

**CONSTITUTION AND BY-LAWS OF THE
UNIVERSITY OF PITTSBURGH AT BRADFORD FACULTY SENATE**

PREAMBLE

The Faculty of the University of Pittsburgh at Bradford enacts the following Constitution and By-Laws to provide for the organization and procedures by which this faculty may exercise effectively its right and fulfill its responsibilities within the framework established by the policies of the Board of Trustees of the University of Pittsburgh.

ARTICLE I

DEFINITIONS

The following terms shall mean:

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| a. | “University” | University of Pittsburgh |
| b. | “Representational Units” | Division of Management and Education
Division of Communications and the Arts
Division of Physical and Computational Sciences
Division of Biological and Health Sciences
Division of Behavioral and Social Sciences |
| c. | “Trustees” | Board of Trustees of the University of Pittsburgh |
| d. | “Advisory Board” | Advisory Board of the University of Pittsburgh at Bradford |
| e. | “Chancellor” | The Chief Executive Officer of the University of Pittsburgh |
| f. | “President” | The President of the University of Pittsburgh at Bradford |
| g. | “Instructional Faculty” | Individuals normally teaching at least six hours per term with an annual contract or those with full-time faculty appointments, including full-time Professional Librarians. |
| h. | “University of Pittsburgh at Bradford Faculty Senate” | The faculty of the University of Pittsburgh at Bradford consisting of all members of the Instructional Faculty, the President, and the Vice President of Academic Affairs. |
| i. | “Senate President” | Faculty Senate President and the presiding officer at Faculty Senate and Senate Council meetings. |
| j. | “Voting Members” | (1) Instructional Faculty
(2) The President
(3) The Vice President of Academic Affairs
(4) Retired Instructional Faculty who have requested annual continuation of Faculty Senate membership by the end of the previous spring term (or fall term for new December retirees). |

- k. “Academic Support Centers” This phrase shall refer to any institutional bodies outside of the representational units whose staff include members of the University of Pittsburgh at Bradford Faculty Senate.
- l. “Tenure Document” University of Pittsburgh at Bradford, Policies and Procedures for Faculty Appointment, Reappointment, Promotion and Tenure

ARTICLE II

POWERS AND FUNCTIONS

The Faculty Senate shall participate in the development of the educational programs and shall be responsible for instruction, academic research, and service at the University of Pittsburgh at Bradford.

Specifically:

Section 1

Interpretations of the Constitution and By-Laws of the Faculty Senate shall be made by the Senate Council.

Section 2

The Senate Council shall be consulted before policy decisions are made or action taken on matters of student and faculty concern.

Section 3

The Senate Council may make recommendations in writing to the President, regarding the operation and development of the campus. The President shall inform the Faculty Senate of action on such recommendations.

ARTICLE III

ORGANIZATION AND PROCEDURE

Section 1: Faculty Senate Meetings

- a. *General Meetings* – there shall be a minimum of two meetings; the first within two weeks of the beginning of classes in the Fall Term; the second before the Spring Term final examinations. The specific dates shall be set by the Senate President, who shall send notice to the Senate members no less than five days prior to each meeting. An agenda shall be distributed by the Senate Secretary to the Senate members no less than three days prior to each meeting.
- b. *Special Meetings* – Special Faculty meetings shall be called by the Senate President or by petition of at least 10% of the voting members, within two weeks after the receipt of the requests. A written agenda shall be prepared by 1) the Senate President; 2) The Senate Council; or 3) The Petitioners, and submitted to the Senate President with the requests. Such agenda shall be distributed by the Senate Secretary to the Senate members at least three days prior to the meetings unless such advance notification is precluded by emergency conditions.

Section 2: Quorum

A quorum shall consist of a majority of Voting Members.

Section 3: Voting

Adoption of any motion brought before the Faculty Senate shall be by a simple majority of Voting Members present and voting, unless otherwise stipulated in this Constitution and By-Laws. Written ballots shall be used when requested by at least ten Voting Members present. In the case of mail ballots (including elections), the “double envelope method” shall be used. A separate ballot and instructions, including a deadline date, shall be mailed to each Senate member in a large envelope. The actual ballot is to be marked and then sealed in a separate, enclosed envelope. The member is to cross out his/her name and address the envelope to the Senate Secretary. The Senate Secretary and another member of the Senate Council shall make a record of who voted (from the returned envelopes), separate the ballot envelopes from the large envelopes, and then tabulate the vote results. Secured electronic voting is permitted.

Section 4: Senate President and Vice President

There shall be a Senate President and Vice President who shall be members of the Instructional Faculty elected by the Voting Members, the election to be completed biannually prior to the first Senate Council meeting in February. The Senate President or Senate Vice President shall preside at all Faculty Senate meetings and shall receive one course release per semester.

Section 5: Senate Secretary

There shall be a Senate Secretary who shall be a member of the Instructional Faculty elected by the Voting Members, and the election to be completed biannually prior to the first Senate Council meeting in February. The Senate Secretary shall receive one course release per semester and shall perform the following functions: 1) act as secretary in Faculty Senate meetings and Senate Council meetings; 2) distribute copies of the minutes promptly to the Senate members; 3) act as teller in secret balloting and designate at least one assistant teller(s); 4) distribute to the Senate members an agenda not less than three days prior to the meetings of the Senate. In the absence of the Senate Secretary, the Senate President shall appoint a Secretary Pro-Tem. The term of office for the Faculty Senate Secretary shall be two years.

Section 6: Terms of Office

Except as otherwise stipulated, the terms of all elected officers shall be counted from the beginning of the Academic Year following election. Those persons holding the president, vice-president, and secretary positions will be given one course release for each semester in office.

Section 7: Conduct of Meetings

Faculty Senate meetings and Senate Council meetings shall be conducted according to ROBERT’S RULES OF ORDER, REVISED

ARTICE IV

STANDING COMMITTEES OF THE SENATE: GENERAL

Section 1: Eligibility for Membership

Unless specified otherwise, only Voting Members are eligible for membership on standing committees of the Faculty Senate.

Section 2: Elections

Nominations: Each division chair will submit to the Senate Secretary the names of candidates from her or his division by the Monday following the first division meeting in February for all committees requiring division representation. Divisions may nominate one or more candidates for each position. In cases in which there are two or more nominees, the candidate with the most votes will serve as the representative.

For the three committees requiring alternates – Promotion and Renewal, Tenure, and Faculty Development – at least two names must be presented for each position. The runner-up in the election will serve as an alternate in the event of a conflict of interest or when the permanent member is on leave. When unable to attend, committee members may, in consultation with the chair, assign an alternate for reasons other than those listed. In the case of a position vacancy between elections, it is the responsibility of the division chair to ensure that the position is filled.

The chair may also include names of candidates for the at-large positions. The Senate Secretary will distribute them to all members of Faculty Senate by the following Monday. Individuals who wish to add their names to the ballot, for either at-large or division seats, will have two weeks from that Monday to do so by contacting the Senate Secretary. Faculty who self-nominate are encouraged but not required to discuss their interest in Senate committees with their chairs.

Elections: Elections shall be conducted electronically during the two weeks following the end of the self-nomination period. Unless specified otherwise, all committee members are elected by the Senate membership at large. Following the elections, the Senate Secretary will announce the results to all members of Faculty Senate.

Section 3: Terms

Unless otherwise specified, elected members shall serve for two years per term and for no more than three consecutive terms.

Section 4: Election of Officers

At the first meeting following the February elections, each committee shall meet with its newly elected members in order to elect officers for the coming year. Members whose term expires during that academic year are not eligible to vote on officers for the upcoming year. The newly elected secretary, or chair if the committee has no secretary, shall submit the names of the newly elected officers and the meeting day and time to the Vice President of Academic Affairs and Senate Secretary before March 31.

Section 5: Minutes

Each committee secretary is responsible for keeping all records pertinent to committee deliberations and for submitting minutes to Senate Council members after each meeting. Senate Council minutes and Educational Policy Committee minutes are to be distributed to all Senate members.

Section 6: Responsibilities

The chair of each committee shall give a report at the beginning of the spring term of ongoing and completed activities to the whole Senate either by e-mail or orally at a Senate meeting. At the end of the year, the chair shall submit a written report to the full Senate of the year's activities.

STANDING COMMITTEES

SENATE COUNCIL

Section 1: Membership

This committee consists of the following members: the Senate President, Vice President, and Secretary; the Vice President of Academic Affairs; the SGA President or an SGA appointee (*ex officio* and nonvoting), one full-time faculty elected by each Representational Unit, and one representative elected by the academic support centers.

Section 2: Officers

The Senate President, Vice President, and Secretary serve as officers for this committee. The Secretary is responsible for distributing Senate Council minutes and election ballots and results to the Senate membership as well as for collating and filing all materials submitted to this committee.

Section 3: Responsibilities

Senate Council acts as the executive and advisory committee for the Faculty Senate. Council plans, sets agendas, and defines rules of procedure for Senate meetings; serves as the official Senate channel for formal communication between faculty and professional staff and administration; conducts balloting for elections, resolutions, and amendments; as necessary and in consultation with the Senate membership, recommends changes in the responsibilities of standing committees, including the creation of *ad hoc* committees; publishes any policy changes affecting the members of the Senate; and receives and compiles the minutes of all standing committees except for Tenure and Promotion and Renewal.

Senate Council shall meet at the beginning of the academic year, and subsequently if necessary, with the chairs of Senate Standing Committees to identify needs and priorities in the upcoming year. Such meetings may not be necessary for committees with clearly defined roles, like Tenure, Promotion and Renewal, and Faculty Development, unless Senate Council feels there are immediate issues that need to be addressed by those committees beyond their usual responsibilities.

EDUCATION POLICIES

Section 1: Membership

This committee consists of the following members: The Senate Vice President (chair); one member from each Representational Unit, to be nominated and elected as specified above in "Elections"; one representative elected by the academic support centers; the Vice President for Academic Affairs; (*ex officio* and nonvoting) the Registrar and Director of Enrollment Services (*ex officio* and nonvoting); and one student (*ex officio* and nonvoting), to be selected by the SGA.

Section 2: Officers

A secretary is to be elected from the membership.

Section 3: Responsibilities

In consultation with Senate members, this committee is responsible for approving changes in curriculum, course offerings, and academic policies, and forwarding such recommendations to the Vice President of Academic Affairs. The committee is also responsible for providing formal notice (via the minutes) to the Senate membership of all such changes.

PROMOTION AND RENEWAL

Section 1: Membership

The faculty from each Representational Unit shall elect one permanent and one alternate representative. Representational Unit Chairs are not eligible to serve on this committee. The permanent member shall not serve in cases when he/she is to be reviewed.

Section 2: Officers

A chair is to be elected from the membership.

Section 3: Responsibilities

Refer to current Tenure Document.

TENURE AND PROMOTION

Section 1: Membership

The Tenure-stream faculty from each Representational Unit shall elect two tenured members and one alternate, all tenured. Representation may be from outside the Representational Unit if not enough members are eligible to serve. Representational Unit chairs are not eligible to serve on this committee. Individual members of the Tenure Committee should avoid compromising situations, such as consideration of a family member or companion.

Section 2: Officers

A chair is to be elected from the membership.

Section 3: Responsibilities

Refer to current Tenure Document.

FULL PROFESSOR

Section 1: Membership

The Full Professor Committee consists of all permanent faculty members who have obtained the official rank of “professor”.

Section 2: Officers

A chair is to be elected from the membership.

Section 3: Responsibilities

Refer to the current tenure document.

ACADEMIC TECHNOLOGY

Section 1: Membership

This committee consists of the following: one member from each Representational Unit, to be nominated and elected as specified above in “Elections”, one representative of the academic support centers, the Director of Academic Computing (*ex officio* and non voting), the Manager of Computing, Telecommunications, and Media Services (*ex officio* and non voting), the Academic Technology Integrator (*ex officio* and non voting), and two students (one resident and one commuter) to be appointed yearly after consultation with the SGA.

Section 2: Officers

A chair and a secretary are to be elected from the membership.

Section 3: Responsibilities

This committee recommends policy to the Vice President of Academic Affairs concerning the academic use of computers, telecommunications, media, and library automation on campus. These recommendations encompass the purchase as well as the distribution of academic hardware and software on campus. The committee is also responsible

for monitoring technological developments on the Oakland campus to ensure that Pitt-Bradford maintains its share of the campus-of-the-future plan.

FACULTY DEVELOPMENT

Section 1: Membership

This committee consists of five Instructional Faculty to be elected from each of the five Representational Units. Each Representational Unit shall also elect one alternate.

Section 2: Officers

A chair and a secretary are to be elected from the membership.

Section 3: Responsibilities

After promulgating guidelines for viable research and pedagogical activities, this committee evaluates requests for grants and makes recommendations to the Vice President of Academic Affairs for grant disbursement.

STUDENT AFFAIRS & ATHLETICS ADVISORY

Section 1: Membership

This committee consists of the following: six representatives elected individually by the five Representational Units and the Academic Support Centers, the Faculty Athletic Representative, one member of the staff designated by the Staff Association, the Vice President of Student Affairs (*ex officio* and nonvoting), the Director of Athletics (*ex officio* and non voting), and two students (one resident and one commuter) to be appointed yearly by the committee after consultation with the SGA.

Section 2: Officers

A chair and a secretary are to be elected from the membership.

Section 3: Responsibilities

This committee monitors and makes recommendations on the areas of student life, athletics, financial aid, admissions and enrollment management.

FACULTY WELFARE

Section 1: Membership

This committee consists of the following: five Instructional Faculty nominated by Representational Units and elected by the Senate membership at large.

Section 2: Officers

A chair and a secretary are to be elected from the membership.

Section 3: Responsibilities

This committee is responsible for monitoring and making recommendations in the areas of faculty welfare, and works in consultation with the UPB Staff Association's Human Relations Committee on areas of mutual concern.

HEALTH & SAFETY

Section 1: Membership

This committee consists of the following: the Chemical Safety Officer, three Instructional Faculty nominated by Representational Units and elected by the Senate membership at large, two members of the staff designated by the Staff Association, and two students (one resident and one commuter) to be appointed yearly by the committee after consultation with the SGA.

Section 2: Officers

A chair and a secretary are to be elected from the membership.

Section 3: Responsibilities

This committee is responsible for monitoring and making recommendations in the areas of campus-wide health and safety.

ARTICLE V

AD HOC COMMITTEES OF THE FACULTY SENATE

Section 1: Membership

Instructional faculty members of the ad hoc committees established by the Faculty Senate shall be appointed by the Senate President with the approval of the Senate Council, unless otherwise stipulated by Senate Council.

Section 2: Committees for Selection of Certain Administrative Officers

Committees to participate in the recruitment and selection of a President, Vice President, Deans and Directors directly responsible for academic matters of an impending vacancy in any of these offices, within 30 days after the announcement that such office is newly established. Members shall be selected in the manner designated in the establishment of such committees and committee representation shall be appropriate to the area of responsibility of the office in question. These ad hoc committees shall have the opportunity to a) suggest candidates; b) have access to all candidates' application files; c) interview all appropriate candidates, and d) request invitations to visit be extended to certain candidates.

Section 3: Ad Hoc Committees

The Faculty Senate may establish other ad hoc committees as it thinks necessary for carrying out its responsibilities and shall designate the size and composition of such committees. All administrative staff members of these committees shall be appointed by the Senate President in consultation with the appropriate administrators and with approval of the Senate Council.

ARTICLE VI

AMENDMENT PROCEDURES

Section 1: Proposal

Amendments to this Constitution and By-Laws may be proposed to the Faculty Senate by one of the following methods: a) The Senate Council may propose amendments on its own initiative; and b) The Senate Council may transmit with its recommendations of a request for amendment presented to it by one or more Voting Members.

Section 2: Ratification

At the discretion of the Senate Council, proposed amendments to this Constitution and By-Laws shall be ratified by either mail or electronic ballot (ratification to occur upon receipt of affirmation ballots equal to or greater than 2/3 of the Voting Members that return ballots, provided that at least a majority of the Voting Members vote) or written ballot in a Special Faculty Senate meeting called for the purpose (ratification to occur with affirmative vote equal to or greater than 2/3 of those voting).

Section 3: Approval

All amendments ratified by the Faculty Senate shall go into effect immediately upon notice of approval by the Advisory Board, upon transmittal with recommendation from the President.

BY-LAWS

- I. The Senate Council of the faculty Senate is empowered to establish an Ad Hoc Grievance Committee as circumstances deem necessary.

Document History

Faculty Senate Minutes Reference	Section(s) Revised	Date Document Revised	Date Sent to Academic Affairs (with initials)
MM/DD/YYYY		MM/DD/YYYY	MM/DD/YYYY - abc
02/10/2009 & 12/02/2008		√	kmb
09/29/2009		√	kmb
02/10/2010		√	kmb
01/31/2012		03/27/2012	06/10/2014 - kmb
09/30/2014		09/30/2014	09/30/2014 - kmb
10/29/2015	Article IV STANDING COMMITTEES OF THE SENATE: GENERAL, Section2: Elections	01/25/2016	01/25/2016 - kmb
10/29/2015	Article IV STANDING COMMITTEES OF THE SENATE: STANDING COMMITTEES, Education Policies, Section1:Membership	01/25/2016	01/25/2016 - kmb
10/29/2015	Article I DEFINITIONS, h. “University of Pittsburgh at Bradford Faculty Senate”	01/25/2016	01/25/2016 – kmb
11/29/16	Article III ORGANIZATION AND PROCEDURE, Section 4: Senate President and Vice President, Section 5: Senate Secretary, and Section 6: Terms of Office	11/29/2016	9/12/2017 - dmd

PLEASE NOTE: Not part of Constitution and By-Laws Document for reference purposes only

Faculty Senate Minutes Reference MM/DD/YYYY	Section(s) Revised	Date Document Revised MM/DD/YYYY	Date Sent to Academic Affairs (with initials) MM/DD/YYYY-abc
10/31/2017	Article IV Standing Committees of the Senate: General, Section 2: Elections: Nominations	02/14/2018	02/14/2018-cab
10/31/2017	Article IV Standing Committees of the Senate: General: Standing Committees: Faculty Development: Section 1: Membership	02/14/2018	02/14/2018-cab