

**CHARTER OF THE FACULTY SENATE
OF OREGON INSTITUTE OF TECHNOLOGY**

PREAMBLE

The Faculty exercises its power to initiate action to promote faculty welfare, including but not limited to recommending policy and providing advice, through its representative body, the Faculty Senate. It has the responsibility, on behalf of the Faculty, of considering proposed changes in the policies of the institute and may suggest such changes on its own initiative. It has the sole responsibility, on behalf of the Faculty, of recommending policy changes to the president of the institute for consideration. "Policy," under this Charter, means a general rule for the conduct of the institute that affects:

- (a) The purposes or goals of the institute;
- (b) The nature and scope of its program; or
- (c) Its standards of teaching, research, and scholarship.

It has the responsibility of considering all proposed policy changes which affect the general welfare of the Faculty. The Senate, furthermore, may consider and recommend specific means of insuring the continuance of academic freedom at this institute.

Article I: **COMPOSITION OF THE SENATE**

Section 1: **Qualifications and Eligibility:**

- A. The electorate will be those full-time faculty members of Oregon Institute of Technology. This includes the ranks of research assistant and research associate.
- B. Only those full-time faculty members who are not members of the President's Council or Academic Council are eligible for election to the Senate except that the Academic Council may elect two of its members to the Senate. These two senators will have full voting rights but will not hold any office. The admission to the Senate of these two senators is contingent upon the reciprocal admission of the Senate president to the President's Council and the Senate vice-president to the Academic Council. The president of Oregon Institute of Technology is not eligible for Senate membership.

Section 2: **Membership:**

- A. The Senate shall be composed of the senate president elected at large, five senators elected at large and senators elected from each of the faculty

groups listed in the Senate Bylaws, Article I, Section 2; each faculty group listed in that section is authorized to elect one senator for every ten full-time faculty members or major fraction thereof.

B. The term of office of the senate president shall be two years; the terms of office of the five senators elected at large shall be three years; the terms of office of senators elected by faculty groups shall be for two years.

Section 3: **Election Procedure:** Election of the senate president shall be conducted by the Elections Committee not later than the first two weeks of February. Other senate elections shall be conducted by the Elections Committee not later than the first two weeks of May. Elections for all senators shall be by secret ballot. Elections shall be conducted in two stages: a nomination and an election, in accordance with the procedures set forth in the Senate Bylaws, Article II, Section 1.

Section 4: **Alternates:** Each senator other than the senate president will designate an alternate from his or her elective group who will be expected to attend those meetings which the elected senator is unable to attend. If a senator is unable to complete the term of office, the alternate will automatically be designated as senator and will serve until the next regular election. If the senate president is unable to complete the term of office, a special election shall be held in a timely fashion in accordance with the procedures set forth in the Senate Bylaws.

Section 5: **Responsibilities:** Members of the Faculty Senate are the uninstructed representatives of their constituents. It shall be the responsibility of the members to seek the opinions of their constituents, but having done so, the members of the Faculty Senate shall feel free to make decisions and vote on matters according to their own reasoned judgment.

Article II: **ORGANIZATION OF THE SENATE**

Section 1: **Officers:** The officers of the Senate other than the president shall be elected by the Senate membership at a special meeting at the end of the academic year and shall include, but not be restricted to: a vice-president and a secretary. The officers shall perform those duties set forth in the Bylaws.

Section 2: **Term of Office:** The terms of office of Senate officers other than the president shall be for one year. In the event of a vacancy in the office of the president of the Senate, the vice-president shall assume that office until a special election is held. In the event of a vacancy in any other office, a replacement will be elected at the next Senate meeting.

Section 3: **Recall:** A senator may be recalled at any time. To initiate the recall of a senator, a petition signed by twenty-five percent of the Faculty that they represent must be delivered to the chair of the Senate Elections Committee.

Upon validation of said petition, the chair of the Elections Committee will immediately conduct a recall vote among the petitioning faculty group. A simple majority is required for recall.

Section 4: **Standing Committees:** The Senate shall have, but not be limited to, the following committees:

- A. **Executive Committee:** The Executive Committee shall consist of the officers of the Senate and two members elected from the Senate.
- B. **Elections Committee:** The Elections Committee shall have at least five members of the Faculty appointed annually by the president of the senate. The committee will call all elections required under the Charter, notify the individuals elected as senators, notify the president of the Senate of election results and inform the Faculty of election results. Voting members shall include faculty from at least two OIT program locations.
- C. **Faculty Appeals Committee:** The Faculty Appeals Committee shall be composed of five faculty members with the rank of at least assistant professor with tenure, and five designated alternates with similar qualifications. The term of office shall be for two years. No member of the President's Council or officers of the Senate shall be eligible. When the committee considers a case, any member of the committee involved in any way in the case shall disqualify himself and shall be replaced by an alternate who has had no previous connection with the matter to be considered. The committee shall elect its own chair. The committee shall conduct all hearings on matters of conflict between members of the Faculty. It shall also be the responsibility of the committee to reduce friction and forestall conflict among faculty members by investigating sources or potential sources of such friction and conflict which are referred to the attention of the committee and by recommending appropriate action to concerned individuals or groups. Voting members shall include faculty from at least two OIT program locations.
- D. **Faculty Welfare Committee:** The Senate president shall annually appoint members of the Faculty, and designate one senator as chair, to consider those matters which affect the welfare of the Faculty. Voting members shall include faculty from at least two OIT program locations.
- E. **Faculty Rank Promotion and Tenure Committee:** This committee shall have at least five tenured faculty members and three non-tenured faculty members appointed by the Senate president. One of the committee members shall be selected from the Promotion Advisory Committee (PAC). This committee will serve as a monitor of and resource to the various tenure and promotion committees. The Faculty Rank Promotion and Tenure Committee will also propose and review

policies and policy revisions related to faculty promotion and tenure. Voting members shall include faculty from at least two OIT program locations.

- F. **Academic Standards Committee:** This committee shall consist of at least five tenured faculty members who represent a cross section of the faculty. Any department may have no more than one member on the committee. The committee shall initiate discussion, disseminate information, and review and recommend policies relating to academic quality and standards. Voting members shall include faculty from at least two OIT program locations.
- G. **Faculty Compensation Committee (FCC):** The membership is Appointed by the faculty senate president and is comprised of three faculty members of the college of Health Arts and Science (HAS), three faculty members from the college of Engineering Technology and Management (ETM) and the Provost as ex-officio. Voting members shall include faculty from at least two OIT program locations. The committee will meet to review and address faculty compensation issues. In the second year of each biennium (non-legislative year) the committee will review and make recommendations regarding institutional floors and market equity adjustments. The committee will also assist the President and Provost in determining the allocation of available compensation funds.
The Faculty Compensation Committee shall:
- Analyze CUPA and CPI data to recommend changes to institutional floors, comparator average salaries, and comparator floors.
 - Recommend the distribution of available funds to COLA, market, and merit.
 - Recommend the minimum balance required in the merit fund to trigger a release.
 - Assist disciplines in obtaining comparator data if none is available from the OUS peer group.
- H. **Committees, ad hoc:** The Senate president, with the approval of the Senate shall appoint members of ad hoc committees. Such committees, which may include faculty members which are not senators, shall report in the same manner as the standing committees.
- I. **Subcommittees:** Standing and ad hoc committees may designate necessary subcommittees, subject to Senate approval.

Section 5: **Meetings:** During the academic year, the Senate shall meet on the first Tuesday of each month, except that the last meeting of the academic year shall be held on the Tuesday of the week preceding spring term final examinations. The secretary of the Senate shall make such provisions as are necessary to

insure that voting shall be by members of the Senate only. At the discretion of the president of the Senate, a special meeting may be called. A meeting may be canceled by the president when it is determined by the Executive Committee that there is not sufficient business to warrant holding a meeting.

Section 6: **Campus Facilities:** In carrying out its function as a recognized institute organization, the Senate will have the use of the campus facilities for its meetings, and such secretarial help, mail service, and supplies as are necessary for proper and efficient dispatch of its duties.

Section 7: **Quorum:** Two-thirds of the Senate membership shall constitute a quorum for the transaction of business. All policy recommendations of the Senate shall be by a two-thirds majority of members present and voting.

Section 8: **Authority and Responsibility:** The Senate recognizes that it is subject to the limitations and restrictions stated in the Oregon Institute of Technology Board of Trustee Policy.

Section 9: **Bylaws and Rules:** The Senate may adopt such bylaws and rules as it deems necessary for its actions.

Article III: **COMMUNICATIONS**

Section 1: **Agenda:**

- A. The president of the Faculty Senate shall be responsible for publishing the agenda for each Faculty Senate meeting at least one week prior to the regular meeting. Deviations from the published agenda will be permitted only by a majority vote of the senators present.
- B. Any member of the Faculty may petition and secure consideration by the Faculty Senate of any appropriate matter by submitting a written request to the Senate president before the publication of the agenda.
- C. Another method of obtaining a hearing is the submission of an initiative petition, signed by at least ten percent of the Faculty, to the president of the Senate. This petition will insure that the item submitted will be placed on the agenda of the next regular Faculty Senate meeting.

Section 2: **Minutes:** Minutes of meetings shall be taken in sufficient detail to permit adequate understanding of Faculty Senate actions by interested faculty members who are not present. The minutes shall be published as soon as practicable following each meeting and be made available to all faculty members.

Section 3: **Recommendations to the President:** A recommendation or other formal communication of the Faculty Senate shall, upon its adoption by the Senate,

forthwith be put into writing with a record of the vote, signed by the president or vice-president of the Senate, and transmitted to the president of Oregon Institute of Technology.

Article IV: **REVIEW OF SENATE ACTION BY THE FACULTY**

Section 1: **Procedures for Petition:** To rescind any action of the Faculty Senate, a petition signed by 25 percent of full-time faculty members must be presented to the Senate president.

Section 2: **Procedure for Referendum:** Upon validation of said petition by the Executive Committee, the Senate president shall conduct a referendum vote of eligible faculty. A two thirds majority is required to rescind.

Article V: **REFERRAL OF ISSUES TO THE FACULTY**

Those issues which the Senate decides are of special concern to the Faculty shall be referred to the Faculty for referendum vote. A simple majority of eligible faculty members responding is required for approval.

Article VI: **AMENDMENTS**

Section 1: **Proposal:** An amendment to this Charter may be proposed by either (a) two-thirds of the members of the Faculty Senate; or (b) an initiative petition signed by 20 percent of the entire Faculty and presented to the president of the Faculty Senate.

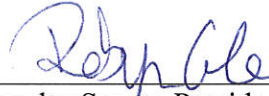
Section 2: **Appraisal of Amendments:** Consideration of the proposed amendment shall be given at the next regular meeting of the Senate which follows the first reading of that proposal. Approval by two-thirds of the senators voting on the issue is necessary before the amendment is sent to the Faculty for vote by mail ballots. The proposed amendment may, on second reading, be amended on the floor of the Senate, but the proposal, as amended, must be referred to a committee for clearance on clarity of language or possible conflict with other sections of the Charter. A majority of valid votes cast on the mail ballot shall constitute an effective vote.

Section 3: **Approval:** All amendments so approved shall become part of this Charter when approved by the president of Oregon Institute of Technology.

This is to certify my concurrence with the *Charter of the Faculty Senate of Oregon Institute of Technology* as amended.



President
Oregon Institute of Technology



Faculty Senate President
Oregon Institute of Technology

Date: 10-11-15