval, typically two weeks after their being recorded. The Faculty Council minutes for the current academic year are stored on the “J” drive and Canvas within the “Faculty Council Folder.” In addition, all Faculty Council minutes since 1973 are available through the University archivist. Minutes are sent to all faculty members as an update on Faculty Council business. The senior Faculty Council representative of each School/Division distributes the minutes to all members in his/her School.

Faculty Meeting Minutes: Minutes from the general faculty meetings are taken at each meeting and made available to the general faculty following their approval at the next Faculty Council meeting, typically two weeks after their being recorded. The faculty meeting minutes for the current academic year are stored on the “J” drive within the “Faculty Council Folder.” In addition, all faculty minutes since 1915 are available through the University archivist.

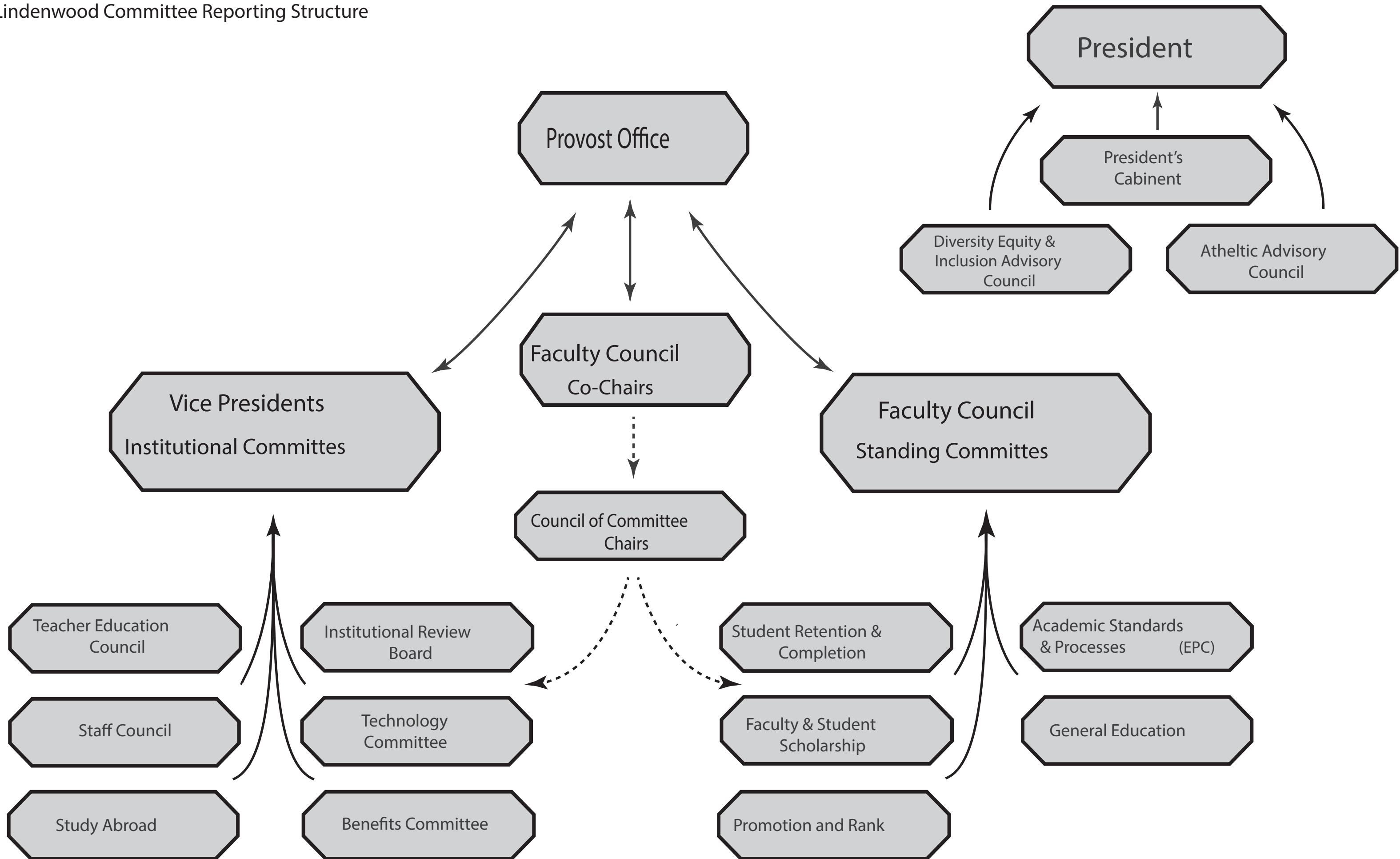
Faculty Concerns Document: A spreadsheet used to track the faculty concerns submitted to the Council by faculty is available to the general faculty. The document contains two tabs. The first is used to document active concerns and their progress; the second is used to document concerns that have been addressed. The Faculty Concerns Document is located on the “J” drive in the “Faculty Council Folder.”

Faculty Council Annual Report: At the conclusion of each year, a summative report will be distributed through the school/division representatives on the Council to each faculty member on campus. In addition, the report will be sent to the Provost and to the University archivist.

Lindenwood Proposal Process 2016



Lindenwood Committee Reporting Structure



Lindenwood Academic
Structure 2016

