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DOCUMENT #539469

Ohio Administrative Code

Rule 3361:50-3-02 University faculty: bylaws.

Effective: January 5, 2023

(A) Article I. Authority:

(1) Section 1. Authority. The university of Cincinnati ("university") is a state school created under Ohio law. Pursuant to Chapter 3361. of the Revised Code and rule 3361:50-3-02 of the Administrative Code, the faculty of the university ("faculty") may adopt rules to govern the conduct of its affairs.

(2) Section 2. Adoption of bylaws. The faculty adopts these amended and restated bylaws ("bylaws") to govern the conduct of its affairs.

(3) Section 3. Relationship to collective bargaining agreement. The bylaws are intended to address matters of faculty governance that are not addressed under the current American association of university professors collective bargaining agreement, as amended ("CBA"). In the event that any provision of the bylaws conflicts with the CBA, the CBA shall govern.

(4) Section 4. Amendment. Any bylaw may be amended or repealed by a two-third vote of the faculty senate as representatives of the faculty at any regular or special meeting. The proposed change must be submitted to the chairperson of the faculty ("chairperson"), and the chairperson must give written notice of the proposal to the faculty at least two weeks prior to the meeting at which adoption is proposed so that faculty may contact senators with comments. Any amendment or repeal shall become effective immediately upon approval by the university's board of trustees ("board"). Approval by the board is deemed to incorporate the change into rule 3361:50-3-02 of the Administrative Code.

(B) Article II. University faculty:

(1) Section 1. Purpose. The faculty shall consider matters affecting the university and shall assist, advise, and counsel the president of the university ("president"), executive vice president for academic affairs and provost ("provost"), and the board. Matters to be considered include, but are not limited to, academic policies, admissions, degree programs, budgets, collegiate structures, and the formation and implementation of long-term plans.

(2) Section 2. Membership:

(a) The following administrators shall be considered members of the faculty.

(i) The president.

(ii) Vice presidents of the university with academic appointments.

(iii) The provost.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(iv) Vice provosts.

(v) Persons with the title of dean.

(b) Composition. The faculty is also composed of the following individuals affiliated with any degree-offering college of the university and all the libraries of the university (collectively, "college or the libraries"):

(i) Every full-time member of the faculty of a school, college, or other academic unit holding the rank of professor, associate professor, assistant professor, or instructor.

(ii) Every full-time professional librarian holding the rank of senior librarian, associate senior librarian, associate librarian, assistant librarian, or beginning librarian.

(iii) All full-time persons holding educator, practice, clinical, field service, or research titles.

(iv) All persons with adjunct appointments of sixty-five per cent or more of a full-time faculty position.

(c) Additional members. The provost, or the dean of a college, or the head of a school, or academic unit, may nominate an individual for faculty membership. Nominees must hold one of the following positions at the time of nomination: (i) visiting appointment; (ii) full-time appointment as a research associate in any grade; (iii) adjunct appointment at less than sixty-five per cent of a full-time faculty position; (iv) volunteer title (preceding regular academic titles); or (v) lecturer. Nominations for membership must be approved or rejected by the faculty senate ("senate"), taking into account the individual's professional eminence or distinction, length of service at the university, proportion of full-time responsibility, and general extent of involvement in university affairs.

(d) Administrative officers. The provost may nominate administrative officers for faculty membership, provided that the officer has appropriate academic qualifications and a title below that of dean. Nominations for membership must be approved or rejected by the senate.

(3) Section 3. Officers. The faculty's officers will consist of a chairperson, vice chairperson, secretary, chairperson-elect, and past chairperson.

(a) Chairperson. The faculty shall elect a chairperson of the faculty ("chairperson") who shall be the presiding officer of the faculty. In addition,

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

the chairperson shall preside over the faculty senate and serve as a faculty representative to the board. The chairperson shall hold office for a term of two years. The chairperson may not be re-elected for a consecutive term.

(b) Vice chairperson. The chairperson shall appoint a vice chairperson of the faculty ("vice chairperson"). The vice chairperson must be confirmed by the senate at the next regularly scheduled meeting following appointment. If the elected chairperson is temporarily unable to serve because of absence, disability, or other reason, the vice chairperson will serve as chairperson. The vice chairperson shall hold office for a term of one year.

(c) Secretary. The faculty shall elect a secretary. The secretary shall keep minutes of the meetings of the faculty and senate and prepare such reports and communications as authorized by the senate. In the absence of the secretary, the chairperson shall appoint a secretary pro-tem to serve during such absence. The secretary shall hold office for a term of two years.

(d) Chairperson elect. The person elected chairperson ("chairperson-elect") shall serve as an officer of the faculty for a term of one year immediately prior to assuming the office of chairperson.

(e) Past chairperson. The immediately preceding chairperson ("past chairperson") shall serve as an officer of the faculty for a term of one year immediately following the expiration of the individual's term as chairperson.

(4) Section 4. Board of trustees representatives. The faculty shall elect two representatives to the board ("board representatives"). The board representatives shall hold office for a term of two years. The term shall commence on the first day of the first month of the new academic year.

(5) Section 5. Meetings of the faculty.

(a) All-university faculty meetings. All-university faculty meetings ("all-university meetings") shall be held during the fall and spring terms. The time, date, and location of the meeting shall be fixed by the president and the chairperson. Notice of the time and place of every all-university faculty meeting, along with the agenda and essential issues and content of any matter to be voted upon shall be provided in writing to the members of the faculty at least one week prior to the meeting.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(b) Special meetings. Special meetings of the faculty may be held at any time pursuant to call by the president or the chairperson or by a majority vote of the faculty. Notice of the time and place of every special meeting, along with the agenda and essential issues and content of any matter to be voted upon, shall be provided in writing to members of the faculty at least one week in advance of such meeting.

(c) Quorum. The presence of one hundred members of the faculty at any regular or special meeting shall constitute a quorum.

(d) President's privilege. The president shall have the privilege of the floor at faculty meetings.

(e) Voting in the meeting of the faculty. Only those faculty present at the meeting may vote on matters presented for action. An affirmative vote of a majority of those present and voting is sufficient to pass any matter presented for decision unless otherwise provided in university bylaws. Voting by proxy is prohibited. If prior notice of an essential item has not been given as required in paragraph (B)(5)(a) of this policy, an affirmative vote of two thirds of the members present shall permit a vote on the item. This does not pertain to routine motions of order such as, but not limited to, approving minutes, tabling, suspending or withdrawing a motion or resolution, calling a quorum, or adjourning a meeting.

(f) Parliamentary rules. The proceedings of the faculty shall be governed by rules contained in the most recent revised edition of robert's rules of order. The chairperson shall appoint a parliamentarian whose duty is to ensure that university bylaws are adhered to in the conduct of meetings of the faculty at-large. The parliamentarian shall serve at the pleasure of the chairperson.

(g) Form of meeting. Meetings of the faculty may be held in-person, virtually or a combination of in-person and virtual (hybrid). Actions taken by the faculty at a virtual or hybrid meeting shall have the same force as those taken at an in-person meeting provided that: (i) the presence of a quorum can be verified by the secretary and parliamentarian; (ii) only faculty or those granted the privilege by university bylaws or by vote of the faculty have the privilege of the floor; (iii) an accurate voice vote can be taken; and (iv) an accurate written vote can be taken.

(C) Article III. Faculty senate:

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(1) Section 1. Purpose. A faculty senate ("senate") shall exist in order to exercise the powers of the faculty in the interim between its meetings.

(2) Section 2. Powers and duties. The primary duty of the senate is to consider and, if necessary, act on matters referred to it by the president, the faculty, or by any member of the faculty. In addition to initiating actions on these referred matters, the senate will consider and act on other pertinent matters relating to the missions and operation of the university. Every action taken on matters affecting the university shall be reported to the faculty by the chairperson in a timely manner, but no later than at its next regular meeting.

(3) Section 3. Policies and procedures of senate and of senate elections. In addition to the general rules and guidelines outlined in these bylaws, a policies and procedures senate handbook ("senate handbook") will govern daily operations including delineation of the charges of the standing committees; recommendations for processes by which senate work is to be carried out; and the oversight and process of elections. The senate handbook will be created by the cabinet and approved by a two-thirds majority vote of the senate. It may be amended or repealed, by a two-thirds majority vote of the cabinet with approval by a two-thirds majority of the senate. The senate handbook shall be reviewed by the senate governance committee at least every four years. The senate handbook cannot conflict with university bylaws or other university rules, policies, or procedures.

(4) Section 4. Membership. The senate shall be composed of the following members ("senator members"):

(a) Ex officio members. Persons holding the following positions are ex officio members of the faculty senate:

(i) The president.

(ii) The chairperson.

(iii) The secretary.

(iv) The vice chairperson.

(v) The board representatives.

(vi) The past chairperson.

(vii) The chairperson-elect.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(b) At-large senators. Eight senators will be elected from the faculty at-large ("at-large senators"). At-large senators will serve for a term of two years. Terms shall commence on the first day of the first month of the new academic year.

(c) College senators. Senators that represent a particular college or the libraries of university as a whole ("college senators") are described in this paragraph. College senators will serve for a term of two years. Terms shall commence on the first day of the first month of the new academic year.

(i) Full time faculty. Two senators will be elected from each of the degree-offering colleges or the libraries as a whole. If degree-offering colleges are restructured, whether or not the current senators will retain their unexpired terms will be determined by the cabinet and confirmed by the senate.

(ii) Emeriti. One senator will be elected by the emeriti faculty.

(iii) Part-time faculty. Two senators will be elected from the group of part-time faculty who are scheduled to teach a minimum of two semester courses or the equivalent per year (appointed to less than sixty-five per cent of a full-time faculty position) and who have taught as part-time faculty at the university for at least three consecutive years immediately prior to nomination.

(iv) Graduate school and UC on-line do not have senators.

(v) Pluralism. No faculty member may hold more than one seat on the senate at the same time. If a faculty member is elected to a second position on the senate, one position will be vacated automatically in the following order: (a) college senator; (b) at-large senator; (c) board representative; and (d) secretary. In the event that an individual is elected as a college senator from more than one degree-offering college of the university, the individual shall determine, in consultation with the chairperson, which seat to retain.

(5) Section 5. Cabinet. A cabinet of the senate ("cabinet") shall exist to assist the chairperson in coordinating the activities of the senate.

(a) Purpose. The cabinet shall advise the chairperson on the determination of the issues to be considered by standing committees or on the establishment of ad hoc committees. It shall maintain liaison with the other committees, keeping itself fully informed on the stage of their

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

deliberations, and informing those committees of the intended calendar of the senate. The cabinet shall assist the chairperson in preparing the agenda for each meeting of the senate. All items of business proposed by senators shall be referred to the cabinet. In addition, the cabinet will be available for consultation with the president and the provost.

(b) Membership. The cabinet shall consist of the following:

(i) The chairperson, who will serve as chair of the cabinet.

(ii) The vice chairperson.

(iii) The secretary.

(iv) The board representatives.

(v) The past chairperson for the year immediately following the past chairperson's term of office as chairperson.

(vi) The chairperson-elect for the year immediately preceding the chairperson-elect's term of office as chairperson.

(vii) The chairpersons of the standing committees.

(viii) No more than two additional members of the senate.

(6) Section 6. Meetings.

(a) Regular meetings. The senate shall hold regular monthly meetings throughout the calendar year. The schedule of day and times of the meetings for the subsequent twelve months shall be posted to the senate website at the start of each academic year. Meetings may be cancelled or moved by a majority vote. The agenda, place of the meeting and essential issues and content of any matter to be voted upon shall be provided in writing to members of the senate at least three days prior to the meeting.

(b) Special meetings. Special meetings of the senate may be called at any time by the president, the chairperson, or by any three senators upon notice given of time, place, and content of any matter to be voted upon at least twenty-four hours before the special meeting.

(c) Quorum. The presence of thirteen elected members of the senate at any regular or special meeting shall constitute a quorum.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(d) President's privilege. The president shall have the privilege of the floor at senate meetings.

(e) Attendance. Senators must attend scheduled meetings regularly, either in person or virtually. Lack of attendance must be resolved by the senator and the chairperson with approval of the cabinet.

(f) Voting in regular or special senate meetings. Only those senator members present for the meeting may vote. An affirmative vote of a majority of those present and voting is sufficient to pass any matter presented for decision unless a provision of university bylaws require more than a simple majority. Voting by proxy is prohibited.

(g) Parliamentary rules. The proceedings of the senate shall be governed by rules contained in the most recent revised edition of robert's rules of order. The chairperson shall appoint a parliamentarian whose duty is to ensure that university bylaws are adhered to in the conduct of meetings. The parliamentarian shall serve at the pleasure of the chairperson.

(h) Form of meeting. Meetings of the faculty senate may be held in-person, virtually or a combination of in-person and virtual (hybrid). Actions taken by the faculty senate at a virtual or hybrid meeting shall have the same force as those taken at an in-person meeting provided that:

(i) The presence of a quorum can be verified by the secretary and parliamentarian;

(ii) Only senators or those granted the privilege by university bylaws or by vote of the senate have the privilege of the floor;

(iii) An accurate voice vote can be taken; and

(iv) An accurate written vote can be taken.

(7) Section 7. Committees. There shall be a number of committees within the senate in order to more efficiently conduct senate business during the interim between senate meetings. To the extent feasible, elected and appointed members for all positions on senate and university committees should reflect the diverse interests and viewpoints of the faculty.

(a) General rules.

(i) Committee chairs. Following the election of faculty members to the standing committees, the chairperson shall appoint a senate

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

member as defined in paragraphs (B)(3) and (B)(4) and in paragraphs (C)(4)(b) and (C)(4)(c) of this policy to chair each standing committee, subject to senate confirmation. Committee chairs will serve as chair of the respective committee for a term of one year. The term shall commence on the first day of the first month of the new academic year.

(ii) Ex officio membership. The chairperson elect shall be a non-voting ex officio member of all standing committees.

(iii) Liaison. The chair or one or more members of each standing committee as delegated, shall serve as liaison to one or more of the all-university committees responsible for matters similar to the committee's charge.

(iv) Vacancies. In the event that there is a vacancy in any standing or ad hoc committee, whether an elected or appointed position, a successor shall be appointed for the unexpired term by the chairperson in consultation with the cabinet.

(v) Ad hoc committees. Ad hoc committees shall be appointed as needed and as agreed upon by the chairperson and cabinet and confirmed by the senate. Any actions of ad hoc committees shall be reported to the senate as soon as practically possible.

(b) Standing committees. Each of the standing committees below has been established by the senate and constitutes a standing committee of the senate.

(i) Each of the following committees shall, in addition to the chair appointed by the chairperson, consist of six members elected by the senate and serving two-year staggered terms:

(a) Academic affairs committee.

(b) Budget and priorities committee.

(c) Planning committee.

(d) Human relations committee.

(e) Governance committee.

(f) Research and scholarship committee.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(ii) The following additional committees shall consist of the members as noted. Elected or appointed members have two-year terms. Unless stated otherwise, terms are staggered to elect half the committee each academic year.

(a) Information technology committee. In addition to the chair appointed by the chairperson, the information technology committee shall consist of:

(i) Four at-large members elected by the senate;

(ii) One representative appointed from each college ("college representatives"). Such college representatives should be engaged with the processes by which faculty use technology in their college;

(iii) The chief information officer of IT@UC; and

(iv) An additional IT@UC representative who shall act in an ex-officio capacity. The additional representative shall be jointly chosen by the chair of the information technology committee and the chief information officer of IT@UC.

(b) Elections committee. In addition to the chair appointed by the chairperson, the elections committee will consist of three to six senators appointed by the faculty chair.

(D) Article IV. Elections:

(1) Section 1. Timing of elections. Elections for senate members (including faculty officers, board representatives, and at-large senators), all faculty senate standing committees, and for all-university committees for which the senate elects members will be held regularly each year, in accordance with the senate handbook.

(a) Annual elections. Each year, the following positions will be elected:

(i) One board representative.

(ii) Four at-large senators.

(iii) One college senator for each represented unit described in paragraph (C)(4)(c)(i) of this policy.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(iv) One college senator from the part-time faculty described in paragraph (C)(4)(c)(iii) of this policy.

(v) Committee membership as needed on faculty senate standing committees described in paragraph (C)(7)(b) of this policy.

(vi) Committee membership as needed on all-university committees as designated in the senate handbook.

(b) Bi-annual elections. In odd years, the following additional positions will be elected:

(i) Chairperson-elect.

(ii) Secretary.

(c) Bi-annual elections. In even years, the following additional position will be elected: one senator for the emeriti faculty described in paragraph (C)(4)(c)(ii) of this policy.

(2) Section 2. Recall, ineligibility, or inability to serve.

(a) Any officer of the faculty and/or senate, board representative, at-large senator, or college senator shall be subject to a recall if two-thirds of the senate affirms a vote of "no confidence" in the individual's performance. In the event of such a vote, there will be a recall vote by the faculty from the constituency represented. A majority vote will be sufficient for recall.

(b) Should an officer of the faculty and/or senate, board representative, or at-large senator become ineligible to serve, the chairperson shall appoint a pro-tem replacement until a replacement can be elected. Ineligibility of college senators shall be handled by that college.

(c) Should an officer of the faculty and/or senate, board representative or at-large senator become unable to serve due to illness or leave, other than sabbatical leave, the chairperson shall appoint a pro-tem replacement. The faculty senate may allow the pro-tem replacement to stand either by majority vote or inaction and should the officer, board representative or at-large senator become able to serve again, they shall be returned to their position. If the officer, board representative, or at-large senator is unable to serve again, the faculty senate may, by majority vote, vacate the position and hold an election. The pro-tem replacement shall serve until the election is held. The situation of college senators unable to serve shall be handled by that college.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(3) Section 3. Election of college senators other than part-time faculty senator. In the spring term each year (or each even year in the case of emeriti faculty), the faculty of each represented college shall elect a member to serve as college senator no later than the last regular senate meeting in spring term.

(4) Section 4. Eligibility to stand for nomination in senate and all-university elections.

(a) Eligibility. Unless specifically noted otherwise, only faculty as described in paragraphs (B)(2)(a)(ii) to (B)(2)(a)(vi) of this policy, including those heading departments and programs who have a faculty appointment, are eligible to self-nominate or be nominated for the following elected positions as described in this policy:

(i) Officers and board representatives as described in paragraphs (B)(3) and (B)(4) of this policy.

(ii) At-large and college senators as described in paragraphs (C)(4)(b) and (C)(4)(c) of this policy.

(iii) Members of senate standing committees as described in paragraph (C)(7)(b) of this policy.

(iv) Members of all-university committees as noted in paragraph (D)(1) of this policy.

(b) Exceptions. The following are limitations on eligibility:

(i) Emeriti faculty. Emeriti faculty are only eligible to run for emeriti senator as described in paragraph (C)(4)(c)(ii) of this policy.

(ii) Part-time faculty. Part-time faculty, defined as those faculty appointed to less than sixty-five per cent of a full-time faculty position, are only eligible to run for part-time senator as described in paragraph (C)(4)(c)(iii) of this policy.

(5) Section 5. Eligibility to vote in senate-run elections.

(a) All faculty as described in paragraphs (B)(2)(a)(ii) to (B)(2)(a)(vi) of this policy, including those heading departments and programs who have a faculty appointment, are eligible to vote for the following elected positions:

(i) Officers and board representatives as described in paragraphs (B)(3) and (B)(4) of this policy.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(ii) At-large and college senator positions as described in paragraphs (C)(4)(b) and (C)(4)(c) of this policy.

(b) Officers and board representatives as described in paragraphs (B)(3) and (B)(4) of this policy and senators as described in paragraphs (C)(4)(b) and (C)(4)(c) of this policy are eligible to vote for the following elected position:

(i) Members of senate standing committees as described in paragraph (C)(7)(a)(i) of this policy.

(ii) Members of all-university committees as noted in paragraph (D)(1)(a)(vii) of this policy.

(c) Only emeriti faculty are eligible to vote for emeriti senator as described in paragraph (C)(4)(c)(ii) of this policy.

(d) Only part-time faculty, as defined as those faculty appointed to less than sixty-five per cent of a full-time faculty position, are eligible to vote for part-time senator as described in paragraph (C)(4)(c)(iii) of this policy.

(6) Section 6. Terms of office.

(a) Subsequent re-election permitted. Unless otherwise noted, those holding an officer, board representative, or a senator position as defined in paragraphs (B)(3) and (B)(4) and in paragraphs (C)(4)(b) and (C)(4)(c) of this policy may run for election for a subsequent term. Such term refers to the immediately subsequent re-election at the end of the position's term. After two consecutive terms, an individual may not serve in that same position for a period commensurate with the length of the original term but may be elected again to that position thereafter. There is no prohibition on serving in a different elected or appointed position immediately subsequent to the end of two consecutive terms.

(b) Subsequent re-election not permitted. Any position that does not permit a subsequent re-election prohibits an immediate re-election at the end of the position's term for a period of time commensurate with the length of the original term. Elections to that same position may occur thereafter.

(c) Subsequent re-election on senate standing committees are not restricted in relation to re-election. Re-election rules for all-university committees vary by committee.

(7) Section 7. Vacancies.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(a) Chairperson. In the event that there is a vacancy in the office of chairperson when there is a sitting chairperson-elect, the chairperson-elect shall assume the office of chairperson and serve until the conclusion of the term for which the chairperson was elected. In the event that there is a vacancy in the office of chairperson when there is not a sitting chairperson-elect, the vice chairperson shall assume temporary duties of the chairperson until a successor is elected. A successor for the unexpired term shall be elected by ballot from those persons nominated from the floor at the first regular or special meeting of the faculty after the vacancy occurs.

(b) Secretary. In the event that there is a vacancy in the office of secretary, a successor for the unexpired term shall be elected by ballot from those persons nominated from the floor at the first regular or special meeting of the faculty after the vacancy occurs. The chairperson, in consultation with the cabinet, shall appoint a secretary pro-tem to serve until a successor is elected.

(c) Board representatives. In the event that there is a vacancy among the board representatives, a successor for the unexpired term shall be elected by ballot from those persons nominated from the floor at the first regular or special meeting of the faculty after the vacancy occurs. The chairperson, in consultation with the cabinet, shall appoint a board representative pro-tem to serve until a successor is elected.

(d) Senators. In the event that there is a vacancy among the at-large senators, a successor for the unexpired term shall be elected by ballot from those persons nominated from the floor at the first regular or special meeting of the faculty after the vacancy occurs. In the event that there is a vacancy among college senators, a successor shall be elected by that college for the unexpired term.

(e) Committee members. In the event there is a vacancy in any standing, ad hoc, or all-university committee, the chairperson shall appoint a successor for the unexpired term in consultation with the cabinet. If the vacancy is for half a term or less, this will not be considered as barring a subsequent re-election in accordance with paragraph (D)(6) of this policy.

(f) Prohibition on multiple candidacies. No individual may, at the same time, be a candidate for two or more of the following positions: chairperson, secretary, at-large senator, or board representatives.

(E) Article V. College or library faculty:

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(1) Section 1. Authority. Each college or the library faculty shall have the right to organize itself in order to advise, aid, and counsel the dean of the college or the libraries on matters affecting the college and the university, and shall be given sufficient time to do so. Each college faculty may elect a faculty committee to exercise the powers of the college faculty in the interim between its meetings.

(2) Section 2. Graduate faculty. The all-university graduate faculty has the right to organize itself and the responsibility for determining educational policies and regulating requirements for the admission of students, their candidacy, and the awarding to them of degrees. A graduate council includes members chosen as representatives of the major graduate program groupings.

(3) Section 3. Regulations. Subject to the approval of the board, each faculty shall make its own regulations governing the admission and exclusion of students, the courses of instruction to be offered, grading policy, recommendations for degrees, honors, and prizes, and such other matters as may be within its jurisdiction. A copy of such regulations shall be maintained and made available for review in the office of the dean or other head of the college or the provost.

(4) Section 4. Advice and counsel. The faculty shall have a voice through faculty representatives elected for that purpose in the formulation of long-range plans and in decisions relating to their implementation. Similarly, faculty representatives elected for that purpose shall have a voice where decisions relating to the use and creation of existing or prospective physical resources are being made. If a question arises as to whether a matter is a college or university concern, the question shall be resolved by the president after seeking the advice of the senate.

(5) Section 5. Bylaws. Colleges and the libraries shall create written bylaws and the bylaws must be approved, in writing, by the provost before they become effective. However, bylaws of the colleges in the medical center shall be reviewed by the vice president for health affairs before being submitted to the provost for approval. Changes to the bylaws should be reviewed at least every five years and voted on by the faculty through ballot.

(6) Section 6. Membership.

(a) Each college faculty shall consist of the following administrative officers with academic appointments: president, provost, and the dean.

(b) All faculty as noted in paragraphs (B)(2)(b)(i) to (B)(2)(b)(v) of this policy; and

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539469

(c) All other professors, associate professors, assistant professors, instructors, and others of academic or administrative rank as may be elected thereto by the respective faculty with the approval of the dean.

(7) Section 7. Parliamentary rules. Decisions taken by the college faculty shall be governed by the general usage of deliberative bodies. Every motion shall be reduced to writing upon request of a member. All voting shall be in accord with procedures set forth in college bylaws. An affirmative vote of a majority of those voting is sufficient to pass any matter presented for decision unless otherwise provided in the college bylaws.