

**Eastern Michigan University Faculty Council
BY-LAWS**

I. NAME

The name of the organization shall be the Eastern Michigan University Faculty Council.

II. PURPOSE

The Council shall act as the representative voice of the Eastern Michigan University faculty (the EMU-AAUP Bargaining Unit) in academic matters that affect more than one college and in university matters beyond the Academic Division that are not rights and responsibilities of the EMU-AAUP.

University

A. Contractual Authority

The Faculty Council is given specific authority in the EMU-AAUP Master Agreement. The relevant sections of the current Master Agreement are included as Appendix 1 to these By-laws.

B. Commitment to Joint Effort

The Council endorses the principles delineated in the *Joint Statement on the Government of Colleges and Universities* which is included as Appendix 2 to these By-laws. The Council reaffirms the call for joint effort made in the *Joint Statement*:

“The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students and others. The relationship calls for adequate communication among these components, and full opportunity for joint planning effort”

and endorses these suggested guidelines for decision making:

- (1) *“Important areas of action involve, at one time or another, the initiating capacity and decision making participation of all institutional components.”*
- (2) *“Differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand.”*

III. AREAS OF RESPONSIBILITY

A. Areas of Joint Responsibility

The *Joint Statement on the Government of Colleges and Universities* delineates three broad areas of joint responsibility: determining a general education policy, internal operations and external relations. As the Faculty’s agent for governance at the university level, the Faculty Council interprets its responsibility in these three areas as follows:

1. Determining General Education Policy
 - a. participate in formulating and approving changes in the Eastern Michigan University Mission Statement

- b. advise the Provost and Vice President for Academic Affairs on curricular and instructional issues that affect more than one college
- c. advise the Administration and Regents on matters such as proposed changes in the size or composition of the student body and relative emphasis to be given to various elements of the educational and research program
- d. advise the Administration and Regents on matters of student life that relate in significant ways to the academic mission of the University

2. Internal Operations

- a. advise the Administration and Regents in the framing and execution of long range plans
- b. advise the Administration and Regents on decisions regarding existing or prospective physical resources
- c. advise the Provost and Vice President for Academic Affairs on Divisional Budget and division-wide resource issues
- d. advise the Administration on university budget and resource issues
- e. participate in the selection of the President
- f. participate in the selection of the academic officers at the level of Dean and above
- g. advise the appropriate authority on retention of the above mentioned officers

3. External Relations: Public Statements

- a. champion the right of faculty members, students and other members of the university community to speak on general educational questions and the administration and operations of the university
- b. present faculty perspectives on the educational programs and mission of Eastern Michigan University to the public
- c. ensure that Faculty Council spokespersons faithfully represent the position of the Faculty Council in official statements

B. Appropriate Channels

Advice to the Administration shall be provided directly to the Provost or President (as appropriate) in the established manner or in other ways that may be agreed upon by the parties. Advice shall be presented to the Regents through the Faculty Affairs Committee, through presentations at the Public Communications segment of Board meetings or through other channels that may be established in the future. In all cases, care shall be taken to inform the Provost when advice is given to the President and to inform both the President and Provost when advice is given to the Regents.

C. Faculty Perspectives

The Faculty Council recognizes that many of our most treasured faculty prerogatives in curriculum and instruction are best exercised at the individual, department or college level and will champion the principle of local faculty control, free of unnecessary restrictions or encroachments, where such control is feasible and consistent with the EMU-AAUP Master Agreement.

IV. MEMBERSHIP

The membership shall be as specified in the current EMU-AAUP Master Agreement. For the purposes of these By-laws, Department includes Learning Resources and Technologies and the Women's Studies Program. If departments are created or eliminated during the life of the Master Agreement, the membership of the Council shall be modified accordingly. Each department is allocated, by contract, one voting member, and Council By-laws, on alternate member.

1. Election of Members and Alternates

Election shall occur during each Winter semester by procedures established by the Procedures and Elections Committee and approved by the Council.

2. Terms

Members shall be Bargaining Unit members, elected by the Bargaining Unit members in their respective departments. Members shall be elected for three year terms. The terms of office begin and end on September 1. Members shall be elected so that approximately one third of the Council is newly elected each year. New members and alternates serve as alternates from the date of their election until assuming office on September 1. The rotation of elections is specified in Appendix 3.

3. Absences and Vacancies

If the regular member is unable to meet with the Council, the alternate shall assume the role of member, with full voting privileges, for the period of the absence. Should a member resign from Council or leave the University, the unexpired term shall normally be filled by the alternate who shall become the official department representative. If the time remaining in the term is long, the department may wish to elect a new alternate member. In any event, the alternate must inform the President that he/she is taking the place of the member and for what duration. In such cases, the department should inform the President that the change has been made.

4. Removal from Office

Should it be determined that a member of Council (regular or alternate) is unable or unfit to continue as a representative, Council shall inform the department and the faculty in the department shall have the prerogative to recall the representative by whatever means they deem advisable, and to elect a new representative to fill the unexpired term. A Department may recall its member or alternate at any time

and elect a new member or alternate who shall complete the unexpired term. In such cases, the department should inform the President that the change has been made.

V. OFFICERS AND EXECUTIVE BOARD

A. Officers

There shall be a President, Vice-President and Secretary, nominated by regular Council members from among their number and elected by a majority vote of the Council. The Council shall elect a President in April of each odd numbered year. The newly elected President shall take office on September 1 of the year of the election and shall serve two years. The other officers shall be elected in September for terms of one year. The duties of the officers shall be as follows:

President: The President shall preside over meetings and otherwise conduct business of the Council and the Council's Executive Board and shall represent the Council and Executive Board to other constituencies

Vice-President: The Vice-President shall serve as President pro-tem in the absence of the President and shall assist the President when needed.

Secretary: The Secretary shall record and cause to be distributed the minutes of the Council and other correspondence as necessary.

Should it become necessary, Council may recall any officer by three fourths vote of the entire membership. In the event that an officer is removed or otherwise unable to complete the full term of office, the Council shall elect a replacement to complete the term.

B. Executive Board

The Executive Board shall consist of the President, Vice-President, Secretary and the Chairs of the eight Standing Committees. The Executive Board

1. shall meet on the second, fourth (and, if needed the fifth) Wednesday of each month during the Fall and Winter terms, and as needed during the Spring and Summer terms.
2. is empowered to meet and act for the Council when it is impractical for the full Council to meet and there is business to conduct that cannot be postponed. In all such cases, a full report of such action shall be made to the Council in a timely manner, and the Council shall be asked to reaffirm the action.
3. shall direct all requests for input to the appropriate committee or officer, establish tentative timelines and track progress to ensure a timely response
4. shall provide advice and assistance to committee chairs.
5. shall oversee communication with faculty members who have been appointed by the Council to represent faculty on university board and committees, and shall be responsible for communicating important information to the Council or the faculty at large.

6. shall make recommendations to the Faculty Council on appointments and other matters that it deems appropriate.
7. shall collaborate with or empower the Faculty Council President to prepare agendas for Faculty Council meetings.

VI. MEETINGS

Regular meetings will be held twice a month on the first and third Wednesday of the month. Special meetings may be called as needed by the Executive Board or the President. The schedule of regular meetings will include the Fall and Winter semesters. Meetings may be called at other times as needed.

VII. VOTING AND QUORUM

A quorum shall consist of one half of the voting members. Every member shall be entitled to one (1) vote. Alternate members who are attending in place of the regular member shall have full voting privileges. There shall be NO proxy voting in absentia. Except as specified elsewhere in the By-laws, a motion must be supported by a majority of representatives or alternates eligible to vote (not simply a majority in attendance) in order to carry.

VIII. EX-OFFICIO MEMBER

The Provost and Vice-President for Academic Affairs or designee shall serve as an Ex-Officio member.

IX. STANDING COMMITTEES

A. The Standing Committees are:

- Academic Issues
- Budget and Resources
- Institutional Issues
- Intercollegiate Athletics Advisory Committee
- Student Issues
- Honorary Degree and Distinguished Faculty
- Procedures and Elections
- Technology Issues

B. Committee Chairs

Standing Committees are chaired by Council members nominated each fall by the Council President and ratified by a majority vote of the Council.

C. Standing Committee Members

Each Standing Committee shall consist of the Chair and five or more faculty members chosen, wherever possible, to reflect the departmental and college diversity of the University. The composition of individual committees, including provision for ex-

officio members, may be more clearly specified in the Operating Procedures of those committees. Committee members shall be approved by a majority vote of the Council. Except under extraordinary circumstances, a faculty member may serve on only one Standing Committee.

D. Operating Procedures

Each Standing Committee shall draft a statement of its Standard Operating Procedures including any special provisions for the composition and selection of its members that are not specified in B and C above. These statements shall be subject to ratification of the Council and shall be appended to these By-laws as approved. They may be modified with the approval of the Council.

X. PROCEDURES

Except as otherwise provided in the By-laws, Council procedures shall be governed by Robert's Rules of Order.

XI. AMENDMENTS

A Council Member may propose an amendment to the By-laws in writing at any regularly scheduled meeting. The amendment will be acted upon at the next meeting. Acceptance requires a two-thirds majority of the members of the Council.

APPROVED:

by Faculty Council

Date Faculty Council President

by the Provost

Date Provost and VP for Academic Affairs

by the EMU-AAUP

Date EMU-AAUP President

Appendix 1: sections 371-375 of article XIII of the EMU-AAUP Master Agreement

371 C. Faculty Council

372 The Faculty Council shall consist of the Provost and Vice-President for Academic Affairs, or his/her designated representative, as an ex-officio member and one (1) Faculty member from each department, the Women's Studies Program and Learning Resources and Technology, each of whom shall be elected in accordance with the By-laws of the Faculty Council. Additionally, the Dean of the Graduate School shall serve as an ex-officio member of any subcommittee of the Faculty Council that may be established to address Graduate Program issues.

373 The Faculty Council shall provide Faculty recommendations to the Provost and Vice-President for Academic Affairs, with copies to the AAUP on all credit producing areas and instructional matters including but not limited to admissions, advising, withdrawals and incompletes, grading and attendance, Basic Studies, Continuing Education, World College Programs, Graduate Programs, research and other instructional matters affecting more than one (1) college.

374 The Faculty Council and the Provost and Vice-President for Academic Affairs shall mutually agree to any modification of the established system for providing recommendation and operational guidelines. The Association reserves the right to object to any modification(s) on the grounds that such modification(s) violate this Agreement or the Association's rights and obligations as the sole bargaining representative.

375 It is understood by the parties that when faculty input is sought, faculty representatives on all university-wide committees, commissions, council or task force; however, these faculty members are not to be construed as providing faculty input under Article XIII of this Agreement.

Appendix 3: The following rotation of departmental elections shall be observed:

Amended by vote of Faculty Council - April 6, 2005

Group 1 (elected in 2005, 2008, 2011, 2014, 2017, 2020, 2023 etc.)

Accounting and Finance
African American Studies
Art
Biology
Chemistry
Communication and Theater Arts
Computer Information Systems
Computer Science
Halle Library
Health Promotion and Human Performance

Group 2 (elected in 2006, 2009, 2012, 2015, 2018, 2021, 2024 etc.)

Economics
Engineering Technology
English
Foreign Languages and Bilingual Studies
Geology and Geography
History and Philosophy
Leadership and Counseling
Management
Math
Nursing
Teacher Education

Group 3 (elected in 2007, 2010, 2013, 2016, 2019, 2022, 2025 etc.)

Health Sciences
Marketing
Music
Physics and Astronomy
Political Science
Psychology
Social Work
Sociology, Anthropology, and Criminology
Special Education
Technology Studies
Women and Gender Studies

Appendix 4: Faculty Council Standing Committees

A major portion of the Faculty Council work is done by its eight standing committees. The Faculty Council By-laws specify that the standing committees will be chaired by a member who is nominated by the Council President.

ACADEMIC ISSUES:

Considers new degree programs and program revisions affecting the University as a whole, admission standards, grading policies, course number policies, and attendance policies, among others. A representative of this committee attends meetings of the Educational Policies Committee of the Board of Regents.

INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE:

Encourages the proper balance between athletics and academics within the University life of the student athlete, advises the Director of Athletics on matters involving the University's intercollegiate athletic program, reviews operational procedures and practices and monitors the athletic program of the University.

HONORARY DEGREES & DISTINGUISHED FACULTY AWARDS:

Suggests and screen nominees for honorary degrees. Also serves as an internal screening committee for Distinguished Faculty Awards.

INSTITUTIONAL ISSUES:

Considers personnel policies, changes in building and grounds, and learning resources and library issues.

PROCEDURES & ELECTIONS:

Nominates marshals for commencements, conducts Faculty Council elections, revises Faculty Council By-laws, and aids in the selection of committee members and appointments.

STUDENT ISSUES:

Provides a liaison with the student government and administration on issues dealing with student affairs, facilitates student input on faculty concerns and faculty input on student affairs. A representative of this committee attends meetings of the Student Affairs Committee on the Board of Regents.

BUDGET & RESOURCES:

Monitors and reports on University and Academic Affairs Division budgets and expenditures. Develops a current profile of the EMU budget and expenditures that sheds light on operational University priorities. Also studies ABBR requests, presents information to Faculty Council, and refines procedure Council uses in ranking ABBR requests.

TECHNOLOGY ISSUES:

Considers technology policies, new technologies and usage issues.

