CSU Shared Governance Plan (Draft).

Building upon a foundation of good faith, Columbus State University's shared governance model inculcates a value system which fosters collaboration and collegiality based upon trust and respect among all parties represented here. Through inclusive dialogue and transparent processes, this plan empowers all of the university's constituents to act in the best interest of the students, faculty, staff and administration while setting distinct lines of accountability and measuring mutually agreed-upon standards of progress. This approach requires a process that allows the constituents due time to deliberate and respond to proposals: the goal of this model of shared governance is to guide the institution effectively and in accordance with Board of Regents policies and the CSU By-laws.

The Representative Bodies of the University Community.

**Faculty Senate**

Representative body of the faculty. The Senate should review

- Anything to do with academics and academic freedom.
- Faculty personnel issues
- Anything to do with programs
- Any other topic on which the Executive Committee of the Senate thinks that the Senate should comment
Staff Council
Representative body of the staff. The Staff Council should review:

- anything that affects administrative procedure and their processes
- staff personal issues
- any policy changes that impact staff
- any other topic on which the Executive Committee of the Senate thinks that the Council should comment.

Student Government Association
Representative body of the students. The Student Government Association should review:

University Council
Represents the university community as a whole. Issue and policy proposals that affect more than one constituent group are in the purview of the University Council.

- Any of the constituent bodies (Faculty Senate, Staff Council, SGA) can submit resolutions to the University Council (UC). The UC will deliberate and then vote to either pass or not pass the resolution. In either case, the resolution, along with the University Council's vote, will be submitted by Executive Officer of the UC to the President for ratification or veto by the president within 30 days of receipt, in accordance with the BOR Policy Manual (2.5.2). If the President reverses the decision of the UC, a written explanation must be provided to the UC within 15 days of the President's decision.

University Council By Laws

The University Council
I. Scope and Purpose
The University Council of Columbus State University is a deliberative and broadly representative group that is cognizant of the diverse nature and needs of the University community. The principal rationale of the University Council is the establishment of a collaborative decision-making process that fosters partnership between the administration and faculty, students, and staff. The University Council will work in close collaboration with the administration to define University values, implement University objectives, and promote the collective interests of University stakeholders. In its roles in shared governance, the University Council can:

i. introduce policy proposals,
ii. make resolutions to the administration on policies proposed by others within the University community, and
iii. request information from members of the University Community as needed to allow for deliberation on policies under consideration.

The University Council’s *deliberative role* is primarily aimed at transforming the special interests of various University groups into a common purpose that serves the general welfare of University stakeholders. In order to achieve this aim, the University Council will include representatives from the administration, faculty, students, and staff. In its deliberations, the Council will strive to achieve consensus so that its resolutions reflect the best interests of the University as a whole.

In its *representative role*, the University Council serves to:

i. ensure that appropriate levels of transparency exist in decision making,
ii. consider various diverse stakeholder viewpoints when formulating resolutions,
iii. inform University officers of the diversity of interests, opinions, and recommendations pertaining to a policy decision at hand,
iv. establish the foundation for compromise, negotiation, and accommodation dedicated to promoting rules and regulations consistent with the University mission and policies of the Board of Regents.

**II. Membership**

The University Council shall consist of ?? members.

   i. Faculty
   ii. Staff
   iii. Students
   iv. Administration
   v. X shall preside at the meetings of the University Council

Terms of Membership.

**III. Executive Committee**

   i. The officers,
   ii. Membership
   iii. Meetings

**IV. University Council Meetings**
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A. Departmental Bylaws
1. Each department shall, by February 15, 2008, have written bylaws which shall describe the roles, procedures, and membership of all college standing committees. The bylaws shall provide a procedure for the approval and amendment of such bylaws by a majority vote of the permanent, full-time faculty of the department taken by a secret ballot.
2. An up-to-date version of the bylaws shall be posted on the department website and linked to the department homepage, in a conspicuous way, by the end of the Spring Semester 2008.
3. The bylaws shall provide for a Department Faculty Council (or equivalent body**) to be operational by October 1, 2007, and constituted in a way consistent with the parameters outlined below. The bylaws shall provide a procedure for the approval and amendment of such bylaws by a majority vote of the permanent, full-time faculty of the department taken by a secret ballot. The Department Faculty Council will operate as an ad hoc body until the bylaws have been developed and approved.

B. The Department Faculty Council (DFC)
1. The Role and Purpose of the DFC, or equivalent body
   • The DFC, or equivalent body, is advisory to the Chair, who holds decision-making authority at the department level.
   • The purpose of the DFC, or equivalent body, is to promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development of policy and to increase communication about the implementation of policy.
2. Implementation and Membership of the DFC, or equivalent body
   • Each department that does not have a DFC or equivalent body shall establish an Implementation Committee to coordinate and oversee the establishment of its DFC or equivalent body. That same committee shall also initiate the establishment of written bylaws in cases where such bylaws do not already exist. Membership of the Implementation Committee shall be the department’s Faculty Senator plus the chairs of the department’s Curriculum Committee and its Tenure and Promotion Committee.

V. Amendments to the University Council Bylaws

Department and College Faculty Councils

V. Departmental Bylaws and Department Faculty Council
• The Implementation Committee should work with the Faculty Senate Executive Committee to address problems arising in its work that may require external assistance.
• A DFC **or equivalent body** shall consist of at least three members, all selected by vote of the department faculty.
• A majority of the DFC **or equivalent body** should be tenured or tenure-track faculty if possible.
• The exact method by which the department selects its representatives to the DFC **or equivalent body** shall be determined by vote of permanent full-time faculty of the department (i.e. instructors, lecturers, tenure-track, and tenured faculty). A department may recall any DFC **or equivalent body** member by a 2/3 vote.
• The Chair is an ex officio, non-voting member of the DFC **or equivalent body**. Chairs will respect their DFC’s desire, on occasion, to meet without the Chair present.
• Department Chairs are not eligible to vote for or to serve as representatives to the DFC **or equivalent body**.

3. Alternatives to the DFC
The body performing the functions hereby outlined for the DFC may be constituted differently if the faculty so desire, but any such alternative body must:
- Be composed of a majority of voting members who are elected by the permanent full-time faculty of the departments they represent.
- Be chaired by a tenured, elected faculty member who is selected by vote of the elected members of the body.
- Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish, to meet without the Chair.
- Be clearly identified in the department’s bylaws as performing the functions of the DFC.
- Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the department by secret ballot as their preferred alternative to a DFC as outlined elsewhere in this document.
Similarly departments may substitute a Committee of the Whole for a DFC, but such a Committee of the Whole must:
- Be composed of a two-thirds majority of full time permanent faculty members.
- Be chaired by a tenured, elected faculty member who is selected by vote of the body.
- Clearly acknowledge in its bylaws the prerogative of the Committee of the Whole and its subcommittees to meet without the Chair clearly identified in the department’s bylaws as performing the purpose of the DFC.
- Be initially approved and then reaffirmed annually by a majority vote of the permanent fulltime faculty members of the department by secret ballot as their preferred alternative to a DFC as outlined elsewhere in this document.

4. DFC Leadership
• The chair must be elected by the elected members of the DFC from among their numbers.

5. Operation
• Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Chair, the DFC shall have the right to prompt access to department information relating to the planning and implementation of departmental policies.
• Once the DFC is established in a particular department, the DFC should work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.
6. Frequency of Meeting and Summer DFCs

- The DFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting shall be called by the chair of the DFC. The Department Chair or any other member of the DFC can request a meeting by contacting the chair of the DFC.
- Each DFC shall take necessary measures to assure continuing functioning of the DFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name, or elect, proxies from among the faculty of their department, and electing an acting DFC chair. Determining the best mix of such necessary measures shall be the decision of the DFC itself, based on immediate circumstances and without outside intervention. Such a “Summer DFC” shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the department during the summer months, and consulted accordingly.

VI. College Bylaws and College Faculty Councils

A. College Bylaws

1. Each college shall, by February 15, 2008, have written bylaws which shall describe the roles, procedures, and membership of all college standing committees. The bylaws shall provide a procedure for the approval and amendment of such bylaws by a majority vote of the permanent, full-time faculty of the college taken by a secret ballot.
2. An up-to-date version of the bylaws shall be posted on the college website and linked to the college homepage in a conspicuous way, by the end of the Spring Semester 2008.
3. The bylaws shall provide for a College Faculty Council to be operational by October 1, 2007, and constituted in a way consistent with the parameters outlined below. The College Faculty Council will operate as an ad hoc body until the bylaws have been developed and approved.

B. The College Faculty Council (CFC)

1. The Role and Purpose of the CFC
   a. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
   b. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may to advise the Dean. Additional areas may be determined in each college on a yearly basis through discussion between the Dean and the CFC.
      - Strategic planning
      - Annual budgeting
      - Hiring
      - Space and resource allocation
      - Reassign-time
      - Salaries and raises
      - Appointment and reports of ad hoc committees
C. Implementation and Membership of the CFC

Each college shall establish an Implementation Committee to coordinate and oversee the establishment of its CFC. That same committee shall also initiate the establishment of written bylaws in cases where such bylaws do not already exist. Membership of the Implementation Committee shall be the members of the college’s delegation to the Faculty Senate plus the chairs of the college’s Curriculum Committee and its Tenure and Promotion Committee. The Implementation Committee should work with the Faculty Senate Executive Committee to address problems arising in its work that may require external assistance.

1. A CFC or equivalent body shall consist of at least four members.
   a. Each department in each college shall have at least one representative on its CFC elected by the permanent, full-time faculty of that department. The college bylaws may specify additional members (for example: at large members or additional members for large departments).
   b. CFC members must be tenured members of the department they represent, if the department has tenured members who are willing to serve. If not they should be tenure-track members.
   c. Representatives shall serve three-year terms (after the first cohort, which will be elected to staggered terms). A department may recall any representative by a 2/3 vote.
   d. The method by which the department will select its representative(s) to the CFC shall be determined by vote of permanent full-time faculty of the department (i.e., instructors, lecturers, tenure-track, and tenured faculty).
   e. Deans shall be ex officio, non-voting members of their CFC. Deans will respect their council’s desire, on occasion, to meet without the Dean, or members of the Dean’s staff.
   f. Department chairs are not eligible to vote for or to serve as representatives to the CFC.

2. Alternatives to the CFC
   a. The body performing the functions here outlined for the CFC may be constituted differently if the faculty so desire, but any such alternative body must:
   b. Be composed of a majority of the faculty who are elected by the permanent full-time faculty of the departments they represent.
   c. Be chaired by a tenured, elected faculty member who is selected by vote of the elected members of the body.
   d. Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish, to meet without the Dean, Deans’ staff, or appointed members.
   e. Be clearly identified in the college’s bylaws as performing the functions of the CFC.
   f. Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the college by secret ballot as their preferred alternative to a CFC as outlined elsewhere in this document.

3. CFC Leadership

The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).

4. Operation
   a. Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Dean, the CFC shall have the right to reasonable access to college information, consistent with privacy rights, in the areas identified in item II.A above.
b. Once the CFC is established in a particular college, the CFC should work with the Provost and/or the Ombuds to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.

c. All CFCs shall open their meetings to the public except as required by law or written KSU policy, publish agenda and meeting times in advance, and publish minutes or a meeting summary that, at a minimum, records attendance and all actions, decisions, or recommendations of the CFC within one week of the end of the relevant meeting.

D. Frequency of Meeting and Summer CFCs

a. The CFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting shall be called by the chair of CFC. The Dean or any other member of the CFC can request a meeting by contacting the chair of the CFC.

b. Each CFC shall take necessary measures to assure continuing functioning of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name proxies from among the tenured faculty of their department, and the election of an acting CFC chair. Determining the best mix of such necessary measures shall be the decision of the CFC itself, based on immediate circumstances and without outside intervention. Such a “Summer CFC” shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the college during the summer months, and consulted accordingly.

Comment [CCW16]: No Ombudsman at CSU