

Lake Superior State University Shared Governance Bylaws

PREAMBLE

In 2009, Lake Superior State University introduced a Shared Governance process designed to elicit input from all members of the campus community and allow for broad participation in the decision making process. It is intended for Shared Governance to embrace the University's mission. Shared Governance recognizes and supports the guidance of the Board of Trustees, the leadership role of the President and Vice Presidents, and the critical interface of the faculty, administration, staff, and students. Broad institutional representation within this body of shared decision making will allow the University to be nimble and responsive.

ARTICLE I. PURPOSE

The purpose of Shared Governance is to:

1. Create a dynamic, vibrant, and engaged institutional culture
2. Provide a forum for faculty, administration, staff, and students to address shared concerns
3. Provide a mechanism for coordinating policies, and, where appropriate, provide input into decision-making processes
4. Improve the University's ability to carry out its mission through shared objectives

Shared Governance acts as a conduit of information and a means of consultation between the President, the Board of Trustees, and the University Community, including the faculty, administration, staff, students, committees, and other constituencies. The Shared Governance Oversight Committee disseminates information to the University and its constituencies from the Committee itself, the President, and the Board of Trustees. Within this flow of information, the mission of the institution is continuously embraced and strengthened.

ARTICLE II. GUIDING PRINCIPLES

Shared Governance provides a voice to entities throughout the institution, promoting critical mutual trust and respect, a shared sense of purpose, and a deliberative open and transparent communication process for decision making.

ARTICLE III. STRUCTURE

Shared Governance balances the collective good of the University and its individual constituencies. All members collaborate to embrace the University's needs, ensuring that policies and procedures work in combined synergy, grounded by the University's mission. Through collaborative representation, Shared Governance addresses strategic planning, review of academic programs, formulation and review of policies, appraisal of initiatives, evaluation of student activities, review of budget considerations, and other pertinent issues.

The Shared Governance structure consists of an Oversight Committee, a University Senate, and various committees and groups which are organized in order to encourage a better flow of information. The duties and composition of these entities are as follows.

The Shared Governance Oversight Committee (SGOC)

The Oversight Committee engages in an ongoing review of the effectiveness of the Shared Governance system and the structure and composition of the committees. The Shared Governance Oversight Committee also provides advice and counsel to the committees, refers important issues to them for their input, and communicates the findings and recommendations of the committees to the University Senate and University President. The Shared Governance Oversight Committee convenes and moderates the University Senate. When necessary, the Shared Governance Oversight Committee may also propose changes to the structure and composition of committees in order to help the Shared Governance system function optimally. The Chair of the Shared Governance Oversight Committee shall be a faculty member elected by the committee membership at the first meeting after elections. The University President and Provost serve on this committee as Ex-Officio members.

The University Senate

The University Senate is a forum where issues are vetted and voted on by the University Community. The voting membership of the University Senate is comprised of all active employees and enrolled students. Employees in certain Sodexo positions (4), and Barnes and Noble positions (1) shall also be considered voting members. Each member shall have one vote. The voting includes a record of the total number of yes and no votes, and abstentions, from each campus constituency. The results of the voting shall be communicated to the University President for his consideration. There will be at least four University Senate meetings per academic year.

The Groupings

The Shared Governance Groupings are a means of organizing the committees and working groups by common interests. There are five groupings within the Shared Governance Structure: Human Capital, Student Campus Experience, Community Collaboration, Academics, and Strategic Planning & Educational Support. These groupings are in alignment with the seven strategies of the University Strategic Plan, which are: Collaborative, Committed Campus Community; Desirable School of Choice; Student Campus Experience; Student Learning and Development; Regional Communities; Educational Support; and Stewardship and Sustainability.

The Chartered Committees

The Chartered Committees convey information and recommendations between their members and the Shared Governance Oversight Committee. All Chartered Committees are expected to meet a minimum of three times per year, and report on their activities through the posting of minutes to the Shared Governance website. A Chartered Committee may convene sub-

committees comprised of members of the Chartered Committee, as needed.

Chartered Committees may be formed in two ways:

1. By and at the request of the University President
2. By recommendation of the Shared Governance Oversight Committee either based upon its own initiative or at the request of two or more individuals wishing to form an interdisciplinary group to achieve a common goal. Such individuals will make a Request for Chartered Committee Status to Shared Governance Oversight Committee for review and approval. The request should include: the purpose of the requested committee, the persons making the request, and the goal of the requested committee.

Meeting schedules will be determined by each Chartered Committee, based on recommendations from the Shared Governance Oversight Committee and the charge and responsibility of each Chartered Committee, as well as the importance and priority of issues needing to be resolved. Meetings will be held at a minimum of three times per year. Meetings will not be held during the month of July or over the break between Fall and Spring semesters unless there is some business that requires a change in the meeting schedule.

Structure:

To maintain consistency throughout the Shared Governance procedure and process, it is recommended that meetings be conducted following Robert's Rules of Order. Please refer to the following hyperlink for information: <http://www.robertsrules.org/rulesintro.htm>

Quorum:

Quorum at Chartered Committee and Shared Governance Oversight Committee meetings shall consist of fifty percent membership.

Attendance:

Each Chartered Committee member should attend at least 75% of the regularly scheduled meetings in a calendar year to retain his or her seat. The secretary will identify any Chartered Committee member with a low attendance rate and the Chair will report this to the Shared Governance Oversight Committee for review. The Shared Governance Oversight Committee may recommend after review a removal from office via secret ballot of the membership of the reporting committee. If the member is removed from his or her seat via majority of the vote, the Shared Governance Oversight Committee will call for a replacement election or appointment. If a replacement is not found, the vacant seat may be offered to another constituency by the Shared Governance Oversight Committee.

Leave of Absence:

In the event a Chartered Committee member is unable to attend meetings for a period of time

(due to, for example, illness, family responsibilities, Sabbatical), he or she may request a leave of absence from his or her assigned responsibilities. Leaves will be submitted to the Chair of the respective committee and communicated to the Shared Governance Oversight Committee. Leaves may be requested for up to one calendar year. A temporary replacement will be found via election or appointment. Replacement members will maintain full voting rights and privileges. If a replacement is not found, the vacant seat may be offered to another constituency by the Shared Governance Oversight Committee.

Working Groups

Working Groups are people working collaboratively as an interdisciplinary group to achieve a common goal. Working Groups may follow their own bylaws, provided they are not in contravention of these bylaws, but must submit Reports of Activity to the Oversight Committee at the end of each semester.

Working Groups may be formed in one of two ways:

1. By and at the request of the University President
2. By recommendation of the Shared Governance Oversight Committee either based upon its own initiative or at the request of two or more individuals wishing to form an interdisciplinary group to achieve a common goal. Such individuals will make a Request for Working Group Status to SGOC for review and approval. The request should include: the purpose of the requested group, the persons making the request; and the goal of the requested group.

Other Campus Committees

In order to foster increased communication and coordination across campus, any other campus committees that meet regularly and generate summaries, reports, or minutes of activities should share those documents with the Shared Governance Oversight Committee by submitting them to the “U” drive at the end of each semester.

ARTICLE IV. COMMITTEE FORMATION

Individuals or groups within the University community wishing to form a Chartered Committee or Working Group should submit a Request for Chartered Committee or Working Group Status to the Shared Governance Oversight Committee, which will review the request and make a recommendation with respect to whether or not and how a committee or working group should be formed. Additionally, the Shared Governance Oversight Committee may make a recommendation to the University President to create or dissolve any Chartered Committee or Working Group.

ARTICLE V. DECISION MAKING

The Chartered Committees shall make recommendations to the Shared Governance Oversight Committee concerning issues within their charge. The Shared Governance Oversight Committee

will review recommendations and take action, such as forwarding recommendations to the University Senate or other committees as appropriate. However, the responsibility for final decision making will rest with the President as informed by the University Senate.

ARTICLE VI. ISSUES

Any member of the University community may submit an issue for review to the Shared Governance Oversight Committee using the “Issue Submission Form” available on the Shared Governance Website, www.lssu.edu/sharedgovernance. The Oversight Committee will either make a recommendation on the issue or forward the issue to an appropriate committee, group, or individual. The committee, group, or individual receiving the issue will report to the Shared Governance Oversight Committee with a recommendation and rationale or with a reason why no recommendation is being made. All issues submitted to the Shared Governance Oversight Committee shall be monitored to ensure resolution is completed in a documented, timely fashion.

ARTICLE VII. MEMBERSHIP

The Shared Governance Oversight Committee will make recommendations to the President regarding the specific membership of the Chartered Committees. Generally, minimum membership on Chartered Committees may consist of representation from the four constituencies that make up the University community, including (2) Faculty, (2) Administrative Personnel (AP), (2) Educational Support Position (ESP), and (2) Students. As a result of a particular committee charge or responsibility, exceptions to this representation may be made, including larger representation from any one constituency, the addition of representation of one Dean, or the addition of representation of the broader community. The President and Vice-Presidents shall serve as ex-officio officers on Chartered Committees, except as may be provided otherwise in the Faculty Agreement.

Members of the Shared Governance system serve either through election by peers or by administrative appointment. The Shared Governance Oversight Committee shall be responsible for elections and appointments, except as may be contractually defined.

ARTICLE VIII. TERMS

Elected or appointed members will serve three year terms. Terms will be served in three-year staggered increments, but shall not exceed six consecutive years. Annual elections will occur by March 1st of each calendar year. Terms will expire the final week of the Spring Semester to allow for overlap and support of new committee members. The newly elected member shall not begin voting until the existing members term has expired. Should any member be unable to complete his or her term, resignation will be submitted to the Shared Governance Oversight Committee and a special election or appointment will be held to facilitate his or her replacement. In the event that a replacement is not elected or appointed, the vacant seat may be offered to another constituency by the Shared Governance Oversight Committee.

ARTICLE IX. OFFICERS

Chartered Committees will have the following officers and responsibilities:

Chair:

The Chair will call, preside over, and maintain order in meetings, plan and organize the agenda, coordinates activities, and serve as the committee's spokesperson and liaison. The Chair will also communicate meeting schedules to the Shared Governance Oversight Committee and, as requested, to the greater University community. The Chair will report activities of the committee to the Shared Governance Oversight Committee. The Chair will vote only in the event of a tie.

The Chair of the Strategic Planning & Budget Committee, Student Affairs, and the Infrastructure Development Committee shall be a faculty member elected by the committee membership at the first committee meeting after election.

In the event that a Chair is unable or unwilling to fulfill his or her duties, as determined by the Shared Governance Oversight Committee, an election for a new chair will be held.

Vice/Co-Chair:

The Vice/Co-Chair will serve as acting Chair and will perform all of those duties when the chair is absent or unable to perform those duties. The Vice/Co-Chair will provide support as necessary and other duties delegated by the Chair.

Secretary:

The Secretary will take meeting attendance and maintain meeting minutes. The Secretary will distribute approved minutes to committee members, submit approved minutes to the "U" drive for uploading to the Shared Governance website, and fulfill other duties delegated by the Chair.

ARTICLE X. CHANGING THE BYLAWS

The Shared Governance Oversight Committee will review these bylaws annually and may propose changes through the Shared Governance process.