

THE **CONSTITUTION** OF THE FACULTY SENATE OF FAIRMONT STATE UNIVERSITY

Revised May 2026

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No changes are proposed to Articles I, IV, and V.

ARTICLE II. Membership

Section 7. Any duly elected member of the Senate who is temporarily appointed to an acting administrative position should not be removed from Senate membership unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, that member shall resign the Executive Committee position and a replacement member shall be appointed by the Senate President.

<End of Article II>

Section 7. Any duly elected member of the Senate who is temporarily appointed to an acting administrative position should not be removed from Senate membership unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, that member shall resign the Executive Committee position and a replacement member shall be appointed by the Senate President.

Section 8. Department chairs may serve one two-year term, but they may not serve two consecutive terms. If no other members of the Academic Unit are willing to serve, the Academic Unit forfeits its representation, and a member may be chosen at-large from the respective college.

Revised: May 2025

ARTICLE III. Officers

Section 1. The Senate shall biennially elect a President. The President of the Senate may not serve more than two consecutive terms in office. The Senate shall annually elect the following officers: Vice President, Secretary, a Webmaster, and two at-large members of the Executive Committee. These officers may not serve more than three consecutive one-year terms. The Senate shall biennially elect a treasurer, who may serve no more than two consecutive two-year terms.

Section 2. The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, distribute the Senate agenda, and serve as ex-officio member of all Faculty Senate committees.

- a. The President may select a Parliamentarian from the full-time faculty to serve during that term of office, but such Parliamentarian shall not vote in the Senate unless the Parliamentarian is also a Senator.
- b. The President, or appointee(s), shall provide orientation for all newly elected members of the Senate.

Section 3. If the President of the Senate shall resign or for any reason be removed from the office during an academic year, the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President.

- a. The new president shall complete the term of the previous president.
- b. If the new president presides at the entirety of two or fewer regular meetings of the Senate, they shall be eligible for re-election twice. Otherwise, they shall be eligible for re-election to the office of the president only once.

Section 4. The Vice President of the Senate shall preside in the absence of the President and shall serve as a member of the Executive Committee of the Senate.

Section 5. The Secretary of the Senate shall record the proceedings of each meeting of the Senate and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty.

Section 6. The Webmaster shall maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member. The Webmaster shall also maintain appropriate files for retaining Senate records.

Revised Text: Spring 2026

Section 1. The Executive Committee of the Faculty Senate shall consist of the President, Vice President, Treasurer, Secretary, Webmaster, and two at-large members.

Section 2. The Senate shall biennially elect a President. The President of the Senate may not serve more than two consecutive terms in office.

Section 3. The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, distribute the Senate agenda, and serve as ex-officio member of all Faculty Senate committees.

- a. The President may select a Parliamentarian from the full-time faculty to serve during that term of office, but such Parliamentarian shall not vote in the Senate unless the Parliamentarian is also a Senator.
- b. The President, or appointee(s), shall provide orientation for all newly elected members of the Senate.

Section 4. The Senate shall confirm a Vice President nominated by the President or President-elect. The Vice President of the Senate shall preside in the absence of the President and fulfill any duties as described in the Faculty Senate Bylaws.

- a. The Vice President's term is coterminal with the Senate president who nominated them.
- b. The President shall not have the power to remove a confirmed Vice President from office without the consent of the Senate.
- c. A vice president may be elected to serve as president at the end of their term.
- d. There are no term limits for the Vice President, provided they are nominated and confirmed.
- e. The Vice President's authority derives from the Senate President; any powers awarded to the Vice President may be exercised by the President.

Section 5. If the President of the Senate shall resign or for any reason be removed from the office during an academic year, the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President.

- a. The new president shall complete the term of the previous president.
- b. If the new president presides at the entirety of five or fewer regular meetings of the Senate, they shall be eligible for re-election twice. Otherwise, they shall be eligible for re-election to the office of the president only once.

Section 6. The Senate shall biennially elect a Treasurer. The Treasurer shall manage the disbursement of any Senate funding and maintain appropriate records of said funds. The Treasurer may serve no more than two consecutive two-year terms.

Section 7. The Senate shall annually elect the following officers: Secretary, a Webmaster, and two at-large members of the Executive Committee. These officers may not serve more than three consecutive one-year terms.

- a. The Secretary of the Senate shall record the proceedings of each meeting of the Senate and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty.
- b. The Webmaster shall maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member. The Webmaster shall also maintain appropriate files for retaining Senate records.

FAIRMONT STATE UNIVERSITY FACULTY SENATE **BYLAWS**

Revised: Spring 2025

No changes proposed to Articles I, II, V, VIII, IX, or X.

ARTICLE III. Officers

Section 1. During the regularly scheduled penultimate Senate meeting of the academic year, the President of the Senate shall appoint a Nominating Committee of five members of the Faculty Senate charged with providing a slate of proposed Senate officers.

Section 2. The Senate shall, by secret ballot, elect biennially during the final Senate meeting of the academic year a President.

Section 3. The Senate shall, by secret ballot, elect annually during the final meeting, a Vice President, a Secretary, a Webmaster, a treasurer, and two members-at large to the Executive Committee from among its membership.

Section 3. The minimum qualification of a Senate officer is one year's service as a member of the Senate prior to election. This requirement may be waived upon a majority vote of the Senate.

Section 4. The term of office for the President of the Senate shall be two years. If the President of the Senate shall resign or for any reason be removed from the office during an academic year the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President until the end of the former president's term.

Section 5. If both the President and Vice President resign or are removed from office simultaneously, the Secretary of the Senate shall immediately call an emergency meeting of the Senate—at which meeting the Secretary shall preside—to elect a new President and Vice President.

Section 6. The President of the Senate may not serve more than two full consecutive terms (*cf.* Constitution, Article III, Section 3(b)).

Section 7. The Vice President, Secretary, Webmaster, and at-large Executive Committee members shall be eligible for re-election for up to three consecutive one-year terms. After three consecutive terms on the Executive Committee, in any position except the presidency, members must cycle off for at least one year.

Note: Much of Article III in the Bylaws is redundant with the Constitution and has been removed.

ARTICLE III. Officers

The Faculty Senate Constitution, Article III details the officers of the Faculty Senate.

Section 1. During the regularly scheduled penultimate Senate meeting of the academic year, the President of the Senate shall appoint a Nominating Committee of five members of the Faculty Senate charged with providing a slate of proposed Senate officers.

a. The Nominating Committee may assist presidential nominees in identifying vice presidential candidates.

Section 2. The minimum qualification of a Senate officer is one year's service as a member of the Senate prior to election. This requirement may be waived by a majority vote of the Senate.

Section 3. If both the President and Vice President resign or are removed from office simultaneously, the Secretary of the Senate shall immediately call an emergency meeting of the Senate—at which meeting the Secretary shall preside—to elect a new President and confirm a new Vice President.

Section 4. The Secretary, Webmaster, and at-large Executive Committee members shall be eligible for re-election for up to three consecutive one-year terms. After three consecutive terms on the Executive Committee, these members must cycle off for at least one year, unless elected to serve as President or Treasurer, or confirmed as Vice President.

Section 5. A Treasurer who has served two consecutive terms is not eligible to serve an additional consecutive term as Secretary, Webmaster, or at-large member of the Executive Committee before cycling off the committee for at least a year.

Section 8. The term of office for the Treasurer shall be two years. The treasurer shall be eligible to serve for two consecutive terms. Senators appointed to fill a treasurer vacancy shall begin a new two-year term, which shall include any part of a year served as a result of being appointed mid-year. If a Treasurer serves for two consecutive terms, they are not eligible to serve in a different Executive Committee position until they have cycled off the Executive Committee for at least one year. Any treasurer who has served more than three years (including partial years resulting from appointment) is not eligible to serve as President until they have cycled off the Executive Committee for at least one year.

Section 9. In the event that a vacancy on the Executive Committee occurs, the Faculty Senate President shall appoint a replacement from among the sitting Senators, except for the Vice President, who must be elected by the full Senate.

Section 10. The Academic Unit whose Senator will be serving as President of the Senate will be required to elect a substitute Senator to serve during the term of the President. The senatorial term of the President of the Faculty Senate shall continue for as long as the faculty member is the President of the Senate. At the end of the presidential term, there shall be an election in the Academic Unit for the senatorial seat.

Section 6. Senators appointed to fill a treasurer vacancy shall begin a new two-year term, which shall include any part of a year served as a result of being appointed mid-year.

Section 7. In the event that a vacancy on the Executive Committee occurs for Treasurer, Secretary, Webmaster, or member-at-large positions, the Faculty Senate President shall appoint a replacement from among the sitting Senators to finish the vacant term.

Section 8. The Academic Unit whose Senator will be serving as President of the Senate will be required to elect a substitute Senator to serve during the term of the President. The senatorial term of the President of the Faculty Senate shall continue for as long as the faculty member is the President of the Senate. At the end of the presidential term, there shall be an election in the Academic Unit for the senatorial seat.

ARTICLE IV. Executive Committee (Spring 2025)

Section 1. The Executive Committee shall be composed of the President of the Senate, who shall be its chair; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; the Webmaster; the Treasurer; and two elected Senators, who shall be chosen by the Senate.

Section 2. It shall be the duty of the Executive Committee to:

- a. Arrange the agenda for Senate meetings and designate items of business as major or minor.
- b. Serve as a channel through which any member of the faculty may introduce matters for consideration by the Senate.
- c. Assist in carrying into effect the rules, regulations, and actions of the Senate.
- d. Act for the Senate on an emergency basis between meetings of the Senate, with such action reported for confirmation at the next Senate meeting.
- e. Recommend formation of such ad hoc committees within the Senate as may seem desirable.
- f. Recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution and Bylaws.
- g. Prepare and submit reports on the work of the Senate to the University President and the Faculty.

Section 3. It shall be the duty of the Vice President to serve as President, should the need arise as outlined in Article III, Section 4 above. The Vice President shall also preside at any Senate meetings at which the President is unable to attend.

Section 4. It shall be the duty of the Secretary to record meeting minutes and maintain attendance records for all Senate meetings.

Section 4. It shall be the duty of the Webmaster to maintain the Faculty Senate webpage, In addition, the Webmaster shall publish meeting minutes once they are approved by Senate, publish such other material as may assist Senators in the execution of their duties, and Archive records and ensure that published information is accurate.

Section 5. It shall be the duty of the Treasurer to maintain accurate records of Senate expenses and manage the Senate's budget, ensuring that disbursements are made properly and in accordance with all relevant laws and regulations. The treasurer shall publish quarterly reports to the Senate, as well as an annual report in April each year.

ARTICLE IV. Executive Committee (Spring 2026)

Section 1. The Executive Committee shall be composed of the President of the Senate, who shall be its chair; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; the Webmaster; the Treasurer; and two elected Senators, who shall be chosen by the Senate.

Section 2. It shall be the duty of the Executive Committee to:

- a. Arrange the agenda for Senate meetings and designate items of business as major or minor.
- b. Serve as a channel through which any member of the faculty may introduce matters for consideration by the Senate.
- c. Assist in carrying into effect the rules, regulations, and actions of the Senate.
- d. Act for the Senate on an emergency basis between meetings of the Senate, with such action reported for confirmation at the next Senate meeting.
- e. Recommend formation of such ad hoc committees within the Senate as may seem desirable.
- f. Recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution and Bylaws.
- g. Prepare and submit reports on the work of the Senate to the University President and the Faculty.

Section 3. As an ex officio member of all Senate Committees, the Senate President may designate the Vice President or other members of the Executive Committee to attend committee meetings in their place.

Section 4. Acting under the Senate President's authority, it shall be the duty of the Vice President to facilitate the effective maintenance of Faculty Senate Committees. Specifically, the Vice president may

- b. Request that a chair convene a committee.
- c. Convene any committee that is without a chair or a committee whose chair fails to convene a committee in a timely manner.
- d. Request information and annual reports from committees
- e. Call a meeting of committee chairs

Section 5. The Vice President shall prepare an annual report on committee activity for the Senate. The report should identify committees that have failed to communicate or meet throughout the academic year.

Section 4. It shall be the duty of the Secretary to record meeting minutes and maintain attendance records for all Senate meetings.

Section 4. It shall be the duty of the Webmaster to maintain the Faculty Senate webpage, In addition, the Webmaster shall publish meeting minutes once they are approved by Senate, publish such other material as may assist Senators in the execution of their duties, and Archive records and ensure that published information is accurate.

Section 5. It shall be the duty of the Treasurer to maintain accurate records of Senate expenses and manage the Senate's budget, ensuring that disbursements are made properly and in accordance with all relevant laws and regulations. The treasurer shall publish quarterly reports to the Senate, as well as an annual report in April each year.

ARTICLE VI. Faculty Senate Committees – Rules of General Application (2025)

Section 1. Standing and ad hoc committees shall be established by the Senate as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Fairmont State University.

Section 2. All committees shall follow the Rules of General Application and the processes specific to the Committee provided in Article VI of these Bylaws. Ad hoc committees may have additional or different rules and processes, which are subject to Senate approval.

Section 3. Each committee shall meet at least once each semester. Notice shall be provided to the President of the Senate by the Committee Chair if a committee does not satisfy this meeting requirement.

Section 4. Notice of all regular meetings of committees shall be announced through the Faculty Senate page of the Fairmont State University website. Members of standing committees shall be notified of meeting dates electronically by the Committee Chair.

Section 5. All committee meetings will be open to all interested persons, unless the committee determines a closed meeting is necessary to protect personal rights of privacy as provided for in WV Code §6-9A-4. Committee Chairs shall provide the Senate Webmaster with a list of meeting dates to be published on the Senate website. Committees without regularly scheduled meetings shall provide the Senate Webmaster with reasonable notice.

Section 6. Each committee shall keep adequate records of committee business. Committee matters of general importance to the University shall be reported promptly to the President of the Senate, who shall report to the Executive Committee to determine further action.

Section 7. At the close of each semester, each committee shall send a report of its activities in writing to the Senate Executive Committee. Additional reports may be requested by the Senate at any time.

Section 8. Committees shall conduct research, deliberate on policies, and make recommendations to the Senate relevant to the issues they have explored. Procedural or policy changes recommended by a faculty committee which affect the instructional program or faculty welfare must be approved by the Senate and the President of the University. Procedural or policy changes that do not affect the instructional program or faculty welfare shall be referred to the appropriate Academic Unit.

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Section 2. All committees shall follow the Rules of General Application and the processes specific to the Committee provided in Article VI of these Bylaws. Ad hoc committees may have additional or different rules and processes, which are subject to Senate approval.

Section 3. Each committee shall meet at least once each semester.

Section 4. The Vice President of the Senate shall call a meeting of all chairs on or before September 30th of each year. All committees must send their chair (or a designee if the chair is unable to attend). This meeting takes precedence over all regularly-scheduled meetings of committees.

Section 5. Members of standing committees shall be notified of meeting dates electronically by the Committee Chair.

Section 6. Each committee shall keep adequate records of committee business. As part of their standard procedures, all committees must keep a record of their meeting dates and member attendance, to be submitted to Senate with their annual report each year.

- a. Committee matters of general importance to the University shall be reported promptly to the President or Vice President of the Senate, who shall report to the Executive Committee to determine further action.

Section 7. All committee meetings will be open to all interested persons, unless the committee determines a closed meeting is necessary to protect personal rights of privacy as provided for in WV Code §6-9A-4.

Section 8. At the close of each academic year, each committee shall send a report of its activities in writing to the President or Vice President. Additional reports may be requested by the Senate at any time.

Section 9. Committees shall conduct research, deliberate on policies, and make recommendations to the Senate relevant to the issues they have explored. Procedural or policy changes recommended by a faculty committee which affect the instructional program or faculty welfare must be approved by the Senate and the President of the University. Procedural or policy changes that do not affect the instructional program or faculty welfare shall be referred to the appropriate Academic Unit.

Section 9. For those Committees requiring elections, each Academic Unit shall, at its penultimate meeting of the academic year, elect its members for a two-year term to begin the following semester. The Academic Units electing their representative during odd years will be:

Department of Natural Sciences; Department of Architecture, Art, & Design; Department of Engineering Technology; Department of Marketing & Management Studies; Department of Health and Human Performance; Department of Humanities; and Nursing ASN.

Those electing representatives during even years will be:

Department of Behavioral Sciences; Department of Social Sciences; Department of Accounting, Economics, & Finance and Department of Aviation; Department of Computer Science & Mathematics; Department of Education; Nursing BSN; and Library.

Section 10. Faculty members who are elected, appointed or who serve by choice on any Senate committee will serve for a period of two years. In the event a committee member is unable to complete the two-year term, the Faculty Senate Executive Committee will appoint a replacement to fill the unexpired term. However, a faculty member may request a change in membership if early termination of membership is desired. Furthermore, to allow as many faculty as possible to serve on the various Senate committees, and thus create a broad knowledge base about University policies, after serving for two years on any Senate committee, faculty members should choose to serve on a different committee.

Section 11. The committee chair from the previous academic year, acting in an ex-officio manner, shall call the first meeting of an academic year. Upon calling the meeting to order and the selection of a new Committee Chair, the ex-officio Committee Chair has fully discharged his or her responsibility and may be excused from the meeting.

Section 12. The newly elected chair is responsible for notifying the Senate President and Webmaster of their election. They are also responsible for calling meetings and submitting reports to Senate. Committee chairpersons shall provide the Senate President with a list of student membership on Senate committees (cf. Article VII, Section 3 below)

Section 13. Ex-officio members of standing committees shall not vote on committee matters.

Section 10. For those Committees requiring elections, each Academic Unit shall, at its penultimate meeting of the academic year, elect its members for a two-year term to begin the following semester. The Academic Units electing their representative during odd years will be:

Department of Natural Sciences; Department of Architecture, Art, & Design; Department of Engineering Technology; Department of Marketing & Management Studies; Department of Health and Human Performance; Department of Humanities; and Nursing ASN.

Those electing representatives during even years will be:

Department of Behavioral Sciences; Department of Social Sciences; Department of Accounting, Economics, & Finance and Department of Aviation; Department of Computer Science & Mathematics; Department of Education; Nursing BSN; and Library.

Section 11. Faculty members who are elected, appointed or who serve by choice on any Senate committee will serve for a period of two years. Mid-term vacancies arising from personnel changes may be filled by the respective Academic Unit, with elections as needed. The changes shall be reported to the President and Vice President, and no further Senate approval shall be necessary.

Section 12. The committee chair from the previous academic year, acting in an ex-officio manner, shall call the first meeting of an academic year. Upon calling the meeting to order and the selection of a new Committee Chair, the ex-officio Committee Chair has fully discharged his or her responsibility and may be excused from the meeting.

Section 13. The newly elected chair is responsible for notifying the Senate Vice President of their election. They are also responsible for calling meetings and submitting reports to Senate. Committee chairpersons shall provide the Senate President with a list of student membership on Senate committees (cf. Article VII, Section 3 below)

Section 14. Ex-officio members of standing committees shall not vote on committee matters.

ARTICLE VII. Committee Assignments

Section 1. At the regularly scheduled first Senate meeting of the spring semester, the President of the Senate shall appoint, and the Senate shall affirm, **five** members of the Faculty Senate to serve as the Committee on Committees, designating one of the five appointees to serve as chairperson. The **Chairperson of the previous year's Committee on Committees** shall be an ex-officio member.

Section 2. The Committee on Committees shall oversee all processes for nominating new committee members to all Senate Committees each year, unless noted below. This includes nominating faculty members to voluntary committees (Article IX below) and working with department chairs and deans to fill elected committees (Article VIII below). When nominating faculty members for two-year terms, the Committee on Committees should nominate representatives from Academic Units as provided in Article VI, Section 10 of these Bylaws. When naming ex-officio members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the ex-officio capacity.

Section 3. One student representative shall be selected to serve on each voluntary faculty committee (Article IX below) for each ten faculty members or fraction thereof on the committee. Unless otherwise noted below, students may not serve on elected faculty committees.

Section 4. The first reading of the proposed committee assignments will be at the regularly scheduled final Senate meeting of the academic year; the second reading, at the first regularly scheduled Senate meeting of the following academic year.

Section 5. Quorum for all Faculty Senate committees shall be 51% of membership, unless otherwise stated below.

ARTICLE VII. Committee Assignments

Section 1. At the regularly scheduled first Senate meeting of the spring semester, the President of the Senate shall appoint, and the Senate shall affirm, **four** members of the Faculty Senate to serve on the Committee on Committees, **with the Vice President serving as Chair.**

Section 2. The Committee on Committees shall oversee all processes for nominating new committee members to all Senate Committees each year, unless noted below. This includes nominating faculty members to voluntary committees (Article IX below) and working with department chairs and deans to fill elected committees (Article VIII below). When nominating faculty members for two-year terms, the Committee on Committees should nominate representatives from Academic Units as provided in Article VI, Section 10 of these Bylaws. When naming ex-officio members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the ex-officio capacity.

Section 3. One student representative shall be selected to serve on each voluntary faculty committee (Article IX below) for each ten faculty members or fraction thereof on the committee. Unless otherwise noted below, students may not serve on elected faculty committees.

Section 4. The proposed committee assignments shall be approved at the final Senate meeting of the academic year.

Section 5. The Executive Committee is shall approve adjustments to committee membership arising from personnel changes throughout the academic year.

Section 5. Quorum for all Faculty Senate committees shall be 51% of membership, unless otherwise stated below.

Article X. Joint Committees

Section 1. BOOKSTORE/TEXTBOOK COMMITTEE. [Based on BoG policy #54-Bookstore Policy] Fairmont State University shall have a Bookstore/Textbook Committee to advise faculty, student government, administration and the Board of Governors on issues related to textbook affordability and initiatives, textbook selection guidelines, educational opportunities and strategies designed to keep the cost of textbooks low. This committee shall include a member of the Board of Governors' Academic Affairs Committee, faculty, administrators, students, staff, and bookstore representatives. The Bookstore/Textbook Committee shall meet at least annually with the members of the Board of Governors to present recommendations and reports concerning the Bookstore and textbook affordability, and bring the annual report to the Senate.

Section 2. FACULTY HANDBOOK COMMITTEE. This Committee shall undertake an annual revision of the Faculty Handbook. This is a joint Senate and administrative committee. Each College of the University will be represented by one elected faculty member. The Provost will appoint three faculty members, one of whom will be from the Dean's Council. The Provost will also serve as a member of the Committee. Each fall, the Provost will provide members with professional development regarding best practices in the creation and maintenance of faculty handbooks. The Committee will be chaired by one of its faculty members elected by the membership. The Committee will update and revise the Handbook each spring. Upon approval by the Committee, the document will be sent to Senate for review and approval. After Senate approval, the Committee will submit the Handbook to the Provost. University Counsel and the Director of Human Resources will serve as ex-officio members.

Article X. Joint Committees

Section 1. FACULTY HANDBOOK COMMITTEE. This Committee shall undertake an annual revision of the Faculty Handbook. This is a joint committee with the Provost.

- a. Each College of the University shall elect one member to serve on the committee.
 - The Colleges of Business and Aviation, Nursing, and Liberal Arts shall elect members in even-numbered years
 - The Colleges of Science and Technology, and Education, Health, and Human Performance shall elect members in odd-numbered years
 - Vacancies may be filled by elections but only to complete partial terms; regular elections must take place as described above.
- b. The Provost shall appoint three members, one of whom will be from the Dean's Council.
- c. The Provost or designee shall serve as a voting member of the committee.
- d. The committee shall annually elect a chair. Only members elected by the colleges may serve as chair. However, all members are entitled to vote for the chair.
- e. The committee shall approve a new handbook and submit the approved handbook to Senate for review. After its review, the Senate shall forward the handbook to the Provost, along with any comments.
- f. University Counsel and the Director of Human Resources will serve as ex-officio members.