APPROVED BY ACADEMIC FACULTY SENATE ON MAY 5, 2026

ACADEMIC POLICY

Faculty Senate Bylaws (MH 5.3)

POLICY STATEMENT

These Bylaws facilitate the business of the Academic Faculty Senate of Nevada State University (NSHE Code Title 2, Chapter 1, Section 1.4.7 - 1.4.8) (Hereafter referred to as the Senate). They establish the basis upon which effective participation and deliberation shall take place in formulating, evaluating, and recommending policy by which the University shall be governed.

The Academic Faculty Senate Bylaws provide the guidelines necessary for the Senate to express the academic faculty's position on matters of academic concern and faculty rights. It also facilitates coordination and cooperation among the various parts of the University organization.

PROCEDURES

1. **Article 1: Preamble**

   1.1. The intent of these Bylaws is to facilitate the business of the Academic Faculty Senate of Nevada State University (NSHE Code Title 2, Chapter 1, Sections 1.4.7 - 1.4.8 (hereafter referred to as the Senate). This document consists of procedures designed to supplement those outlined in the NSHE Code and the Nevada State University (NSU) Bylaws.

   1.2. These Bylaws establish the basis upon which effective participation and deliberation shall take place in formulating, evaluating, and recommending policy by which the University shall be governed. It is intended to provide the governance structure for the University academic faculty based on a philosophy of shared responsibility for University leadership, to facilitate coordination and cooperation among the several parts of the University organization, and to provide a means of expression on matters of academic concern and faculty rights.

   1.3. The Bylaws of the Senate shall be in accord at all times with the provisions of the NSU Bylaws and the NSHE Code.

1.4. In cases of doubt as to proper procedure, and when not superseded by either the NSHE Code or NSU Bylaws, the parliamentary authority of the Senate shall be in accordance with the latest edition of Robert's Rules of Order.

2. Article 2: Membership

2.1. All academic faculty who hold greater than a .50 FTE professional contract with Nevada State University, as defined in Title 4, Chapter 3, Section 2 of the Board of Regents Handbook, are eligible to serve on the Senate and its committees.

2.1.1. Faculty occupying executive offices, such as the President, the Provost, Vice Presidents, Vice Provosts, Associate Vice Presidents, Assistant Vice Presidents, Deans, Associate Deans, Assistant Deans, and Chairs with a greater than 50% administrative assignment, shall not be eligible for Academic Faculty Senate membership or voting in Faculty Senator elections.

2.1.2. All academic faculty are eligible to serve up to two (2) consecutive terms and will be eligible for re-nomination after two (2) years of non-participation. For purposes of this section, a "term" shall include a full term or partial term to fill a vacancy.

2.2. Part-time academic faculty shall be represented by a duly elected senator who shall hold full voting rights and privileges (see Article 4.2). The Part-Time Academic Faculty Senator shall receive a stipend of $1,000 per semester, for a total of $2,000 for the academic year.

2.3. Advisory members are non-voting, advising members of the Senate. The following groups will each have one (1) advisory member: the NSU Chapter of the Nevada Faculty Alliance (NSU-NFA), the Nevada State Student Alliance (NSSA), the Administrative Faculty Senate, and the Classified Employee Council (CEC). An advisory member may include a representative from the Center for Teaching and Learning Excellence (CTLE). Representatives are to be selected by the members of these groups.

2.4. Meetings of the Academic Faculty Senate are open to all faculty, staff, and administrators unless otherwise specified as "closed" on the agenda or at the discretion of the Senate Chair. During the "closed" portion of the meeting, only voting and advisory members of the Academic Faculty Senate and the Faculty Senate Executive Committee (FSEC) will be permitted to attend unless invited by the Senate Chair.

3. Article 3: Faculty Senate Units

3.1. For the purpose of conducting elections of academic faculty senators, the faculty of Nevada State University is divided into the following units: University Library; School of Education; School of Liberal Arts, Sciences, and Business; and School of Nursing.

3.2. Units named above are separately identified academic units or Schools. At the formation of new academic units or Schools (i.e., a School of Business), these new units will have equitable representation.

4. Article 4: Faculty Senate Representation and Annual Census

4.1. **Academic Faculty:** Each School and the Library named in 3.1 shall have one (1) representative for each five (5) faculty (with professional contracts of >0.50 FTE) or fraction thereof to be elected by the members of the unit from among its eligible members. “Fraction thereof” is exemplified as follows: there will be three (3) representatives for a group of 11 faculty, and four (4) for a group of 16 faculty. Each School will have a minimum of three (3) representatives. The University Library will have a minimum of two (2) representatives.

4.2. **Part-time Academic Faculty:** One (1) Senate seat shall be designated for a part-time academic faculty representative. The part-time academic faculty seat is a one-year term. This seat will be filled by an eligible faculty member who has (a) completed teaching a minimum of one (1) 14-16 week semester at Nevada State University, (b) currently holds a part-time letter of appointment in the 14-16 week term nominated, and (c) expects to be reappointed in the following academic year.

4.3. **Annual Census:** Each year, the Academic Faculty Senate Chair or designee on the Faculty Senate Executive Committee will conduct an annual census to determine the correct number of representatives allowed to serve on the Academic Faculty Senate. The census will count the academic lines allocated to each school. The Chair will notify each unit of any elections that need to be held as a result of the census.

4.4. The total body of the Senate shall reflect the representative-to-faculty ratio defined in 4.1.

5. Article 5: Faculty Senate Participation, Attendance, and Designating Proxies

5.1. **Participation:** Academic faculty members elected to the Senate are authorized and have the responsibility to represent academic faculty on matters of primary concern to the University Academic Faculty. Senators are responsible for informing their constituents of Academic Faculty Senate proceedings and soliciting their constituents’ input on matters under consideration by the Senate.

5.1.1. It is understood that all senators will obtain approval from their supervisors to serve on the Academic Faculty Senate and that all work-related duties will be outside of monthly Senate meetings to the extent possible.

5.1.2. All Academic Faculty Senators are expected to participate in Senate committees.

5.2. **Attendance:** Subsequent to the conclusion of each Academic Faculty Senate meeting, the Secretary shall review the attendance record of each senator.

5.2.1. A Senator who is absent for two regularly scheduled Academic Faculty Senate meetings per year without a proxy (see Article 5.3), as verified by the Secretary, shall be automatically dismissed from service on the Senate.

5.2.2. At that time, the number required for a quorum shall be reduced accordingly. The Senate Chair will then take action to see that a replacement from that same unit is named to fill the vacancy.

5.3. **Designating Proxies:** A member of the Academic Faculty Senate who is unable to attend a meeting may designate a proxy to attend in their place. Sitting senators cannot serve as a proxy. The Senator requesting a proxy must send an email to FSEC from their NSU email account at least 24 hours before the meeting, wherever possible.

5.3.1. The Senate Chair will reach out to all eligible academic faculty at the beginning of the academic year to solicit self-nominations to a proxy pool. Senators needing a proxy will follow Article 5.3. FSEC will request a proxy from the pool; if none is available, the absence will be counted.

5.3.2. A long-term proxy is defined as one in which the academic faculty senator anticipates being unavailable for four or more consecutive meetings but intends to return before the end of the academic year. Long-term proxies are limited to one academic year.

6. Article 6: Officers of the Faculty Senate

6.1. There are five officers that make up the Faculty Senate Executive Committee: Chair, Vice Chair, Secretary, Parliamentarian, and Curriculum Chair. The Chair Elect and Past Chair may be invited as non-voting members. Officers are nominated in the fall and elected by an electronic vote in December (see Article 7.2).

6.2. **Chair:** The Senate Chair shall be the official representative of the academic faculty and the Academic Faculty Senate at all functions. The Chair shall preside at all meetings of the Senate and the Executive Committee, and they may serve in other capacities as directed by the NSHE Code or the NSU Bylaws. The Chair shall have voting privileges as a member of the FSEC and have Senate voting privileges only in the event of a tie. Upon completion of their term as Chair, the Chair may serve one year in the advisory role of Past Chair.

6.2.1. As compensation for the duties of this position, the Academic Faculty Senate Chair will receive a $8,000 stipend for the academic year, a six-unit course release for the Fall semester, and a six-unit course release for the Spring semester. The Chair will be expected to attend meetings and conduct some business during the summer months.

6.2.2. Only academic faculty who hold a rank of Associate Professor, Professor, Senior Lecturer, or Distinguished Lecturer are eligible to serve as Chair.

6.2.3. The number of consecutive terms that an individual may serve as Chair shall be limited to two; no term limits shall be imposed on the remaining officers of the FSEC.

6.3. **Vice Chair:** The Senate Vice Chair shall assume the position of the Chair in the absence of the elected Chair. The Vice Chair shall also serve as Chair of the Institutional Policy and Procedure Committee and Academic Faculty Affairs Committee and oversee the other Senate Committees. The Vice Chair shall not have Academic Senate voting privileges, but shall have voting privileges as a member of FSEC.

6.3.1. As compensation for the duties of this position, the Vice Chair will receive a three-unit course release in the Spring and Fall semesters.

6.3.2. To provide oversight to Senate Committees, the Vice Chair will periodically check in with Senate Committee Chairs and, if necessary, provide guidance on matters.

6.4. **Secretary:** The Secretary shall maintain and distribute the minutes of the Academic Faculty Senate's meetings to Senators in a timely manner. They oversee the Senate’s online presence on the NSU website and Canvas Academic Faculty Senate page.

6.5. **Parliamentarian:** The Parliamentarian shall make recommendations to the Chair on matters of parliamentary procedures and adherence to the bylaws. The Parliamentarian shall serve as the chair of the Bylaws Committee.

6.6. **Curriculum Chair:** The Curriculum Chair shall be responsible for interfacing with each School-unit to designate members of the School-level Curriculum committees and other faculty to serve on the Academic Faculty Senate's Curriculum Committee. The Curriculum Chair shall then serve as the chair of the Curriculum Committee. The Curriculum Chair will receive a $1,000 stipend for the academic year and a three-credit Fall release.

6.7. **Chair Elect:** The Chair Elect may shadow the Chair in meetings upon being elected until June 30th. A three-credit course release may be requested to facilitate shadowing of the Chair, promote continuity of the role, participate in institutional activities, and strategically align with campus stakeholders.

6.8. **Past Chair:** The Past Chair may serve as an advisory member to FSEC. The Past Chair will have no voting privileges in the Academic Faculty Senate.

6.9. Members of FSEC may not appoint proxies to FSEC meetings; however, votes may be submitted in absentia.

6.10. If a vacancy occurs mid-term for any officer, except the Chair, FSEC will serve as the nominating committee and present a list of candidates willing to run for the vacancy at the next Academic Faculty Senate meeting. The officer shall be elected by an anonymous ballot as an action-item at the following Senate meeting.

7. Article 7: Senator and Officer Election Procedures

7.1. **Senator Elections:** In the Spring semester, the Senate Chair will announce that each unit is to choose its representative(s) for the following academic year. Each unit must complete the call for nominations. The newly elected representatives will be announced at the April meeting and invited to attend the May meeting.

7.1.1. The term for an academic faculty senator shall be two years, beginning on July 1st and ending on June 30th.

7.1.2. Only eligible members (as defined in Article 2.1) shall be allowed to vote for incoming senators at unit/Department elections.

7.1.3. Each unit is responsible for completing the call for nominations, running the election, and reporting the election results to the Chair in time for the April Senate meeting agenda.

7.1.4. To maintain a mix of new and experienced Academic Faculty Senate members, it is recommended that elections be held on a staggered schedule.

7.1.5. If a unit academic faculty senator becomes unable to serve or is elected to the role of Chair or Vice Chair, a replacement will be elected by the unit. The newly appointed senator will complete the remaining term of the Senator they are replacing.

7.2. **Part-Time Academic Faculty Election:** In the Spring Semester, the Chair will request nominations for the part-time academic faculty representative. FSEC will conduct an election of all eligible part-time academic faculty. Part-time academic faculty with a current part-time letter of appointment are eligible to vote for the part-time academic faculty representative (See Article 4.2)

7.2.1 The term for the Part-Time academic faculty representative shall be one year, beginning on July 1st and ending on June 30th.

7.3. **Officer Elections:** In the Fall semester, the Chair will call for nominations of Senate officers. A list of candidates for all Faculty Senate officers shall be distributed by email in the December agenda.

7.3.1. The office positions for elections include Chair, Vice Chair, Secretary, Parliamentarian, and Curriculum Chair.

7.3.2. Officers shall be elected by an anonymous ballot as an action item in December.

7.3.3. Any Academic Faculty member is eligible to be nominated for an officer position, subject to the eligibility restrictions below.

7.3.3.1 The member must be eligible to serve on the Academic Faculty Senate as per Article 2.1.

7.3.3.2 The Chair must hold a rank of Associate Professor, Professor, Senior Lecturer, or Distinguished Lecturer. It is recommended that any person nominated for Chair is currently serving or has served on FSEC within the past five years.

7.3.4. Terms of office for all officers shall run from July 1st to the following June 30th.

7.3.5 It is recommended that any newly elected officer join the committee(s) chaired by the current officer for the remainder of the term.

7.4. **Special Elections:** Vacated or unfilled Academic Faculty Senate seats may be filled by special election held by the unit they represent as needed. These elections will be conducted electronically. The unit will be notified of the vacancy by the Senate Chair, and the timing of these elections will be decided by that

unit. In the interim and at the conclusion of an election, if no volunteer runs, that seat will remain unfilled for that unit.

8. Article 8: Agenda, Meetings, Quorum, and Minutes

8.1. **Agenda:** FSEC shall prepare an agenda that allows for the introduction of new business at each meeting and accompanies the meeting notification. The Senate agenda must include any request by the faculty no later than the second regular meeting following the receipt of such request by the Senate Chair.

8.1.1. All requests requiring action must first appear on the Senate agenda as information items. The faculty or unit with authority over the request shall, if relevant, coordinate with the appropriate Academic Faculty Senate committee to have its policy or proposal reviewed prior to presentation to the Senate.

8.1.2. Agenda requests shall be submitted to FSEC for approval no later than two (2) weeks prior to the scheduled meeting.

8.1.3. Recommended Academic Faculty Senate meeting agenda format: announcements; action items; guest speakers; future action items - meeting (date); general information; committee reports; new business.

8.2. **Meetings:** The Academic Faculty Senate shall hold meetings at least once each calendar month during the fall and spring semesters.

8.2.1. The Senate may hold special meetings at any time, called by the Senate Chair or upon a petition of at least one-third of the senators to the Chair. These meetings shall be publicized in the same manner prescribed for regular meetings in Article 8.1.

8.2.2. Meetings during the summer shall be called by the FSEC as necessary.

8.3. **Quorum:** A majority of the voting members of the Academic Faculty Senate shall constitute a quorum. Proxies may be counted in determining a quorum.

8.4. **Minutes:** A copy of the minutes of each Academic Faculty Senate meeting shall be distributed to Senate members and the faculty within fifteen (15) working days of the meeting.

9. Article 9: Senate Authority & Voting

9.1. **Authority:** Chapter 1, Section 2 of the NSU Bylaws requires that policies and procedures having University-wide impact be submitted to the appropriate Academic Faculty Senate committee for review and recommendation.

9.1.1. **Review:** All new or amended academic and/or university-wide policies shall be submitted to FSEC for distribution to the appropriate Senate Committees based on the subject-matter jurisdiction of the committee and the goal of the submitted policy. The Senate Committees shall provide review and revision of the submitted policy to the policy development lead or designee. The review process continues until the Senate Committees vote by majority to send the reviewed policy to the Academic Faculty Senate for recommendation.

9.1.2. **Recommendation:** A reviewed policy as voted by the appropriate Senate Committee shall be presented to the Academic Faculty Senate for a vote as defined in Articles 9.2-9.4 below. A policy receives an Academic Faculty Senate recommendation when a majority of senators present vote in the affirmative to recommend the reviewed policy as presented, and the Academic Faculty Senate Chair's signature is affixed.

9.1.2.1. Any policy having received prior Senate recommendation that undergoes substantive edits (including, but not limited to: addition of sections or subsections, deletion of sections or subsections, redefinition of key terms, a narrowing or broadening of policy applicability, etc.) must again proceed through the review and recommendation process as described in 9.1.1 and 9.1.2.

9.2. **Voting:** The consensus of the NSU faculty on any given matter is determined through one of the two following procedures: (1) a vote of the Faculty Senate or (2) a vote of the entire faculty.

9.3. The Academic Faculty Senate will have two (2) weeks to conduct the vote after a question is considered at a meeting.

9.4. **Procedure 1: A vote of the Faculty Senate**

9.4.1. All motions will require a simple majority of those voting members present. Motions to close or limit debate or to move to the previous question shall require a two-thirds majority vote of those present.

9.4.2. All Senate votes other than elections shall be taken by an electronic vote or an open vote at the request of voting members (e.g., voice vote/show of hands).

9.4.3. Actions approved by the Senate shall be forwarded through administrative channels to the Provost, and the vote will be recorded in the associated meeting minutes.

9.5. **Procedure 2: A vote of the entire faculty**

9.5.1. A simple majority of voting faculty (faculty in the definition of Title 2, Chapter 1, section 1.1 of the NSHE Code) is sufficient to resolve any question.

9.5.2. Actions approved by the entire faculty shall be forwarded through administrative channels to the President, and the vote will be recorded in the associated meeting minutes. The Academic Faculty Senate Chair will report the results of such actions to the entire faculty at the earliest convenience.

9.6. The Academic Faculty Senate may solicit campus opinion on an issue through a campus ballot. The results of this opinion poll are not binding upon the Senate.

9.7. At the request of a majority vote of the Academic Faculty Senate, when there is disagreement on an issue, an Ad-Hoc Committee will be formed to attempt to mediate a joint stand. An equal number of participants shall represent each side of the issue. If no consensus is reached, the Ad-Hoc Committee shall develop a joint statement of the differences. All recommendations of the Ad-Hoc Committee will be returned to the Academic Faculty Senate.

9.8. NSU Academic Faculty may petition the Academic Faculty Senate to force a faculty-wide vote on any issue before the Senate. If ten percent (10%) of all academic faculty with greater than 0.50 FTE sign a written petition addressed to the Faculty Senate Chair on any issue, the Senate must follow procedure 2 as described above in Article 9.5

10. Article 10: Standing Committees: Composition & Functions

10.1. **Committee Chair Eligibility and Term:** Any seated senator in the upcoming term shall be eligible for election to chair a standing committee of the Senate, except as may be provided in Articles 10.3.1 to 10.3.11 below. Also, as may be appropriate from time to time, the Senate may appoint, or ask, any individual to serve as a chair or participate in a special committee of the Senate.

10.1.1. Except where noted below (Articles 10.3.1.2, 10.3.7.2, and 10.3.8.2), all other committee chairs will be elected by the voting majority of the Senate at the May meeting.

10.1.2. Only senators who will be seated senators in the upcoming term are eligible to vote in committee chair elections.

10.1.3. There is a two-year term limit for chairs of Faculty Senate committees.

10.2. **Committee Composition and Term:** Each committee will have a minimum of three members. Faculty Senate committees shall strive for balanced representation from each unit as defined above in Article 3.1.

10.2.1. The faculty members of each committee shall be selected by the committee chair.

10.2.2. Faculty Senate committees may include faculty who are not senators. Only those eligible to serve as senators may serve on committees.

10.2.3. The student members of a committee shall be selected in any democratic manner directed by the student government's Bylaws.

10.2.4. All standing committee assignments shall be for two-year terms.

10.2.4.1. For purposes of committee assignments, the year begins at the start of the fall semester.

10.2.4.2. Committee members shall follow the same procedures as do Senate members in delegating proxies (see Article 5.2).

10.2.4.3. When appropriate, committees shall meet during the summer months.

10.3. **Standing Committees:** The Faculty Senate includes a variety of standing committees that address both campus-wide issues and Senate issues. Below are the standing committees of the Senate, including specifics about membership where relevant. Standing committees may be moved to inactive committees as needed throughout the year.

10.3.1. **Institutional Policy and Procedure**

10.3.1.1. This committee identifies, shares, reviews, and provides feedback on policies, procedures, and issues that may affect the institution's ability to operate successfully. Concerns include campus-wide policies that are not subsumed under other committees, including those relevant to academic, administrative, and part-time faculty or curriculum development.

10.3.1.2. The Vice Chair of Senate will serve as the committee chair and liaison to the Provost (or designee) to review emerging institutional issues, to discuss priorities for the agenda in the year ahead, and to plan for ad hoc assignments pertaining to institutional affairs.

10.3.2. **Academic Faculty Affairs**

10.3.2.1. This committee identifies, shares, reviews, and provides feedback on policies, procedures, or issues that may impact academic faculty and their ability to carry out their professional responsibilities. When relevant, the committee may draft new policy that creates protections for academic faculty. Concerns may include (but are not limited to): evaluation, promotion and tenure, compensation, academic freedom, disciplinary issues, grievances and due process, workload, leave, course releases, intellectual property, course content, and grading.

10.3.2.2. The Faculty Senate Academic Faculty Affairs Committee shall be chaired by the Vice Chair and consist of a minimum of one tenured faculty member and one tenure-track faculty member.

10.3.2.3. No administrative faculty as defined in Articles 2.1 or 2.1.1 above may be members of the Academic Faculty Affairs Committee.

10.3.3. **Part-Time Faculty Affairs**

10.3.3.1. This committee identifies, shares, reviews, and provides feedback on policies, procedures, or issues that may impact part-time faculty and their ability to carry out their professional responsibilities. When relevant, the committee may draft new policy that creates protections for part-time faculty. Concerns may include (but are not limited to): hiring, evaluation, compensation, disciplinary issues, grievances and due process, workload, course content, and grading.

10.3.3.2. The Faculty Senate shall establish a Standing Part-time Faculty Affairs Committee that meets at least once per semester and is chaired by a senator who is elected from within the senate. Part-time instructors are eligible to serve on the committee.

10.3.4. **Fiscal Affairs**

10.3.4.1. This committee monitors, reviews, and reports on all major issues related to the institution's operational budget (e.g., tuition/fees, legislative formula, income, expenditures), annual budget prioritization, and resource allocation. Represents Faculty Senate at relevant institution meetings including (but not limited to) the NSU Executive Budget Committee.

10.3.4.2. The Fiscal Affairs Chair will serve as an advisory (non-voting) member on the NSU Executive Budget Committee.

10.3.5. **Curriculum**

10.3.5.1. This committee evaluates course, core curriculum, and degree change/creation/deletion proposals once those proposals have been approved by the appropriate School-level curriculum committee.

10.3.5.2. The Curriculum Committee Chair will be elected by the voting majority of the Senate.

10.3.5.3. The Faculty Senate Curriculum Committee (FSCC) Chair is a voting member of the committee. In December, the Faculty Senate elects the Chair from among its members; the Chair serves a term of one academic year, beginning July 1, and may serve more than one consecutive term. Responsibilities of the chair include: scheduling FSCC meetings, updating FSCC records and minutes including records of all proposals received and reviewed, facilitating voting, providing FSCC updates to Academic Faculty Senate, indicating the FSCC's decision or recommendation and moving proposals to the next stage of review as appropriate, and compiling a list at the end of each semester of all prerequisite and course proposals approved during that term and submitting it to the Division of Academic Affairs.

10.3.5.4. Each School and the Library are to have at least one representative on the FSCC; the representatives from the academic schools should be members of their school-level curriculum committee. The FSCC Chair serves as the representative from their unit. The Registrar is a non-voting member. The FSCC Chair may also invite other non-voting members to serve.

10.3.5.5. Proposals are approved or denied by a simple majority of voting members of the curriculum committee.

10.3.5.6. The Curriculum committee chair will receive a $1,000 stipend for the academic year and a three-credit fall release.

10.3.6. **Facilities and Campus Planning**

10.3.6.1. This committee ensures faculty input as land and building space is allocated, changed, or planned.

10.3.6.2. The Facilities and Campus Planning Committee shall send one representative to the following University committees: the Facilities Resource Committee and the Campus Safety Committee.

10.3.7. **Bylaws and Code**

10.3.7.1. This committee reviews the bylaws for the purpose of considering any additions and/or revisions that may be deemed necessary and advisable by members of the Academic Faculty Senate and FSEC.

10.3.7.2. The Parliamentarian shall serve as the chair of this committee.

10.3.8. **Strategic Planning**

10.3.8.1. This committee maintains the Academic Faculty Senate's strategic plan to assist the Senate in planning and accountability to the faculty and NSU's mission.

10.3.8.2. The Faculty Senate Executive Committee comprises the membership for this committee.

10.3.8.3. The Faculty Senate Chair shall serve as the Chair for this committee.

10.3.9. **Ad Hoc Committees**

10.3.9.1. Ad Hoc committees will be formed on an as-needed basis, as determined by a majority vote of the Academic Faculty Senate.

10.4. **Committee Business:** A matter within the jurisdiction of any committee must be submitted to that committee by the Senate Chair with the approval of FSEC.

Communication will occur with the appropriate committee chair. This does not preclude issues initiated by the committee in concurrence with the chair.

10.4.1. The Chair shall allow the committee a reasonable time in which to respond to matters so submitted and shall inform the Senate of the Chair's directions.

10.4.2. The timely recommendations of a committee upon any matter within its jurisdiction shall be accepted and implemented upon a vote of a majority of the voting senators present.

10.4.3. In the event a committee makes no recommendation upon any matter so submitted within a reasonable time, said matter may be suggested as an agenda item by any Senator following the procedure in Article 8.1.

10.5. **Committee Reports:** Senate standing and ad hoc committee chairs will present a report of their committee's activities to the Senate at least once a semester. All standing and ad hoc committee reports must be distributed as written reports on the Faculty Senate Canvas page to FSEC, who may bring them to the Senate as needed. FSEC shall determine the rotational schedule for the committee reports.

10.5.1. At the end of each semester, the chair of each Academic Faculty Senate Committee shall submit to the Senate Secretary the attendance record of each committee member. The committee chair should provide documentation detailing each participant's individual efforts for annual evaluation portfolios.

10.6. No provision contained herein shall be interpreted as restricting the Senate Chair, with the concurrence of FSEC, from forming Ad hoc committees, standing committees, or restricting a standing committee from forming subcommittees.

11. Article 11: Amendment of Bylaws

11.1. Amendment of these Bylaws may be accomplished in the following manner:

11.1.1. A proposed amendment must first be submitted to the Academic Faculty Senate Bylaws Committee.

11.1.2. The proposed amendment shall be circulated to all Senate members via the agenda seven (7) days prior to a properly called and constituted meeting of the Senate.

11.1.3. The proposed amendment shall be discussed in the Senate meeting.

11.1.4. If the proposed amendment is approved by a two-thirds majority vote of those present (as described in Article 9.4), the amendment will take effect in ten (10) working days.

11.2. Bylaws shall be reviewed for possible revision at least every two years.

12. Article 12: Suspension of the Bylaws

12.1. Suspension of any part of these Bylaws, except Articles 11 and 12, may be accomplished by the consent of two-thirds of the voting members present in a formal meeting.

CONTACTS

UNIT	CONTACT	PHONE	EMAIL
Faculty Senate	Chair		fsec@nevadastate.edu

RELATED INFORMATION

NSHE Code Title 2, Chapter 1, Section 1.4.7 - 1.4.8:
https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2/T2-CH01%20Organization%20and%20Administration%20of%20the%20NSHE.pdf

NSHE Handbook Title 4, Chapter 3, Section 2:
https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title4/T4-CH03%20Professional%20Staff.pdf

Robert's Rules of Order:
https://robertsrules.com/

NSU Website Address for this Policy
https://nevadastate.edu/policy/current/faculty-senate-bylaws/

NSU Bylaws Chapter 4
https://nevadastate.edu/policy/current/nevada-state-university-bylaws/

APPROVED BY ACADEMIC FACULTY SENATE ON MAY 5, 2026

HISTORY

- Originally approved June 17, 2008
- Revised May 12, 2023
- Revised May 16, 2024

APPROVED SIGNATURES PAGE

El Hachemi Bouali *6/30/2026*

Faculty Senate (Chair's Signature) | Date | Recommendation (check one)

	Denial	Approval	Approval w/ condition*
Recommendation		X	

Sandra Richtermeyer 8/28/26

Office of the President (President's Signature) | Date | Final Decision (check one)

	Denial*	Approval
Recommendation		X

*Attach rationale for denial or conditional approval