



## **BYLAWS OF THE ACADEMIC SENATE**

Includes amendments to December 2025

**RATIFIED BY THE FACULTY**  
Thursday, October 11, 1984

Academic Senate Webpage:  
[www.msubillings.edu/senate](http://www.msubillings.edu/senate)

# ACADEMIC SENATE BYLAWS

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# **BYLAWS OF THE ACADEMIC SENATE AT MONTANA STATE UNIVERSITY BILLINGS**

Approved by Senate on September 25, 1984  
(As amended)

RATIFIED BY THE FACULTY  
Thursday, October 11, 1984

Includes amendments to April 2025

## **ARTICLE I. PREAMBLE**

### **SECTION A. Responsibilities of the Academic Senate**

The Academic Senate is constituted as the highest level policy recommending body at Montana State University Billings concerned with the academic program of the institution. As such, all academic policy considerations are under the purview of the Senate. The Senate is charged with the responsibility of making recommendations to the Chancellor of MSUB on matters concerning curriculum and academic policy, degree requirements, admission and retention, the MSUB calendar, the structure of the academic programs, and other matters referred by the Chancellor of MSUB or Faculty Administration Committee.

The Academic Senate shall form standing committees for the purpose of fulfilling its responsibilities. Each committee may be composed of students, faculty and administrators. Appointments to standing committees will be ratified by a majority vote of the Academic Senate.

### **SECTION B. Accountability**

The Academic Senate is accountable to the faculty and any action of the Senate may be reviewed at a general faculty meeting (meeting of all contract faculty, not including staff or administrators) if such a meeting is requested in a written petition signed by at least 10 faculty members and filed with the Chair of the Senate. Such a petition shall be delivered to the Chair of the Academic Senate, who will convene a meeting of the faculty within ten (10) working days after receiving the petition. If the Senate Chair fails to convene such a meeting within the ten-day (10) period, a meeting may be convened by a faculty member designated by a majority of the signers of the petition. Meetings of the general faculty shall be chaired by the Chair of the Senate or the designee of the Chair. Actions taken at these meetings shall require a majority vote of a quorum (50% + one of the eligible faculty).

### **SECTION C. General Faculty Meetings**

The Academic Senate shall have the power to convene general faculty meetings for the purpose of (1) discussing matters of concern to the Academic Senate; (2) considering recommendations made by the Academic Senate to the Chancellor of MSUB; (3) amending the bylaws of the Academic Senate. At least

one (1) general faculty meeting will be convened annually at which time the Academic Senate will deliver a report to the faculty.

## ARTICLE II. MEMBERSHIP AND ELECTIONS

### SECTION A. Membership

Membership of the Academic Senate shall consist of: two (2) faculty members elected from each college, three (3) persons who are contract teaching faculty elected at-large, two students appointed by the President of ASMSUB (with one vote between the two), the Dean of each academic college (non-voting), the Provost and Academic Vice Chancellor (non-voting), the Vice Chancellor for Administration and Finance (non-voting), the Vice Chancellor for Student Access and Success (non-voting), the Director of Graduate Studies (non-voting), and the Director of the Library (non-voting). If, at the time of spring elections, a college is unable to fill its position, the position will become at-large the following fall, for the duration of that term.

### SECTION B. Elections

#### 1. Eligibility and Voting Rights

- a) Eligible faculty for at-large positions on the Senate shall include all contract teaching faculty eligible for union membership.
- b) Eligible faculty for a college position on the Senate shall include all the contract teaching faculty eligible for union membership in that college. Eligibility of faculty holding joint appointments shall be determined by the joint appointment document on file in the office of the Provost/Academic Vice Chancellor.
- c) Only eligible faculty for a position on the Senate may vote in the election for that position. The Secretary of the Senate shall maintain an up-to-date list which details eligible faculty.

#### 2. Nominations for positions on the Academic Senate

Nominations for positions on the Academic Senate shall be by petition, each petition must be accompanied by a signed statement of the nominee's agreement to serve, if elected.

Completed petitions for nominations to a college position must contain the signatures of at least three (3) eligible faculty and must be filed with the Chair of the Senate no later than April 1st.

Completed petitions for nominations to an at-large position must contain the signatures of at least three (3) eligible faculty, at least one of which must be from a college other than the petitioner's, and must be filed with the Chair of the Senate no later than April 1st.

#### 3. Elections Rules

- a) An alphabetical list of all nominees shall be circulated to all eligible faculty by the Chair of the Senate one (1) week prior to the election. Ballots will be distributed and balloting will be conducted by an electronic process.

- b) Vacancies shall be filled by an election conducted within two (2) weeks after the petition-filing deadline by the Secretary of the Academic Senate.
- c) If a candidate does not receive a majority of votes cast, and positions remain to be filled, a run-off election shall be conducted by the Secretary of the Academic Senate. Candidates for a run-off election shall be the top vote-receiving candidates equal to twice the number of open positions (with possible additions(s) if the lowest admissible run-off candidate(s) tie for votes cast). Open positions shall be filled by the top vote-receivers in the run-off election.

#### 4. Elections to fill unexpired terms

Unexpired terms of at-large and college Senators shall be filled by a special election subsequent to the certification of a vacancy by the Chair of the Senate. Special nominations and elections will be conducted in the same general manner as regular elections (as described in subsection B1-B3 above) except that the Secretary of the Senate shall announce the filing deadline date(s).

Vacancies may be filled temporarily by the Chair of the Senate.

- a) A vacancy, which occurs during the summer term, may be filled temporarily by the Chair of the Senate. A special election shall be called as soon as possible during the fall term to fill such a vacancy.
- b) A vacancy which occurs within the 60 days immediately prior to a regular election in a position which will be filled by that regular election may be filled temporarily by the Chair of the Senate.

#### 5. Terms of Office

- a) Senators elected in the general election shall serve three-year terms commencing with the last regularly scheduled meeting of the Senate at the end of the spring term.
- b) No Senator can serve more than three consecutive three-year terms. One additional year can be served, as deemed necessary and approved by a 2/3 vote of Senate.
- c) Senators elected in special elections shall serve out the unexpired terms to which they are elected commencing with the first meeting of the Senate after the special election.

### ARTICLE III. ORGANIZATION OF THE ACADEMIC SENATE

#### SECTION A. Officers

- 1. The Senate shall elect from its voting membership a Chair, a Chair Elect, three (3) Vice-Chairs in any combination of college representatives and at-large representatives, and a Secretary. These officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Senate.
- 2. Vice-Chairs and Secretary of the Academic Senate shall be elected annually at the last regularly scheduled meeting of the Senate at the end of spring term and subsequent to the completion of the college and at-large elections. An exception will be for the Chair, whose term will last three (3)

years, or until the Chair's current Senate term expires (i.e., one (1) or two (2) years) with the option to complete the full Chair term if eligible to run for an additional college or at-large seat and successfully re-elected. The Chair Elect will be elected at the first regular meeting in the fall term of the current Chair's last year. The ballot for Chair Elect will contain the three current Vice-Chairs. The Chair Elect will become the Chair of the Academic Senate at the last meeting of the spring semester of the Chair's third year, or after a failed Senate re-election attempt by the sitting Chair.

3. Officers shall serve for one year, except for the Chair who will serve three (3) years, or until their successors are elected or their Senate term expires. Their term of office shall commence at the close of the Annual Meeting of the Senate at which they are elected, except the Chair Elect, whose terms starts and ends at the first meeting in the fall, and the Chair, whose term starts and ends at the last meeting of the spring semester. New senators are eligible to serve as officers after one year of service in the Academic Senate.
4. The Chair can be removed from office at any time within the academic year. To remove a Chair, a Senator must submit a written petition of 200 words or less to the Secretary to be added as an item to the next Senate agenda. The Senator's identity will remain confidential. The item will be listed with the written petition on the agenda for distribution one week prior to the next Senate meeting. The Chair will have the opportunity to make a statement before the Senate votes. The vote will be cast through secret ballot by the Secretary. Upon, at least, seven votes (7 out of 13) of the voting members, the Chair will be immediately removed from office and will be given the option to resign from the Senate. The vote is not final until all Senators have voted or formally abstained. Upon removal of the Chair, the Chair Elect will immediately become the Chair. If there is no Chair Elect, the Senate will elect a Chair from the three current Vice Chairs. A vote to remove a Chair can only occur once an academic semester.
5. No senator shall hold more than one (1) Senate office concurrently with the exception of a Chair Elect who also is a Vice-Chair, and no senator shall be eligible to serve more than three (3) consecutive terms in the same office.
6. The method for filling an unexpired term for a Senate officer shall be -
  - a) A vacancy for Chair shall be filled by the Chair Elect.
  - b) A vacancy for Chair Elect shall be filled by a Senate election with a ballot of current Vice-Chairs.
  - c) A vacancy for Vice-Chair shall be filled by a Senate election.
  - d) A vacancy for Secretary shall be filled by a Senate election.

*Voting shall be by ballot; if there is only one nomination, the ballot may be suspended.*

7. The Academic Senate officers shall constitute the Academic Senate Executive Committee. Any action taken by the Executive Committee must be sustained by a majority vote of the Academic Senate voting membership.

## SECTION B. Duties of Officers

Chair: The Chair shall -

1. Preside at all meetings of the Academic Senate or general faculty meetings called by the Academic Senate unless otherwise specified;
2. Deliver an annual report on the activities of the Senate during one general faculty meeting;
3. Act as the spokesperson of the Senate, as the Academic Senate may advise;
4. Attend Board of Regents meetings;
5. Attend to all the duties that pertain to this office as set forth in these Bylaws and the official business of the Academic Senate.

Chair Elect: The Chair Elect shall –

1. Attend Board of Regents meetings with the Chair.
2. Succeed to Chair when the Chair's term is over.
3. Succeed to Chair in the event that the Chair steps down.

Vice-Chairs: The Vice-Chairs shall -

1. Serve as assistants to the Chair and carry out all duties the Chair may deem necessary;
2. Act as liaisons for specific Senate Standing Committees and Administration Support Committees as assigned by the Chair of the Senate;
3. Preside at meetings in the absence of the Chair. The Chair shall designate one of the three Vice-Chairs for this assignment.
4. Be placed on the ballot for Chair Elect at the last meeting of the Chair's second year.

Secretary: The Secretary shall -

1. Keep the minutes of the proceedings of the Academic Senate;
2. Distribute copies of the minutes of the Academic Senate to each member of the Academic Senate. Minutes are publicly available on the Senate website and in the Library;
3. Prepare the agenda of the Academic Senate meetings under the direction of the Chair;
4. Carry forward the correspondence of the Academic Senate under the direction of the Chair;
5. Have charge of the Bylaws and records;
6. Make provision for balloting at any and all Academic Senate meetings and general faculty meetings called by the Academic Senate.

7. Oversee the Chair removal process.

#### SECTION C. Meetings

1. The Academic Senate shall meet at least monthly during the academic year at a time and place determined by the Chair of the Senate.
2. The last regular meeting of the spring term shall be known as the Annual Meeting and shall be for the purpose of electing officers of the Senate in addition to regular agenda items.
3. The first meeting of fall semester shall be for receiving of annual reports in addition to regular agenda items.
4. Special meetings may be called by the Chair of the Senate. They may also be called upon the written request of a quorum of the voting members of the Senate. The purpose of the meeting shall be stated in the formal written call for a meeting. Except in cases of emergency declared by the Chair of the Senate, at least three (3) days' notice shall be given for a special meeting.
5. Items for Senate consideration shall be presented in writing by any member of the Senate, by the Undergraduate Curriculum Committee (UCC), the MSUB Graduate Committee, by any faculty member, by the ASMSUB, or by an administrative officer of the university. Items for consideration or action shall be presented to the Chair of the Senate, who shall place the item on the agenda for the next meeting.
6. It will be the policy of the Academic Senate to accept determinations made in the course of the Undergraduate Curriculum Committee (UCC) and the MSUB Graduate Committee as consent items except in cases where further consideration is required, as indicated by the Committee.
7. All official records of the Senate and the Senate Committee Reports shall be kept in the Office of the Academic Senate. The Secretary of the Senate and the Academic Vice Chancellor shall be responsible for the safekeeping of the records. It shall be the responsibility of the Secretary of the Senate to distribute copies of the minutes of the Academic Senate to each member of the Academic Senate. Minutes are publicly available on the Senate website and in the Library.
8. A quorum of the Senate shall consist of more than fifty percent (50%) of the voting membership. No meeting shall be official unless a quorum is present.
9. Attendance at Senate meetings is considered an obligation of each member of the Senate. Consistent absenteeism shall result in the forfeiture of a position on the Senate.
10. All items requiring review, especially detailed items related to academic programs, must be presented to the Chair of the Senate one week prior to be placed on the agenda for the next Senate meeting, except for Chair removal petitions which the Secretary will oversee. Such items presented too late for inclusion on the agenda will not be considered until the following meeting.



11. The Senate may use electronic/email voting in circumstances when it is appropriate. The quorum rule applies, so more than half of the Senators must respond for an electronic vote to be considered valid.

## ARTICLE IV. STANDING COMMITTEES OF THE ACADEMIC SENATE

### SECTION A. Senate Policy on Committees

1. About the middle of Spring Semester, the Senate will generate a list of vacancies to be filled and honor faculty requests to serve on specific committees to the maximum extent possible. Standing committees are those committees identified in the Senate Bylaws in Article IV as Standing Committees of the Academic Senate. Senate Standing Committees shall include the Academic Standards and Scholastic Standing Committee, the Budget Committee, the Library Committee, the MSUB Graduate Committee, the Undergraduate Curriculum Committee, the General Education Committee, and the Committee on Faculty Service. In addition to the Standing Committees, the Senate may appoint ad hoc committees to complete a specific task or address a specific concern if the task or concern relates to the responsibilities of the Academic Senate outlined in Article I, Section A. An ad hoc Committee will function until its specific charge is fulfilled and a report is filed with the Academic Senate. Unless specifically renewed by a vote of the Senate, no ad hoc committee will continue to function beyond the end of the academic year of its appointment.
2. Active student membership is encouraged on appropriate Standing Committees and ad hoc committees.
3. Membership on Standing Committees shall be by appointment of the Academic Senate. Members of the teaching faculty with academic rank are eligible to serve on any committees (except as otherwise noted). Consideration will be given to faculty members who wish to serve on a particular committee. No faculty member shall serve on more than two (2) Standing Committees concurrently. Full time staff and contract professionals are eligible to serve on the Budget Committee only.
4. On all Academic Senate Standing Committees except the Budget Committee, only faculty and student representatives shall have voting rights.
5. Unless otherwise specified the term of appointment shall be two (2) years and shall follow a staggered plan.
6. Each Standing Committee shall establish its own Bylaws. The Bylaws and subsequent modification shall be approved by the Senate.
7. When a member of a committee establishes a record of absenteeism, the chair of that committee should contact that member to determine the reason for the absences. If the individual chooses not to resign but persists in absenteeism, the chair of the committee shall inform the chair of the Academic Senate who shall have the authority to officially dismiss with thanks the committee member and authorize the Committee on Faculty Service to nominate to the Academic Senate a replacement.

8. Each standing committee shall develop and submit to the Senate for approval written policy and procedure statements. It shall recommend policy and procedural changes to the Senate and the Chancellor when such changes seem desirable.
9. Each standing committee shall keep written minutes of all meetings.
10. The Academic Senate shall request a report from the Chairperson of each standing committee by the end of spring semester of each year. This annual report shall consist of a summary of the committee's activity and will be submitted by August 31.
11. Proposals and/or recommendations submitted to the Senate and referred by the Senate to a standing committee shall be reported in that committee's official minutes. The committee of the Senate shall indicate its approval, rejection, or lack of action on a proposal or recommendation within a reasonable length of time after the referral and return the proposal or recommendation to the Senate for final consideration. At the time of referral the Senate may specify a time limit for interim reports and/or a return of the item without final committee action.
12. Those Academic Senate Committees, whose functions include the responsibility to report recommendations to the Senate for consideration and disposition, must forward only those recommendations which relate specifically to functions of the Committee which require a report to the Senate. Those functions which require a report and final Senate consideration are specified for each Committee in Articles IV and V of these Bylaws. Where questions arise concerning the substance and the procedure of the reporting process, the chair of the Academic Senate shall decide whether a particular item is appropriate and should or should not be included in the Senate's agenda.
13. If no Senator objects to a recommendation, that recommendation shall be put to a vote of the Senate for official approval. If one or more Senators move further consideration of one or several recommendations, the recommendation(s) will be acted upon at a subsequent meeting. The requirement to delay the recommendations(s) of a committee until a subsequent meeting because of the objections of one or more Senators may be suspended by a two-thirds (2/3) vote of the Senators present and voting. The recommendation(s) may then be amended, approved, or rejected at the meeting in progress.
14. Questions of jurisdiction of committees shall be resolved by the Academic Senate by a majority vote.
15. Standing Committee chairs shall have term limits of two terms.

## SECTION B. Academic Senate Standing Committees

~~Academic Computing and Allied Technology (ACAT) Committee~~ {eliminated: AS Minutes, Memo #626, October 22, 2015, Page 2462.}

### 1. Academic Standards and Scholastic Standing Committee

- a) Composition

The Academic Standards and Scholastic Standing Committee shall consist of one (1) faculty member from each instructional college, three (3) faculty members at-large appointed by the Academic Senate, and one student from each college designated by the President of ASMSUB and appointed by the Academic Senate. Non-voting members shall include the Registrar; the Academic Deans of each instructional college; and the Vice Chancellor for Student Access and Success.

b) Voting Rules

- (1) The voting members present during a meeting may approve a motion to permit non-voting members in attendance the privilege of voting on student petitions.
- (2) No faculty may vote on an appeal if that faculty member made the decision that is being petitioned by the student.

c) Quorum Rule

- (1) A quorum of three (3) voting members must be present to consider students' petitions and two members must be faculty.
- (2) A quorum of five (5) voting members must be present to consider and approve additions, changes, or modifications to current University academic regulations or policies. At least three of the five must be faculty.

d) Officers

The Committee shall organize and select its officers prior to the end of the second week of Fall Semester at the beginning of each academic year.

e) Terms of Membership

Faculty members shall serve two-year terms. The Academic Senate shall appoint one (1) faculty from each academic college and the three at-large representatives.

Faculty representatives shall be appointed by the Academic Senate from nominees provided by the Committee on Faculty Service toward the end of Spring Semester. Student representatives should be appointed prior to the end of the third week of Fall Semester.

Unexpired terms shall be filled by the Academic Senate from nominees provided by the Committee on Faculty Service.

f) Functions

The Academic Standards and Scholastic Standing Committee shall:

- (1) consider and make final decisions on specific deviations from academic regulations on an individual case basis as referred by individual students, faculty or other committees;
- (2) report to the Director of Admissions, Records and Registrar all actions taken for

inclusion on appropriate permanent records;

- (3) recommend interpretations regarding the MSUB academic regulations to the Provost/Academic Vice Chancellor;
- (4) review periodically current academic regulations and recommend modification or clarification to the Academic Senate;
- (5) act as an appeals body for undergraduate students seeking clarification or reconsideration of academic decisions;
- (6) an appeal of an Academic Standards and Scholastic Standing Committee decision of a student's petition shall be referred to the Provost/Academic Vice Chancellor;
- (7) advise the Vice Chancellor for Student Access and Success in matters concerning student life pertaining to academic, personal and organizational misconduct.

## 2. Budget Committee

### a) Composition

The Budget Committee shall consist of the faculty members of the Academic Senate and two students. If a college does not fill its positions for faculty, faculty from other colleges will be appointed at-large to fill these open positions.

### b) Officers

The Committee shall elect its chair from among the faculty appointed by the Academic Senate.

### c) Quorum Definition

A quorum shall consist of five faculty members and one student member.

### d) Functions

The Budget Committee shall:

- (1) assist in the development of and make recommendations to the Academic Senate and the Administration concerning the resource allocation process at MSU Billings for education and general funds appropriated by the State Legislature and approved by the Board of Regents;
- (2) serve as an avenue of communication between the Academic Senate and the Administration on matters concerning education and general funds within the guidelines specified by the Commissioner of Higher Education and/or the Office of Budget and Program Planning and the spirit of our Strategic Plan.

### e) Accountability

This committee shall report to the Academic Senate on its activities regarding the functions listed above at the end of Fall and Spring Semesters.

~~Creative and Research Endeavors (CARE) Committee~~ {eliminated: AS Minutes, Memo #692, March 12, 2020, Page 2777.}

### 3. Library Committee

#### a) Composition

The Library Committee shall consist of one (1) faculty member from each academic college, one (1) undergraduate student, one (1) member of the staff of the Library to be selected by the staff of the Library, and the Director of the Library. The student will be appointed by the ASMSUB. It is appropriate for junior faculty to serve on the Library Committee since no experience or prior knowledge is required to serve.

#### b) Officers

The Director of the Library shall be the chairperson.

#### c) Terms of Membership

Faculty members shall serve three-year terms and shall be appointed by the Academic Senate from a list of nominees provided by the Committee on Faculty Service. The students shall be appointed each year by the President of ASMSUB. Any vacancies shall be filled in the same manner as initial appointments.

#### d) Functions

The Library Committee shall:

- (1) Communicate and collaborate with the Director of the Library regarding the following:
  - a. planning of services, collections, use of library space, and resources to support academic programs of study
  - b. evaluation of services, collections, and use of Library space and resources acquired to support academic programs of study
  - c. policy development
- (2) Function as a liaison and champion to disseminate and share information between the Library and the academic community.
- (3) Evaluate Treasure State Academic Information & Library Services (TRAILS) consortium activities.

#### e) Accountability

The Director of the Library shall report to the Academic Senate on Committee activities regarding the functions listed above at the end of Fall and Spring Semesters.

### 4. MSUB Graduate Committee

a) Composition

The MSUB Graduate Committee shall consist of two (2) graduate faculty members from each College offering graduate programs. These faculty members shall represent the graduate programs within their college and are appointed by the Academic Senate through the Committee on Faculty Service. There will also be two (2) graduate student members selected annually and appointed by ASMSUB. Non-voting members shall include: Deans of Colleges offering graduate courses, the director of Graduate Studies, a representative from the Registrar's Office, and a representative from the Assessment & Accreditation Office.

b) Officers

The committee shall elect its own chair and vice-chair from among the Graduate Faculty Committee members appointed by the Academic Senate. This election shall be held at the last meeting each odd spring semester. The chair shall serve two years. The vice-chair will assume the chair upon completion of the chair's term. The Chair shall be responsible for setting the agenda for each meeting, for effective and efficient conduct of business, and for assessing the follow through of committee actions. The Director of Graduate Studies shall serve as staff liaison to provide clerical, records, and budgetary support. The vice-chair shall assume the duties of the chair when the chair is absent.

c) Terms of Membership

The appointed faculty members shall serve three-year terms and shall be appointed by the Academic Senate from a list of nominees provided by the Committee on Faculty Service. Terms shall be staggered for the members from each College. New members shall be appointed at the last meeting of the spring semester to ensure a smooth transition in the fall. The list of nominees and the subsequent appointments shall insure the representation for college and units as specified. Any vacancies shall be filled in the same manner as initial appointments.

d) Quorum Rule

A quorum shall be established when at least one member from each College is present.

e) Functions

The MSUB Graduate Committee shall:

- (1) provide advice and direction pertaining to academic matters to the Director of Graduate Studies;
- (2) review program creation and design, program elimination, and program change;
- (3) serve as the campus-wide curriculum committee for recommendations to the Academic Senate on all matters affecting graduate curricula and practices;
- (4) serve as the campus-wide committee for recommendations to the Academic Senate on all general college policies related to graduate programs;

- (5) collect and serve as the appeals body for Graduate Faculty appointments;
  - (6) convene fall and spring semester meetings of the Graduate Faculty, which are chaired by the Graduate Committee chair or designate;
  - (7) serve as the appeals body for any deviations from established policy and procedure related to the graduate programs;
  - (8) serve as an advocate for graduate education
- f) Accountability

This committee shall report annually to the Academic Senate on its activities regarding the functions listed above.

#### 4. MSUB Curriculum Committee Appendix

Model for a College Graduate Curriculum and/or Policy Committee

{note: hereinafter Dean means Dean of the College}

- a) Composition -- as designed by the College to provide appropriate representation.
- b) Officers -- as designed by the College in keeping with MSUB policy and procedures.
- c) Terms of Office -- as designed by the College to provide both turn-over and continuity.
- d) Functions of a College committee shall include the following matters related to graduate programs:
  - 1) serve as a college curriculum body on all matters affecting college graduate curricula, (i.e. programs and courses) and, on those items receiving a positive review, to provide a recommendation on each matter to the Dean (and the Teacher Education Committee where appropriate) and to the MSUB Graduate Committee;
  - 2) serve as a college policy body both to:
    - a) provide input to the MSUB Graduate Committee via the Dean on all matters affecting MSUB graduate program policies, and
    - b) develop in coordination with the Dean implementation regulations and procedures where necessary to comply with college policies. Such implementation regulations and procedures shall be forwarded to the MSUB Graduate Committee for information;
  - 3) serve as a college review body for graduate students for degree candidacy; applications of those students meeting all college minimal requirements shall be forwarded with a recommendation to the Dean for approval (disapproval) with a copy of the signed plan of study forwarded to the Office of Graduate Studies, and applications of those students deficient in one or more MSUB minimal requirements may be forwarded via the Dean with recommendations to the MSUB Graduate Committee for action as a deviation request;
  - 4) serve as an appeals body for deviations from college or unit policies wherein MSUB policy is not at issue;
  - 5) provide assistance to the Dean in all matters related to the administration of the graduate programs within the college.

## 5. Undergraduate Curriculum Committee

### a) Composition

The Undergraduate Curriculum Committee (UCC) shall consist of two (2) faculty from each academic college and one (1) student. The student will be appointed by the ASMSUB. Non-voting members shall include one (1) representative from the Registrar's Office and one (1) representative from the Assessment & Accreditation Office.

### b) Officers

The Committee shall have a chairperson and may have other officers, as it deems appropriate. The committee shall elect its officers from among the faculty appointed by the Academic Senate.

### c) Terms of Membership

Faculty representatives shall serve three-year terms and shall be appointed by the Academic Senate from nominees provided by the Committee on Faculty Service. One (1) faculty representative from each academic college shall be appointed in the Spring, beginning to serve April 1, of each year. The student representative shall be appointed each year by the President of ASMSUB. Any vacancies shall be filled in the same manner as initial appointments.

### d) Quorum Rule

Five (5) faculty members including one (1) from each college constitutes a quorum. Each member shall have one vote.

### e) Definitions

- (1) "courses" shall mean "undergraduate courses";
- (2) "programs" shall include undergraduate programs, options, or concentrations;
- (3) "area" shall mean an administrative unit not otherwise defined as a department or college;
- (4) "undergraduate curriculum proposals" shall include:
  - (a) new course;
  - (b) modifications, deletions, or reviews of existing courses;
  - (c) new programs;
  - (d) modifications, deletions, or reviews of existing programs.
- (5) "modifications of General Education" shall mean changes in credits required, current course listings in any existing category or sub-category and periodic review of general education structure.

### f) Functions

The UCC shall:

- (1) consider undergraduate curriculum proposals originating from faculty, areas, departments, colleges, chairs, Academic Senate, and UCC;
- (2) consider modifications originating from (1) above;



- (3) determine (1/88) that any area, department, or college potentially affected by a proposed modification in General Education has been notified and has been given an opportunity to provide a written response to the proposal;
- (4) establish committee procedural policies which shall include a provision to insure that undergraduate curriculum proposals and proposed modifications of General Education receive timely consideration;
- (5) publish its agenda, meeting time and meeting place so that interested persons have an opportunity to attend and participate in committee deliberations;
- (6) the last regular meeting of the spring term shall be known as the Annual Meeting and shall be for the purpose of electing officers of the UCC in addition to regular agenda items;
- (7) the first meeting of the fall semester shall be for receiving of annual reports in addition to regular agenda items.

g) Accountability

This committee shall report to the Academic Senate on its activities regarding the functions listed above, and recommend appropriate Senate consideration or action. Agenda items approved by the UCC shall be submitted by the UCC chair in writing to the Academic Senate.

- (h) UCC shall review all undergraduate curriculum proposals. To accomplish this, UCC shall:
- (1) gather information and conduct meetings to develop definitive recommendations about a proposal.
  - (2) be empowered to seek resubmission or correction of proposals.
  - (3) insure that outcomes assessment has been addressed in course proposals.
  - (4) insure timely and accurate submission of proposals.
  - (5) review proposals in the context of their compliance with the University Strategic Plan.
  - (6) use email/inter-based communication to disseminate information.
  - (7) assist to develop and facilitate Catalog preparation deadlines.

## 6. General Education Committee

a) Composition

The General Education Standing Committee shall consist the following voting members: a maximum of eight (8) faculty from the College of Liberal Arts and Social Sciences—one each from Math, English, Communication & Information Literacy, Social Sciences, History, Cultural Diversity, Fine Arts, and Humanities; a maximum of three (3) from the College of Health Professions and Science—one each from Life Sciences, Physical Sciences, and one from a department other than Biological & Physical Sciences; one (1) faculty from the College of Education; one (1) faculty from the College of Business; one (1) faculty from City College, one professional staff member from the Library, and two (2) students from ASMSUB. Members must teach at least one General Education course

per academic year. The Chairperson will not vote except in the event of a tie, or when the chair's vote will affect the outcome. Ex-officio members shall include one (1) member of the Undergraduate Curriculum Committee, the Director of Advising, the Deans of the Colleges, and the Provost.

b) Officers

The chair and an alternate shall be elected by the committee, and the alternate shall serve in absence of the chair.

c) Terms of Membership

Members shall serve a two-year term and shall be appointed by the Committee on Faculty Service. Student representatives shall serve one-year terms, appointed by the ASMSUB.

d) Quorum Rule

A quorum shall be seven (7) voting members.

e) Functions

The General Education Committee shall:

- (1) Oversee and assist the chair in matters related to General Education assessment as needed: data, outcomes, reporting, accreditation, compliance, and other tasks.
- (2) Review General Education Assessment data in view of the overall pedagogy, content, configuration, and effectiveness of General Education.
- (3) Provide continuing oversight in the examination and development of the structure and content of General Education, in consultation with appropriate departments.
- (4) Make recommendations to the deans, the Academic Senate, and the Provost regarding the purpose, function, operation, and architecture of General Education.

f) Accountability

The General Education Standing Committee shall report to the Academic Senate on its activities regarding the functions listed above at least annually by the end of Spring Semester.

7. Honors Curriculum Committee

a) Composition

The Honors Curriculum Committee (HCC) shall consist of one (1) faculty member from each academic college. Ex-officio members shall include a representative from the Registrar's Office and Assessment and Accreditation, as well as the Director of the Honors Program.

b) Officers

The Committee shall elect its chair and alternate from the voting faculty members. The alternate shall serve in the absence of the chair.

c) Terms of Membership

Members shall serve a three-year term and shall be appointed by the Academic Senate from nominees provided by the Committee on Faculty Service. One (1) faculty member from each academic college shall be appointed in the spring semester before Commencement. New members shall complete a program orientation prior to the start of the fall semester. Vacancies shall be filled in the same manner as initial appointments.

d) Quorum Rule

Any three (3) members, where at least one (1) member must be the chair or alternate, shall constitute a quorum for scheduled meetings.

e) Functions

The Honors Curriculum Committee shall:

- (1) Oversee matters related to the Honors Program curriculum including the minor, distinction, courses, policy, procedures, and processes;
- (2) Oversee matters related to the curricular assessment of the Honors Program curriculum and course offerings;
- (3) Make curricular recommendations to the Director, Academic Senate, and Provost;
- (4) Establish, review, and oversee the grade (GPA) criteria for a student to be a member in the Honors Program, including review of student appeals;
- (5) Serve on the Honors Council. (The Honors Council is a program advisory board. Advisory board members will provide input and recommendations for strategic planning; programmatic guidance; networking and partnerships; marketing and recruitment; fundraising; organizational policy, processes, and procedures; as well as serve on the prestigious scholarship committee. The Honors Council is not a standing committee of Academic Senate.)

f) Accountability

This committee shall report to the Academic Senate on its activities regarding the functions listed above whenever requested by the Academic Senate. An annual written summary of the activities of this committee shall be submitted to the Academic Senate each Spring Semester.

8. The College Experience Committee

a) Composition

The College Experience Committee shall consist of one (1) faculty from each academic college, two (2) faculty at-large, and one (1) student. Preference will be for faculty who have taught COLS 108. Non-voting members shall include one (1) representative from the Registrar's Office, one (1) representative from Advising, and one (1) representative from the Assessment & Accreditation Office.

b) Officers

The Committee shall have a chairperson and may have other officers, as it deems appropriate. The committee shall elect its officers from among the faculty appointed by the Academic Senate. The chairperson should be a tenured member of the faculty.

c) Terms of Membership

Faculty representatives shall serve three-year terms and shall be appointed by the Academic Senate from nominees provided by the Committee on Faculty Service. The student representative shall be appointed each year by the President of ASMSUB. Any vacancies shall be filled in the same manner as initial appointments.

d) Quorum Rule

Five (5) faculty members constitutes a quorum. Each member shall have one vote.

e) Functions

The Committee shall:

- (1) Solicit proposals for sections of COLS 108
- (2) Evaluate those proposals
- (3) Work with Department Chairs, Advising, and Registrar's Offices to schedule sections of COLS 108
- (4) Coordinate training for new COLS 108 instructors
- (5) Collect syllabi for all sections of COLS 108 each semester
- (6) Conduct at least one midterm meeting with instructors
- (7) Assess learning outcomes for COLS 108

f) Accountability

This committee shall report to the Academic Senate on its activities regarding the functions listed above, and recommend appropriate Senate consideration or action.

9. Committee on Faculty Service

a) Composition

The Committee on Faculty Service shall consist of one each of the College representatives to the Academic Senate.

b) Officers

The Committee shall elect its own chair.

c) Quorum Rule

Any three (3) shall constitute a quorum for scheduled meetings.

d) Functions

The Committee on Faculty Service shall:

- (1) prepare lists of nominees for all faculty appointments to Senate Standing Committees for consideration by the Academic Senate;
- (2) prepare lists of nominees to serve as faculty alternates to Senate Standing Committees as requested by the Academic Senate;
- (3) prepare lists of nominees for faculty positions as members or alternates to Administrative Support Committees as requested by the Academic Senate;
- (4) review activities of Senate Standing Committees;
- (5) consider proposed revisions to the definition of any Senate Standing Committee as requested by the Academic Senate.

e) Accountability

This committee shall report to the Academic Senate on its activities regarding the functions listed above whenever requested by the Academic Senate. An annual written summary of the activities of this committee shall be submitted to the Academic Senate each Spring Semester.

## **ARTICLE V. ADMINISTRATIVE SUPPORT COMMITTEES**

### **SECTION A. The Relationship between Administrative Support Committees and the Academic Senate**

In addition to the Academic Senate Standing Committees, specific Administrative Support Committees are referenced in these Bylaws. While Administrative Support Committees do not report directly to the Academic Senate, faculty members on these Committees are appointed by the Senate and the Senate may request periodic reports from Administrative Support Committees. It is also the duty of faculty serving on Administrative Support Committees to act as liaison by keeping the Academic Senate informed concerning actions taken by the Administrative Support Committees. Administrative Support Committees exist to provide advice to specific administrators charged with campus-wide responsibility for the administration, leadership, and management of campus-wide programs and/or services.

Administrative Support Committees referenced in these Bylaws include the Commencement Committee. All members serving on Administrative Support Committees shall have voting rights.

## SECTION B. Administrative Support Committees

~~Administrative Advisory Committee (formerly Affirmative Action Advisory Committee)~~ {eliminated: AS Minutes, Memo #692, March 12, 2020, Page 2777.}

### 1. Commencement Committee

#### a) Composition

The Commencement Committee shall consist of the Vice Chancellor for Student Access and Success, the Director of Facilities Services, the Chairperson of the Department of Music or his/her designee from the Music faculty, the Director of Admissions, the Registrar, the Director of University Communications and Marketing, the Director of the Student Union, the Manager of the Campus Store, one (1) faculty member from each college appointed by the Academic Senate, and up to two (2) students appointed by the President of ASMSUB.

#### b) Officers and Organization

The Committee shall be chaired by the Registrar or a designee and will meet during the academic year to plan Commencement activities.

#### c) Terms of Membership

Faculty representatives shall be appointed annually toward the end of Spring Semester by the Academic Senate. Student representatives shall be appointed annually during the Fall Semester by the President of ASMSUB. Unexpired terms shall be filled by the Academic Senate from nominees provided by the Committee on Faculty Service in the case of faculty representatives and by the President of ASMSUB in the case of student representatives.

#### d) Functions

The Commencement Committee shall:

- (1) plan, coordinate, and evaluate the activities associated with the annual Spring Commencement convocation;
- (2) report directly to the Chancellor of MSUB.

~~Continuing Education and Community Service Committee~~ {eliminated: AS Minutes, Memo #348, April 29, 1999, Page 1286.}

~~Student Computer Fee Advisory Committee (formerly Computer Committee)~~ {eliminated: AS Minutes, Memo #692, March 12, 2020, Page 2777.}

~~College of Education Council~~ {eliminated: AS Minutes, Memo #655, March 30, 2017, Page 2597.}

## ARTICLE VI. RATIFICATION

Ratification of these Bylaws shall be a ballot of the faculty at an election scheduled by the Academic Senate. To ratify these Bylaws 50% plus one (1) of the contract faculty must cast ballots. Ratification shall be by a simple majority of the ballots cast.

## ARTICLE VII. AMENDMENTS

Amendments to these Bylaws shall be by the faculty at a general faculty meeting or by an electronic vote of the faculty. These Bylaws may be altered, modified, appealed or amended, or new Bylaws may be adopted by simple majority at a general faculty meeting at which a quorum is present or by a simple majority of the eligible faculty via an electronic vote.

Notwithstanding the provision in the previous paragraph, the Academic Senate is authorized to make, alter or amend the Bylaws with the exception of Articles I, II, III, VI, VII, VIII and IX by a two-thirds (2/3) vote of the Academic Senate.

## ARTICLE VIII. PROTOCOL

The Chair of the Academic Senate shall assume the responsibility of forwarding all actions of the Academic Senate to the Chancellor for consideration.

## ARTICLE IX. RULES OF ORDER

The Academic Senate will use Robert's Rules of Order Revised in the conduct of official business.

## APPENDIX

### Policies of the Academic Senate

The following policies are created, edited, and repealed by a majority vote of the Academic Senate.

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#### **Emeriti Policy**

Approved by Academic Senate - March 20, 1989

Revised 2004, 2007, 2017, 2023, 2024

#### **I. Eligibility**

- A. Emeriti designation can only be received at full retirement with at least 15 years of service at Montana State University Billings;  
and
- B. Full-time faculty or administrators holding the rank of Professor or Associate Professor, or Level III or IV at City College, who retire under the conditions of A (above) may receive emeriti designation.

#### **II. Criteria**

- A. Emeriti designation is granted in recognition of meritorious service to Montana State University Billings, and represents a form of promotion. The nominee for emeriti must have made a significant impact while at the University in the areas of teaching, scholarship, and service. "Emeritus," is rooted in Latin *e* (from) and *meritus* (deserve, earn). Emeriti status is an honor bestowed by colleagues to show respect for a distinguished career. It says, "you have shown such merit that we claim you as a continuing part of our professional group; we gather glory from your reflected glory."



- B. Meritorious service implies demonstration of exemplary professional competence and evidence of commitment to the institution. Emeriti status is a distinctive honor conferred by the University to show respect for a distinguished career. It is not a right, nor is it automatically conferred upon retirement.

### III. Nomination

A nomination for emeriti status, prepared by a current department faculty member, **must** include:

- A. An updated formal curriculum vitae.
- B. A nomination letter that includes a substantive narrative addressing how and why the nominee qualifies for emeriti status.
- C. Using the narrative, fill out the Board of Regents **Item Template**, which is restricted to one page in length.  
Found here: <https://mus.edu/board/meetings/Forms/FormsInfo.html>
- D. The nomination letter should refer to specific evidence of the nominee's qualifications. Although the application need not include the materials themselves, evidence such as publications, awards, and acknowledgements of outstanding service should be cited in sufficient detail. The nomination for Academic Faculty **may** also include other materials including letters of commendation or other special recognition.

### IV. Procedures

- A. Faculty within the nominee's department must formally vote to move the emeriti nomination forward. It must be a majority vote.
- B. The nomination should then be sent to the Academic Senate, with a copy submitted to the Dean of their college. Emeriti nominations will be items for approval. The Academic Senate can return a nomination to the department if there are any questions or need for clarification.
- C. Upon at least a 2/3 vote in favor, a recommendation from the Academic Senate shall be forwarded to the Provost and then to the Chancellor for consideration.
- D. The Chancellor shall make the final decision on emeriti status. The Chancellor shall forward the names of approved nominees to the Board of Regents for consideration.

The Emeriti designation shall state the person's faculty rank and administrative position, if any. The administrative position shall be stated only when retirement is made directly from such position and only in the cases of Deans, Provost/Vice Chancellors, and Chancellors.

Emeriti nominations can be submitted at any time.

Departments who wish a faculty member to be recognized for Emeriti status during Spring Commencement should follow this timeline:

- A. By **November 15** the department, after a majority vote, shall submit the nomination letter and materials to the Academic Senate as an Item for approval. A copy shall be submitted to the Dean of their college.

- B. By **December 15** a recommendation from the Academic Senate shall be forwarded to the Provost/Academic Vice Chancellor, and then by **January 15**, the Provost shall submit a recommendation to the Chancellor for consideration.
- C. The Chancellor shall make the final decision on emeriti status by **February 15**. The Chancellor shall notify all nominees, and shall forward the names of approved nominees to the Board of Regents for consideration.

## **Emeriti Rights, Privileges, and Responsibilities**

Approved by Academic Senate – December 5, 2024

### **Rights, Privileges, and Responsibilities for Emeriti Faculty at MSU Billings**

Emeriti faculty shall be considered faculty members in every respect except for:

- A. change in salary and insurance status,
- B. the obligation to perform duties,
- C. the right to hold a full-time administrative or teaching position, and
- D. the right to vote in faculty or department meetings.

Specific Provisions Emeriti faculty shall be granted, as resources allow:

- A. Permission to use the library and physical education facilities
- B. Invitations to attend faculty meetings, commencement ceremonies, convocations, and special programs for faculty and administrative staff sponsored by the University
- C. Access to campus email address (deactivated if unused for one year), and receive all relevant campus publications
- D. Access to an Emeriti office, contingent upon availability of space
- E. Permission to use laboratories or other special facilities as resources allow; requires current safety certifications
- F. Ordinary office materials and supplies for professional business
- G. Listing as Emeriti in the University Catalog
- H. A one-time gift of their current laptop (IT support only available on-site; new software not provided); requires ongoing cybersecurity training

Administrators at all levels should consider the availability and desire for meaningful service of faculty emeriti when appointing committees.

## **Retirement with Distinction**

Approved by Academic Senate – February 20, 2025

### **I. Eligibility**

- A. Retirement with distinction can only be received at full retirement with at least 15 years of service at Montana State University Billings;  
and
- B. Full-time faculty or administrators holding the rank of Senior or Teaching Lecturer, or Level I, I ½, or II at City College, who retire under the conditions of A above.
- C. Those who are nominated for Emeriti status are not eligible for Retirement with Distinction.

### **II. Criteria**

- A. The individual must have served the university with distinction.
- B. The individual must have demonstrated excellence in teaching and at least one other area (service, scholarship, or professional development).

### III. Nomination

A nomination for Retirement with Distinction, prepared by a current department faculty member **must** include:

- A. An updated formal curriculum vitae.
- B. A nomination letter that includes a substantive narrative addressing how nominee has served the university with distinction in teaching, service, scholarship, and professional development, if applicable.
- C. The nomination letter should refer to specific evidence of the nominee's qualifications. Although the application need not include the materials themselves, evidence such as publications, awards, and acknowledgements of outstanding service should be cited in sufficient detail. The nomination for academic faculty **may** also include other materials including letters of commendation or other special recognition.

### IV. Procedures

- A. Faculty within the nominee's department must formally vote to move the distinction nomination forward. It must be a majority vote.
- B. The nomination should then be sent to the Academic Senate, with a copy submitted to the Dean of their college. Nominations will be items for approval. The Academic Senate can return a nomination to the department if there are any questions or need for clarification.
- C. Upon at least a 2/3 vote in favor, a recommendation from the Academic Senate shall be forwarded to the Provost and then to the Chancellor for consideration.
- D. The Chancellor shall make the final decision on Retirement with Distinction.

Nominations for Retirement with Distinction can be submitted at any time.

### **Rights, Privileges, and Responsibilities for Those who Retired with Distinction**

Specific provisions of individuals who Retired with Distinction shall be granted, as resources allow:

- I. Use of the library and physical education facilities
- J. Invited to attend commencement ceremonies, convocations, and special programs for faculty and administrative staff sponsored by the University
- K. Access to campus email address (deactivated if unused for one year) and receipt of all relevant campus publications; requires ongoing cybersecurity training

The recipient's name will be included with listings of other award recipients in major University publications upon receipt of this honor.

### **Annual Catalog Deadlines**

Approved February 14, 2002; Revised 2021

The annual deadline for submitting changes to the Academic Senate for the next catalog--Graduate, City College, or Undergraduate/General Bulletin--is the end of the Fall semester.

This means items must be submitted to the UCC and/or Grad Committee before that date.

Program changes must have Fall effective dates (not Spring).

### **Catalog Errors Policy**

Approved October 31, 2024

Faculty own the curriculum. Faculty members are also responsible for reviewing their own curriculum changes as they progress through the Academic Senate process. Once curriculum changes have been approved by all parties, it remains the faculty member's responsibility to make sure the proposal appears as it should. Errors found after full approval is completed must be fixed through creating a new proposal. These proposals will be processed according to regular curriculum deadlines.

### **Flagship Programs**

Approved October 30, 2003

Resolved:

That the MSU Billings Academic Senate opposes the implementation of "flagship programs" at MSU Billings.

The Academic Senate believes that flagship programs should not exist at this institution. The Academic Senate acknowledges the importance of joining with the Administration in identifying benchmarks of program excellence. However, the advancement of academic quality should be promoted democratically on an institution-wide basis and not focused narrowly on a small number of programs that enjoy privileged status.

### **Ownership of the Curriculum**

Approved October 21, 2004

Be It Resolved:

That the responsibility for new course and programmatic creation or alteration at Montana State University-Billings rests solely with the faculty.

That the Academic Senate, representing the faculty, is generally supportive of new or innovative courses and programs that will serve our students and that have the potential to attract new FTE and generate favorable publicity for the institution.

That this support is predicated upon all members of the institution—administration, staff, and faculty—following certain prescribed guidelines and processes mandated by our accrediting bodies and by the State of Montana Board of Regents, for curricular development and implementation that must be adhered to in all cases. These guidelines are outlined generally in the Board of Regents policy manual and specifically in the "Academic Senate Manual for the Preparation of Curricular Materials" adopted by the Academic Senate on October 21, 2004, attached to this document and also located online (<https://www.msubillings.edu/intranet/senate/forms/RevisedManual2011.pdf>).

That during the deliberative process on new curricular development or change to existing curricula, a faculty member may appeal a negative ruling to the Academic Senate if the faculty member feels that there was prejudice or gross misunderstanding involved or if there is new information that was not available during earlier departmental or committee deliberations. However, this appeal should not be

viewed as an attempt to circumvent any departmental, college, graduate committee, or undergraduate curriculum committee deliberation on curriculum.

### **UCC "Go to the Damn Meeting" Policy**

Approved March 29, 2007

Faculty attendance is mandatory at UCC meetings where the faculty member(s) have a curriculum change or changes proposed.

### **Graduate Faculty Membership**

Approved April 17, 2008

Responsibilities of the MSU-B Graduate Faculty typically includes some combination of the following, depending upon the individual faculty member's qualifications and role in graduate education:

1. Teaching graduate-level courses.
2. Providing advising, and/or direction to graduate students, including serving as committee member (including external member) or major advisor of Master theses, projects, and internships.
3. Participating in graduate curriculum development, graduate policy development, program evaluation, and/or institutional planning and development.
4. Serving on MSUB Graduate Committee, if selected by their respective College.

Qualifications: Qualifications for and appointment to the Graduate Faculty will be determined by MSU-B departments and/or programs, based on programmatic needs and standards as articulated in the DRTC guidelines. Each department and/or program will establish a process for appointing and reviewing the ongoing status of graduate faculty members, including non-tenure track and part-time faculty members. The Office of Graduate Studies will collect programmatic and departmental guidelines once they have been created.

Appointment Process: An initial determination regarding graduate faculty membership will be made at the time a tenure-track faculty member is hired, identifying the role the new faculty member will play in graduate education. Each review through the tenure year will include a determination of continuing graduate faculty status based on the faculty member's position description or duties.

Continuing Graduate Faculty status for tenured faculty members should be made at the time of the post-tenure review by the department or program.

Membership in the Graduate Faculty for individuals holding special appointments (see CBA 7.130 for types of appointments) will be reviewed yearly. The specific responsibilities for each individual holding a special appointment will be made by the department and/or program, reflecting programmatic needs and the faculty member's qualifications.

Catalog Information: To enable the university to publish in the graduate catalog a list of Graduate Faculty members, each department/program will send a list of members to the Graduate Studies office by October 15 of each academic year.

### **Immediate Past Chair**

Approved September 25, 2014

The Immediate Past-Chair shall be entitled to attend and serve as an advisor to the Executive Board. The Immediate Past-Chair shall have no formal duties, but shall perform special tasks as may be assigned by

the Executive Board. The Immediate Past-Chair does not need to be a current member of the Academic Senate.

### **Sabbatical Committee Nominees**

Approved October 18, 2018

Annually, the Academic Senate provides a list of ten names for service on the Sabbatical Committee, as per the Faculty Association CBA. The Senate will appoint only tenured faculty from the Faculty Association to this list. Also, the list will include faculty from each of the four colleges when possible.

### **General Education Syllabi Requirements**

Approved April 11, 2019

Each General Education course syllabus must include the following purpose statement:

"General education at MSU Billings is designed to initiate students as participants in the ongoing accumulation of human knowledge and understanding. General education courses promote the development of respect for diversity, along with skills in problem solving, critical thinking, and communication necessary for students to become productive and responsible members of their communities."

Further, because each general education course is in a category, and each category has learning outcomes specific to that category, each syllabus must contain the learning outcomes for that category. In addition to the General Education purpose statement and category outcomes, syllabi will also include course-specific outcomes.

### **Academic Senate Second Readings**

Approved January 23, 2020

The Academic Senate has voted to permanently waive the necessity of second readings on those Senate Items that, under past Senate procedure, would normally require both a first and second reading for passage. A second reading can, however, be requested by any Senator for any individual item. Should a Senator request a second reading, this request will immediately go into effect and does not require a vote. Generally, the second reading will occur at the next Senate meeting.

### **Senate Philosophy on Chair Rotation**

Approved November 19, 2020

*To be read in the Spring semester before Vice Chairs are elected*

The Academic Senate of MSUB represents all faculty from both of our campuses (University Campus and City College). To ensure that one campus does not exert continuous control over the Senate, the Academic Senate supports a *rotating Chair* procedure whereby (to the extent possible given Senate membership and Vice Chair affiliation) the Chair-Elect position will not be filled from one campus for more than two consecutive terms (i.e., 6 years). However, to avoid forcing the Chair position on an unwilling individual simply because of campus affiliation, eligible members from the appropriate campus will be allowed the right of first refusal, after which the Chair-Elect can be chosen from either campus in accordance with Senate procedures.

### **Dual Enrollment Guidelines for Academic Senate**

Approved November 19, 2020

This procedure was collaborative effort by representatives from MSU Billings Academic Senate, City College, and the Dual Enrollment program. It follows established MUS Dual enrollment guidelines and are specifically adapted to the Academic Standards of MSU Billings and City College. The guidelines have been established to help consistency across the various disciplines that are included in the dual enrollment program. These guidelines are intended to serve as a resource for supervisors, faculty and students participating in the dual enrollment program.

**Preface:** The following guidelines are to serve as a dual enrollment resource for MSU Billings and City College. City College serves as the “regional hub” for dual enrollment at Montana State University Billings. Montana University System guidelines have been specifically applied to best serve our unique circumstances while remaining consistent with MUS policies. The following is adapted from page 4 of [“Montana University System & Office of the Commissioner of Higher Education Operational Guidelines for Dual Enrollment”](#)

Dual enrollment is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school. Dual enrollment models for awarding of credit include:

1. **Dual-credit course:** awards both high school credit and college credit for a college course taken by the high school student.
2. **College-credit-only course:** awards college credit, but not high school credit, for a college course taken by the high school student.

Dual Enrollment delivery models specific to City College and MSU Billings include:

1. **High School Connections:** These classes are the true definition of dual credit courses. These classes are taught on our partner high school campuses, by a college-approved, state-licensed high school teacher that has met or exceed the qualifications established by the Board of Regents (BOR) Policy 730 (See Appendix A).
2. **University Connections:** These classes are offered to high school students directly through MSU Billings and City College. Students enroll directly through the Dual Enrollment and University Advising office. These are college-credit-only courses, unless a high school student works directly with their school district to arrange for the college course to count towards their high school course requirements.

**Principles of Quality:** Academic standards and quality are the purview of the MSU Billings Faculty Senate according to institutional collective bargaining agreements and policies (MSU Billings & City College) Therefore, the Faculty Senate has established the following academic standards for dual enrollment courses.

**Dual Enrollment Courses:** Each Dual Enrollment course has a **parent course** that has been approved by the department in which the parent course is listed in the course catalog, and offered by an authorized academic unit. Dual enrollment courses are all at the 100 and 200 levels (lower division) and, consistent with Montana University System two-year campuses, two-year programs, community colleges and tribal colleges. Courses shall have the same rubric, number, name, description, credits, department and content as the parent course.

1. Academic standards for dual enrollment courses must be equivalent to the parent course. Dual enrollment courses shall meet or exceed [NACEP](#) (National Alliance of Concurrent Enrollment Partnership) standards consistent with MUS & OCHE policies.
2. A complete dual enrollment course syllabus, equivalent to the related parent course syllabus, shall be provided to all prospective dual enrollment students. The syllabus shall contain course information, as well as the instructor's name, authorized department, required textbook(s), course content/topics, a class schedule, learning objectives, assessment/grading policies and any necessary resources or required materials.
  - a. General Education Objective; Each General Education course syllabus must include the following purpose statement:  
 "General education at MSU Billings is designed to initiate students as participants in the ongoing accumulation of human knowledge and understanding. General education courses promote the development of respect for diversity, along with skills in problem solving, critical thinking, and communication necessary for students to become productive and responsible members of their communities."
  - b. Further, because each general education course is in a category, and each category has learning outcomes specific to that category, each syllabus must contain the learning outcomes for that category. In addition to the General Education purpose statement and category outcomes, syllabi will also include course-specific outcomes (Adopted by Academic Senate, April 11, 2019).
3. All participants in the dual enrollment programs recognize that effective faculty-student interaction and meaningful student cooperation are essential to student motivation, intellectual commitment, and personal development. The dual enrollment course shall be academically rigorous and require a firm commitment by all parties.
4. Technology used in the dual enrollment course should enrich instruction, foster learning and be equivalent to the counterpart university course.
5. Student support (e.g. advisement, counseling and tutors) must be available for dual enrollment students to ensure successful outcomes.
6. Dual enrollment courses are subject to the accessibility standards set forth by the Americans with Disabilities Act, the Montana Human Rights Act, and applicable MSU Billings policies. The courses will be designed and taught following the aforementioned guidelines. Students with disabilities seeking modifications for Dual Enrollment Courses should contact Greg Gerard with Disability Support Services at 406.247.3029 or [greg.gerard@msubillings.edu](mailto:greg.gerard@msubillings.edu). Family Educational Rights Policy Act (FERPA) policies apply to all students in dual enrollment programs.
7. Students shall not be coerced or required to take dual enrollment courses. Dual enrollment courses cannot be the sole source for required high school courses or credits, in accordance with Board of Public Education policies and Board of Regents dual enrollment guidelines.
8. Dual enrollment courses are separate and distinct from college credit high school courses such as Advanced Placement.

**Dual Enrollment Faculty:** To achieve the dual enrollment program goals and maintain academic standards, dual enrollment instructors shall at a minimum meet the standards of, but need not be appointed, university faculty affiliates in the University academic department of the parent course. They shall function similar to University faculty, where they are held to similar professional standards (although they technically remain under the employment contract of their school district and are subject to those provisions only).

1. Each dual enrollment instructor must hold the appropriate degree and meet all dual enrollment qualifications per Board policy 730 prior for approval to teach the dual enrollment course. Prospective dual enrollment faculty may request, but are not entitled to, a waiver based on Board policy 730 (Appendix A).



2. Dual enrollment faculty shall clearly hold the qualifications to teach the subject matter as outlined in the dual enrollment course description and syllabus to the same standards as other faculty in the university program and department.
3. Dual enrollment instructors and courses, shall be approved and supervised by the department in which the instructor's course is housed while following the proper procedures as defined in the MUS guidelines and the MSUB Dual Enrollment Faculty Liaison position description (Appendix B).
4. Each dual enrollment instructor shall have a designated discipline-specific faculty liaison identified by the appropriate department, to ensure that the course reflects the university's pedagogical, theoretical and philosophical orientation and adheres to the approved dual enrollment syllabus, academic standards and MOU. Dual enrollment faculty may not alter course characteristics without the approval of the supervising department.
5. The Dual Enrollment Faculty Liaison program is designed to provide clear expectations for both the faculty liaison and the individual faculty that they are mentoring. Part of this program is to meet throughout the semester (depending on the number of times a course has ran) to ensure quality and that academic standards are being met.
6. If the designated faculty liaison feels that a dual enrollment course is not meeting the standards set by the university, then the liaison shall notify the director of dual enrollment to discuss their concerns. If the issue(s) are not addressed the first time they are brought to the dual enrollment faculty's attention, then a meeting between the faculty liaison, the department chair of the course's subject, dual enrollment director and faculty member will take place to discuss the issues.
7. If the dual enrollment director, faculty liaison and department chair all agree that the faculty member has failed to alleviate the issues discussed, this shall result in disqualification of instructor to teach future dual enrollment courses.

**Dual Enrollment Students:** Prospective dual enrollment students must demonstrate academic qualifications prior to enrollment, and then consistently meet both K-12 and higher education academic performance standards after dual enrollment course enrollment. Procedures for evaluating these qualifications are outlined in the [MUS – Office of the Commissioner of Higher Education Operational Guidelines for Dual Enrollment](#) under section IV: “Dual Enrollment Student Eligibility” (p. 9-11)

1. Students shall demonstrate the necessary maturity to maintain effective faculty-student interaction, cooperation, motivation, intellectual commitment, and personal development.
2. Before dual enrollment registration, students must be: Fully enrolled in high school, successfully complete the required high school prerequisites, successfully complete the university program prerequisites and be on track for high school graduation.
  - a. Without exception, all dual enrollment students must meet the same prerequisites as on-campus students for courses that require specific placement tests, standardized test scores, or prerequisite courses. Students seeking placement in mathematics and composition courses, must meet the requirements of BOR Policy 301.17 (see Appendix C). Campuses must keep copies of official placement scores and/or prerequisite transcripts on file.
3. Completion and transfer of a dual enrollment course shall not provide an exemption from the required entrance, placement or proficiency exams for admission to university academic programs. Scores from dual enrollment student placement and proficiency exams will be recorded and monitored as a means for dual enrollment academic quality assessment.

### **Academic Senate Statement on Academic Freedom**

Approved October 20, 2022

We the faculty of Montana State University Billings support and are dedicated to the principle of academic freedom as expressed by Montana Board of Regents Policy 302 and the American Association of University Professors. We hereby quote these three principles of academic freedom from the American Association of University Professors:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

It is the right of faculty and students to work and learn in an environment of academic freedom.

### **Reference**

AAUP (2022). 1940 Statement of Principles of Academic Freedom and Tenure.  
<https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>

### **Academic Senator Responsibilities**

Approved February 2023

The election to the Academic Senate is an honor. The Academic Senate, the highest faculty governing body, requires commitment to shared governance and faculty leadership.

Senators are committed to:

- attending Academic Senate meetings regularly
- being engaged at Academic Senate meetings
- reviewing items and being prepared before Academic Senate convenes
- serving on *ad-hoc* Senate sub-committees
- representing their college and communicating important information to their colleagues
- attending the Academic Senate all-faculty meeting
- being familiar with the Academic Senate bylaws and resolutions
- assisting in the nomination of faculty to serve on Academic Senate Committees and University Committees

The Academic Senate meets every other Thursday (with some exceptions) at 3:40 p.m.