

## 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, the Faculty Senate and the University Council.

## 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/her 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 ensure 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, Faculty Senate and the University Council.

### **Section 2. Terms of Office**

- a. The President serves at the pleasure of the Oregon State Board of Higher Education.
- b. The University Council and Faculty Senate may, by majority vote of both bodies, ask the Chancellor of the Oregon University System to initiate an extraordinary review of the President when deemed appropriate.

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

- a. The establishment and organization of administrative offices shall be done in consultation with the University Council and Faculty Senate. 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.

## II. COLLEGES

### **Section 1. Organization**

- a. The College 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 College may choose to elect or appoint.

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

- a. Duties and Responsibilities --- The Dean of the College is the official representative and administrative officer of the College. The Dean of the College shall be responsible for the formulation of College policies and execution of Oregon University System and campus policies insofar as they concern the College. The Dean shall call and preside over College meetings and meetings of the College Council, be generally responsible for the organization and quality of the work of the College, report on teaching and research of the College faculty, and prepare the budget and be responsible for the expenditure of College funds in consultation with members of the College and the College Council. The Dean shall introduce proposals, stimulate and conduct discussions directed toward improvement of the education program, and consult with members of the College, 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 College shall hold at least one meeting each quarter. Special meetings may be called by the Dean of the College. At the request of four (4) or more members of the College, the Dean shall call a meeting of the College within seven (7) days. The agendas for regular and special meetings of the College shall be prepared by the Dean of the College and shall be distributed in advance to all members of the College, the President, and the Provost.

### **Section 4. College Personnel Committees**

- a. Organization --- Each College shall elect a College Personnel Committee. The structure of each College Personnel Committee shall be decided by the College.
- b. Membership
  1. Only tenured faculty may be elected to and serve on College Personnel Committees. Faculty shall be elected to two-year terms.
  2. Each College shall select one (1) current student majoring in an area covered by the College to serve on the College Personnel Committee.
  3. No faculty member shall serve on a College Personnel Committee in a year when the faculty member is being considered for promotion.
  4. The College Personnel Committee shall select its own Chair from its members.
- c. Duties and Responsibilities
  1. The College 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 College Dean and to the Faculty Personnel Committee.

2. The College Personnel Committee may also review such policy issues as evaluation, salary, tenure, and promotion as it deems appropriate. Recommendations shall be made to the College Dean.

### **Section 5. Library Personnel Committee**

#### a. Membership.

1. The Library Personnel Committee shall consist of five members including: two librarians, each with at least five years service; one faculty member from the College of Education; one faculty member from the College of Business; and one faculty member from the College of Arts & Sciences. Committee members will be elected to two-year terms.
2. Librarians shall be ineligible to serve on the Library Personnel Committee in a year when the librarian is being considered for promotion.
3. The Library Personnel Committee shall select its own Chair from its members.

#### b. Duties and Responsibilities

1. The Library Personnel Committee shall review library personnel matters of tenure, promotion, merit, post-tenure review, continuing review, sabbatical leave, and termination. Committee decisions shall be forwarded to the Library Director and the Faculty Personnel Committee.
2. The Library Personnel Committee may also review such policy issues as evaluation, salary, tenure, and promotion as it deems appropriate. Recommendations shall be made to the Library Director.

### **Section 6. College Council**

- a. Organization --- Each College shall establish a College Council. The composition, size, and selection of the Council shall be the shared responsibility of the College Dean and the faculty.
- b. Duties and Responsibilities:
  1. The College Council will serve as the principal faculty governance body of the College.
  2. The College Council will advise the Dean in the development of budgets, College policies, scheduling, and any other matters of mutual interest and concern.

## **III. SELECTION OF THE DEAN OF A COLLEGE**

To implement the constitutional provisions for consultation with the faculty in the selection of a College 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 College, one (1) teaching faculty from the other College(s), one (1) representative from Administrative Faculty, and one (1) student.

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

#### IV. SHARED-GOVERNANCE

While the University committees shall form the foundation of shared-governance at Eastern Oregon University, all legislative responsibilities shall be vested in two representative bodies, a Faculty Senate and a University Council.

##### **Section 1. Faculty Senate**

- a. **Membership:** The Faculty Senate shall consist of nineteen (19) voting members and one (1) non-voting member, including nine (9) teaching faculty from the College of Arts and Sciences, seven (7) teaching faculty from the Colleges of Education and Business, with five (5) teaching faculty from Education and two (2) teaching faculty from Business, one (1) librarian, one (1) administrative faculty, one (1) student, and one (1) nonvoting member of the University Council, who shall observe and report the actions of the Faculty Senate back to the University Council to ensure communication and cooperation between the Faculty Senate and the University Council.
- b. **Members of the Faculty Senate shall be elected or appointed by the various constituencies they represent.** Academic faculty members shall be elected by the college or library they represent. The administrative faculty member shall be elected by the administrative faculty. The student shall be appointed by the recognized student government. Academic faculty members of the Faculty Senate must hold at least half time appointments.
- c. **Terms:** Faculty Senate members shall serve two year terms with the terms of the initial Faculty Senate being staggered.
- d. **Legislative Authority:** The Faculty Senate shall have the authority to discuss and to take action as provided by Oregon law on any University issue the Faculty Senate deems necessary.
- e. **Committees:** The Faculty Senate shall accept, consider, and act upon recommendations from the following standing committees of the University: the Educational Policy and Curriculum Committee, the Faculty Personnel Committee, and the Academic Standards Committee.
- f. **Meetings:** Faculty Senate meetings shall be open, and the Faculty Senate shall accept comment from anyone who wishes to address the Faculty Senate.
- g. **Organization and Structure:** The Faculty Senate shall be governed by its own set of bylaws.
- h. **Definition:** With regard to the Faculty Senate, University Council and University Committees, the term “academic faculty” shall include teaching faculty and librarians.

## **Section 2. University Council**

- a. **Membership:** The University Council shall consist of thirteen (13) voting members and one (1) non-voting member, including three (3) EOU students, three (3) administrative faculty, three (3) classified staff, one (1) member of the administration and three (3) academic faculty, with one (1) from Arts & Sciences, one (1) from Education, and one (1) from Business, and one (1) nonvoting member of the Faculty Senate, who shall observe and report the actions of the University Council back to the Faculty Senate to ensure communication and cooperation between the Faculty Senate and the University Council.
  1. University Council members shall be voting members of the electorate of the University Council and shall be elected or appointed by the various constituencies of the University. Student members shall be appointed by the recognized student government. Administrative faculty members shall be elected by the administrative faculty. Classified staff members shall be elected by the classified staff. Academic faculty members shall be elected by the college they represent; however, a college may consider and elect a librarian to fill its membership seat. And the administration, which shall include all deans and vice-presidents, shall decide upon its University Council member.
- b. **Electorate:** The electorate for the University Council shall consist of all academic faculty, administrative faculty and classified staff holding at least half-time appointments. In addition, all officers and senators of the recognized student government shall be members of the electorate and shall be eligible to vote in University elections.
- c. **Terms:** University Council members shall serve two year terms with the terms of the initial University Council being staggered.
- d. **Legislative Authority:** The University Council shall have the authority to discuss and to take action as provided by Oregon law on any university issue the University Council deems necessary.
- e. **Committees:** The University Council shall accept, consider and act upon recommendations from the following standing committees of the University: the Student Affairs Committee, the Budget and Planning Committee, the Financial Aid Committee, the Athletic Committee, and the Diversity Committee.
- f. **Meetings:** University Council meetings shall be open, and the University Council shall accept comment from anyone who wishes to address the University Council.
- g. **Organization and Structure:** The University Council shall be governed by its own set of bylaws.

## **Section 3. Reconsideration**

- a. The Faculty Senate and University Council shall keep the other apprised of all actions and other legislative business that has been conducted. Either body may request that the other reconsider an action it, the deciding body, has taken. Such a request for reconsideration of an action must be made within 30 days of said action. The deciding body shall have authority to rescind or uphold its actions.

## V. UNIVERSITY COMMITTEES

The committees of the University shall serve as the foundation of the shared governance system at Eastern Oregon University. Committees will function as described herein, and will report to and recommend policy to either the Faculty Senate or the University Council, with the exception of the University Grievance Committee which shall report to the Provost and President. The standing committees of the University are as follows.

### **Section 1. Faculty Personnel Committee**

- a. Organization -- The Faculty Personnel Committee shall consist of seven (7) academic faculty members: three (3) tenured teaching faculty from the College of Arts & Sciences, three (3) tenured teaching faculty from the Colleges of Education and Business, with two (2) tenured teaching faculty from Education and one (1) tenured teaching faculty member from Business, and one (1) tenured librarian.
- b. Membership -- Only tenured academic faculty may be elected to and serve on the Faculty Personnel Committee. If the library does not have a tenured faculty member who can serve on the committee, a non-tenured member may temporarily serve until a tenured member is available. At least one of the teaching faculty members elected to the Faculty Personnel Committee from each College must also be a member of the College's Personnel Committee. No academic faculty member shall serve on the Faculty Personnel Committee in a year when the academic faculty member is being considered for promotion.
- c. Duties and Responsibilities
  1. To recommend to the Faculty Senate such policies regarding evaluation, procedures, tenure, and promotion as it deems appropriate and advisable.
  2. To receive and review all College Personnel Committee, Library Personnel Committee, College Dean, and Library Director recommendations for tenure, promotion, merit, post-tenure review, continuing review, sabbatical leave, and termination. The Faculty Personnel Committee shall add its own recommendation and rationale to each case before forwarding them to the Provost and the affected faculty member.
  3. To meet with faculty members, when requested, about Committee decisions.
  4. To meet, if necessary, with the University President or the Provost to discuss preliminary presidential decisions before implementation.

### **Section 2: Administrative Faculty Executive Committee**

- a. Organization -- The Administrative Faculty Executive Committee shall consist of six (6) members elected by the administrative faculty, as defined in the Administrative Faculty Charter & Bylaws, available at <http://www.eou.edu/adminfac/documents/AdministrativeFacultyBylaws06final.pdf>

- b. Membership, electoral procedures, duties, and responsibilities of the Executive Committee are outlined in the Charter & Bylaws, available at <http://www.eou.edu/adminfac/documents/AdministrativeFacultyBylaws06final.pdf>
- c. The Administrative Faculty Executive Committee shall recommend policy to the President's Cabinet, either directly or through Memoranda of Understanding, and shall report items of interest to the University Council.

### **Section 3. Educational Policy and Curriculum Committee**

- a. The Educational Policy and Curriculum Committee shall consist of twelve (12) members, including six (6) teaching faculty with representation from each college as follows: three (3) teaching faculty from College of Arts and Sciences, two (2) teaching faculty from College of Education and one (1) teaching faculty from College of Business [at least three (3) of the teaching faculty members must be tenured]; one (1) librarian; two (2) students; the Registrar and an administrative faculty member who has an understanding of the unique needs of on-line students as they pertain to curriculum and other EPCC issues. In addition, the Provost or his/her designee shall serve ex officio without vote. The Provost's Office shall provide staff support for the Committee. Teaching faculty members shall be elected by their respective Colleges to two-year terms
- b. Duties and Responsibilities:
  - 1. To review educational programs and course offerings, develop and review curricular policy, and to recommend the implementation of these programs and policies to the Faculty Senate.
  - 2. To initiate study proposals in order to improve the educational development and programs at Eastern Oregon University.

### **Section 4. Diversity Committee**

- a. Organization: The Diversity Committee shall consist of (11) members: Four (4) academic faculty members, one (1) from Arts & Sciences, one (1) from Education, one (1) from Business, and one (1) librarian, plus two (2) administrative faculty members, two (2) classified staff members, two (2) students and the Affirmative Action Officer, who shall serve ex-officio. In addition, a secondary nonvoting advisory group selected by the diversity committee will include interested faculty/staff/students who work specifically in the area of difference and diversity and represent/advocate for/work with groups based upon (but not limited to): socioeconomic status, race/ethnicity, culture, religion, age, gender, sexual orientation, veteran status, and disability. The list of advisory members and their positions will be updated each year and will be available on the committee website. Members will be kept informed of pertinent agenda and action items discussed by the committee. They may be called upon for various purposes; in addition, they will be encouraged to attend meetings as appropriate.
- b. Duties and Responsibilities: The duties and responsibilities of the Diversity Committee include the following: to advise the University Council and University President on matters related to diversity; to formulate and facilitate diversity policy, to include a campus-wide diversity plan and the review of existing policies

and practices, to promote public education, collaboration and special events; to review and report progress on the achievement of strategic plan objectives related to diversity; to serve as an advisory resource for the campus and off-campus communities on diversity issues; and to work with faculty on changes in the curriculum related to issues of diversity.

### **Section 5. Budget and Planning Committee**

- a. Organization: The Budget and Planning Committee shall consist of (12) voting members: four (4) teaching faculty, two (2) from the College of Arts and Sciences, and two (2) from the Colleges of Education and Business, with one (1) from Education and one (1) from Business; one (1) librarian; three (3) administrative faculty; two (2) students and two (2) classified staff. In addition, the Vice President for Finance and Administration shall serve non-voting ex officio. The office of Finance and Administration will provide a budget analyst to be available for the meetings.
- 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 University Council 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 6. Academic Standards Committee**

- a. Organization: The Academic Standards Committee shall consist of twelve (12) members, including five (5) teaching faculty, three (3) from the College of Arts and Sciences, and two (2) from the Colleges of Education and Business, with one (1) from Education and one (1) from Business; two (2) students; two (2) administrative faculty, and two (2) classified staff. In addition, a staff member from the Registrar's Office shall serve ex officio and shall serve as the 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 standing at 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 may include consultation with the appropriate administrative unit responsible for maintaining the regulations in question.

## **Section 7. Student Affairs Committee**

- a. **Membership and Organization:** The Student Affairs Committee shall consist of sixteen (16) members, including three (3) teaching faculty, one (1) member from Arts & Sciences, one (1) member from Education, and one (1) member from Business; two (2) administrative faculty, six (6) students, and two (2) classified staff. In addition, the Dean of Student Success and Engagement, the Assistant Director of Student Involvement, and the Director of Housing and Student Involvement shall serve ex-officio.
- b. **Duties and Responsibilities**
  1. To advise, develop and recommend policy covering student activities, including scheduling and programming of co-curricular 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 Dean of Student Success and Engagement, the Assistant Director of Student Involvement, and the Director of Housing and Student Involvement 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 University Council.

## **Section 8. Athletic Committee**

- a. **Organization:** The Athletic Committee shall consist of ten (10) members, including four (4) teaching faculty, two (2) from the college of Arts and Science, and two (2) from the Colleges of Education and Business, with one (1) from Education and one (1) from Business; two (2) students; one (1) administrative faculty; one (1) classified staff ; the Athletic Director who shall serve ex officio without vote and one additional teaching faculty member, designated by the University President as the Faculty Athletic Representative, who shall serve as the chair of the Committee.
- b. **Duties and Responsibilities**
  1. Assist in the development of athletic policy.
  2. Approve all academic policies governing intercollegiate athletics.

3. Provide assistance and advice to the Athletic Director for the implementation of policies governing intercollegiate athletics.
4. Review all team schedules to ensure compliance with applicable University policies.
5. Make specific recommendations regarding policy and procedure to the Athletic Director, the President, the Vice President for Academic Affairs, the Dean of Student Success and Engagement, and the University Council, as appropriate.

### **Section 9. Financial Aid Committee**

- a. Organization: The Financial Aid Committee shall consist of eight (8) members, including three (3) teaching faculty, one (1) member from Arts & Sciences, one (1) member from Education, and one (1) from Business; two (2) administrative faculty, two (2) students and one (1) classified staff. The Director of Financial Aid shall serve ex officio. The Financial Aid Office shall supply staff support for the Committee.
- b. Duties and Responsibilities:
  1. To develop and recommend policies concerning Financial Aid.
  2. To provide advice to the Director of Financial Aid for implementation of Financial Aid policies.
  3. To serve as the final hearing board for student appeals regarding Financial Aid.

### **Section 10. University Grievance Committee**

- a. Organization: The University Grievance Committee shall consist of ten (10) members including three (3) academic faculty, one (1) member from the college of Arts and Science, and two (2) faculty from the Colleges of Education and Business, with one (1) member from Education and one (1) member from Business; one (1) librarian; two (2) administrative faculty members; two (2) classified staff and two (2) students. The members of the University 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.
- b. Duties and Responsibilities:
  1. The Committee shall serve as a grievance and appeals committee for any member of the campus community who petitions the University Grievance Committee. Petitioners must have already made a good-faith effort to resolve their grievance at a lower level.
  2. The Committee shall recommend to the Provost and President all grievance and appeals procedures.

### **Section 11. Ad Hoc Committees**

- a. The Faculty Senate, University Council, President or Provost may establish *ad hoc* committees or task forces to undertake special charges which do not fall within the purview of the standing committees. The Faculty Senate and University Council 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.

### **Section 12. Selection and Terms of Committee Members**

- a. Members of the standing committees shall be elected or appointed by the various constituencies of the University. Student members of standing committees shall be appointed by the recognized student government. Administrative faculty members of standing committees shall be elected by the administrative faculty. Classified staff members of standing committees shall be elected by the classified staff. Academic faculty members of standing committees shall be elected by the college or library they represent. And the administration, which shall include all deans and vice-presidents, shall decide upon its membership to standing committees.
- b. Should a college be unable or unwilling to fill a committee seat designated to that college, the Faculty Senate shall elect an at large teaching faculty or librarian to fill the seat.
- c. Vacancies: Interim vacancies on committees shall be filled in the manner described above.
- d. Terms: Non-student committee members shall serve two-year terms. Student committee members shall serve one-year terms.

### **Section 13. Committee 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 Faculty Senate and University Council regarding their activities and actions.
- c. A quorum shall consist of a simple majority of the voting membership of each standing committee.

## **VI. REPORTS**

A permanent file of the minutes of all meetings of the Faculty Senate, the University Council, the Colleges, 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.

## **VII. INTERINSTITUTIONAL FACULTY SENATE**

### **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. The Faculty Senate shall oversee the election of Senators and their alternative. Only teaching 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**

- a. 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.

## VIII. HOUSEKEEPING CLAUSE

Either the University Council or the Faculty Senate may propose corrections to this Constitution, insofar as such corrections do not seek to change policies or rules established in this Constitution. The proposed corrections must be approved by a majority vote in both bodies.

## IX. AMENDING

This Constitution may be amended by a majority vote of the membership of the Faculty Senate, a majority vote of the members of the University Council and a 50% vote of the electorate of the University Council voting in the election. The proposed amendment shall be introduced as an action item in either the Faculty Senate or the University Council and upon approval shall be forwarded to the other governing body for consideration and approval. If approved, the proposed amendment must be distributed to the electorate of the University Council at least two (2) weeks of a regular academic term prior to voting. The election, which shall be conducted electronically, must take place during a regular academic term and must be conducted over at least a three-day period.

## X. ADOPTION OF PRINCIPLE

Upon adoption of this Constitution 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. After that transition is complete, the University Council will provide for any future constitutional transitions.