

# Eastern Oregon University CONSTITUTION

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## **Preamble**

Eastern Oregon University is a comprehensive institution of higher education within the Oregon University System subject to the control of the State Board of Higher Education. This Constitution has been developed in order to insure shared participation and responsibility for governance at Eastern Oregon University. The educational concerns and responsibilities of the campus are herein provided to the President and the campus Assembly.

## **I. Administration**

### *Section 1. The President of the University -- Duties of Office*

- a. The President is the chief executive officer and has general administrative authority over all University affairs as outlined in the standing Administrative Rules and the Internal Management Directives of the Oregon State Board of Higher Education. The President shall be responsible for introducing and testing the improvement of educational ideas and proposals for formulating policy; stimulating and conducting discussion leading to the improvement of educational programs; and reviewing policies, procedures, and programs of the individual units on the campus and the campus as a whole. The President shall develop an administrative organization to assist him in carrying out the policies as established by the Oregon State Board of Higher Education.
- b. The President shall establish and maintain communication with the outside community. The President will take the necessary steps to insure continuous and frequent interactions with the community in the interest of facilitating maximum understanding of interests, goals, and needs of both the campus and the larger community.
- c. The President serves as the communication link between the Chancellor's Office and the campus community and the Assembly.

### *Section 2. Terms of Office*

- a. The President serves at the pleasure of the Oregon State Board of Higher Education.
- b. The Executive Committee may, by majority vote of its membership, ask the Chancellor of the Oregon University System to initiate an extraordinary review of the President when deemed appropriate.

### *Section 3. Selection of Administrative Officers*

The establishment and organization of administrative offices shall be done in consultation with the Executive Committee and other appropriate members of the campus selected in consultation with the Assembly. In the appointment of principal administrative officers whose duties materially affect the educational programs, the President and the Provost shall consult with appropriate members of the campus community.

### *Section 4. Faculty Personnel Policy and Procedure*

Policies and procedures relating to faculty personnel issues such as tenure, promotion, and leave are specified in the *Faculty/Staff Handbook*. Such policies and procedures are recommended by the Assembly to the President for implementation and shall be consistent with all applicable federal, state, and Oregon State Board of Higher Education rules, regulations, and procedures.

## II. Schools

### *Section 1. Organization*

The School shall be the basic academic organizational unit of Eastern Oregon University and shall consist of its professors, associate professors, assistant professors, instructors, part-time faculty, and other members the School may choose to elect or appoint.

### *Section 2. Dean of the School*

- a. Duties and Responsibilities --- The Dean of the School is the official representative and administrative officer of the School. The Dean of the School shall be responsible for the formulation of School policies and execution of Oregon University System and campus policies insofar as they concern the School. The Dean shall call and preside over School meetings and meetings of the School Council, be generally responsible for the organization and quality of the work of the School, report on teaching and research of the School faculty, and prepare the budget and be responsible for the expenditure of School funds in consultation with members of the School and the School Council. The Dean shall introduce proposals, stimulate and conduct discussions directed toward improvement of the education program, and consult with members of the School, and other individuals and groups as appropriate, on all matters of common concern. The Dean serves at the pleasure of the President.

### *Section 3. Meetings*

- a. Each School shall hold at least one meeting each quarter. Special meetings may be called by the Dean of the School. At the request of four (4) or more members of the School, the Dean shall call a meeting of the School within seven (7) days. The agendas for regular and special meetings of the School shall be prepared by the Dean of the School and shall be distributed in advance to all members of the School, the President, and the Provost.

### *Section 4. School Personnel Committees*

- a. Organization --- Each School shall elect a School Personnel Committee. The structure of each School Personnel Committee shall be decided by the School.
- b. Membership
  1. Only tenured faculty may be elected to and serve on School Personnel Committees. Faculty shall be elected to two-year terms.
  2. Each School shall select one (1) current student majoring in an area covered by the School to serve on the School Personnel Committee.
  3. No faculty member shall serve on a School Personnel Committee in a year when the faculty member is being considered for promotion.
  4. The School Personnel Committee shall select its own Chair from its members.
- c. Duties and Responsibilities
  1. The School Personnel Committee shall review faculty personnel matters of tenure, promotion, merit, post-tenure review, continuing review, sabbatical leave, and termination. Committee decisions shall be forwarded to the School Dean and to the Assembly Personnel Committee.
  2. The School Personnel Committee may also review such policy issues as evaluation, salary, tenure, and promotion as it deems appropriate. Recommendations shall be made to the School Dean.

### *Section 5. School Council*

- a. Organization --- Each School shall establish a School Council. The composition, size, and selection of the Council shall be the shared responsibility of the School Dean and the faculty.

- b. Duties and Responsibilities
  1. The School Council will serve as the principal faculty governance body of the School.
  2. The School Council will advise the Dean in the development of budgets, School policies, scheduling, and any other matters of mutual interest and concern.

### **III. The Assembly**

#### *Section 1. Membership*

All academic faculty and administrative-support faculty holding at least half-time appointments shall be members of the Assembly. In addition, all officers of the recognized student government and all classified staff serving on Assembly committees shall be members of the Assembly.

#### *Section 2. Election of Officers, Committees, and Standing Committees*

- a. The Assembly shall be responsible for determining and publicizing a mechanism for electing Assembly officers and for electing members to and filling appointments on Assembly committees.
- b. The Assembly Chair, Vice Chair, Secretary, and Parliamentarian shall be elected by the Assembly. The Assembly officers shall serve one-year terms and are eligible for reelection. Vacancies shall be filled by special elections.
- c. The classified staff shall fill by election all designated classified staff positions on Assembly committees.

#### *Section 3. Duties and Responsibilities of Officers*

- a. The Assembly Chair shall preside over all meetings.
- b. The Assembly Vice Chair shall preside in the absence of the Assembly Chair or when the Assembly Chair takes the floor.
- c. The Assembly Secretary shall be responsible for the preparation of the minutes of all Assembly meetings. The minutes should report only the range of discussion and action taken and shall be subject to additions and corrections only by the Assembly. Within two weeks following each meeting of the Assembly, the Secretary shall distribute the minutes to all members of the campus community and place a copy in the library where a permanent file shall be maintained.
- d. The Parliamentarian shall advise the Assembly Chair on the propriety of actions according to rules and procedures adopted by the Assembly. Where there is no explicit rule or procedure, or where interpretation is in doubt, the most recent edition of *Robert's Rules of Order* shall govern.

#### *Section 4. Meetings, Agenda, Quorum*

- a. The Eastern Oregon University Assembly shall hold at least one regular meeting each quarter. Special meetings may be called by the Assembly Chair, the University President, the Executive Committee, or by request of not less than ten (10) members of the Assembly. Special meetings must be announced no later than three (3) school days prior to the intended meeting. An emergency meeting may be called only by the Executive Committee with a minimum of twenty-four (24) hours notice.
- b. The call for all meetings shall include the agenda for the meeting.
- c. A quorum shall consist of no less than one-half of the Assembly members.

#### *Section 5. Executive Session*

The Assembly may, by majority vote, declare an executive session wherein only members of the Assembly and others required by Oregon law shall be present.

#### *Section 6. Duties and Responsibilities*

The Assembly, as the policy-making and legislative body, shall exercise general legislative authority and responsibility for educational matters concerning Eastern Oregon University delegated to it by policies of the Oregon State Board of Higher Education and the University President. If the President should disagree with any action of the Assembly, the President shall be responsible for reporting the reasons for the disagreement to the Assembly.

The duties and responsibilities of the Assembly would generally include the following:

- a. To establish appropriate policies and review procedures and regulations governing all educational matters of the University program. This would generally include the following areas of concern: curricula, academic functions, admissions, honors, athletics, student activities, awards, financial aid, student behavior, and campus events. The establishment of standards for graduation or graduation with honors is reserved for the teaching faculty and shall be accomplished by a special vote of Assembly members holding teaching appointments.
- b. To establish and review the actions of standing and *ad hoc* Assembly committees.
- c. To review the actions of the Executive Committee.
- d. To receive and discuss reports from the University President and other University administrative officers or to request such reports on any matter affecting the University.
- e. To discuss and act upon any measure or question appropriate to the function of the Assembly.
- f. To consider and decide any matters related to the interpretation of the Constitution and Bylaws.
- g. To delegate any of the above duties and responsibilities.

### *Section 7. Voting*

Open, individual voting shall occur within the Assembly. There is no provision for proxy votes. The most recent edition of *Robert's Rules of Order* shall govern secret ballots. If a ballot is required external to a Assembly meeting, the notice of the balloting time shall be distributed to all Assembly members and ballots shall be cast at designated polling sites. A list of eligible voters shall be placed at each site. A validated list of individuals casting ballots shall be maintained by the University President's Office.

## **IV. Executive Committee**

### *Section 1. Organization*

- a. The Executive Committee shall consist of fourteen (14) members including the Assembly Chair who chairs the Executive Committee, the Assembly Vice Chair, the Assembly Secretary; two (2) faculty members from each school, two (2) administrative faculty, two (2) classified staff, and two (2) students. The University President shall serve *ex officio* without vote. Faculty members shall be elected by the Assembly, classified staff members shall be elected by the classified staff, and the student members shall be appointed by the recognized student government. The University President's Office shall provide staff support to the Executive Committee. A quorum shall consist of a majority of the members of the committee. Members assume their duties at the start of the new academic year following their election.
- b. Non-student members shall be elected for two-year terms in alternating years. Student members are appointed for one-year terms.

### *Section 2. Duties and Responsibilities*

- a. To carry out any function delegated by the Assembly.
- b. To prepare agendas and call meetings of the Assembly.
- c. To request reports and information for the Assembly.
- d. To receive and coordinate reports and recommendations for action by the Assembly.
- e. To apprise appropriate committees of the Assembly of any matters the Executive Committee considers worthy of deliberation.

- f. To remove any chair or members of an Assembly committee for inaction.
- g. To serve as an advisory board to the President of the University. The advisory role of the Executive Committee may be initiated by either the President or the Assembly Chair.

## **V. Grievance Committee**

### *Section 1. Organization*

- a. The Assembly Grievance Committee shall consist of seven (7) members including two (2) tenured teaching faculty members with representation from each School, one (1) administrative faculty member, two (2) classified staff, and two (2) students appointed by the recognized student government. The University President, Provost, and School Deans shall not be eligible for membership. The committee shall elect its own chair.
- b. The members of the Grievance Committee do not represent constituencies, but are to act in the best interests and for the welfare of the entire community at [Eastern Oregon University](#).
- c. Non-student members shall be elected by their respective constituencies and shall serve two-year terms. Students shall be appointed to one-year terms by the recognized student government. Interim vacancies shall be filled by special elections.

### *Section 2. Duties and Responsibilities*

- a. The Committee shall serve as a grievance and appeals committee for any member of the campus community who petitions the Grievance Committee. Petitioners must have already made a good-faith effort to resolve their grievance at a lower level.
- b. The Committee shall recommend to the Assembly all grievance and appeals procedures.

## **VI. Personnel Committee**

### *Section 1. Organization*

The Assembly Personnel Committee shall consist of six (6) members elected by the teaching faculty of the Assembly. Three (3) members shall be from the School of Arts & Sciences and three (3) members shall be from the [School of Education and Business Programs](#).

### *Section 2. Membership*

- a. Only tenured teaching faculty may be elected to and serve on the Assembly Personnel Committee. At least one of the faculty members elected to the Assembly Personnel Committee from each School must also be a member of the School's Personnel Committee. Faculty members are elected to two-year terms.
- b. No faculty member shall serve on the Assembly Personnel Committee in a year when the faculty member is being considered for promotion.

### *Section 3. Duties and Responsibilities*

- a. To recommend to the Assembly such policies regarding evaluation, procedures, tenure, and promotion as it deems appropriate and advisable.
- b. To recommend to the University President and Provost such policies regarding salary as the Committee deems appropriate and advisable, and shall report to the Assembly on current policies and practices.
- c. To receive and review all School Personnel Committee and School Dean recommendations for tenure, promotion, merit, post-tenure review, continuing review, sabbatical leave, and termination. The Assembly Personnel Committee shall add its own recommendation and rationale to each case before forwarding them to the Provost and the affected faculty member.
- d. To meet with faculty members, when requested, about Committee decisions.

- e. To meet, if necessary, with the University President or the Provost to discuss preliminary presidential decisions before implementation.

## **VII. Administrative Faculty Personnel Committee**

### *Section 1. Organization*

The Administrative Faculty Personnel Committee shall consist of six (6) members elected by the administrative faculty of the Assembly.

### *Section 2. Membership*

Only individuals whose primary responsibility is administrative or support may be elected to serve on this Committee. Members are elected to two-year terms. Interim vacancies shall be filled by special elections.

### *Section 3. Duties and Responsibilities*

- a. To recommend to the Assembly such policies regarding evaluation procedures, step advancement, and merit as the Committee deems appropriate and advisable.
- b. To receive and review all recommendations for step advancement, retention, merit, and sabbatical leave for administrative faculty. The Administrative Personnel Committee shall add its own recommendations to each case and forward them on to the University President.
- c. To meet with administrative faculty members, when requested, to respond to personnel matters.
- d. To serve as an advisory committee to the President regarding personnel matters for the administrative faculty.

## **VIII. Educational Policy and Curriculum Committee**

### *Section 1. Organization*

The Educational Policy and Curriculum Committee shall consist of ten (10) members, including six (6) teaching faculty with balanced representation from each school and two (2) students appointed by the recognized student government. Four (4) of the faculty members must be tenured. The Provost and a representative from the Division of Distance Education shall serve *ex officio* without vote. The Provost's Office shall provide staff support for the Committee. Teaching faculty members shall be elected by the Assembly to two-year terms.

### *Section 2. Duties and Responsibilities*

- a. To develop educational programs, curricular policy, and course offerings and to recommend the implementation of these programs and policies to the Assembly.
- b. To initiate study proposals in order to improve the educational development and programs at Eastern Oregon University.

## **IX. Diversity Committee**

### *Section 1. Organization*

- a. The Diversity Committee shall consist of twelve (12) members and six (6) *ex officio* members as follows: four (4) elected teaching faculty members, two (2) from each college; four (4) elected administrative faculty members; two (2) elected classified staff members; two (2) students appointed by the recognized student government; Director of Native American Program/Affirmative Action Officer, Disability Services Coordinator, Gender Studies Program

Coordinator, International Student Advisor, Micronesian Program Advisor/Hispanic Education Program, President's Commission on the Status of Women Chair.

- b. Non-student members shall be elected by their respective constituencies in alternating years and shall serve two-year terms. Student members shall be appointed to one-year terms by the recognized student government. Interim vacancies shall be filled by special elections.

## *Section 2. Duties and Responsibilities*

To advise the University President on matters related to diversity, to formulate and implement diversity policy, including a campus-wide diversity plan, and review existing policy, particularly handbooks, to promote public education, collaboration, and special events, to assess achievement of strategic plan objectives related to diversity, to serve as an advisory resource for the campus community on diversity issues, to support changes in the curriculum related to issues of diversity.

(Rev. 2/4/03)

## **X. Standing Committees**

### *Section 1. Organization*

The Assembly may establish standing committees to assist in the discharge of its responsibilities.

### *Section 2. Meetings*

- a. The chair of a standing committee shall call meetings as often as is required to conduct the business of the committee. Special meetings shall be called if requested by two (2) or more committee members.
- b. Standing committees shall report as necessary to the Assembly regarding their activities and actions.
- c. A quorum shall consist of a simple majority of the voting membership of each standing committee.

## **XI. Ad Hoc Committees**

The Assembly, President, or Provost may establish *ad hoc* committees or task forces to undertake special charges which do not fall within the purview of Assembly standing committees. The Assembly must be notified in a timely manner about the formation of *ad hoc* committees. Search committees are exempted from this notification requirement. These committees, once formed, shall have a finite lifespan and shall observe the same operational procedures as specified for standing committees.

## **XII. Reports**

A permanent file of the minutes of all meetings of the Assembly, the Schools, and the Educational Policy and Curriculum Committee shall be maintained in the Library. This file shall be accessible to all members of the campus community.

## **XIII. Amending**

### *Section 1. Amending*

The Assembly may amend this Constitution and the Bylaws by a two-thirds (2/3) majority of the membership voting in the election. The proposed amendment must have been presented at the previous meeting of the Assembly and must have been distributed to the members at least two (2) weeks of a regular academic term prior to voting. The election, by secret written ballot, must take place during a regular academic term and must be conducted over at least a three-day period.

## *Section 2. Housekeeping Clause*

The Executive Committee may make corrections to this Constitution, insofar as such corrections do not seek to change policies or rules established in this Constitution. A report of all corrections must be given to the Assembly at the next regular meeting. If the Assembly feels that these corrections are out of the scope of the Executive Committee, a majority vote of the Assembly may override these corrections.

(Rev. 2/4/03)

# BYLAWS

## **Article I. Standing Committees**

### *Section 1. Selection of Membership*

The Executive Committee shall recommend the membership of standing committees to the Assembly for ratification at the June Assembly meeting in accordance with guidelines established by the Assembly. All teaching faculty, administrative faculty, and classified staff members shall serve two-year terms unless otherwise noted. Students shall serve one-year terms. All committees will elect their own chairs unless otherwise noted

### *Section 2. Budget and Planning Committee*

- a. Organization --- The Budget and Planning Committee shall consist of eleven (11) members, including four (4) teaching faculty with representation from each School, one (1) administrative faculty, two (2) students appointed by the recognized student government, and two (2) classified staff. The Vice President for Business, Finance & Facilities and the EOU Budget Director shall serve *ex officio* without vote.
- b. Duties and Responsibilities
  1. To advise the University President on matters related to the budget and long-range planning of the University.
  2. To consider budget principles and policy matters which relate to the mission of Eastern Oregon University and are reflected in the budget and the long-range implications of the physical facilities
  3. To develop its own procedures for budget review and planning.
  4. To report to the Assembly on the overall priorities for allocation of institutional resources and to recommend policies regarding long-range planning.
  5. To advise on matters related to capital construction requests for legislative consideration.

### *Section 3. Academic Support Committee*

- a. Organization --- The Academic Support Committee shall consist of ten (10) members, including three (3) teaching faculty with representation from each School, two (2) students appointed by the recognized student government, and two (2) classified staff. The Director of the Library, the Director of Computing and Telecommunications, and the Director of the Learning Center shall serve *ex officio* without vote.
- b. Duties and Responsibilities
  1. To formulate policy covering the Library, the Computer Center, and the Learning Center, including all aspects of their respective operations.
  2. To advise the Directors of the Library, Computing and Telecommunications, and Learning Center.

### *Section 4. Academic Standards Committee*

- a. Organization --- The Academic Standards Committee shall consist of nine (9) members, including five (5) teaching faculty with representation from each School, two (2) students appointed by the recognized student government, and one (1) representative from student affairs appointed by the President. At least two (2) of the teaching faculty members must be tenured. A classified staff member from the Registrar's Office shall serve *ex officio* without vote and shall serve as administrative assistant and secretary to the Committee.
- b. Duties and Responsibilities
  1. To develop, recommend, and interpret academic policy.
  2. To serve as the hearing board in all matters regarding academic probation and academic dismissal from the University. The Committee is empowered to make exceptions to academic regulations if, in spirit, such regulations are satisfied or, if the strict application of the policies would impose an educational disadvantage or undue hardship on the student. Consideration of exceptions shall include consultation with the appropriate administrative unit responsible for maintaining the regulations in question.

### ***Section 5. Student Affairs Committee***

- a. Membership and Organization - The Student Affairs Committee shall consist of fourteen (14) members, including two (2) teaching faculty with representation from each College, one (1) administrative faculty, six (6) students appointed by the recognized student government, and two (2) classified staff. The Vice President for Student Affairs, the Director of Student Activities and Hoke Center, and the Director of Residence Life shall serve *ex officio* without vote.
- b. Duties and Responsibilities
  1. To advise, develop and recommend policy covering student activities, including scheduling and programming of extracurricular activities (with the exception of intercollegiate and intramural athletic programs) that are initiated by student organizations or by the University;
  2. To advise, develop and recommend policy covering residence life, student housing, food service and food vending, and to review and provide input on annual rates and budgets;
  3. To advise, develop and recommend, student behavior policies and provide oversight for the enforcement of procedures and regulations maintaining appropriate standards of behavior within the student community;
  4. To serve as the Student Hearing Committee or to provide for the appointment of an ad hoc committee to serve for individual hearings dealing with student behavior and academic dishonesty;
  5. To oversee the recognition of student organizations and the constitutions and bylaws of such organizations;
  6. To establish sub-committees and *ad hoc* committees when necessary.
  7. To advise the Vice President for Student Affairs, the Director of Student Activities and Hoke Center, and the Director of Residence Life in matters relating to the students of the University and support services for the students;
  8. To advise and recommend to appropriate University offices and student organizations those policies and issues deemed by the Committee to be necessary or prudent in order to carry out effectively its mission as directed by the Assembly.

(Rev. 2/1/05)

### ***Section 6. Athletic Committee***

- a. Organization --- The Athletic Committee shall consist of eight (8) members, including four (4) faculty, two (2) students appointed by the recognized student government, and one (1) classified staff. The Athletic Director shall serve *ex officio* without vote. One teaching faculty member of the committee shall be designated by the University President as the Faculty Athletic Representative and shall serve as the chair of the Committee.
- b. Duties and Responsibilities
  1. To develop, recommend, and interpret all aspects of athletic policy (intercollegiate, intramural, recreational, and community-related).
  2. To provide for the enforcement of regulations governing intercollegiate and intramural athletics. The Committee shall supervise the implementation of policies governing all athletic activities.

## *Section 7. Financial Aid Committee*

- a. Organization --- The Financial Aid Committee shall consist of eight (8) members, including three (3) teaching faculty, one (1) administrative faculty, two (2) students appointed by the recognized student government, and one (1) classified staff. The Director of Financial Aid shall serve *ex officio* without vote. The Financial Aid Office shall supply staff support for the Committee.
- b. Duties and Responsibilities
  1. To develop, recommend, and implement financial aid policies consistent with the mission of the University.
  2. To serve as the hearing board for all student appeals regarding financial aid.

## **Article II. Interinstitutional Faculty Senate -- Oregon University System**

### *Section 1. Representations*

- a. Eastern Oregon University shall have two (2) Senators and one (1) alternate Senator to represent the University faculty at the Interinstitutional Faculty Senate.
- b. All teaching faculty members shall be eligible to serve as Senators. Only faculty members are eligible to elect Senators and their alternates.
- c. Elections shall be held during the fall term. Senators and their alternates serve three- year terms starting in January following their election. They are eligible for reelection. The terms for EOU's two Senators shall be staggered.

### *Section 2. Duties and Responsibilities*

Interinstitutional Faculty Senators are the uninstructed representatives of their University faculty in matters which cross institutional lines. It shall be the responsibility of the Interinstitutional Faculty Senators to seek the opinions of the EOU Faculty on such matters. Having exercised such responsibility, the Senators shall feel free to make decisions and vote on matters brought before the Interinstitutional Faculty Senate according to their own reasoned judgments.

## **Article III. Selection of the Dean of a School**

To implement the constitutional provisions for consultation with the faculty in the selection of a School Dean, the President shall appoint a committee to assist and advise the Provost and the President. The Search Committee shall include at least five (5) teaching faculty from the concerned School, one (1) teaching faculty from the other School, one (1) representative from the Division of Distance Education, and one (1) student.

After consultation with the members of the concerned School, students, and administrators, the Search Committee shall make its recommendation to the Provost and the President.

## **Article IV. Adoption of Principle**

Upon adoption of this Constitution and Bylaws in accordance with the provisions in Article XIII of the Constitution, the present operating Eastern Assembly Constitution and Bylaws shall be rescinded. The Executive Committee shall provide for the orderly transition from the rescinded Constitution and Bylaws to the newly adopted Constitution and Bylaws.