

## **APPENDIX G—University Faculty Senate Bylaws**

Approved January, 2009  
Amended September 2011



# **UNIVERSITY FACULTY SENATE BYLAWS**

## **ARTICLE I**

### **Name**

The name of this body shall be the “University Faculty Senate” of Oral Roberts University.

## **ARTICLE II**

### **Mission Statement**

#### **Section 1**

The mission of Oral Roberts University—in its commitment to the Christian faith—is to educate the whole person in spirit, mind, and body, thereby preparing its graduates to be professionally competent servant-leaders who are spiritually alive, intellectually alert, physically disciplined, and socially adept. The University seeks to synthesize the best traditions in liberal arts, professional, and graduate education with a charismatic emphasis to enable students to go into every person’s world with God’s message of salvation and healing for the totality of human need.

#### **Section 2**

It is the mission of the Faculty Senate of Oral Roberts University to implement the stated mission of the University.

#### **Section 3**

The Faculty Senate shall maintain a Christian philosophical framework and promote social interaction among the entire faculty by providing a practical expression of the essential unity of the individual colleges, which constitute Oral Roberts University.

## **ARTICLE III**

### **Authority**

All authority exercised by the Faculty Senate is expressly conferred by the Board of Trustees of Oral Roberts University.

## **ARTICLE IV**

### **Members**

#### **Section 1**

Voting Membership of the body shall consist of members including: one dean from each college in the University (as well as the Dean of Learning Resources) and one senator from each academic department in the University with a second senator from departments with more than 10 full-time faculty members. Academic departments are defined in this context to include all undergraduate departments in the colleges and to include graduate schools separately from the undergraduate departments of their respective colleges.

#### **Section 2**

A Faculty Senate Vice President shall be elected annually by a vote of the University Faculty from a listing of the senators. The annual vote will occur during the spring semester for the following academic year. Any candidate receiving a majority of the votes cast shall become the Faculty Senate Vice President. If after the first round of voting is conducted, there is no majority winner, the top five candidates (and ties) will move forward to a run-off vote in which the candidate receiving the most number of votes shall become the Faculty Senate Vice President. The Faculty Senate Vice President becomes the Faculty Senate President during the consecutive academic year.

If the Faculty Senate President and/or Faculty Senate Vice President cannot serve, the University Faculty shall be called into special session to elect replacement officers, as required, from a listing of the senators. As these positions represent the University Faculty, departmental alternates do not automatically fill these roles.

### **Section 3**

Each academic department shall elect one senator to the Faculty Senate, unless the academic department consists of more than ten (10) full-time faculty members. Any academic department with more than ten full-time faculty members shall elect two senators. Each academic department shall elect alternates as voting members in the Faculty Senate should the primary senator(s) be unable to attend Faculty Senate meetings. In addition, each of the deans shall appoint an alternate (subject to the general acknowledged approval of the Senate) who will represent the dean as a voting member in the Faculty Senate should the dean be unable to attend Faculty Senate meetings.

Each elected senator shall be elected to a one or two-year term as determined by their academic department with a maximum term limit of four years before relinquishing the seat for a minimum of two years. If the University Faculty elects a senator as Faculty Senate Vice President, the term limitations do not apply during the two-year term of commitment.

### **Section 4**

It is the responsibility of senators to actively solicit input from all represented constituents. It is also the responsibility of the senators to keep all constituents informed of all committee activities, recommendations, and proposals.

### **Section 5**

One representative from each of the following shall be allowed to participate in every Faculty Senate meeting as a speaking, non-voting member to increase communication and the effectiveness and quality of Faculty Senate recommendations: the Office of the Provost, the Office of the Vice President for Academic Affairs, the Office of the Registrar, the Office of Institutional Research, Information Technology, Athletics, and the Coordinator of General Education. The Office of University Technical Editor shall participate in every Faculty Senate meeting to suggest proper formatting language to maintain consistency throughout University documents.

### **Section 6**

A committee, made up of all graduate school senators and deans of their respective colleges (hereinafter referred to as the "Graduate Committee"), shall be the preliminary body to receive and consider all university-wide proposals that are specific to the graduate programs. The Graduate Committee shall, by a two-thirds majority vote of a quorum of graduate school senators and deans, recommend graduate proposals (formal or informal) to the full Faculty Senate for consideration and vote, subject to the other provisions of these Bylaws. A simple majority of voting members of the Graduate Committee shall constitute a quorum.

## **ARTICLE V**

### **Organizational Function**

The Faculty Senate has the following functions:

- A. To consider and recommend to the University Faculty formal proposals consistent with University academic outcomes. Formal proposals are specifically defined as any items concerning curriculum, graduation requirements, faculty appointment procedures, and modifications to the catalog and the *Faculty Handbook*. Formal proposals may be brought to the Senate through one of four processes: 1) through a faculty academic committee or a faculty professional committee, 2) through a Faculty Assembly, 3) by a petition signed by at least 10% of all university full-time faculty members, or 4) by a motion of the Senate itself (through a voting member of the Senate.) However, any proposals related to general education, shall be required to be submitted simultaneously to the General Education Curriculum Committee for evaluation, and the General Education Curriculum Committee shall make a report of their evaluation, along with their recommendation concerning the proposal, to the Senate within one month, so the Senate will be better equipped to make an informed decision. The Senate may also consider, on its own motion, other items and proposals of general interest related to academic outcomes and Senate procedures, which are herein defined as informal or procedural proposals.
- B. To encourage each college to accomplish its mission within the University and the broader community of faith.
- C. To facility communication and fellowship.

## **ARTICLE VI**

### **Responsibilities**

#### **Section 1**

The Faculty Senate President as convener of the Faculty Senate shall call monthly meetings and ensure that senators and faculty committees are faithfully using all appropriate communication tools.

#### **Section 2**

The Faculty Senate President as convener of the University Faculty meetings shall call the University Faculty to meet together for discussion at least once a semester.

#### **Section 3**

The Faculty Senate Vice President shall maintain records and minutes of all Faculty Senate meetings. Also, the Faculty Senate Vice President shall maintain a listing of all recommendations approved by the Faculty Senate.

#### **Section 4**

The Faculty Senate shall consider and recommend to the University Faculty formal proposals consistent with University academic outcomes concerning curriculum, graduation requirements, faculty appointment procedures, and modifications to the catalog and the *Faculty and Administration Handbook*. This includes consideration of any financial requirements connected to implementing the proposals.

The Faculty Senate shall provide and ensure use of faculty communication tools to properly maintain and assure implementation of the open meeting policy.

## **Section 5**

Following every session of the Faculty Senate resulting in approved formal recommendations (including proposed amendments to the Bylaws), the Faculty Senate Vice President shall work with the Director of Institutional Research to prepare and collect electronic votes from the University Faculty concerning the recommendations and/or the proposed amendment(s) to the Bylaws.

## **Section 6**

Any formal recommendation (including proposed amendments to the Bylaws) receiving positive votes from greater than 50 percent of the participating university faculty shall be submitted with vote tallies from the Faculty Senate vote and the University Faculty vote to the Vice President for Academic Affairs.

Any recommendation (including proposed amendments to the Bylaws) receiving positive votes from 50 percent or less of the participating university faculty shall be returned to the Faculty Senate for further consideration.

# **ARTICLE VII**

## **Meetings**

## **Section 1**

Times reserved for the meetings of the Faculty Senate shall be determined and announced at the beginning of each fall and spring semester in accordance with the current University calendar.

## **Section 2**

Emergency meetings shall require a written notice delivered to the University Faculty at least 24 hours in advance.

## **Section 3**

Except in cases of emergency, meetings will be held as regularly scheduled.

## **Section 4**

The presence of a simple majority of voting members of the Senate shall constitute a quorum. Any proposal (formal, informal, procedural, or a proposed amendment to the bylaws) to be voted on by the Faculty Senate shall require the presence of a quorum. Discussion of proposals shall be allowed in the Senate meeting on the date on which the vote is scheduled. Should the discussion be prolonged, the Senate may move to vote electronically, and said vote shall be completed within seven (7) days. In the case of an electronic vote of the Senate, the participation of a simple majority of voting members shall constitute a quorum, and these members shall be considered "present" for meeting purposes.

## **Section 5**

Every formal proposal (including proposed amendments to the bylaws) brought to the Faculty Senate must be considered for a minimum of one month prior to voting to allow time for discussion and comment by faculty members. Informal or procedural proposals considered by the Senate are exempt from this rule and can be brought forward for an immediate vote of the Senate during the meeting in which the informal or procedural proposal is brought.

## **Section 6**

Formal proposals require an affirmative vote from two thirds of the faculty senators present to become recommendations. All voting on formal proposals (including voting on proposed amendments to the bylaws) must be anonymous, preferably electronic.

Any formal proposals receiving affirmative votes from less than two thirds of the faculty senators present shall be returned to the body submitting the proposal.

Every recommendation (including proposed amendments to the bylaws) passed by the Faculty Senate shall, within two weeks, be presented electronically to the University Faculty for vote.

Informal or procedural proposals considered by the Faculty Senate are exempt from these rules and can be passed with a simple majority of the senators present at the vote.

## **ARTICLE VIII**

### **Committees**

#### **Section 1**

Authorized voting membership in faculty committees shall consist of at least one representative from every college along with additional members from individual departments, when necessary. Faculty committees may include additional voting members with consent of the committee.

#### **Section 2**

Each college shall have the opportunity to name at least one representative for each committee.

#### **Section 3**

Committee chairs may be selected by the committee or appointed by the Faculty Senate and endorsed by the committee.

#### **Section 4**

The academic University committees shall include but not be limited to the following: Awards Committee, Christian Worldview Committee, Faculty Activities Committee, General Education Curriculum Committee, Standards and Evaluation Committee, and University Research Committee.

## **ARTICLE IX**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any other special rules of order this body may adopt.

## **ARTICLE X**

### **Ratification and Amendments**

#### **Section 1**

The Bylaws shall become effective when adopted by a majority vote of the faculty members of each college, upon recommendation of the Vice President for Academic Affairs, upon recommendation of the Provost, upon recommendation of the University President, and approval of the Board of Trustees.

#### **Section 2**

Any proposed amendment to the Bylaws must be approved by a majority vote of the faculty members of the originating college and must be sent to the Faculty Senate for consideration. Amendments may also be proposed by the Faculty Senate.

#### **Section 3**

Any proposed amendment to the Bylaws shall be submitted for discussion at a meeting of the Faculty Senate at which a quorum is present.

#### **Section 4**

The Bylaws may be amended by a two-thirds majority vote of the voting membership of the Faculty Senate, a majority vote of the University Faculty, upon recommendation of the Vice President for Academic Affairs, upon recommendation of the Provost, upon recommendation of the University President, and upon approval of the Board of Trustees.