2018-2019

Faculty Senate
Orientation/Organizational Meeting Materials

Faculty Senate (Professional Constituencies Office)
900 Normal Avenue | Woody Hall B-346 | Mail Code 4712 | Carbondale, IL 62901
618.453.5244 | 618.453.5222 (Fax) | facultysenate.siu.edu
**FACULTY SENATE MEMBERSHIP FOR 2018-2019**

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**COLLEGE OF AGRICULTURAL SCIENCES**

**Fakhoury, Ahmad (Plant, Soil & Agricultural Systems)**
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**COLLEGE OF BUSINESS**

- **Odom, Marcus (Accountancy)**
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**COLLEGE OF EDUCATION AND HUMAN SERVICES**

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* **Diehr, Aaron (Public Health & Rec Professions)**
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**COLLEGE OF ENGINEERING**

- **Hatziadoniu, Konstadinos (Electrical and Computer Engineering)**
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**SCHOOL OF LAW**

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**COLLEGE OF LIBERAL ARTS**

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**LIBRARY AFFAIRS**

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**COLLEGE OF MASS COMMUNICATION & MEDIA ARTS**

**Han, Dong (Journalism)**
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**Needham, Jay (Radio, TV, Digital Media)**

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**SCHOOL OF MEDICINE**

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- **Han, Heeyoung (Medical Education)**
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- **Carlson, Douglas (Pediatrics)**
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**COLLEGE OF SCIENCE**

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- **Fisher, Derek (Micro Chemistry and Biochemistry biology)**
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- **Kinsel, Gary (Chemistry and Biochemistry)**
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- **Warne, Robin (Zoology)**
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**NON-TENURE TRACK FACULTY VOTING UNIT**

**Watson, Cherie (Library Affairs)**
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- **Kingcade, Carolyn (Journalism)**
  453-3278
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- **Teske, April (Teacher Education)**
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- **Wall, James (Radio and Television)**
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- **Ellermann, Marissa (Library Affairs)**
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* **Laura Halliday (Linguistics)**
  536-3385
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* Serving through Spring 2021
** Serving through Spring 2019
Others serving through Spring 2020

Ex Officio

**Chancellor (453-2341)**
**Provost and Vice Chancellor (453-5744)**

*Second Term (must take off one year after this term)
# Faculty Senate Meeting Schedule

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>May 8, 2018</td>
<td>February 12, 2019</td>
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<tr>
<td>July 10, 2018</td>
<td>**March 17, 2019</td>
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<tr>
<td>September 11, 2018</td>
<td>April 9, 2019</td>
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<td>October 9, 2018</td>
<td>April 23, 2019</td>
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<tr>
<td>November 13, 2018</td>
<td>May 14, 2019</td>
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<tr>
<td>December 11, 2018</td>
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All meetings are held on the second Tuesday at 1:00 p.m. in Room 150/160 at the Student Services Building. (Location subject to change, always check agenda.)

**3rd Tuesday because of break or holiday**

No meetings are usually scheduled for the months of January, June, or August.
Faculty Senate Duties and Responsibilities

**Faculty Senate President**

Serves as the presiding and fiscal officer of the Senate and speaks for the Senate in all official matters
Serves as chair of Executive Council
Presides over annual faculty meeting
Calls special meetings of the Senate or Executive Council as needed
Oversees the Office of the Faculty Senate
Charges committees, as needed
Meets with candidates for administrative positions
Represents the Senate at:

- Constituency Heads meetings with Chancellor/President
- Board of Trustees meetings
- Executive Planning and Budget Advisory Committee
- Commencement, Honors Day, other award ceremonies
- Yearly Chancellor Leadership Forums

**Faculty Senate Vice President**

Serves as presiding officer in the absence of or at the request of the president.
Serves as vice chair of Executive Council and gives that report to the Senate
Is chair of the Faculty Senate Elections Committee
Substitutes for the Senate president at various meets, as needed
Executive Planning and Budget Advisory Committee
Serves as Faculty Senate representative on the Graduate Council, ex-officio

**Faculty Senate Secretary**

Edits the official minutes of the Senate
Calls roll at each meeting
Communicate with other persons and agencies as directed by the Senate
Serves on the Executive Council
Substitutes for Senate president when vice president is unavailable

**Committees**

Standing Committees include the Executive Council, Committee on Committees, Budget Committee, Faculty Status and Welfare Committee, Governance Committee, and Undergraduate Education Policy Committee

- Committee members other than those elected to membership may serve a renewable term of one year. Every effort should be made to provide for partial continuity on committees from year to year.
- Chairs of all standing committees must be members of the Senate and should be elected by their committee’s membership (except Executive Council).
- Each committee of the Senate can formulate its own rules of procedure subject to the approval of the Senate. Each committee may also create subcommittees as may be desirable to accomplish its purposes.
Executive Council consists of the Senate's officers, the chairs of all the Senate's standing committees, the Past President of the Senate, ex officio, and the Faculty Senate representative to the Faculty Advisory Council to the IBHE, ex officio. The Executive Council serves as an agenda committee and also as an advisory board to the President of the Senate. The Executive Council may rephrase resolutions, reports, and other materials issuing from the Senate provided that the basic meaning and intent are not altered, unless prohibited from doing so by the Senate. The Executive Council may act for the Senate between meetings with the understanding that its actions may be reviewed and reversed by the Senate at its next regular meeting or a special meeting called for the purpose.

Committee on Committees consists of seven members elected by and from the Faculty Senate. Members serve two-year terms, with approximately half of the committee being elected each year. The Committee on Committees will, at the request of Senate or Executive Council, directly appoint faculty representatives to university ad hoc committees, search committees and task forces and will, at the request of Senate or Executive Council, recommend to the Senate for ratification and appointment all other committee members. The Committee on Committees also reviews Faculty Senate standing committee preferences and recommends for approval standing committee assignments.

Budget Committee has as its general concern all matters relating to faculty participation in university budgeting. The Budget Committee chair serves on the Executive Planning and Budget Advisory Committee.

Faculty Status and Welfare Committee, has as its general concern questions relating to the status and welfare of the faculty, including faculty rights and privileges, duties, and rewards, and makes recommendations to the Senate on all matters which affect the status and welfare of faculty members. The committee may include two at-large faculty members who are nominated by the Committee on Committees and approved by the Senate. The Faculty Status and Welfare Committee chair also serves as one of the Faculty Senate’s representatives to the University Joint Benefits Committee.

Governance Committee has as its general concern matters inclusive but not limited to faculty participation in university governance, including the creation of new academic units and the revision of the Faculty Senate’s Operating Paper, and makes recommendations to insure the participation of the faculty and the Faculty Senate in university governance.

Undergraduate Education Policy Committee initiates, reviews, and makes recommendations to the Faculty Senate on all matters which affect undergraduate education policy, e.g., graduation requirements, distribution of requirements, grade-point average requirements, curriculum (new or modified), General Education policy, procedures of student instruction and evaluation, review of courses and programs, and admission requirements. The committee may include two at-large faculty members who are nominated by the Committee on Committees and approved by the Senate. One undergraduate student who has earned at least 20 hours in General Education courses represents the Undergraduate Student Government on this committee and votes only on Undergraduate Education Policy Committee business during committee meetings.
Faculty Senate

Is empowered to act as agent for the university faculty with delegated power to formulate broad policies in regard to the educational functions of the university.

Is charged to initiate, promote, and ensure the enforcement of policies involving academic and intellectual freedom, and to concern itself in all matters of faculty status and welfare.

Is charged with the responsibility for encouraging and facilitating active and effective faculty involvement in policy determination and decision-making particularly in all academic units at all levels within the university.

Is charged to establish and maintain a Judicial Review Board for the redress of grievances. Reserves the right to establish any standing or ad hoc committee necessary for the conduct of its business.

Formulates its own rules and procedures in a manner not inconsistent with the Operating Paper of the Faculty and Faculty Senate the Bylaws and Statutes of the Board of Trustees.

Holds one regular meeting per month except the months of January, June, and August and except when the Faculty Senate votes to suspend a subsequent meeting. Unless the Faculty Senate decides otherwise, the regular meetings will take place in the afternoon of the second Tuesday of each of the designated months.

Holds a special meeting during the last two weeks in April to seat newly elected members. The outgoing president presides over the meeting. The terms of the elected officers begin immediately after the special meeting at which they are elected.

Serve three year terms, but no more than two consecutive terms. One year must elapse after the second consecutive term before Senators are eligible for election.

Faculty Senators are responsible for designating a substitute (proxy) for any meeting they are unable to attend in full or in part (see next page).
FACULTY SENATE
Information Sheet on Proxy Delegation

When members of the Faculty Senate find it necessary to be absent from all or part of a regular or special meeting, they may designate a substitute (proxy). This person must be an eligible member of the same faculty voting unit (college) but should not already be a member of the Faculty Senate. The member shall designate a substitute in writing in one of the following ways:

1) Email – proxy designation should be sent to the Faculty Senate or any officer of the Faculty Senate at least 2 hours prior to the start of the meeting or meetings the substitute will attend.

2) Hand-written or typed with signature – must be received in the Faculty Senate office (Woody Hall B346) at least 2 hours prior to the start of the meeting or meetings the substitute will attend or given to the Secretary before the start of the meeting.

Proxy designations should include the name of the proxy and the date of the meeting or meetings the proxy will attend. A proxy has the same privileges in the meeting as the person for whom s/he substitutes. No person should hold more than one proxy.
Preferential Voting in the Election of Officers
[Approved April 10, 2001]

The Faculty Senate Operating Paper (II.B.2.c.) specifies: "If there are at most two nominees for an office, election shall be by majority vote of the members present and voting. If there are more than two nominees for an office, the election shall be conducted on the basis of a preferential voting system."

It was determined that the most efficient way to specify a preferential voting system is through adopting a special rule of order, outside of the operating paper (by-laws), which specifies a method and remains in effect from session to session, once adopted by a two-thirds vote and unless suspended (like other rules of order) with a two-thirds vote.

In elections requiring a preferential voting system, the Faculty Senate has approved the Borda Count method of preferential voting, with the following instructions to be given to voters before the vote is taken:

Instructions for voters: Voters write the name of each of the n candidates followed by a ranking from 1 (most preferred) through n (least preferred). For a ballot to be valid, each candidate must be ranked 1 through n and no ranking used more than once.

And

Instructions for tabulators: For each valid ballot, the lowest ranked candidate is given 1 point, the second lowest is given 2 points and so on up to the highest ranked candidate who gets n points. The points for each candidate are totaled giving the Borda count for the candidate. The winner is the candidate with the highest Borda count.

In the case of a tie, subsequent ballots between the candidates receiving the highest number of votes shall be conducted and decided by a plurality of the vote.