

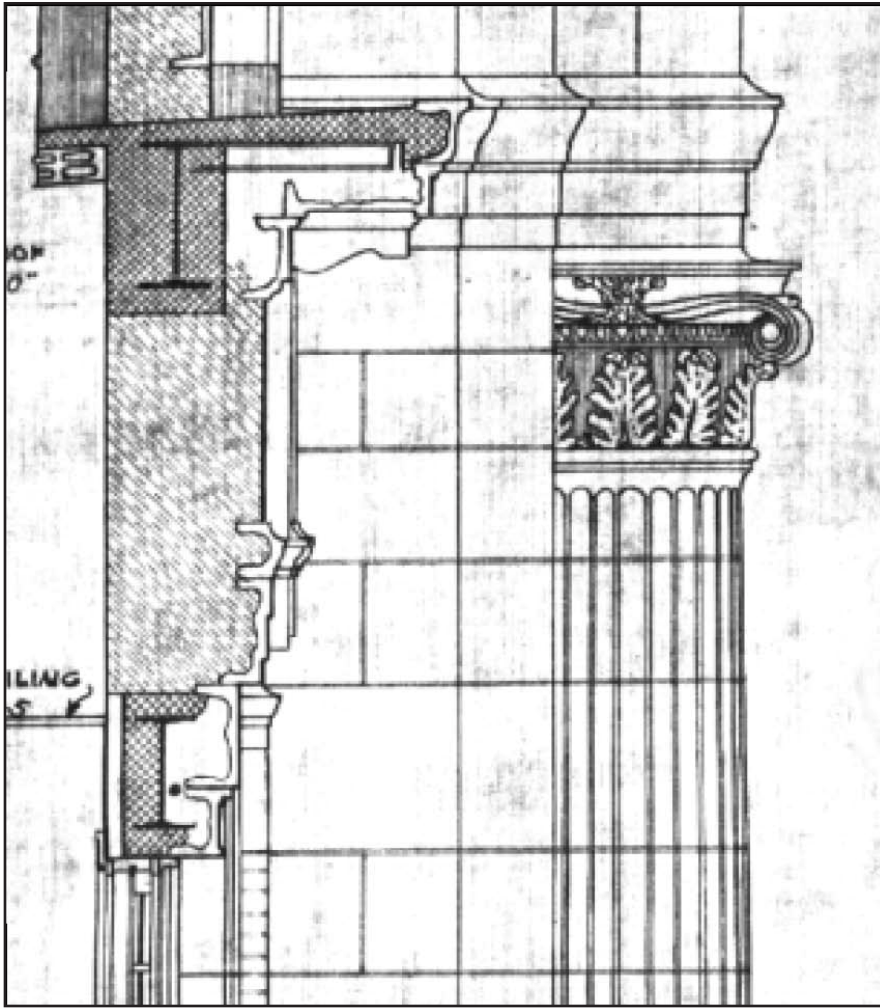
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FACULTY  
GOVERNANCE  
GUIDE  
2010-2011

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Wim Wiewel, President  
Roy W. Koch, Provost  
Maude Hines, Presiding Officer, Faculty Senate 2010-11



*The detail of a column capital which appears in this document has been scanned from the original elevation drawings for Lincoln Hall—at that time known as Lincoln High School—through the courtesy of PSU Facilities. The architectural firm of Whitehouse & Foulhoux crafted the drawings circa 1910.*

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FOREWORD

The Faculty Governance Guide is provided to facilitate faculty governance. It contains the Constitution of the Portland State University Faculty, operating procedures and deadlines for Faculty Senate and its standing committees, and the Interinstitutional Faculty Senate Constitution. The Guide includes the rosters of Faculty Senate, constitutional and all university administrative committees, and PSU's Interinstitutional Faculty Senators. The Guide is updated in September and February on [www.pdx.edu](http://www.pdx.edu), under Faculty Senate and Office of Academic Affairs pages, "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 historically 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 full-time faculty holding, at a minimum, an earned Master's degree. In June 2010, the faculty amended the Constitution, limiting membership to those "whose primary responsibility is for such fundamental areas as curriculum, subject matter, and methods of instructions, research, faculty status, and those aspects of student life that relate to the education process." All such full-time employees of PSU 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 take place, including Convocation and Graduation, and other meetings may be convened by the President as needed. 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 at that time 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 propose 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 (105) of the faculty (Art. IV, Sec.6). Faculty Senate meetings are 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 May of the academic year. In February the roster of faculty 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 academic 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. In April, lists of faculty eligible and willing to run for election to Senate, Advisory Council and IFS are provided 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 or his designee, 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. One committee is made up entirely of members of the Faculty Senate, the Committee on Committees, and it is elected by divisional caucus of their senators. 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, the Faculty Committee Preference Survey is conducted 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 the Office of Academic Affairs, Market Center 850F (Mail code: OAA), and I may be reached by telephone (5-4416), faxes (5-5262), or e-mail ([andrews@pdx.edu](mailto:andrews@pdx.edu)).

Prof. Sarah E. Andrews-Collier  
Secretary to the Faculty  
July 1, 2010



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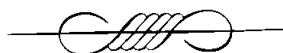
# CONSTITUTION OF THE PORTLAND STATE UNIVERSITY FACULTY



Adopted May 6, 1964, Last Amended, June 7, 2010

## 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. Unranked 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, whose primary responsibility is 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, 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 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 each of the three academic distribution areas of Arts and Sciences (Arts and Letters, Sciences, and Social Sciences), Business Administration, Education, Engineering and Computer Science, Fine and Performing Arts, Library, Social Work, Urban and Public Affairs, Other Instructional Faculty, and All Other faculty; 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 (3 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 six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, 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 con-

sist 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 six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), two from the Library, one from each of the other divisions, and, as consultants, the following, or their representatives, 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 and Peer Review.
- 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) Report to the Senate at least twice each year.

**h) Teacher Education Committee.** This Committee operates 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, but many other units provide undergraduate programs that provide the subject matter content and other prerequisites required of applicants to the GSE teacher preparation program. In addition, other units provide a graduate course of study that includes licensure specific to their professional

area.

The Teacher Education Committee serves in an advisory capacity to coordinate the teacher preparation activities of the campus by providing a communication link between the Graduate School of Education and other units.

The Teacher Education Committee is specifically charged to (1) ensure that the subject matter content and prerequisites address relevant state and national standards, (2) provide input on admissions requirements, (3) facilitate the development of clear pathways to admission to Graduate School of Education teacher preparation programs, and (4) assist in the recruitment of teacher candidates. The committee shall report to the Faculty Senate at least once each year.

*Membership.* The Committee shall consist of seventeen members of the University Faculty, representative of each of the following departments or programs educating teacher candidates: Business Education, Curriculum and Instruction, Special Education, Counselor Education, Educational Leadership and Policy, Community Health, Art, Speech and Hearing Sciences, English, Foreign Languages and Literatures, the combined social science departments (Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology), the combined science departments (Biology, Chemistry, Geology, Environmental Science and Management, and Physics), Mathematics and Statistics, Engineering and Computer Science, Theater Arts, Music, and Child and Family Studies. The committee will include two students.

The GSE Dean and GSE Associate Dean of Academic Affairs, the Education Librarian, and the Assistant Dean for the College of Liberal Arts and Sciences shall be ex-officio non-voting members, with the GSE Associate Dean serving as committee secretary. One of the voting faculty members shall serve as chairperson.

**j) Graduate Council.** This council shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, 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 six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, two students, the chairperson of the Education Policy Committee 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 Education Policy Committee.

The Committee shall:

- 1) Consult with the President and his or her designee(s) 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. through the review of a business plan that anticipates and provides for the long-term financial viability of the program, and report this to the Senate.
  - 4) Analyze budgetary implications of the establishment, abolition, or major alteration of the structure or educational function of departments, schools, colleges, or other significant academic entities through the review of a business plan that anticipates and provides for the long-term financial viability of the unit, and report this to the Senate.
  - 5) Consult regarding changes from budgets as prepared.
  - 6) Review expenditures of public and grant funding as requested by the Faculty Senate.
  - 7) Recommend to the President and to the Senate policies to be followed in implementing any declaration of financial exigency.
  - 8) 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 consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), one 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) Make recommendations to the Senate concerning the approval of 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, divisions, schools, colleges, centers, institutes, or other significant academic entities. All proposals must use the Process for Creation, Elimination and Alteration of Academic Units.
- 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 six faculty members from the College

of Liberal Arts and Sciences (two from each of its divisions), one from each of the other divisions, 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; 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 members of the Advisory Council, 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, or is absent for more than three consecutive meetings 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 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 twenty full-time equivalent faculty with an additional senator for any remainder of 10.0 or more full-time equivalent faculty. Any division with fewer than twenty 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 should choose a presiding officer and a presiding officer-elect in such manner as shall be prescribed in "Functions and Procedures of the Senate." The Presiding-Officer will serve a one-year term to be succeeded by the Presiding Officer-Elect. The outgoing Presiding Officer shall be considered as Past Presiding Officer during the year following her/his term.

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 INTER-INSTITUTIONAL 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

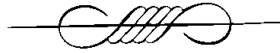
be filed with the Secretary to the Faculty with a request that the agenda of the next Senate meeting, regular or special, include presentation of amendments. The Secretary will include in the announcement of the agenda either the text of the to-be-proposed amendment(s) or a summary of the revision of 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 takes a leave of absence, or sabbatical leave for one

academic year or more, or is absent for more than three consecutive meetings must resign his or her Senate seat, which shall be filled in accordance with Article V., Section 2, Paragraph 5.

### 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 is 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 Elect

The Presiding Officer Elect 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 Elect, the Senate shall elect two of its members each year to serve two-year terms, with the Presiding Officer, Presiding Officer Elect, Past Presiding Officer, and Secretary, as the Steering Committee of the Senate. Following nominations by voice, elections of the two additional members

of the Steering Committee shall be by secret ballot. If two 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 care-

ful 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, 14 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) Unfinished Business
- e) New Business
- f) Question Period
  - 1) Questions for Administrators
  - 2) Questions from the Floor for the Chair
- 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 working 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. Electronic copies of the agenda and minutes are posted at [www.pdx.edu/faculty-senate](http://www.pdx.edu/faculty-senate).

**Question Period**

The Senate has adopted the following rules for this portion of the question period involving adminis-

trators:

- 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, 2010-11**

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 4 & 11, 2010  
 November 1 and 8, 2010  
 December 6 & 13, 2010  
 January 3 & 10, 2011  
 February 7 & 14, 2011  
 March 7 & 14, 2011  
 April 4 & 11, 2011  
 May 2 & 9, 2011  
 June 6 & 13, 2011

## **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 (MCB 850, 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 2010-11

COMMITTEE REPORTS	SENATE MEETING*	STEERING COMMITTEE MEETING**	WRITTEN ITEMS DUE FOR SENATE MAILING
Annual Report from: Advisory Committee on Acad. Information Technology	October 4, 2010	September 20, 2010	September 22, 2010
Annual Report from: Internationalization Council	November 1, 2010	October 11, 2010	October 14, 2010
Quarterly Report: Education Policies Committee Intercollegiate Athletics Board	December 6, 2010	November 8, 2010	November 11, 2010
None Scheduled	January 3, 2011	December 13, 2010	December 16, 2010
Semi-Annual Report: Faculty Development Comm.	February 7, 2011	January 10, 2011	January 13, 2011
Quarterly Report: Educational Policies Committee	March 7, 2011	February 14, 2011	February 17, 2011
Annual Reports from: Academic Advising Council Institutional Assessment Council	April 4, 2011	March 14, 2011	March 17, 2011
Annual Reports from: Academic Requirements Comm. General Student Affairs Intercollegiate Athletics Board Library Committee Scholastic Standards Committee Teacher Education Committee University Studies Council	May 2, 2011	April 11, 2011	April 14, 2011
Annual Reports from: Advisory Council Budget Committee Committee on Committees Educational Policies Committee Faculty Dev. Committee Graduate Council Undergraduate Curriculum Committee	June 6, 2011	May 9, 2011	May 12, 2011

June 13, 2011

\*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.

# FACULTY SENATE ROSTER

## OFFICERS AND SENATE STEERING COMMITTEE

Presiding Officer: Maude Hines  
 Presiding Officer Pro tem/Elect: Gwen Shusterman  
 Secretary: Sarah E. Andrews-Collier  
 Committee Members: Rob Daasch and Thomas Lockett (2011); Dan Fortmiller and Mark Jones (2012)  
 Alan MacCormack, ex officio Chair, Committee on Committees

### All Others (24)

Hagge, Tíme	CAPS	2011
Ingersoll, Rebecca	UASC	2011
Pierce, Robyn	FAC	2011
Turner, April	OAA	2011
*Sigeler, Doug (Webb)	OSA	2011
Welnick, Jennifer	SALP	2011
Wendler, Denise	BO-DA	2011
Trifiletti, Melissa	ADM	2011
Barham, Mary Ann	UASC	2011
†Baccar, Cynthia	ADM	2012
Fortmiller, Daniel	CARC	2012
Hatfield, Lisa	DDPS	2012
Ketcheson, Kathi	OIRP	2012
Kwong, Jolina	OAA	2012
McBride, Leslie	CAE	2012
Vance, Mary	CARC	2012
* Tarabocchia, JR (Thompson)	DOS	2012
Harmon, Steven	OAA	2013
Jagodnik, Joan	UASC	2013
Nixon, Nicolle	ADM	2013
Ostlund, DeLys	OGSR	2013
Ryder, Bill	ADM	2013
Sanchez, Rebecca	SBA	2013

### Business Administration (6)

Cabelly, Alan	SBA	2011
Rogers, Daniel	SBA	2011
Mathwick, Charla	SBA	2012
Raffo, David	SBA	2012
Brown, Darrell	SBA	2013
Johnson, Raymond	SBA	2013

### Education (6)

*Reynolds, Candyce (McKeown)	EPFA	2011
Munson, Leslie	ED	2011
Caskey, Micki	ED	2012
Smith, Michael	ED	2012
*Rigelman, Nicole (Mukhopadhyay)	ED	2012
Burk, Pat	ED	2013

### Engineering and Computer Science (10)

Kohles, Sean	ME	2011
Sheard, Timothy	CMPS	2011
Pejcinovic, Branimir	ECE	2011
*Karavanic, Karen (Sailor)	CMPS	2011
Zurk, Lisa	EEN	2012
Brown, Cynthia	CS	2012
Daasch, W Robert	ECE	2012
Feng, Wu-Chang	CMPS	2013
Jones, Mark	CMPS	2013
†Maier, David	CMPS	2013

### Extended Studies (2)

Griffith, Molly	XX	2011
† Sterling, Sarah	XS PDC	2012

### Fine and Performing Arts (6)

†Gray, Charles	MUS	2011
Hansen, Bradley	MUS	2011
Leite, Margarete	ARCH	2012
Glaze, Debra	MUS	2012
Berrettini, Mark	TA	2013
Taylor, Sue	ART	2013

### Library (2)

*Bowman, Michael (Howard)	LIB	2011
†Paschild, Christine	LIB	2012

†Member of Committee on Committees

### Liberal Arts and Sciences (40)

Carter, Duncan	ENG	2011
George, Linda	ESR	2011
Hines, Maude	ENG	2011
Lockett, Thomas	HST	2011
*Preston, Serge (L. Mercer)	MTH	2011
Murphy, Michael	BIO	2011
Rueter, John	ESR	2011
Sanchez, Fernando	FLL	2011
Seppalainen, Tom	PHIL	2011
Shusterman, Gwendolyn	CHEM	2011
* Clark, Michael (Wamser)	ENG	2011
Wadley, Stephen	FLL	2011
Ediger, Joseph	MTH	2011
* Fischer, William (Ceppi)	FLL	2011
Arante, Jacqueline	ENG	2012
Brower, Barbara	GEOG	2012
†Burns, Scott	GEOL	2012
Butler, Virginia	ANTH	2012
Cummings, Michael	GEOL	2012
Danielson, Susan	ENG	2012
Gamburd, Michele	ANTH	2012
Jacob, Greg	ENG	2012
Latiolais, Paul	MTH	2012
O'Halloran, Joyce	MTH	2012
Schechter, Patricia	HST	2012
*Sytsma, Mark (Balshem)	ES	2012
Wetzel, Patricia	FLL	2012
Agorsah, Kofi	BST	2013
Beyler, Richard	HST	2013
Elzanowski, Marek	MTH	2013
Farr, Grant	SOC	2013
Greco, Gina	FLL	2013
Kapoor, Priya	COMM	2013
Medovoi, Leerom	ENG	2013
Ott, John	HST	2013
Palmiter, Jeanette	MTH	2013
Weasel, Lisa	BIO	2013
Kominz, Laurence	FLL	2013
Marrongelle, Karen	MTH	2013
Lang, William	HST	2013

### Other Instructional (5)

†MacCormack, Alan	UNST	2011
Trimble, Anmarie	UNST	2012
Flower, Michael	HON	2013

### Social Work (7)

Keller, Thomas	SSW	2011
*Oschwald, Mary (Nissen)	SSW	2011
Taylor, Michael	CFS	2011
Curry, Ann	SSW	2012
Miller, Pamela	SSW	2012
Nash, James	SSW	2012
McBeath, Bowen		2013

### Urban and Public Affairs (9)

Kinsella, David	PS	2011
Neal, Margaret	IOA	2011
Gibson, Karen	USP	2011
Carder, Paula	IOA	2012
Henning, Kris	JUST	2012
Strathman, James	CUS	2012
Dill, Jennifer	USP	2013
		2013
Shandas, Vivek	USP	2013

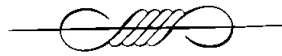
\*Interim appointments indicated with asterisk

## Ex officio Members of the Faculty Senate

Absher, Linda	Chair, General Student Affair Committee
Andrews Collier, Sarah E.	Interinstitutional Faculty Senate ( - Dec. 2011)
Aylmer, Françoise	Vice President for University Relations
Balzer, Jackie	Vice Provost for Student Affairs
Bleiler, Steven	Chair, Faculty Development Committee
Burns, Scott	Advisory Council (2011-2012)
Burgess, David	Chair, Intercollegiate Athletics Board
Burton, Mike	Vice Provost for Extended Studies
Hines, Maude	Interinstitutional Faculty Senate (Jan. 2011- Dec. 2013)
Cruzan, Mitch	Chair, University Studies Council
Davis, Lois	Special Assistant to the President
Dawson, Scott	Dean, School of Business Administration
De la Cruz, Emily	Chair, Teacher Education Committee
Desrochers, Lindsay	Vice President for Finance & Administration
Everett, Margaret	Chair, Graduate Council
Fink, Jonathan	Vice President for Research and Strategic Partnerships
Hickey, Martha	Chair, Academic Requirements Committee
Hitz, Randy	Dean, Graduate School of Education
Hillman, Stanley	Chair, Budget Committee
Johnson, Ray	Chair, Educational Policies Committee
Kaiser, Marvin	Dean, College of Liberal Arts and Sciences
Koch, Roy W.	Provost & Vice President for Academic Affairs
Latz, Gil	Vice Provost for International Affairs
Liebman, Robert	Advisory Council (2009-11)
Lim, Adriene	Interim Director of the Library
MacCormack, Alan	Chair, Committee on Committees
Mack, Carol	Vice Provost for Administration & Planning
McBride, Leslie	Advisory Council (2011-2012)
Mercer, Robert	Interinstitutional Faculty Senate (– Dec. 2010)
Merrow, Kathleen	Chair, Library Committee
Miller, Randy	Chair, Scholastic Standards Committee
Mitchell, Drake	Chair, Undergraduate Curriculum Committee
Moeller, Mary	Assistant to the President for Government Relations
Nelson, Kristine	Dean, Graduate School of Social Work
Ostlund, DeLys	Interim Dean of Graduate Studies
Reynolds, Kevin	Vice Provost for Academic Fiscal Strategies and Planning
Rose, Melody	Vice Provost for Academic Programs and Instruction
Rueter, John	Interinstitutional Faculty Senate (Jan. 2010 – Dec. 2012)
Markey, Katie	ASPSU President
Sestak, Barbara	Dean, School of Fine & Performing Arts
Shusterman, Gwen	Advisory Council (2009-11)
Su, Renjeng	Dean, Maseeh College of Engineering & Computer Science
Wallack, Lawrence	Dean, College of Urban & Public Affairs
Walton, Linda	Advisory Council (2011-2012)
Wiewel, Wim	President
Wollner, Craig	Advisory Council (2009-11)

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 dis-

tributed 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, in consultation with the Faculty. The council reports annually to the Provost and the Faculty Senate, and is scheduled to make its annual report to the Senate on April 5, 2010.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Dan Fortmiller, OSA

Faculty: Janet Putnam, SSW (2008-)  
Alan MacCormack, UNST (2008-)  
Darrell Brown, SBA (2008-)  
Marcia Fischer, ECS (2008-)  
Bee Jai Repp, XS (2008-)  
Craig Wollner, UPA (2008-)  
\_\_\_\_\_, FPA

## Professional

Advisers: Paulette Watanabe, EEPS (2006-)  
Melissa Leonard, LAS (2008-)  
Robert Mercer, LAS (2008-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Ex-Officio: Mary Ann Barham, UASC  
Bill Ryder, ADM  
Juliette Stoering, 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 2010-11 academic year  
*prior service in parentheses*

Chair: Ed Higgins, MUS

Chair Elect: \_\_\_\_\_

Faculty (3): Joel Bettridge, ENG (2008-)  
Andrew Flight, MTH (2008-)  
Belinda Zeidler, SCH (2008-)  
Paulette Watanabe, EEPS (2008-)  
Janet Putnam, SSW  
Erna Gelles, UPA

Students (3): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consultant: Jackie Balzer, Vice Provost for  
Student Affairs

Contact: Michele Toppe, DOS (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.*



ACADEMICALLY-CONTROLLED  
AUXILLIARY ACTIVITIES  
COMMITTEE

*An advisory committee established  
by administrative action.*



The **Academic Requirements Committee** is scheduled to make its annual report to the Faculty Senate on May 2, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Martha Hickey, FLL (2006-)

Faculty (6): Louise Paradis, CARC (2007-)  
Jane Mercer, SCH (2008-)  
Robert Mercer, LAS (2008-)  
Wendy Stewart, LIB (2008-)  
Linda George, ESR (2009-)  
Becki Ingersoll, UASC (2009-)  
Sukhwant Jhaj, UNST  
Agnes Hoffman, ADM

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Mentor: \_\_\_\_\_

Consultants: Melody Rose, Vice Provost for  
Academic Programs & Instruction  
Mary Ann Barham, UASC

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

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 2010-11 academic year  
*prior service in parentheses*

Chair: William (Harry) York, HON (2007-)

Faculty (4): Elise Granek, ESR (2008-)  
Philip Ratliff, LIB (2008-)  
Inger Olsen, LAS  
Janet Hamilton, SBA

Staff (1): Mark Russell, AUX

Students (5): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ex-officio: Jackie Balzer, Vice Provost for  
Student Affairs  
J.R. Tarabocchia, Coordinator,  
Commencement & Students Affairs  
Outreach, DOS

## 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 2010-11 academic year  
*prior service in parentheses*

Chair: \_\_\_\_\_

Members: Pauline Livingston, Coord., Disability Serv. for Students, UASC (1999-)  
Phyllis Petteys, Coord., ATC (1999-)  
Mark Russell, AUX (2001-)  
Robyn Pierce, Dir., FAC (2002-)  
Mike Soto, Chief, CPSO (2002-)  
David Holloway, ENG (2004-)  
Elaine Cohn, AFM (2007-)  
Alexandra McDermott, OMB (2007-)  
Corey Ray, Int Dir of Res. Life (2007-)  
Ann Gooley Mai, FAC (2007-)

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 2010-11 academic year  
*prior service in parentheses*

Chair: Kevin Reynolds, OAA

Members: Diane Yatchmenoff, RRI  
Dacian Daescu, MTH  
Peter Moeck, PH  
Steve Reder, LING  
Andrew Fountain, GEOL  
Wu-chi Feng, MCECS  
Vivek Shandas, CUPA  
Leslie Hammer, PSYCH  
Debi Elliot, RRI  
Adriene Lim, LIB

Student (1): \_\_\_\_\_

Ex-officio: Dana Bostrom, RSP  
Kam Pierce, RSP  
Sharon Blanton, FADM

Consultants: Kathi Ketcheson, Director, OIRP  
Kristin Boden-MacKay, OMC

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ALL UNIVERSITY COMMITTEES

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ADVISORY  
COUNCIL

*Established by Faculty Constitution,  
Article VI.*



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The **Advisory Council** to the President is scheduled to make its annual report to the Faculty Senate on May 2, 2011.

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

*Term, commencing June 1, 2010  
indicated in parentheses.*

Chair: Robert Liebman (2010-11)

Faculty: Gwen Shusterman (2010-11)  
Craig Wollner (2010-11)  
Scott Burns (2011-12)  
Leslie McBride (2011-12)  
Linda Walton (2011-12)

BIO-SAFETY  
COMMITTEE

*An advisory committee established  
by administrative action.*



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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 2010-11 academic year  
*prior service in parentheses*

Chair: Jason Podrabsky, BIO (2010-)

Faculty: Dirk Iwata-Reuyl, CHEM (1994-)  
Jane Boone, BIO (2010-)

Community: \_\_\_\_\_

Ex-officio: Nancy Koroloff, Associate Vice Provost  
for Research & Sponsored Projects

ORSP Rep: Cathleen Gal, Research Integrity  
Coordinator

EHS Rep: Chuck Cooper, Environmental  
Health & Safety  
Consultant

## 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 6, 2011. The Chairperson of the Budget Committee serves on the Education Policy Committee.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Stan Hillman, LAS (BIO) (2009-)

Faculty (14): Sukhwant Jhaj, OI (UNST) (2008-)

Susan Lindsay, LAS (LING) (2008-)

Patricia Wetzel, LAS (FLL) (2008-)

Steve Reder, LAS (LING)

Mark Sytsma, LAS (ES)

Diane Yatchmenoff, SSW (2006-)

Cheryl Livneh, ED (CEED) (2007-)

Sharon Blanton, AO (OIT) (2008-)

Randy Miller, UPA (2008-)

Kalman Toth, ECS (2008-)

Duncan Kretovich, SBA (2009-)

Adriene Lim, LIB (2009-)

Christine Meadows, FPA (2009-)

Kristen Pedersen, XS

Ray Johnson, SBA (2009-)

Students (2): \_\_\_\_\_

\_\_\_\_\_

Consultants: Roy Koch, Provost  
Kevin Reynolds, Vice Provost for  
Academic Fiscal Strategies  
and Planning  
David Burgess, Research Associate,  
Institutional Research and  
Planning  
Lindsay Desrochers, Vice President  
for Finance & Administration  
Michael Fung, Budget Director

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 2010-11 academic year  
*prior service in parentheses*

Chair: Susan Captein, CAPS (2001-)

Faculty: Candyce Reynolds, ED (1992-)

Jeffrey Mozzochi, ATH

Mark Kaplan, PHE (2001-)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff: Mike Soto, CSSO (2000-)

Students (2): \_\_\_\_\_

\_\_\_\_\_

Ex-Officio: Jackie Balzer, Vice Provost for  
Student Affairs  
Michele Toppe, 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 2010-11 academic year prior service in parentheses

Chair: Bryant Haley, CPSO/EMU

Secretary: Susan Cyganiak, FAC

Faculty (AAUP): \_\_\_\_\_

Faculty (AFT): \_\_\_\_\_

Staff (SEIU): Eric Franklin, FPA (2008-)
Tom Bennett, CE
David Fetter, OIT
Lindsay Henderson, BIO

Administration: Sinnamon Tierney, CHEM (2008-)
Todd Bauch, SA
Mark Russell, AUX
Kristen Smith, HRC
Jason Mitchell, RRI
Thomas Hunt, ASA

Student: \_\_\_\_\_

Consultant: Catherine LaTourette, Assoc. Vice President, Human Resources
Chuck Cooper, Env. Health & Safety Officer

Address: http://www.safetycommittee.pdx.edu/

CHEMICAL HYGIENE/LABORATORY SAFETY COMMITTEE

An advisory committee established by administrative action.



The Chemical Hygiene/Laboratory Safety Committee was established effective July 1, 2006. Appointments are made by the Provost.

Members to serve 2010-11 academic year prior service in parentheses

Chair: \_\_\_\_\_

Faculty: Xavier Oberlander, ART (2006-)
Ben Perkins, GEOL (2006-)
Steve Benight, CHEM (2009-)
Nicolas Meier, CHEM (2009-)
Yangdong Pan, ESR (2006-)

Ex-officio: Nancy Koroloff, Assoc. Vice Provost for Research & Sponsored Projects

EHS Rep: Chuck Cooper, Environmental Health & Safety, FAC

ORSP Rep: Cathleen Gal, Compliance Specialist

## 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: Leslie Hammer, PSY (2009-11)  
Christine Chaille, ED (2009-11)  
Karen Marrongelle, LAS (1010-12)  
Jana Meinhold, SSW (2010-12)

Parents: \_\_\_\_\_(2009-11)  
\_\_\_\_\_ (2009-11)  
\_\_\_\_\_ (2010-12)  
\_\_\_\_\_ (2010-12)

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

Students: \_\_\_\_\_(2010-12)  
\_\_\_\_\_ (2010-12)

## 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 in 1990 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: Patrice Hudson, CAE  
Bridge Gorrow, WRC

Members: Emily Persico  
Carol Gabrielli, ODE  
Donna Harris, ALUM  
Moriah McSharry-McGrath, Gr Stu.  
Swapna Mukhopadhyay, ED  
Shelly Chabon, SPHR  
Evguenia Davidova, INTL  
Cynthia Gomez, CLS  
Joan Petit, LIB

Ex-officio: Elaine Cohn, AFM

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ALL UNIVERSITY COMMITTEES

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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 6, 2011. 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.*

Chair: Alan MacCormack, OI (2010-12))

Faculty: Scott Burns, LAS (GEOL) (2009-11)  
 \_\_\_\_\_, LAS (2009-11)  
 \_\_\_\_\_, LAS (2009-11)  
 \_\_\_\_\_, LAS (2010-12)  
 \_\_\_\_\_, LAS (2010-12)  
 Charles Gray, FPA (MUS) (2009-11)  
 Sarah Sterling, XS (2009-11)  
 Cynthia Baccar, AO (2010-12)  
 Christine Paschild, LIB (2009-11)  
 David Maier, ECS (CMPS) (2010-12)  
 \_\_\_\_\_, SSW (2010-12)  
 \_\_\_\_\_, SBA (2010-12)  
 \_\_\_\_\_, ED (2010-12)  
 \_\_\_\_\_, UPA (2010-12)

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 2010-11 academic year  
*prior service in parentheses*

Chair: Darcy Kramer, DRC (2008-)

Faculty (5): John Caughman, MTH (2008-)  
 Melinda Holtzman, ECE (2008-)  
 Becky Sanchez, SBA (2008-)  
 Paula Harris, OSA (2009-)  
 Debra Linberg, UPA  
 April Turner, OSA

Staff: Veda Kindle, RO (2006-)

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 (3) Melllie Pulman, SBA (2009-11)  
Donald Duncan, ECS  
Jacqueline Temple, ED

Students (3): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ex-officio: Shannon Timm, Advisor, Student  
Activities and Leadership Program

EDUCATIONAL  
POLICY  
COMMITTEE

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



The **Educational Policy Committee** is scheduled to make a report to the Faculty Senate once each term; December 6, March 7, and June 6. The Chairperson of the Educational Policy Committee serves on the Budget Committee.

Members to serve 2010-11 academic year  
*term indicated in parentheses.*

Chair: Ray Johnson, SBA (2009-)

Chair elect: Tim Anderson, ECS (2009-)

Faculty (15): John Erdman, LAS (MTH) (2008-)  
Barbara Brower, LAS (GEOG) (2008-)  
Darlene Geiger, LAS  
ChiaYin Hsu, LAS  
Christine Hulbe, LAS  
Gary Brodowicz, UPA (SCH) (2009-)  
Vicki Cotrell, SSW (2009-)  
J.R. Estes, OI  
Steve Harmon, AO (OAA)  
Mark Jenkins, XS  
Joan Petit, LIB  
Candyce Reynolds, ED  
Ken Selden, FPA (MUS)  
Stan Hillman, Chair, Budget  
Committee

Staff: Maria Eldred, HR

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: February 7, 2011 and June 6, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Steve Bleiler, LAS (MTH) (2008-)

Faculty: Heejun Chang, LAS (GEOG)  
Leslie Rill, LAS  
Lee Medovoi, LAS (ENG)  
Virginia Butler, LAS (ANTH)  
Marie Lewandowski, XS (2008-)  
Laura Nissen, SSW (2008-)  
Wayne Wakeland, OI (SYSC) (2008-)  
Charles Colbert, FPA (ART) (2009-)  
Mary Kristin Kern, LIB (2009-)  
Leslie McBride, AO (CAE) (2009-)  
Christoff Teuscher, ECS (2009-)  
Theresa Kaimanu, UPA  
Charla Mathwick, SBA  
Thomas Bielavitz, LIB  
Christopher Borgmeier, GSE

Consultants: Roy W. Koch, Provost

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 2, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Linda Absher, LIB-W (2008-)

Faculty: Ethan Johnson, BST (2008-)  
Emily Salisbury, UPA (2009-)  
Michelle Miller, LAS  
Kristen Niemen, ECS

Students (5): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consultants: Jackie Balzer, Vice Provost for  
Student Affairs  
Michele Toppe, Dean of Students

## ALL UNIVERSITY COMMITTEES

GRADUATE  
COUNCIL

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



The **Graduate Council** is scheduled to make its annual report to the Faculty Senate on June 6, 2011.

Members to serve 2010-11 academic year  
*Prior service in parentheses*

Chair: Margaret Everett, LAS (ANTH)

Faculty (15): Erik Bodegom, LAS (PHY) (2009-)

Robert Gould, LAS (CR) (2009-)

Gerardo Lafferriere, LAS (MTH)

John Rueter, LAS (ES)

Gerald Mildner, SBA (2007-)

Toeutu Faaleava, AO (2008-)

Pauline Jivanjee, SSW (2008-)

Rita Robillard, FPA (2008-)

Sarah Beasley, LIB (2009-)

Jeff Fletcher, OI (2009-)

Candyce Reynolds, ED (2009-)

Siobhan Maty, UPA (2009-)

James Morris, ECS (CS)

\_\_\_\_\_, XS

Graduate

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: DeLys Ostlund, Interim Assoc.  
Dean, Graduate Studies.  
Steve Harmon, Office of Academic  
Affairs  
Courtney Hansen, Graduate  
Studies

GRADUATION  
PROGRAM  
BOARD

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



The **Graduation Program 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.*

Chair: Alan Cabelly (2008-11)

Faculty: Becki Ingersoll, UASC (2008-11)

Susan Dodd, (2008-11)

Regina Arellano, UASC (2009-12)

Carla Mortensen, LING (2009-12)

Gerald Recktenwald, ECS (2009-12)

Lisa Stewart, SSW (2009-12)

Community: Keri McMurray, PSU Alumna

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants:

Jackie Balzer, Vice Provost for Student Affairs

J.R. Tarabocchia, Coordinator of Commencement

Angela Garbarino, Asst. Dir. for Degree

Requirements & Veterans Certification

Kerri Griesbeck, University Communications,

Marketing Communications Lead

Amy Ross, Executive Assistant to the President

Adam Smith, Alumni Assoc. Membership

Marketing Coordinator

Dan Valles, Student Affairs Chief Fiscal Officer

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ALL UNIVERSITY COMMITTEES

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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 2010-11 academic year  
*prior service in parentheses*

Chair: Mary Oschwald, RRI (2007-),  
Chair IRB #1  
Todd Bodner, PSY (2006-),  
Chair IRB #2

Faculty: Brian Renauer, UPA (2001-)  
(*SAB 10-11*)  
Matthew Carlson, SOC (2006-)  
Sherril Gelmon, PA, (2005-)  
Nancy Koroloff, RRI (2005-)  
Lisa Aasheim, ED (2009-)  
Amanda Smith-Byron, CR (2009-)  
(*SAB 10-11*)  
Karen Cellarius, RRI (2010-)  
Christina Gildersleeve-Neumann,  
SPHR (2010-)  
Gayle Thieman, ED (2010-)

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

ORSP Rep: Cathleen Gal, Compliance Specialist,  
ORSP

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 continued implementation of assessment across the campus, working closely with three offices: Instructional 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 chair is elected by the committee. The council reports annually to the Provost and the Faculty Senate, and is scheduled to make its annual report on April 4, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Rowanna Carpenter, UNST (2008-)

Faculty: Craig Wollner, UPA (2006-)  
Thomas Bielavitz, LIB (2008-)  
Mirela Blekic, OSA (2008-)  
William Fischer, LAS (FLL) (2008-)  
Grant Farr, LAS (SOC) (2008-)  
Sully Taylor, SBA (2008-)  
Carol Morgaine, SSW (2010-)  
\_\_\_\_\_, ED (20-)  
Daniel Sullivan, LAS (SOC) (2010-)  
Paul Van Halen, ECE (2010-)  
Ellen West, SBA (2010-)  
Matt Livengood, FPA (2010-)

Student (1): \_\_\_\_\_

Ex officio: Melody Rose, Vice Provost for  
Acad. Programs & Instruction  
Leslie McBride, Director, Teaching and  
Learning, CAE  
Dan Fortmiller, Student Affairs  
Kathi Ketcheson, Institutional  
Research and Planning  
DeLys Ostlund, Office of Graduate  
Studies

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 2, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: David Burgess, OIRP (2009-)

Faculty: Melissa Trifletti, ADM (2008-)  
Chris Monsere, ECS (2008-)  
Scott Burns, GEOL  
Robyn Pierce, FAC

Community: Jim Mustard, Standard Insurance Co.

Students (3): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

ALL UNIVERSITY COMMITTEES

INTERNATIONALIZATION  
COUNCIL

*An advisory committee established by  
administrative action in April 2008.*



The **Internationalization Council** (IC) provides guidance for the development of a learning environment in which all students are prepared for global citizenship, whether via the curriculum, study abroad, contact with international students and/or faculty, or by other means. The Council will consist of eight ranked faculty members (one from each school/college and an eighth from FLL), student representatives, and named consultants. Faculty will serve three-year terms and will be named by the Provost. The Council shall elect a chair from amongst its members.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Judy Reed, LING (2007-10)

Faculty: Duncan Carter, LAS (LAS) (2007-10)  
 Marcus Ingle, UPA (PA-ELI) (2007-10)  
 Jennifer Perlmutter, FLL (2007-10)  
 Susan Chan, FPA (MUS) (2007-10)  
 Gina Greco, FLL (2008-11)  
 Sarah Andrews-Collier, FPA (2008-11)  
 Ann Marie Fallon, UNST (2008-11)  
 Samuel Henry, ED (2008-11)  
 James Nash, SSW (2008-11)  
 Vivek Shandas, UPA (2008-11)  
 Sully Taylor, SBA (2008-11)  
 Cliff Allen, SBA  
 Jackie Balzer, OSA  
 Grant Farr, LAS  
 Marcia Fisher, ECS  
 Agnes Hoffman, OSA  
 Bowen McBeath, SSW  
 Patricia Wetzel, FLL  
 Sharon Carstens, LAS  
 Pat Squire, AO  
 Emily de la Cruz, ED

UG Student (2): \_\_\_\_\_

Grad Student (2): \_\_\_\_\_

OIA: Gil Latz, Vice Provost for International  
 Affairs

Judy Van Dyck, OIA

Admissions: Paula Harris

IELP: Sean Wilson

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. 2009, 2011, etc.) following the passage of the biennial budget by the State Legislature. The faculty membership represents at least two 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 2, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Kathleen Merrow, HON (2007-)

Faculty (5): Donna Philbrick, SBA (2008-)  
 Rudy Barton, ARCH (2008-)  
 Ed Zaron, ECS (2008-)  
 Jack Corbett, UPA (2009-)  
 Subhash Kochar, MTH (2009-)  
 Richard Beyler, HST (2010-)

Students (2): \_\_\_\_\_  
 \_\_\_\_\_

Consultants: 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 five tenured faculty members, five 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 publications, and only one student member may be an appointed or elected member of student government. 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.*

Chair: Michael McGregor, LAS (ENG) (2009-11)

Faculty (4): Tugrel Daim, ECS (2009-11)  
Robert Shunk, XS (2009-11)  
Jennifer Delos Reyes, ART (2010-12)

Staff: Amyl Freeberg, ENG (2009-)

Community: Susan Nielsen, *The Oregonian*  
Students (5): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ex-officio: Jackie Balzer, VP for Student Affairs

Consultants: Judson Randall, Advisor to Student Publications  
Virginia Vickery, *Vanguard* Editor  
Jacqueline Treiber, *The Review* Editor  
Christy Zilka, Graphic Design Center Manager  
Brett Campbell, *Rearguard* Editor  
Jonathan Miles, *The Spectator* Editor  
Doug Friend, KPSU Station Manager  
Joel Eisenhower, *Pathos Literary Magazine* Ed.

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 2010 calendar year  
*prior service in parentheses*

Chair: Michael Bartlett, BIO (2005- )

Faculty: Jonathan Abramson, PHY (1995-)  
Andrea Goforth, CHEM (2009-)  
Rick Hugo, GEOL (2009-)  
Niles Lehman (2009-)  
Kathy Samson, SHAC (2009-)

Community: \_\_\_\_\_

Ex officio: Nancy Koroloff, Assoc. Vice Provost  
for Research & Sponsored Projects

EHSR Rep: Chuck Cooper

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 2, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Randy Miller, PSC (2008-)

Faculty: Jen Dahlin, SHAC (2008-)  
Haley Holmes, SBA (2008-)  
Radu Popa, BIO (2008-)  
Shoshana Zeisman, UASC (2008-)  
Nirupama Bulusu, CS (2009-)  
Serge Preston, LAS (2009-)  
Linda Liu, OSA  
Paul Newman, CS  
Sue Tayler, ART

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Melody Rose, Vice Provost for  
Acad. Programs & Instruction  
\_\_\_\_\_, Registration and Records  
Liane Gough, UASC  
Mary Ann Barham, UASC  
\_\_\_\_\_, 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: Christine Meadows, MUS (2010-12)  
Scott Burns, GEOL (2009-11)  
Suwako Watanabe, FLL (2009-11)  
Steven Gance, XS

Staff: Jon Joiner, MCC (2007-09)  
Aimee Shattuck, OSA (2008-10)

Students (5): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consultants: Robyn Pierce, Director, Facilities &  
Planning  
Michele Toppe, Dean of Students  
\_\_\_\_\_, 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.*

Chair: Joe Poracsky, GEOG (2010-12)

Faculty: Debra Clemens, OIA (2010-12)  
DeLys Ostlund (2010-12)  
Carla Reidlinger (2009-11)  
Elizabeth Almer, SBA (2009-11)  
Jill Freeman, COMM (2009-11)  
Deb Smith-Arthur, UNST (2009-11)

Faculty Alternate: Melanie Dixon

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Student Alternates: \_\_\_\_\_  
\_\_\_\_\_

Ex-Officio: \_\_\_\_\_, Asst. Dean of Students

Contact: \_\_\_\_\_,

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 2, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Emily De la Cruz, ED (CI)

Faculty: Ellen Reuler, SPHR (1997-)  
William Fischer, FLL (1999-)  
Jane Mercer, SCH (2000-)  
Debra Glaze, MUS (2004-)  
Jeanette Palmeter, MTH (2006-)  
James Bickford, SPED (2009-)  
Karin Magaldi, TA (2009-)  
Kristen Nieman, ECS (2009-)  
Tom Chenoweth, ELP (2009-)  
Amy Steel, ART (2009-)  
Teresa Bulman, LAS (Soc Sci) (2009-)  
Michael Cummings, LAS (Sci) (2009-)  
Jana Meinhold, CFS  
Maude Hines, ENG  
\_\_\_\_\_, ED CE  
\_\_\_\_\_, ED ELP  
\_\_\_\_\_, SBA

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Ex officio: Randy Hitz, Dean, Graduate School of Education  
Steve Isaacson, Associate Dean, School 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 2010-11 fiscal year  
*prior service in parentheses*

Chair: Danielle McGurrin, UPA (2009-)

Faculty: Brian Ruder, SBA (2008-)  
Janet Hamilton, SBA (2009-)  
Regina Weaver, LING  
Erik Sanchez, PHY  
Joyce O'Halloran, MTH

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 6, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Drake Mitchell, LAS (2009-)

Faculty: Rachel Hardesty, LAS (CR) (2010-)  
Jonathan Pease, LAS (FLL)  
Jeanette Palmiter, LAS (MTH)  
Darrell Brown, SBA (2008-)  
Ramin Farahmandpur, ED (EPFA) (2008-)  
Charlotte Goodluck, SSW (2008-)  
Branimir Pejcinovic, ECS (ECE) (2008-)  
Tom Raffensperger, LIB (2009-)  
Joan Jagodnik, AO (ARR) (2010-)  
Patricia Boas, FPA (ART)  
Steven Gance, XS  
Jeff Gerwing, OI (UNST)  
Deb Kaufman, UPA  
Rob Sanders, LAS (FLL)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Consultants: Melody Rose, Vice Provost for Acad. Programs & Instruction  
Steven Harmon, Office of Academic Affairs  
Cindy Baccar, Admissions, Records & Registration

## ALL UNIVERSITY COMMITTEES



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 2010-11 academic year  
*prior service in parentheses*

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

Faculty: James Wallis, PHE (1996-)  
Kevin Corcoran, SSW (1998-)  
Ron Talarico, RRI (2008-)

\_\_\_\_\_

Staff: Chuck Cooper, FAC (1993-)

Students (2): \_\_\_\_\_  
\_\_\_\_\_

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

Ex officio: Jackie Balzer, Vice Provost for  
Student Affairs



The **University Studies Council** is scheduled to make its annual report to the Faculty Senate on May 2, 2011.

Members to serve 2010-11 academic year  
*prior service in parentheses*

Chair: Ann Marie Fallon, OI (2008-)

Faculty: Greg Jacob, LAS (ENG) (2008-)  
Tom Seppalainen, LAS (PHIL) (2008-)  
Linda Walton, LAS (HST) (2008-)  
Sharon Carstens, LAS (ANTH) (2009-)  
Alex Ruzicka, LAS  
Harrell Fletcher, FPA (ART) (2008-)  
Bob Schroeder, LIB (2008-)  
Michael Taylor, SSW (CFS) (2008-)  
Karen DeVoll, AO (2009-)  
Tim Sheard, ECS (2009-)  
Yves Labissière, PA (2009-)  
Annmarie Trimble, UNST (2009-)  
Neil Ramiller, SBA  
Stephanie Stokamer, ED

Students (2): \_\_\_\_\_  
\_\_\_\_\_

Ex officio: Melody Rose, Vice Provost for  
Acad. Programs & Instruction  
Sukhwant Jhaj, Director, UNST

# 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

PORTLAND STATE UNIVERSITY

terms under the provisions of Article VII of the  
Portland State University Faculty Constitution:

Robert Mercer, LAS (to Jan. 2011)

Sarah Andrews-Collier, TA (to Jan. 2012)

John Rueter, ESM (to Jan 2013)

Maude Hines, LAS (Jan. 2011 to Jan. 2014)

**IFS MEETINGS 2010-11**

October 15/16, Southern Oregon University  
December 3/4, Oregon Institute of Technology  
(Portland)  
TBN

**WEB ADDRESS**

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

