

# **Faculty Association of St. Cloud State University Operating Procedures**

**In compliance with the IFO Constitution**

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## **Procedure 1: Recall and Replacement**

This procedure references Article VII of the FA Constitution.

Section 1: Committee chairs should report repeated absences (three or more consecutive scheduled meetings or more than 33 percent of the scheduled meetings during an academic year) of a committee member to the absent member's unit representative, who will then communicate with the member in an effort to resolve the problem in an agreeable fashion.

Committee members who frequently miss meetings should ask their unit representative to arrange their replacement so that their unit will continue to be represented and a quorum can be attained. If the matter is not resolved, the member's unit representative may then initiate a recall in accordance with the above stated terms. As an alternative to the recall, the unit representative with the approval of the majority of Senators from the affected unit, may appoint a temporary replacement from the member's unit. A permanent replacement will then be selected during the next FA election.

## **Procedure 2: Meetings**

This procedure references Article VIII of the FA Constitution.

Section 1: The Faculty Senate shall meet at least twice each month during the academic year on Tuesdays between 3:15 and 5:15 p.m. Special meetings may be called by the President or at the written request of the Faculty Senate members. A notice of each meeting, including the agenda, shall be distributed to all members of the bargaining unit at least two duty days in advance of all Faculty Senate meetings.

Section 2: The Faculty Senate minutes shall be distributed electronically or otherwise to all members of the bargaining unit within five duty days after their approval. Actions taken by the Faculty Senate are considered final unless ten (10) percent of the members of the FA submit a petition for reconsideration within ten duty days of receipt of the minutes. The petition may require a revote by the Faculty Senate, a binding vote by the FA membership, a public hearing, or combination of these alternatives.

Section 3: The order of business for the Faculty Senate will be: (1) Call to order, (2) Act on Faculty Senate minutes, (3) Report of the Treasurer, (4) Consent agenda, (5) Special Elections, (6) Call for additional agenda items, (7) Announcements, (8) Unfinished business, (9) New business, and (10) Adjournment.

Section 4: Standing or ad hoc committees of the FA submit minutes and/or reports to the Faculty Senate for review or filing. Reports approved by the committee can be submitted either as a separate activity, or a committee may embed reports within their regular minutes.

## **Procedure 3: Election Procedures for President, Vice President, Major Unit Representatives, IFO Board of Directors, and IFO Negotiating Team member**

Section 1: The President, Vice President, IFO Board of Directors, and IFO Negotiating Team member shall be elected by the FA membership using a secret ballot. Only FA members may be elected. The Faculty Association staff shall verify the FA membership status of all voters, candidates, and officers. All election periods shall last at least five duty days.

Section 2: The Faculty Senate shall nominate FA members for each vacancy on the IFO Board of Directors and IFO Negotiating Team. An electronic list of candidates shall be supplied to every FA member.

Section 3: Additional Faculty Association members may be nominated for President, Vice President, IFO Board of Directors, and IFO Negotiating Team by petitions signed by at least 35 Faculty Association members and delivered to the chair of the Election Committee within five duty days of the distribution of the list of candidates.

Section 4: The President, Vice President, the IFO Negotiating Team, Major Unit representatives, and the IFO Board of Directors shall be elected using approval voting ballots. Faculty may vote for as many candidates in each election as they find acceptable. The candidate or candidates receiving the most votes shall be declared elected.

Section 5: The major Unit representatives, as defined in Article XII in the FA Constitution, shall be elected by the FA members of each Major Unit. The terms of the Major Unit representatives shall be two years beginning June 1<sup>st</sup>, and staggered such that half are elected each year.

Section 6: Tiebreakers. Elections resulting in a tie vote shall be decided by a majority vote of the Faculty Senate. Only those candidates tied with the highest total vote shall be considered. Ties in the election of Major Unit representatives shall be decided only by Faculty Senators of the Corresponding Major Unit.

#### **Procedure 4: Vacancies**

Section 1: If the FA presidency becomes vacant before completion of the term, the Vice President shall succeed to the presidency to serve the remainder of the term, and there shall be a special election to fill the balance of the Vice President's term. Any special elections held under this section shall follow the same procedures as laid out in Article IX, allowing for necessary adjustments as to dates.

Section 2: Vacancies occurring in any other FA offices shall be filled in the same manner as the positions are regularly filled.

#### **Procedure 5: Election of the Faculty Senate**

This procedure references Article IX of the FA Constitution.

Section 1: The election of department or unit members of the Faculty Senate shall normally be conducted during Spring Term. Only FA members can be candidates and only FA members can vote in these elections. A majority of those voting is required for election. The outgoing Faculty Senate member(s) of the department or unit shall be responsible to (1) conduct the election and (2) notify the outgoing President of the results.

#### **Procedure 6: Election of Officers**

Section 1: FA Officers. The President of the FA shall notify the membership of the Faculty Association during the second week of Spring Term of vacancies among FA officers and committee members.

Subsection 1: The Secretary and the Treasurer shall be nominated by the Faculty Senate and shall be elected by those Faculty Senate members voting in the election at the end of the spring term. The term of the Secretary shall be one year and shall coincide with the term of the President to begin on June 1. The term of the Treasurer shall be one year beginning July 1.

Subsection 2: The Faculty Senate shall nominate members of the FA as candidates for the office of President and Vice President. The names of these nominees shall be announced on the day following the Faculty Senate meeting when they were nominated.

Subsection 3: The term of the President is two years; the term begins on June 1 of odd-numbered years. No one shall serve more than two successive terms as President.

Subsection 4: The term of the Vice President is two years, beginning on June 1 of odd-numbered year. The Vice President serves in the absence of the President to fulfill the President's duties. No one shall serve more than two successive terms as Vice President.

Section 2: IFO Board of Directors. The Vice President shall serve as one member of the IFO Board of Directors representing the SCSU Faculty Association. The Faculty Senate shall nominate candidates for each remaining vacancy among the SCSU Faculty Association's seats on the IFO Board of Directors during the second week of Spring Term. Members of the

IFO Board of Directors shall be elected for overlapping two-year terms, with the terms to begin on September 1, in accordance with IFO Operating Procedures.

**Section 3: Delegate Assembly.** The elected delegates and alternates to the IFO Delegate Assembly shall be elected by a majority vote of the Faculty Senate. FA members shall be invited in writing to volunteer for this service opportunity; the invitation shall contain information about dates, duties, and expenditure reimbursements for delegates and alternates.

**Section 4: IFO Negotiator.** The Faculty Senate shall nominate candidates for SCSU representative on the IFO Negotiating Team during the second week of Spring Term in even numbered years. The Negotiating Team member cannot also be a member of the IFO Board of Directors, in accordance with IFO Operating Procedures. The term of office of the IFO Negotiating Team member shall be two years beginning on July 1 of even-numbered years.

**Section 5: Announcement.** The Faculty Association President shall announce all nominations for President, Vice President, IFO Negotiator, and IFO Board Member(s) in writing to the FA membership at least two weeks prior to the election.

### **Procedure 7: Committees**

This procedure references Article X of the FA Constitution.

#### **Section 1: Standing Committees**

##### **Subsection 1: Academic Affairs Committee**

- A. Membership: Five members elected as at-large representatives of the Faculty Association, which will not comprise more than two faculty members from one major unit.
- B. Duties: Review all college and university policies related to:
  - 1. Definitions of scholarship/research in order to preserve a broad definition that is consistent with the Master Agreement.
  - 2. SCSU faculty engaging in scholarly activity/research.
  - 3. The use of college/university space and equipment for conducting or teaching scholarly activities/research.
  - 4. Any Academic Affairs related matters not covered by other FA committees.
  - 5. Grade Appeal shared with EC.
  - 6. Make recommendations on academic policy.
  - 7. Nominate two committee members to serve on the university-wide Academic Policy Work Group to be appointed by Faculty Senate. One additional member shall be appointed by the Executive Committee from among its members.

##### **Subsection 2: Budget Review Committee**

- A. Membership: Five members elected as at-large representatives of the Faculty Association, which will not comprise more than two faculty members from one major unit.
- B. Duties:
  - 1. Annually review all levels of the university's budgets and expenditures to:
    - a) Identify any shifts in resource allocation not in accordance with the university's mission, strategic planning, policies, or a specific decision that has gone through the Meet and Confer process;
    - b) Identify any other possible irregularities with respect to the university's budgets and expenditures.
  - 2. Review campus budgets and funding methods.

3. Study the allocation of positions and resources within the university.

**Subsection 3: College, School, and Special Services Curriculum Committees**

- A. Membership: One member elected by each department or curriculum-generating unit within the college, autonomous school, or Special Services, serving for a one-year term at beginning of Fall Semester. Departments and other curriculum-generating units must promptly report all changes in their representative to the committee chairperson. A curriculum-generating unit is defined as any unit that creates courses that carry their own rubric.
- B. Duties:
  1. Review and act upon curriculum proposals submitted to the committee by departments and transmit the proposals to the college dean who will send them to the office of Academic Affairs for publication.
  2. Advise and work with originators and departments in preparation and transmission of proposals, including appropriate signatures.
  3. Examine the curriculum continuously and make recommendations to departments for improvement.
  4. Study and evaluate instructional problems and make recommendations to departments accordingly.

**Subsection 4: Constitutional Review Committee**

- A. Membership: Five members elected as at-large representatives of the Faculty Association, which will not comprise more than two faculty members from one major unit.
- B. Duties:
  1. Investigate, analyze, and recommend amendments to the FA Constitution that improve the performance, functioning, and operation of the FA at SCSU.
  2. Update and maintain the FA's Constitution, Operating Procedures, and Document Control Policy.
  3. Review the necessity, purpose, and duties of all FA standing committees.
  4. The Chair will be responsible for seeing that the master copy of the Constitution in the FA office is current and correct.
  5. Review the Constitution, Procedures, and Document Control for alignment with IFO Master Agreement, and MnSCU or other state documents.

**Subsection 5: Elections Committee**

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The committee shall assist the FA and IFO staff in elections for all Faculty Association offices and all committees or other elected positions. The committee shall commence its election duties in accordance with Article IX, Section 1; Article X, Section 2; Article XI, Section 2.1 of the FA Constitution. The committee shall use the following election process:
  1. Nominate at least two candidates for each position to be filled.
  2. After informing the membership of the committee's nominations, afford the membership the opportunity to add other nominees by petition supported by at least 35 Faculty Association members.
  3. Schedule the spring election process to start early enough that the membership participate within a reasonable time frame and yet complete the entire process no later than the last week of Spring Term.
  4. Conduct special elections at the request of the Faculty Senate.

5. Develop methods to encourage representation of protected class people to be presented for consideration by Faculty Senate.
6. Notify in writing each of the winners of the election, specifying their terms in office.

**Subsection 6: Faculty Research Grants Committee**

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The committee shall devise guidelines for and make recommendations concerning the allocation of university research funds that have been set aside for faculty research grants, long-term, improvement grants, and summer special projects.

**Subsection 7: Feminist Issues Committee**

- A. Membership: Five members elected as at-large representatives of the Faculty Association, which will not comprise more than two faculty members from one major unit. The campus representative on the statewide IFO committee shall serve on the local counterpart committee.
- B. Duties: To increase sensitivity to and begin to address the concerns of the faculty women, the Committee will emphasize:
  1. Increasing the participation of women in decision making;
  2. Insuring that the concerns of women faculty are reflected in all decisions; and
  3. Fostering leadership abilities and potentials for women.

**Subsection 8: Government Relations Committee**

- A. Membership: One member elected from each Major Unit Representation Slot. A balance of political philosophies shall be maintained by this committee.
- B. Co-chairs: Elected by the Committee representing each major political party in the state. They will represent SCSU FA on the IFO Government Relations Committee.
- C. Duties:
  1. Develop and maintain, individually and collectively, on-going contact with all area legislators and with the legislative and administrative leadership in the state.
  2. Study, notify, and advise the faculty of legislation and other governmental actions which will affect faculty employment and the welfare of the university.
  3. Recommend to the Faculty Senate on political measures for discussion and action by the FA.
  4. Prepare in concert with other Faculty Committees action and activities in support of the passage of legislation related to FA goals and objectives.
  5. Participate with other bargaining units and the student representatives in joint campus efforts related to legislation and governmental actions affecting SCSU; consult and cooperate with IFO, SCSU, MSUSA, etc., lobbyists on issues of common concern.

**Subsection 9: Graduate Committee**

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The Graduate Committee shall have the responsibility and right to make recommendations through the University Curriculum Committee to the Faculty Senate as a result of the Graduate Committee's performance of the following duties:
  1. Establish graduate policies, procedures and regulations in relationship to the general purposes and goals of the Graduate Faculty and the University.
  2. Advise the School of Graduate and Continuing Studies on graduate curriculum and related matters.

3. Evaluate administrative proposals that have graduate curriculum implications (including the initiation, expansion, discontinuation, or reduction programs or academic units) and make recommendations accordingly.
4. Review the graduate academic and curricular programs, policies, and practices for improvements and change, and make recommendations accordingly.
5. Develop criteria and policy for membership and act on recommended appointments to the graduate faculty.

**Subsection 10: Grievance Committee**

- A. Membership: A minimum of one member from each Major Unit appointed by the FA President with the approval of the Faculty Senate. Two-year terms with half being appointed each year. Members may be reappointed to continuing terms.
- B. Duties:
  1. Elect the chair of the committee each year.
  2. Help grievance officers and chairperson of the committee to pursue and process grievance cases in accordance with Article XIV.
  3. Review policy and procedures periodically, recommending changes if necessary.
  4. Establish and maintain a regular reporting relationship with Faculty Senate.
  5. Establish and maintain information on grievances which maintains the confidentiality of the grievant (unless the grievant grants a release of confidentiality) through the entire process of settlement.
  6. Provide for grievance officer training.
  7. Chair schedules regular grievance committee meetings, coordinates committee activities, serves as a contact person for the IFO, assigns grievances to committee members on an equitable basis, assists new grievance officers with their grievances and provides regular communications to the Faculty Senate.

**Subsection 11: International Studies Committee**

- A. Membership: One member elected from each Major Unit Representation Slot. If not included among those elected, up to three additional members appointed by the FA President selected from among former directors of overseas centers, one of whom is a former director of a foreign language and culture center.
- B. Duties: The committee shall study policies and programs developed for the university's international study opportunities for both students and faculty, and make recommendations through the Faculty Senate to the University President regarding their development and implementation. The committee shall represent the FA on the university-wide International Advisory Committee.

**Subsection 12: LGBTQ Issues Committee**

- A. Membership: Five members elected as at-large representatives of the Faculty Association, which will not comprise more than two faculty members from one major unit. The campus representative on the statewide IFO committee shall serve on the local counterpart committee.
- B. Duties: work toward building and sustaining campus environments where LGBTQ faculty thrive by
  1. Providing LGBTQ representation in formation of policies, procedures, and programs designed to support all faculty;
  2. Advocate for LGBTQ faculty in matters of recruitment, retention, professional development, and mentorship;
  3. Encourage the creation and promotion of scholarship, research, publication, and curricular development by LGBTQ faculty, and/or about LGBTQ subjects;



4. Facilitate the creation of safe spaces on campus for LGBTQ faculty and other LGBTQ employees;
5. Foster alliances with other LGBTQ entities on campus, as well as in the outside community.

**Subsection 13: Liberal Education Committee**

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties:
  1. Make recommendations to the University Curriculum Committee concerning liberal education policies.
  2. Examine the liberal education program continually for improvement and make recommendations to the University Curriculum Committee for action.
  3. Study, help develop, and make recommendations concerning effective teaching practices, and desirable objectives and educational consequences in the liberal education program.
  4. Help in the planning and development of inter-departmental liberal education courses and assessment.

**Subsection 14: Multicultural Issues Committee**

- A. Membership: Five members elected as at-large representatives of the Faculty Association, which will not comprise more than two faculty members from one major unit. The campus representative on the statewide IFO committee shall serve on the local counterpart committee.
- B. Duties: To address matters of concern to and the equitable treatment of faculty of color at SCSU.

**Subsection 15: Professional Development Committee**

- A. Membership: Five members elected as at-large representatives of the Faculty Association, which will not comprise more than two faculty members from one major unit.
- B. Duties: Review and make recommendations on faculty applications for sabbatical leaves, Faculty Improvement Grants, Professional Improvement Grants, and Bush Grants.

**Subsection 16: Technology and Pedagogical Resources Committee**

- A. Membership: One member elected from each Major Unit Representation Slot
- B. Duties:
  1. Promote the development and use of technology and pedagogical resources on campus, e.g., including but not limited to computers, library books, classroom supplies, for academic programs.
  2. Review the formulation of the budgetary and general policies for technology and pedagogical resources on campus and make recommendations to the Faculty Senate.
  3. Solicit information from faculty regarding campus needs and issues related to technology and pedagogy.
  4. Provide information regarding policies and practices related to technology and pedagogical resources to the faculty.
  5. Recommend technology and pedagogical resource policies for acquisitions, usage, and repair.
  6. Provide feedback to the Learning Resource Services faculty on policy recommendations and changes.

### **Subsection 17: University Curriculum Committee**

- A. Membership: Two representatives from each Major Unit Representation Slot, chosen by and from the members of the College, School, and Special Services Curriculum Committees. In addition, the Liberal Education Committee and the Graduate Committee will each choose one representative.
- B. Duties: This committee shall make recommendations to the Faculty Senate as a result of its performance of the following duties:
  - 1. Act for the faculty in matters related to curriculum in the manner described in the agreement between MnSCU and the IFO.
  - 2. Establish curriculum policy in relationship to general university purposes and goals.
  - 3. Examine the curriculum continuously for possibilities of improvement and make recommendation accordingly.
  - 4. Review, coordinate and act upon all university curriculum proposals.
  - 5. Establish and act upon academic policies related to curriculum such as evaluation of students and graduation requirements.
  - 6. Aid in establishing guidelines and transmittal procedures for submitting curriculum proposals.
  - 7. Study and evaluate instructional problems and make recommendations accordingly.
  - 8. Hear appeals on any curriculum matter
  - 9. Review and make recommendations on proposals concerning External Studies and Continuing Education.

### **Procedure 8: Process for Filing Grievances**

**Section 1: Individual Grievances:** Persons interested in pursuing a grievance should be referred to the chair of the grievance committee. The chair will assign the grievance based on grievant and grievance officer preferences. If an individual contacts a grievance officer without contacting the chair, the grievance officer shall review the grievance with the chair, if available, or at least one other grievance committee member before submitting the grievance in writing. A copy of all grievance submissions shall be sent to the chair, including documents submitted at step one, step two and step three in accordance with the Master Agreement. The chair shall log all grievances and be responsible for maintaining records on all grievances in process. The chair shall be responsible for reporting grievance activities to the Faculty Senate maintaining confidentiality through the settlement.

**Section 2: Association Grievance:** Apart from individual grievances, an association grievance must be approved by the Faculty Senate. If timeliness is an issue, the grievance can be submitted if agreed to by a grievance officer and the grievance chair or the Faculty Association President. If submitted without approval of the Executive Committee, the Executive Committee has the authority to rescind (withdraw) any association grievance. Again, copies of documentation for steps one, two and three shall be submitted to the Grievance Chair for tracking purposes.

**Section 3: Confidentiality:** It is the responsibility of all FA faculty involved in the grievance process to respect the confidentiality of the grievant unless the grievant has given written permission to use information beyond the grievance committee or the persons processing the grievance. Time lines are to be respected, and all extensions requested/granted should be in writing. Documents submitted for step one, two and three should be hand delivered to the appropriate Administrative Office and date stamped there.

### **Procedure 9: Document Control**

Reference Constitutional Review Committee Duties.

**Pertinent Documents:**

1. Electronic and hardcopies of the collective bargaining agreement.
2. Electronic and hardcopies of the St. Cloud State University Faculty Association Constitution.
3. Electronic and hardcopies of the St. Cloud State University Faculty Association Operating Procedures.
4. Minutes and associated documents of the St. Cloud State Faculty Senate and Constitutional Review Committee.

**Purpose:**

The purpose of this procedure is to serve the IFO and SCSU Faculty Senate better by establishing the following controls to ensure the integrity of the information and provide structure for updating pertinent documents:

1. Approve changes to the Constitution and Operating Procedures before they are officially updated and distributed.
2. Update the Constitution and Operating Procedures periodically.
3. Ensure correct versions of the Constitution and Operating Procedures are available at the point of use.
4. Identify the correct revision level of the Constitution and Operating Procedures.
5. Identify, monitor, and control documents that affect and are affected by these procedures.
6. Prevent the unintended use of obsolete Constitution and Operating Procedures.
7. Preserve the usability of the Constitution and Operating Procedures.

**Responsibility and Authority:**

The SCSU FA Constitutional Review Committee is responsible for developing and updating the Constitution and Operating Procedures in accordance with the policies set forth in the FA Constitution and the Operating Procedures.

1. The SCSU FA Office has the authority and responsibility for the physical control of the master hardcopy or electronic copies of the documents.
2. Detailed responsibilities and authorities are described in these procedures.

**Procedures:**

**General Physical Control**

The SCSU FA Office is responsible for obtaining and maintaining master copies of current revisions in electronic and hardcopy format of the pertinent documents as defined above.

**1.0 The master copies are considered controlled documents; all other copies are considered uncontrolled.**

- 1.1 For working purposes, to ensure integrity of information, and to prevent the unintended use of obsolete documents, a member of the FA should download the most current version of the documents off the FA website.

- 1.2 Past revisions will also be available in hardcopy and electronic format for reference in the FA Office.
- 1.3 Master hard copies may be available for review in the FA Office only, and may not be removed from the site.
- 1.4 The most current master copies of the Constitution and Operating Procedures are those that are given to the FA Office by the Chair of the Constitutional Review Committee after the appropriate review and approval process (see Review and Approval section in these procedures).

## **2.0 Changes to the Constitution and Operating Procedures**

### 2.1 Deployment and Alignment of Information and Requirements

- 2.1.1 SCSU FA Constitution and Operating Procedures are aligned to the collective bargaining agreement, the IFO Constitution, and IFO Operating Procedures.
- 2.1.2 The SCSU FA Constitutional Review Committee performs an annual review of the documents to ensure that the most current version of the IFO Constitution and Operating Procedures' information and requirements are deployed and aligned with the SCSU FA Constitution and Operating Procedures.
- 2.1.3 Whenever changes or revisions to the IFO Constitution and Operating Procedures' documents have been made, the SCSU FA Constitutional Review Committee reviews such changes and makes appropriate changes to the SCSU FA Constitution and Operating Procedures to bring them into alignment.

### 2.2 Constitution and Operating Procedures Change Process

- 2.2.1 Changes to the SCSU FA Constitution and Operating Procedures may be substantive or non-substantive. Substantive changes are those that impact the purpose, intent, meaning, or substance of the constitution and/or operating procedures. Non-substantive changes are grammatical, spelling, formatting, or appearance corrections meant to improve the quality of the documents.
- 2.2.2 For non-substantive changes, the Constitutional Review Committee may make changes to a draft of the current revision of the pertinent document, vote on the changes, and record the changes in the committee minutes.
  - 2.2.2.1 These non-substantive changes do not require formal review and approval of the Faculty Senate, but the record/minutes and report should be made to the Faculty

Senate for transparency. A reasonable amount of time (one or two weeks) is given to the Faculty Senate for review of changes.

- 2.2.2.2 If the Faculty Senate has given no objections to the changes, the Chair(s) of the Constitutional Review Committee makes the appropriate changes to the document and ensures that the FA Office is given updated copies.
- 2.2.2.3 The revision level of the document is not changed for non-substantive changes.
- 2.2.2.4 In the event that the Faculty Senate determines that a change is indeed substantive, changes are not made and the procedures for substantive changes are applied.

2.2.3 Substantive changes may be proposed by any committee or member of the FA, in writing, and submitted to the Chair of the Constitutional Review Committee for review. Substantive changes may also be considered as a result of the review of the IFO Constitution and Operating Procedures and current SCSU Constitution and Operation Procedures.

- 2.2.3.1 The Constitutional Review Committee Chair provides working drafts of the current master document from the FA Office site, along with marked up copies(drafts) illustrating the proposed changes, to the committee. Drafts are clearly numbered and dated to preclude use of obsolete documents.
- 2.2.3.2 The Constitutional Review Committee reviews proposals and responds to the initiator about its decision or action.
- 2.2.3.3 Upon agreement on changes, the Constitutional Review Committee Chair reports to the Faculty Senate, providing copies of the original and current drafts of the proposed changes.
- 2.2.3.4 When changes are approved by the Faculty Senate or the FA membership, the document(s) is changed, the revision level and date is updated, and new master documents are provided to the FA Office by the Constitutional Review Committee Chair.
- 2.2.3.5 Changes approved by the Faculty Senate or FA are also documented in the Constitutional Review Committee meeting minutes and a copy of the draft is retained on file for reference.

- 2.3 Convention of Identifying Changes, Revision Levels, and Referencing
- 2.3.1 The revision level and date signify the sequence of versions of the collective bargaining agreement, and SCSU FA Constitution and Operating Procedures.
- 2.3.2 Revision levels/revision to the collective bargaining agreement documents will follow the convention established by the collective bargaining agreement.
- 2.3.3 Revision levels/revision to the Constitution and Operating Procedures are signified by Rev A, B or C, etc. and the date the document has been approved according to the review and approval procedures in this document.
- 2.3.4 The SCSU FA Constitution is revised at the document level; Operating Procedures are revised at both individual procedures and procedures manual levels.
- 2.3.5 To preserve the integrity of references, when a reference is made to an item in the Constitution, the particular revision level, date, article, section, and title should be made.
- 2.3.6 To preserve the integrity of references, when a reference is made to an item in the Operating Procedures, the particular revision level, date, Procedure, paragraph, and title should be made.
- 2.3.7 Note that in the absence of a detailed reference as stated in the convention for references, if sections are deleted or changed and partial reference has been made, there is a wide margin for making erroneous references.

### **3.0 Retention of master copies of Constitution, Operating Procedures, and other documents**

- 1.1 Hardcopies of all revisions of the Constitution and Operating Procedures are stored in the SCSU FA Office for a period of seven years.
- 1.2 Electronic copies of the revisions of the Constitution and Operating procedures are stored in a backup format and controlled by the SCSU FA Office permanently.
- 1.3 The Constitutional Review Committee also maintains hardcopies and electronic copies of its meeting minutes, proposals and approvals/rejections to changes, and narratives that are essential for clarifying or providing the intent to the interpretation of policies. Hardcopies are maintained in the FA office for seven years, and electronic versions are maintained permanently.

# Appendix A: History of Amendments

Faculty Senate

GLBTA Issues Committee changed to LGBTQ Issues Committee October 24, 2017