

Marshall University
FACULTY SENATE
Annual Report
ACADEMIC YEAR 2003 – 2004

This report contains a condensed summary of the actions of the Faculty Senate and its Standing Committees. It is a publication of the Faculty Senate and is prepared under the direction of President Larry W. Stickler, November 2004.

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The Constitution of the Marshall University Faculty

PREAMBLE

Universities striving for excellence historically and traditionally have enjoyed the autonomy and integrity necessary to accomplish their mission as institutions of higher learning committed to the search for and dissemination of knowledge and truth—and so it has been, and must continue to be, at Marshall University. It is recognized that the legal authority to guide and regulate the University is vested by the West Virginia Legislature in the West Virginia Higher Education Policy Commission and Marshall University Board of Governors and the President of the University. It is further recognized that the West Virginia Higher Education Policy Commission and Marshall University Board of Governors grants autonomy to the colleges and universities under its jurisdiction. As a corollary of academic freedom, the faculty has the major responsibility for guiding the scholarly pursuits of the University. To that end, this Constitution is established to facilitate meaningful communication throughout the academic community and to assist the President and West Virginia Higher Education Policy Commission and Marshall University Board of Governors in the development of academic policies and procedures.

ARTICLE I – THE FACULTY

The Faculty is a legislative body of Marshall University and has the authority to concern itself with topics affecting the whole university. This authority is delegated to the Faculty Senate, which is the representative body duly elected by and from the Faculty. The Faculty Senate is empowered to act on behalf of the Faculty on questions and issues properly brought before it by the Faculty of any college, school, or component of the University. Marshall University is committed to providing equality of opportunity and treatment; therefore, the Faculty Senate and any committee operating under its authority do not discriminate on the basis of race, color, sex, age, religion, national origin, handicap, or sexual orientation.

ARTICLE II – THE FACULTY SENATE: PURPOSES—POWERS—FUNCTIONS

Section 1. The Faculty Senate shall take within its province any subject of interest to the faculty, the administration, and the student body. With respect to the general welfare of the University, the Senate shall serve as the major legislative, advisory, and review body of the faculty. It shall investigate, debate, and communicate to the faculty those matters deemed to be in the best interests of the University. Academic policy decisions, or matters, construed to impinge on the academic decisions shall be the primary responsibility of the Faculty Senate. The faculty may call a referendum upon any of the actions of the Senate. Actions of the Faculty Senate shall become policy of the institution unless for serious and compelling reasons the President rejects in writing such actions within fifteen working days following submission by the Senate. All measures receiving Presidential approval, or which, are not specifically rejected by the President, shall be considered binding subject to the final approval, if necessary, of the West Virginia Higher Education Policy Commission and Marshall University Board of Governors.

Section 2. Legislative Function. As the faculty legislative body the Faculty Senate shall exercise authority over all matters that pertain to academic policies of the University, including instruction, research, and continuing education. Affairs of the University which directly and primarily affect the faculty include, but are not limited to, determination of curricula; standards of admission and selection; retention and transfer of students; scholarships and honors; requirements for the granting of degrees; candidates for honorary degrees; and instructional standards throughout the University; and matters of the faculty welfare. The Faculty Senate shall be responsible for developing policy with regard to major issues, which affect the institution, such as, change in the mission of the University, addition or deletion of programs, contracts with government agencies, and public questions, which affect the role of the institution or endanger the principle of academic freedom. The Senate shall be responsible for maintaining communications between the faculty and the administration, the student body and the staff. It shall establish rules and procedures for standing committees and shall be responsible for overseeing the election of Senate members. All standing committee actions, with the specific exceptions detailed in this Constitution shall be subject to review, amendment, approval or rejection by the Faculty Senate.

Section 3. Advisory Function. The Faculty Senate shall serve in an advisory capacity to the University community and administration. Matters which directly or indirectly affect the general welfare of the institution include, but are not limited to, student life, such as standards of conduct, living conditions, organizations, intercollegiate athletics, and participation in extracurricular activities; the academic calendar; and University convocations, lectures, press releases, and radio and television broadcasts.

The Senate shall be available to advise the West Virginia Higher Education Policy Commission and Marshall University Board of Governors on the appointment of the President and to advise the President on the appointment of University-wide administrative officials. It shall advise the administration on policies with respect to the preparation of the annual budget and its allocation to operational units; equipment and physical facilities; official University and student publications; the academic structure and governance system; and the mission, goals, and objectives of the University.

Section 4. Review Function. The Faculty Senate shall be empowered to review all policies and to formulate recommendations with respect to the general welfare of the University. Matters directly affecting the faculty include, but are not limited to, academic freedom, tenure, and promotions; appointments, reappointments and dismissals; teaching loads; salary schedules or other compensation or benefits; and policies governing stability of employment, retirement, sabbatical or other leaves; and the reorganization of academic units.

The Senate shall also be empowered to review programs of research, experimentation, and instruction; grading systems and trends; instructional evaluation; and policies and administration of the University libraries. It shall also review the academic conduct of students, including means for handling infractions. The Senate shall be responsible for the investigation and conducting of hearings on grievances from members of the faculty and student body, except for those covered by the various West Virginia Higher Education Policy Commission and Marshall University

Board of Governors policy bulletins or those under the jurisdiction of other committees; it shall report the findings and make recommendations to the appropriate parties.

Section 5. Provisions of the Senate. The Senate shall be provided with an appropriate budget, office space, adequate secretarial support, and release time for the Senate President.

ARTICLE III – MEMBERSHIP AND ELECTION

Section 1. The Senate shall consist of one (1) senator for each academic unit, unless otherwise specified, plus one (1) senator for each thirteen (13) full-time faculty members, plus one (1) additional member if the number of full-time faculty in a unit exceeds a multiple of thirteen by seven (7) or more. The Faculty Council President of the Marshall Community & Technical College shall serve as an ex-officio voting member. The term "academic unit" is defined in the Bylaws. Individual constituency numbers for calculating representation shall be based upon the number of full-time faculty presented every second year to the Executive Committee of the Faculty Senate in the fall semester preceding Senate elections. Census information will be provided by the Office of Institutional Research and Planning in collaboration with the Provost and the Vice President for Health Services. In addition, South Charleston faculty will elect two (2) at-large senators.

Section 2. All faculty involved in apportionment calculations shall hold the rank of instructor or above and shall devote at least one-half of their time to teaching, scholarly research, or closely related duties. Eligible librarians shall hold a professional librarian's degree or the equivalent. All such faculty shall be eligible for election to office. Part-time faculty, adjunct faculty, and those designated as "clinical" or "research" in their faculty titles shall not be considered as faculty members for the purpose of this document and organization. For the purposes of determining voting and serving on the Senate the above description shall apply. Those holding the titles of President, Vice President, Assistant/Associate Vice President, Dean, Assistant/Associate Dean, and Dean of Libraries shall be ineligible to serve on the Senate. The Executive Committee of the Faculty Senate is empowered to decide questions that arise concerning definition of faculty.

Section 3. The term of office for a senator shall be four (4) years. Senators can serve no more than two (2) consecutive terms.

Section 4. Elections for senators shall occur annually in the spring of odd-numbered years, with the names of the new senators submitted by the Dean of each unit to the President of the Senate by April 1. Each unit shall conduct its own election according to the bylaws of that unit, providing that all voting shall be by secret ballot. Initial implementations of this Constitution shall require the election within each unit of Senate members for staggered terms. Faculty members in each unit will determine how their senator's terms will be staggered.

Section 5. If a senator misses more than three (3) regular meetings in any academic year, his/her seat will be declared vacant by the Senate President, who will immediately report the vacancy to the Dean of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat.

Section 6. Temporary senators will be elected by a unit if a seat is vacated for one academic year or less due to leaves of absence, sabbaticals, incapacity, or other reason. If a senator will be unable to fulfill his/her responsibilities and duties to the Senate for longer than one academic year, he/she must resign. Temporary senators will have all the privileges of Senate membership, though they can serve no longer than one academic year.

ARTICLE IV – MEETINGS

Section 1. The Faculty Senate shall meet once monthly during the regular academic year. Other meetings may be called by the Senate President. Special sessions of the Senate will be called at the request of ten (10) or more faculty members. Special sessions will be held as soon as practicable within two (2) weeks from the date they are called. The responsibility for notifying senators and faculty members of special sessions shall rest with the Senate President who shall use the most appropriate means available to fulfill this obligation. A written announcement of the agenda, time and place of every regularly scheduled Senate meeting shall be sent to each senator one week in advance of the meeting.

Section 2. A quorum shall be a simple majority (50% plus one) of the voting Senate members.

Section 3. A voice vote will be conducted on actions requiring a vote. At the request of any senator for a division of the Senate, a roll call vote will be taken and recorded by the Senate Secretary.

Section 4. Minutes. The minutes of Faculty Senate meetings shall be distributed to each Senator and the University President no later than seven (7) working days before the next meeting. The minutes will also be sent to each dean, to each faculty member upon request, presidents of both the Student Government Association and Graduate Student Council

Section 5. Rules of Procedure. The parliamentary authority of the Senate shall be the latest edition of Robert's Rules of Order.

Section 6. Senate meetings are open to the public except in those cases where executive sessions are permitted by West Virginia statute (6-9A-4). No decision shall be made in any executive session of the Senate. If any student, administrator or non-Senate faculty member wishes to speak to an issue, he/she will be recognized and allowed to speak briefly. If any non-senator wishes to speak for a longer period of time, he/she should request agenda time prior to the meeting.

ARTICLE V – ADOPTION AND AMENDMENT

Section 1. This Constitution shall be adopted when approved by a simple majority of the secret ballots cast by the faculty as defined in the current Constitution of the Marshall University Faculty. Upon adoption by the faculty this Constitution shall be made a part of the Marshall University Greenbook, which shall contain the Senate By-laws, official policies, procedures, and other information pertinent to the University's operation and internal government.

Section 2. An amendment to the Constitution may be proposed by ten (10) percent of the faculty or by a majority vote of the Senate. All proposed amendments must be submitted to the faculty for its approval. The ratification of an amendment requires the approval of a two-third (2/3) majority of those voting.

Section 3. Any proposed amendment shall be distributed to every member of the faculty at least two weeks before a regular or special meeting of the faculty, at which the amendment will be discussed. Opportunity for debate shall be provided for every proposed amendment.

ARTICLE VI – STANDING COMMITTEES

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Senate itself, Standing Committees. One of these is designated the Executive Committee of the Faculty Senate and shall function as part of the Senate. The other committees work in cooperation with, but are distinctly separate from the Senate. With the exception of the Executive Committee, the membership, officers, and relationships of the Standing Committees to the Senate are as follows.

Section 2. Membership. The membership of Standing Committees, unless otherwise specified, shall include one Senator appointed by the President of the Faculty Senate to serve a two-year term. This member shall be the “Liaison.” This may be renewed for one additional consecutive term. Other membership shall consist of one member elected by the faculties of each academic unit and as defined in Bylaw #15. One undergraduate student, appointed by the Student Government Association, will also serve with exceptions as noted. This shall be the voting membership of the committees. Ex-officio, nonvoting members will be designated according to each committee's nature and functions. The length of faculty membership on committees shall be four (4) years. Faculty members may serve no more than two consecutive terms on any one Standing Committee, and may not serve on any two Standing Committees simultaneously.

Section 3. Officers. Officers of the Standing Committees will be a chair and a recording secretary. The chairs of the committees and the recording secretaries will be elected by the voting members of their standing committees. The terms of office shall be one (1) year, and may be renewed up to a maximum of four (4) successive terms (i.e., four years). The committee may remove an officer by a "motion to rescind the election." The successor of an officer removed in this manner shall serve until the next regularly scheduled election for that office. The chair is responsible for establishing the committee's agenda with the assistance of the recording secretary; presiding over committee meetings; and reporting committee actions to the full Senate. The chair shall also notify all committee members of the Senate's response to committee actions. The chair, with the assistance of the recording secretary shall prepare an annual report on the committee's work at the end of the academic year and this will be submitted to the Executive Committee for publication. The recording secretary will also be responsible for keeping minutes of all committee meetings; for accurately recording and reporting votes of the committee; and for assisting the committee chair in the preparation and submission of the committee's annual report.

Section 4.

A. Committee-Senate Relationship. Standing Committees shall meet of their own accord; or when requested to by the Senate President, the Executive Committee, or the full Senate. All

actions, with the exceptions as noted, taken by Standing Committees shall be subject to final review and approval by the full Senate. In the event the Senate does not concur with committee actions, full and detailed rationale must be provided in writing.

B. Quorum Requirements in Standing Committees. A quorum shall consist of a simple majority (50% plus one) of the voting members.

C. Rules of Procedures for Standing Committees. The parliamentary authority of the standing committees shall be the latest edition of Robert's Rules of Order.

Section 5. The Executive Committee

A. The Executive Committee shall serve as the executive branch of the Marshall University Faculty Senate. It shall function in leadership and advisory capacity, but shall not legislate.

B. Membership. One (1) Senator representing each academic unit of the university, elected by the full Senate, shall serve. The term "academic unit" is defined in the Bylaws. Hence the total number of elected members shall be ten (10) except as provided in Article VI, Section 5G. In addition, ex-officio, voting membership shall consist of the Graduate Council Chair and the Faculty Council President of the Marshall Community & Technical College. Ex-officio, nonvoting membership shall consist of the faculty representatives to the Advisory Council of Faculty to the West Virginia Higher Education Policy Commission and Marshall University Board of Governors.

C. Officers. The officers of the Senate shall be the officers of the Executive Committee. These shall be the President, Vice President, and Recording Secretary of the Senate. They shall be nominated and elected by the full Senate by secret ballot at a special spring meeting of the newly constituted Senate (i.e., those who will comprise the Senate during the next academic year). Terms of office shall be two (2) years. The Senate may remove an officer by a "motion to rescind the election." The successor of an officer removed in this manner shall serve until the next regularly scheduled election for that office. No officers may serve two consecutive terms in their respective positions. No two officers shall be from the same academic unit at any time except as provided in Article VI, Section 5G.

D. Other members. All other voting members of the Executive Committee shall be nominated and elected by the full Senate at the same special spring meeting of the newly constituted Senate, after the election of officers. The terms of office shall be two (2) years. No voting member of the Executive Committee may serve more than two consecutive terms. Non-officers shall be selected so as to represent those academic units not represented by the officers.

E. Powers and Functions. The President shall preside over Faculty Senate meetings; preside over general faculty meetings; preside over Executive Committee meetings; establish the agenda for Executive Committee meetings in cooperation with other officers; and confer with the University President and other officially designated bodies as the Faculty Senate representative. The Vice President shall assume all duties and responsibilities in the absence of the President and assist the President in establishing the agenda for Executive Committee meetings. The Recording Secretary shall serve as secretary to the general faculty; serve as secretary to the Executive

Committee; and assist the President and Vice President in establishing the agenda for Executive Committee meetings. The Executive Committee appoints Senate representatives to all other standing committees; appoints a parliamentarian for Senate and Faculty meetings; creates special committees and appoints such committee chairs; receives reports of ad hoc committees or by the full Senate, receives reports from university-wide search committees for information and review; sets agenda for the Senate and sends on items for consideration and legislation; sets agendas for general faculty meetings; submits requests for consideration of business presented by faculty members. Any request bearing the signatures and names of ten (10) or more full-time faculty members, or five (5) or more Senators shall be transmitted automatically to the appropriate Senate bodies for consideration, except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and Marshall University Board of Governors. Such requests for agenda items must be considered within two meetings. Requests for consideration bearing fewer than ten (10) signatures and names of full-time faculty, or fewer than five (5) signatures and names of Senators shall be considered at the discretion of the Executive Committee except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and Marshall University Board of Governors. The Executive Committee furthermore resolves jurisdictional disputes among committees; oversees and coordinates the preparation and distribution of annual standing committee reports in the annual Faculty Senate report; coordinates the Faculty role in the Greenbook revision; and the Executive Committee shall act for the full Senate during periods when the Senate is unable to meet. All actions taken by the Executive Committee must be subsequently approved by the full Senate at its next meeting to remain in force. The Executive Committee may not legislate; only the full Senate may do that.

F. Restrictions. Members of the Executive Committee are automatically barred from serving on any other standing committee of the Faculty Senate except as ex-officio, nonvoting members as provided by the Faculty Constitution. Executive Committee members may, however, be appointed to serve on ad hoc or search committees.

G. Should the office of Senate President, Vice President, or Recording Secretary become vacant during a time other than the end of a two-year term, the Executive Committee shall call for nominations from the full Senate at its next regularly scheduled meeting. All Senators including members of the Executive Committee and officers are eligible to fill the un-expired term of a Senate officer. Election shall be by the full Senate by secret ballot. More than one Senator from a specific academic unit may serve on the Executive Committee if it is caused by filling an un-expired term of office. At any time that a unit is not represented on the Executive Committee, the Senate President shall call for nominations and elections to fill the vacancy.

Section 6. Academic Planning Committee

A. Powers and Functions. The Academic Planning Committee shall serve as the major faculty agency for discussion, review and development of recommendations regarding letters of intent to plan new academic programs and degrees, academic long range planning (mission statements, five year plans, strategic plans and similar major plans, and the reorganization of any academic unit), academic programs needs assessments, and work directly with the President and Senate Executive Committee as requested and appropriate. It shall be the function of the Academic Planning Committee to make recommendations about new academic programs and priorities in

relation to available resources, receive Departmental Program Review documents, make recommendations concerning the level of action to be recommended by the institution to the West Virginia Higher Education Policy Commission and Marshall University Board of Governors, and respond when appropriate to the West Virginia Higher Education Policy Commission and Marshall University Board of Governors and/or the President concerning policies relating to academic planning. The Academic Planning Committee will cooperate with administrative officials, University Deans and the President on matters relating to academic planning. When appropriate, the Academic Planning Committee may seek external review teams for evaluation purposes for new program proposals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio nonvoting members shall be the Provost, the Dean of each college or school, the Vice President for Development, the Director of Institutional Research & Planning and one (1) Graduate Student Council representative. The Faculty Senate President may appoint two members from the community who are not currently faculty, or students at the university each of whom will serve two years as ex-officio, nonvoting members of the Academic Planning Committee and can be appointed for one additional term.

Section 7. Budget and Academic Policy Committee

A. Powers and Functions. The Budget and Academic Policy Committee shall assume the primary responsibility for the development of policies that contribute to the maintenance of academic standards in the University. The committee's responsibility shall include, but not be limited to, policies affecting the university calendar, the university budget, academic honesty, class attendance, grading and examinations. The Committee shall process student grade appeals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, nonvoting members of this committee shall be the Provost or his/her designee, the Senior Vice-President for Finance, one (1) Classified Staff Council representative, and one (1) Graduate Student Council representative.

Section 8. Athletic Committee

A. Powers and Functions. This committee shall consider policies relating to the maintenance and development of the intercollegiate athletic program, eligibility of athletes, budgets, and athletic staff personnel. It will supervise the maintenance and development of the intercollegiate athletic program in conformity with the policies, goals, and standards of the NCAA, conference affiliation, and Marshall University scholastic standards. It will be responsible for determining the eligibility of requirements for athletic competition in compliance with NCAA, conference affiliation, and Marshall University scholastic standards. It will review the Athletic Department budget in terms of its suitability to both short term and long term objectives and priorities of the Athletic Department and Marshall University. The committee shall review all policy matters relating to the Athletic program of the University as requested by the faculty, the athletic director, or the president. The committee shall establish an athletic staff personnel subcommittee. The committee shall receive position requirements prior to public notice of vacancies. The committee shall be represented on Athletic Department search committees to fill vacancies.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Voting membership shall also include the faculty representative to the NCAA, a representative of the Student-Athlete Advisory Committee, and a faculty member from Exercise Science, Sport & Recreation. Ex-officio, nonvoting members of this committee shall be the Vice President for Finance, the Dean of Student Affairs, the Athletic Director, the Associate Athletic Director for Compliance, one (1) representative from the Big Green Scholarship Foundation, one (1) alumni representative, one (1) Classified Staff Council representative, and one (1) Graduate Student Council representative.

Section 9. Curriculum Committee

A. Powers and Functions. The Curriculum Committee shall be responsible for assisting undergraduate college/school curriculum committees in their activities, approving undergraduate course and curriculum changes, and approving the addition or deletion of undergraduate programs.

B. Membership. Committee membership shall include one representative from each academic unit having undergraduate programs, one representative from the Marshall University Libraries, and one Senator representing an academic unit having undergraduate programs appointed by the Executive Committee. One undergraduate student shall be appointed by the Student Government Association. Ex-officio, nonvoting members shall be the Provost and the Dean of each undergraduate college or school.

Section 10. Faculty Personnel Committee

A. Powers and Functions. At the request of the University President or Faculty Senate, using appropriate Series/Rules and the 1986 AAUP Recommended Institutional Regulations on Academic Freedom and Tenure as guidelines, the committee shall write, alter, or rewrite policies relating to academic rank, salary, tenure, promotion, teaching and non-teaching load, retirement, sabbatical, and other matters which affect the well-being of faculty. The Faculty Personnel Committee shall study and evaluate policies and procedures relating to the hiring of faculty, which includes a yearly review of salaries. The committee shall act as an advisory panel for all faculty members initiating grievances in accord with Series 9. The committee shall address all faculty grievances except those involving dismissal, termination due to reduction of or discontinuance of an existing program, termination due to financial exigency, or a faculty member desiring to appeal a decision of the President on non-retention or promotion. The committee shall refer to the Hearing Committee those grievances involving a number of persons. Chapter 29B. Freedom of Information Act of the West Virginia code provides that "Every person has a right to inspect or copy any public record for a public body in this state, except as otherwise expressly provided by Section Four of this article. Under Exceptions in Section Four the code reads, "Information of a personal nature such as that kept in a personal, medical, or similar file, if the public disclosure thereof would constitute an unreasonable invasion of privacy..." When the committee handles matters of a personal nature, it will not share its findings with the full Senate. Hence, in this function it remains exempt from those conditions outlined under the section entitled "Committee-Senate Relationship" in this document.

B. Membership. Committee membership shall be consistent with that of all regular standing committees excluding undergraduate and graduate student representatives. The representative to

the Advisory Council of Faculty to the West Virginia Higher Education Policy Commission and Marshall University Board of Governors serves as an ex-officio, nonvoting member of the Faculty Personnel Committee.

Section 11. Library Committee

A. Powers and Functions. The Library Committee shall advise the Dean of Libraries on matters of library policy; review the administration of the libraries; carry out studies relating to library functions; and serve as a liaison between the faculty at large, the Faculty Senate, and the university libraries.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, nonvoting membership shall be the Dean of University Libraries, Head of Technical Services, Public Services Representative, Curator, Music Librarian, the Director of Health Science Libraries and one (1) Graduate Student Council representative.

Section 12. Physical Facilities and Planning Committee

A. Powers and Functions. The Physical Facilities and Planning Committee shall consider policies relating to the maintenance, utilization, and improvement of existing facilities; and planning for existing and anticipated needs, including priority of major capital improvement in accordance with the University's mission statement; to review and revise policies related to campus parking regulations; and to perform such duties as the President of the University and/or the Faculty Senate may assign.

B. Membership. Committee membership shall be consistent with that of all regular standing committees, plus a representative from Classified Staff Council. The ex-officio nonvoting members shall be the Senior Vice President for Operations and one (1) Graduate Student Council representative.

Section 13. Research Committee

A. Powers and Functions. The Research Committee shall be concerned with the promotion of faculty research, publications and other creative activities. It shall aid the appropriate administrators in the search for funds and advise in administering available funds. The Committee shall act as a review board for the University-funded research proposals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio nonvoting members shall be the Provost, the Vice-President for Health Services or his/her designee, the Dean of the Graduate College, the Director of MURC, and one (1) Graduate Student Council representative.

Section 14. Student Conduct & Welfare Committee

A. Powers and Functions. The Student Conduct and Welfare Committee is concerned with the responsibility for the general and specific well being of students. It shall be the function of the committee to consider and recommend policies relating to the coordination and regulation of student organizations, social events, and other related activities, academic conduct of students, and advisory and counseling programs, health services, financial aid, including loans and scholarships, student housing, orientation and new student programs, student development

programs, and student publications. It shall also strive to protect the rights of students. It is the responsibility of the committee to maintain and improve an atmosphere conducive to the pursuit of academic goals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Voting membership shall also include five (5) additional undergraduate members, appointed by Student Government Association, and one (1) additional graduate student appointed by the Graduate Student Council. Ex-officio nonvoting members shall be the Dean of Student Affairs, one (1) Classified Staff Council representative, and one (1) Graduate Student Council representative.

Section 15. University Functions Committee

A. Powers and Functions. This Committee will have responsibilities in the areas of commencement and honorary degrees, faculty service, and public relations. The Committee shall recommend policies relating to presidential inaugurations, and commencement activities, including the selection of a commencement speaker. The Committee's recommendations in these matters shall be transmitted to the full Faculty Senate for review and approval. The Committee shall establish a subcommittee to recommend candidates for honorary degrees. The membership of the subcommittee shall be in compliance with Administrative Policy Bulletin #24 with representation from the faculty, staff, administration, students (both undergraduate and graduate), Alumni Association, and Marshall University Board of Governors. The subcommittee shall forward its recommendations to the Committee for review and approval. Following its review of the subcommittee's recommendations, the recommendations of the Committee shall be transmitted to the Faculty Senate for its review and approval. It will collect an annual contribution from the faculty and administration to defray costs of expressions of sympathy, congratulations, and so forth. It will assist in the planning and sponsorship of activities to honor retiring faculty. This Committee shall also consider matters relating to public relations. In this function it will assist the University President in any appropriate way to represent the university to the community at large.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, nonvoting members of this committee shall be the Senior Vice President for Operations, the Provost, the Vice President for Finance, the Vice President for Communications, one (1) Classified Staff Council representative, and one (1) Graduate Student Council representative.

Section 16. Legislative Affairs Committee

A. Powers and Functions. This Committee will develop an annual faculty legislative agenda in general consultation with, but independent of other constituencies on this campus. The Committee will serve as the liaison with the faculty on all legislative matters and report to the full Faculty Senate on a regular basis regarding all actions contemplated or required in executing its responsibilities. This Committee will publish (in timely fashion) information regarding legislative issues. The Committee will disseminate information on upcoming elections and referenda that pertain to issues affecting the welfare of public higher education. The Committee will promote the faculty legislative agenda with the legislative and executive branches of the

state government. This Committee will not engage in partisan politics of any kind. This Committee will not take stands on issues unrelated to the welfare of public higher education.

B. Membership. Committee membership shall be consistent with that of all other regular standing committees with the exception that student representatives will be nonvoting members of the Committee. Other ex-officio, nonvoting members of this Committee shall be a Presidential Legislative Liaison, the faculty representative to the Advisory Council of Faculty and the faculty representative to the West Virginia Higher Education Policy Commission or the Marshall University Board of Governors, one (1) Classified Staff Council representative, and two (2) former West Virginia legislators. The Committee Chair shall serve as liaison to any university-wide legislative committee.

Section 17. Faculty Development Committee

A. Powers and Functions. The Faculty Development Committee shall be concerned with the promotion and coordination of faculty development activities. It shall develop comprehensive policy, make program recommendations, and provide program oversight in the area of faculty development. It may assist and advise appropriate administrators in establishing programs such as video conferences, workshops, seminars and speakers to enhance instructional and research skills as well as curricular, organizational, and leadership development. It shall aid the appropriate administrators in the search for funds and develop policies for the administration of available funds. It shall determine the allocation of funds for all faculty development programs not specifically assigned to other units of the University. It shall establish or oversee subcommittees involved in selection of faculty development awards for teaching and service and shall create or encourage faculty exchange programs with other institutions. The Committee shall also provide oversight to the various committees dealing with endowed faculty gifts.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio nonvoting members shall be the Dean of the Graduate College, the Associate Vice President for Academic Affairs and the Director of the Center for Teaching Excellence.

ARTICLE VII – GRADUATE COUNCIL

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, the Graduate Council. The Graduate Council has certain specified functions and works in cooperation with the Senate on other matters. The Graduate Council shall meet of its own accord, elect its own officers, determine its own committee and subcommittee structure(s), and have authority over other such matters as relate to its operation.

Section 2. Powers and Functions. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the university President. Specific functions include the facilitation of long range planning for graduate education at Marshall University, the recommendation of new programs and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the university President.

Section 3. Membership. Voting representation on the Graduate Council shall include seven individuals from the South Charleston campus (four faculty members elected at large, one faculty member from CITE, one librarian with faculty rank, and a faculty senate liaison*), nine individuals from the Huntington campus (one representative each from the Lewis College of Business, the College of Education and Human Services, the College of Fine Arts, the College of Liberal Arts, the College of Science, the School of Journalism and Mass Communications, the College of Nursing and Health Professions, the School of Medicine; and the president of the Faculty Senate*), and one graduate student representative elected at-large. Ex-officio, nonvoting members include the Dean of the Graduate College, the Provost, the Vice President for Graduate Studies, and the Vice President of Research. (*In the event the Faculty Senate President is from the South Charleston campus, the faculty senate liaison will be elected from the Huntington campus.)

Section 4. Elections and Terms. Each voting Graduate Council member's term (other than the graduate student representative) shall be four years. Elections for voting members (other than the graduate student representative) shall occur in the spring of odd-numbered years to coincide with Faculty Senate elections. The graduate student representative shall have a one-year term with election each spring. Voting members may serve no more than two consecutive terms. The Bylaws of the Graduate Council determine additional procedures and policies as needed regarding elections, terms, attendance requirements, interim members, standing committees, vacancies, and so forth, and may be revised and clarified as needed by the Graduate Council.

Section 5. Graduate Council-Senate Relationship. All actions taken by the Graduate Council with respect to the functions specified in Article VII, Section 2 shall be submitted directly to the university President or the President's designee for approval. All such actions shall be communicated to the Faculty Senate. On matters not related to those functions, the Graduate Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees. Please refer to the "Faculty Governance Flow Chart" at the end of the Bylaws Section.

ARTICLE VIII – POWERS OF THE FACULTY

Section 1. The Faculty of Marshall University, acting as a body, shall retain final authority over policies governing the Faculty Senate and the Faculty. Recognizing the powers it has entrusted to the Faculty Senate, it shall not act in a capricious or arbitrary manner regarding actions and legislation undertaken by the Faculty Senate.

Section 2. Meetings. There will be at least two meetings of the general Faculty per year. Under the emergency powers of the Faculty there may be additional faculty meetings not later than ten (10) days from the time they are requested. The Faculty Senate will call for faculty meetings upon the petition of ten percent (10%) of the full-time faculty. The Faculty Senate may call for a meeting of the Faculty at the request of two-thirds (2/3) of the voting Senate members present. The Executive Committee of the Faculty Senate may call for an emergency meeting of the Faculty. The University President may call for a meeting of the Faculty.

Section 3. Officers. The officers of the Faculty Senate shall preside and function at meetings of the Faculty.

Section 4. The Faculty's actions are the highest order. In case of any conflict in actions of the Faculty and the Faculty Senate, the Faculty shall prevail. However, to override the Faculty Senate actions there must be the approval of a simple majority of the Faculty voting, with one-third (1/3) of the Faculty participating in the vote.

Section 5. Either the Faculty or the Faculty Senate may present referenda for the Faculty to consider and vote on. The voting process shall be the same as outlined in Bylaw #1.

ARTICLE IX – BYLAWS

The Senate may by majority vote establish bylaws, not inconsistent with this Constitution, governing the conduct of the business of the Senate and of the standing committees and any other matters that may be within its competence.

Bylaw #1 - The Secretary of the Faculty Senate, who is also the Secretary of Faculty, will oversee the composition, duplication, distribution, collection, tabulation, and reporting of all university-wide balloting. She/he will follow the procedural guidelines for either Section A – Paper Ballot or Section B – Electronic Ballot as determined by the Executive Committee of the Faculty Senate.

Section A – Paper Ballot - Passed September 17, 1987, Amended May 7, 2004

1. The ballot will be typed, duplicated and distributed to all faculty by the Faculty Senate Secretary. If a faculty member does not receive a ballot he/she should contact the Faculty Senate Office immediately.
2. Ballots may be cast by either:
 - a. Depositing them in the ballot box in the Faculty Senate Office with faculty signing their names on a list located beside the box, or
 - b. Using two envelopes. Insert the ballot into one envelope then seal, sign, and mark it “Ballot”. Insert the ballot envelope into the second envelope that should be addressed and sent to the President of the Faculty Senate.
3. The ballot box will be sealed by the Faculty Senate Secretary when the balloting is complete. The following rules will govern vote tabulations:
 - a. Tellers or counters will be selected at random by the Faculty Senate Secretary from members of university colleges and schools. On controversial issues, parties with opposing views may be asked to count ballots.
 - b. Two (2) to four (4) people will be selected as tellers or counters at the discretion of the Faculty Senate Secretary. The number of counters will depend on the length of the ballot.
 - c. A time for tabulation will be selected by the Faculty Senate Secretary along with the selected counters.
 - d. Parties with a vested interest in the election may observe the counting and tabulation in a non-disruptive, non-interruptive manner.

- e. All ballots and paper work will be retained for a calendar year then destroyed.
4. The Secretary of the Faculty Senate will notify those people winning the election and will make an announcement of the results of the election.

Section B – Electronic Ballot (E-Voting) – Passed May 7, 2004

1. E-Voting will involve using the campus computer network, which requires a secure login, and secure voting software that is approved by the Faculty Senate. The Ballot items shall be developed by the E-Voting Administrator and the Faculty Senate Secretary in consultation with computing services personnel.
2. The E-Voting Administrator will send election announcements and instructions for using the E-Voting system to all eligible faculty. This announcement will include the content of the ballot.
3. The Faculty Senate President will determine appropriate parameters for each election.
4. The vote can be cast through the Marshall University computer network.
5. If a voter experiences technical difficulties or needs assistance of any kind, they should contact the E-Voting Administrator immediately.
6. The results of the election will be announced by the Secretary of the Faculty Senate.

Bylaw #2 - Passed October 29, 1987; Amended January 31, 1991: Article VI, Section 10. A. of the Faculty Constitution advises the Faculty Personnel Committee as follows: "When the Committee handles matters of a confidential nature, it will not share its findings with the full Senate." This admonition also applies to all Standing Committees who at some time might find themselves discussing matters and making motions of a confidential nature. The Standing Committee will report the discussions and any motions to the Executive Committee who in turn will determine whether such motions or recommendations should be presented to the Senate or forwarded directly to the appropriate administrator.

Bylaw #3 – Passed October 29, 1987: If a member of a standing committee misses more than three (3) regular meetings in any academic year, his/her seat may be declared vacant by the chairperson of that committee, who will immediately report the vacancy to the Senate President and the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat. The Dean will then report in writing to the Committee Chair and to the Senate President the name of the new committee member.

Bylaw #4 – Passed February 23, 1988; Amended February 28, 1991: Faculty appointments to university-wide committees, except those already provided for in the Constitution, including but not limited to search committees, and external faculty to college committees shall be made by the President of the Faculty Senate with the advice and consent of the Executive Committee of the Faculty Senate.

Bylaw #5 – Passed March 29, 1988: Once a recommendation is submitted to the University President from the Faculty Senate, it must be considered in toto for his/her approval. If any one part is not acceptable, the entire recommendation must be returned to the Faculty Senate along with an explanation for its disapproval. The Senate then has the responsibility to determine subsequent action with regard to its disposition.

Bylaw #6 – Passed September 8, 1988: When faculty members are named as acting or interim administrators they shall be temporarily replaced on standing committees or in the Senate for the length of time that they serve in the administrative capacity.

Bylaw #7 – Passed September 8, 1988: That the turnover time of the Faculty Senate President, standing committee officers and Marshall University Board of Governors faculty representative will be at the beginning of the Fall semester although they are elected in the Spring.

Bylaw #8 – Passed September 8, 1988: When vacancies occur on standing committees, colleges have the option of shifting committee members to find the most appropriate members for that committee.

Bylaw #9 – Passed January 25, 1990: Faculty Senate meetings will be audio taped and the tapes will be made available to all members of the faculty but only in the Faculty Senate Office. All listening is to be done there.

Bylaw #10 – Passed March 29, 1990: When a motion is defeated in the Faculty Senate, it is referred back to the committee or person submitting it along with a summary of the discussion preceding the vote in order to provide an explanation for its rejection. In addition, a copy of the defeated motion is sent to the University President for informational purposes.

Bylaw #11 – Passed March 29, 1990: The following guidelines will govern any open forum in the Faculty Senate.

1. Executive Committee approves/disapproves any requests.
2. Executive Committee decides length of presentation.
3. Presiding officer controls the Senate floor with assistance of the parliamentarian.

Bylaw #12 – Passed February 28, 1991: The University Functions Committee will submit their recommendations for honorary degree recipients and commencement speaker for Senate consideration by November 1. (This Bylaw will become effective 1992.)

Bylaw #13 – Passed January 23, 1992: Robert's Rules of Order will be relied upon for discipline of an officer short of removal from office.

Bylaw #14 – Passed March 28, 2002: The term academic unit is defined as the Elizabeth McDowell Lewis College of Business, the College of Education & Human Services, the College of Fine Arts, the College of Liberal Arts, the College of Nursing & Health Professions, the College of Science, the Joan C. Edwards School of Medicine, the W. Page Pitt School of Journalism & Mass Communications, the College of Information Technology & Engineering, and the Marshall University Libraries.

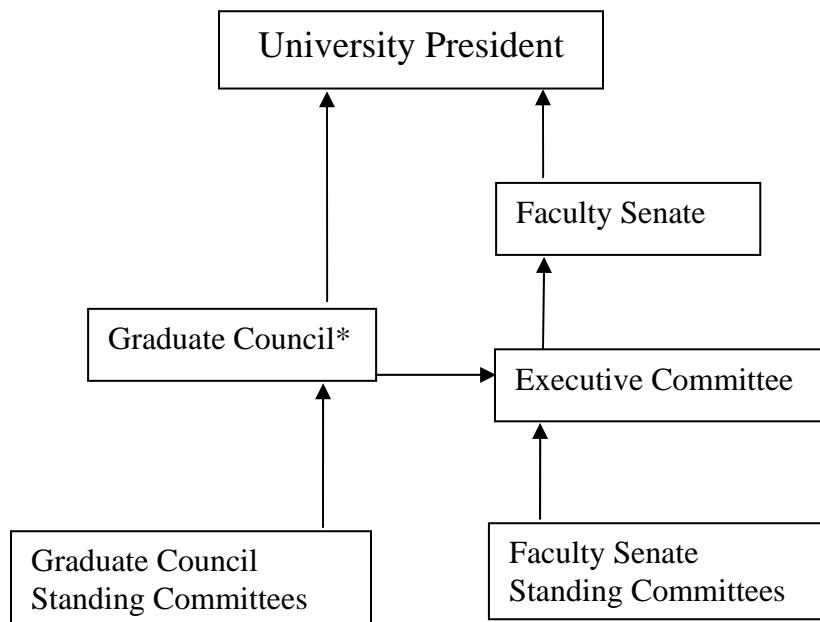
Bylaw #15 – Passed October 9, 2002: The Marshall Community and Technical College will have one elected ex-officio voting member on the following Standing Committees: Budget and Academic Policy, Faculty Development, Library, Physical Facilities & Planning, and Student Conduct & Welfare. The length of faculty membership shall be four (4) years and faculty may

serve no more than two (2) consecutive terms on any one of the listed committees. Faculty may not serve on any two of the listed committees simultaneously.

FACULTY SENATE POLICY STATEMENTS:

1. Recommendation from the Library Committee passed by the Senate November 17, 1987: The Faculty Senate should have input into any reduction of the budget.
2. Recommendation from Academic Planning Committee passed by the Senate October 19, 1987: The Senate does not approve of prearranged, administrative decisions regarding academic matters.
3. Recommendation from the Executive Committee passed by the Senate March 21, 1991: The budgets of the Morrow Library, the Health Sciences Library, and the University shall be sent to the Faculty Senate for informational purposes.
4. Recommendation from the Executive Committee passed by the Senate September 24, 1992: Any resolution of the Faculty Senate, which is amended by the President, is automatically considered to have been disapproved, and is brought back to the Faculty Senate for a second vote.

Faculty Governance Flow Chart



*The Graduate Council reports to the University President or the President’s designee on matters relating to graduate education as specified in Article VII, Section 2 of The Constitution of the Marshall University Faculty. On all other matters, the Graduate Council works with the Faculty Senate through the Executive Committee.

Constitution Amended May 2004 bb

Schedule of Meeting Dates

Executive Committee

Date	Day	Time	Location
September 8, 2003	Monday	12:00 p.m.	MSC John Spotts Room
October 7, 2003	Tuesday	12:00 p.m.	MSC John Spotts Room
November 10, 2003	Monday	12:00 p.m.	MSC 2E10
December 1, 2003	Monday	12:00 p.m.	MSC John Spotts Room
January 12, 2004	Monday	12:00 p.m.	MSC John Spotts Room
February 9, 2004	Monday	12:00 p.m.	MSC John Spotts Room
March 8, 2004	Monday	12:00 p.m.	MSC John Spotts Room
April 5, 2004	Monday	12:00 p.m.	MSC John Spotts Room
April 26, 2004	Monday	12:00 p.m.	MSC John Spotts Room

Faculty Senate

Date	Day	Time	Location
September 25, 2003	Thursday	4:00 p.m.	MSC Alumni Lounge
October 23, 2003	Thursday	4:00 p.m.	MSC Don Morris Room
November 20, 2003	Thursday	4:00 p.m.	MSC Don Morris Room
December 11, 2003	Thursday	4:00 p.m.	MSC Don Morris Room
January 22, 2004	Thursday	4:00 p.m.	MSC Don Morris Room
February 26, 2004	Thursday	4:00 p.m.	MSC Alumni Lounge
March 25, 2004	Thursday	4:00 p.m.	MSC Alumni Lounge
April 15, 2004	Thursday	4:00 p.m.	MSC Don Morris Room
May 6, 2004	Thursday	4:00 p.m.	MSC Alumni Lounge

General Faculty

Date	Day	Time	Location
September 11, 2003	Thursday	2:00 p.m.	Joan C. Edwards Playhouse
April 22, 2004	Thursday	2:00 p.m.	Joan C. Edwards Playhouse

The Faculty Senate

The Marshall University Faculty Senate has just completed its 16th year of existence, having been established June 1, 1987, as a result of a majority vote of the faculty. The body is composed of proportional representation of the following units—the Elizabeth McDowell Lewis College of Business, the College of Education & Human Services, the College of Fine Arts, the College of Liberal Arts, the College of Science, the University Libraries, the W. Page Pitt School of Journalism and Mass Communications, the Joan C. Edwards School of Medicine, the College of Nursing and Health Professions, the College of Information Technology and Engineering, two At-Large Senators from the South Charleston campus, and the President of the Marshall Community and Technical College—with a total of 60 Senators. Senators are elected from each of these units to four-year terms.

Much of the preliminary work of the Faculty Senate is managed in the Standing Committees and the Graduate Council which report to the Faculty Senate and whose actions (with certain exceptions) are subject to final review, modification, and approval by the full Faculty Senate.

In spring 2004 the West Virginia Legislature approved Senate Bill 448 which contains Section 18B-6-3 that placed Institutional Faculty Senate in state code. A Constitutional Ad Hoc Committee was established to review the code and The Constitution of the Marshall University Faculty to determine what amendments, if any, were necessary. Voting of any constitutional amendments will be held in the 2004-2005 academic year.

Roster 2003 – 2004

200X² indicates the Senator is serving a second four-year term.

LEWIS COLLEGE OF BUSINESS – LCOB (5)		Term Expires
Joe Stone (Term replacement for Joe Abramson, 8/2003)	Accountancy & Legal Environment	2005
Purnendu Mandal	Management/Marketing	2005
Blaker Bolling	Management/Marketing	2007 ²
Uday Tate	Management/Marketing	2007
Terry Wiant	Management/Marketing	2007
COLLEGE OF EDUCATION & HUMAN SERVICES – COEHS (6)		
Janet Dozier (Term replacement for Edwina Pendarvis, 3/2004; Roxane Dufrene, 8/2003)	Teacher Education	2005
Melisa Reed	Teacher Education	2005
Thelma (Sissy) Isaacs	Teacher Education	2007 ²
James Burton	Special Education	2007
Howard Gordon	Human Development & Allied Technology	2007
George Watson (Term replacement for Deborah Jackson, 8/2003)	Instructional Technologist	2007

		Term Expires
COLLEGE OF FINE ARTS – COFA (4)		
Mike Murphy	Theatre	2005
Joan St. Germain	Theatre	2005
Larry Stickler <i>President</i>	Music	2007
Stephen Lawson	Music	2007
COLLEGE OF LIBERAL ARTS – COLA (10)		
Nick Freidin	Sociology/Anthropology	2005 ²
Cheryl Brown <i>Vice-President</i>	Political Science	2005
Jerise Fogel	Classics	2005
<small>(Term replacement for Richard Garnett 3/2003; Carlos Lopez 8/2002)</small>		
James Leonard	Geography	2005
<small>(Term replacement for Ray Rappold 8/2003)</small>		
Kellie Bean	English	2007
John Young	English	2007
<small>(Term replacement for Stephen Haas 9/2003)</small>		
Pam Mulder	Psychology	2007 ²
Janet Badia	English	2007
Rainey Duke	English	2007
Kathie (Kat) Williams	History	2007
COLLEGE OF SCIENCE – COS (8)		
Clayton Brooks	Mathematics	2005
Ashok Vaseashta	Physics	2005
Karen Mitchell	Mathematics	2005
<small>(Term replacement for Jamil Chaudri 8/2002)</small>		
Seth Bush	Chemistry	2007
Dan Babb	Chemistry	2007
Bonita (Bonnie) Lawrence	Mathematics	2007
Brian Morgan	Integrated Science & Technology	2007
Ralph Oberste-Vorth	Mathematics	2007
LIBRARY – LIB (2)		
Judith Arnold	Library	2005
David Gray	Library	2007
SCHOOL OF JOURNALISM & MASS COMMUNICATIONS – SOJMC (2)		
Chuck Bailey	Mass Communications	2005 ²
Dan Hollis	Journalism	2007 ²
SCHOOL OF MEDICINE – SOM (15)		
Gerard Oakley	OB-GYN	2005
<small>(Term replacement for John Szarek 8/2002)</small>		
Rudy Wang	Anatomy	2005 ²
Mike Gibbs	Family & Community Health	2005
Charles Clements	Family & Community Health	2005
Isabel Pino	Pediatrics	2005
Vernon Reichenbecher	Biochemistry	2005
Kenneth Guyer <i>Secretary</i>	Biochemistry	2007 ²

TO BE ELECTED	(Term replacement for Brenda Dawley, 8/2003)	2007
TO BE ELECTED	(Term replacement for Gary Gilbert, 11/2003)	2007
David Yates	Surgery	2007
William Cocke	Surgery	2007
Elizabeth Kurczynski	Pediatrics	2007
Eduardo Pino	Pediatrics	2007
Tina Sias	Cardiovascular Services	2007
TO BE ELECTED	(Term replacement for Paulette Wehner 12-2003)	2007

COLLEGE OF NURSING & HEALTH PROFESSIONS – CONHP (4)

Denise Landry	Nursing	2005 ²
Bruce Brown	Clinical Lab Sciences	2005 ²
Susan Imes	Nursing	2005
Karen McNealy	Communication Disorders	2005
(Term replacement for Bill Flannery 1/2002)		

COLLEGE OF INFORMATION TECHNOLOGY & ENGINEERING – CITE (1)

Herbert Tesser	Information Systems	2007
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SOUTH CHARLESTON AT-LARGE SENATORS – MUGC (2)

Nega Debela	Elementary/Secondary Education	2005
Elizabeth (Libby) Boyles	School Psychology	2007

EX-OFFICIO, VOTING MEMBER

MARSHALL COMMUNITY & TECHNICAL COLLEGE – MCTC (1)

Jerry Doyle	Faculty Council President	2004
(Term replacement for Donna Donathan 8/2003)		

PARLIAMENTARIAN (1)

Dallas Brozik		2004
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The Standing Committees

There are 13 Standing Committees of the Faculty Senate with a membership (excluding the Executive Committee) of one Liaison Senator appointed by the President of the Faculty Senate whose term is for two years and which may be renewed for one additional consecutive term; and one member elected by the faculty of each academic unit who serves a four year term and may be re-elected for two additional consecutive terms. The membership may also consist of one or more representatives from the Student Government Association, the Graduate Student Council, and the Classified Staff Council. Ex-officio, nonvoting memberships are determined according to each committee's nature and function as described in The Constitution of the Marshall University Faculty.

Below is a listing of the Standing Committee rosters and description of activities for this year. Term expiration designated as 200X² denotes serving a second term.

Executive Committee

PRESIDENT	Larry Stickler	Music/COFA
VICE PRESIDENT	Cheryl Brown	Political Science/COLA
SECRETARY	Ken Guyer	Biochemistry/SOM

MEMBERS

Terry Wiant	Management & Marketing	LCOB
Missy Reed	Teacher Education	COEHS
Bruce Brown	Clinical Lab Sciences	CONHP
Ashok Vaseashta	Physics	COS
Chuck Bailey	Mass Communications	SOJMC
Herb Tesser	Information Systems	CITE
Judith Arnold	Library	LIB

EX OFFICIO, VOTING MEMBERS

Eldon Larsen	Chair	Graduate Council
Jerry Doyle	President	MCTC Faculty Council

EX OFFICIO, NONVOTING MEMBERS

James Sottile, Jr.	Faculty Representative	MU Institutional Board of Governors
Ben Miller	Faculty Representative	MU Advisory Council of Faculty
Barbara O'Byrne	Faculty Representative	MUGC Advisory Council of Faculty

The Executive Committee is composed of 12 voting members and three ex-officio, nonvoting members. Each voting member will serve a two-year term that will expire in 2005 with ex-officio, nonvoting membership changing as necessary. Refer to [The Constitution of the Marshall University Faculty](#) for a description of the committee's duties. The committee met nine times and presented four recommendations to the Faculty Senate. Various charges were presented to the Standing Committees.

Academic Planning Committee

CHAIR

Anthony Szwilski	Environmental Science/Safety Technology/CITE	2007 ²
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SECRETARY

Tim Balch	Public Service/LIB	2005
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MEMBERS

Jerise Fogel	FS Liaison	2005
Eugene Anthony	Theatre/COFA	2005
Robert Morgan	Chemistry/COS	2005 ²
Gary McIlvain	Human Development/Allied Technology/COEHS (Term replacement for David Hermon 9/2003)	2007
Kathy Williams	History/COLA	2007
Mary Beth Reynolds	Communication Disorders/CONHP	2007 ²
Richard Agesa	Economics/Finance/LCOB (Term replacement for Suneel Maheshwari 9/2003)	2007
Ruth Sullivan	Journalism/SOJMC	2007

Sarah McCarty	Internal Medicine/SOM	2007
Rudy Watson	SGA Representative	2004

EX-OFFICIO, NONVOTING MEMBERS

TO BE ELECTED	GSC Representative	
Sarah Denman	Sr. VP for Academic Affairs	
Frances Hensley	Associate VP for Academic Affairs	
Chong Kim	LCOB	Interim Dean
Betsy Dulin	CITE	Dean
Tony Williams	COEHS	Interim Dean
Donald Van Horn	COFA	Dean
Christina Murphy	COLA	Dean
Joseph Bragin	COS	Dean
Leonard Deutsch	GC	Dean
Barbara Winters	LIB	Dean
Hal Shaver	SOJMC	Dean
Charles McKown	SOM	Dean
Lynne Welch	CNHP	Dean
Michael McGuffey	Director of Institutional Research	
To Be Appointed	Appointed Community Member	
To Be Appointed	Appointed Community Member	

The Academic Planning Committee held eight meetings. Committee action taken by request: Charged to review and revise the University Mission Statement; the work was taken over and completed by the Mission Statement Ad Hoc Committee. Action initiated by the committee: To obtain a dedicated server and to use Microsoft Sharepoint software to place documents online with a link from the Academic Affairs website in order to facilitate committee activities and to provide a permanent electronic repository of academic program reviews. Recommendations sent to the Faculty Senate pertained to academic program reviews. Summary of unfinished business was the revision of the format of the program review documents. Election of officers for the 2004-05 academic year were held.

Athletic Committee

CHAIR

John Kiger	Faculty Representative/ESSR	2004
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SECRETARY

Marilyn McClure	Journalism/SOJMC	2007 ²
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MEMBERS

Mike Gibbs	FS Liaison	2005
Kelly Harlow	Communication Disorders/CONHP (Term replacement for Allison Morrison 9/2003)	2005
Roger Adkins	Finance/Economics/LCOB	2005
Lisa Moten	Adult/Technical Education/COEHS	2007
Ben Miller	Music/COFA	2007
Bill Palmer	History/COLA	2007
Alan Horwitz	Mathematics/COS	2007

Ron Titus	Library/LIB	2007
Jose Ricard	Family/Community Health/SOM	2007
John Singley	Safety Technology/CITE	2007 ²
Sara Schofield	SGA Representative	2004
Robert Bookwalter	Faculty Representative/NCAA	2006
TO BE SELECTED	Student-Athlete Advisory Committee Representative	2004

EX-OFFICIO, NONVOTING MEMBERS

TO BE ELECTED	GSC Representative	2004
Adrian Lawson	Classified Staff Council Representative	2004
Tracy Johnson	Student Affairs	
Brad Bertani	Assoc. Athletic Dir/Compliance	
Herb Karlet	Vice President for Finance	
Bob Marcum	Athletic Director	
Jeff O'Malley	Big Green Scholarship Foundation	
TO BE SELECTED	Alumni Representative	

The Athletic Committee held five meetings. Committee action taken by request: Charged to investigate possible Faculty Senate membership with the Coalition on Intercollegiate Athletics and requested from the Athletic Department the status of the Athletic Advisory Board. Action initiated by the committee: Issued an open invitation to Athletic Department coaches and administrators to address the committee regarding their support and furthering of academic pursuits by student athletes, their own educational and professional backgrounds, athletic compliance and other important issues of the committee. This action was taken to increase communication and the sense of trust between faculty and the Athletic Department. There was one recommendation sent to the Faculty Senate. There was no unfinished business of the committee. Election of officers for the 2004-05 academic year were held.

Budget & Academic Policy Committee

CHAIR

Bernie Gillespie	Technology Management/CITE	2007 ²
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SECRETARY

Andrew Gooding	Integrated Science/Technology/COS	2005
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MEMBERS

Ralph Oberste-Vorth	FS Liaison	2005
Peter Massing	Art/COFA	2005 ²
Robin Walton	Nursing/CONHP	2005
Kurt Olmosk	School of Business/LCOB	2007
Don Hall	Human Development/Allied Technology/COEHS	2007
David Mills	History/COLA	2007 ²
Stephen Tipler	Library/LIB	2007
Corley Dennison	Journalism/SOJMC	2007
John Walden	Family/Community Health/SOM	2007
Brian Endicott	SGA Representative	2004

EX-OFFICIO, VOTING MEMBER

Randy Jones	Computer Technology/MCTC	2005
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EX-OFFICIO, NONVOTING MEMBERS

Carol Hurula	Classified Staff Council Representative	2004
Frances Hensley	Associate VP for Academic Affairs	
Herb Karlet	VP for Finance	
TO BE ELECTED	GSC Representative	

The Budget & Academic Policy Committee held four meetings. Committee action taken by request related to charges to: Review and make recommendation on Executive Policy Bulletin #13 (online T or E courses); review and make recommendation on the request that University Honors students participate in early class registration; review and make comment on the Undergraduate and Graduate Fee Waiver Guidelines; and to review and make comment on the Emergency Policy on Intellectual Property. Action initiated by the committee was to review grade appeals and to conduct grade appeal hearings; a discussion of the impact of the WV Supreme Court decision permitting legal counsel in grade appeals when appeals are made of actions resulting in suspension or dismissal of the student; and a review of the Academic Dishonesty Policy. There were two recommendations send to the Faculty Senate. Unfinished business is the need to investigate the committee's role in review of the university budget. Election of officers for the 2004-05 academic year were held.

Curriculum Committee**CHAIR**

William Pierson	Engineering/CITE	2007 ²
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SECRETARY

David Gray	Collections/LIB	2005 ²
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MEMBERS

Kelli Bean	FS Liaison	2005
Betty Sias	Human Development/Allied Technology/COEHS	2005
Michael Stroehrer	Music/COFA	2005
Yulia Dementieva	Mathematics/COS	2005
	(Term replacement for Deborah Denvir, 9/2003)	
To Be Elected	/SOM	2005
Uday Tate	Management/Marketing/LCOB	2007
John Young	English/COLA	2007
Dan Hollis	Journalism/SOJMC	2007
Madonna Combs	Nursing/CONHP	2007
Darren Driskell	SGA Representative	2004

EX-OFFICIO, NONVOTING MEMBERS

Sarah Denman	Sr. VP for Academic Affairs	
Chong Kim	LCOB	Interim Dean
Betsy Dulin	CITE	Dean
Tony Williams	COEHS	Interim Dean
Donald Van Horn	COFA	Dean

Christina Murphy	COLA	Dean
Joseph Bragin	COS	Dean
Leonard Deutsch	GC	Dean
Barbara Winters	LIB	Dean
Hal Shaver	SOJMC	Dean
Charles McKown	SOM	Dean
Lynne Welch	CONHP	Dean
Judy Scherer	MCTC	Dean

The Curriculum Committee met seven times. Committee action taken by request was to review and process forms for deletion, addition, and change of courses; review and process Curriculum Action Requests and the deletion, addition, and change of program Minors; and accepted as informational items program changes in the College of Education & Human Services and the College of Nursing & Health Professions. Actions initiated by the committee were: Requesting that Academic Affairs compile a listing of existing Minors; and to begin discussions on using FrontPage software to place submitted course forms online from a link on the Faculty Senate website for the purpose of committee review and document archival. Unfinished business was to table the course addition of ART 318. There were 24 recommendations sent to the Faculty Senate. Election of officers for the 2004-05 academic year were held.

Faculty Development Committee

CHAIR

Wylma Skean	Business Technology/MCTC	2007 ²
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SECRETARY

Allyson Goodman	Journalism/SOJMC	2007 ²
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MEMBERS

Susan Imes	FS Liaison	2005
Loren Wenzel	Accountancy/Legal Environment/LCOB	2005
Mike Murphy	Theatre/COFA	2005
Hamid Chahryar	Computer Science/COS	2005
Jingping Zhang	Digital Presentations/LIB	2005
Susan Jackman	Microbiology/SOM	2005
Jennifer Mak	Exercise Science/Sport/Recreation/COEHS	2007
Sherri Smith	English/COLA	2007
Karen McComas	Nursing/CONHP	2007
Bill Crockett	Engineering/CITE	2007 ²
Sarah Collins	SGA Representative	2004

EX-OFFICIO, VOTING MEMBER

Serving as Chair	/MCTC
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EX-OFFICIO, NONVOTING MEMBERS

Leonard Deutsch	Graduate College	Dean
Frances Hensley	Associate VP Academic Affairs	
Elaine Baker	Director, Center for Teaching Excellence	

The Faculty Development Committee met three times. Committee action taken by request: Made a faculty appointment to the Pickens Queen Committee; approved the movement of nominations for the Hedrick Award to the spring proceeding the year of award; and approved that a letter be sent to Hedrick nominees requesting they include in their portfolio a letter of supporting comment on the quality of research and the journal of publication or conference of presentation. Actions initiated by the committee: To approve 56 applications for INCO grant funds; the approval of one group application; the approval of maintaining a \$20,000 reserve from the forwarded balance; to review and conduct trials of an online application process; and the revision of the INCO application. No recommendations were presented to the Faculty Senate. Unfinished business is to continue the review and testing of the online application process. Election of officers for the 2004-05 academic year were held.

Faculty Personnel Committee

CHAIR

Vernon Reichenbecher	Biochemistry/SOM	2007 ²
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SECRETARY

Bonita Lawrence	FS Liaison	2005
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MEMBERS

Violette Eash	Counseling/COEHS	2005
Eric Migernier	Modern Language/COLA	2005
Victor Fet	Biological Science/COS	2005
Jacqueline Agesa	Economics/LCOB	2007
Joan St. Germain	Theatre/COFA	2007
Pam Ford	Library/LIB	2007
Janet Dooley	Journalism/SOJMC	2007 ²
Karen Stanley	Nursing/CONHP	2007 ²
Clair Roudebush	Safety Technology/CITE	2007

(Term replacement for Tom Hankins, 9/2003)

EX-OFFICIO, NONVOTING MEMBERS

Ben Miller	MU Advisory Council of Faculty
Barbara O'Byrne	Representative MUGC Advisory Council of Faculty

The Faculty Personnel Committee met six times. Committee action taken by request: Related to charges to investigate policies pertaining to types of leave -- family, sick, catastrophic, and annual; the review of faculty salaries and to investigate whether the lack of increases/raises has impacted the retaining and recruitment of faculty, the effects of budget reductions on class size, student's quality of education, student's access to needed classes for graduation and faculty morale; the committee also investigated two faculty grievances pertaining to salary; reviewed and approved sabbatical leave requests; and reviewed faculty promotion and tenure lists. Actions initiated by the committee were to send a letter to the Legislative Affairs Committee in support of obtaining legislative approval for faculty to receive an annual experience increment and to recommend to the Provost a change in the Sabbatical Leave Request form. No recommendations were presented to the Faculty Senate. Unfinished business is to continue to investigate leave policies and the review of faculty salaries. Election of officers for the 2004-05 academic year were held.

Legislative Affairs Committee

CHAIR

Rainey Duke	FS Liaison	2005
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SECRETARY

Susan Welch	Nursing/CONHP	2005
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MEMBERS

Joseph Wyatt	Psychology/COLA	2005 ²
Rick Weible	Management/Marketing/LCOB	2007
Laura Wyant	Adult/Technical Education/COEHS	2007
Mark Zanter	Music/COFA	2007
Matt Carlton	Mathematics/COS	2007 ²
Majed Khader	Library/LIB	2007
Kim Carico-Simpson	Journalism/SOJMC	2007
J. Graham Rankin	Forensic Science/SOM	2007
John Biros	Information Technology/CITE	2007 ²

EX-OFFICIO, NONVOTING MEMBERS

Stephanie Neal	Classified Staff Council Representative	2004
John Allan	SGA Representative	2004
TO BE ELECTED	GSC Representative	2004
Ben Miller	MU Representative/ACF	
Barbara O'Byrne	MUGC Representative/ACF	
James Sottile, Jr.	Faculty Rep to MUBOG	2005
Bill Burdette	President's Legislative Liaison	
To Be Appointed	Former Legislator	
To Be Appointed	Former Legislator	

The Legislative Affairs Committee met five times. Committee action taken by request: To review and make recommendation on the Advisory Council of Faculty's "Legislative Agenda of West Virginia Higher Education Faculty in 2004." Actions initiated by the committee were to host a media event at which students, faculty, and staff discussed the impact of further budget reductions. Five recommendations were presented to the Faculty Senate. There was no unfinished business. Election of officers for the 2004-05 academic year were held.

Library Committee

CHAIR

Michael Castellani	Chemistry/COS	2007 ²
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SECRETARY

Tim Burbery	English/COLA	2007 ²
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MEMBERS

Nick Freidin	FS Liaison	2005
Deanne Mader	Management/Marketing/LCOB	2005 ²
Ruth Ann Murphy	School of Education/COEHS	2005
Lesley Petteys	Music/COFA	2005 ²
Diana Stotts	Nursing/CONHP	2005 ²

Kathleen Bledsoe	Library/LIB	2007 ²
Rebecca Johnson	Journalism/SOJMC	2007 ²
Robert Williams	Health Science Library/SOM	2007 ²
Clair Roudebush	Safety Technology/CITE	2007 ²
Justin Faulkner	SGA Representative	2004

EX-OFFICIO, VOTING MEMBER

Jenka Hubbard	Transition Institute/MCTC	2007 ²
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EX-OFFICIO, NONVOTING MEMBERS

TO BE ELECTED	GSC Representative	
Barbara Winters	Dean, University Libraries	
Pamela Ford	Head of Technical Services, Library	
Timothy Balch	Public Services Representative, Library	
Lisle Brown	Curator, Library	
Kay Wildman	Director of Music Library	
Edward Dzierzak	Director of Health Science Libraries	

The Library Committee met two times. Committee actions taken by request: Reviewed the presentation by the Library Dean on the status of library functions and its budget; and received the results of the LibQual study. No action was initiated by the committee. No recommendations were presented to the Faculty Senate. Unfinished business is the election of a secretary for the 2004-05 academic year. A chair was elected for the 2004-05 academic year.

Physical Facilities & Planning Committee

CHAIR

Steven Mewaldt	Psychology/COLA	2005 ²
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SECRETARY

Mary Kathryn Gould	Dietetics/CONHP	2007 ²
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MEMBERS

Clayton Brooks	FS Liaison	2005
Daesung Ha	Managment/Marketing/LCOB	2005 ²
Howard Gordon	Human Development/Allied Technology/COEHS	2005
Mike Moore	Biochemistry/SOM	2005
Jean Miller	Art/COFA	2007
John Hubbard	Chemistry/COS	2007
Wendy Moorhead	Library/LIB	2007
Marilyn McClure	Journalism/SOJMC	2007 ²
Allan Stern	Safety Technology/CITE	2007 ²
Terry Olson	Classified Staff Council Representative	2004
Chad Fisher	SGA Representative	2004

EX-OFFICIO, VOTING MEMBER

Dave Gesner	Emergency Medical Technician/MCTC	2007 ²
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EX-OFFICIO, NONVOTING MEMBERS

TO BE ELECTED	GSC Representative
K. Edward Grose	Sr. VP for Operations

The Physical Facilities & Planning Committee met three times. Committee action taken by request related to charges to revise campus maps to include areas off the main campus; and to determine whether a policy existed or was needed concerning what changes a faculty member could make to his/her office. Action initiated by the committee: To request the parking office restrict parking along the alley of F Lot on Fifth Avenue; to allow overnight parking in the parking garage to only the upper levels; and to begin identifying classrooms for remodeling. Two recommendations were presented to the Faculty Senate. There was no unfinished business. Election of officers for the 2004-05 academic year were held.

Research Committee

CHAIR

Seth Bush	FS Liaison	2005
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SECRETARY

Gwenyth Hood	English/COLA	2005 ²
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MEMBERS

Mark Burton	Finance/Economics/LCOB	2005 ²
Linda Spatig	School of Education/COEHS	2005
Jean Chappell	Clinical Lab Sciences/CONHP	2005
Jack Cirillo	Theatre/COFA	2007 ²
David Mallory	Biological Science/COS	2007
Paris Webb	Circulation/LIB	2007 ²
Ruth Sullivan	Journalism/SOJMC	2007
Monica Valentovic	Pharmacology/SOM	2007 ²
Kathy Miezio	Safety Technology/CITE	2007 ²
Sarah Collins	SGA Representative	2004

EX-OFFICIO, NONVOTING MEMBERS

TO BE ELECTED	GSC Representative
Edward Dzierzak	VP for Health Sciences
Ron Schelling	Executive Director, MURC
Leonard Deutsch	Dean, Graduate College
Sarah Denman	Sr. VP for Academic Affairs

The Research Committee met four times. Committee actions taken by request: Reviewed submitted applications and dispensed Quinlan, Greatest Needs, and Summer Research grant awards to faculty and Research Scholars grand awards to students. Action initiated by the committee was the solicitation of additional funds for the Quinlan grant account. No recommendations were presented to the Faculty Senate. Unfinished business is to continue to re-evaluate the Quinlan Award evaluation metric. Election of officers for the 2004-05 academic year were held.

Student Conduct & Welfare Committee

CHAIR

Jonathan Cox Art/COFA 2005

SECRETARY

Elizabeth Clemons SGA Representative 2004

MEMBERS

Pam Mulder FS Liaison 2005

Joe Stone Accountancy/Legal Environment/LCOB 2005

Karl Winton Communication Studies/COLA 2005

Minghui Chai Chemistry/COS 2005

Kathy Seelinger School of Education/COEHS 2007

Floyd Csir Library/LIB 2007

Burnis Morris Journalism/SOJMC 2007

To Be Elected

Lisa Thomas Communication Disorders/CONHP 2007

Scott Simonton Environmental Science/CITE 2007²

Darren Driskell SGA Representative 2004

Alicia Bryant SGA Representative 2004

Will Alexander SGA Representative 2004

Josh Cassidy SGA Representative 2004

Sara Schofield SGA Representative 2004

EX-OFFICIO, VOTING MEMBER

Tim Meisel Legal Assistant/MCTC 2007²

EX-OFFICIO, NONVOTING MEMBERS

Connie Zirkle Classified Staff Council Representative 2004

To Be Elected GSC Representative 2004

To Be Elected GSC Representative 2004

Steve Hensley Dean, Student Affairs

No report submitted.

University Functions Committee

CHAIR

Kelli Williams Dietetics/CONHP 2007²

SECRETARY

Solen Dikener Music/COFA 2005

MEMBERS

Joan St. Germain FS Liaison 2005²

Dale Shao Management/Marketing/LCOB 2005

Jennifer Sias Library/LIB 2005

(Term replacement for Peter Washkevich 4/2003)

Carl Johnson Teacher Education/COEHS 2007²

David Woodward History/COLA 2007²

Frank Gilliam Biological Science/COS 2007

George Arnold Journalism/SOJMC 2007²

any voting member of a standing committee should be eligible to serve as an officer whether they be faculty, classified staff, or student. It was also agreed that there was no need for a Constitutional By-Law to address this issue; that the issue should be handled by the Faculty Senate President.

Faculty Evaluation & Compensation

CHARGE: In accordance with a mandate of SB703 the Higher Education Policy Commission directed each institution of higher education to develop by January 2005 salary guidelines for faculty based on a mix of merit and catch-up funding until salary goals as established in the campus compact have been achieved.

ROSTER:

CHAIR

Janet Dooley Journalism/SOJMC

SECRETARY

Shirley Lumpkin English/COLA

MEMBERS

Larry Stickler	Faculty Senate President
Lisle Brown	Faculty Personnel Committee
Jerry Jones	Leadership Studies/MUGC
Venkat Gudivada	Information Technology/CITE
Kay Wildman	Library
Michael Castellani	Chemistry/COS
Sandra Marra	Nursing/CONHP
Corley Dennison	Graduate Council
Lawrence Shao	Finance/Economics/LCOB
Don Van Horn	Dean/COFA
Caroline Perkins	Chair's Council/COLA
Ruth Ann Murphy	Teacher Education/COEHS

EX-OFFICIO MEMBERS

Sarah Denman	Provost
Elaine Baker	Psychology
Stephen Fish	Anatomy/SOM
Michael McGuffey	Institutional Research
Mildred Battle	Marshall Community & Technical College
James Sottile	MU Institutional Board of Governors

NOTE: The committee was also composed of members of five subcommittees (Student Rating Instrument, Teaching, Scholarship/Creative, Service, and Evaluation) whose rosters are on file in the Faculty Senate office. The committee will continue to meet in academic year 2004-2005.

Mission Statement Review

CHARGE: To review the University Mission Statement to determine if the university has deviated from its original intent and to review each college's mission statement to determine if each college has been true to its mission statement.

ROSTER:**CHAIR**

Anthony Szwilski Environmental Science & Safety Technology/CITE

SECRETARY

Mary Beth Reynolds Communication Disorders/CONHP

MEMBERS

Jerise Fogel	FS Liaison
Eugene Anthony	Theatre/COFA
Robert Morgan	Chemistry/COS
Tim Balch	Public Service/LIB
David Hermon	Human Development/Allied Technology/COEHS
Kathy Williams	History/COLA
Mark Burton	CBER/LCOB
Ruth Sullivan	Journalism/SOJMC
Sarah McCarty	Internal Medicine/SOM
Rudy Watson	SGA Representative
Corley Dennison	Graduate Council
Bob Rubenstein	Graduate Council

EX-OFFICIO, VOTING MEMBERS

Larry Stickler	Faculty Senate President
Eldon Larsen	Graduate Council Chair

EX-OFFICIO, NONVOTING MEMBERS

TO BE ELECTED	GSC Representative	
Sarah Denman	Sr. VP for Academic Affairs	
Frances Hensley	Associate VP for Academic Affairs	
Chong Kim	LCOB	Interim Dean
Betsy Dulin	CITE	Dean
Tony Williams	COEHS	Interim Dean
Donald Van Horn	COFA	Dean
Christina Murphy	COLA	Dean
Joseph Bragin	COS	Dean
Leonard Deutsch	GC	Dean
Barbara Winters	LIB	Dean
Hal Shaver	SOJMC	Dean
Charles McKown	SOM	Dean
Lynne Welch	CNHP	Dean
Michael McGuffey	Director of Institutional Research	
James Sottile	past Faculty Senate President	
Patsy Stephenson	Classified Staff Council	

FINAL REPORT: Presented two recommendations – SR-03-04-24R (University Mission Statement and Goals in Support of the University Mission Statement) and SR-03-04-25R (University Vision Statement) which were approved by the Faculty Senate.

Minutes & Recommendations of the Faculty Senate

Minutes and recommendations of the Faculty Senate are available for review in the Faculty Senate office or online from the archive links at www.marshall.edu/senate.