

BYLAWS OF THE CONSTITUTION OF THE BOWIE STATE UNIVERSITY FACULTY

I. Governance Structure of the Faculty

As a primary University governance structure, the Faculty Senate shall be subject to Rules and Procedures of the Board of Regents of the University System of Maryland, Bowie State University, and the Bowie State University Faculty Constitution.

II. The Faculty Senate

A. The officers of the Faculty Senate shall serve as the officers of the Faculty Association.

B. The Chair of the Faculty Senate shall call a meeting of the faculty as needed to deliberate issues of faculty concern, including workload policy, faculty evaluation, promotion, rank and tenure, and retrenchment. The Chair of the Faculty Senate must call a meeting within ten (10) working days after receipt of a petition from at least twenty percent of the members of the Faculty Association.

C. Parliamentary

1. The Chair of the Faculty Senate shall appoint a Parliamentarian at the first meeting of the governance year; the Parliamentarian shall serve for that one year.

2. The Parliamentarian shall advise the Chair, the Faculty Senate and the Faculty Association regarding rules of procedures during meetings in accordance with Robert's Rules of Order.

3. In the absence of the Parliamentarian, the Chair may appoint a substitute.

D. Agenda

The agenda for a regular meeting should be sent to members at least three days before the meeting.

III. University Council

The officers of the Senate shall serve as the faculty representatives to the University Council.

IV. Committees of the Faculty Senate

The term of office of all members of standing committees of the Faculty Senate shall begin at the start of the academic year and end at the conclusion of the academic year of the term for which they were elected.

Ex-officio members shall serve as long as they hold the office that qualified them for membership. Ex-officio members shall have the right to speak but not vote.

A. Composition of Standing Committees of the Faculty Senate

1. The Academic Standards and Policies Committee shall be composed of the following:
 - a. One faculty member elected from and by each academic department; this person must have three or more years of continuous service in the department, tenure and the rank of Assistant Professor or higher, or be a senior faculty member under the terms of section III.C.1 (Department's Right of Representation).
 - b. Two undergraduate students selected by the Student Government Association
 - c. One graduate student selected by the Graduate Student Association
 - d. The Provost or his/her designee, ex officio
 - e. The Dean of the School of Graduate Studies and Continuing Education or his/her designee, ex officio
 - f. The Registrar or his/her designee, ex officio
 - g. Deans of Schools or Colleges consisting of academic departments, ex officio
2. The Curriculum Committee shall be composed of the following:
 - a. One faculty member having the rank of Assistant Professor or higher, elected from and by each academic department
 - b. Two undergraduate students selected by the Student Government Association
 - c. One graduate student selected by the Graduate Student Association
 - d. The Provost or his/her designee, ex officio
 - e. The Dean of the School of Graduate Studies and Continuing Education or his/her designee, ex-officio
 - f. The Dean of the University College of Excellence or his/her designee, ex officio
 - g. Deans of Schools or Colleges consisting of academic departments or his/her designee, ex officio
3. The Appointment, Rank, and Tenure Committee shall be composed of the following:
 - a. One faculty member shall be elected from and by each academic department. This person shall have continuous tenure and the rank of Professor, with at least three years of continuous service at Bowie State

University. Department chairs are not eligible for election to the ART Committee.

- b. Two at-large representatives who are faculty members having continuous tenure and the rank of Professor, with at least five years of continuous service at Bowie State University (BSU), shall be elected from and by each School or College housing academic departments.
4. The Faculty Evaluation Committee shall be composed of one member elected from and by each academic department
5. The Faculty Grievance Committee shall be composed of seven tenured faculty members elected at-large.
6. The Faculty Welfare Committee shall be composed of one faculty representative elected from and by each academic department.
7. The Faculty Elections Committee shall be composed of one faculty member appointed by the Faculty Senate and two faculty members elected at-large from each School or College housing academic departments.
8. The Faculty Constitution Committee shall be composed of one elected faculty member from each school and one faculty member appointed by the Faculty Senate.
9. Council of University System Faculty (CUSF). Two tenured faculty members holding the rank of Assistant Professor or higher and having three or more years of continuous service at BSU, shall be elected from the faculty at-large.
10. Maryland Higher Education Council Faculty Advisory Council (MHEC). One tenured faculty member holding the rank of Assistant Professor or higher and having three or more years of continuous service at BSU, shall be elected from the faculty at-large. This position is shared with the University of Maryland Eastern Shore. First election under this constitution shall take place in May 2002 and every third year thereafter.
11. The Graduate Council shall be composed of one tenured faculty member holding the rank of Assistant Professor or higher, from each academic department offering graduate programs and concentrations, and a graduate student. The Provost and the Dean of the Graduate School serve as ex officio members of the Council.

B. Responsibilities of Standing Committees of the Faculty Senate

1. The Academic Standards and Policies Committee
 - a. To formulate and recommend general standards for all academic areas of the University.
 - b. To formulate and recommend standards and policies governing admission and readmission, retention, and requirements for academic degrees.

- c. To recommend the establishment of new academic structures and the merging or discontinuation of academic structures.
2. The Curriculum Committee
 - a. To recommend additions to, deletions from, and changes in credit and non-credit courses.
 - b. To recommend new programs.
 - c. To study the overall curriculum of the University and the feasibility of changes to strengthen it and make recommendations to the Faculty Senate.
3. The Appointment, Rank, and Tenure Committee
 - a. To make recommendations to the Provost of the University regarding the **granting of continuous tenure, promotion in rank, permanent status sabbatical leave, honorary degrees, emeritus status and other related matters.**
 - b. To follow procedures and policies documented in the **Bowie State University Policy on Appointment, Rank, and Tenure of Faculty.**
4. The Faculty Evaluation Committee
 - a. To make recommendations concerning evaluation policies.
 - b. **To structure and revise, as needed, instruments, procedures, methods and techniques for faculty evaluation of faculty, department chairpersons, academic support staff and administrators, and propose recommendations regarding their use.**
 - c. To cooperate with committees and task forces of other University units and/or external authorities concerning evaluation.
5. The Faculty Grievance Committee
 - a. To consider eligible grievances made by a faculty member, against **another faculty member, provided that an attempt to resolve the matter at the departmental level was made and failed.**
 - b. To formulate a recommendation based on evidence presented.
 - c. To report the recommendation to the parties involved and to the Provost.
 - d. To recommend grievance procedures and policies to the Faculty Senate.
6. The Faculty Welfare Committee
 - a. To explore, develop, and recommend policies pertaining to faculty protection, security, employment, morale, and academic freedom.

- b. To monitor and to recommend modifications or procedures of, additions to, or deletions from faculty support services.

7. The Faculty Elections Committee

- a. To conduct balloting of faculty when requested by the Faculty Senate and it shall conduct the elections of faculty representatives from the faculty at-large for internal and external governance structures, as required by the Faculty Constitution.
- b. To conduct, prior to May, the election of persons from the faculty at-large for all Faculty Senate Committees (The persons to be elected include the elected members of the Faculty Elections Committee itself). Each Faculty Senate standing committee shall elect its own chair.
- c. To conduct balloting of members of the Faculty Association when necessary.

8. The Faculty Constitution-Committee

- a. To consider and make recommendations to the Faculty Senate on proposed amendments to the Constitution.
- b. The Committee shall review the Constitution annually to ensure that it is in compliance with changes in USM documents.

9. The Graduate Council

- a. To serve as the centralized unit for consideration of all program matters and degree regulations at the graduate level
- b. To consider and recommend admission requirements, degree requirements, addition, deletion and modification of courses, and programs; and consideration of student appeals for exceptions to requirements, and other student grievances.
- c. Council actions are forwarded to the Curriculum Committee, Academic Standards and Policies Committee as appropriate,

C. Rules and Procedures of Committees of the Faculty Senate

1. All departments shall have the right to representation on Standing Committees of the Faculty Senate. If a department seeking to elect a representative to a committee has fewer than four members, meeting criteria for committee membership (such as tenure, rank or years of service requirements), then that department shall identify one or more of its "senior faculty" under the terms of section VI. C. to fill the position. This applies to all committees except the Appointment, Rank, and Tenure Committee.
2. All faculty members elected to serve on the Faculty Senate and standing committees of the Faculty Senate shall serve a term of two years. Faculty members elected to serve on the Council of University System Faculty (CUSF) and the Maryland Higher Education Council Faculty Advisory Council (MHEC) shall be elected to serve a term of three years.

3. The chair of standing committees shall send a copy of all minutes and a written report to the Faculty Senate on the recent actions of the committee (meetings held, issues discussed, recommendations formulated, and future plans) within seven days of the meeting.
4. When a committee or the Provost has formulated a recommendation for consideration by the faculty, the chair of the committee or Provost sends it to the Chair of the Faculty Senate. The Faculty Senate shall place the item on its agenda for its next scheduled meeting. The committee chair or other committee member may be asked to speak or present the committee recommendation at a meeting of the Faculty Senate. The Faculty Senate shall make its recommendation to the Provost within thirty (30) days after receipt of the item. On urgent time-sensitive items that require an immediate response, the Provost, in consultation with the Executive Committee of the Faculty Senate, shall render a recommendation and inform the Faculty Senate as soon as possible.
5. The Chair of the Academic Standards and Policies Committee shall be a tenured faculty member.
6. The Chair of the Curriculum Committee shall be a tenured faculty member.
7. All faculty members elected to the Appointment, Rank, and Tenure Committee (ART) shall serve a term of three years, with the exception that, in order to stagger term expirations, the Faculty Elections Committee shall determine which of the at-large faculty representatives elected in the very first election shall serve one-year or two year terms.
8. The Chair and Vice Chair of the Appointment, Rank, and Tenure Committee shall be at-large representatives.
9. No faculty member shall serve on more than two at-large committees.
10. The Faculty Elections Committee shall conduct, prior to May each year, the election of faculty members at-large to serve as representatives of the faculty in internal and external governance structures and on committees using the following Procedures:
 - a. The Elections Committee holds a meeting to determine what positions must be filled, as well as candidate qualifications for the positions, and prepares nominating petition forms for each position. An announcement and copies of nominating petition forms are sent to each academic department for distribution to members of the Faculty Association prior to March 15th. Prospective candidates must send nominating petitions, signed by ten supporting faculty members, to the Elections Committee by March 30th. The nominee must sign as one of the supporting faculty members.
 - b. The Elections Committee meets to prepare a ballot from the nominating petitions it has received. If there is an insufficient number of candidates for a position, the Elections Committee shall recruit additional candidates; deadlines may be extended by the committee in this case.

- c. The Elections Committee sends ballots to each faculty member who is eligible to vote. The faculty member marks the ballot, inserts it in a blank envelope, encloses the blank envelope in an outer envelope, signs the outer envelope and returns the packet to the Elections Committee by April 30th.
 - d. The Elections Committee gives notice of the date and place of its meeting to count the ballots. The ballot packets are inspected and invalid packets are removed. Outer envelopes are removed and set aside before the ballots are taken from the inner envelopes and votes are counted. The Elections Committee draws lots to break ties, if any occur.
 - e. The Elections Committee sends a memo to the officers of the Faculty Senate, with a copy to each candidate, announcing the election results and term expiration date of each person elected. The Secretary of the Faculty Council shall file the memo with the permanent records of the Faculty Council.
 - f. The Faculty Senate notifies faculty members of the election result within three working days.
 - g. when a new committee or governance structure has more than one representative from the faculty at-large and the term served by the representatives is more than one year, the Elections Committee provides, for staggering term expirations when the very first election of representatives occurs. If a two-year term applies, the Elections Committee shall designate for one-year terms the half (or one less than half if the total is an odd number) of the elected representatives who received fewer votes than the other elected representatives in the very first election. If it is not feasible to use vote totals, the Elections Committee shall draw lots to determine who shall serve the shorter terms.
 - h. Annual elections, after the first election, will replace approximately half of the representatives whose terms are expiring that year. If the representatives serve a usual term longer than two years, the Elections Committee shall follow a comparable procedure for staggering term expirations, unless other Bylaws apply.
 - i. Deadlines in these election procedures are meant to be guidelines; elections shall not be invalid when circumstances prevent the deadlines in these procedures from being met.
10. The Faculty Elections Committee shall conduct balloting of the members of the Faculty Association on request of the Senate.
11. A Faculty Constitution Committee shall be established by the Faculty Senate, and shall meet at least monthly whenever proposed changes to the Constitution of the Bowie State University Faculty and/or its Bylaws are under consideration. The committee shall keep the Chair of the Faculty Senate informed of progress, and shall strive to make its recommendations within one month after receiving a proposed change. The Faculty Senate shall inform the Faculty Association of the recommendations; after the

meeting, the Faculty Senate shall direct the Elections Committee to conduct balloting on the proposal.

V. Recall

- A. The Chair of the Faculty Senate must schedule a recall vote at a regular Faculty Senate meeting, which occurs within 30 days of receipt of one of the following:
1. A petition from a majority of the members of a committee, requesting recall of an officer or member of the committee due to specified lack of performance of duties.
 2. A petition from twenty-five percent of the members of the Faculty Association requesting recall of an officer or member of the Faculty Senate due to specified lack of performance of duties.
- B. The Faculty Senate meeting agenda shall include "Recall Vote" as an item of business, and shall be distributed to members at least one week before the meeting. The Secretary of the Faculty Senate shall send a written notice to the person subject to recall, specifying the charges and summoning the person to attend the deliberations.
- C. During the Faculty Senate meeting, the complaints are read and the accused is given the opportunity to reply. When deliberation is complete, members vote by secret ballot. Two-thirds of the ballots must support the recall, for recall to take place.

VI. Governance of Academic Departments

An academic department of the University consists of faculty members whose primary professional expertise is in a specific discipline, or in one of several related disciplines. Each faculty member shall be a member of an academic department.

A. Academic Department Administration

The Chair of an academic department is its chief administrative officer. Departments with two or more disciplines shall have Area Coordinators for each discipline. Area Coordinators shall be appointed by the Department Chair in consultation with the faculty in the respective area.

B. Departmental Governance

1. The immediate governance of the department is vested in its departmental faculty; which has authority to make recommendations on all questions of departmental academic policy to the appropriate academic committees, to represent the department on committees requiring departmental representation, and to make recommendations in the selection of the Chair and of new faculty members of the department.
2. All departmental faculty who are members of the Faculty Association have the right to participate and vote in their respective departmental faculty meetings.
3. The faculty of a department shall create and maintain a standing committee structure that permits and encourages participation by all members of the department. These committees shall advise the department and its Chair in the

general administration of departmental affairs. The Chair may also create ad hoc committees or task forces as necessary.

4. Department chairs shall be evaluated and reaffirmed by the tenured members of the department every two years. If the chair is not reaffirmed by the faculty, the school dean should be informed and elections shall be held to select a new chair. If the department does not wish to select a member from its ranks, permission should be sought from the Dean to start a national search for a chair. The search committee shall be composed of the tenured members of the faculty. The committee shall elect its own chair. The committee shall identify, screen, interview and recommend a person for the position of Chair to the Dean.

C. Senior Members of a Department

If a department has fewer than four members who are tenured, then that department shall identify one or more of its highest-ranking tenure-track members with a minimum of three years of full-time teaching at BSU to serve as "senior faculty". The total of tenured and "senior" members shall not exceed four. The department shall elect its committee representatives from the tenured and "senior faculty". This applies to all committees except the Appointment, Rank, and Tenure Committee.

VII Governance of Schools and Colleges

Schools and Colleges may be organized with divisions, departments or programs. Each School or College shall have the right to establish the appropriate committees and task forces to formulate and implement the academic programs and procedures which are necessary to conduct its operations. All School/College Committees are developed in consultation with, and act in an advisory capacity to the respective Dean.

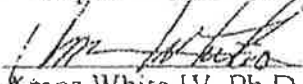
A. School Standing Committees

1. Academic Standards and Policies Committee.
2. Curriculum Committee.
3. Each School/College Standing Committee shall consist of elected representation from each academic department within the school/college.

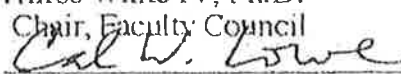
VIII ADOPTION OF BY LAWS

These Bylaws of the Bowie-State University Faculty Constitution are adopted when approved by at least two-thirds of the ballots cast in a secret balloting of the Faculty and the President of the University. These Bylaws supersede any previous Bylaws governing the Bowie State University Faculty.

We, the undersigned, do hereby affix our signatures indicating our approval and certification of this document as part of the official governance document of the Bowie State University Faculty.



Amos White IV, Ph.D.
Chair, Faculty Council
Date June 27 2002



Calvin W. Lowe, Sc.D.
President
Date 6/27 2002