

**CONSTITUTION FOR THE WORTHINGTON SCRANTON
FACULTY SENATE OF THE
PENNSYLVANIA STATE UNIVERSITY**

**With all amendments and editorial changes approved on January 10, 2012 by the
University Faculty Senate Council's Sub-Committee on Unit Constitutions**

CONSTITUTION FOR THE WORTHINGTON SCRANTON FACULTY SENATE OF THE PENNSYLVANIA STATE UNIVERSITY

Article I Functions:

Section 1 Definition

The Senate of the Penn State Worthington Scranton Campus has the following functions:

(a) Legislative Function

The Senate of the Penn State Worthington Scranton Campus (therein after referred to as the Senate) serves as the sole legislative body representing the Worthington Scranton Faculty as a whole. The authority vested in this constitution has been delegated by the University Faculty Senate and the President of the University. The Penn State Worthington Scranton Senate's actions are authoritative on all matters that pertain to the academic interests of the campus and on all educational matters that concern the faculties of more than one division of the campus, subject to revision and all orders of the University Faculty Senate as provided in Article VII (Delegation of Authority) of the Bylaws of the Penn State University Faculty Senate, and of the President of the University.

Among the matters within the legislative jurisdiction of the Senate are:

1. educational philosophy and policy;
2. instructional programs;
3. courses and programs of study;
4. academic admission standards;
5. graduation requirements;
6. scholarships and honors;
7. academic standards for intercollegiate athletic participation; and,
8. access to library and information systems for academic purposes.

(b) Advisory and Consultative Function

The Senate acts as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Chancellor of the campus and to the University on any matter that may affect the attainment of the educational objectives of the campus. Consultation with Senate officers or committees does not constitute formal action or approval by the Senate.

(c) Forensic Function

The Senate serves as a forum for the exchange of ideas among the members of the campus community

Section 2 Interpretation of Legislation

The Senate interprets its legislation.

Section 3 Questions of Legislative Jurisdiction

In questions of legislative jurisdiction, the power of decision rests with the University Faculty Senate and the President of the University.

Section 4 Redelelegation of Responsibility

The Senate has the authority to re-delegate responsibility in the areas listed in Section 1 according to such procedures as the Senate may establish.

Article II: Membership

The Senate is composed of:

- a) Faculty members teaching full-time;
- b) Librarians with full-time appointments; and
- c) the Chancellor and other administrative personnel to be appointed by the Chancellor, such that the total number of administrative personnel does not exceed 10% of the eligible faculty; and
- d) campus students, whose members on the Senate may not exceed 10% of the eligible faculty, and who are selected by the Student Government Association of the Campus.

Article III: Eligibility

Questions of eligibility are settled by the Chair with the advice and consent of the Senate.

Article IV: Operating Procedure

The Senate operates under the most recent edition of *Robert's Rules of Order*.

Article V: Officers

Section 1 Elections and Term of Office

- a) The Senate elects annually from its membership by majority vote a Chair-Elect and a Secretary.
- b) The term of office for the Chair, Chair-Elect, and Secretary is one year beginning 1 July.
- c) If any officer cannot complete his or her term, an election will be held as soon as possible, and the elected individual will complete the term of the out-going officer.
- d) The Chair, at the end of service in that office, automatically succeeds to the Office of Immediate Past-Chair. The Immediate Past-Chair assumes the duties of the Chair when the Chair, Chair-Elect, and Secretary are absent.

Section 2 Chair

- a) The Chair or his/her designee, who is a member of the unit assembled, presides at all meetings.
- b) The Chair speaks for the Faculty as a group in discussion with the Chancellor, other members of the administration, and representatives from other groups seeking Faculty response.
- c) The Chair provides members with the agenda of meetings in advance of them.
- d) The Chair may choose to appoint a Parliamentarian from the faculty to serve during the chair's time in office. The Parliamentarian advises the Senate concerning procedure.

Section 3 Chair-Elect

- a) The Chair-Elect assumes the duties of the Chair when the Chair is absent and performs the other duties appropriate to the office.
- b) The Chair-Elect, at the end of service in that office, automatically succeeds to the Office of Chair.
- c) The Chair-Elect convenes, at least annually, the officers and the chairs of the Standing Committees of the Senate for the purpose of exchanging information on committee activities and advising the officers.

Section 4 Secretary

- a) The Secretary keeps the official roll, prepares and publishes notices and minutes of Senate meetings, and performs other duties appropriate to the office.
- b) The Secretary distributes, within two weeks of meetings, the minutes of Senate meetings and assists and substitutes for the Chair and Chair-Elect when necessary.

- c) The Secretary is eligible for reelection, but may not be reelected to more than two consecutive terms.

Article VI: Quorum

Forty percent (40%) membership of the Senate constitutes a quorum for Senate meetings.

A Senate member who is unable to attend a meeting may send as a representative, with voting rights, any voting member of the Senate, provided, that no proxy vote be counted in determining the presence of a quorum, and provided further, that the written authorizations of all proxy votes be in writing and that such authorization be handed to the Secretary before the proxy vote is cast.

Article VII: Voting

A majority of the votes of those Senators present at meetings of the Senate are required for passage of a main motion or election of an individual. When the voting concerns individuals, it is conducted by written ballot.

All contested elections are conducted according to the HARE system of the single Transferable Ballot as detailed in the Senate Record, Vol. 7, No. 8, March 25, 1974, pp. 9-11.

Article VIII: Non-Member Participation

Any part-time member of the faculty, or any member of the student body, or of any administrative departments of the Campus may attend meetings of the Senate and participate in discussions during the meetings.

The Senate addresses and discusses the concerns of any staff or student groups within the campus community. Any group may contact the Executive Committee and request to have an issue placed on the Senate agenda.

Article IX: Amendments

A quorum is required to amend the Constitution. Proposed amendment(s) are to be presented in writing at a preceding meeting. If a quorum is not present, an electronic vote can be conducted (but a quorum is required to amend the Constitution even if the vote is conducted online).

Article X: Committees

There is an Executive Committee, as well as Standing Committees, as prescribed by the by-laws of the organization. Other committees may be appointed by the Chair.

Article XI: Meetings

Regular meetings are held at least three times each Fall and Spring semester at times and locations to be selected by the Executive Committee.

**BYLAWS FOR THE WORTHINGTON SCRANTON FACULTY SENATE OF THE
PENNSYLVANIA STATE UNIVERSITY**

Article I: Standing Committees

Section 1: The Standing Committees of the Senate of Worthington Scranton are:

- a) Curricular Affairs, composed of a minimum of five faculty members. The Director of Academic Affairs is a voting *ex-officio* member;
- b) Faculty Affairs, composed of a minimum of five faculty members;
- c) Student Affairs, composed of a minimum of five faculty members and the student members appointed by the SGA. The Director of Student Affairs will be a voting *ex-officio* member;
- d) The Campus Promotion and Tenure Review, composed of five members, a 3 member core and two discipline-specific for the individual being reviewed.

If the five members elected at the campus level include two discipline-specific faculty, then the Committee Chair, in consultation with the DAA, excludes discipline-specific faculty from the list of the office of the Vice President of Commonwealth Campuses. If the five members elected at the campus level include one discipline-specific faculty, then the Committee Chair, in consultation with the DAA, replaces one of the non-discipline-specific faculty with one of the discipline-specific faculty from the list of the office of the Vice President of Commonwealth Campuses. If the five members elected at the campus level include no discipline-specific faculty, then the Committee Chair, in consultation with the DAA, replaces two of the members with two of the discipline-specific faculty from the list of the Vice-President of Commonwealth Campuses.

When replacement of one or two members of the Campus Promotion and Tenure Review Committee for a given candidate is necessary, such replacement is the responsibility of the Committee Chair, in consultation with the DAA. For a case of promotion to the rank of Professor, a committee consisting of three or more Full Professors is appointed.

Section 2: Committee Membership:

- a) The Chair-Elect, in consultation with other members of the Executive Committee and with their concurrences, determines committee membership of the Standing Committees for the following year, except for the Student Affairs Committee and the Campus Promotion and Tenure Review Committee.

Committee members are appointed from the Senate in the Spring of the even numbered years and must be in place by the first of July. The term of office of the committee members will be for two (2) years, with the maximum being two (2) successive terms.

The membership of the Student Affairs Committee is composed of five members appointed in the Spring of even numbered years from the entire body of faculty members,

and students appointed by the Student Government Association, and must be in place by the first of July. The students' term runs concurrently with the following academic year.

The five members of the Campus Promotion and Tenure Review Committee are elected each spring. Their term of office is three (3) years, and will be staggered to provide continuity. As stated above, if two members of the committee are discipline-specific for the individual under review, the Committee Chair, in consultation with the DAA, selects no discipline-specific members from the list of the Vice-President for Commonwealth Campuses. If one member of the Committee is discipline specific for the individual under review, the Committee Chair, in consultation with the DAA, replaces one of the non-discipline-specific members with a discipline-specific faculty person from the list of the Vice-President for Commonwealth Campuses. If no member of the committee is discipline-specific for the individual under review, the Committee Chair, in consultation with the DAA, replaces two of the members with two discipline-specific faculty from the list of the Vice-President for Commonwealth Campuses. Terms commence on July 1.

- b) Additional members: All Standing Committees may add to their membership as nonvoting *ex-officio* members, additional students, or appropriate University personnel on the basis of their position, interests, or expertise in a particular sector of the University community.

The Campus Promotion and Tenure Review committee always seeks inclusion of two individuals who are discipline-specific to the individual under review, as indicated above. The total number of faculty on the Campus Promotion and Tenure Review Committee for any given individual under review must be five.

Each Standing Committee, except the Campus Promotion and Tenure Committee, is limited to a minimum of five faculty members exclusive of the Chairperson, student senators, and *ex-officio* members.

- c) Chairs of Standing Committees are elected by and from the committee membership. No Faculty member may serve as Chair of more than one standing committee at one time. Only members of the core Committee are eligible to be Chair. In the event of a vacancy on a committee, the Chair of the committee, with the advice and consent of the Senate Executive Committee appoints a replacement.

The term of office of the committee chair is one (1) year beginning July 1, with the maximum being two (2) successive terms.

- d) Sub-Committees may be appointed by any Standing Committee, when in the opinion of the committee members such sub-committee is necessary.

Section 3: The duties of the Standing Committees of the Senate are:

A. Curricular Affairs: This committee advises the Senate concerning policies proposed and/or adopted by the University Senate affecting the academic standards of the entire University.

- i. It develops policies concerning academic standards and programs specifically related to the educational mission of Worthington Scranton.

ii. It reviews, evaluates, and approves, rejects, or returns to the originator for further development:

- a) proposals for new baccalaureate and associate degree programs;
- b) proposals for new courses;
- c) proposals related to courses intended to meet University requirements for undergraduate education; and
- d) proposals for new certificate programs.

iii. It communicates approved proposals to the Senate for approval.

iv. It communicates proposals approved by the Senate to the Curricular Affairs of the University Faculty Senate when appropriate.

v. It develops criteria for evaluating curricula at Worthington Scranton.

vi. It maintains liaison with the Senate's Strategic Planning and Budget Advisory Committee.

B. Faculty Affairs: This committee advises the Senate concerning matters of policy relating to faculty affairs, on matters regarding the professional welfare of the faculty, and the educational environment in which the faculty works. Among the areas of concern of this Committee are:

- i. faculty appointments;
- ii. teaching loads and teaching schedules;
- iii. sabbatical leaves;
- iv. salaries and fringe benefits; and
- v. rights and responsibilities.

C. Student Affairs: This committee advises the Senate concerning matters proposed or adopted by the University Faculty Senate and/or University College and involving undergraduate student life on the University campuses. In addition,

- i. It recommends proposals for discussion and action by the Senate concerning student life, student morale, student welfare, and activities at Worthington Scranton.
- ii. It is an agency of the Senate for providing appropriate representation of student opinion in the Senate
- iii. It maintains awareness of current trends and long-range studies in student affairs.

D. The Campus Promotion and Tenure Review Committee: The Committee evaluates all candidates for promotion and/or tenure according to the criteria described in the College statement of expectations and criteria for promotion and tenure, as approved by the Vice President for Commonwealth Campuses and Provost of the University.

Section 4: Meetings of the Standing Committees are considered confidential. All standing committees, with the exception of the Promotion and Tenure Review Committee, report their findings directly and exclusively to the Senate. When a committee wishes to submit a recommendation for Senate action, it does so in writing, at least one week in advance of a Senate meeting so that the report or recommendation can be included in the agenda.

Section 5: The Chairs of all Standing Committees, with the exception of the Promotion and Tenure Review Committee, present to the full Senate during a meeting designated by the executive committee a report of their committees' activities and planned activities.

Section 6: Any Faculty Senate committee member or committee chairperson (excluding the Promotion and Tenure committee) may be removed for neglect of duty or for misconduct (as exemplified in consistent failure to attend committee meetings, participate in committee activities, and failure to contribute to the committee advancement) in accordance with the following procedures: A petition may be presented to the Faculty Senate Chair or Chair-Elect requesting that a committee member or committee chairperson be removed from said committee for neglect of duty or misconduct. The petition must be signed by at least two members of the campus Faculty Senate. The Senate Council after appropriate investigation and discussion votes whether the committee member or committee chair will be removed. If a petition to remove a committee chair is presented to the Senate Council, the committee chair in question abstains from voting. A majority vote of the Senate Council is required for removal. If a committee member or committee chair is removed from committee membership, appointment to a new committee occurs according to the Senate guidelines for committee membership selection.

Article II. Executive Committee

Section 1: Membership The Executive Committee consists of the Chair, Chair-Elect, Secretary, and Immediate Past Chair of the Senate.

Section 2: Meetings The Executive Committee meets at the call of the Chair.

Section 3: Duties

The duties of the Executive Committee are to:

- i. set the agenda of Senate meetings;
- ii. assign committee membership;
- iii. develop committee charges;
- iv. coordinate the committee activities of the Senate through the Chair-Elect;

v. act for the Senate in situations in which time is critical, subject to eventual Senate approval;

vi. act as a nominating committee for all Senate, University College, and University Faculty Senate offices; and

vii. conduct all Senate-related elections and report the results to the relevant bodies.

Section 4: Any elected officer of the campus Faculty Senate may be removed for neglect of duty for misconduct in office in accordance with the following procedures: At any meeting of Faculty Senate, a petition may be presented to the Chair requesting that any elected Senate Officer be removed from office for neglect of duty or misconduct in office. The petition must be signed by at least five members of the campus Faculty Senate. If the petition is to remove the Chair, the Chair-Elect assumes the duties of the Chair in the investigative and decision process. The Senate Council after appropriate investigation and discussion votes whether the Senate will be polled to consider the removal of the Officer. A majority vote of the total number of members of the Senate Council is required. If the Council vote is to poll the Senate, a ballot or e-mail notification of the election is sent to all members of the campus Faculty Senate allowing at least 10 working days for voting. A two-thirds majority vote is required for removal of the Officer, and the Officer in question abstains from voting. In the case of the removal of the Senate Chair, the Chair-Elect immediately succeeds to the Chair, and a new election for Chair-Elect is held using regular procedures. If the Chair-Elect or Secretary is removed, a new election is held using regular procedures.

Article III. Senate Council and Special Committees

Section 1: The Senate Council includes: The Senate Officers, with the Chair presiding; Immediate Past-Chair; elected campus Senators; the Chairs of standing Faculty Senate Committees (excluding the Promotion and Tenure committee); and the Director of Academic Affairs as an *ex-officio* member.

Section 2: The Senate Council addresses issues of concern to the Worthington Scranton Faculty Senate. Its duties are to:

- i. serve as an advisory body to the Faculty Senate as a whole
- ii. review and coordinate Campus yearly strategic plan and the yearly plans of the Faculty Senate Standing Committees (excluding the Promotion and Tenure committee)
- iii. provide a mechanism for planning and evaluation of Faculty Senate committee work (excluding the Promotion and Tenure committee)
- iv. provide a mechanism for the evaluation of Faculty Senate committee member (excluding the Promotion and Tenure committee) and Executive officer performance
- v. evaluate and propose the need for implementing Special Committees of the Faculty Senate

vi. evaluate and prioritize proposals to the campus for financial support of new and continuing Faculty Senate committee programs

vii. review and evaluate the campus Constitution and proposed amendments to the Constitution before presentation to the Faculty Senate as a whole

Section 3: Special committees for the consideration of subjects not already assigned to a standing committee may be proposed by the Senate Council or member of the Faculty Senate and appointed at any meeting of the Senate in such manner as that body may determine.

Section 4: The following are Special Committees established by the Penn State Worthington Scranton Senate:

A. Scholarship, composed of a minimum of five faculty members. The Financial Aid Coordinator and Director of Student Affairs will serve as appointed members. The Director of Enrollment and Director of Finance (or their Representative) will serve as *ex-officio* members. A minimum of three students from the Student Government Association appointed by the Director of Student Affairs will serve as *ex-officio* members.

The committee meets at least once a year to:

- i. nominate for scholarships students enrolled at Worthington Scranton and
- ii. recommend chosen students to the Chancellor for awarding based on the criteria established by the Worthington Scranton Campus Director of Institutional Advancement and the Office of Student Aid at the University Park Campus.

B. Honors, composed of a minimum of five faculty members. The Chairperson is appointed by the Chancellor. The Honors Committee has two student members chosen by the combined campus honors students and university scholars.

The Honors Committee advises the Senate concerning proposed or adopted by the University Senate and the Schreyer Honors College and involving honors courses and activities in the University.

- i. It has the responsibility for approving all honors courses, sections, and options given at Worthington Scranton.
- ii. It assists in the implementation and development of:
 - a) honors program activities;
 - b) publicity for the honors program;
 - c) recruiting of high quality students; and
 - d) organizing the annual honors convocations.

C. The Campus Diversity Committee, composed of a minimum of five faculty members. The Chancellor is a voting *ex-officio* member. Supplemental membership is drawn from students and staff and added to the committee at the discretion of the Senate Chair, provided that non-senators do not constitute a majority on the committee.

The Committee provides leadership in developing a campus climate that supports diversity and promotes understanding and respect of the individual.

Among the areas of concern of this committee are:

- i. promoting a campus climate that reflects, in a variety of ways, that diversity is sincerely valued by the campus;
- ii. actively modeling the skills and dispositions that reflect respect for the rights and opinions of others and allow for the free exchange of ideas that characterize a collegiate community; and
- iii. celebrating the diversity within our existing community as a means to enhancing awareness of the richness that diversity brings to a society.

D. Academic Advising, composed of a minimum of five faculty members and two student members. The Director of Academic Affairs will be a voting *ex-officio* member.

The Committee advises the Senate concerning matters proposed or adopted by the University Senate and/or the University College and involving faculty activities related to academic advising.

Specifically,

- i. it recommends proposals for discussion and action by the Senate concerning academic advising at Worthington Scranton;
- ii. it maintains awareness of current trends and long-range studies in academic advising;
- iii. it devises, implements, and evaluates methods of assessing the quality of academic advising on campus; and
- iv. it provides the full senate with periodic assessments of academic advising at Worthington Scranton.

E. Undergraduate Research, composed of a minimum of five faculty with representatives from the sciences and humanities. The committee has two student members chosen by the Student Government Association.

Undergraduate Research advises the Senate concerning all matters pertaining to undergraduate research on campus and serves as a liaison to the University College:

- i. it plans and directs an annual Spring Undergraduate Research Fair;
- ii. it assists in the promotion of undergraduate research on campus; and
- iii. it promotes the collaboration between faculty and students on undergraduate research projects.

F. The International Programs Committee is composed of a minimum of five faculty members.

The International Programs Committee serves as the contact body for all study abroad programs, including local, college and university.

The committee meets at least once a year to:

- i. nominate a committee member to serve as campus liaison to the University Study Abroad Office
- ii. coordinate all education abroad programs and activates including the Worthington Scranton short-term study-abroad program
- iii. coordinate international events at Worthington Scranton
- iv. advise the Worthington Scranton International Students club; and
- v. maintain connections with the local community on international projects.

Article IV. Meetings

Section 1: Special meetings may be called at the discretion of the Chair of the Senate, or at the request of at least ten voting members of the Senate. The meeting convenes not less than three nor more than seven days after a request for such a meeting.

Article V. Rules of Procedure

Section 1: All main motions, except where otherwise specified, are passed by a majority of the votes cast.

Section 2: The Bylaws may be amended at any regular meeting by a two-thirds vote of those Senators present, provided that written notice of the proposal to amend has been presented at a preceding meeting.

Section 3: The order of business is:

- i. minutes of the preceding meeting;
- ii. communications of campus administrators and University officers;
- iii. reports of Standing Committees;
- iv. reports of Special Committees;
- v. unfinished business;
- vi. new business; and

vii. comments and recommendations.

This order of business may be suspended at any meeting by a two-thirds vote of those Senators present.

Submitted December 19, 2011

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