
FACULTY
GOVERNANCE
GUIDE
2007-2008



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FOREWORD

The Faculty Governance Guide is published to facilitate faculty governance. It contains the Constitution of the Portland State University Faculty, the Interinstitutional Faculty Senate Constitution, and operating procedures and deadlines for Faculty Senate and its standing committees. The Guide includes the rosters of Faculty Senate, fourteen constitutional and twenty-five all university administrative committees, and PSU's Interinstitutional Faculty Senators. The Guide is updated quarterly on the PSU Web Page where it is listed under Office of Academic Affairs, "Reference Documents." To inquire about student appointments, or confirm other listings or text since the most recent publication, please contact the Secretary to the Faculty.

Membership in the PSU Faculty was for many years determined by academic rank, to include full-time faculty at the rank of Instructor or above. In 1994, the ranked faculty amended the Constitution, redefining PSU Faculty to include all non-classified full-time employees of the university holding, at a minimum, an earned Master's degree. All such individuals are entitled to participate in faculty governance with the exception that Ex officio members of the faculty may not serve in the Faculty Senate or on constitutional committees.

Meetings of the PSU Faculty are called by and presided over by the President, who is chairperson of the Faculty (Art. IV., Sec., 1). Each academic year, certain regular meetings of the faculty are scheduled, including Convocation and Graduation, and other meetings may be convened by the President as necessary. Additionally, a meeting of the PSU Faculty may be called by written request of 7.5 percent (78) faculty members (Art. IV, Sec. 3). Until the mid-1960's the faculty met routinely as a whole to execute governance responsibilities, but Portland State's growth meant the continuing expansion in size and scale of faculty governance. The faculty determined that regular business of the faculty be conducted through a representative body, the Faculty Senate, and accordingly amended the Constitution.

The PSU Faculty Senate meets regularly, on the first Monday of every month during the academic year at 3:00 p.m. in Cramer Hall 53, and if the Agenda is not concluded, the meeting is continued to the following Monday. The Constitution also provides that a special meeting of the Senate may be called upon written petition by five Senate members (Art. V, Sec. 3.3) Any member of the faculty may proposed agenda items to the Presiding Officer, for consideration by the Senate Steering Committee. The Constitution provides that the Senate must consider any agenda item proposed by petition of 10 percent (107) of the faculty (Art. IV, Sec.6). Faculty Senate meetings are open to the public, and all faculty are cordially invited to observe.

Elections for the PSU Faculty Senate, the Advisory Council and the Interinstitutional Faculty Senate are conducted simultaneously in Spring quarter of the academic year. In Winter quarter the roster of university employees eligible to participate in faculty governance is reviewed and certified according to Constitutional provisions. Faculty who are certified and serve at below the rank of Dean are notified of their eligibility to stand for elective office by the Faculty Election Eligibility form, and are requested to provide return notice if they are unable to serve. Lists of faculty eligible and willing to run for election to Senate, Advisory Council and IFS are then circulated to all faculty for nomination purposes. On completion of the nomination process, ballots are distributed for Advisory Council and IFS, and by divisions for Senate. Runoffs are conducted where necessary.

The foundation of effective faculty governance is the committee process. Constitutional committees report to the Faculty Senate, administrative committees report to the President, and ad hoc committees report as assigned. Recommendations for action pertaining to any area of faculty jurisdiction (Art. III., Sec.1), may be made to the Senate by any all-university faculty committee, as well as by the Advisory Council or PSU's Senators to IFS. Only one constitutional committee is made up entirely of members of the Faculty Senate, the Committee on Committees, and it is elected by caucus of their Senate divisions. The Committee on Committees determines all faculty appointments to constitutional committees, and makes nominations to the President for faculty appointments to most administrative committees. The Advisory Council nominates faculty memberships for ad hoc presidential committees. In order to determine faculty interest in specific committee service, faculty are requested to submit the Faculty Committee Preference Survey each Spring quarter. Between annual surveys, faculty may indicate new interests or update availability by contacting the Secretary to the Faculty. Committee schedules and proceedings are administered by the respective chairs and faculty who would like to observe meetings should contact the appropriate Chair for details.

Please feel free to contact me for inquiries and concerns related to faculty governance. The Secretary's office is in Cramer Hall 341 (Mail code: PO), and I may be reached by telephone (5-4416), facs (5-4499), or e-mail (andrews@pdx.edu).

Prof. Sarah E. Andrews-Collier
Secretary to the Faculty
August 1, 2007

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CONSTITUTION OF THE PORTLAND STATE UNIVERSITY FACULTY



Adopted May 6, 1964, Last Amended, June 5, 2006

PREAMBLE

To ensure the orderly development of our educational programs and policies; to facilitate communications and cooperation among our officers of administration and ourselves as a university faculty; and to promote the stable growth and continued improvement of higher education in the State of Oregon, we, the Faculty of Portland State University, do hereby subscribe to this document as a constitutional statement of our Faculty organization and its various functions and responsibilities.



ARTICLE I. NAME.

The organization herein defined shall be known as the Portland State University Faculty, or the Faculty.

ARTICLE II. MEMBERSHIP OF THE FACULTY.

The Faculty shall consist of the Chancellor, the President of Portland State University, and all persons who hold State Board appointments with the rank of professor, associate professor, assistant professor, or instructor, and whose full-time equivalent is at least fifty percent teaching, research, or administration at Portland State University. Unclassified members of Portland State University who are certified by the Provost to have academic qualifications sufficient to justify appointment at one of the above mentioned ranks and whose full-time equivalent is at least fifty percent teaching, research, or administration at Portland State University shall also be included in the faculty regardless of title. The University Faculty reserves the right to elect to membership any person who is employed full-time by the Oregon University System.

ARTICLE III. FACULTY POWERS AND AUTHORITY.

Section 1. Faculty Powers.

The Faculty shall have power, subject to legal limits, to take action to promote faculty welfare. The Faculty shall have power to act upon matters of educational policy, to enact such rules and regulations as it may deem desirable to promote or enforce such policies, and to decide upon curricula and new courses of study. This power shall include, but not be confined to, action upon the establishment, abolition, or major alteration of the structure or educational function of departments or of programs which include more than one department or instructional unit of the University. The Faculty will normally exercise this power through its representative, the Senate. The Faculty shall, however, have the appellate power to review all actions by the Senate, whenever an appeal is made from Senate action as hereinafter provided.

In all matters, except those granted to the Senate, the Faculty shall have original jurisdiction. Whenever the Faculty is acting within its province as herein designated, its actions

shall be effective unless they involve an increase in the expense of instruction or administration. Whenever such an increase is involved, whether by action of the Faculty or Senate, the President shall report the action to the Chancellor of the Oregon State Systems of Higher Education with his or her recommendations.

University-wide academic requirements shall not be suspended or modified without prior consideration by the Faculty Senate. In an emergency, the Academic Requirements Committee and/or the Graduate Council; the Advisory Council, and the Presiding Officer of the Senate shall first be consulted. Notification of any change made shall be submitted to the Senate immediately with a request for ratification.

The University shall not establish, abolish, or effect major alteration in the structure or educational function of departments or of programs, including those of more than one department or academic unit, without prior action by the Faculty Senate upon advice of the Educational Policies Committee.

Section 2. Faculty Authority.

The authority of the Faculty is based upon the need for appropriately shared responsibility and cooperative action among the components of the academic institution and upon law and the Administrative Rules of the Oregon State System of Higher Education. The principle of shared authority is based upon the recognition that important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and that differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand. The Faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life that relate to the education process.

Section 3. Faculty Authority in the Selection of Higher Administrative Officers.

The selection of principal administrative officers above the departmental level shall normally involve the active participation of representative Faculty committees; these may be augmented by student and community membership as judged appropriate by the appointing authority. Prior to the creation or abolition of a principal administrative office, the Advisory Council shall normally be consulted by the President, and the Council may ask for wider Faculty consideration.

Section 4. Faculty Authority in the Selection of Department Chairpersons.

The Faculty of each department shall elect its chairperson. The Faculty shall decide, by secret ballot of all full-time members (0.5 FTE or more), the mode of election. The procedures shall be published and filed with the Office of Academic Affairs. They shall be implemented by April 15 of the department chair's third year in office and otherwise upon the occurrence of a vacancy in the office of department chairperson. Any revisions of the procedures must be made and filed at least one month before an election.

The department shall forward the name of its choice to the appropriate dean, who shall promptly review it and forward it to the Provost, who shall promptly review and forward it to the President.

The dean and the Provost may attach comments concerning the ability and willingness of the elected chairperson to carry out the duties of that office.

If the President agrees with the department's choice, then the elected chairperson shall be appointed. If the President has substantive reasons for not making the appointment, a written explanation shall be given to the department and a reconsideration requested.

Within two weeks, the department shall consider again its choice of chairperson and shall forward promptly its decision to the dean, who shall promptly review it and forward it to the Provost for review and transmission to the President. If the department has elected another person than the one originally elected, the President shall proceed as with the previous election.

If the department elects not to alter its choice, and the President still will not accept the department's choice for chairperson, then the matter shall be submitted promptly to the Advisory Council for mediation. If mediation is unsuccessful in achieving a resolution satisfactory to both the department and the President, then the department shall conduct another election to select another person.

The department chairperson shall serve a stated term of three (3) years. Eligibility for re-election shall be determined by departmental procedures.

ARTICLE IV. ORGANIZATION OF THE FACULTY.

Section 1. Faculty Officers.

1) Presiding Officer. The President of the University is the chairperson of the Faculty. In his or her absence or by delegation, the Provost shall preside at meetings of the Faculty. In the absence of both the President and the Provost, the President shall designate a presiding officer.

2) Secretary to the Faculty. A member of the Faculty shall be appointed as Secretary by the President at the beginning of each fall quarter for the academic year. The Secretary shall be ex-officio the Secretary of the Senate.

The Secretary shall record all actions of the Faculty and of the Senate, preserve records of such meetings in a form convenient for reference, and duly circulate copies of all records of such meetings to members of the Faculty.

Section 2. Special Faculty Bodies.

The various committees and bodies requisite for the work of the Faculty are listed and defined later in this document.

Section 3. Meetings of the Faculty.

1) Schedule. Meetings of the Faculty may be held at any time and may be called by the President, by the Senate, or by the Secretary to the Faculty upon the written request of 7.5 percent of the Faculty. No legislative action or prejudicial recommendation pertaining to any department or division shall be made at any special meeting unless the senior member or head of the department or division has been duly notified in advance of such a meeting.

2) Quorum. Ten percent of the Faculty shall constitute a quorum at regular as well as special meetings of the Faculty, providing that notice of such meetings was duly circulated to all Faculty members by the Secretary to the Faculty at least one week before the date of the Faculty meeting.

3) Rules of Procedure. Every member of the Faculty shall have a free and equal voice in its deliberations and conclusions. Any member of the Faculty may submit agenda items to the Secretary to the Faculty. To ensure proper consideration, the agenda for meetings of the Faculty shall be announced to all Faculty members at least two days in advance of the meeting. No matter concerning educational policy shall be considered at any meeting if it does not appear on the agenda, unless in the judgment of the presiding officer an emergency exists to warrant the waiving of this provision, subject to appeal.

The Secretary to the Faculty shall be responsible for prompt distribution of the minutes of all Faculty meetings to all Faculty members.

In the absence of special regulations to the contrary, Robert's Rules of Order, Revised, shall govern the procedure of all meetings of the Faculty.

A mail ballot vote of the entire Faculty shall be taken on any main motion if requested by a one-third vote of the members present.

4) Order of Business. The order of business at regular Faculty meetings shall be as follows:

- Announcement of Quorum
- Approval of the Minutes
- Announcements and Communications
- Unfinished Business
- New Business
- Reports from Officers of Administration, Senate and Committees
- Adjournment

Section 4. Faculty Committees.

1) Appointment. The Committee on Committees, hereinafter described, shall appoint the members and chairpersons of all constitutional committees and ensure adequate and required divisional representation. The Committee on Committees shall make recommendations to the President concerning the membership and chairpersons of all committees established by administrative action and ensure divisional representation as appropriate. Constitutional committees are those established under provisions of the Faculty Constitution. Administrative committees are those established by the President and charged by him or her with a specific assignment on a continuing basis for periods of one or more years. Ad hoc and special committees may be established at any time by the Faculty, the Senate, or the President, and shall carry out specific duties and report as directed. No special committees shall be established that duplicate the work of an existing Faculty, Senate or administrative committee. The Committee on Committees shall appoint membership of special committees established by the Faculty or Senate. The Advisory Council will make recommendations of membership for ad hoc and special committees established by the President.

For the purpose of committee representation, the word "division" shall mean any college, any school outside the colleges, the Library, Other Instructional Faculty, and All Other faculty jointly as a single entity; the term "instructional division" shall mean any college, any school outside the colleges, and Other Instructional Faculty.

The members of the Committee on Committees will normally serve two years and must be members of the Senate during their tenure as members of the Committee. The following divisions shall elect members in even-numbered years:

- All Others (1 member)
- Business Administration (1 member)
- Education (1 member)
- Liberal Arts and Sciences (2 members)
- Social Work (1 member)
- Urban and Public Affairs (1 member)

The following divisions shall elect members in odd-numbered years:

- Engineering and Computer Science (1 member)
- Library (1 member)
- Liberal Arts and Sciences (3 members)
- Fine and Performing Arts (1 member)
- Extended Studies (1 member)
- Other Instructional Faculty (1 member)

In the event a member cannot serve the full two-year term, the replacement shall be elected to serve the remainder of the original term only, unless re-elected to serve an additional two-year term at the regular time of election designated for that unit.

In the event a new division is created, the Presiding Officer of the Senate will designate whether the newcommittee member be elected on an even or odd-numbered year.

2) Committee Officers. Each committee shall have a chairperson and optionally, a chair-elect appointed by the President, and no chairperson shall hold office more than three successive academic years. A secretary elected from the committee membership or the chair elect shall keep written records of meetings.

3) General Functions of All Committees. All committees listed herein shall have these general powers and assignments.

- a) To consult with administrative officers, with the Faculty, with individuals, and with the Senate whenever pertinent information or counsel is needed.
- b) To conduct their routine affairs.
- c) To keep records of all meetings.
- d) To prepare written reports and summaries of work and to submit them as directed.
- e) To send brief annual reports to the President and Secretary to the Faculty.
- f) To arrange a schedule of report presentations with the Secretary to the Faculty, so that such reports may be properly placed on the agenda.

4) Standing Committees and Their Functions.

a) Committee on Committees. This Committee shall:

- 1) Appoint, on behalf of the Senate, members to all committees established by the Faculty Constitution.
- 2) Recommend to the President, on behalf of the Senate, names of members to serve on all committees established by administrative action.
- 3) Advise the Senate relative to the assignment of further duties to the committees listed below, and suggest the establishment of special Senate Faculty committees.
- 4) Assist committees in streamlining and delegating their tasks.
- 5) Report at least once each year to the Senate and President.

b) Academic Requirements Committee. This committee shall consist of seven faculty members, selected at large, and two students.

The Committee shall:

- 1) Develop and recommend policies regarding the admission of entering freshmen.
- 2) Develop and recommend policies regarding transfer credit and requirements for baccalaureate degrees.
- 3) Adjudicate student petitions regarding such academic regulations as credit loads, transfer credit, and graduation requirements for all undergraduate degree programs. Adjudicate student petitions regarding initial undergraduate admissions.
- 4) Make recommendations and propose changes in academic requirements to the Faculty Senate.
- 5) Report to the Senate at least once each year.
- 6) Act, in all matters pertaining to policy, in liaison with the chairpersons of the Scholastic Standards and Curriculum Committees, and with the chairperson of the Graduate Council.

c) Scholastic Standards Committee. This committee shall consist of ten faculty members, selected at large, and two students.

The Committee shall:

- 1) Develop and recommend academic standards to maintain the integrity of the undergraduate program and academic transcripts of the University.
- 2) Develop, maintain and implement protocols regarding academic changes to undergraduate transcripts.
- 3) Adjudicate undergraduate student petitions for academic reinstatement to the University.
- 4) Report to the Senate at least once a year.
- 5) Act, in all matters pertaining to policy, in liaison with the chairpersons of the Academic Requirements and Curriculum Committees, and the Graduate Council.

d) Undergraduate Curriculum Committee. This committee shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other instructional divisions, one from the Library, one from All Other faculty, two students, and, as consultants, the following or his/her representative, the Provost, and the Vice Provost for Curriculum & Undergraduate Studies, and a representative of the Office of Institutional Research & Planning. The Committee shall:

- 1) Make recommendations, in light of existing policies and traditions, to the Senate concerning the approval of all new courses and undergraduate programs referred to it by divisional curriculum or other committees.
- 2) Coordinate with the Graduate Council to bring forward recommendations to the Senate regarding new proposals for and changes to 400/500-level courses so that decisions regarding both undergraduate and graduate credits can be made at the same Senate meeting.
- 3) Make recommendations to the Senate concerning substantive changes to existing programs and courses referred to it by other committees.
- 4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, existing undergraduate programs and courses with regard to quality and emphasis. Suggest needed undergraduate program and course changes to the various divisions and departments.
- 5) Develop and recommend policies concerning curriculum at the University.
- 6) Act, in all matters pertaining to policy, in liaison with the chairpersons of appropriate committees.
- 7) Suggest and refer to the Senate, after consideration by the Academic Requirements Committee, modifications in the undergraduate degree requirements.
- 8) Advise the Senate concerning credit values of undergraduate courses.
- 9) Report on its activities at least once each year to the Senate, including a list of programs and courses reviewed and approved.

e) Intercollegiate Athletics Board. This board shall be composed of five members of the Portland State University Faculty nominated by the Committee on Committees, three students nominated by the Student Senate, and one member representing the public, each to be appointed by the President of the University for terms s/he considers appropriate. Additionally, non-voting ex-officio members of the Board shall

include the Vice President for Finance and Administration, Director of Athletics, Associate Director of Athletics, Faculty Athletics Representative (NCAA). The Board shall:

- 1) Serve as the institutional advisory body to the President and Faculty Senate in the development of and adherence to policies and budgets governing the University's program in men's and women's intercollegiate athletics.
- 2) Report to the Faculty Senate at least once each year.

f) Library Committee. This committee shall consist of seven faculty members, and two students. The faculty members shall include at least two each from Arts & Humanities, Science & Engineering, and Social Sciences. The Committee shall:

- 1) Advise the Director of the Library in the establishment of all policies regarding the Library.
- 2) Recommend the allotment of library purchases and acquisitions according to college, school and departmental needs.
- 3) Report to the Senate at least once each year.

g) Faculty Development Committee. This committee shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other divisions, two from the Library, and, as consultants, the following, or his/her representative, the Provost, and the Vice Provost for Graduate Studies & Research. It is desirable that the appointees be selected from among faculty members who are active and interested in research, teaching, or other scholarly activity. The Committee shall:

- 1) Establish subcommittees and working groups as needed to carry out the committee functions.
- 2) Establish policies, in consultation with administrative officers, as to the allotment of whatever institutional sums have been granted or appropriated for Faculty research, multi- or interdisciplinary ventures, Faculty development and Faculty improvement or evaluation of teaching.
- 3) Encourage Faculty scholarship and teaching by eliciting proposals for projects.
- 4) Recommend to appropriate administrative officers the distribution of institutional research funds.
- 5) Keep records of research fund distributions and endeavor to record their subsequent history.
- 6) Advise and assist faculty members in developing and obtaining invention and copyright protection, as well as in determining equities and interests of all parties concerned with such protection.
- 7) Facilitate the interchange among faculty members and between Faculty and students of ideas and suggested procedures to promote effective teaching.
- 8) Keep the Faculty informed of developments in teaching.
- 9) Work closely with University development committees.
- 10) Report to the Senate at least twice each year.

h) Teacher Education Committee. This Committee shall operate on the general premise that teacher education is an all-University activity and responsibility. Specifically, teacher education programs are the responsibility of the Graduate School of Education.

The Teacher Education Committee shall serve in an advisory capacity to coordinate the activities of the several

schools, college, and departments of the University which are directly involved in teacher education. It shall provide a communication link between the Graduate School of Education and those departments within the total University concerned with teacher education. The Committee shall analyze and make recommendations about teacher education program development and changes. It also shall deliberate and advise the School of Education on problems of admissions, graduation and academic standards and matters referred to it by the Graduate School of Education, the University Senate, the University Faculty, or divisions of any of these units. Its activity, however, is not limited to referrals. It may initiate inquiries or recommendations from its own observations. The Committee shall report to the Faculty Senate at least once each year.

Membership. The Committee shall consist of fourteen members of the University Faculty, representative of each of the following departments or programs educating teacher candidates: Business Education, Curriculum and Instruction, Special Education and Counselor Education, Educational Policy, Foundations and Administrative Studies, Community Health, Art, Speech and Hearing Sciences, English, Foreign Languages, the combined social science departments (Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology), the combined science departments (Biology, Chemistry, Geology, and Physics), Mathematics, Theater Arts, and Music, and two students recommended by the Student Senate. The Dean and Assistant Dean of the Graduate School of Education and the Education Librarian shall be ex-officio non-voting members, with the Assistant Dean serving as committee secretary. One of the fourteen faculty members shall serve as chairperson. Each department of the University which educates teacher candidates is encouraged to create its own teacher education committee to work with the University Teacher Education Committee and with the Graduate School of Education.

j) Graduate Council. This council shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other instructional divisions, one from the Library, one from All Other faculty, two graduate students appointed upon recommendations by the Dean of Graduate Studies, and, as consultants, the following or his/her representative, the Provost, and the Vice Provost for Graduate Studies & Research, and a representative of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to select appointees only from among faculty members with an involvement in graduate education. The Council shall:

- 1) Develop and recommend University policies and establish procedures and regulations for graduate studies, and adjudicate petitions regarding graduate regulations.
- 2) Recommend to the Faculty Senate or to its appropriate committees and to the Dean of Graduate Studies suitable policies and standards for graduate courses and programs.
- 3) Coordinate with the Undergraduate Curriculum Committee to bring forward recommendations to the Senate regarding new proposals for and changes to 400/500-level courses so

that decisions regarding both undergraduate and graduate credits can be made at the same Senate meeting.

4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, existing graduate programs and courses with regard to quality and emphasis. Suggest needed graduate program and course changes to the various divisions and departments.

5) Advise the Senate concerning credit values of graduate courses.

6) Act in liaison with appropriate committees.

7) Report at least once a year to the Senate, including a list of programs and courses reviewed and approved.

k) General Student Affairs Committee. The membership of the General Student Affairs Committee shall be composed of five faculty members other than those who report to the Vice Provost and Dean of Students, and five members of the Associated Students of Portland State University. The chairperson of the General Student Affairs Committee shall be chosen from the Faculty membership. Consultants shall include, but not be limited to, one representative from the Vice Provost and Dean of Students' office. The Committee shall:

1) Serve in an advisory capacity to administrative officers on matters of student affairs, educational activities, budgets, and student discipline.

2) Have specific responsibility to review and make recommendations regarding policies related to student services, programs, and long-range planning, e.g., student employment, Educational Activities, counseling, health service and extra curricular programming.

3) Nominate the recipients of the Presidential Community Service Awards.

4) Report to the Senate at least once a year.

l) Budget Committee. This committee shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other divisions, two students, the chairperson of the University Planning Council and, as consultants, the following or his or her representative, the Vice President for Finance and Administration, the Provost, the Associate Vice President for Finance and Administration, and a representative from the Office of Institutional Research and Planning. The chairperson (or a designated member) shall serve on the University Planning Council.

The Committee shall:

1) Consult with the President and make recommendations for the preparation of the annual and biennial budgets.

2) Recommend budgetary priorities.

3) Analyze budgetary implications of new academic programs or program changes.

4) Consult regarding changes from budgets as prepared.

5) Review expenditures of all public and grant funds.

6) Recommend to the President and to the Senate policies to be followed in implementing any declaration of financial exigency.

7) Report to the Senate at least once each year.

m) Educational Policy Committee. The Educational Policy Committee shall advise the Faculty Senate and the President

on educational policies and planning for the University. Membership of the Committee shall be composed of the chairperson of the Budget Committee, plus five faculty members from the College of Liberal Arts and Sciences, one faculty member from each of the other divisions, one classified member of PSU, and two students (one undergraduate and one graduate). The chairperson shall be selected from the membership by the Committee on Committees. The Provost, the Associate Vice President for Finance & Administration, and a representative from the Office of Institutional Research and Planning shall serve as consultants at the request of the Committee. The chairperson (or a designated member) shall serve on the Budget Committee.

The Committee shall:

- 1) Serve as the faculty advisory body to the President and to the Faculty Senate on matters of educational policy and planning for the University.
- 2) Take notice of developments leading to such changes on its own initiative, with appropriate consultation with other interested faculty committees, and with timely report or recommendation to the Faculty Senate.
- 3) Receive and consider proposals from appropriate administrative officers or faculty committees for the establishment, abolition, or major alteration of the structure or educational function of departments, distinct programs, interdisciplinary programs, schools, colleges, or other significant academic entities.
- 4) In consultation with the appropriate Faculty committees, recommend long-range plans and priorities for the achievement of the mission of the University.
- 5) Undertake matters falling within its competence on either its own initiative or by referral from the President, faculty committees, or the Faculty Senate.
- 6) Form subcommittees as needed to carry out its work.
- 7) Report to the Faculty Senate at least once each term.

n) University Studies Council. This council shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other instructional divisions, one from the Library, one from All Other faculty, one elected representative of the core University Studies faculty, two upper-division undergraduate students and, as consultants, the following or his/her representative: the Provost, the Dean of Undergraduate Studies, the immediate administrator of the program, and a representative of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to select appointees from among faculty members with an involvement in general education.

The Council shall:

- 1) Develop and recommend University policies and establish procedures and regulations for University Studies.
- 2) Recommend to the Faculty Senate or its appropriate committees and to the Dean of Undergraduate Studies suitable policies and standards for University Studies courses and programs.
- 3) Coordinate with the Undergraduate Curriculum Committee to bring forward recommendations to the Senate for new courses in the University Studies program.
- 4) Review, at its own initiative or at the request of appropriate

individuals or faculty committees, all aspects of the University Studies program and its assessment, and suggest needed changes to the appropriate administrators or faculty committees.

- 5) Advise the Senate and its committees on all aspects of University Studies.
- 6) Act in liaison with appropriate committees.
- 7) Report at least once a year to the Senate, including a list of courses and program changes reviewed and approved.

ARTICLE V. FACULTY SENATE.

Section 1. Membership.

1) Ex-officio Members

- a) The President, the Provost, all Vice Presidents; all Deans; the Director of the Library; all Vice Provosts; all Assistants to the President; the Secretary to the Faculty; a representative of the retired faculty association; and the Student Body President of the Associated Students of Portland State University shall serve as ex-officio members of the Senate. Ex-officio members shall have full rights of discussion and making of motions but shall not have the right to vote. These Ex-officio members are not eligible to become elected members.
- b) The chairperson of constitutional committees and representatives to the Interinstitutional Faculty Senate shall serve as ex-officio members if they are not serving as elected members.

2) Elected Members. Elected members of the Senate shall be chosen from the members of the Faculty. Representation shall be proportional by division. Elected members shall have full right of discussion, making of motions and voting. For the purpose of representation, the word "division" shall mean any school or college, the Library, Other Instructional Faculty, and All Other faculty jointly as a single entity; the term "instructional division" shall mean any school or college, and Other Instructional Faculty. Faculty who are involved in programs that are not within an instructional division shall be attached as groups to an appropriate school, college or instructional unit. (See Article V, Section 2, Paragraph 1.)

3) Alternates. Each elected member of the Senate is expected to attend its meetings regularly. However, before the first meeting of the fall term each senator shall designate in writing to the Secretary to the Faculty an alternate who shall serve in the senator's absence with full rights and powers. A senator may change his or her alternate at any time by so informing the Secretary in writing. A senator who takes a leave of absence or sabbatical leave for one academic year or more must resign his or her Senate seat, which shall be filled in accordance with Section 2, Paragraph 5 of this Article.

Section 2. Election of the Senate.

1) Determination of Divisional Representation. By the first Monday in March of each year, the chief administrative officer of each division (see Article V, Section 1, Paragraph 2) shall report to the Secretary to the Faculty the name of each faculty member, and the number of full-time equivalent faculty assigned to each division. At the same time, names of regular faculty and the number of full-time equivalent faculty in programs not in any instructional division shall be reported by the chief academic administrative officer and the vice presidents, or their

designees, to the Secretary to the Faculty. These Faculty shall be assigned by the Senate Steering Committee to divisions as prescribed in Article V, Section 1, Paragraph 2. The Secretary to the Faculty, under the supervision of the Senate Steering Committee, shall then determine the number of senators to be allocated to each division, apportioning one senator for each multiple of ten full-time equivalent faculty with an additional senator for any remainder of 5.0 or more full-time equivalent faculty. Any division with fewer than ten full-time equivalent faculty shall have one senator. A newly instituted division shall elect its senator(s) in the next regular senate election.

2) Nomination. Six weeks prior to the date of Senate elections, the Secretary to the Faculty shall obtain from each divisional administrative officer an approved list of the faculty members assigned to the division. This list will be circulated with the directions that any potential candidate may delete his or her name if s/he does not wish to be a candidate for a Senate position. No later than four weeks before the Senate election, the Secretary to the Faculty shall submit a list of eligible candidates to every faculty member in the divisions, and request the nomination of a number of names equal to twice the number of Senate vacancies occurring in that division at the end of the school year. The total number of nominees shall equal twice the number of Senate vacancies in that division. Those persons on this ballot who are named the greatest number of times shall be the nominees. All persons tied for the final position shall be declared nominees.

3) Election. On the last Monday in April the Secretary to the Faculty, under the supervision of the Senate Steering Committee, shall mail ballots containing the names of final nominees for Senate election to faculty members of the respective divisions. Each divisional faculty member shall vote for no more than a number of candidates equal to the number of Senate vacancies occurring in his or her division for that year. The person or persons receiving the greatest number of votes shall be elected. In case of ties for the final position, run-off elections shall be held.

4) Terms and Limits of Membership. Senate members shall be chosen for three-year terms except when (1) Senators are being elected to represent a newly created division, or (2) it is necessary to arrange terms so that approximately one-third of a division's Senators shall be elected each year. In these two cases, a faculty member in the said divisions receiving the largest number of votes will be elected to three-year terms, and those with the next highest number of votes will be elected to two-and one-year terms as necessary to provide that approximately one-third of the Senate shall be elected each year. The Secretary to the Faculty shall inform each division as to the number of vacancies and length of term of each position to be elected each year.

No member shall be eligible for re-election until one year has elapsed following his or her term of office or resignation. No person shall be eligible to represent more than one division.

5) Interim Vacancies. Interim vacancies that occur in the Senate shall be filled by appointment by the Secretary to the Faculty, who shall designate to fill the unexpired term with the non-elected nominees who in the immediate past Senate

election had the greatest number of votes in the division in which the vacancy exists. An interim appointee shall be eligible for election at the end of his or her term.

Section 3. Organization of the Senate.

1) Officers and Their Duties. Upon delegation of authority by the President, the Senate shall choose its presiding officer in such manner as shall be prescribed in "Functions and Procedures of the Senate."

The Secretary to the Faculty shall be the ex-officio Secretary of the Senate and shall keep all records of the deliberations and actions of the Senate for use by the President, members of the Faculty, the Chancellor, and members of the State Board of Higher Education. The Secretary shall send to each member of the Faculty within one week of a Senate meeting a summary of all actions taken by the Senate at that meeting.

2) Rules of Procedure. The Senate is empowered to make rules governing its own internal organization and procedures, subject to the following:

- a) A majority of elected members of the Senate or their alternates shall constitute a quorum for transaction of business.
- b) All actions or recommendations of the Senate shall be by majority vote except as specifically required elsewhere in this Constitution.
- c) Voting shall be by secret ballot if requested by any five voting members of the Senate; otherwise, on all matters which the chairperson deems of University-wide importance, voting shall be by roll-call vote.

3) Meetings of the Senate. Regular meetings shall normally be held during the academic year on the first Monday of each month at 3:00 p.m. Special meetings may be held at the call of the President or upon written petition to the Secretary by any five members of the Senate.

Section 4. Authority and Functions of the Senate.

1) Authority. The Senate shall be subject to the same general legal limitations as the Faculty. Its authority shall not be construed as limiting the legal right of the President, the chief administrative officer of a division, as defined for purposes of representation, or the chairperson of a department to initiate changes in educational policy, curricula, or new kinds of work. However, no curricula offerings shall be established except with the approval of the State Board of Higher Education upon recommendation of the Senate and the President.

Whenever the Senate is acting within its proper province, its actions shall be effective without approval except that they shall be subject to appeal and review by the Faculty, as later herein provided.

2) Functions. The Senate shall:

- a) Determine requirements for admissions and for degrees.
- b) Act upon all new courses and curricula, changes in established curricula, and such new courses of study as involve consideration of educational policy or relations between divisions. The establishment, abolition, or major alteration of the structure or educational functions of departments or of programs which include more than one department or instructional unit of the University shall be construed as being within the meaning of this provision.

- c) Receive and consider reports from faculty committees and administrative officers, and take the appropriate action thereon within the scope of its authority.
- d) Encourage and conduct studies on matters of University policy.
- e) Make such rules and regulations as desirable to promote the interests and policies of the University.
- f) Establish such committees as necessary for the conduct of its business.
- g) Inform the Faculty concerning its actions and recommendations.

Section 5. Appeal.

All actions of the Senate shall be subject to review by the Faculty upon written request for an appeal submitted to the President by ten percent of the members of the Faculty. This appeal shall be made within fourteen days of the mailing date of the summaries of actions of the Senate. Any such action appealed shall be reviewed by the Faculty at a meeting called by the President for that purpose, after all faculty members have been given a two-week period of notice of the meeting. When a valid appeal has been filed under this section, no further action may be taken on the appealed motion of the Senate until the Faculty has acted on the appeal.

Section 6. Initiative.

The Faculty may petition and secure consideration by the Senate of any appropriate matter upon written request of ten percent of its members. An item to be initiated shall be presented in writing to any member of the Senate, who shall, at the next meeting, give notice of the proposal to the Senate.

ARTICLE VI. ADVISORY COUNCIL.

Section 1. Election.

The Faculty shall elect, during spring term by secret ballot, three members of an Advisory Council of six members, from the membership of the Faculty other than ex-officio members of the Senate (see Article V, Section 1, Paragraph 1). The election shall be administered by the Secretary to the Faculty under the supervision of the Senate Steering Committee. The Secretary to the Faculty shall circulate a list of all eligible full-time faculty members to members of the Faculty with the directions that any potential candidate may delete his or her name if s/he does not wish to be a candidate for an Advisory Council position.

Names of current Advisory Council members, with the exception of interim appointees having served one year or less, are to be excluded, since no member may serve two consecutive regular terms.

No later than four weeks before the Senate election, the Secretary to the Faculty shall submit the list of valid nominees to every member of the Faculty and request the nomination of no more than six eligible candidates. The six persons named the greatest number of times shall be declared the nominees for election to the Advisory Council. All persons tied for the final position shall be declared nominees, and all nominees shall stand for election.

On the last Monday in April, ballots bearing the names of those nominees willing to serve shall be mailed to the members

of the Faculty. Each member shall vote for no more than three candidates; ballots not so marked shall be declared void. The three persons receiving the greatest number of votes shall be elected.

In case of a tie vote for the final position or positions, an additional ballot listing only the nominees involved in the tie vote shall be taken. All such election procedures shall take place before June 1.

Section 2. Date of Office Taking and Period of Service.

All terms of office shall date from June 1, 1981, following the election of council members; each member shall serve for two years.

At the call of any two members, the new Council shall convene and elect a chairperson and a secretary from its membership.

Section 3. Vacancies.

1) Vacancies on the Advisory Council occur through voluntary resignation submitted to the President by the elected member, or by interruption of service to the Council through leave of absence or sabbatical leave for one term or more.

2) Vacancies occurring on the Advisory Council shall be filled through appointment by the Secretary to the Faculty, who shall designate that nominee not elected who in the immediate past Advisory Council election had the greatest number of votes. An interim appointee shall complete the regular term of office. An interim appointee having served one year or less shall be eligible for election at the end of his or her term.

Section 4. Powers and Duties.

The Council shall:

- 1) Serve as an advisory body to the President on matters of policy.
- 2) Serve the President as a committee on ad hoc University-wide committees.
- 3) Appoint membership of hearing committees and panels as required by the Administrative Regulations of the Oregon State System of Higher Education and the Faculty Conduct Code.
- 4) Perform those duties related to constitutional amendments, as described in Article VIII.
- 5) Upon its own initiative or upon the initiative of a member of the Faculty, the Senate, or the administration, give advice to the President on the meaning and interpretation of this Constitution.
- 6) Conduct studies and make recommendations on matters of faculty welfare to be presented to the President and/or the Senate.
- 7) Report at least once each year to the Senate. It may report, with or without recommendation, on any legislation, or matters referred to it. This report may be unanimous or in the form of a majority and a minority report.

ARTICLE VII. ELECTION OF THE INTERINSTITUTIONAL FACULTY SENATE.

The Faculty shall elect during spring term by secret ballot one institutional representative and two alternates to the Interinstitutional Faculty Senate, from the membership of

the Faculty other than ex-officio members of the Senate. The election shall be administered by the Secretary to the Faculty, under the supervision of the Senate Steering Committee, concurrently with the selection of the Advisory Council, and according to the same procedures as described in Article VI, Section 1. The person receiving the highest number of votes shall be appointed to serve a three-year term. An interim vacancy shall be filled by appointment by the Secretary to the Faculty who shall designate the non-elected nominee with the greatest number of votes to fill the unexpired term. An additional vacancy shall be filled by the third finalist.

ARTICLE VIII. AMENDMENTS.

This Constitution may be amended by the members of the Senate. Notice of a proposed amendment must be accompanied by the signatures of ten elected members of the Senate and must be filed with the Secretary to the Faculty with a request that the agenda of the next Senate meeting, regular or special, include presentation of amendments. The Secretary will include in the announcement of the agenda either the text of the to-be-proposed amendments(s) or a summary of the revision of the amendment(s).

The proposed amendment, if then introduced at the meeting, is subject to debate and modification by majority vote. After opportunity for debate and modification, the resulting version, whether or not modified, of the proposed amendment will then be transmitted by the Secretary to the Faculty to the Advisory Council, which shall review the proposed amendment for proper form and numbering. The Advisory Council will return the proposed amendment to the Secretary to the Faculty prior to the next regular meeting of the Senate. At that meeting the presiding officer shall submit the amendment to the Senate for debate and consideration of final passage.

A two-thirds majority of those present and voting shall be required for passage of an amendment to this Constitution. After this vote a mail vote of the entire Faculty may be requested by one-fourth of the members of the Senate present, and if this vote is taken, a two-thirds majority of returned ballots is necessary for passage.

All amendments to this Constitution adopted by the Senate without referral to the entire Faculty shall take effect after the Faculty has had an opportunity to exercise its rights to appeal Senate actions as set forth in Article V, Section 5.

THE PORTLAND STATE UNIVERSITY FACULTY SENATE



A. FUNCTIONS AND PROCEDURES OF THE FACULTY SENATE

Article V of the Faculty Constitution describes Senate membership, election procedures, organization, authority and functions (pages 7-9). Within certain limitations, the Senate is empowered to make rules governing its own internal organization and procedures. The following revised statement of “The Functions and Procedures of the Faculty Senate” was approved at the meeting of May 5, 1973:

Meetings

As required by the Portland State University Faculty Constitution, the Faculty Senate meets normally on the first Monday of each month during the academic year. All Faculty members may attend Senate meetings as visitors; Senators may request privilege of the floor for visitors at meetings. Special meetings during the academic year may be held at the call of the President of the University, the Senate Steering Committee, or upon written petition to the Secretary by any five members of the Senate. Summer meetings of the Senate may be called during the eight-week term by the Steering Committee, with at least two academic days notice being given Senators before each meeting.

Alternates

The Constitution requires that prior to the first Senate meeting each academic year elected members must provide the Secretary with the name of an alternate who will be empowered to represent the member on occasions of absence and who will have full privileges of membership under those conditions. Senators, to facilitate the holding of summer meetings, are expected also to submit names and addresses of summer alternates (as well as their own summer addresses) to the Secretary by June 10. A senator may change his or her alternate at any time by notifying the Secretary in writing.

Resignation

The Constitution requires that a Senator who will be absent for one academic year or more must resign his or her Senate seat; the vacancy will then be filled by the Secretary to the Faculty according to the constitutional provision.

Presiding Officer

Upon delegation of authority by the President under Article V, Section 3, of the Faculty Constitution, the Senate shall elect each year at the last regular scheduled Senate meeting of

spring term, a Presiding Officer who will chair all meetings of the Senate and its Steering Committee. The Presiding Officer must be a member of the Senate at the time of service.

Following nominations by voice, election of the Presiding Officer shall be by secret ballot. If no candidate receives a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until one candidate receives a majority of the votes cast. The Chair of the Committee on Committees is an ex-officio member of the Steering Committee.

Presiding Officer Pro Tem

The Presiding Officer Pro Tem shall preside in the absence of the Presiding Officer at all meetings of the Senate and its Steering Committee and be elected according to the same procedures as the Presiding Officer.

Secretary

As provided in Article IV, Section k, 2, of the Faculty Constitution, the Secretary to the Faculty shall be ex-officio Secretary of the Senate.

Steering Committee

After the election of a Presiding Officer and a Presiding Officer Pro Tem, the Senate shall elect four of its members to serve with the Presiding Officer, Presiding Officer Pro Tem, and Secretary, as the Steering Committee of the Senate. Following nominations by voice, elections of the four additional members of the Steering Committee shall be by secret ballot. If four candidates do not receive a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until four candidates receive a majority of the votes cast.

The Steering Committee shall meet prior to each scheduled meeting of the Senate. During the summer, the members of the Steering Committee who are on campus or in town will also be available to meet occasionally on Senate business.

The Steering Committee shall expedite the work of the Senate by:

- a) Scheduling Senate action on committee work.
- b) Referring problems to appropriate committees and coordinating the work of the different committees.

- c) Assuring the Senate that agenda items submitted by Senate members and committees are properly prepared for Senate action.
- d) Initiating motions for Senate referral to committees, or, where appropriate, for direct Senate action.
- e) Making representation pursuant to Senate resolutions on educational matters and faculty interests to the State Board of Higher Education and other national, state and local government bodies. (In cases of urgency and in the absence of a Senate resolution on a policy matter at issue, the Steering Committee may make representations in the name of the Steering Committee.)

Agenda

The Constitution empowers the Senate to establish its own rules governing its agenda. The Senate has established the following rules for placing items on the agenda for regular meetings:

- a) By the Presiding Officer at his or her discretion. Ordinarily the Presiding Officer will not place matters on the agenda which should have been brought before the Senate through routine means. The Presiding Officer's prerogative in the matter is reserved for extraordinary circumstances which might require admission of unforeseeable matters to the agenda. It is not the normal function of the Presiding Officer to initiate Senate business or to relieve the Senate members from their obligations to present materials well in advance and after careful consideration. Senate members must conform to agenda rules in order to avail the body's full membership of access to all details of proposals and motions sufficiently in advance to permit careful deliberation and consideration.
- b) By notice of any member of the Senate in open meeting, providing that any two other members concur. This notice will appear in the minutes of the meeting which will be published by the Secretary.
- c) By written notice of the chairperson of a faculty committee delivered to the Secretary by 12:00 noon seven calendar days after the prior Senate meeting, or after summer break, 21 calendar days before the meeting.

The agenda for special meetings will be published with the call for the meeting.

Except by a two thirds majority of the voting members present, motions may be made and votes taken only on those subjects listed on the agenda for the meeting.

In general, the Senate meeting agenda will be constituted with these elements:

- a) Roll
- b) Approval of Minutes of Preceding Meeting
- c) Announcements and Communications from the Floor
Discussion Item (optional)
- d) Question Period
 - 1) Questions for Administrators
 - 2) Questions from the Floor for the Chair
- e) Unfinished Business
- f) New Business

- g) Reports from Officers of Administration and Committees
- h) Adjournment

Senate Mailing

The full agenda of the Senate meetings will be distributed eight to ten days before the meeting in order to give Senators a full week to study the documents and confer with their colleagues. The full mailing goes to regular members and all ex officio members of the Senate. In addition, copies of the agenda and minutes are sent to all department chairpersons and chairpersons of faculty committees.

Question Period

The Senate has adopted the following rules for this portion of the question period involving administrators:

- a) Questions for administrators must be submitted to the Secretary to the Faculty (341 CH) by 12 noon on Monday one week preceding the Senate meeting.
- b) Questions should be designated for a particular administrator President, Vice President, Provost, or Dean who is responsible for the policy or action at issue. If the Senator drafting the question is uncertain to whom it should be directed, the Secretary will be available to help the Senator make that designation.
- c) Questions should be straightforward, with no more than one or two subparts. (Additional subparts can be taken up in oral supplementary questions.)
- d) Supplementary questions must be directly related to the original question. The Senator drafting the original questions will be given the first opportunity to ask a supplementary question. Equity and Robert's Rules, however, demand that other Senators have a chance to put supplementary questions before anyone has a second chance to do so.
- e) The question period in any one Senate session will be allotted one half hour on the agenda, with any additional time being at the discretion of the Presiding Officer.

Division Caucuses

When a division has an opening on the Committee on Committees, the division shall caucus to elect its representative(s). The meeting will be called by the outgoing representative on the Committee on Committees; if that person is no longer on campus, the meeting will be called by the Secretary to the Faculty. Normally, the caucus will take place after Senate election results are announced in May; however, when a mid term vacancy occurs, a caucus will be called at that time. A majority of all division Senators or their alternates shall constitute a quorum for the transaction of business. Within three days after the June Senate meeting, the Secretary to the Faculty shall be informed, in writing, of the Committee on Committees representative(s), along with the names of those present at the meeting.

B. SCHEDULE OF SENATE MEETINGS, 2007-08

Regular Senate meetings are normally scheduled in 53 CH at 3:00 p.m. on the first Monday of each month during the academic year. In addition, as the volume of business indicates, the Senate will continue the meetings on the second Monday. The dates are as follows:

- October 1 & 8, 2007
- November 5 & 12, 2007
- December 3 & 10, 2007
- January 7 & 15, 2008
- February 4 & 11 2008
- March 3 & 10, 2008
- April 7 & 14, 2008
- May 5 & 12, 2008
- June 2 & 9, 2008

C. REPORTS AND PROPOSALS TO BE PRESENTED TO THE FACULTY SENATE

Persons wishing to bring matters before the Senate should contact the Presiding Officer or Secretary to request the items can be placed on the agenda. The agenda for meetings is finalized seven calendar days after the prior meeting, or, after summer break, on the Monday preceding the meeting by two weeks.

Reports and proposals are to be submitted in written form so that they can be included in the Senate mailing for the appropriate meeting. Final versions of all materials to be included in the Senate mailing must be in the office of the Secretary to the Faculty (341 CH, ext. 5-4416) in electronic copies by the second Thursday after the prior Senate meeting. If the material is not received, the report or proposal will be eliminated from the agenda of the meeting.

Preparation of reports and proposals to be included in the Senate mailing are the responsibility of the chairperson of the committee and his or her department. Persons making regular or special reports or proposals to the Senate must meet with the Senate Steering Committee during their regular meeting, seven calendar days after the prior Senate meeting, (or after summer break on the Monday preceding the meeting by two weeks). The Steering Committee normally meets at 3:00 p.m. in the President's Conference Room, CH 338.

D. SENATE MEETINGS AND COMMITTEE REPORTS SCHEDULE FOR 2007-08

COMMITTEE REPORTS	SENATE MEETING*	STEERING COMMITTEE MEETING**	WRITTEN ITEMS DUE FOR SENATE MAILING
Annual Report from: Advisory Committee on Acad. Information Technology	October 1, 2007	September 17, 2007	September 18, 2007
None Scheduled	November 5, 2007	October 8, 2007	October 11, 2007
Quarterly Report: Education Policies Committee	December 4, 2007	November 13, 2007***	November 15, 2007
Semi-Annual Report: Faculty Dev. Committee Intercollegiate Athletics Board	January 7, 2008	December 10, 2007	December 13, 2007
None Scheduled	February 4, 2008	January 16, 2008***	January 18, 2008
Quarterly Report: Educational Policies Committee Intercollegiate Athletics Board	March 3, 2008	February 12, 2008	February 15, 2008
Annual Reports from: Academic Advising Council Institutional Assessment Council	April 7, 2008	March 10, 2008	March 13, 2008
Annual Reports from: Academic Requirements Comm. Advisory Council General Student Affairs Intercollegiate Athletics Board Library Committee Scholastic Standards Committee Teacher Education Committee University Studies Committee	May 5, 2008	April 14, 2008	April 17, 2008
Annual Reports from: Budget Committee Committee on Committees Curriculum Committee Educational Policies Committee Faculty Dev. Committee Graduate Council University Studies Council	June 2, 2008	May 12, 2008	May 15, 2008

*Senate Meetings are the first Monday of the month during the academic calendar in CH53 (3-5 p.m.)

**Steering Committee meetings are the second Monday of the month during the academic calendar in CH 336 (3-5 p.m.), unless otherwise noted.

***Note special meeting time in observance of Martin Luther King Birthday Holiday.

FACULTY SENATE ROSTER

2007-08 OFFICERS AND SENATE STEERING COMMITTEE

Presiding Officer: Richard Clucas
 Presiding Officer Pro tem: Michael Flower
 Secretary: Sarah E. Andrews-Collier
 Committee Members: Kathi Ketcheson
 Jeanette Palmiter
 Patricia Wetzel
 _____, ex officio Chair, Committee on Committees

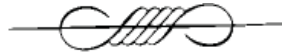
All Others (15)							
Angell, Nate	OMC	2008		*Hines, Maude (Weasel)	ENG	2008	
Baccar, Cindy	ADM	2008		Jacob, Greg	ENG	2008	
Ketcheson, Kathi	OIRP	2008		Kapoor, Prya	SP	2008	
*Santen, David (Gregory)	OMT	2008		†Medovoi, Leerom	ENG	2008	
Squire, Patricia	ALUM	2008		Reder, Stephen	LING	2008	
Thompson, Dee	CARC	2008		Watanabe, Suwako	FLL	2008	
Barham, Mary Ann	IASC	2009		Wetzel, Patricia	FLL	2008	
*Collins, Mary (Yackley)	SHAC	2009		Works, Martha	GEOG	2008	
Jagodnik, Joan	IASC	2009		Arante, Jacqueline	ENG	2009	
Luther, Christina	INTL	2009		Blazak, Randy	SOC	2009	
Ryder, Bill	ADM	2009		Bodegom, Eric	PHY	2009	
Accetta, Alexander	CREC	2010		Farr, Grant	SOC	2009	
*Hoffman, Agnes (Cardenas)	ADM	2010		Garrison, Tim	HST	2009	
Korbek, Ebru	OSA	2010		Jiao, Jun	PHY	2009	
Toppe, Michele	OSA	2010		Hickey, Martha	FLL	2009	
Business Administration (6)				Liebman, Robert	SOC	2009	
Ramiller, Neil	SBA	2008		*Perlmutter, Jennifer (Miller-Jones)	FLL	2009	
Yuthas, Kristi	SBA	2008		†Reese, Susan	ENG	2009	
Brown, Darrell	SBA	2009		*Rhee, Ma-Ji (T. Dillon)	FLL	2009	
Hansen, David	SBA	2009		Stovall, Dennis	ENG	2009	
O'Connor, Maureen	SBA	2010		Zelick, Randy	BIO	2009	
Dickinson, Don	SBA	2010		Kenneth Ames	ANTH	2010	
Education (7)				Steven Bleiler	MTH	2010	
Caskey, Micki	ED	2008		Robert Fountain	MTH	2010	
*Kim, Dae Y. (Isaacson)	EPFA	2008		Fuller, Steven	FLL	2010	
Cress, Christine	ED	2009		Johnson, Daniel	GEOG	2010	
Thao, Yer	ED	2009		Johnson, David	HST	2010	
*Gilliland, Emily (Ruben)	ED	2009		Khalil, Aslam	PSY	2010	
Livneh, Cheryl	CEED	2010		Lafferrière, Gerardo	MTH	2010	
Farahmandpur, Ramin	ED	2010		Mercer, Robert	CLAS	2010	
Engineering and Computer Science (10)				Mussey, Ann	WS	2010	
Black, Andrew	CMPS	2008		Padin, José	SOC	2010	
Feng, Wu-chi	CMPS	2008		Palmiter, Jeanette	MTH	2010	
Maier, David	CMPS	2008		Ruth, Jennifer	ENG	2010	
Recktenwald, Gerald	ME	2008		Walton, Linda	HST	2010	
Brown, Cynthia	CS	2009		Other Instructional (4)			
Chrzanowska-Jeske, M.	ECE	2009		Flower, Michael	HON	2008	
Devletian, Jack	ECS	2009		Labissière, Yves	UNST	2008	
Hook, James	CMPS	2010		Fallon, Ann	UNST	2009	
Sheble, Gerald	ECE	2010		Jhaj, Sukhwant	UNST	2010	
Morris, James	ECE	2010		Social Work (7)			
Extended Studies (1)				Cotrell, Victoria	SSW	2008	
Fritzsche, Vincent	XS PDC	2009		Powers, Laurie	SSW	2008	
Fine and Performing Arts (6)				Talbot, Maria	SSW	2009	
Knights, Clive	ARCH	2008		Meinhold, Jana	CFS	2009	
*LePore, William (Fletcher)	ART	2008		Wahab, Stephanie	SSW	2009	
Wattenberg, Richard	TA	2009		Anderson-Nathe, Benjamin	CFS	2010	
Charman, Elisabeth	ART	2009		Coleman, Daniel	SSW	2010	
Magaldi, Karin	TA	2010		Urban and Public Affairs (9)			
Patton, Judith	TA	2010		Clucas, Richard	PS	2008	
Library (3)				Farquhar, Stephanie	SCH	2008	
Brenner, Michaela	LIB	2008		*Wollner, Craig (Rose)	IMS	2008	
Paynter, Robin	LIB	2009		†Brodowicz, Gary	PHE	2009	
Bielavitz, Thomas	LIB	2010		Messer, Barry	USP	2009	
Liberal Arts and Sciences (40)				Sussman, Gerry	USP	2009	
Agorsah, Kofi	BST	2008		Dill, Jennifer	USP	2010	
Balshem, Martha	CAE	2008		Gelmon, Sherril	PA	2010	
Brown, Kimberly	LING	2008		Wallace, Neal	PA	2010	
Burns, Scott	GEOL	2008		†Member of Committee on Committees			
				*Interim appointments indicated with asterisk			

Ex officio Members of the Faculty Senate

Andrews Collier, Sarah E.	Interinstitutional Faculty Senate (- Dec. 2007)
Blazak, Randy	Chair, General Student Affair Committee
Burton, Mike	Vice Provost for Extended Studies
Carter, Duncan	Interinstitutional Faculty Senate (- Dec 2009)
Chisholm, Michael (Torre)	Director of Athletics
Christopherson, Burton	Assistant to the President for Affirmative Action
Dawson, Scott	Dean, School of Business Administration
Desrochers, Lindsay	Vice President for Finance & Administration
Diman, Roderic C.	Special Assistant to the President
Dryden, Robert	Dean, College of Engineering & Computer Science
Feyerherm, William	Vice Provost for Research and Dean, Graduate Studies
Flower, Michael	Chair, Educational Policies Committee
Flower, Michael	Chair, Advisory Council
Fortmiller, Dan	Interim Vice Provost for Student Affairs
Fung, Michael	Associate Vice President for Finance
Gould, Robert	Chair, Undergraduate Curriculum Committee
Gregory, Mark	Associate Vice President for Strategic Planning, Partnerships, and Technology
Hitz, Randy	Dean, Graduate School of Education
Hottel, Kimberly	Chair, Academic Requirements Committee
Johnson, Raymond	Chair, Budget Committee
Kaiser, Marvin	Dean, College of Liberal Arts and Sciences
Koch, Roy W.	Provost & Vice President for Academic Affairs
LaTourette, Catherine S.	Assoc. Vice President for Human Resources
Latz, Gil	Vice Provost for International Affairs
Loney, Jennifer	Chair, Scholastic Standards Committee
Mack, Carol	Vice Provost for Academic Personnel & Budget
McBride, Leslie	Co-Chair, University Studies Council
McVeety, Catherine	Vice President for University Relations
Mercer, Robert	Interinstitutional Faculty Senate (Jan. 2008 - Dec. 2010)
Nelson, Kristine	Dean, Graduate School of Social Work
Ostlund, DeLys	Chair, Graduate Council
Patton, Judy	Co-Chair, Committee on Committees
Reardon, Michael	Interim President
Ruben, Barbara	Chair, Teacher Education Committee
Squire, Patricia	Chair, Intercollegiate Athletics Board
Sestak, Barbara	Dean, School of Fine & Performing Arts
Smallman, Shawn	Interim Vice Provost for Instruction and Dean, Undergraduate Studies
Soto, Rudy	ASPSU President
Spalding, Helen	Director of the Library
Tufts, Robert	President, Retirement Association of PSU
Wallack, Lawrence	Dean, College of Urban & Public Affairs
Wollner, Craig	Interinstitutional Faculty Senate (- Dec 2008)
Zurk, Lisa	Chair, Library Committee
_____	Chair, Faculty Development Committee
_____	Assistant to the President for Government Relations

Note: Pursuant to the Constitution of the Portland State University Faculty (Art. V, Sec. 1, 1) chairpersons of constitutional committees and representatives to the Interinstitutional Faculty Senate who are not serving as elected members shall serve as ex officio members of the Faculty Senate.

ALL-UNIVERSITY COMMITTEES AT PSU



Faculty Governance Committees at Portland State are established either by the Faculty Constitution or by administrative action. (See the Faculty Constitution, Section 4 of Article IV, for additional general information on Constitutional Committees.) This Guide includes both “constitutional” and “administrative” committees that are regular or standing committees. It does not include ad hoc committees which may be established from time to time to serve particular limited functions.

During academic years 1974-75 and 1987-88 the Constitution was amended so that the Committee on Committees takes responsibility for nominating or appointing members for all standing committees, that is, all committees included in the Guide unless specifically excepted. The Advisory Council nominates members for ad hoc committees (See Faculty Constitution, Article VI, Section 4).

As an aid to securing interested and appropriate nominees, the Faculty Committee Preference Survey is distributed annually to all faculty to enable them to indicate those committees on which they would like to serve. Nominations, made by the Committee on Committees, are reviewed by the Council of Academic Deans and the Executive Committee. Appointments are made by the President for one-year terms of service beginning September 15, unless otherwise indicated.

From time to time university committees may have special matters they wish to bring before the Faculty Senate. Also, all constitutional committees are required to make annual reports to that group. Procedures for inclusion on Faculty Senate agenda and annual reporting dates for committees are discussed on page 12. It should be noted that when written reports, whether special or annual, are to be made to the Senate, it is the responsibility of the committee chairperson to submit copies of the committee report to the Secretary to the Faculty for inclusion in the Senate mailings as well as to arrange to meet with the members of the Senate Steering Committee prior to the Senate meeting.

GUIDELINES FOR CONSTITUTIONAL COMMITTEE

Guidelines for Constitutional Committees, adopted by the Faculty Senate on April 5, 1971, are as follows:

The following recommendations are intended to be general, helpful guidelines, whose application in each committee is to be broadened or narrowed or otherwise varied according to that committee’s particular needs and best judgment.

General Information

Committee Size: Small committees are preferable, since that tends to speed up the process, but for reasons of adequate representation, large ones can become necessary. Workloads, however, may make subcommittees desirable.

Chairperson: The chairperson’s chief function will be to bring

out opinions by questioning, and then to develop a consensus statement. Formal votes need not be taken for every decision. The chairperson will ensure that the committee will establish working procedures, including agreement on a ‘quorum’ and selection of a secretary to draft the decision statements and the working preliminary, and final reports. These should be presented in the agenda in print, so they can be discussed, amended, polished, and approved. Work will be facilitated if the chairperson will see that the agenda include as many preliminary decision statements as possible in the form of working drafts. At his or her discretion, the chairperson may call meetings of voting members in executive session.

Secretary: The secretary will arrange meetings and schedule them at a time acceptable to all, if possible. He or she should notify all committee members of meetings. The minutes of each meeting should include a complete record of all decisions taken, not of the discussions and varied views expressed during the meeting. These minutes, agenda for future meetings, should be duplicated and distributed not only to committee members, but also to other persons and groups who may be interested in the decisions, which in many cases will include the dean of colleges and schools.

All Members: Committee members represent the colleges, the schools, the student body, and the Faculty in general as they participate in the decisions and actions of the constitutional committees.

Circumstances sometimes arise which make it impossible for a person to discharge his or her responsibilities as a member of his or her committee. For example, increased commitments cause a member to be regularly unable to attend meetings; this means that his and her area and his or her colleagues are unrepresented in that committee.

It is recommended, when a committee member finds himself or herself unable to serve effectively for any reason, that s/he consider resigning from that committee. Official resignation consists of written notice to the Office of the President and the Secretary to the Faculty.

Reports: The committee’s reports, although typically written by the chairperson, should represent committee consensus and should be prepared in time to allow committee consideration. When there is a division of opinion, the report should indicate the lack of consensus. If there is a strong division of opinion, the report should make room for a minority opinion, or at least be prepared in time for the minority to present its report at the same time as the committee report.

ALL UNIVERSITY COMMITTEES

ACADEMIC
ADVISING
COUNCIL



An advisory committee established by administrative action in March, 2006.

The **Academic Advising Council** promotes a positive and productive advising environment for advisors and students. Members will be responsible for reviewing the current status of advising and making recommendations on best practices regarding policies and processes related to academic advising campus-wide. Nominations for membership are made to the President by the Provost.

Members to serve 2007-08 academic year

Chairperson: Martha Works, GEOG (2007-)

Faculty: Janet Putnam, GSSW (2007-)
Michael Flower, HON/UNST (2007-)
Branimir Pejcinovic, CECS
Alan MacCormack, UNST

Professional

Advisers: Paulette Watanabe, EEPS (2006-)
Melissa Leonard, CLAS

Students (2): _____

Ex-Officio: Mary Ann Barham, UASC
Bill Ryder, ADM
Kathi Ketcheson, OIRP

ACADEMIC
APPEALS
BOARD



A hearing and appeals committee established by administrative action.

The **Academic Appeals Board** hears appeals from students who claim to have received prejudiced or capricious academic evaluation and makes recommendations on cases to the Provost. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Connie Ozawa, UPA, UPA (2006-)

Faculty: Agnes Hoffman, ADM (2004-)
James McNames, ECE (2005-)

Students (3): _____

Consultant: Michele Toppe, Interim Dean of Students

Contact: Michele Toppe, OSA (5-4422)

A two-page information sheet outlining the necessary information for inclusion in the student's letter (no form) is available in the Office of Student Affairs, 433 SMC.

ALL UNIVERSITY COMMITTEES

ACADEMIC
REQUIREMENTS
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4b.*



The **Academic Requirements Committee** is scheduled to make its annual report to the Faculty Senate on May 1, 2006.
Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Kimberly Hottel, UASC (2006-)

Faculty: Barbara Brower, GEOG (2006-)
Jack Devletian, ME (2006-)
Martha Hickey, FLL (2006-)
Agnes Hoffman, ADM (2006-)
Shalini Prasad, ECE (2006-)
Sukhwant Jhaj, UNST

Students (2): _____

Mentor: _____

Consultants: Shawn Smallman, Interim Vice Provost for
Instruction and Dean, Undergraduate Studies
Mary Ann Barham, UASC

Contact: Forms and a one-page handout are available
at the Degree Requirements window, Lobby,
NH (5-3412)

ACADEMICALLY-CONTROLLED
AUXILLIARY ACTIVITIES
COMMITTEE

*An advisory committee established
by administrative action.*



The **Academically Controlled Auxiliary Activities Committee** recommends allocation from the fund for academically related departmental activities of direct benefit to students and faculty. The chairperson is a consultant to the Educational Activities Advisory Board. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Marie Lo, ENG (2005-)

Faculty: Junghee Lee, ART (2004-)
Pelin Basci, FLL (2006-)
Robert Liebman, SOC (2006-)
Anmarie Trimble, ENG (2006-)

Staff: Carol Martin, AUX (2006)

Students (5): _____

Ex-officio: Dan Fortmiller, Interim Vice Provost for
Student Affairs
_____, Director, Student
Activities and Leadership Programs

ALL UNIVERSITY COMMITTEES

ADA/PHYSICAL
ACCESS COMMITTEE

*An advisory committee established by
administrative action and in association with
legislative action ORS 352.015.*



The PSU President's **ADA/Physical Access Committee** addresses the broad range of issues that affect individuals with disabilities (e.g. facilities, classroom accommodation, technology, parking, and safety). This is a standing committee composed of members from offices responsible for ensuring compliance with University policies related to individuals with disabilities and representatives from groups affected by the related policies.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Burt Christopherson, AFM (2002-)

Members: Chris Goodrich, Coordinator of
Veteran Services, UASC (1999-)
Phyllis Hayes, Accountant, SD (1999-)
Phyllis Petteys, Coordinator, ATC (1999-)
Pauline Livingston, Coordinator, Disability
Services for Students, UASC (1999-)
Dan Zalkow, Manager, PARK (2000-)
Carol Martin, ASA (2001-)
Ann Gooley Mai, FAC
Julie North, Dir, AUX (2001-)
Robin Pierce, Asst., Dir., FAC (2002-)
Mike Soto, Chief, CPSO (2002-)
David Holloway, ENG (2004-)
A.J. Arriola, CR
Elaine Cohn, AFM
Alexandra McDermott, OMB
Cory Ray, Interim Dir. of Residence Life

Students (2): _____

ADVISORY COMMITTEE ON
ACADEMIC INFORMATION
TECHNOLOGIES

*An advisory committee established
by administrative action.*



The **Advisory Committee on Academic Information Technologies** advises the Provost, the Vice President for Finance & Administration, and the Council of Academic Deans on the academic use of information technologies. Each year, the committee will receive a detailed charge from the Provost, Vice President for Finance & Administration and the Council of Academic Deans. A member of the Council of Academic Deans will chair the Committee and will provide regular reports to the Provost, Vice President for Finance and Administration, and the Council. Appointments are made by the Provost and the Vice President for Finance & Administration to represent the breadth of the academic units and programs of the institution. Terms are for one academic year.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Shawn Smallman, OAA (2006-)

Members: David Bullock, GSE (1999-)
Daniel Pirofsky, ART (1999-)
Barton Massey, CS (2000-)
Randy Zelick, BIO (2002-)
Karen Carr, HST (2006-)
Robert Fullmer, CLAS (2006-)
David Gerbing, SBA (2006-)
Troy Lakey, CWP (2006-)
Jane Lee, CUPA (2006-)
Marie Lewandowski, XS (2006-)
Adriene Lim, LIB (2006-)
Berni Pilip, ORSP (2006-)

Student (1): _____

Ex-officio: Carol Mack, Vice Provost for Administration
and Planning

Consultants: John Rueter, Faculty in Residence for
Technology
Kathi Ketcheson, Director, Office of
Institutional Research and Planning
_____, Executive Director, Office
of Information Technologies
Nate Angell, PUBS

ALL UNIVERSITY COMMITTEES

ADVISORY
COUNCIL

*Established by Faculty Constitution,
Article VI.*



The **Advisory Council** is scheduled to make its annual report to the Faculty Senate on May 5, 2008.

Members elected by the faculty for a term of two academic years.

*Term, commencing June 1, 2007
indicated in parentheses.*

Chairperson: Michael Flower (Miller-Jones) (2006-08)

Faculty: Martha Balshem (2006-08)
Agnes Hoffman (2006-08)
Robert Mercer (2007-09)
John Rueter (2007-09)
Linda Walton (2007-09)

BIO-SAFETY
COMMITTEE

*An advisory committee established
by administrative action.*



Nominations to the **Bio-Safety Committee** are made to the President by the Associate Vice Provost for Research & Sponsored Projects in accordance with federal guidelines.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Ken Stedman, BIO (2006-)

Faculty: Dirk Iwata-Reuyl, CHEM (1994-)
Eric Bodegom, PHY (2006-)
Michael Murphy, BIO (2006-)
Kevin Reynolds, CHEM (2006-)


Community: Scott Eads, Attorney-at-Law, Klarquist,
Sparkman, Campbell, Leigh and
Winston (1994-)

Ex-officio: William Feyerherm, Vice Provost for
Research and Dean, Graduate Studies

ORSP Rep: Cathleen Gal, Compliance Specialist

ALL UNIVERSITY COMMITTEES

**BUDGET
COMMITTEE**
*Established by Faculty Constitution,
Article IV, Section 4l.*



The **Budget Committee** is scheduled to make its annual report to the Faculty Senate on June 2, 2008. The Chairperson of the Budget Committee serves on the University Planning Council.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: _____

Faculty: Thomas Seppalainen, LAS (PHIL) (2005-)
 Keith Kauffman, LAS (PSY) (2005-)
 Mark Fishbein, LAS (BIO)
 Robert Gould, LAS (PHL)
 James Wood, LAS (ECON)
 Robert Bertini, ECS (2004-)
 Agnes Hoffman, AO (OSA) (2004-)
 Susan Lenski, ED (2004-)
 Connie Ozawa, UPA (2004-)
 Claudia Weston, LIB (2005-)
 Richard Wattenberg, FPA (TA) (2006-)
 Diane Yatchmenoff, SSW
 _____, OI
 _____, XS
 Micheal Flower, Chair, 2007-08 Educational
 Policy Committee

Mentor: _____

Students (2): _____

Consultants: Lindsay Desrochers, Vice President for
 Finance & Administration
 Roy Koch, Provost
 Carol Mack, Vice Provost for Administration
 and Planning
 Kathi Ketcheson, Director of Institutional
 Research and Planning

**CAMPUS ALCOHOL
AND OTHER DRUGS
POLICY COMMITTEE**
*An advisory committee established
by administrative action.*



The **Campus Alcohol and Other Drug Policy Committee** will review, develop, and recommend policy concerning Alcohol and Drugs at PSU. In addition, the committee will develop programs to assure the responsible and appropriate use of alcohol in the campus community. The committee is appointed by and reports to the President.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Sandra Franz, HS (1992-)

Faculty: Candyce Reynolds, UNST (1992-)
 Susan Captein, CAPS (2001-)
 Kimberly Glanville, UASC (2001-)
 Mark Kaplan, PHE (2001-)

Staff: Alan Brown, SMC (1996-)
 Kevin Payne, CHNW (2000-)
 Mike Soto, CSSO (2000-)

Students (2): _____

Ex-Officio: Dan Fortmiller, Interim Vice Provost for
 Student Affairs
 Catherine LaTourette, Associate
 Vice President for Human Resources
 Michele Toppe, Interim Dean of Students
 _____, Faculty Senate Steering
 Committee

ALL UNIVERSITY COMMITTEES

CAMPUS
SAFETY
COMMITTEE

An advisory committee established by legislative act, OAR 437, Division 40.



The **Campus Safety Committee** is responsible for recommendations to management regarding employee safety and health. The committee reviews the university loss record, investigates accidents, inspects university facilities for safety deficiencies and makes recommendations on corrective action to be taken. By law, this committee is made up of an equal number of management and employee representatives and meets on a monthly basis. The Chairperson and Secretary are selected by the committee members at the first meeting.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Gwyn Ashcom, SHAC (2006-) (SEIU)

Faculty (AAUP): Luis Ruedas, BIO (2006-)
Mary Vance, CARC (2005-)

Faculty (AFT): _____

Staff (OPEU): Judi Briner, BIO (1998-)
Phyllis Hayes, SALP (2000-)
Jason Mitchell, FAP (2006-)
Xavier Oberlander, ART (2006-)
Mark Russell, SMCO (2006-)
Dan Spero, BAO-PUR (2006-)
Rita Sumner, EHS (2006-)
Ruben Torres, FAP (2006-)

Administration: Mike Soto, CSSO (2000-)
Bruce Brown, CHEM Emeritus
Cathleen, Gal, ORSP
Karen Garrison, HRC
Philip Ratliff, LIB
Sarah Renkins, PARK

Students: Bob Grist, Graduate Student, GOV

Consultants: Chuck Cooper, Environmental Health
and Safety Officer
Catherine LaTourette, Human Resources

CHEMICAL HYGIENE/
LABORATORY SAFETY
COMMITTEE

An advisory committee established by administrative action.



The **Chemical Hygiene/Laboratory Safety Committee** is established effective July 1, 2006.

Chairperson: _____

Faculty: Jane Boone, BIO (2006-)
Bill Fish, CE (2006-)
Xavier Oberlander, ART (2006-)
Ben Perkins, GEOL (2006-)
Jim Van Winkle, MME (2006-)
Mingdi Yan, CHEM (2006-)

Ex-officio: William Feyerherm, Vice Provost for
Sponsored Research and Dean of Graduate
Studies, Graduate Studies and Research
Chuck Cooper, Environmental Health and
Safety Facilities

ORSP Rep: Cathleen Gal, Compliance Specialist

Facilities Rep: Rita Sumner, Environmental Health and
Safety

ALL UNIVERSITY COMMITTEES

CHILD DEVELOPMENT
AND FAMILY SERVICES
ADVISORY BOARD

*An advisory committee established
by the HG CDC Charter Article VII.*



The **Child Development & Family Services Advisory Board** advises on policy matters related to the Center, such as guidelines on ethical standards for research on children, staffing, budgeting, parent fee schedules, etc. It is composed of four members of the PSU Faculty nominated by the Committee on Committees, one each from Education, Social Work, Psychology, and one at large. It also includes four members nominated by HG CDC parents and two members nominated by ASPSU, and one member from the community who has expertise in the area of child development. Appointments shall be made by the President. Members may be reappointed.

Members to serve a term of two academic years, with alternating appointments.

Term indicated in parentheses.

Faculty: Elizabeth Almer, SBA (2006-08)
Leslie Hammer, PSY (2006-08)
Christine Chaille, ED (2007-09)
Maria Everhart, RRI (2007-09)

Parents: _____ (2006-08)
_____ (2006-08)
_____ (2007-09)
_____ (2007-09)

Community: Gillian Brune, Director, Mentor Graphics
Child Development Center

Students: _____ (2006-08)
_____ (2007-09)

Consultants: Ellie Justice and Will Parnell, Co-Directors,
Helen Gordon Child Development Center
Lola Lawson, Coordinator, Student Parent
Services
Kim Allen, Director, ASPSU Children's
Center

COMMISSION
ON THE STATUS
OF WOMEN

*An advisory committee established
by administrative action in 1990.*



The **Commission on the Status of Women** was established by order of the PSU President to reaffirm the University's commitment to an environment that supports and encourages full participation of women in all aspects of campus life. Nominations for faculty, staff, and student membership are made to the President by the Commission.

Members to serve a term of three academic years.

Term indicated in parentheses.

Co-Convenors: Tia Henderson (2005-2008)
Siobhan Maty (2005-2007)

Members: Malgorzata Chrzanowska-Jeske (2004-07)
Emily Persico (2004-07)
Danelle Stevens (2005-07)
Linda George (2005-08)
Donna Harris (2005-08)
Cheryl Hollatz-Wisely (2005-08)
David Cole
Nanci Feltner
GLA (Gigi) Harris
Jolina Kwong
Gretchen Luhr
Meg Merrick
Jessica Tyner

Ex-officio: Elaine Cohn, AFM
Juliette Stoering, OIRP

Contact: The Commission may be reached at
tsh@pdx.edu

ALL UNIVERSITY COMMITTEES

COMMITTEE
ON
COMMITTEES

*Established by Faculty Constitution, Article IV,
Section 4, Subsection 1 and subsection 4a.*



DEADLINE
APPEALS
BOARD

*A hearing and appeals committee established by
administrative action.*



The **Committee on Committees** is scheduled to make its annual report to the Faculty Senate on June 2, 2008. The Chairperson of the Committee on Committees serves as a member of the Faculty Senate Steering Committee.

Members elected for a term of two academic years by divisional caucus at the June Faculty Senate meeting.
Term indicated in parentheses.

Chairperson: Rueter, John, LAS (ESR) (2007-09)

Chairperson Elect: Gary Brodowicz, UPA (2006-08)

Faculty: Susan Reese, LAS (ENG) (2006-08)
Leerom Medovoi, LAS (ENG) (2005-07)
Robert Fountain, LAS (MTH) (2007-09)
Martha Works, LAS (GEOG) (2007-09)
Randy Zelick, LAS (BIO) (2007-09)
Ann Fallon, OI (2006-08)
Neil Ramiller, SBA (2006-08)
Cheryl Livneh, ED (2006-08) *Fall 2007*
Miki Caskey, ED (2006-08) *Winter 2008*
Jana Meihnhold, SSW (2006-08)
_____, AO
Jack Devletian, ECS (2007-09)
Vincent Frische, XS (2007-09)
Robin Paynter, LIB (2007-09)

The **Deadline Appeals Board** reviews and rules on petitions by students seeking relief from published deadlines. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: _____

Faculty: Becky Ingersoll, UASC (2005-)
Randolph Hill, PHIL (2006-)
Shari Powell, OIT (2006-)
Polly LIVINGSTON, DRC (2006-)
Mary Ellen Kenreich, LIB

Staff: Veda Kindle, RO (2006-)

Consultant: Steven Harmon, OAA

Contact: Information and forms are available at
Registration, Lobby, NH 5-3412

ALL UNIVERSITY COMMITTEES

EDUCATIONAL
ACTIVITIES SPEAKERS
PROGRAM BOARD

*An advisory committee established
by administrative action.*



The **Educational Activities Speakers Program Board** shall select and produce speakers of broad appeal to the University students, faculty and staff to provide entertainment as well as cultural and academic enrichment. Nominations for three faculty members shall be made to the President by the Committee on Committees. Nominations for three student members shall be made by the Dean of Students to the President. The Student Chairperson is selected by committee members at the first meeting.

Members to serve a term of two academic years.
term indicated in parentheses.

Faculty: Jan Haaken, PSY (2007-09)
Madelaine Pullman, SBA (2006-08)
Sue Taylor, ART (2006-08)

Students (3): _____

Ex-officio: _____, Dir., Student
Organizations and Leadership Program

EDUCATIONAL
POLICY
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4m.*



The **Educational Policies Committee** is scheduled to make a report to the Faculty Senate once each term, in December, March, and June. The Chairperson of the Educational Policies Committee serves on the Budget Committee.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Michael Flower, OI (HON) (2006-)

Faculty: Richard Beyler, LAS (HST) (2004-)
Marek Elanowski, MTH (2004-)
Darlene Geiger, LAS (SPD) (2005-)
Duncan Carter, LAS (CLAS)
Jennifer Ruth, LAS (ENG)
Marcia Fischer, ECS (2004-)
Brad Hansen, FPA (MUS) (2005-)
Mindy Holliday, SSW (2005-)
Bee Jai Repp, XS (XS-Sal) (2005-)
Craig Shinn, UPA (PA) (2005-)
Mirela Blekic, AO (UASC)
Alan Cabelly, SBA
Sharon Elteto, LIB
_____, ED
Ray Johnson 2006-07 Chair, Budget
Committee

Staff: _____

Graduate
Student: _____

Undergraduate
Student: _____

Consultants: Roy W. Koch, Provost
Lindsay Desrochers, Vice President for
Finance and Administration
Kathi Ketcheson, Director, Institutional
Research and Planning

ALL UNIVERSITY COMMITTEES

FACULTY DEVELOPMENT COMMITTEE

Established by Faculty Constitution, Article IV, Section 4g.



The Faculty Development Committee reviews proposals and makes recommendations to the Provost on awards to faculty, including those of the Research and Scholarship and Institutional Career Support-Peer Review Programs. The Faculty Development Committee is scheduled to make a report to the Faculty Senate at least twice yearly: January 7, 2008, and June 2, 2008.

Members to serve 2007-08 academic year prior service in parentheses

Chairperson: _____

- Faculty: Alex Ruzicka, LAS (GEOL) (2003-)
Sue Danielson, LAS (ENG) (2004-)
Gregory Davis, LAS (LING) (2004-)
_____, LAS
_____, LAS
Don Frank, LIB (2003-)
Grace Dillon, OI (2004-)
Steven Harmon, XS (2004-)
Julie Rosenzweig, SSW (2004-)
Juliette Stoering, AO (2004-)
Linda Absher, LIB (2005-)
Janet Hamilton, SBA (2005-)
Karin Magaldi, FPA (TA) (2006-)
Shailini Prasad, ECS (2006-)
Helen Young, ED (SPED)
_____, UPA

Consultants: Roy W. Koch, Provost
William Feyerherm, Vice Provost for Research and Dean, Graduate Studies

GENERAL STUDENT AFFAIRS COMMITTEE

Established by Faculty Constitution, Article IV, Section 4k.



The General Student Affairs Committee is scheduled to make its annual report to the Faculty Senate on May 5, 2008.

Members to serve 2007-08 academic year prior service in parentheses

Chairperson: Randy Blazak, SOC (2004-)

- Faculty: Susan Reese, ENG (2003-)
Kimberly Hottel, UASC (2005-)
Galina Kogan, FLL (2005-)
Lina Lu, OIRP (2005-)

Students (5): _____

Consultants: Dan Fortmiller, Interim Vice Provost for Student Affairs
Michele Toppe, Interim Dean of Students
Burton Christopherson, Director of Affirmative Action
John Wanjala, Campus Omsbudperson

ALL UNIVERSITY COMMITTEES

GRADUATE
COUNCIL

*Established by Faculty Constitution,
Article IV, Section 4j.*



GRADUATE
PROGRAM
BOARD

*A policy and advisory committee established by
administrative action.*



The **Graduate Council** is scheduled to make its annual report to the Faculty Senate on June 2, 2008.

Members to serve 2007-08 academic year
Prior service in parentheses

Chairperson: DeLys Ostlund, LAS (FLL) (2004-)

Faculty: Virginia Butler, LAS (ANTH) (2004-)
Alan Yeakley, LAS (ESR) (2005-)
Richard Beyler, LAS (HST)
Marek Elzanowski, LAS (MTH)
Joel Bluestone, FPA (MUS) (2005-)
Eileen Brennan, SSW (2005-)
David Maier, ECS (CS)
Doug McCartney, AO (2005-)
Gerald Mildner, UPA
Gretta Siegel, LIB (2003-)
Candyce Reynolds, OI (2006-)
Sully Taylor, SBA (2006-)
Chris Borgmeier, ED (SPED) (2007-)
_____, XS

Graduate
Students (2): _____

Consultants: William Feyerherm, Vice Provost for
Research and Dean, Graduate Studies
Linda Devereaux, Office of Academic Affairs
Maureen Orr Eldred, Graduate Studies

OGSR Rep: Courtney Hansen

The **Graduation Programs Board** advises the President, Provost, and the Commencement Coordinator with respect to policy and planning for University graduation ceremonies.

Members to serve a term of three calendar years.
Term indicated in parentheses.

Chairperson: Jacqueline Temple, ED (2004-07)

Faculty: Dee Thompson, CARC (2005-08)
Walton Fosque, ART (2005-08)
Christine Hulbe, GEOL (2004-07)

Community: Keri McMurray, PSU Alumna

Students (2): _____

Consultants: Roderic Diman, Special Assistant to the
President
Dan Fortmiller, Interim Vice Provost for
Student Affairs
_____, Platform Party
Michele Toppe, Assistant Dean,
Commencement Coordinator
Agnes Hoffman (RO), Communication with
faculty and graduates
Jennifer Wheeler (ALUM)
and
_____, Organizing graduates
_____, Organizing and orienting
Faculty Marshals
_____, Organizing and lining up the
Faculty
_____, Organizing and orienting
volunteers and program distribution
_____ (SD), Faculty Breakfast

ALL UNIVERSITY COMMITTEES

HUMAN SUBJECTS
RESEARCH REVIEW
COMMITTEE

*An advisory committee established
by administrative action.*



The **Human Subjects Research Review Committee** provides independent determinations on methods, risks, benefits and rights involved in research involving human subjects. Nominations are made to the President by the Associate Vice Provost for Research and Sponsored Projects in accordance with U.S. Dept. of Health & Human Services guidelines for the Protection of Human Subjects.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Nancy Koroloff, RRI, Chair IRB #2 (2005-)
Sherril Gelmon, PA, Chair IRB #1 (2005-)

Faculty: Brian Renauer, UPA (2001-)
Lynn Santelmann, LING (2001-)
Cynthia Mohr, PSY (2003-) Sab. 07-08
Juliette Stoering, OIRP (2005-)
Michele Gamburd (2005-)
Matthew Carlson, SOC (2006-)
Sharon Carstens, ANTH (2005-)
Todd Bodner, PSY (2006-)
Margaret Neal, IOA (2006-)
Helen Young, ED

Community: Thomas O'Connor, Oregon Dept. of
Corrections; Relig. Services and
Advocacy (2001-)
Gregg Lowe, Attorney At Law (2001-)
Charlene Rhyne, Mult. Co. Dept. of
Community Justice (2005)

Secretary: Cathleen Gal, Compliance Specialist, ORSP

Ex-officio: William Feyerherm, Vice Provost for
Research and Dean, Graduate Studies

INSTITUTIONAL
ANIMAL CARE AND
USE COMMITTEE

*An advisory committee established
by administrative action.*



The **Institutional Animal Care And Use Committee** sets standards for care of animals in research according to guidelines established by the U.S. Dept. of Agriculture and the U.S. Dept. of Health and Human Services, Office for the Protection from Research Risks. Nominations for membership are made to the President by the Associate Vice Provost for Research and Sponsored Projects in accordance with Department of Agriculture requirements.

For current membership, please contact Cathleen Gal, ORSP.

 ALL UNIVERSITY COMMITTEES

 INSTITUTIONAL
ASSESSMENT
COUNCIL

*An advisory committee established
by administrative action in October 2006.*



The **Institutional Assessment Council** will promote and oversee the continue implementation of assessment across the campus, working closely with three offices: Instruction and Undergraduate Studies, Institutional Research and Planning, and the Center for Academic Excellence. It will assist academic departments with assessment planning and implementation that reflects student learning at the program, department, and institutional level. The council reports annually to the Provost and the Faculty Senate.

Chairperson: Yves Labissiere, UNST (2006-)

Faculty: L. Rudolph Barton, ARCH (2006-)
Paul Latiolais, MTH (2006-)
Gerry Recktenwald, ME (2006-)
Danielle Stevens, ED (2006-)
Craig Wollner, CUPA (2006-)
Michele Toppe, OSA

Ex-officio: Shawn Smallman, Interim Vice Provost for
Instruction and Dean, Undergraduate Studies
Kathi Ketcheson, Director of Institutional
Research and Planning
Candyce Reynolds, Director of Teaching and
Learning, Center for Academic Excellence

 INTERCOLLEGIATE
ATHLETICS
BOARD

*Established by Faculty Constitution,
Article IV, Section 4e.*



The **Intercollegiate Athletics Board** is scheduled to make its annual report to the Faculty Senate on May 7, 2007.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Patricia Squire, ALU (2004-)

Faculty: David Burgess, OIRP (2004-)
Duncan Kretovich, SBA (2005-)
Greg Jacob, ENG (2006-)
Walton Fosque, ART

Community: Jim Mustard, Standard Insurance Co.

Students (3): _____

Ex-officio: Lindsay Desrochers, Vice President for
Finance and Administration
Torre Chisholm, Director of Athletics
Robert Lockwood, PSU Faculty Athletics
Representative to NCAA
Teri Mariani, Interim Director of Athletics

ALL UNIVERSITY COMMITTEES

INTERNATIONALIZATION
COUNCIL

*An advisory committee established by
administrative action in April 2007.*



Faculty: Duncan Carterm, CLAS
Susan Chan, FPA
Marcus Ingle, UPA
Scott Marshall, SBA
Pam Miller, SSW
Jennifer Perlmutter, FFL
Jacqueline Temple, GSE
Bryant York, ECS

Undergraduate
Student: _____

Graduate
Student: _____

OIA: Gil Latz
Judy Van Dyck

Admissions: Paula Harris

IELP: Judy Reed

LIBRARY
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4f.*



The **Library Committee** meets monthly. A major portion of its work takes place during the summer on alternate years (i.e. 2003, 2006, etc.) following the passage of the biennial budget by the State Legislature. The faculty membership represents at least one each from Arts & Humanities, Science & Engineering, and Social Science. The Library Committee is scheduled to give its annual report to the Faculty Senate on May 5, 2008.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Lisa Zurk, ECS (2005-)

Faculty: Chien Wern, ME (2004-)
Micki Caskey, ED (2006-)
John Ott, HST (2006-)
Kathleen Morrow, IOA
Anne McClanan, ART
Donna Philbrick, SBA

Students (2): _____

Consultants: Helen Spalding, Director of the Library

ALL UNIVERSITY COMMITTEES

PUBLICATIONS
BOARD

A policy committee established by administrative action, and governed by Charter (rev. January 1998)



The **Publications Board** establishes fiscal and editorial guidelines for all student publications, appoints all key personnel and reviews their performance. The Board consists of four tenured faculty members, four students, a classified staff member, and a community representative with journalistic credentials. The Vice Provost for Academic Affairs is an ex-officio member. Student members cannot to be affiliated with student government or student publications. Nominations for PSU faculty membership are made to the President by the Committee on Committees, and student members are nominated through a student government process.

Members serve terms of two academic years, and may be reappointed.

Term indicated in parentheses.

Chairperson: Sue Taylor, ART (2006-08)

Faculty: Sharon Elteto, LIB (2006-08)
Lynette Feder, CLAS (2007-09)
Subhash Kochar, (2007-09)
Gary Markham, (2007-09)
Patricia Squire, ALUM (2007-09)

Staff: Deborah Scott, BOX (2005-07)

Community: Susan Nielsen, The Oregonian

Students (4): _____

Ex-officio: Roderic Diman, Special Assistant to the President
Dan Fortmiller, Interim Vice Provost for Student Affairs
Amy Ross, Office of the President

Consultant Judson Randall, Advisor to Student Publications and Executive Secretary to the Publications Board
Owen Smith, Vanguard Editor
_____, Portland Review Editor
_____, Graphic Design Center Mgr.
_____, Rearguard Editor
Shahrivar Smith, Spectator Editor

RADIATION
SAFETY
COMMITTEE

An advisory committee established by administrative action.



The **Radiation Safety Committee** sets policies and procedures for procurement, handling and storage of radioactive materials on campus. The Associate Vice Provost for Research & Sponsored Projects makes nominations to the President in accordance with federal guidelines.

Members to serve 2007 calendar year
prior service in parentheses

Chairperson: Dirk Iwata Reuyl, CHEM (1995)

Faculty: Jonathan Abramson, PHY (1995)
Richard Petersen, BIO (1999-)
Martin Streck, GEOL (2005-)
Michael Bartlett, BIO (2005-)

Community: Marshall Parrott, Consultant, Radiation Counseling

Ex officio: William Feyerherm, Vice Provost for Research and Dean, Graduate Studies
Judi Briner, Radiation Safety Office
Chuck C. Cooper, Environmental Health and Safety Consultant, FAC
Ruben Torres, Hazardous Waste Manager

OSRP Rep: Cathleen Gal, Compliance Specialist

ALL UNIVERSITY COMMITTEES

SCHOLASTIC
STANDARDS
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4c.*



The **Scholastic Standards Committee** is scheduled to make its annual report to the Faculty Senate on May 5, 2008.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Jennifer Loney, SBA (2004-)

Faculty: Scott Burns, GEOL (2005-)
Margaret Everett, ANTH (2005-)
Serge Preston, MTH (2005-)
Don Frank, LIB
Mario Garza, UASC
Jonathon Pease, FLL

Students (2): _____

Consultants: Roderic Diman, Special Assistant to the President
Shawn Smallman, Interim Vice Provost for Instruction and Dean, Undergraduate Studies
_____, Registration and Records
Liane Gough, UASC
Maureen Orr Eldred, OGSR

Contact: Information and forms are available at
Registration, Lobby, NH 5-3435

SMITH MEMORIAL UNION
ADVISORY BOARD

*An advisory board established
by administrative action.*



The **SMU Advisory Board** reviews Smith Memorial Student Union operations and develops policies pertaining to the use of Smith Memorial Student Union by the University community. Students may serve a maximum of two terms. Nominations for faculty membership are made to the President by the Committee on Committees.

Faculty and staff to serve a term of two academic years,
students to serve a term of one academic year.
Term indicated in parentheses.

Faculty: David Holloway, ENG (2006-08)
Ed Higgins, MUS (2007-09)

Staff: Jon Joiner, MCC (2002-04)
Bill Ryder, ADM (2002-04)

Students (2): _____

Consultants: Robyn Pierce, Director, Facilities & Planning
Michele Toppe, Interim Dean of Students
Julie North, Director for Auxiliary Services

ALL UNIVERSITY COMMITTEES

STUDENT
CONDUCT
COMMITTEE

*An advisory committee established by
Administrative Rules (OAR, Chap. 577, Div. 31)*



The Office of Student Affairs (OSA) is responsible for acting on reports of student misconduct as described in the Portland State University Student Conduct Code. If an informal review by the OSA judicial officer confirms that a code violation has occurred, a formal charge may be issued to a student. Students who receive a formal charge have the right to a hearing before the Student Conduct Committee. The Vice Provost/Dean of Students' decision is final. Nominations for faculty membership are made to the President by the Committee on Committees and appointment of the Chair is made by the President. Service commences fall quarter of each academic year.

Committee members serve staggered terms of two years from the date of appointment or until their successors are appointed.

Term indicated in parentheses.

Chairperson: Janet Putnam, SSW (2006-08)

Faculty: Cathleen Smith, PSY (2007-09)
John Burchard, LIB (2006-08)
Natalee Web, (2007-09)
Andrea Price, IEP, (2007-09)
Sandy Wiscarson, ED (2007-09)
Liane Gough, UASC

Faculty
Alternate: Clewonne Jackson, EOP

Students (2): _____

Student
Alternates: _____

Ex-Officio: Michele Toppe, Asst. Dean of Students

Contact: Michele Toppe, toppem@pdx.edu

TEACHER
EDUCATION
COMMITTEE

*Established by Faculty Constitution,
Article IV, Section 4b.*



The **Teacher Education Committee** is scheduled to make its annual report to the Faculty Senate on May 5, 2008.

Members to serve 2006-08 academic year
prior service in parentheses

Chairperson: Barbara Ruben, ED (2006-)

Faculty: William Tate, TA (1983)
Ellen Reuler, SPHR (1997-)
William LePore, ART (1997-)
William Fischer, FLL (1999-)
Greg Jacob, ENG (2001-)
Jane Mercer, SCH (2000-)
Debra Glaze, MUS (2004-)
Lisa Weasel, BIO (2005-)
Patricia Gildroy, ED (2006-)
Jeanette Palmeter, MTH (2006-)
Robert Sinclair, PSY (2006-)
Mike Schuster, SBA

Students (2): _____

Ex officio: Randy Hitz, Dean, Graduate School of
Education
Steve Isaacson, Associate Dean, School of
Education (committee secretary)
Sarah Beasley, Education Librarian

ALL UNIVERSITY COMMITTEES

TRAFFIC
APPEALS
BORAD



A hearing and appeals committee established by administrative action.

The PSU **Traffic Appeals Board** is responsible for ruling on petitions for waiver of tickets and fines imposed under Portland State University Parking and Traffic Regulations. Nominations for faculty membership are made to the President by the Committee on Committees.

Members to serve 2007-08 fiscal year
prior service in parentheses

Chairperson: Christopher Monsere, ECS (2005-)

Faculty: Jong Sung Kim, MTH (2005-)
Liane Gough, UASC
Joyce O'Halloran, MTH
Tom Potowsky, ECON

Staff: Bill Ryder, OSA

Students (2): _____

Ex-officio: Mike Soto, CPSO
Dan Zalkow, PARK

UNDERGRADUATE
CURRICULUM
COMMITTEE



Established by Faculty Constitution, Article IV, Section 4d.

The **Undergraduate Curriculum Committee** is scheduled to make its annual report to the Faculty Senate on June 4, 2007.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Robert Gould, LAS (PHL) (2005-)

Chair Elect: _____

Faculty: Martha Works, LAS (FLL) (2003-)
Tom Dieterich, LAS (LING)
Joe Ediger, LAS (MTH)
John Rueter, LAS (ESR)
Michael Flower, OI (2003-)
Sam Gioia, SSW (2005-)
David Sailor, ECS (ECE) (2005-)
Robert Schroeder, LIB (2005-)
Maureen O'Conner, SBA
Mark Jenkins, XS
Anne McClanan, FPA (ART)
Elizabeth Wosley-George, ED (SPED)
Judy Sobel, UPA (SCH)
_____, AO

Students (2): _____

Consultants: Shawn Smallman, Interim Vice Provost for Instruction and Dean, Undergraduate Studies
Steven Harmon, Office of Academic Affairs
Cindy Baccar, Associate Director, Admissions, Records & Registration

ALL UNIVERSITY COMMITTEES

UNIVERSITY
HIV
COMMITTEE

*An advisory committee established
by PSU Administrative Rules.*



UNIVERSITY
STUDIES
COUNCIL

*Established by Faculty Constitution,
Article IV, Section 4n.*



The **University HIV Committee** shall establish guidelines for ensuring appropriate institutional response to HIV infection on campus. It shall review, update, and revise the HIV policy in conjunction with appropriate offices and personnel on a yearly basis. It shall also be responsible for development and recommendation of other policy and procedures related to HIV infection and other blood borne pathogens. The committee shall review the results of these and make recommendations for administrative action to the President on a yearly basis. The committee is appointed by and reports to the President.

Members to serve 2007-08 academic year
prior service in parentheses

Chairperson: Kerth O'Brien, PSY (1996-)

Faculty: Sandra Franz, HS (1993-)
James Wallis, PHE (1996-)
Kevin Corcoran, SSW (1998-)
Ron Talarico, RRI

Staff: Chuck Cooper, FAC (1993-)

Students (2): _____

Community: Gay Monteverde, Multnomah County
Health Dept.
Christianne Gibbs, Oregon Health Div.

Ex officio: Dan Fortmiller, Interim Vice Provost for
Student Affairs

The **University Studies Council** is scheduled to make its annual report to the Faculty Senate on June 2, 2008.

Members to serve 2007-08 academic year
prior service in parentheses

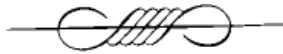
Chair: Leslie McBride, UPA (PHE) (2006)
Paul Latiolais, CLAS (MTH) (2006)

Ruth Chapin, CLAS (LING)
Mitch Cruzan, CLAS (BIO)
Vicki Reitenauer, CLAS (WSC)
Michael Toth, CLAS (SOC)
Mary Ann Barham, AO (UASC)
Sharon Elteto, LIB
Michael Flower, OI (HON)
Carol Morgaine (CFS)
Betsy Natter, MCECS
Ken Peterson, ED (ED)
Devon Allen, FPA (TA)
Yves Labissiere, UNST
_____, SBA
_____, XS

Ex officio: Shawn Smallman, Interim Vice Provost for
Instruction and Dean, Undergraduate Studies
Sukhwant Jhaj, Interim Director UNST

Consultants:

THE INTERINSTITUTIONAL FACULTY SENATE



A. THE CONSTITUTION OF THE INTERINSTITUTIONAL FACULTY SENATE OF THE OREGON UNIVERSITY SYSTEM.

ARTICLE I

Section 1. Purpose.

(a) It shall be the purpose of the Interinstitutional Faculty Senate of the Oregon University System to serve as a voice of the faculties of the institutions of the Oregon University System in matters of systemwide concern; to consider statewide policies and to make recommendations thereon; and to endeavor to strengthen the participation of faculties in the governance of the various institutions, through representatives of their own choosing.

(b) The Interinstitutional Faculty Senate of the Oregon University System shall have no authority over those matters delegated to the faculties of the individual institutions, and nothing in this constitution shall be construed to impair the right of these faculties to communicate through appropriate channels with the Chancellor and the Oregon State Board of Higher Education.

ARTICLE II

Section 1. Membership.

(a) Membership of the Interinstitutional Faculty Senate shall consist of 3 (three) representatives each from the University of Oregon, Oregon State University, Portland State University, and Oregon Health Sciences University, and 2 (two) representatives each from Western Oregon University, Southern Oregon University, Oregon Institute of Technology, and Eastern Oregon University.

(b) In order to enhance continuity, Ex-Presidents of the Interinstitutional Faculty Senate shall be eligible to attend and participate in the meetings for one year after the end of their service with the exception that they shall not have a vote.

Section 2. Eligibility to Vote for Representatives.

All members of the voting faculty at each institution shall be eligible to vote for representatives to serve on the Interinstitutional Faculty Senate. The term voting faculty shall be defined by the faculty at each institution. The voting faculty of an institution may delegate selection of their Interinstitutional Faculty Senate representatives to their faculty governance body.

Section 3. Eligibility to Serve as Representative:

Only those persons eligible to vote for representatives shall be eligible to serve as representatives. The faculty of an institution

may establish additional requirements for eligibility to serve as representatives for that institution.

Section 4. Elections

Representatives shall be elected at each institution in a manner to be determined by the faculty of the institution. Representatives shall take office on January 1. Alternates shall be selected at each institution in a manner to be determined by the faculty of the institution.

Section 5. Terms of Office.

Representatives shall normally serve a term of 3 (three) years. The Interinstitutional Faculty Senate, at its initial meeting, shall establish by appropriate procedures the length of terms of its members in such fashion that one-third of the members shall be elected each year.

Section 6. Recall of Representatives.

A representative of an institution may be recalled by the constituency which elected him/her, under procedures established by the faculty of the institution.

ARTICLE III

Section 1. Officers.

There shall be a president of the Interinstitutional Faculty Senate and such other officers as shall be specified in the By-Laws.

Section 2. Duties of Officers.

The time and manner of election, the length of terms and the duties and responsibilities of officers shall be specified in the By-Laws.

ARTICLE IV

Section 1. Meetings.

The Senate shall meet at least once per quarter during the academic year.

Section 2. Voting.

A quorum shall consist of a majority of the membership. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

ARTICLE V

Section 1. Referendum

Any recommendation adopted by the Interinstitutional Faculty Senate shall be referred to the faculties of the individual institutions of the Oregon University System when resolutions requesting such a referendum are adopted by the senates of at least one-third of the institutions, or when 40% (forty percent) of the membership of the Interinstitutional Faculty Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the total votes cast in a systemwide referendum and majority of the votes cast at each of a majority of the institutions.

ARTICLE VI

In order to provide adequate communication with the faculties of the several institutions, the Interinstitutional Faculty Senate shall circulate to the faculty governance body and to the chief executive officer of each institution and to the Chancellor of the Oregon State System of Higher Education, the agenda and minutes of each of its meetings.

ARTICLE VII**Section 1. By-Laws.**

The Interinstitutional Faculty Senate shall adopt By-Laws consistent with the constitution, provide for committees, and establish its own rules of procedure.

Section 2. Rules of Order.

Unless otherwise provided in this constitution or in the By-Laws, the rules contained in Robert's Rules of Order, Revised, shall govern the proceedings at and the conduct of the meetings of the Interinstitutional Faculty Senate and its committees.

ARTICLE VIII**Section 1. Proposal of Amendments.**

Amendments to this constitution shall be proposed either by a resolution adopted by the faculty governance bodies of at least one-third of the several institutions represented, or by a majority of those present and voting at a meeting of the Interinstitutional Faculty Senate.

Section 2. Adoption of Amendments.

Adoption of proposed amendments shall require a two-thirds majority vote of the Interinstitutional Faculty Senate members present and voting at the first regular meeting following proposal of the amendment. Adoption may be subject to the referendum procedures specified in Article V, Section 1 of this constitution.

ARTICLE IX**Section 1. Ratification.**

This constitution shall take effect when it has been ratified by a majority of the total votes cast by the faculties of the institutions specified in Article 11, Section I of this constitution, and by a majority of the votes cast at each of a majority of those institutions.

ARTICLE X**Section 1. Additions to Membership.**

Upon ratification of this constitution, faculty of another autonomous educational institution within the Oregon University System and upon acceptance by the Interinstitutional Faculty Senate, that faculty shall become eligible to elect representatives to the Interinstitutional Faculty Senate. The number of these representatives shall be determined by the Interinstitutional Faculty Senate.

**B. PORTLAND STATE UNIVERSITY
INTERINSTITUTIONAL FACULTY SENATE
REPRESENTATIVES**

The following have been elected to serve three year terms under the provisions of Article VII of the Portland State University Faculty Constitution:

Sarah Andrews-Collier, TA (to Jan. 2008)
Craig Wollner (for Dalton Miller-Jones), UPA (to Jan. 2009)
Duncan Carter, ENG (Jan. 2007 to Jan. 2010)
Robert Mercer, LAS (Jan. 2008 to Jan. 2011)
Ex Officio: Scott Burns, 2006 Past President

IFS MEETINGS 2007

February 2/3, Oregon State University
April 6/7, Western Oregon University
June 8/9, Portland State University
October 5/6, Portland State University
December 8/9, Oregon Health Sciences University

WEB ADDRESS

<http://darkwing.uoregon.edu/~ifs/ifs.html>