

Bylaws of the Committee on Institutional & Professional Standards

Approved by Mercy College Senate on Friday December 8, 2017

Article I: Name

The name of his Committee shall be “Committee on Institutional and Professional Standards,” hereinafter referred to as the “IPS Committee” or simply, “the Committee.”

Article II: Purpose and Functions

§1: Purpose

This committee shall advise the Senate regarding institutional and professional standards, and shall serve as a standing committee of the Faculty Senate.

§2: Functions

To fulfill this purpose, the committee shall perform the following functions:

- a. Define and Review standards regarding the mission of the College.
- b. Define and Review policies for faculty evaluation.
- c. Define and Review procedures regarding course evaluation.
- d. Define and Review policies regarding faculty governance.
- e. Define and Review the professional standards by which membership on the faculty, and promotion or tenure within the faculty, are judged.
- f. Submit an annual report of Committee activities to the Senate.

Article III: Members

§ 1: Composition of the Committee

The Committee shall consist of 13 members of the faculty. Selection of members shall be by made as follows: the Committee shall have two representatives from each school and one representative from the library appointed by the Senate, upon the recommendation of the Senate’s Committee on Committees. The Committee will also include one representative designated by the Faculty Association Executive Board, and one representative designated by the Faculty Senate.

The committee shall also include the Provost, or his or her designee, who shall serve, *ex-officio*, as a non-voting member of the committee:

§2: Eligibility for Membership:

Only full-time core faculty may serve on the committee.

§3: Membership Terms:

A faculty member's term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of 3 years. A faculty member who has served on the committee for two full terms (six years) will have reached the term limit and cannot seek reappointment to this committee at the end of his/her term; s/he must wait for a minimum of one year before seeking to return to the committee. There are no term limits for *ex-officio* members.

Terms of membership should be staggered so that no more than half of the members' terms expire in any one year. The Committee shall meet with the Senate's Committee on Committees to jointly determine which committee members' terms may be extended or diminished in order to stagger the terms.

§4: Removal of Members

It is the duty and responsibility of Committee members to attend all regularly scheduled monthly meetings and to contact the Chair in the case of an absence. If a committee member is absent three consecutive meetings without valid reason, the Chair, with confirmation by a vote of the committee, will ask the member to step down from the Committee. The Chair will then contact the Senate to appoint a new member to fill the vacancy on the Committee.

Article IV: Officers

§1: Officers

The Committee shall have the following 2 elected officers:

- Chair
- Secretary

§2: Election of Officers

At its first Fall Semester meeting annually, the members shall elect a Chair and a Secretary. A report of the election shall be shared with the Senate and the Faculty Association by their respective representatives on the Committee.

§3: Duties of the Chair

The responsibilities of the Chair are as follows:

- a. The Chair shall be the presiding officer and shall administer all business of the Committee as provided for by the Bylaws.
- b. The Chair will be responsible for submitting an annual report to the Senate.

§4: Duties of the Secretary

- a. The responsibilities of the Secretary are as follows: The Secretary shall record and transmit minutes of all Committee meetings and assist the Chair with correspondence of the Committee as requested.
- b. The secretary will maintain a repository for meeting minutes and annual reports, which will be passed on to the next secretary.
- c. In the event that the Chair is absent from a meeting, the Secretary shall lead the meeting.

§5: Terms of Office

The term of office for the Chair and Secretary will be one year.

§6: Officer Vacancies

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until an election can be held. (See *§2: Election of Officers*, above.) In the event of a vacancy of the Secretary, the Chair will appoint a member to assume the role of Secretary until an election can be held.

Article V: Meetings

§1: Regular Meetings

This Committee shall meet as necessary to conduct the business of the Committee. A minimum of two meetings shall be held during the academic year, one in the Fall and one in the Spring. This committee will generally conduct regular meetings on the third Friday of the month.

§2: Quorum

There must be a quorum at any meeting at which the committee conducts business. At least one officer and a minimum of half (50%) of the total number of members shall constitute a quorum. In meetings where the bylaws are amended, one officer and two-thirds (67%) of the members are required. The Provost or Provost's designee, who is an *ex-officio* member, shall not be counted toward meeting the quorum requirements

§3: Special meetings, as needed:

In order to allow the committee to conduct additional business outside of its regular meetings, special meetings may be called by the Chair, or by petition of three or more committee members.

§4: Order of Business

There shall be an agenda for each meeting provided to members, at least one week in advance of the meeting, whenever possible.

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled by the Chair due to a lack of committee business, In this case, the Chair shall provide sufficient notice of the cancellation to committee members. Meetings of the Committee may also be cancelled by the Chair due to inclement weather or other emergent situations. In this case, the Chair should make every reasonable effort to contact committee members to alert them of the cancellation.

§6: Other Meeting Modalities

The committee will normally meet in face-to-face meetings; however, meetings may include participation by telephone or video conferencing (Skype). Additionally, online discussions and voting via email can occur with the general consent of the committee.

§7: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the following regular meeting. The minutes must be made available upon request to any committee member. The Secretary is responsible for archiving and distributing the minutes.

§8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings must be approved by vote of the committee.

Article VI: Subcommittees

§1: Formation

The committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or *ad hoc* basis. Subcommittee members must also be members of the full committee.

§2: List of Standing Subcommittees

There are no current standing subcommittees.

Article VII: Parliamentary Authority

In questions of parliamentary procedure, the rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the committee in all cases in which they are applicable and not inconsistent with these bylaws, the rules and bylaws of the Faculty Senate, or the *Constitution for Faculty Participation in the Governance of Mercy College*.

Article VIII: Reports

The committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the committee must be reported to the Senate, and the committee shall submit an annual report of committee business to the Senate.

Article IX: Transfer of Records

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the committee including, but not limited to: bylaws, minutes, and standing rules & procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the committee's records to the Secretary of the Faculty Senate.

Article X: Amendment of Bylaws

These bylaws may be amended upon a vote by a two-thirds (67%) majority of the committee. All proposed amendments shall be in the possession of the Committee members at least one week in advance of the meeting. Bylaws amendments cannot be introduced as new business at a meeting. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.