

# **FACULTY GOVERNANCE CONSTITUTION OF THE FACULTY**

## **PREAMBLE**

“As a community of learners, Seattle Pacific University seeks to educate and prepare students for service and leadership. We are committed to evangelical Christian faith and values, and to excellence in teaching and scholarship for the intellectual, personal and spiritual growth of students.” This, the Seattle Pacific University mission statement, guides all the functions of the University. To fulfill this mission, the Seattle Pacific University Bylaws invest responsibility for the control of the University in the Board of Trustees and commit its administration to the President. In the context of, and subject to, these responsibilities, effective functioning of the University depends on the cooperative efforts of students, staff, faculty, and administration. By tradition and by virtue of their position as professionals in the field of higher education, faculty members and the Faculty as a group take specific responsibilities for leadership in implementing the University’s mission. In order to clarify the lines of these specific responsibilities and to enhance communication and cooperation among all responsible parties, we establish this Constitution of the Faculty.

## **Article I. OBJECT OF FACULTY GOVERNANCE**

Faculty have responsibility in governance at two levels:

1. The Faculty corporately has primary responsibility to recommend and implement policy and practice for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status and those aspects of student life which relate to the educational process.
2. The Faculty shares responsibility with other components of the university community for policy development in such areas as student affairs, business affairs, public affairs, long-range planning, and intercollegiate athletics.
3. Therefore the Faculty shall have the authority and responsibility, with appropriate student participation in decision making, and subject to approval by the President.
  - a. To formulate, recommend, and, within the lines of responsibility established by the Seattle Pacific University Bylaws, to implement curricula, subject matter, methods of instruction, degree requirements, admission and retention requirements, and all other matters relating directly to the academic program.
  - b. To formulate and recommend policies with respect to those student activities which relate directly to the academic process.
  - c. To recommend policy concerning acquisition and use of educational resources and budgetary allocations.
  - d. To formulate and recommend requirements for and make recommendations concerning appointments, evaluation, tenure, and promotion of its members.

The faculty shall also have the authority and responsibility, subject to approval by the President.

1. To recommend to the Board of Trustees all candidates for baccalaureate and advanced degrees and/or honors.
2. To enact such rules and regulations, so long as they are consistent with the Articles of Incorporations, and to establish and activate such committees or other agencies, as it deems necessary for the effective exercise of its responsibilities.
3. To recommend discipline of any of its members and to provide for a fair and impartial hearing in cases involving alleged misconduct.

## **Article II. MEMBERSHIP**

### Art. II, Section 1. Members

The members of the Faculty shall be the President of the University, full-time and continuing part-time faculty members, including librarians with faculty rank; Associates elected to membership by the Faculty; and the following administrative officers: Provost, academic officers officially titled as Deans, the Dean of Students, and the University Librarian.

### Art. II, Section 2. Associates

The Associates of the Faculty shall be Presidents Emeriti and Faculty Emeriti; Lecturers; Part-time instructors, and visiting faculty; Administrative Officers and Professional Staff not mentioned in Section 1. Associates shall have every membership privilege except voting, which privilege may be granted by the Faculty Senate.

## **Article III OFFICERS AND GOVERNANCE BODIES**

### Art. III, Section 1. The President of the University.

The President is responsible to the Board of Trustees for the overall administration of the University. As first member of the Faculty, the President is also an officer of the Faculty, responsible for selection, development and general supervision of the Faculty and for leading the Faculty in formulation of policies and procedures.

### Art. III, Section 2. The Provost.

The Provost shall be the Chief Academic Officer of the University and Dean of the Faculty, responsible both to the President and to the Faculty.

### Art. III, Section 3. Elected officers of the Faculty.

Elected officers shall be the Chair, the Chair-Elect, and the Immediate Past Chair. Elections and responsibilities of these officers are defined in the ByLaws to this Constitution.

Art. III, Section 4. The Faculty Council.

The executive committee of the Faculty shall be the Faculty Council. Composition, election and functions of the Faculty Council are defined in the ByLaws to the Constitution.

Art. III, Section 5. The Deans' Cabinet.

The Deans' Cabinet shall serve as the senior management and policy implementation body of the Faculty, and as the primary coordinating agency for the work of academic administration. Composition and functions of the Deans' Council are defined in the ByLaws to this Constitution.

Art. III, Section 6. The Faculty Senate.

The Faculty Senate, as the corporate voice of the Faculty in governance, shall consist of all members of the Faculty as defined in Article II, Section 1 of this Constitution, and of those Associates who have been elected to voting membership.

Art. III, Section 7. Academic Structure.

The University's basic academic structure shall be the responsibility of the President, with advice, meaningful participation, and informed response of the Faculty Senate and subject to approval by the Board of Trustees.

**Article IV. MEETINGS**

The Faculty Senate shall meet at least monthly during the academic year. Agenda and scheduling are regulated by the Bylaws to this Constitution.

**Article V. AMENDMENT AND BYLAWS**

Art. V, Section 1.

Any proposed amendment to this Constitution shall be placed on the agenda of the Faculty on written request of the President of the University [acting either as the First Member of the Faculty, or as designated agent of the Board of Trustees], any standing faculty committee, or any ten members of Faculty.

Art. V, Section 2.

A proposed constitutional amendment may be discussed at the meeting at which it is introduced, but final action may not be taken on it until the next regular meeting, at which time it shall have priority over all other business.

Art. V, Section 3.

Approval of a constitutional amendment shall require approval by two thirds of those voting, a quorum being present. It shall become effective immediately upon approval by the Faculty and the President. The President shall be responsible to assure that no constitutional provision is in conflict with or contradictory to University ByLaws. If a Faculty-recommended ByLaw is

recommended by the President despite such conflict, it shall be submitted to the Board of Trustees and shall not become effective until the Board of Trustees has acted affirmatively.

Art. V, Section 4.

ByLaws to implement this Constitution shall be placed on the agenda in the same manner as constitutional amendments. A ByLaw or an amendment to the ByLaws may be approved by the Faculty at the meeting at which it is introduced, providing that it has been published to the Faculty with the agenda for the meeting. A new ByLaw or an amendment to the ByLaws has precedence at the meeting over all other business except constitutional amendment. Approval of a ByLaw or an amendment to the ByLaws shall require approval of a majority of those voting, a quorum being present. ByLaws shall become effective immediately upon approval by the Faculty and the President, except that the President is responsible to assure that no Faculty ByLaw is in conflict with or contradictory to University ByLaws. If a Faculty-recommended ByLaw is recommended by the President despite such conflict, it shall be submitted to the Board of Trustees and shall not become effective until the Board of Trustees has acted affirmatively.

Art. V, Section 5.

The Faculty shall by ByLaw establish a means for interpreting this Constitution, the ByLaws which implement the constitution, and the Faculty Handbook personnel policies.

Art. V, Section 6.

This Constitution supersedes all previous Constitutions of the Faculty of Seattle Pacific University and shall become effective with the beginning of the academic year following its recommendation by the Faculty and approval by the President.

## **BYLAWS**

These Bylaws implement the Constitution of the Faculty of Seattle Pacific University. Governance structures and duties are designed to fulfill the corporate responsibilities of the Faculty. All existing faculty legislation not in conflict with the Constitution and these Bylaws shall remain in force until rescinded or revised by the Faculty.

### **Article B-I                    ELECTION, TERM AND RESPONSIBILITIES OF OFFICERS**

#### **Art. B-I, Section 1. Appointment and term of non-elective officers**

**A. The President of the University.** The President shall be chosen, and the President's term of office shall be governed by the Board of Trustees. Regular

reviews of the President's performance shall include evaluation by one or more representatives of the faculty.

- B. The Provost.** The Provost shall be appointed by the President after the candidates for such appointment have been determined by a committee consisting of the President as chair, with representatives of the Administration, Faculty and Students. The appointment shall be reviewed by a similarly constituted committee at least once every three years.

**Art. B-I, Section 2. Election and term of elective officers**

- A. Chair-elect, Chair, and Immediate Past Chair.** Annual elections shall be held to determine the Chair-elect of the Faculty. The person elected shall serve for the succeeding academic year as Chair-elect, then shall become the Chair for one academic year, and in the third year of the term shall become Immediate Past Chair.

Each candidate for chair-elect shall be invited to present a statement of goals and philosophy of faculty governance at a meeting of the Faculty Senate prior to the balloting. After serving a complete three-year term as described in this Section, the same person is ineligible for election to the same office for a period of one year.

- B. Schedule and Manner of Election.** Election of the Chair-elect shall be by secret mail ballot (paper or electronic) in April of each year. The Chair-Elect shall assume duty upon completion of the spring quarter.

**Art. B-I, Section 3. Responsibilities of officers**

- A. The President of the University,** shall, in addition to the overall administrative responsibility to the Board of Trustees, be responsible for the duties of the first member of the Faculty. As first member of the Faculty, the President shall:
1. Report in writing to the Faculty Senate, with reasons, acceptance, rejection and/or action taken on all recommendations made by the Faculty Senate, within 60 days following the Senate action.
  2. Inform the Board of Trustees of faculty recommendations which are subject to direct approval by the Board of Trustees, and inform the Faculty of Board actions which directly influence the Faculty's conduct of its business.
  3. Implement the operational policies and regulations of the Faculty in harmony with the approved policies of the Board of Trustees.
  4. Supervise the administrative officers in fulfillment of their responsibilities for faculty governance and faculty affairs.
  5. Have the option to serve as an ex officio member of all faculty standing committees.

**B. The Provost** shall

1. Lead and administer the academic program of the University.

2. Implement the academic policies adopted by the Faculty.
3. As Dean of the Faculty, serve or be represented in the Faculty Council.

**C. The Chair of the Faculty shall**

1. Preside at meetings of the Faculty Council.
2. Prepare the agenda for faculty senate, subject to the approval of the Provost. Faculty Council has authority to add, delete, or reorder items (see B-2 section 1F).
3. Insure that substantive business items or substantive issues for discussion appear on each Senate agenda.
4. Represent the Faculty on the President's Staff and to other bodies.
5. Report to the Board of Trustees at each board meeting throughout the academic year.
6. Be responsible for convening standing committees of the Faculty for organizational purposes.
7. Serve as ombudsperson when a faculty member is accused of any action that could lead to discipline or dismissal. (An accused faculty member shall have the right to have the Chair of Faculty present at all meetings with administrators that pertain to the accusation. The chair's role as ombudsperson shall cease in a given case if the accused faculty member files a formal grievance.)
8. Monitor activities of the standing committees, insuring that each committee has appropriate goals and plans for meeting these goals. This includes meeting with Faculty Council and the Provost for the purpose of setting appropriate goals for each faculty committee for the academic year.
9. Insure that Council's activities are reported regularly to the faculty.
10. Insure that all committee chairs provide regular (at least quarterly) reports to the faculty.
11. Proofread the minutes of each meeting of the Faculty Senate, and insure that the minutes are distributed to all members and associates.
12. Insure that committee actions are communicated to Senate, and that Senate decisions are communicated to committee chairs.
13. Insure that Senate actions are communicated in writing to the President and the Provost.

**D. The Chair-elect shall**

1. Serve as a member of the Faculty Council.
2. Serve on the Agenda committee.
3. Assume the responsibilities of the Chair in the Chair's absence.
4. Be responsible for appropriate duties assigned by the Chair.
5. Develop a list of needs and priorities for the purpose of strategic planning (i.e., for the purpose of developing a plan of action for the coming year).
6. Do advance planning for the annual Faculty Retreat.
7. Assess and recommend changes to the Faculty Bylaws, if needed, to the Faculty Council annually.

**E. The Immediate Past Chair shall**

1. Serve as a member of the Faculty Council.
2. Assume the responsibilities of the Chair in the absence of the Chair and Chair-elect.
3. Be responsible for appropriate duties assigned by the Chair.
4. Seek help from appropriate faculty as questions arise concerning the interpretation of the Faculty Handbook.

## **Article B-II. FACULTY GOVERNANCE BODIES AND DUTIES**

### **Art. B-II, Section 1. The Faculty Senate**

**A. Membership.** Membership in the Faculty Senate is defined in the Constitution, Article II. Associates may be elected to voting membership by the following procedures:

1. An associate may be nominated for voting membership in the Faculty Senate by the President of the University, the Faculty Council, or five members of the Faculty. All nominations shall be submitted to Faculty Council in time to be included on the agenda of the Faculty Senate meeting at which action is to be taken.

Nomination of associates for voting membership shall be made on the basis of:

- a. their involvement in the areas in which the Faculty has primary responsibility rather than those areas where the Faculty shares responsibility with other components of the University, as defined in Article I of the Constitution, and
  - b. academic preparation comparable to that required for faculty rank.
2. Associates who have an established relationship with the University and who would qualify for membership according to the preceding paragraph may, upon application to the Faculty Council, with support of a majority of the entire faculty, be elected to a continuing membership in the Faculty.
  3. Upon changes of an individual's status and position within the University, the Faculty Council may recommend to the Faculty Senate a revocation of membership. Publication in the agenda of Faculty Senate shall follow the same schedule as for nomination; a simple majority vote of the Faculty Senate, a quorum being present, shall suffice for revocation.
  4. A list of associates as voting members of the Faculty Senate will be maintained by the Office of the Provost.

**B.** The presiding officer of the Faculty Senate shall be the Chair of the Faculty. (5/01)  
Updated 5-04

**C.** Regular meetings of the Faculty Senate shall be held at least once each month during the academic year. The Faculty shall adopt, no later than the final meeting of

the previous spring term, upon recommendation of the agenda committee, a schedule of regular meetings for the academic year.

- D. Special meetings of the Faculty Senate may be called by the President of the University, the Provost, or the Chair of the Faculty upon written request of at least 15 members. All members shall be notified of special meetings at least three days in advance. In an emergency, the three day notice requirement may be suspended by a two-thirds vote of the entire membership.
- E. Quorum for the transaction of business shall consist of one-third of the total membership for the term during which the meeting is held.
- F. Agenda for each regular meeting shall be determined by the Chair of the Faculty subject to approval of the Provost. Any faculty standing committee or any group of ten faculty members may propose agenda items through the Faculty Council. The Faculty Council has authority to make the final ruling to add an item to the Senate agenda, delete an item, or reorder the items. The agenda shall be sent to the members of the Faculty Senate at least three calendar days in advance of the meeting. Main motions must be written out as part of the agenda.
- G. Parliamentary authority governing business meetings of the Faculty Senate, except in case of conflict with the Constitution or the Bylaws, shall be the latest edition of Robert's Rules of Order. Before the last Faculty Senate meeting of each academic year, the Chair of the Faculty shall, with advice and consent of the Faculty Council, appoint a Parliamentarian. The Parliamentarian shall serve as called upon at meetings of the Faculty Senate, and may be consulted on parliamentary matters at other times.
- H. A Faculty Forum may be convened to discuss items which are primary responsibilities of the Faculty or to express faculty opinion on items which are designated as shared responsibilities (Constitution Article I). Such gathering shall be bound by rules of order as if in Committee of the Whole. While expressions of opinion may be gathered through straw votes, such expressions shall be received only as suggestions to faculty governance bodies. Because no official business may be enacted by a Faculty Forum, no quorum regulations shall apply to it. Any standing or ad hoc committee, or any group of six or more faculty, may request permission from the Faculty Council to hold a Faculty Forum. The Faculty Council shall be responsible to assure minimal conflict with meetings for other legitimate faculty purposes as well as to assure that the subject matter to be discussed is properly within the role of Faculty as herein described.

## **Art. B-II. Section 2. School Structure**

The basic unit in the academic organization is the school. (In any case where an academic unit equivalent to a school is called by a different name, e.g. "division," it shall be treated as a school for all purposes of governance under these Bylaws.) Schools are



organized for administrative purposes under the Office of the Provost. Except as defined in this Section, schools may organize as best fits their individual needs.

- A. The chief administrator of each school shall be called the school dean.
- B. Each school shall name a curriculum committee or committees, as defined in Article II, Section 6.A.3 below, and which serves as a standing committee of Faculty.
- C. Whether or not the school defines and selects a standing school status committee, committees on promotion and/or tenure shall be constructed for the individual case: all tenured members of the school faculty shall be members of the school tenure evaluation committee, and an ad hoc committee shall be formed for each candidate for advancement, consisting of all faculty members of the school at or above the rank and step for which the individual is applying.

### **Art. B-II. Section 3. The Faculty Council**

**A. Membership.** The Faculty Council shall consist of the Provost, the Chair of the Faculty, the Chair-Elect, the Immediate Past Chair, the chair of the Curriculum Committee (CC), the chair of the Assessment Committee (AC), the chair of the Faculty Affairs Committee (FA), the chair of the Admissions, Advising, and Retention Committee (AAR), the chair of the Diversity Committee, and one representative from each school. (The “school” is described in Art. B-II, Section 2.) All members of Council shall have been a member of the faculty (and therefore a member of Faculty Senate) at SPU for three years before serving on Faculty Council.

### **B. Election and term of Council Members.**

1. Chair-elect, Chair, and Immediate Past Chair. See Art. B-1, Section 2.
2. Chairs of FA and AAR. Term of office shall be two years. The Chairs of FA and AAR shall be elected by the Faculty Senate via secret mail ballot (paper or electronic) in fall quarter of odd numbered years. The Chairs of Diversity, CC, and AC shall be elected from within each committee to become a chair-elect and then become chair. The term of office for chair elect and chair is one year each. Those elected shall assume their duties upon completion of the spring quarter.
3. School Representatives. Term of office shall be two years. Election of half of the school representatives shall occur in spring quarter of even numbered years and the other half in spring quarter of odd numbered years. Each School shall nominate one or two faculty as candidates. School representatives shall be elected by the Faculty Senate via secret mail ballot (paper or electronic). Those elected shall assume their duties upon completion of the spring quarter.
4. No person shall be elected to this position who is expected to be on leave or sabbatical during the term of office. Any position which becomes vacant shall be filled by special election as soon as possible.
5. In no case may any member of Faculty Council (other than the representative from the Office of the Provost) serve more than five consecutive years.

### **C. The Faculty Council shall**

1. Serve as the Executive Committee and the Rules Committee of the Faculty Senate.
2. Nominate members of all faculty committees for election or faculty approval and appoint the Parliamentarian.
3. Nominate persons for offices of Chair-Elect, chair of FA, and chair of AAR.
4. Make interim committee appointments, not to exceed a term of one quarter, at the request of the affected committee (if a vacancy exceeds one quarter it shall be filled by regular nomination and election).
5. Create ad hoc committees as needed.
6. Represent the Faculty in the areas of shared responsibility, including all-University administration, long-range planning, and planning the budget.
7. Maintain liaison with the policy-recommending committees of the Faculty and assure that business items are brought to the attention of the Faculty Senate.
8. Review faculty and all-University structures and procedures for policy development; where issues of primary or shared responsibility of the Faculty are not assigned to committees, recommend faculty responses to the issues; as appropriate, recommend to the Faculty Senate changes in structure and procedures.
9. Serve as Steering Committee for the annual Faculty Retreat and for other all-faculty activities for which no standing or ad hoc committee has responsibility.
10. Annually, together with the Provost and Deans, Faculty Council shall negotiate a set of goals for all faculty committees. Faculty Council shall monitor the progress of the committees toward the achievement of the negotiated goals. Updated 5-04  
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11. Recommend and review implementation of policies concerning campus life, including social activities, student conduct, Christian formation, and ministries across campus, including the chapel program.
12. Monitor additions, deletions, and editing of the Faculty Handbook, and the Constitution and Bylaws of the Faculty, to insure that approved actions of the preceding year are appropriately included.
13. Make minutes of its meetings available to the faculty (e.g. by posting them online).

**D. Vacancies.** Vacancies in the Faculty Council shall be filled by the faculty via secret mail ballot (paper or electronic) after receiving nominations at the first meeting of the Faculty Senate after the vacancy occurs (except that a vacancy in the office of Chair of the Faculty shall be filled by the Chair-Elect).

### **Art. B-II. Section 4. Deans' Cabinet**

**A. Membership.** The Provost, School Deans, Associate VPAA, Vice President for Student Life, University Librarian, Director for the Center for Scholarship and Faculty Development. The chair of the faculty shall have access to the agenda and minutes

of the Deans' Cabinet, and may attend certain Deans' Cabinet meetings, at the request of either the Provost or the Faculty Chair.

**B. Functions.** The Deans' Council shall meet regularly in plenary session, and may organize itself as necessary to perform its duties. The Deans' Council:

1. Shall serve as the senior management and policy implementation body of the Faculty and as the primary coordinating agency for the work of academic administration.
2. Shall advise the Office of the Provost in areas of academic leadership, development, and management.
3. Shall implement academic policies and procedures.
4. Shall implement policies in areas of academic services, faculty affairs, and faculty research.
5. Shall review the university-wide budget and make budget recommendations to the President's Staff.
6. Shall coordinate faculty participation in policy implementation for finance and planning, student affairs, and university advancement.
7. Shall facilitate communication among schools, and between schools and other administration.
8. May recommend new or amended policies to the policy-recommending committees of the Faculty.

#### **Art. B-II. Section 5. Faculty Committee membership and organization**

The faculty shall have the authority to create committees and to dissolve committees it has created. All such committees shall be responsible to the Faculty Senate and shall report through the Faculty Council unless otherwise specified in these Bylaws or in the authorizing legislation.

##### **A. Selection of members.**

1. Faculty members of standing faculty committees, except school curriculum committees, shall be elected by the Faculty Senate via secret mail ballot (paper or electronic) for three-year overlapping terms. The term of office shall begin upon completion of the spring term. Ex officio members are designated by office. Wherein these designations name members for whom titles are changed administratively, the Faculty Council shall designate the persons for membership.
2. Professional staff, program administrators, or regular or associate members of the faculty may be made advisory members of faculty committees. They shall have the same rights and privileges as other members except the rights to make motions and to vote (ex officio member of committees have the same rights and privileges as other members, including the rights to make motions and to vote).
3. Members of an ad hoc committee may be elected or appointed as determined by the Faculty. If enabling legislation does not specify how members are to be

selected, the members shall be chosen by the Faculty Council and reported to the Faculty Senate.

4. Restrictions on memberships: No elected faculty member shall serve simultaneously on more than two standing committees. No elected member of the Faculty Council shall serve on more than one standing committee. The Chair of the Faculty shall not serve on any standing committees, except in cases where the Faculty Senate specifies that the Chair of the Faculty is an Ex-officio member of a standing committee. If an officer of the Faculty Council would exceed these restrictions because of membership on a curriculum committee, an exception may be granted by the Faculty Senate.
5. Student appointments: At the beginning of each academic year, the President of the Associated Students shall provide the Office of the Provost and the Faculty Chair with the names of undergraduate student representatives to faculty standing committees in areas of faculty's primary responsibility and of faculty's shared responsibility. Graduate student representatives will be appointed by Faculty Council.

## **B. Organization of faculty committees**

1. If a committee is not one whose chair is elected by the faculty (as provided in B-2 section 3 B.2) then the committee members shall elect its officers at its first meeting. Normally these will include a chair and a secretary. Only elected faculty members are eligible for election to the chair of policy recommending committees in areas of faculty's primary responsibility. For purposes of this section, school deans who are elected to a committee are considered elected faculty members.
2. All meetings shall be open to any interested member of the Faculty except that meetings of the Faculty Status committee and ad hoc grievance adjudication panels shall be closed, and any committee, the Dean's council, or the Faculty Council may, by majority vote of its members, declare a meeting closed.

Minutes of each open meeting of a standing committee shall be recorded and copies sent to the Office of the Provost, the Chair of the Faculty, and each member and advisory member of the committee. Minutes shall also be placed in a public e-mail folder (or other system that makes them accessible to members of the faculty). Minutes of closed meetings of standing committees shall be recorded and distributed according to the decision of the committee. All committees and task forces shall provide periodic written reports of pending agenda and completed actions to the Faculty Council for transmission to the Faculty Senate. In addition, each ad hoc committee shall send a final report to the President of the University, the Office of the Provost, and the Chair of the Faculty on completion of its assigned task, and may be instructed to send its report to other persons or bodies as well.

A summary report of accomplishments and remaining issues will be sent by committee chairs to the Faculty Council at least one week before end of the quarter. The Faculty Council Chair shall distribute these summary reports to the faculty.

## **Art. B-II. Section 6. Committee structure**

### **A. Policy-recommending Committees in Areas of Faculty's Primary Responsibility**

Committees in this category are responsible to the Faculty Senate through Faculty Council, except that school curriculum committees report through the university's Curriculum Committee and are responsible to their school faculties and the Provost.

#### **1. Curriculum Committee**

a. Membership: *Ex officio* - Provost or designee, one school dean or designee; seven faculty members (at least two of whom have teaching loads predominantly in a graduate program and at least two of whom are from the College of Arts and Sciences) including a chair and a chair-elect; one graduate student representative with voting rights regarding graduate issues. Advisory members when agenda requires: directors of undergraduate and graduate programs Librarian, Registrar, Student Academic Services Representative, and the Director of the Center for Learning, Director of the Graduate Center (or designees of these offices).

#### **b. Functions and duties:**

- Review and recommend policies, standards and procedures, and their implementation, governing all curricula and degrees. This includes:
  1. Proposals for new programs, majors, and minors. The committee will forward its recommendations to the Provost.
  2. All new courses, cross-listing of courses, the addition or deletion of courses with intra-school consequences, and changes in major size. The committee will forward its recommendations to the program chairs and school or college deans.
  3. Policies, standards and procedures for general education, the University Scholars Honors Program, student-designed majors, study-away programs and other special programs.
  4. The committee will forward its recommendations to the faculty, program chairs, school or college deans and/or the Provost as appropriate.
- Report actions and recommendations to Faculty Senate through Faculty Council.

#### **2. Assessment Committee**

a. Membership: *Ex officio* - Provost or designee, one school dean or designee; seven faculty members including a chair and a chair-elect (each college/school will have one representative, SBE, SOE, SHS, SPFC, SOT;

CAS will have two representatives; at least two of the previous will have teaching loads predominantly in a graduate program). Advisory members when agenda requires: directors of undergraduate and graduate programs Librarian, Registrar, Student Academic Services Representative, and the Director of the Center for Learning, Director of the Graduate Center (or designees of these offices).

- b. Functions and duties:
  - Recommend and review implementation of University-wide policies, standards and procedures governing the assessment of all undergraduate and graduate programs;
  - Conduct a regular assessment of all undergraduate and graduate programs in the University and forward the review findings to the program's chair, school or college dean, Curriculum Committee, and the Provost. This includes an assessment of:
    1. Programs
    2. Majors and Minors
    3. Study Away or Study Abroad Programs
  - Report actions and recommendations to Faculty Senate through Faculty Council.
3. School Curriculum Committees
  - a. Membership: Each school shall select a faculty-student curriculum committee, the number of members, composition and procedures to be determined by the faculty of each school.
  - b. Functions and duties:
    - Advise the school dean;
    - Recommend to the university Curriculum Committee courses to be offered, requirements for fields of specialization (majors and minors), and specific criteria for advanced standing and certification of credits by examination.
4. Faculty Affairs Committee
  - a. Membership: *Ex officio* - Provost or designee, one school dean or designee; seven faculty members. Advisory member when agenda requires: ASSP President or designee.
  - b. Functions and Duties:
    - Recommend and review implementation of policies, standards, and procedures concerning contracts, salaries, fringe benefits, rank and tenure, leaves of absence; sabbaticals, faculty under contract for retirement; use of facilities designated for special faculty use; special academic events and awards.
    - Recommend, in collaboration with the administration, changes to the Employee Benefit Handbook (as a matter of faculty contracts).

- Initiate other actions as provided in the Faculty Handbook.

#### 5. Institutional Review Board

- a. Charter: In accord with Federal Regulations 45CFR46, Seattle Pacific University has provided the Department of Health and Human Services an assurance that it will comply with federal regulations for human subjects' protections. This Federal Wide Assurance, known as FWA, covers the responsibilities of the University, the IRB, and investigators. Under the FWA, all research involving human subjects at SPU - not just federally funded research - is subject to IRB review and approval. The IRB follows the Federal Regulations associated with 45CFR46. The IRB also maintains the right to adhere to University specific regulations that are not in violation of Federal guidelines.
- b. Membership: The committee has eight members: three members from College of Arts and Sciences, one member each from the School of Education, School of Business and Economics, School of Health Sciences, and the School of Psychology, Family and Community, one University administrator, and one person from outside the University. The committee also has a prisoner advocate, who is external to SPU and is brought in to champion the rights of prisoners when reviewing potential research with this vulnerable population. Appointments to the IRB will be made by the Provost per the federal regulations upon the recommendations of the appropriate Deans, in particular making note of the federal guidelines to maintain a committee that contains both males and females and people of different cultural and ethnic backgrounds. IRB members should accept this appointment with the understanding that they will serve at least three years. Given the large knowledge base associated with serving on the IRB, terms on the board are considered continuous until a member requests to be replaced.
- c. Authority, and responsibilities: The Institutional Review Board (IRB) shall review and have authority to approve, require changes prior to approval, or disapprove research activities involving human subjects which are conducted at or sponsored by SPU, including research activities (a) performed by SPU faculty, staff, and students, (b) performed in SPU facilities, or (c) otherwise supported by University resources which are under the control of SPU officials. The IRB shall also have the responsibility and authority to adopt appropriate procedures to assure compliance with the approved consent process and other requirements for the protection of human subjects. To fulfill the requirements of DHHS regulations and this policy, the IRB shall have the following authority and responsibilities:
  - The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by federal regulations, state law, and institutional policy.
  - The IRB shall require signed informed consent by Human Subjects where required by 45CFR46.116 & 117.
  - The IRB shall notify investigators and the institution in writing of its decision to approve or disapprove the proposed research activity or of modifications required to secure IRB approval of the research

activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.

- Except when an expedited review is used, the IRB shall review proposed research at convened meetings at which a quorum of the members of the IRB are present. For the research to be approved, it must receive the approval of a majority of those members present at the meeting.
- The IRB shall not allow any member to participate in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.
- The IRB shall ensure appropriate training for Investigators whose research includes Human Subjects.
- The IRB shall conduct continuing reviews of research at intervals appropriate to the degree of risk but not less than once per year. The IRB shall have the authority to determine which research requires review more often than annually.
- The IRB shall have the authority to suspend or terminate approval of research that is not being conducted in accordance with its approval.
- The IRB shall have the authority to suspend or terminate approval or require modification to research that has been associated with unexpected serious harm to subjects. Any suspension or termination of approval shall include a statement of reasons for the IRB action and shall be reported promptly to the investigator and the Provost.
- The IRB will maintain appropriate records regarding investigator training, research projects, and federal certificates.
- The IRB shall publish its policies and procedures that detail requirements for research with Human Subjects.
- The IRB will ensure that the University meets its obligations for Federal Wide Assurance and makes appropriate changes in light of new regulations.
- The IRB is responsible for reporting to the Provost any serious or continuing noncompliance by investigators with the requirements and determinations of the IRB.
- The IRB shall report annually to Faculty Council on the status of its work.

#### 6. Institutional Animal Care and Use Committee

- a. Membership: The committee requires a minimum of three voting members and one student representative: one faculty research scientist, one certified veterinarian, one person from outside the University, and one matriculated student at the University. The person from outside the University must not be otherwise affiliated with the University and not be part of the immediate family of a person who is affiliated with the



University. The non-University representative would ideally have a background in ethical and/or legal matters, but not necessarily have a background in research. The IACUC membership should be as diverse as possible in gender, cultural background, and race. The Provost approves appointments to the committee for a minimum three-year term. If a member resigns from the committee, he or she will be replaced by another appropriate candidate to complete the remainder of the term.

- b. Functions and duties as described in the Guide for the Care and Use of Laboratory Animals and the Public Health Services regulations:
  - Review applications related to the care and use of animals in research and teaching.
  - Approve, require modifications in (to secure approval), or withhold approval of those components of proposed activities or significant changes to applications related to the care and use of animals in research or teaching.
  - Review, at least once every six months, SPU's program for humane care and use of animals.
  - Inspect, at least once every six months, all of the animal facilities.
  - Prepare reports of IACUC evaluations and submit the reports to the Provost.
  - Review and investigate concerns involving the care and use of animals at the research facility resulting from public complaints and from reports of non-compliance received from facility personnel or employees.
  - Make recommendations to the Provost regarding any aspect of the research facility's animal program, facilities or personnel training.
  - Suspend an activity involving animals when necessary; take corrective action and report to the funding agency and Office of Laboratory Animal Welfare (OLAW) of the National Institutes of Health.

#### 7. Admissions, Advising, and Retention Committee

- a. Membership: *Ex officio* - Provost or designee, five faculty members, and the Director of General Education. Advisory members when agenda requires: One SAS Representative, Director of Student Financial Services, Director of Admissions, Director of the Center for Learning as a Designate of the Office of the Dean of Students, and undergraduate student(s).
- b. Functions and Duties:

Review and recommend policies and standards in:

- undergraduate admissions to the university,
- admissions to undergraduate majors,
- advising,
- retention,
- and the implications of these policies on academic mission and programs.

This includes, but is not limited to, registration and records, academic probation, and services for special student populations.

#### 8. Diversity Committee

- a. Membership: *Ex officio* - Provost or designee and five faculty members including a chair, chair elect, and a minimum of one tenured faculty. Advisory members as the agenda requires may come from constituent groups across campus.
  - b. Function and Duties:
    - Recommend and review implementation of policies, standards, and procedures that assist in the recruitment and retention of a racially and ethnically diverse faculty.
    - In conjunction with the committees that govern faculty and curriculum development, the Diversity Committee will recommend and review implementation of policies, standards, and procedures that assist faculty in addressing race and ethnicity issues in the curriculum, classroom and advising.
    - Provide yearly assessment report to the Faculty Council on the state of faculty diversity which follows assessment criteria approved by the Diversity Committee.
    - Meet as needed with advisory members and key campus constituencies to gather information on the current state of diversity on campus, as well as collaborating in work towards common campus diversity goals.
9. Faculty Budget and Stewardship Committee
- a. Membership: *Ex officio* - Provost or designee (non-voting); Faculty Chair, Past Chair, Chair Elect; three tenured faculty members.
  - b. Functions and Duties:
    - Recommend and review implementation of budget and stewardship policies in all areas pertaining to the academic enterprise.
    - Serve as an advisory board to the office of the VP Business and Finance during budgeting process.
    - Develop a program of regular assessment reports to the Faculty Senate through the Faculty Council on the stewardship of university resources.
    - Prepare faculty budget and stewardship documents, including reports as requested.

**B. Policy-recommending Committees in Areas of Faculty's Shared Responsibility**  
 Committees in this category are responsible to the Executive Office and will report their actions and recommendations to the Faculty Council.

1. Intercollegiate Athletics Committee
  - a. Membership: *Ex officio* - President's Faculty Athletic Representative to the NCAA, Director of Athletics, Vice President for Student Life or designee; six faculty members (one of whom shall serve as chair); two undergraduate students; an alumnus designated by the Vice President for University Advancement, who shall not be a member of the Board of Trustees. Advisory members when agenda requires: Assistant Athletics Director for Compliance and the Senior Woman Athletics administrator.

- b. Functions and duties: Recommend and review implementation of policies, standards and procedures in the areas of athletic participation eligibility, budget, major sports, schedules, grants-in-aid, conference and national affiliations.

### **C. Operational Committees**

Committees in this category are responsible to diverse offices as specified in “functions and duties” portions of descriptions.

#### 1. Faculty Status Committee

- a. Membership: *Ex officio* - Provost or designee; seven tenured faculty members.
- b. Functions and duties: Recommend to the President and the Board of Trustees faculty members for promotion, tenure, sabbatical leaves, and other leaves of absence; review non-reappointment of faculty members; other assigned duties.

#### 2. Faculty Development Committee

- a. Membership: *Ex officio* - Director of the Center for Scholarship & Faculty Development, University Librarian, Director of Instructional Technology Services, one school dean (or designees of these offices); a minimum of five faculty members, including two tenured faculty members; one undergraduate and one graduate student. Advisory members may be added when agenda requires.
- b. Functions and Duties:
  - Recommend and review implementation of policies and programs in all areas pertaining to faculty development positively impacting teaching, scholarship, service and spiritual life.
  - Provide guidance for faculty in the areas of course design, class management, instructional methods and technologies, and the implementation and use of student course evaluations, etc.
  - Serve as an advisory board to the Center for Scholarship and Faculty Development.
  - Recommend criteria, review, and appoint a faculty subcommittee to approve proposals submitted for grants funded by the Office of the Provost.

### **D. Task forces, ad hoc committees, and advisory groups**

1. School committees. Schools may develop their own committee structures, including both standing and ad hoc committees.
2. Grievance committees. Ad hoc grievance adjudication panels shall be appointed as detailed under in the Faculty Handbook.
3. Other committees. All other task forces, study groups, and ad hoc committees dealing with primary or shared responsibilities of the faculty shall come under the

purview of the Faculty Council for review of charge, term, membership, and selection of chair.

- a. Location of responsibility. The Faculty Council shall have the right to recommend to the Faculty Senate that such a proposed charge is better assigned to a standing committee or that the task should be shared with such a committee
  - b. Reports of committees other than school and grievance committees. The charge, term, membership and chair shall be announced in the Faculty-Staff Bulletin and to the Faculty Senate at the time the group is convened. A summary of findings and proposals will be sent to the Faculty Council.
4. Advisory groups with faculty as members may also be formed for specific purposes. Individuals are nominated by the coordinators of the programs being advised and are appointed by the Office of the Provost, in consultation with the Faculty Council. Membership on such an advisory council shall not be considered membership on a standing committee of the faculty.
  5. Standing Advisory Groups may be formed by groups of faculty as approved by majority vote in Faculty Senate. If the goals and composition of a Standing Advisory Group are approved by Senate, service in that group counts as university service for the purpose of promotion and tenure. Standing Advisory Groups are required to report their composition annually in October to Faculty Council. A group's status as a Standing Advisory Group may be withdrawn at any time by majority vote of the Faculty Senate. Faculty Council is not responsible for maintaining the composition of Standing Advisory Groups, but such groups shall report to Faculty Council if requested to do so by the Chair of the Faculty.

### **Article B-III                    SOURCES OF FACULTY LEGISLATION**

All main motions (e.g. motions to adopt reports of committees) shall be written out and distributed as part of the agenda.

#### **Art. B-III, Section 1. Committees.**

If a committee wishes to recommend legislation to the Faculty Senate, the statement of that legislation and the committee's action shall be recorded in the minutes or report sent to the Chair of the Faculty, with a written request that the legislation be placed on the agenda of the Faculty Senate.

#### **Art. B-III, Section 2. The Faculty Council.**

Members of the Faculty Council are charged to monitor the minutes and other reports of committees to assure that items of general faculty interest are brought to the attention of the Faculty Council. As the Executive Committee of the Faculty Senate, the Faculty Council may request that committees bring items to the Faculty Senate for consideration. The Faculty Council itself may submit items for the faculty senate agenda. (See bylaws B-II section 1 F)

#### **Art. B-III, Section 3. Unofficial faculty groups.**

Any ten faculty members may propose agenda items by submitting a petition including the main motion they wish to have considered, with a request that it be placed on the Faculty Senate agenda, to the Faculty Council Chair.

Art. B-III, Section 4. Individual faculty members.

No motion is in order, which does not pertain to an agenda item. Any individual may request that the Faculty Council consider submitting an issue as an agenda item to the Agenda Committee.

Art. B-III, Section 5. Non-faculty sources.

Non-members may petition faculty committees or the Faculty Council to have specific topics considered for submission to the Faculty Senate.

## **Article B-IV. AMENDMENTS**

These Bylaws may be amended as prescribed in Article V, Section 4 of the Constitution.

Article B-IV, Section 1.

Amendments to the Bylaws or constitution take effect following the last day of the academic year in which they are approved, unless a different effective date is passed by Faculty Council. At the end of each academic year the faculty chair will work with the Office of the Provost to update the bylaws and constitution to include any amendments approved that year. The bylaws and constitution posted on the SPU web page on the last day of the academic year (or another official date determined by the Provost) will be the official text for the next academic year.