Article I Responsibilities

A. The responsibilities of the Faculty are defined in Article I, Sections A and B of the Constitution of the Faculty of the College of Applied Science and Technology.

B. Specific responsibilities of the Faculty shall include:

1. To recommend curricula and degrees for approval. Recommendations for new programs come to the Faculty Forum through the Curriculum Committee. The General College Faculty retains the responsibility for the course approval process.

2. To recommend policies concerning promotion, tenure, continuing status, sabbatical leaves and other leaves of absence. Recommendations come to the Faculty Forum through the Personnel Committee except when the recommendations concern individual faculty in which case, they are relayed directly to the Associate Dean of Academic Affairs.

3. To formulate and/or recommend approval for policies stated in official University catalogs. Most policy proposals come to the Faculty Forum upon recommendation of the Curriculum Committee.

4. To establish committees to assist in carrying out the functions assigned to
the Faculty Forum by the Constitution and Bylaws of the College of Applied Science and Technology Faculty. The standing committees of the General College Faculty are described in Article V.

5. To maintain communication and liaison with the President of the University, the Dean of the College of Applied Science and Technology, administrators, faculty, staff and students. A report from the Dean of the College of Applied Science and Technology has a regular place on the agenda for each meeting of the Faculty Forum.

6. To recommend policy concerning the academic conduct of students. Concerns of students may be represented by students to the Faculty at regular meetings of the Faculty Forum.

7. To act upon nominations for recipients of honorary degrees, which may be proposed by University administration and/or faculty.

8. To make recommendations relative to general University policies and procedures. This provision does not mean that the Faculty Forum has the sole right to make decisions that bind the College of Applied Science and Technology. Rather, it affirms that Faculty have a responsibility to address themselves to the University’s general policies and procedures in this public forum.

9. To discharge responsibilities assigned by the Constitution and Bylaws of the faculty.

10. To act upon matters brought for consideration in accordance with the Constitution and Bylaws of the Faculty and existing University policy.

Article II: Members

A. Membership in the Faculty is defined in Article II of the Constitution.

B. During the first week of classes of each year, the Personnel Committee, with the assistance of the Associate Dean of Academic Affairs, shall prepare and publish membership lists of the General College Faculty and the Faculty Forum, as of the September Faculty Forum Meeting

Article III: Officers

A. The officers of the Faculty shall consist of the President, President-Elect, and Past-President as provided for under Article III of the Constitution of the Faculty.

B. The President shall:
1. In consultation with the President-Elect and the Chairpersons of Standing Committees, set the agenda for each meeting of the Faculty Forum.

2. Be ineligible for service in any other elected faculty post during the year of service as President. However, the President is a non-voting, ex-officio member of every faculty committee and may attend all committee meetings except those closed for discussion of personnel issues relating to individual cases.

C. The President-Elect shall:

1. Assist in the gathering, distribution, and archiving of the minutes submitted by all faculty committees.

2. Serve as an alternate representative to the Faculty Senate, should the designated representative be unable to attend.

3. The President-Elect is a non-voting, ex-officio member of every faculty committee and may attend all committee meetings except those closed for discussion of personnel issues relating to individual cases.

Article IV: Meetings

A. Meetings of the Faculty Forum shall be open to the public except when that body decides to meet in closed session, subject to applicable state law. Closed sessions, with only voting members of the Faculty Forum included, shall be held upon the President of the Faculty Forum’s decision or a simple majority of those voting members in attendance.

1. Methods of Voting

   a. At meetings of the Faculty Forum, voting shall be by viva voce, by a show of hands, by a rising vote, or by ballot, as decided by the presiding officer, provided, however, that it shall always be in order to move for a vote by ballot.

   b. By a majority vote at a meeting of the Faculty Forum the pending action may be subject to a mail ballot by the Faculty.

   c. When deemed appropriate by the Faculty Forum leadership voting may be done electronically in accordance with the approved Electronic Voting policy.

B. Petitions of fifty percent (50%) or 15 (15) members of the Faculty, whichever is
smaller, shall be sufficient to call a Special Meeting of the Faculty. Such petition, presented to the President of the Faculty, shall state the purpose(s) of the intended meeting. If a special meeting is called, then notice must be given at least one week prior to the meeting.

C. Rules for Action Items presented at the Faculty Forum.

1. Normal action items up for discussion and/or vote must be introduced at the Faculty Forum meeting prior or distributed electronically to the General College Faculty no less than two weeks prior to said discussion and/or vote in accordance with the approved Electronic Voting policy procedures where applicable.

2. Determination of what constitutes a time-sensitive, or emergency, action item is made by the Faculty Forum President in consultation with Committee Chairs.

3. At a meeting in which a time-sensitive or emergency action item is presented, the Faculty Forum must accept the item as an emergency item with a majority vote (50% plus 1 of those present at the meeting). If the vote is “no,” then the item will be placed on the Forum agenda for the following month.

Article V: Faculty Standing Committees

A. Committee responsibilities include, but are not limited to:

1. Publishing a semester meeting schedule. Copies of the meeting schedules and announcements of special meetings must be sent to the Presidents and President-Elect or the Faculty Forum. The President and President-Elect of the Faculty Forum are non-voting ex-officio members of each committee and may attend any meeting except those closed for the purpose of discussing personnel issues relating to individual cases.

2. Producing meeting records or minutes. Such records must include at a minimum
   a. a record of the faculty members present and
   b. a description of the action items decided by the committee. A copy of each meeting record is to be filed with the President-Elect.

3. Filing copies of all approved documents with the President-Elect.

4. Maintaining communication with the General College Faculty and when appropriate with the Dean. This shall come in the form of clarity and/or an
addendum to the minutes presented at the Faculty Forum

5. Opening meetings to all interested members of the General College Faculty (except for certain meetings of the Personnel Committee, as specified below) and in general conducting all committee business in accordance with the rules specified in the Bylaws.

B. The Personnel Committee shall:

1. Interpret the provisions of Article II of the Constitution.

2. Be responsible for the establishment and publication of the annual membership list of the General College Faculty and the Faculty Forum, as of the September Faculty Forum Meeting of each year.

3. Be composed of a Chairperson and four members of the General College Faculty.

4. Require the term of office to be two years with half of the members elected by the General College Faculty each spring semester. No member of the faculty may stand for election to the Personnel Committee before the member’s second year in the General College Faculty. The Chairperson of the Personnel Committee shall be elected separately each year by the General College Faculty for a one-year term and must either be tenured or have been a voting member of the General College Faculty for 5 years.

5. Shall open its meetings to all faculty members except when discussing personnel issues relating to individual cases.

C. The Curriculum Committee shall:

1. Advise the Faculty on policies and procedures regarding development of new curricula and in matters affecting more than one academic unit.

2. Be composed of a Chairperson and four members of the General College Faculty. The term of office shall be two years with half of the members elected by the General College Faculty each year in the spring semester. The chairperson of the Curriculum Committee shall be elected separately by the General College Faculty each year for a one-year term. No member may hold the office of Chairperson of the Curriculum Committee before having served three years in the General College Faculty and without at least one year of experience as a member of the Curriculum Committee.
3. Include as additional voting members the head of academic advising or their representative.

4. Include one additional non-voting representative from academic advising.

E. The Technology Committee shall:

1. Advise the Faculty on policies, procedures, and practices regarding the use of instructional technology.

2. Be composed of a Chairperson and two members of the General College Faculty and three representatives of the technology staff (IT, Tech support, ID). The term of office shall be two years for each member. One member will be elected each year. Both members will be elected by the General College Faculty in the spring semester.

3. The chairperson of the Technology Committee shall be elected separately by the General College Faculty each year for a one-year term. No member may hold the office of Chairperson of the Technology Committee before having served two years in the General College Faculty and without at least one-year experience as a member of the Technology Committee. The time limitations for the chairperson may be adjusted if no qualified candidate or a limited number of qualified candidates is available. This decision will be decided by a vote from the forum before the election cycle starts. The chairperson will notify the staff members of the agenda a month in advance and they can join any meeting.