

## **SECTION: I. GENERAL**

### **SUBJECT: CONSTITUTION OF THE FACULTY OF LEWIS-CLARK STATE COLLEGE**

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**Background:** Used by faculty to discharge responsibility for internal government.

**Point of Contact:** The President, the Provost, and the Faculty Senate are responsible for monitoring this policy.

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Chair of the Faculty Senate, Administrative Procedures Committee

**Date of approval by LCSC authority:** March, 2009

**Date of State Board Approval:**

**Date of Most Recent Review:** March, 2009

**Summary of Major Changes incorporated in this revision to the policy:** Committee structure, division structure, and clarification of parliamentary procedures.

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## **PREAMBLE**

We, the Faculty of Lewis-Clark State College, in order to discharge our responsibilities for internal government entrusted to us by the Idaho State Board of Education (hereafter referred to as Idaho SBOE), do hereby adopt and declare this constitution to be the basic document under which we shall discharge those responsibilities, consonant with the established policies of the Idaho SBOE. Any provision of this constitution that falls below the minimum standards set by the Idaho SBOE policy is inapplicable.

## **ARTICLE I—GENERAL PROVISIONS**

**Section 1. Idaho State Board of Education.** The Idaho SBOE is vested by Article IX of the Constitution of the State of Idaho with all powers necessary or convenient to govern the College in all its aspects. The Idaho SBOE is the final authority for actions of the Faculty. Policy actions taken by the Faculty are subject to the final approval of the Idaho SBOE.

**Section 2. President of the College.** The President shall be president of the Faculty, or of the several faculties, within her or his institution and the chief executive of the instructional force in all of the institution's departments or divisions. She or he shall have authority, subject to Idaho SBOE policies, to give general direction to the instruction, research, and services of the institution. She or he shall make all recommendations concerning employment of faculties and other personnel of the institution. She or he shall be responsible to the Idaho SBOE for the administration and enforcement of all rules and regulations of the institution promulgated within the policies adopted by the Idaho SBOE:

- A. The President, with the advice of the Faculty, shall determine from time to time the internal and functional organization of the institution. She or he, or her or his designee, shall be an ex officio member of all committees, councils, and boards necessary to the operation of the institutional program and the immediate government of the institution.

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- B. The President, with the advice of the Faculty, shall have the right to veto any action, resolution, or recommendation of the Faculty, provided, however, that any issue so vetoed upon a two-thirds (2/3) vote of the Faculty present and voting at a regular meeting of the Faculty Association must be referred to the Idaho SBOE for consideration.
- C. The President shall have all the rights, prerogatives, and responsibilities, which normally accrue to the position. She or he shall be responsible to the Idaho SBOE.
- D. The chief executive shall select her or his own staff, subject to the required approval of the Idaho SBOE for all appointments.

**Section 3. The Faculty of the College.** The Faculty of the College consists of full-time lecturers, instructors, assistant professors, associate professors, professors, exempt and instructional personnel teaching at least six (6) credits or twelve (12) contact hours per week for three (3) or more of the previous six (6) semesters, the President, Provost, Vice Presidents, Deans, instructional Division Heads, and Registrar.

**Section 4. Associate Faculty Members.** Faculty members with emeritus status, exempt instructional personnel teaching at least one (1) credit per year but not listed as Faculty in Section 3, and such other administrative officers as the President may designate in writing are Associate Faculty members.

**Section 5. The Faculty Association.** The Faculty Association of Lewis-Clark State College is hereby established as the body representing the electoral interest of the Faculty. The Faculty of the College are voting members of the Faculty Association; Associate Faculty members are members of the Faculty Association with voice, but without vote.

The Faculty Association, acting in partnership with the President, is responsible for establishing educational policies and participating in institutional government (as defined in Article III of this document). The Faculty Association communicates with the Idaho SBOE through the President, the Provost, and the Chair of the Faculty Association. The responsibilities of the Faculty Association are carried out through the various committees of the Faculty Association, the Faculty Senate, and the assembled Faculty Association.

**Section 6. The Faculty Senate.** The Faculty Senate is empowered to act for the Faculty in all matters pertaining to the immediate governance and improvement of the College. The Faculty Senate is responsible to and reports to the Faculty Association and through the President to the Idaho SBOE, per LCSC's organizational structure. It will establish and review policies for promotion and merit, as well as sabbatical and professional leaves; make curriculum decisions; and protect the well-being of the students.

- A. Structure. The Faculty Senate shall be constituted as follows:
  - 1. Members of the Senate must be regular members of the Faculty Association.
  - 2. Each Division of the college engaged in instruction shall have one (1) representative in the Senate for every seven (7) or fraction of seven (7) budget line faculty positions. The representative for each Division shall be a faculty member with his or her primary appointment in that Division. Divisions are defined as the Library and those instructional units that are chaired by a Division Chairperson. In addition, Student Services shall have one

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- (1) representative. The number of representative faculty positions within a division will be determined by the Faculty Senate Chair in concert with the Provost.
3. Senators are elected by their divisions. Division Chairs are responsible to identify Senate members and disperse this information to the Faculty Chair.
  4. Two (2) students are appointed by the President of the Associated Students of Lewis-Clark State College (ASLCSC). They will have voting privileges.
  5. The President, or the President's designated representative, Registrar, American Association of University Professors (AAUP) representative, and Past Faculty Chairperson shall be an ex-officio member (with voice, but without vote) in the Faculty Senate.
- B. Officers. Each year by the end of spring semester, the Faculty Association shall elect a Chairperson and a Chairperson-Elect from the Faculty to take office the day following spring graduation. The Chairperson and the Chairperson-Elect are also Chairperson and Chairperson-Elect of the Faculty Senate. Also, each year a Secretary from the Faculty shall be appointed by the Chairperson, subject to confirmation by the Faculty Association.
1. Responsibilities of the Chairperson are to:
    - a. be the official leader and voice of the Faculty Association;
    - b. represent the Faculty Association at the Idaho SBOE meetings dealing with higher education;
    - c. preside at Faculty Association meetings which she or he calls;
    - d. preside at or appoint the Chairperson-elect to preside at all meetings of the Faculty Senate;
    - e. be an ex-officio member of all committees with voice, but without vote;
    - f. appoint the Secretary of the Faculty Association, subject to confirmation by the Faculty Association;
    - g. call regular meetings of the Faculty Senate during the academic year;
    - h. ensure a quorum of 50% plus one (1) Faculty Senate members are present prior to conducting official business;
    - i. perform all other duties pertaining to this office, as they arise;
    - j. act as a Chair of the Chairpersons for the standing committees of the Senate;
    - k. chair the Faculty Senate Cabinet and the Budget Liaison Committee;
    - l. be a member of the Idaho Council of Higher Education Faculty.

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2. Compensation to the Chairperson:
  - a. The Chairperson shall receive a stipend equal to one (1) month's salary, which is to be paid over the term of the Chairperson's regular contract payment.
  - b. The Chairperson shall receive a 50% release time from normal teaching duties during his or her term.
    - (1) Upon the mutual agreement of the Chairperson, Provost, Chairperson's Division Chair, Chairperson-elect, and Chairperson-elect's Division Chair, the Chairperson and Chairperson-elect may elect to receive release from normal teaching duties in a combination that will provide for a smooth transition from year to year. For example: Fall Semester, Chairperson 50%; Spring Semester, Chairperson 25% and Chairperson-elect 25%, or some other combination as agreed upon by all of the above parties.
  - c. The Provost's Office shall provide budget support for travel to Idaho SBOE meetings, Idaho Council of Higher Education meetings, and other engagements mandated by the regular responsibilities of the Chairperson.
3. Responsibilities of the Chairperson-Elect are to:
  - a. assume the duties and responsibilities of the Chairperson in the absence of the Chairperson;
  - b. perform all other duties pertaining to this office, and other such duties as may be assigned by the Chairperson or by the Faculty Association;
  - c. chair the Faculty Affairs Committee;
  - d. serve on the College Foundation Board Committee;
  - e. be a member of the Budget Liaison Committee;
  - f. be a member of the Faculty Senate Cabinet;
4. Responsibilities of the Past Chairperson are to:
  - a. chair the Administrative Procedures committee;
  - b. be a member of the Budget Liaison committee;
  - c. be a member of the Faculty Senate cabinet;
  - d. be an ex-officio member of the Faculty Senate.
5. Responsibilities of the Secretary/Treasurer are to:

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- a. maintain an accurate record of all meetings of the Faculty Association and the Faculty Senate;
  - b. send a copy of the Faculty Association meeting and the Faculty Senate meeting minutes to the Provost, Faculty and Archivist;
  - c. maintain records of and report on Faculty dues payments and expenditures made from those funds.
- C. Term of Office.
1. Faculty Senators. Faculty Senators are encouraged to serve for three (3) years.
  2. Faculty Chairperson. The Chairperson will serve one (1) year as the Chair, and one (1) year as the immediate Past Chair. In the event of a resignation by the Chairperson, the immediate Past Chairperson will assume the responsibilities of the Chairperson for the remainder of the term.
  3. Chairperson Elect. The Chairperson-Elect will serve one (1) year as Chairperson-Elect and the following year will serve as the Chairperson. In the event of a resignation by the Chairperson-Elect, an Association meeting will be held within a month of the resignation for the purpose of electing a new Chairperson-Elect.
  4. With mutual agreement between the Faculty Chairperson and the Chairperson-Elect, and upon election by the Faculty Association, the Faculty Chairperson and Chairperson-Elect may serve an additional one (1) year term.
  5. Secretary/Treasurer. The Secretary/Treasurer will serve a term of one (1) year. This term may be repeated.

**Section 7. Parliamentary Procedure.** All official business conducted by the Faculty Association, the Faculty Senate, and all Standing Committees shall follow the current edition of Robert's Rules of Order.

**ARTICLE II—FACULTY ASSOCIATION MEETINGS**

**Section 1. Meetings.** Meetings of the Faculty Association may be called with five (5) school days notice by the President or by the Chairperson of the Faculty Association, or in the absence of the Chairperson, by the Chairperson-Elect of the Faculty Association, or upon the written petition of ten (10) Faculty members. There will be at least four (4) meetings during the college year. The President and the Chairperson, respectively, are expected to call at least two (2) meetings each. The President, (or her or his designee), shall preside at all meetings of the Faculty Association which the President has called, and the Chairperson or Chairperson-Elect shall preside at all meetings they have called.

**Section 2. Secretary-Treasurer.** The Secretary-Treasurer of the Faculty Association shall be the Secretary-Treasurer of the Faculty Senate subject to confirmation by the Faculty Association.

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**Section 3. Quorum.** A quorum shall consist of not less than one-third (1/3) of the members of the Faculty Association (as defined in Article 1, Section 5.) Proxy votes must be presented in writing to the Secretary of the Faculty. Proxy votes will not count in the calculation of a quorum. By majority vote of the members present, a written poll of the Faculty of the College may replace a voice or written vote. The written poll must be issued within two (2) working days of the request and returned within seven (7) working days of the request.

**Section 4. Agenda.** An agenda listing all subjects to be voted on by the Faculty Association, other than routine matters, shall be issued to all members of the Faculty at least two (2) days in advance of each meeting of the Faculty Association, except as provided in clause E of this section.

- A. Responsibility. The President shall be responsible for and shall issue the agenda when she or he has called the meeting. The Faculty Association Chairperson (or Chairperson-Elect in the absence of the Chairperson) shall be responsible for and issue the agenda when the Chairperson (or Chairperson-Elect) has called the meeting.
- B. Agenda Items. Individual members of the College community who wish to suggest items for the agenda shall submit them to the President if the President has called the meeting, or to the Chairperson (or Chairperson-Elect) if the Chairperson (or Chairperson-Elect) has called the meeting. No items may be considered under this clause, unless presented within the proper time limit (see Article II, Section 4 for Agenda and Article II, Section 4, E. Agenda for Emergency Meetings), or unless the presiding officer considers the matter at hand "routine" business.
- C. Resolutions Requiring Action. Ten (10) or more members of the College community desiring to submit a resolution which requires action at the next Faculty Association meeting shall submit the signed resolution to the President at least three (3) school days prior to the meeting. Such resolutions shall be published in full and included with the agenda.
- D. Proposed Changes of Written Policies or Regulations. Any proposed change in written policy or regulation which requires action at the next Faculty Association meeting must be published in full with the agenda, or final action on the proposal must be delayed until the next Faculty Association meeting.
- E. Agenda for Emergency Meetings. If circumstances require an emergency meeting of the total Faculty, the President or the Faculty Association Chairperson shall declare the emergency, and thus call the meeting. In such circumstances, the agenda may be limited to items approved by the President, if the President calls the meeting, or by the Chairperson, if the Chairperson calls the meeting, and should be published not less than two (2) school days prior to the emergency meeting. Policy actions taken at emergency meetings require an approving vote of two-thirds (2/3) of the members of the total Faculty in attendance at the emergency meeting. A quorum, as indicated in Article II, Section 3, must be present to conduct any business. None of the rules stipulated in this clause may be suspended or altered.

## **ARTICLE III—RESPONSIBILITIES OF THE FACULTY**

Subject to the authority of the Idaho SBOE and in keeping with the role and mission of the College, the Faculty recognizes and accepts its responsibilities for the immediate governance of the College, including, but not restricted to:

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**Section 1. Standards for Admission.** The Faculty, in concert with the Director of Admissions/Registrar, shall establish minimum standards for admission to the College and its various units.

**Section 2. Academic Standards.** The Faculty shall establish academic standards to be maintained by all students in the College and its various units.

**Section 3. Courses, Curricula, Graduation Requirements, Degrees.** The Faculty shall establish and approve courses of instruction, curricula, degrees offered, and graduation requirements.

**Section 4. Scholarships, Honors, Awards, Financial Aid.** The Faculty shall establish general principles in accordance with which privileges such as scholarships, honors, awards, and financial aids shall be accepted and allocated.

The Faculty may review the standards established for the allocation of such privileges.

**Section 5. Conduct of Students.** The Faculty is responsible for establishing rules and regulations governing the conduct of students on the campus and at authorized College activities. Rules and regulations established by the committees shall conform to established law and standards of due process, and shall be subject to review by the Faculty Senate and the President, as well as review and final approval by the Idaho SBOE. Students shall have the right of formal appeal from decisions of the College officials and bodies to the Hearing Board, the President, and the Idaho SBOE.

**Section 6. Student Participation.** The students shall be given representation on Faculty committees and in the Faculty Senate.

**Section 7. Selection of Administrative Officers.** The Faculty shall assist the Idaho SBOE in the selection of the President and shall assist the President in the selection of other administrative officers of the College.

**Section 8. Governance of Divisions.** The Faculty shall establish general standards to guarantee the rights of the Faculty to participate in the governance of their respective divisions and in the selection of their respective Division Chairpersons.

**Section 9. Faculty Welfare.** The Faculty, through the Faculty Senate and other standing Faculty committees, shall select a standing committee to establish criteria for salaries, working conditions, benefits, appointments, promotion, tenure, dismissal, academic freedom, leaves, and related matters, insofar as they are not in conflict with Idaho SBOE policy, and shall, in concert with the Provost, provide for a program of Faculty development.

**Section 10. Budget.** Members of the Faculty shall participate in budgetary matters at the Divisional and College level. It is expected that the President will seek advice and counsel from the Faculty on budgetary policies, which could significantly affect existing divisions of the College by including two (2) Budget Liaison Committee members in all Budget Committee meetings through the academic year. The Chairperson of the Budget Liaison Committee shall designate the two (2) members who will attend each meeting.

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**Section 11. Organization of the College.** The Faculty shall advise and assist the President and the Idaho SBOE in establishing, reorganizing, or discontinuing administrative and academic units of the College.

**Section 12. Committee Structure.** The Faculty shall establish and maintain all college-wide standing and special committees, subcommittees, councils, and boards as specified in Article IV, and similar bodies necessary to the internal governance of the College, and provide for the appointment or election of members of such bodies. The section does not apply to ad hoc committees of a fact-finding nature to advise the President or to committees established by the President, or designee, for delegated administrative tasks.

## **ARTICLE IV—COMMITTEES**

### **Section 1. General Provisions.**

- A. The word "committees" is a general term describing all committees, sub-committees, councils, boards, and similar bodies.
- B. The Faculty Senate appoints all standing committees other than those reserved to the President or designee.
- C. The President is responsible for appointing ad hoc committees of a fact-finding nature to advise her or him and to appoint committees made up solely of administrators; the President, or designee, may also appoint committees for delegation of administrative tasks.
- D. The establishment, discontinuance, or restructuring of a standing committee requires a constitutional amendment, except for committees required by Idaho SBOE policy or eliminated by the Idaho SBOE.
- E. Unless otherwise indicated, no standing committee will be chaired by the administrative officer who is substantially responsible for implementing the policies or recommendations of the committee.
- F. Committee Chairpersons are rotated so that no committee comes to be identified with one (1) individual.
- G. The President of the College, or her or his designee, and the Chairperson of the Faculty, or her or his designee, are members ex-officio, with voice, but without vote on all committees.
- H. Divisions for purposes of committee membership are defined as the Library and those instructional units that are chaired by a Division Chairperson.
- I. The tenure of individual members on standing committees may not be terminated within her or his stated term of office except for cause and with the concurrence of the Faculty Senate.
- J. Committees meet on the call of the Chairperson. Committees may be convened by one-half (1/2) of the members on the committee with one (1) day written notice to all other members. All

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committees will be convened by the second week of September. A quorum for committee meetings shall consist of 50% plus one (1) committee members.

- K. Proxy votes are not permitted.
- L. Unless otherwise provided, all committee assignments terminate on September 1 of the year of termination.
- M. Standing committees shall keep minutes and shall distribute them to all members on the committee, the Chairperson of the Faculty, and to the Senate Webmaster. Minutes shall be posted electronically on the Faculty Senate website.
- N. All committees shall have the power to appoint subcommittees in addition to those spelled out in this constitution for a specific purpose within the realm of that standing committee's function.

**Section 2. Standing Committees of the Faculty Senate—General Information.**

- A. Appointment. The Faculty Senate will appoint all Faculty members on campus-wide Committees. Administrative members will be appointed by the President of the College, or designee, and student members will be appointed by Student Body President, or designee.
- B. Reporting.
  - 1. Each committee will make progress reports to the Senate when such reports are requested by the Senate Chairperson. These may be written or oral reports, should identify time and place of committee meetings, and should describe current status as well as future goals of the committee.
  - 2. Recommendations for Senate action should be printed and distributed to Senate members prior to the Senate meetings at which they will be presented.
- C. Rules of Procedure. Each committee will set its own rules of procedure and submit them to the Senate for approval.
- D. Meetings. Meetings will be open to general faculty except when such open meetings would be an infringement of individual rights.
- E. Terms of Office. A term consists of one (1) year.
- F. Committee Chair. The Standing Committee Chairs of the Faculty Senate will be members of Faculty Senate as a representative for her or his Division.

**Section 3. Standing Committees of the Faculty Senate.**

- A. Faculty Affairs Committee.
  - 1. Function. The responsibilities are to:

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- a. be responsible to recommend and monitor policies regarding evaluation, promotion, tenure and merit of the Faculty;
- b. conduct a continuing study of salaries, professional problems, welfare, retirement practices, and working conditions of members;
- c. cooperate and make joint recommendations with Administrative Procedures committee for the solution of problems common to the Faculty and the staff.

2. Structure.

The Faculty Affairs Committee will consist of one (1) faculty member from each division and one (1) representative from Student Services.

B. Student Affairs Committee.

1. Function. The responsibilities are to:

- a. be responsible for recommending college policy and monitoring implementation thereof in areas related to student life and student affairs, including but not limited to: student financial aid, housing, student organizations, student health, student judicial affairs, student recreation, placement, campus union activities, counseling, and student development;
- b. establish academic standards to be maintained by all students in the College and its various units.

2. Structure.

The Student Affairs Committee will consist of at least four (4) faculty members. Each division may send one representative. Other members of the committee include at least one (1), but no more than two (2), students, one (1) Student Services representative and one (1) administration representative. In cases where a division or other group is not represented on the committee, such division or group shall nonetheless be responsible for remaining current on all Committee business.

C. Administrative Procedures Committee.

1. Function. The responsibilities are to:

- a. review and make recommendations to the Faculty Senate and appropriate administrators pertaining to the calendar and to existing or new proposals related to College policies, rules, and procedures;
- b. assist in communicating and clarifying procedures for Faculty, staff, and students.

2. Structure. The Administrative Procedures Committee will consist of at least four (4) faculty members. Each division may send one representative. Other members of the committee (if

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they choose to participate) may include one (1) student, one (1) Student Services representative and one (1) administration representative. In cases where a division or other group is not represented on the committee, such division or group shall nonetheless be responsible for remaining current on all Committee business.

D. Curriculum Committee.

1. Function. The responsibilities are to:

- a. generate or review all proposals pertaining to curriculum decisions, including instructional programs and courses;
- b. recommend action on curriculum matters to the Faculty Senate.

2. Structure.

The Curriculum Committee shall consist of one (1) Faculty member from each division, the Registrar, the Provost or designee, and two (2) students.

E. General Education Committee

1. Function. The responsibilities of the General Education Committee are to:

- a. Review and recommend changes in General Education throughout the College and in the General Education Core Curriculum.
- b. Monitor the effectiveness of General Education throughout the College and the General Education Core Curriculum.
- c. Publicize, promote, and advocate for General Education among the students, faculty, and staff of the College.
- d. Maintain an ongoing study of general education philosophies and models nationwide; and
- e. Coordinate college-wide actions to maintain the relevance of General Education in a changing society.

2. Structure

The General Education Committee will consist of five (5) faculty elected by the Faculty Association. Each member will serve a five-year term, elected one per year. The members must be selected from five (5) different divisions. The chair of the committee will be elected annually from among the members of the committee.

F. Faculty Development Committee.

1. Function. The responsibilities are to:

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Coordinate and facilitate faculty development offerings in concert with the Provost. Faculty development is defined as the process of enhancement for each faculty member who desires to improve her or his role as teacher, scholar, and/or contributor to community development.

2. Structure.

Each division will select one (1) faculty member to serve on the Faculty Development Committee. The Provost will be a member of the Committee with voice and vote.

G. Budget Liaison Committee.

1. Function. The responsibilities are to:

Serve as a communication link among the Faculty Senate, Divisions, and President regarding budgetary priorities and problems.

2. Structure.

The Budget Liaison Committee shall consist of one (1) member elected from each division, the Past Faculty Association Chairperson, the Faculty Association Chairperson-elect, and the Faculty Association Chairperson who shall serve as Chairperson of the Budget Liaison Committee.

H. Technology Advisory Committee.

1. Function. The responsibilities are to:

- a. recommend to the Faculty Senate and the President, to the Provost, to the appropriate other administrator(s), or to the Director of Information Technology, policies and procedures related to computing technology and related technology matters;
- b. make recommendations concerning policies and procedures affecting college-wide computing and related technology;
- c. solicit Faculty, staff, student, and administrative views concerning computer policies and procedures related to college-wide computing and related technology;
- d. review short-term and long-term plans related to college-wide computing and related technology;
- e. increase communications about issues, policies, and procedures related to college-wide computing and related technology;
- f. present a report to the Faculty Senate and the President at the end of each academic year that describes significant changes to LCSC computing facilities and services and summarizes the need for computing and information technology to be addressed in short-term and long-term plans.

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#### 2. Structure.

The committee will be composed of one (1) faculty or instructional staff from each division. The Chair of the committee will be a member of the Faculty Senate.

#### I. Faculty Senate Cabinet.

##### 1. Function. The responsibilities are to:

- a. serve as a clearinghouse for issues to be assigned to committees;
- b. assist the Faculty Chair in attending meetings, communicating with campus groups, and monitoring policy implementation;
- c. provide an advisory function for the Faculty Chair on a weekly basis.

##### 2. Structure.

The Faculty Chair Cabinet will consist of the following members: the Faculty Chairperson (also the Cabinet Chairperson), the Faculty Chairperson-Elect, the Secretary/Treasurer, the Senator Chairpersons of each standing committee, and the Past Faculty Chairperson.

## **Section 4. Hearing Board.**

A. Function. In accordance with grievance procedures as stated in the Policy and Procedures Manual, the Hearing Board shall serve as the institutional board of appeals for Faculty and students. Upon request it shall review all policy changes, testing them for consistency with the constitution. The Board shall seek such information from students, Faculty, administration, and the Idaho SBOE, as it may deem necessary to accomplish its task. It shall also conduct a continuing review of the constitution committee structure and functions, communicating its findings to the Faculty Association annually.

#### B. Structure.

1. Membership. The Hearing Board shall be composed of seven (7) members (the majority of whom shall be tenured): three (3) members from the faculty elected by the Faculty Association; three (3) members from the Faculty appointed by the President; and one (1) Division Chair appointed by the Faculty Senate. Three (3) alternate members will be designated: one (1) appointed by the President and two (2) appointed by the Faculty Senate.
2. Chair. The Chair shall be elected each year from the members of the Hearing Board. A Hearing Chair shall be elected for each hearing from the members of the Hearing Board. The Hearing Chair shall not be the Division Chair member of the Hearing Board.
3. Students. In cases involving students, four (4) students shall be included, with voice and vote, in the hearing board membership. The students shall be appointed by the ASLCSC President.

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- C. Term of Service. Membership of the Hearing Board for the subsequent academic year shall be determined prior to the last day of the spring semester. Each member shall serve for two (2) college years, except in the initial year after the adoption of this policy when the Chair, three (3) members and one (1) alternate member shall serve for a term of two (2) years and when three (3) members and two (2) alternate members shall serve for a term of one (1) year.

**Section 5. Standing Tenure and Promotion Review Committee (STPRC) for academic faculty.**

- A. Function. The responsibilities are to:
1. uphold the philosophy toward tenure/promotion as set forth in the Policy and Procedures Manual;
  2. establish, review, and monitor tenure/promotion criteria, policies, and procedures;
  3. in conjunction with the Provost's office, notify in writing faculty who are eligible to apply for tenure/promotion and provide "Request for Tenure/Promotion Evaluation" forms along with a list of contents required for the Tenure/Promotion File;
  4. meet with new hires and discuss tenure/promotion process;
  5. oversee and approve formation of the Individual Tenure and Promotion Committees;
  6. review all applications for tenure/promotion. and forward its recommendations to the applicant, the Division Chair, the Dean, the applicant's Individual Tenure and Promotion Committee, and the Provost;
  7. plan annual recognition for newly tenured/promoted Faculty;
  8. oversee the periodic performance review process.
- B. Structure. The seven-member STPRC will be constituted as follows: six (6) tenured faculty members (each from a different academic division), and a Chair elected by the Faculty Association at its spring meeting. Three (3) of the STPRC faculty members must hold full-professor rank.
- C. Term of Service. All members will serve three-year terms. No member may serve more than one (1) consecutive term. A tenured Faculty member, elected by the Faculty Association, will serve as Chair for a one-year term and will vote in the event of a tie. No Faculty member may serve on the STPRC during an academic year when her or his own application is being considered.
- D. No member of the STPRC may serve on an Individual Tenure/Promotion Committee for academic faculty.
- E. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.

**Section 6. Standing Promotion Review Committee (SPRC) for professional-technical faculty.**

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A. Function. The responsibilities are to:

1. uphold the philosophy toward promotion as set forth in the Policy and Procedures Manual;
2. establish, review, and monitor promotion criteria, policies, and procedures;
3. in conjunction with the Provost's office, notify in writing faculty who are eligible to apply for promotion and provide "Request for Tenure/Promotion Evaluation" forms along with a list of contents required for the Promotion File;
4. meet with new hires and discuss promotion process;
5. oversee and approve formation of the Individual Promotion Committees;
6. review all applications for promotion and forward its recommendations to the applicant, the Division Chair, the Dean, the applicant's Individual Promotion Committee, and the Provost;
7. plan annual recognition for newly promoted Faculty.

B. Structure. The five-member SPRC will be constituted as follows: one (1) faculty member at the assistant professor level, one (1) faculty member at the associate professors level, one (1) faculty member at the full-professor level, one (1) faculty member at any rank, and a Chair. All members will be elected at the spring meeting of the Faculty Association.

C. Term of Service. The associate professor faculty member will serve a three-year term; the assistant and full-professor faculty members will serve a one-year term. No member may serve more than one (1) consecutive term. A Faculty member, within the Committee, elected by the Faculty Association, will serve as Chair for a one-year term and will vote in the event of a tie. No Faculty member may serve on the SPRC during an academic year when her or his own application is being considered.

D. No member of the SPRC may serve on an Individual Promotion Committee for professional-technical faculty.

E. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.

**ARTICLE V—AMENDMENT OF THIS CONSTITUTION**

This constitution may be amended by a two-thirds (2/3) vote of the members of the Faculty Association, as defined in Article 1, Section 3, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full with the agenda at least one (1) week prior to the meeting or must have been presented in writing at the Faculty Association meeting previous to the one in which the vote is to be taken. Amendments to this constitution are subject to review and approval by the Idaho SBOE.