

## Chapter 300: Faculty Bylaws

# 300.020 Faculty Bylaws of the University of Missouri-Kansas City

Min. 10-12-73; Amended Bd. Min. 11-18-77, 6-27-80, 11-19-82, 12-7-84, 6-6-08, 10-21-11, 6-14-13; Amended 4-10-15, Amended 6-17-16.

A. **Purpose of the Governing Practices** -- The UMKC Faculty will nurture the educational development of the student, the institution, and the community by transmitting knowledge, cultivating creativity, fostering leadership, sharing research, modeling civil discourse, and demonstrating critical engagement. The purpose of these Bylaws is to establish a body which represents the voice of the Faculty and to establish an effective vehicle for the needs and concerns of the Faculty to be presented for discussion and debate. These Bylaws assume that Faculty may participate in academic decision processes. The right of faculties to organize and to carry out the responsibilities and functions delegated to them by the Board is recognized in Section 10.030.E.2.

B. **Membership** -- The University of Missouri-Kansas City Faculty shall consist of the President of the University, the Chancellor, and all persons on benefits-eligible academic appointments.

1. **Voting Faculty** -- For purposes of campus- and University-wide elections, those individuals eligible to vote shall consist of all tenured and tenure track and all full-time, ranked and unranked, non-tenure track faculty, including Librarians I, II, III and IV; as defined in Section 310.035A of the Collected Rules and Regulations, provided that the individual is .75 FTE or greater and holds an appointment of at least nine (9) months duration. In addition, faculty in any academic unit whose percentage of effort in routinely overseeing and participating in the instructional mission of the University is comparable to the foregoing, but who are not paid directly by UMKC, shall be eligible to vote in campus- and University-wide elections. Criteria utilized by such units in determining its faculty whose percentage of effort in routinely overseeing and participating in the instructional mission of the University is comparable to the foregoing must be approved in advance by the Faculty Senate. The foregoing voting eligibility rules are not intended to define the eligibility of faculty to vote in school or college elections and the eligibility to vote in such school or college elections shall be defined by the rules of such school or college. Campus-wide faculty votes on issues specific to tenure or tenured/tenure track (T/TT) faculty will be restricted to T/TT faculty.
2. **Power** -- The powers of the voting Faculty of UMKC include authority in all matters pertaining to education, research and service as granted to the Faculty by the Board of Curators. It shall have such other authority as is delegated to it by the President and/or the Chancellor. These powers are vested in the UMKC Senate unless limited by the University's Collected Rules and Regulations.

3. **Meetings** -- There shall be at least one general meeting of the voting Faculty per year. The Chair of the Faculty Senate shall give notice of and shall preside at such meetings. The Faculty Senate shall report to the voting Faculty at such meetings and shall invite input and advice from the Faculty on issues of concern.
  - a. Additional meetings of the voting Faculty may be called by the Chancellor or the Chair of the Senate, or upon the request of 20 percent of the Senate or upon the written request of 10 percent of the voting Faculty.
  - b. Within ten days of the notice of placing of an item on the Senate agenda, upon the request of a majority of the Senate or upon the written request of 10 percent of the voting Faculty, the Chair of the Senate shall transfer the item from the Senate agenda to the agenda of a meeting of the voting Faculty for discussion and action by that group.

C. **Colleges, Schools, Conservatories, Libraries and other units**

1. **Definitions** -- A college, school or conservatory (hereinafter colleges, schools, or conservatories will be referred to as schools) is a unit which offers or supervises programs of study leading to baccalaureate or advanced degrees. A unit or combination of units, offering courses which do not lead to a degree, is not a school.
2. **Schools** -- Presently existent schools are: College of Arts and Sciences, Henry W. Bloch School of Management, School of Biological and Chemical Sciences, School of Computing and Engineering, School of Dentistry, School of Education, School of Law, School of Pharmacy, the UMKC Conservatory, School of Graduate Studies, School of Medicine, School of Nursing and Health Studies.
3. **Libraries** -- Libraries include: Miller Nichols Library, Leon E. Bloch Law Library, Health Sciences Library.

D. **Faculties of the Schools**

1. **Membership**

- a. The Faculty shall consist of the President of the University, the Chancellor, the Dean of the School, and all persons with academic appointments who are assigned to the school. The Faculty shall be primarily responsible for the quality of the school's undertakings. Other non-regular, administrative or extension personnel who hold appointments within the school may be added to the voting Faculty of the school as defined by the school's bylaws.
- b. Faculty whose work is divided between programs of two or more schools (other than the School of Graduate Studies) may participate in deliberations of these schools, but shall be a voting member of only the school in which they hold their primary appointment.
- c. The Faculty of the School of Graduate Studies consists of UMKC Faculty (Section 300.020.B) who hold graduate or doctoral appointments. Faculty of the School of Graduate Studies may vote and be elected to offices or committees in this school as

well as to offices and committees of the school in which they hold their primary appointment.

2. **Meetings** -- At least four regular meetings of the Faculty of a School shall be called annually according to the procedures adopted by the school. A special meeting may be called at any time by the Chancellor or by the Dean of the school and must be called if requested by one-fourth of the membership of the Faculty or as otherwise provided by the Bylaws of the school. Written notification of any meeting of a Faculty shall be mailed at least three days prior to the meeting to all members of the Faculty except in the case of an emergency meeting in which case any action taken becomes an item for reconsideration on the agenda at the next regularly scheduled meeting of that Faculty. Each Faculty shall determine its own definition of a quorum of its membership and decide upon a procedure which enables the membership of that particular Faculty to carry out its business in a responsible as well as efficacious manner. Copies of the minutes of each meeting shall be supplied to each Faculty member of the school and to the Chancellor.
3. **Powers** -- The Faculty of a school shall establish procedures and policies governing the work of the school.
  - a. **Bylaws** -- Each school shall have a written set of Bylaws prepared in such a manner as is determined by the Faculty of that school. These Bylaws shall implement the provisions of this section of the UMKC Bylaws. A copy of these Bylaws and any subsequent amendment thereto shall be filed with the Chancellor and the Chair-elect of the Senate. The Bylaws shall not contain any provisions inconsistent with the UMKC Bylaws.
  - b. **Curriculum and Degrees** -- The Faculty of a school and/or department, together with the appropriate administrative officers, shall be responsible for recommending all academic courses and programs and for recommending candidates for degrees.
    - (1) The Faculty of each school, through its dean, shall file with the registrar a copy of its admission and retention standards, its degree requirements, and individual course additions and deletions. The registrar shall distribute copies of such standards, requirements and course additions and deletions to the Chancellor and the deans of the other schools.
  - c. **Selection and Retention of Academic Faculty** -- The Faculty of each school and/or department or other teaching unit shall establish criteria and specify procedures to be followed, as a general policy, in recommending the selection, retention and promotion of members of the Faculty.
    - (1) As a general policy all academic staff appointments to a School Faculty shall be made after the Dean of the school has received a written recommendation from an appropriate department committee or equivalent teaching unit. The Dean shall forward the recommendation of the committee with his/her own recommendation to the Chancellor.
    - (2) Recommendations for promotion and/or tenure, and to reappoint or not to reappoint, shall be made by the Dean of the

school after receiving a written recommendation from an appropriate department committee or equivalent teaching unit. The Dean shall forward the recommendation of the committee with his/her own recommendation to the Chancellor.

d. **Selection of Deans** -- As a general policy, recommendations for the selection of deans in any school shall be made by the Chancellor after consultation with an appropriate committee which will include members of the Faculty of that school. This consultation procedure shall not abrogate the final responsibility and authority of the Chancellor to recommend a dean's appointment or replacement.

e. **Selection of Department Chairs, School Division Chairs and Directors** -- As a general policy, the Dean shall recommend appointment or replacement of a department Chairperson, school division Chairperson or Director only after consultation with the Faculty of the department, subdivision or sub-unit concerned. This consultation procedure shall not abrogate the final responsibility and authority of the Dean to recommend the appointment or replacement of a department Chairperson, school division Chairperson, or Director.

f. **Evaluation of Academic and Professional Administrators** -- The voting Faculty of each school shall participate in the regular evaluation of their academic and professional administrators.

(1) A School Faculty, by formal action at a regular meeting, or through its elected School Executive Committee or such other elected committee as is designated by the school in its Bylaws, may report on matters of common concern through the Executive Committee of the Senate, or directly to the Chancellor, and through him to the President of the University and the Board of Curators, and may make recommendations pertaining to any feature of the functioning of UMKC or the University.

g. **Budget Committee** -- Each school shall have an elected budget committee composed of representative Faculty. The Budget Committee shall receive from the Dean in timely fashion all information regarding the budget process; shall share that information with the Faculty of the school, and shall advise the Dean regarding objectives and funding priorities as well as necessary allocations to achieve those objectives.

#### E. **The UMKC Faculty Senate**

1. **Composition of the Senate** -- The Senate shall consist of two elected Faculty representatives from the Henry W. Bloch School of Management, School of Biological and Chemical Sciences, the School of Computing and Engineering, the School of Dentistry, the School of Education, the School of Law, the School of Pharmacy the UMKC Conservatory, School of Graduate Studies, School of Medicine, School of Nursing and Health Studies and the Library. The College of Arts and Sciences shall have one representative from each of its three divisions plus one additional member selected by the college. The Chairperson of the Steering Committee of A & S shall be a member of the Senate by virtue of his/her office. The Senate may elect to accept as non-voting members

representatives of major campus constituencies, such as the Staff Council and the Part-Time Faculty Association.

- a. In order that the Senate maintain close ties with the units, it is recommended that one representative from each unit be the Faculty Chairperson of the unit or member of its executive body.
- b. Those who are eligible to serve as representatives shall be UMKC voting Faculty. Members of the Executive Committee must be voting Faculty.
- c. Elected representatives to the Intercampus Faculty Council, known as IFC, shall be members of the UMKC Faculty Senate for the duration of their terms.
- d. Officers of the Senate shall be members of the Senate for the duration of their terms.

## 2. **Terms of Office and Elections**

- a. Senate members shall be elected early in the winter semester, to take office at the first Senate meeting the following fall.
- b. Senate officers shall serve staggered, three-year terms.
- c. IFC members shall serve three-year terms and shall be Senate members for the duration of their terms on the IFC.
- d. Elected Faculty representatives shall serve two-year terms, except for representatives who serve by virtue of their membership on a unit executive body; they shall serve one-year terms.
- e. Members may succeed themselves without restriction. Officers are limited to two consecutive terms.
- f. Should an elected representative be unable to complete his/her term, that vacancy shall be filled by an election as soon as possible.
- g. Senate members shall be elected by the represented units.
- h. Senate officers and IFC representatives shall be elected by the voting Faculty by secret ballot.

## 3. **Powers** -- The power of the voting Faculty of UMKC, as defined in CRR 300.020.B.2, shall be delegated to the Faculty Senate. The Senate may make recommendations pertaining to any feature of the functioning of the University to the Chancellor, and through the Chancellor to the President and/or the Board of Curators.

- a. The Senate, in cooperation with the administration, shall provide for Faculty participation in the regular evaluation of those campus-wide officers of the administration included in the Academic Tenure Regulations.
- b. The Senate, by formal action at a meeting of the general Faculty, or at a Senate meeting, may report to the Chancellor on matters of common concern, and through the Chancellor or through the Intercampus Faculty Council to the President of the University and the Board of Curators, and may make

recommendations pertaining to any feature of the functioning of UMKC or the University.

c. The Senate shall serve as a liaison between the Faculty and the Chancellor and the campus' administrative officers. The Senate shall serve as a liaison between the Faculty and the Intercampus Faculty Council. The Senate shall serve as a liaison between the Faculty and the Student Government Association and the Intercampus Student Council.

#### 4. **Meetings**

a. The meeting schedule for each semester shall be set by the Chair of the Senate; however, additional meetings may be called by the Chair, at the request of the Chancellor, or at the request of 20 percent of the Senate or 10 percent of the Voting Faculty.

b. Any Faculty member may appear before the Senate to express his/her concerns by sending a written request to the Senate Chair-elect, who shall thereupon notify the Faculty member of the time and place of the next meeting and invite him/her to attend.

#### 5. **Officers of the Faculty Senate** -- Individuals eligible to run for Senate officer positions shall consist of all Voting Faculty who are ranked with a tenured/tenure-track appointment; ranked faculty with a non-tenure track appointment of the Associate rank or higher; and Librarians II, III, or IV. All candidates must have six years-experience as Voting Faculty at UMKC. Elected officers shall be the Chair-elect, Chair, and Past-Chair and the two IFC representatives who collectively shall comprise the Faculty Senate Executive Committee (FSEC). Each year, a Chair-elect will be elected for three-year terms in a manner consistent with the Bylaws. Each position will advance; the previous Chair-elect, becomes Chair, and the previous Chair becomes the Past-chair. The formal date of advancement shall be August 1. Upon election, the Chair-elect, Chair, and Past-Chair, and IFC-elect, if not already members of the Senate, shall be eligible to participate ex officio in the deliberations of the Senate. IFC and Senate Officer elections and terms comply with section 300.020.E.2. and 20.100 of the UM System CRRs.

a. The Chair is the presiding officer of the Senate. It shall be the responsibility of the Chair to set the meeting schedule of the Senate and of the general Faculty meetings. The Chair shall be responsible for setting the agenda for both the Senate meetings and the general Faculty meetings, and for their distribution to all members of the voting Faculty. The agenda shall be set after consultation with the Senate Executive Committee. The Chair shall serve on the IFC during his/her term in office.

b. The Past-Chair shall preside in the absence of the Chair, shall serve as the parliamentarian of the Senate, and shall be the chair of Faculty Elections and validate Faculty votes.

c. The Chair-elect shall serve as secretary, and record the minutes of the general Faculty meetings and the Senate

meetings, and distribute them to all Faculty members, and make them available on-line through the Senate website. The Chair-elect shall excuse absences of Senate members and shall maintain attendance records.

d. Should a Chair resign, that office will be assumed by the Chair-elect for the remainder of the term. Should the Chair-elect resign, a new special election will be held to fill the vacancy for the remainder of the term. Should the Past-Chair resign, the Senate will elect a Senator to fill the role and duties of the Past-Chair for the remainder of the term. In the case of a Chair resignation, the Chair-elect will serve out the remainder of the resigning Chair's term for that year, and then serve the next year as the Chair as if normal progression had occurred.

e. In the case of an IFC vacancy, the Senate shall determine at a regular meeting whether to fill the vacancy temporarily or for the duration of the unexpired term. For a temporary replacement, the Senate shall elect a current or prior Senate member to fill the vacancy. For replacements for the unexpired term, nominations will be requested among current or prior Senate members, and a ballot containing the names of nominees will be sent to all voting Faculty. The person getting the highest number of votes will assume the office for the duration of the unexpired term. Should that person be unable to serve, the person with the next highest number of votes in that election will assume the office. In urgent cases, so as to provide full representation at IFC, the Senate Executive Committee may appoint a current Senator to attend IFC meetings until the Senate can address the vacancy at its next regular or special meeting.

f. Faculty Senate Executive Committee members shall not serve more than two consecutive terms of office.

## **6. Committees**

a. The FSEC shall consist of all campus-wide elected members of the Senate.

b. The Senate may establish standing committees as deemed necessary, in accordance with the Senate Standard Operating Procedures. They will report to the Senate, and through the Senate to the Faculty at regular general Faculty meetings.

c. The Senate may establish ad hoc committees as deemed necessary. They will report to the Senate, and through the Senate to the Faculty at a regular general Faculty meeting.

d. When committee nomination requests are received from the campus administration or from the Student Government Association, the Senate will designate nominees if it deems such action to be appropriate, following all applicable Collected Rules and Regulations. The Senate shall report at the next general Faculty meeting all requests and actions taken.

e. Each committee shall annually submit a written review of its actions which will be forwarded to the Faculty along with the minutes of the Senate's final meeting of the year.

7. **Operations: Standard Operating Procedures (SOP)**

- a. The Faculty Senate shall have a written document of standard operating procedures (the "Standard Operating Procedures" or "SOP").
- b. The procedures articulated in the SOP shall be consistent with these Bylaws.
- c. The FSEC shall be responsible for proposing the initial SOP and any amendments to the SOP to the Faculty Senate.
- d. The Faculty Senate shall adopt the SOP by majority vote.
- e. The Faculty Senate shall adopt any amendments to the SOP by majority vote.
- f. The FSEC shall ensure that the SOP be available on the Faculty Senate website.

F. **Bylaws and Amending Procedures**

- 1. These Bylaws are subordinate to all Bylaws, rules, regulations and policies established by the University or adopted by The Curators of the University of Missouri.
- 2. Ratification of amendments
  - a. Amendments must have two readings in the Senate and be passed by secret ballot after the second reading.
  - b. Amendments, passed by the Senate, must be circulated to the voting Faculty for an electronic election with two weeks allowed for voting.
  - c. Amendments are approved by a majority of the faculty who vote, as defined in B.1 of these bylaws.
- 3. These Bylaws and amendments thereto become effective upon ratification by the Board of Curators.