

**Eastern Michigan University Faculty Senate**  
**BY-LAWS**  
*Adopted by the Senate on January 2016*

**I. NAME**

The name of this organization shall be the Eastern Michigan University (EMU) Faculty Senate.

**II. PURPOSE**

The Faculty Senate 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.

**A. Contractual Authority**

The Faculty Senate 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 Bylaws.

**B. Commitment to Joint Effort**

The Senate 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 Senate 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 Senate interprets its responsibility in these three areas as follows:

**1. Determining General Education Policy**

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- a. Participate in formulating and approving changes in the Eastern Michigan University Mission Statement
- b. Advise the Provost and Executive Vice President for Academic and Student 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 Executive Vice President for Academic and Student 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 Senate spokespersons faithfully represent the position of the Faculty Senate in official statements

### **B. Appropriate Channels**

Advice to the Administration shall be provided directly to the Provost and Executive Vice President 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 and Executive Vice President when advice is given to the President and to inform both the President and Provost and Executive Vice President when advice is given to the Regents.

### **C. Faculty Perspectives**

The Faculty Senate recognizes that many of our most treasured faculty prerogatives in curriculum and instruction are best exercised at the individual, department, or college

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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 professional Schools and the University Library. If departments are created or eliminated during the life of the Master Agreement, the membership of the Senate shall be modified accordingly. Each department is allocated, by contract, one voting member, and by the Senate By-laws, one alternate member.

**A. Election of Members and Alternates**

Following the Faculty Senate Rotation of Elections calendar (See Appendix 3), Senators and their alternates for each school, department, or program shall be elected by their constituents no later than May 1 and the results of the election shall be reported by the outgoing/re-elected representative to the Membership Coordinator of the Faculty Senate no later than May 15. Exceptions shall be made in advance, explained, negotiated, and reconciled with the Membership Coordinator, the keeper of the membership roster.

**B. 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 Senate 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

**C. Absences and Vacancies**

If the regular member is unable to meet with the Senate, the alternate shall assume the role of member, with full voting privileges, for the period of the absence. Should a member resign from Senate 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 and Membership Coordinator 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.

**D. Removal from Office**

Should it be determined that a member of Senate (regular or alternate) is unable or unfit to continue as a representative, Senate 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. The department may recall its member or alternate at any time and

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

**V. OFFICERS AND EXECUTIVE BOARD**

**A. Election of the President**

1. The President of the Faculty Senate shall be elected by a majority vote of the bargaining unit members voting.
2. The members of the EMU-AAUP bargaining unit shall elect a President in April of each even numbered year. The election of the President shall be run by the EMU-AAUP. The newly elected President shall take office on September 1 of the year of the election and shall serve two years. The President may not serve more than two consecutive elected terms.
3. To be eligible to be nominated as the Faculty Senate President, the person is required to be a faculty member of the bargaining unit as defined by the AAUP Master Contract.
4. In the event there are three or more candidates for President and no candidate receives a majority of the votes cast, a runoff election managed by the AAUP will take place between the two candidates who received the greatest number of votes on the first ballot.

**B. The Election of the Vice-President, Membership Coordinator, and Secretary**

1. There shall be a Vice-President, Membership Coordinator, and Secretary, nominated by regular Senate members from among their number and elected by a majority secret ballot vote of those present at the Senate where a quorum is met.
2. In the event there are three or more candidates for Vice-President, membership Coordinator, and Secretary positions and no candidate receives a majority of the votes cast, a runoff election will take place between the two candidates who received the greatest number of votes on the first ballot.
3. The Vice-President, Secretary, and Membership Coordinator shall be elected in April for terms of one year. They will take office on September 1.

**C. Duties of the Officers**

The Officers shall be responsible for performing or delegating the responsibility of the following duties of their respective office:

**1. President**

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- a. The President represents the faculty of the university and not the department in which s/he holds academic appointment.
- b. Chair all Faculty Senate and Executive Committee Meetings
- c. Provide a President's Report to the Faculty Senate on relevant issues under discussion in Executive Committee and progress on attaining Faculty Senate objectives.
- d. Send agendas to the Faculty Senate members one week prior to the Faculty Senate.
- e. Send corrected and approved minutes of Faculty Senate meetings to all EMU faculty, the Provost and Executive Vice President, the President, and the President of the board of Regents and any other parties who have particular interest in the meeting's agenda items.
- f. Represent the Faculty Senate to the Board of Regents, the University President, the Provost and Executive Vice President and to other entities both inside and outside the university in matters where Faculty Senate opinion and/or action is relevant.
- g. Serve as a liaison to other university or external entities that seek to collaborate with Faculty Senate and/or seek faculty input.
- h. When the president meets with the Provost and Executive Vice President or President or a Regent (or group of Regents), s/he must be accompanied by either the vice-president or a member of the executive board.

### **2. Vice-President**

- a. Serve as the President Pro-Tem in the absence of the President.
- b. Assist the President when needed.
- c. Serve as the President if the elected President is no longer able to finish his or her term of office.
- d. Monitor the work and progress of University Committees where Faculty Senate has appointed representatives.

### **3. Secretary**

- a. Record the minutes of the meetings of the Faculty Senate and distribute them in draft form to the members of the Executive Board for review. Corrections are made in a timely fashion so that a draft can be distributed to Faculty Senate members prior to its next meeting.

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- b. Record notes on meetings of Executive Boards and distribute them in draft form to the members of the Executive Board for review. Make corrections if needed.
- c. Provide the President with corrected and approved minutes for distribution.

**4. Membership Coordinator**

- a. Monitor the Faculty Senate web page to ensure it is current and useful to faculty and the public.
- b. Monitor the terms of office of the members of Faculty Senate. Notify each department that their Faculty Senator's term is ending and therefore the department should schedule an election. .
- c. Maintain corrected lists of members and their alternates for the President to distribute communications to them. Oversee the clerical preparation of desktop nametags and attendance sheets.
- d. Maintain updated lists and email and telephone contact information of Faculty Senate members. Provide these lists to Senate members and oversee their posting on the website.
- e. Maintain updated lists of all faculty members serving on University Committees who were appointed by the Faculty Senate.

**D. Executive Board**

The Executive Board shall consist of the four officers: President, Vice-President, Membership Coordinator, Secretary, and the chairs of the Standing Committees who are appointed by the President, and ratified by a majority vote of the Faculty Senate. The President shall take into account representation of all colleges in making appointments.

The Executive Board

1. Shall meet on the second and 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 Senate when it is impractical for the full Senate 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 Senate in a timely manner, and the Senate shall be asked to reaffirm the action.
3. Shall direct all requests for input to the appropriate committee or officer and establish tentative timelines and track progress to ensure a timely response

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4. Shall provide advice and assistance to committee chairs.
5. Shall oversee communication with faculty members who have been appointed by the Senate to represent faculty on university board and committees, and shall be responsible for communicating important information to the Senate or the faculty at large.
6. Shall make recommendations to the Faculty Senate on appointments and other matters that it deems appropriate.
7. Shall collaborate with or empower the Faculty Senate President to prepare agendas for Faculty Senate meetings.

**VI. MEETINGS**

Regular meetings of the Faculty Senate 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 in a 2/3rds quorum in order to carry.

**VIII. PROVOST & EXECUTIVE VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS**

The Provost and Executive Vice President for Academic & Student Affairs or designee shall serve as a non-voting member.

**IX. STANDING & OTHER COMMITTEES**

**A. The Standing Committees are:**

1. Academic Issues
2. Institutional Issues
3. Intercollegiate Athletics Advisory Committee
4. Student Issues
5. Technology Issues
6. Graduate Council

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**B. Other Committees**

1. Budget and Resources
2. Distinguished Faculty Awards Committee
3. Procedures & Elections
4. New Faculty Hires
5. Global Engagement Council

**C. Committee Chairs**

The chairs of the Standing Committees are Senate members nominated each fall by the Senate President and confirmed by a majority vote of the Senate. Except under extraordinary circumstances, a faculty member may serve as chair on only one Standing Committee.

**D. Standing Committee Members**

The chairs of the standing committees Each Standing Committee, with the exception of the Graduate Council, shall consist of the Chair and 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.

**E. The Graduate Council**

The Graduate Council shall provide recommendations to the Faculty Senate on issues concerning scholarly/creative activities and instructional matters regarding graduate programs.

The Graduate Council shall be comprised of the chair (appointed per paragraph B) and ten (10) Faculty members appointed by the respective College Councils and the University Library, in the following way: four (4) members shall represent the College of Arts & Sciences, two (2) members shall represent the College of Health & Human Services, with all others colleges and the Library having one (1) representative each.

**F. Operating Procedures**

Each Standing Committee, as needed, 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 C and D above. These statements shall be subject to ratification of the Senate and shall be appended to these By-laws as approved. They may be modified with the approval of the Senate.

**X. PROCEDURES**

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



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**XI. AMENDMENTS**

A Senator 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 Senate.

**APPROVED:**

1. By the Faculty Senate

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Date                                  Faculty Senate President

**AGREED TO:**

2. By the Provost and Executive Vice President

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Date                                  Provost and Executive Vice President

3. By the EMU-AAUP

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Date                                  EMU-AAUP President

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**Appendix 1:**

**Section C of Article XIII of the EMU-AAUP Master Agreement**

**438 C. Faculty Senate**

439 The faculty senate shall consist of the Provost and Vice President, or his/her designated representative, as non- voting member and one (1) Faculty Member from each department, and the University Library, each of whom shall be elected in accordance with the Bylaws of the Faculty Senate. The President of the Faculty Senate shall be elected by a majority vote of those bargaining unit members voting. A new Faculty Senate President will be elected every two (2) years. The first election will be held on April 1, 2016. The election will be run by the EMU-AAUP.

440 While in office, the President of the Faculty Senate shall be granted one-half (1/2) release during the Fall and Winter semesters.

441 The Faculty Senate shall provide recommendations to the Provost and Vice President, with copies to the EMU-AAUP on all credit producing areas, scholarly/creative activity, and instructional matters including but not limited to admissions, advising, withdrawals and incompletes, grading, attendance, assessment, General Education, Extended Programs, and Educational Outreach, research, graduate programs, the distribution of new faculty hires across colleges and the library, and other instructional matters affecting more than one (1) college. The Provost and Vice President or designee shall respond in writing to written recommendations in a timely manner.

442 The Faculty Senate and the Provost and Vice President shall mutually agree to any modification of the established system for providing recommendations and operational guidelines. The Associations reserves the right to object any modification(s) on the grounds that such modification(s) violate this Agreement or the Associations rights and obligations as the sole bargaining representative.

443 It is understood by the parties when Faculty input is sought, Faculty Senate shall have the right to select or appoint Faculty representatives on all university wide- committees, commissions, councils, or task forces. Should Faculty Senate choose not to appoint a representative, they will notify the Provost and Vice President in writing in a timely manner. If minutes are taken, chairs of these university- wide bodies shall distribute minutes of their meetings to the Faculty Senate President in a timely manner. This does not limit the University's right to invite Faculty to serve on any committee, commission, council or task force; however, these Faculty Members are not to be construed as providing Faculty input under Article XIII of the Agreement.

**444 D. Graduate council**

445 As a standing committee of the Faculty Senate, The Graduate Council shall provide recommendations to the Faculty Senate on issues concerning scholarly/creative activities

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and instructional matters regarding graduate programs. Rules, policies and regulations pertaining to graduate programs are determined by the Graduate School to the extent that no such rule(s), policy(ies) or regulation(s) or modification thereof, shall be contrary to the clear and express terms of this Agreement, nor shall any such rule(s), policy(ies) or regulation(s), or rates be administered to detract from rights clearly and expressly given to the Association or its members by the terms of this Agreement. The introduction or modification of rules, policies, or regulations that require Faculty input under the provisions of Article XIII.A. shall be forwarded to the appropriate faculty body (e.g. departmental committee, college council, Faculty Senate) for consideration and recommendation prior to implementation by the University.

- 446 The Graduate Council shall- be comprised of ten (10) Faculty members appointed by the respective College Councils and the Library in the following way: four (4) members shall represent the College of Arts and Sciences, two (2) members shall represent the College of Health and Human Services, with all other colleges and the Library having one (1) representative.
- 447 The Graduate Council and the Director of Graduate School shall mutually agree to any modification of the established system for providing input and operational guidelines. The Association reserves the right to object any modification(s) on the grounds that such modification(s) violate this Agreement or the Association's rights and obligations as sole bargaining representative.

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**Appendix 2:**

*Joint Statement on the Government of Colleges and Universities*

The Joint Statement can be found at:

<http://www.aaup.org/report/statement-government-colleges-and-universities>

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**Appendix 3:**

**The following rotation of departmental elections shall be observed:**

Amended by vote of Faculty Council - April 6, 2005

**Group 1 (elected in 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  
Visual and Built Environments (SVBE)  
Information Security and Applied Computing (SISAC)

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

Economics  
Engineering Technology (SET)  
English  
World Languages  
Geology and Geography  
History and Philosophy  
Leadership and Counseling  
Management  
Math  
Nursing  
Teacher Education

**Group 3 (elected in 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 and Professional Services Management (STPSM)  
Women and Gender Studies

**Appendix 4:**

**Faculty Senate Standing and Other Committees**

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A major portion of the Faculty Senate's work is done by its six standing committees and other committees. The Faculty Senate By-laws specify that the standing committees will be chaired by a member who is nominated by the Senate President.

**STANDING COMMITTEES**

**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.

**INSTITUTIONAL ISSUES:**

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

**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.

**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.

**TECHNOLOGY ISSUES:**

Considers technology policies, new technologies and usage issues.

**GRADUATE COUNCIL**

A standing committee of the Faculty Senate, the Graduate Council shall provide recommendations to the Faculty Senate on issues concerning scholarly/creative activities and instructional matters regarding graduate programs.

**OTHER COMMITTEES**

**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 Senate, and refines procedure Senate uses in ranking ABBR requests.

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**DISTINGUISHED FACULTY AWARDS:**

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

**PROCEDURES & ELECTIONS:**

Conducts Faculty Senate Officer elections (except the election of the President), revises Faculty Senate By-laws, and aids in the selection of committee members and appointments.

**GLOBAL ENGAGEMENT COMMITTEE:**

The Global Engagement Council advises the Faculty Senate about issues related to the development of a faculty-led Global Engagement Center on campus.

**NEW FACULTY HIRES COMMITTEE:**

The Committee on New Faculty Hires is an oversight committee of the Faculty Senate. The specific charge of the NFH is to develop a process to be used across all colleges and the library for proposing tenure track faculty position and review the implementation of the process in each of the colleges and library to ensure conformance and fairness.

PCF/DB/RB: 1/20/16

Approved by Faculty Senate: 1/20/16