

Bemidji State University Faculty Association

Operating Procedures

Amended 2 April 2018

Article I: Elections

Section A: Balloting

Election shall be by means approved by the Senate at a meeting prior to the election. The candidate receiving a simple plurality of the vote for each position shall be declared elected.

Section B: Publication of Results

In the case of a general referendum, all propositions shall appear on the ballot in the form authorized by the Executive Board and the Rules Committee shall publish the number of votes cast for and against any proposition. In the case of an election, the Rules Committee shall publish after each ballot and tally of the votes and the name of the candidate who has been elected or whose name will appear on any subsequent ballot. No tally of votes polled by defeated candidates shall be published, but such information shall be placed on file in the office of the BSUFA president and shall be open to any member of the BSUFA.

Section C: Terms of Officers

The terms of the president, the vice president, the negotiator, and one of the two directors shall start on the first fall duty day in each even-numbered calendar year. The terms of the secretary, the treasurer, the grievance officer, and the other director shall start on the first fall duty day in each odd-numbered calendar year.

Article II: General Meetings of the BSUFA

Section A: Special Meetings

Special meetings of the BSUFA may be called by the President, a majority of the Executive Board, or by a petition signed by at least twenty-five BSUFA members.

Section B: Notice

Notice and agenda of all BSUFA meetings, regular or special, shall be made available to the membership at least three days prior to the meeting.

Section C: Quorum

When the BSUFA acts on any policy or action of the Senate or Executive Board, and only if a review of that policy or action is on the agenda for that meeting, a quorum shall be constituted by twenty-five percent of the membership. Otherwise, the membership present shall constitute a quorum.

Section D: Voting

Only members in attendance shall be permitted to vote. Voting by proxy will not be allowed.

Section E: Referendum

If twenty-five percent of the members of the BSUFA sign a petition objecting to a decision of the Senate, and if a majority of Senate members hold to the initial Senate position, the Senate shall submit the matter to the members of the BSUFA for referendum within ten days of receipt of the petition. A majority of those BSUFA members casting ballots shall be sufficient to decide the matter and the Senate shall be bound by the result of the referendum. The initial decision of the Senate shall prevail until the result of the referendum is announced by the BSUFA president, which shall be no later than twenty days after a petition is first submitted to the Senate.

Article III: Apportionment of Senate Seats

Section A: Representation by Academic Departments and Equivalent Units

Senators shall be elected from within academic departments or equivalent units. Article 20 Sec. A Subd. 1 allows Presidents to (re)define departments. Equivalent units are those units in the university that do not otherwise belong to an academic department but do consist of IFO members such as TRIO, Counseling, Library, and Athletics. This means that a department with multiple programs may not break up into “units” for the purposes of additional Senate representation. To clarify: BSUFA does not define or redefine academic departments or equivalent units. Nor do these entities define themselves. They are defined by the administration. The number of Senate seats accorded to each such unit shall be based on the number of full-time faculty positions within the unit according to the seniority roster.

Section B: Pools

Departments or equivalent units (heretofore and henceforth referred to as “units”) may form pools for purposes of Senate representation. Units desiring to form a pool shall keep a written agreement, signed by the chair (or equivalent representative) of each unit, on file at the BSUFA office. Existing pools can be nullified by any member unit by a written request from the representative of the unit to the BSUFA office.

Section C: Numbers of Seats

Each department, other unit or pool may elect senators according to the number of fulltime faculty positions that it comprises, as follows:

1-9: 1 Seat

10 -14: 2 Seats

15-19: 3 Seats

20 and above: 4 Seats

Section D: Updating Apportionment

Each odd-numbered year, the Rules Committee shall review and update the census of full-time faculty positions within the various Units on the basis of the current seniority roster, and shall present to the Senate any proposed changes in representation at a time conveniently preceding the election of senators.

Article IV: Senate Meetings

The Senate shall regularly meet monthly, on the first Monday of the month that is a duty day, at 4:00 p.m.

Article V: Committees and Directorships

For purposes of Committee representation, Student and Academic Support (SAS) shall consist of members from TRIO, Library, and Counseling.

Section A: Charge and Structure of College and Unit Membership Committees and Directors

Subsection 1: Academic Affairs Committee

a. Committee Charge:

- i. To protect the rights and professional obligations of faculty in the academic process, including principles of freedom to teach and freedom to learn;
- ii. To protect faculty rights in determining admissions requirements, academic requirements for graduation, and approval of candidates for degrees;
- iii. To protect faculty rights to their intellectual property;
- iv. To promote academic excellence, integrity, and standards within the institution;
- v. To preserve the integrity and unique character of the institution;
- vi. And to work with the Curriculum, Liberal Education, and Graduate Committees to accomplish these goals.

b. Committee Composition:

The committee will include
--1 member from the College of Arts, Education, and Humanities

- 1 member from the College of Business, Mathematics, and Sciences
- 1 member from the College of Individual and Community Health
- 1 member from Student and Academic Support
- 1 member from Athletics
- Representative to the IFO Academic Affairs Committee

c. Committee Term:

The term of the BSUFA representatives on the IFO Academic Affairs committee is defined in the IFO operating procedures. The term of the other representatives shall be 3 years .

Subsection 2: Academic Computing Committee

a. Committee Charge:

- i. To review the needs and priorities of academic computing and make recommendations on academic computing to the Senate;
- ii. And to serve as a resource for faculty representatives to University wide committees.
- iii. To discuss and communicate with the CIO and other administration regarding academic computing.

b. Committee Composition:

The committee will include
--4 At Large Members
--1 member from the Library

c. Committee Term: 3 years

Subsection 3: Action Committee

a. Committee Charge:

- i. On local issues, to execute and implement coordinated actions consistent with collective bargaining activities and goals set by the BSUFA Executive Board and with the consent of the BSUFA Senate;
- ii. On statewide issues, to execute and implement coordinated actions consistent with collective bargaining activities and goals set by the IFO Board of Directors;

- iii. To maintain contact and communication with other institutions governed by the Master Contract;
- iv. And to include as actions such activities as – but not limited to – letter writing, bannering, and picketing.
- v. Coordinate information flow between faculty and the negotiating team regarding issues and progress of negotiations.
- vi. Work with the IFO Government Relations Committee, Action Committee, and Negotiating Team, and the IFO in general.

b. Committee Composition:

The committee shall consist of
 The Executive Committee and the Action Coordinator of
 the BSUFA

c. Committee Term: 2 years

Subsection 4: Budget, Finance and Allocation Committee

a. Committee Charge:

- i. To review current budget and allocation practices;
- ii. To review the projected budget for the coming biennium;
- iii. To make recommendations to the BSUFA Senate, appropriate and university-wide committees;

b. Committee Composition:

The committee shall consist of
 --2 members from the College of Arts, Education, and Humanities
 --2 members from the College of Business, Mathematics, and Sciences
 --2 members from the College of Individual and Community Health
 --1 member from the Student and Academic Support unit
 --1 member from Athletics

c. Committee Term: 3 years

Subsection 5: Curriculum Committee

a. Committee Charge:

- i. To examine all course and program changes and to make recommendations concerning them to the BSUFA and Senate;
- ii. To review periodically all existing courses and programs;
- iii. To cooperate with departmental and college curriculum committees in matters concerning curriculum;

b. Committee Composition:

The committee shall consist of

- 1 member from the College of Arts, Education, and Humanities
- 1 member from the College of Business, Mathematics, and Sciences
- 1 member from the College of Individual and Community Health
- 1 member from Athletics
- 1 Student and Academic Support or At Large

c. Committee Term: 3 years

Subsection 6: Governmental Relations Committee

a. Committee Charge:

- i. To develop and recommend, in accordance with the BSUFA Executive Board and with Senate approval, language and rationale for potential legislation, a legislative platform, and legislative funding;
- ii. To contact legislators to implement such policies with approval of the Senate and Executive Board;
- iii. And to report to the BSUFA Executive Board and Senate information that may bear on pending legislative actions, policies, and so forth.

iv. Two committee members to serve on the IFO
Government Relations Committee

b. Committee Composition:

The committee shall consist of

- 1 member from the College of Arts, Education, and Humanities
- 1 member from the College of Business, Mathematics, and Sciences--1 member from the College of Individual and Community Health
- 1 member from Athletics
- 1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 7: Graduate Studies Committee

a. Committee Charge:

- i. Recommend all policies and procedures for the administration of graduate studies;
- ii. To act as the graduate curriculum committee, overseeing with exclusive committee authority all changes in the graduate curriculum, including all graduate courses, workshops, institutes, and so forth;

b. Committee Composition:

The committee shall consist of:

- 1 graduate faculty member from Biology
- 1 graduate faculty member from Business
- 1 graduate faculty member from Education
- 1 graduate faculty member from English
- 1 ex officio from the Library
- 1 graduate faculty member from Mathematics
- 1 graduate faculty member from Environmental Studies
- 1 At Large position limited to a graduate faculty member who is NOT listed as a member of a degree granting graduate program.
- 1 Director of Graduate Studies (ex officio)

c. Committee Term: 3 years

Subsection 8: Liberal Education Committee

a. Committee Charge:

- i. To plan and to undertake research on liberal education theories, methods of teaching, assessment, and so forth;
- ii. To coordinate an ongoing process of faculty and student discussions, symposia, lectures and staff development concerning liberal education;
- iii. To propose to the Senate further revisions and improvements in liberal education;
- iv. To establish on-going liaison with the appropriate committees regarding problems in the area of student requests and petitions concerning liberal education;
- v. To propose to the Curriculum Committee for Senate action procedures for assuring the appropriateness of courses offered for liberal education credit;
- vi. To evaluate proposals for experimental courses and to be responsible for establishing criteria for quality control and standards for evaluating the effectiveness of courses taught on an experimental basis;
- vii. To develop and implement plans for the assessment of the Liberal Education Program and its courses and propose suggestions for change based on assessment findings;
- viii. And to work with faculty, programs, and departments to make sure that BSU Liberal Education course offerings are in keeping with the Minnesota Transfer Curriculum.

b. Committee Composition:

The committee shall consist of:

- 2 members from the College of Arts, Education, and Humanities
- 2 members from the College of Business, Mathematics, and Sciences
- 2 members from the College of Individual and Community Health
- 1 member from the Student and Academic Support unit

- 1 member from Athletics
- 1 Liberal Education Director (ex officio)

c. Committee Term: 3 years

Subsection 9: Professional Improvement and Development Committee

a. Committee Charge:

- i. To meet with the university Provost/VPAA, or a representative thereof, to review current policies for facilitating faculty improvement, including those on sabbatical leaves, faculty improvement grants, professional improvement leaves, and faculty travel;
- ii. To make recommendations to appropriate committees for consideration in contract negotiations, meet and confer sessions, and grievance proceedings;
- iii. To make recommendations to the Provost/VPAA concerning appointments to the council of the Center for Professional Development
- iv. Periodically survey faculty to establish funding categories and priorities for the allotment of professional improvement funds.
- v. Make recommendations to the Provost/VPAA on the allocation of professional improvement funds.

b. Committee Composition:

- The committee shall consist of
- 1 member from the College of Arts, Education, and Humanities
 - 1 member from the College of Business, Mathematics, and Sciences
 - 1 member from the College of Individual and Community Health
 - 1 member from the Student and Academic Support unit
 - 1 member from Athletics
 - 1 Center of Professional Development Director (ex officio)

c. Committee Term: 3 years

Subsection 10: Rules Committee

a. Committee Charge:

- i. to propose on its own initiative revisions to the BSUFA Constitution & Bylaws and to make recommendations regarding such proposals as directed by the BSUFA Senate;
- ii. to draft specific amendments to the BSUFA Constitution and Bylaws as directed by the BSUFA Senate;
- iii. to maintain the Rules of the BSUFA Senate by informing Senators of the Parliamentary Rules by which the Senate will operate at the beginning of each academic year and to undertake revisions of these rules as directed by the BSUFA Senate;
- iv. to administer the nominations and elections process for all BSUFA offices, Senate and BSUFA committee positions;
- v. to maintain the public record regarding the terms of office for all BSUFA Officers, Senators, and BSUFA Committee Members;
- vi. to encourage BSUFA members to participate in the BSUFA government by running for positions in the BSUFA, Senate, and its Committees;
- vii. to encourage the dissemination of knowledge about parliaments and parliamentary rules.

b. Committee Composition

The committee shall consist of
--BSUFA Vice President (ex officio)
--Senate Parliamentarian (ex officio)
--1 member from the College of Arts, Education, and Humanities
--1 member from the College of Business, Mathematics, and Sciences
--1 member from the College of Individual and Community Health
--1 member from either Student and Academic Support or Athletics
--1 At Large

c. Committee Term: Three Years

Subsection 11: Teacher Education Committee

a. Committee Charge:

- i. To review for approval or disapproval courses which have been submitted for teacher education by departments within the university;
- ii. And to forward to the Curriculum Committee courses which have been approved for teacher education within the university.

b. Committee Composition;

The committee shall consist of

- 1 member from the Dept. of Professional Education (ex officio)
- 1 Math
- 1 English
- 1 Music
- 1 Physical Education/Health Education
- 2 Members from either Sociology, Chemistry, Biology, Economics, History, Geography, Physics, or Political Science

c. Committee Term: 3 years

Subsection 12: Equity Committee:

a. Committee Charge:

- i. To address matters of concern to faculty of color, women and GLBTA faculty at BSU;
- ii. To promote and sustain a campus environment in which all faculty thrive;
- iii. To address matters relating to equitable treatment of faculty of color, women and GLBT faculty with respect to hiring, employment and representation;
- iv. And to encourage the creation and promotion of scholarship, research, publication and curricular development by and/or about faculty of color, women and GLBTA faculty

b. Committee Composition:

The committee shall consist of:

- The three representatives to the statewide Feminist, Multicultural, and GLBTA Issues Committees of the Inter Faculty Organization
- One at large representative elected from the membership of the BSUFA

- c. **Committee Term:** The terms of the BSUFA representatives on the IFO standing committees shall be those defined by the IFO operating procedures. The term of the at large representative shall be 3 years.

Subsection 13: Contingent Appointments Committee

- a. **Committee Charge**
 - i. The committee will address matters of concern specifically of faculty with contingent and fixed term appointments
 - ii. The committee will work to protect the rights and advocate for the rights of faculty in these roles
 - iii. The committee will help formulate and maintain standards for contingent faculty.
- b. **Committee Composition**

The committee shall consist of:

 - 1 fixed term member
 - 1 adjunct member who must be on an adjunct appointment during the fall semester of the year of service
 - the board representative (if from BSU) or at large contingent employee employed at least in the fall semester of the year in service.
 - BSUFA President or designee (ex officio)
- c. **Committee Term:** 1 year

Subsection B: Committee Responsibilities

Constitution Sec. E Sub. 1 and Constitution Sec. E Sub.2 require committee reports to the faculty senate at least yearly by each committee.

Article VI: Amendment of the Operating Procedures

The Operating Procedures may be amended by a simple two-thirds vote of those in attendance at the BSUFA Senate meeting.

Article VII: Parliamentary Authority

In all meetings of the BSUFA, Senate, Executive Board, and committees of the Senate or BSUFA, the standard of parliamentary authority shall be Robert's Rules of Order Newly Revised, 11th Edition, or the latest edition accepted and approved by the Executive Board.