

# **Academic Faculty Bylaws**

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## **Article I - The Academic Faculty**

### **A. Responsibilities of the Academic Faculty**

1. The Academic Faculty shall be responsible for providing instruction in accordance with objectives defined by Colorado Revised Statutes, 1995, 23-41-105; and in accordance with provisions of the Faculty Handbook.
2. The Academic Faculty shall be responsible for the implementation of policies and procedures relevant to its primary task and for the making of recommendations to the administration concerning such policies and procedures.
3. The Academic Faculty shall establish academic standards and regulations, degree requirements and qualifications, shall approve curricular changes, and shall certify all degree candidates.

### **B. Membership of the Academic Faculty**

For the purposes of Academic Faculty governance the academic faculty shall include professors, associate professors, assistant professors, teaching professors, teaching associate professors, teaching assistant professors, research professors, research associate professors, research assistant professors, and faculty on transitional retirement, librarians, associate librarians and assistant librarians. In addition, members of the Administration who hold academic rank shall be considered academic faculty. Upon written request to and approved by the Faculty Senate, emeritus, adjunct and visiting professors (all ranks) may be granted voting status.

### **C. Officers of the Academic Faculty**

1. The Presiding Officer of the Academic Faculty shall be the President of the Faculty Senate, except at the first and last Academic Faculty meetings of each academic year. At those meetings the Provost or Provost's Designee shall preside.
2. The Secretary of the Academic Faculty shall be the Secretary of the Faculty Senate.
3. There shall be a Recording Secretary of the Faculty Senate who need not be a member of the Academic Faculty.
4. The Grand Marshal of Academic Processions shall be the current Faculty Senate Distinguished Lecturer. The President of the Faculty Senate shall lead the Academic Faculty in all academic processions.

### **D. Method of Operation of the Academic Faculty**

1. Delegation of Authority: The Academic Faculty shall delegate its authority, as described in the Academic Faculty Bylaws, to the Faculty Senate, except for substantive amendments to Articles I and II a b, c, d, e of the bylaws. (Editorial changes and changes of titles, e.g. Executive Vice President for Academic Affairs to Provost, are not to be considered substantive changes.)

2. Meetings: The Academic Faculty shall meet at least once each semester. Other meetings of the Academic Faculty shall be held on call of the Faculty Senate, the President of the Faculty Senate, the Provost or according to the provisions of Article III.
3. Agenda: The agenda for meetings of the Academic Faculty shall be jointly determined by the President of the Faculty Senate and the Provost or Provost's designee.
4. Quorum: At meetings of the Academic Faculty a quorum shall consist of a majority of the Academic Faculty not on leave.
5. Parliamentary Authority: The Academic Faculty shall be governed by the most recent edition of *Robert's Rules of Order* in all cases in which it does not conflict with the bylaws or special rules of the day.
6. Minutes: The Academic Faculty shall keep minutes of its meetings. The minutes shall be signed by the presiding officer and the Secretary of the Academic Faculty and kept on file in the Arthur Lakes Library.
7. Suspension of Bylaws: A bylaw may be suspended for a given meeting by a vote of two-thirds of the members present, a quorum at the meeting being required.
8. Amending the Bylaws: After written notice of at least one week, the bylaws may be amended by a vote of two-thirds of the Academic Faculty present at a meeting of the Academic Faculty, a quorum being present, or by two-thirds of the ballots cast by the Academic Faculty.
9. Voting: Balloting may be conducted by mail, electronically or other forms approved by the Faculty Senate. However, balloting can be conducted only during the academic year. All Academic Faculty must be notified at least a week in advance of balloting. When voting is conducted via mail or electronically, all Academic Faculty will be allowed a minimum of two weeks to cast their ballots.

## **Article II - The Faculty Senate**

### **A. Responsibilities of the Faculty Senate**

1. The Faculty Senate (hereafter referred to as the Senate) shall promote shared governance through cooperation and understanding among the various constituencies that comprise the School by: providing a forum for the Academic Faculty to express its concerns to the Administration and the Board of Trustees; encouraging the involvement of the Academic Faculty in the overall operation of the School; and fostering and maintaining a stimulating atmosphere for teaching, scholarship and service.
2. The Senate shall create and maintain an archival record of the minutes of all meetings of the Senate, official correspondence and policies of the Senate and other official documents designated by the Senate or the President of the Faculty Senate.
3. The Senate shall formulate, debate and adopt recommendations, establish policies, and communicate the results of its deliberations to the Academic Faculty, the students, the Administration and/or the Board of Trustees as appropriate.
4. The Senate shall represent the interests of the Academic Faculty in discussions and decisions regarding academic issues, enrollment and financial exigencies, degree/program discontinuance, and faculty welfare.
5. The Senate shall approve the appointments of all persons who represent the Academic Faculty on institutional committees and councils.

### **B. Membership of the Faculty Senate**

1. The Senate shall consist of thirteen members.
2. At least eight Senators must be tenured members of the Academic Faculty who are: full professors with a minimum of five years of experience as a member of an academic faculty, at least two years of which must be at CSM; or tenured associate professors with at least ten years at CSM. Members who meet these requirements shall be referred to as Senior Senators.
3. At least three Senators must be members of the Academic Faculty who do not meet the requirements to be Senior Senators, but have at least two years of experience as a member of an academic faculty. Members who meet these requirements shall be referred to as Senators.
4. Any remaining seats may be filled by either Senior Senators or Senators.
5. Senators shall serve three-year staggered terms.
6. If a Senator, while a member of the Senate, becomes qualified as a Senior Senator through promotion or other reason, that person shall attain Senior Senator status at the start of the next academic year.

7. No Senator may hold an administrative appointment at the level of department head or division director or above.

8. No more than two Senators shall be from the same academic department, division, or locus of appointment. Persons holding joint appointments shall be considered to be members of all departments/divisions in which they hold appointments.

#### C. Officers of the Faculty Senate

1. The President of the Senate shall be a Senior Senator, with at least one year of service on the Senate, and may serve no more than thirty-six consecutive months as President. The President of the Senate shall be elected by the Academic Faculty from the candidates nominated by the Senate near the end of the academic year preceding the President's term.
2. The Chair of the Executive Committee of the Senate shall be the President of the Senate. The Executive Committee will consist of the President of the Senate, two or more additional Senators as the Senate President sees fit, to be elected for one-year terms by the Faculty Senate at its first meeting of each academic year.
3. The Secretary of the Senate shall be elected by the Senate from its membership at its first meeting of the academic year and shall serve a one-year term.
4. The Recording Secretary of the Senate shall be appointed by the President of the Senate for a one year term and need not be a Senator or member of the Academic Faculty.
5. The President of the Senate shall appoint a member of the Senate to serve as the Parliamentarian.

#### D. Method of Operation of the Faculty Senate

1. The Senate shall meet in open session at 2:00PM on the second and fourth Tuesday of each month during the academic year except when they fall during regularly scheduled vacation or break periods. Special meetings of the Senate may be called at other times by the President of the Senate or a majority of the Senate with a twenty-four hour written notice.
2. At the discretion of the President of the Faculty Senate, the Senate or its Executive Committee may meet in executive session to discuss legal or personnel matters.
3. The President of the Senate shall preside at all meetings of the Senate and its Executive Committee. In the absence of the President of the Senate, the Senior Senator from the Executive Committee shall preside. In the absence of the Senior Senator, a Senator from the Executive Committee shall preside. In the absence of a Senator from the Executive Committee, a designee of the Senate President may preside.
4. A quorum is required for the conduct of business by the Senate. A quorum is defined to be a majority of the members of the Senate.

5. The most recent edition of *Robert's Rules of Order* shall be the parliamentary authority on all applicable issues except where they may conflict with the bylaws or special rules or special rules of order of the Academic Faculty.
6. The Senate shall keep regular minutes of its meetings. The minutes shall be signed by the President and Secretary of the Faculty Senate and shall be kept on file and archived on the Senate website.
7. The Senate shall communicate to the faculty how recommendations of the Senate are acted upon by the Colorado School of Mines Administration and the Board of Trustees.
8. The Senate shall be authorized to create and dissolve standing and ad-hoc committees as required to carry out its responsibilities and fulfill its objectives. The function and membership of the Standing Committees of the Senate may be modified by a simple majority vote of the Faculty Senate.

#### E. Election Procedures for the Faculty Senate

1. Those eligible may run for open Senate seats via submission of a letter of intent to the Chair of the Leadership Nominating Committee. The letter of intent must indicate willingness to serve on the Senate and specify the nominee's home departments/divisions; it must be received no later than one week prior to the date established by the Senate for balloting.
2. Balloting for Senators shall be conducted near the end of the spring term on a date determined by the Senate. The ballot shall indicate those nominees eligible to serve as Senior Senators and specify the minimum number of Senior Senators and Senators to be elected. These numbers depend on the regular rotation and resignations. The ballot shall indicate the locus of appointment of each nominee. The voter may select as many nominees in either category as there are available seats. Ballots violating these requirements will not be counted.
3. Open Senior Senator and Senator seats will be filled by those nominees from the respective lists who receive the most votes. Unrestricted seats will then be filled by those from either list receiving the next most votes. Among the nominees receiving enough votes to exceed the limit of two Senators from a given department, division or locus of appointment, those receiving the fewer votes will be disqualified. Partial terms in any category will be filled by those elected by the smallest plurality.
4. Newly elected Senators will meet with current Senators near the end of the spring term to nominate candidates for President from the ranks of the eligible Senior Senators. The Senate will conduct a Presidential election before the end of the spring term. The person receiving the most votes is elected. In the event of a tie, a re-election among the tied candidates will be held immediately.
5. For all uncontested elections, the Senate may approve positions by acclamation.
6. Vacated seats will remain vacant until the next regularly scheduled election unless the vacancy will exceed three months. In that case, a replacement, who must meet eligibility requirements of the seat to be filled, nominated by the Executive Committee and approved

by a majority of the Senate, will serve the remainder of the three-year term. Those who complete a partial term of two years or less are eligible for re-election.

7. Newly elected Senators and the President of the Senate shall assume their seats at the first meeting of the Academic Faculty in the next academic year.
8. Any vacancy in the position of the Faculty Member of the Board of Trustees will be filled under the supervision of the Senate. The process will begin with an announcement of a special election, typically two months before an impending vacancy. Eligible faculty must indicate their willingness to serve by submitting a letter to the Chair of the Leadership Nominating Committee a least one week before the announced election date. The Senate will oversee balloting. By State statute, two-thirds of the eligible faculty must vote. In the event of a tie, a re-election among the tied candidates will be held immediately.

F. Standing Committees and Councils of the Senate and Faculty Representatives (See the Appendices for the method of operation and membership of each committee.)

1. Academic Standards and Faculty Affairs Committee
2. Leadership Nominating Committee
3. Faculty Oversight Committee on Sports and Athletics
4. Executive Committee of the Senate
5. Graduate Council
6. Research Council
7. Undergraduate Council
8. Readmissions Committee
9. Faculty Representative to PERA
10. Representative to the Colorado Faculty Advisory Council
11. Faculty Athletic Representative

G. Other Committees

1. Senate Distinguished Lecturer Recommendation Committee

## **Article III Initiative and Referendum**

### **A. Formal Faculty Initiatives to the Senate**

Any member of the Academic Faculty may propose an action to the Senate. If the Senate rejects the proposed action, the provisions of Article III.B may be invoked. If the Senate fails to act within its next three meetings following the receipt of the proposal by the Senate, the inaction by the Senate shall be deemed to be a rejection.

### **B. Referendum (of Senate action to Academic Faculty)**

An action of the Senate may be challenged by any member of the Academic Faculty. The challenge must be presented to the President of the Senate within one month of that decision's being made, include a written statement of the reasons for the challenge and be signed by at least twenty members of the Academic Faculty.

The President of the Senate must call a meeting of the Academic Faculty within two weeks of receiving the challenge. The meeting to consider the challenge must be held within one month of the receipt of the challenge by the President of the Senate (exception - no meetings of the Academic Faculty shall be called during regularly scheduled vacation periods). A majority of the Academic Faculty must approve a reversal of the challenged action of the Faculty Senate.



## **Appendix**

### **A. Committees of the Faculty Senate**

#### **1. Academic Standards and Faculty Affairs Committee**

**MEMBERSHIP:** The committee shall be chaired by a member of the Senate who shall be appointed each academic year by the Senate.

**FUNCTION:** The committee will hear and decide student appeals on grades and respond to referrals from the Undergraduate Council regarding academic standards.

**METHOD OF OPERATION:** Following the procedure described in the Bulletin, a student may file an appeal to the Faculty Senate if previous efforts to address an issue with the instructor have not been successful. Upon receiving this appeal, the Chair of the committee will make an independent assessment of the appeal's merit. If the appeal is found to be without merit, the Chair can deny the grade appeal. If the appeal is found to have merit, the Chair will convene a committee including two additional members of the Academic Faculty to hear the appeal. The makeup of the committee will be approved by the Senate.

#### **2. Leadership Nomination Committee**

**MEMBERSHIP:** The committee shall be chaired by a member of the Senate who shall be appointed each academic year by the Senate. The Chair may recommend up to four members of the Academic Faculty, to be appointed by the Senate to serve one year terms.

**FUNCTION:** (1) To recommend to the Senate new committees and changes in of existing committees; (2) to review annually Senate committees and their membership and to recommend changes to the Senate; (3) to act as a nominating committee as directed by the President of the Senate; (4) to conduct elections as called for by these bylaws or by the Senate; and (5) to recommend to the Senate for nomination to the President of the School, faculty for membership on standing committees of the University.

**METHOD OF OPERATION:** The committee shall meet at the call of the Chair. By April 1 of each year, the committee shall obtain from the office of the Provost a current list of the academic faculty by rank. The committee shall poll the faculty in order to determine each person's interest in committee service. After considering the membership of each standing committee of the Senate and the University, the committee shall recommend to the Senate a list of nominees for committee membership. The list of committee nominees will be given to the Provost. In the case of potential legal conflict due to a committee appointment, the Senate and the Provost will work together to resolve the issue. A member of the committee may not participate in the administration of an election in which that person is a candidate.

#### **3. Faculty Oversight Committee on Sports and Athletics:**

The committee shall represent the faculty in providing academic oversight of intercollegiate athletics and other institutional sports programs in order to evaluate their contribution to the educational mission of the School and to the quality of student life. The committee shall report to the Senate and make recommendations when necessary.

**METHOD OF OPERATION:** The committee shall meet at least once each semester at the call of the Chair or on request of the Senate.

**MEMBERSHIP:** The Faculty Athletics Representative shall serve as Chair of the committee; five faculty members will be appointed by the Senate for staggered three-year terms; a Senator will be appointed by the Senate for a one-year term; the Vice President for Student Life and Dean of Students and the Director of Athletics shall serve in a non-voting *ex officio* capacity. Members, other than the Vice President and Director, shall not hold administrative or coaching positions in the Athletics Department or in institutional sports programs. Faculty appointees can serve no more than three years in any four-year period. The Committee shall recommend to the Faculty Senate as the Faculty Athletics Representative either a current member or a past faculty member of the Committee who has served a three-year term. The Faculty Athletics Representative will serve a three-year term and shall be eligible for reelection.

#### **4. Executive Committee of the Senate**

**MEMBERSHIP:** The President of the Senate is the Chair; additional members include one Senior Senator and one or more Senators, as provided for in Article II B.2,3 of the Faculty Bylaws.

**FUNCTION:** To serve as a channel of communication between the Senate and the administration.

**METHOD OF OPERATION:** The committee shall meet at the call of the Chair.

#### **5. Graduate Council**

**MEMBERSHIP:** A Senator appointed by the Senate for a renewable one-year term as Chair, and a representative from each of the degree granting departments or divisions and the following programs/entities: Materials Science, Geochemistry, Nuclear Science and Engineering, Hydrological Sciences and Engineering, Underground Construction and Tunneling, and the Library. Non-voting members include the Associate Provost, Director of SPACE, Director of Assessment, Registrar, Dean of Graduate Studies, Director of Graduate Recruiting and Admissions, and a representative from the Graduate Student Government (GSG). All representatives shall be elected by their respective departments, divisions, or programs and shall serve two-year terms. Representatives from Applied Mathematics and Statistics, Chemical and Biological Engineering, Electrical Engineering and Computer Science, Geology and Geological Engineering, Liberal Arts and International Studies, Metallurgical and Materials Engineering, Mining Engineering, and Underground Construction and Tunneling shall be elected in the spring of even-numbered years. Representatives from Chemistry and Geochemistry, Civil and Environmental Engineering, Economics and Business, Geochemistry, Geophysics, Hydrological Sciences and Engineering, Library, Materials Science, Mechanical Engineering, Nuclear Science and Engineering, Petroleum Engineering, and Physics shall be elected in the spring of odd-numbered years. Elections are to be held during the spring semester with terms of service to begin the following August.

**FUNCTION:** To make recommendations to the Senate on matters such as graduate student recruiting, teaching assistant allocation, procurement of computer and library resources, graduate student admission procedures, graduate student record keeping, thesis and dissertation formats, thesis and dissertation deadlines and other administrative matters, degree requirements, graduate curriculum, grading systems, thesis and dissertation standards, new and modified degree programs and minors, admission standards, and other academic matters. Other issues regarding post-baccalaureate education, including special programs, continuing education, the library, and the computing center are also within the purview of the Council.

**METHOD OF OPERATION:** The Council shall meet on the first Wednesday of each month during the regular academic year and at other times as needed. A quorum is required for the conduct of business by the Council. A quorum is defined to be a majority of the voting members of the Council. The Council shall consider issues suggested by its membership, the administration or the Senate; the Chair shall establish agendas based on these suggestions. Issues to be voted on must be presented at least one regularly scheduled meeting prior to the vote. Power to act on adjustments in curricula that involve individual graduate courses is delegated by the Senate to the Council. The Senate representative will communicate recommendations of the Graduate Council to the Senate for approval by the Senate. Recommendations to the Senate for approval will be presented to the Senate at least two weeks prior to a vote of the Senate. The Senate president will communicate final recommendations to the Dean of Graduate Studies and other parties as appropriate.

## **6. Research Council**

**MEMBERSHIP:** A Senator appointed by the Senate for a renewable one-year term as Chair, the Vice President for Research and Technology Transfer, and a representative from each of the degree granting departments or divisions and the following programs: Materials Science, Geochemistry, Nuclear Science and Engineering, Hydrological Sciences and Engineering, Underground Construction and Tunneling. Non-voting members include the Director for Environmental Health and Safety and representatives from Office of Research Administration, the Library, Graduate Student Government (GSG), and Undergraduate Student Government (USG). All voting representatives shall be elected by their respective departments, divisions, or programs and shall serve two-year terms. Representatives from Applied Mathematics and Statistics, Chemical and Biological Engineering, Electrical Engineering and Computer Science, Geology and Geological Engineering, Liberal Arts and International Studies, Metallurgical and Materials Engineering, Mining Engineering, and Underground Construction and Tunneling shall be elected in the spring of even-numbered years. Representatives from Chemistry and Geochemistry, Civil and Environmental Engineering, Economics and Business, Geochemistry, Geophysics, Hydrological Sciences and Engineering, Materials Science, Mechanical Engineering, Nuclear Science and Engineering, Petroleum Engineering, and Physics shall be elected in the spring of odd-numbered years. Elections are to be held during the spring semester with terms of service to begin the following August.

**FUNCTION:** To make recommendations to the Senate on matters including but not limited to scholarly research and related issues; research policies and procedures; incentives for faculty to pursue major institutional research initiatives; research implications in faculty hiring; periodic assessments of the research enterprise; rewards to incentivize research;

policies and procedures for invention disclosures, patents, licenses and other forms of technology transfer; the Research Funds Management Plan; and, the Research Strategic Plan administered by the Vice President for Research and Technology Transfer.

**METHOD OF OPERATION:** The Council shall meet at least once each month during the regular academic year and at other times as needed. A quorum is required for the conduct of business by the Council. A quorum is defined to be a majority of the voting members of the Council. The Council shall consider issues suggested by its membership, the Administration or the Senate; the Chair shall establish agendas based on these suggestions. Issues to be voted on must be presented at least one regularly scheduled meeting prior to the vote. Immediately following each meeting, the Senate representative will notify the Vice-President for Research and Technology Transfer of recommendations of the Research Council and will communicate them to the Senate for approval. The Senate President will communicate final action on those recommendations to the Vice President for Research and Technology Transfer and other parties as appropriate.

## **7. Undergraduate Council**

**MEMBERSHIP:** A Senator appointed by the Senate for a renewable one-year term as Chair, and a representative from each of the degree granting departments or divisions. Non-voting members include the Registrar, the Assessment Director, and representatives from the Library, EPICS, McBride Honors Program, Military Science, Athletics, and Undergraduate Student Government (USG). All representatives shall be elected by their respective departments, divisions, or programs and shall serve two-year terms. Representatives from Applied Mathematics and Statistics, Chemical and Biological Engineering, Electrical Engineering and Computer Science, Geology and Geological Engineering, Liberal Arts and International Studies, Metallurgical and Materials Engineering, and Mining Engineering shall be elected in the spring of even-numbered years. Representatives from Chemistry and Geochemistry, Civil and Environmental Engineering, Economics and Business, Geophysics, Mechanical Engineering, Petroleum Engineering, and Physics shall be elected in the spring of odd-numbered years. Elections are to be held during the spring semester with terms of service to begin the following August.

**FUNCTION:** To make recommendations to the Senate on matters such as exam scheduling, grading systems, instructional development and excellence, instructional support, and other administrative matters, new undergraduate majors, minors and degrees; modifications in the "core" curricula and in degree requirements; credit hour requirements; and other academic matters. Issues dealing with academic standards shall be referred to the Academic Standards and Faculty Affairs Committee.

**METHOD OF OPERATION:** The Council shall meet at least once each month during the regular academic year and at other times as needed. A quorum is required for the conduct of business by the Council. A quorum is defined to be a majority of the voting members of the Council. The Council shall consider issues suggested by its membership, the Administration or the Senate; the Chair shall establish agendas based on these suggestions. Issues to be voted on must be presented at least one regularly scheduled meeting prior to the vote. Power to act on adjustments in curricula that involve individual undergraduate courses (non-core) is delegated by the Senate to the Council. The Senate representative will communicate recommendations of the undergraduate council to the Senate for approval by

the Senate. Recommendations to the Senate for approval will be presented to the Senate at least two weeks prior to a vote of the Senate. The Senate president will communicate final recommendations to the Provost and other parties as appropriate.

## **8. Readmissions Committee**

**MEMBERSHIP:** Ten members of the Academic Faculty, one of whom must be a Senator, shall be appointed by the Senate. The senate representative shall serve a renewable one-year term and the remaining faculty representatives shall serve three-year terms. Three members shall be appointed each year, and these members shall be selected from among those of the faculty having a minimum of two years of service with the School.

**FUNCTION:** (1) To act for the Academic Faculty on applications for readmission from students who have been suspended for scholastic reasons; (2) consider appeals from students who have been suspended or dismissed for scholastic reasons; and (3) consider cases involving scholastic standing referred to it by the Vice President and Dean of Students.

**METHOD OF OPERATION:** The committee shall have six regularly scheduled meetings each year: one in the fall prior to the start of the first semester, one in the middle of the fall semester prior to fall break; one in the fall prior to the close of the first semester, one in the winter prior to the start of the second semester; one in the middle of the spring semester prior to spring break; and one in the spring prior to the close of the second semester. Special meetings may be called at other times by the chairs of the respective subcommittees. The committee shall be furnished complete academic records by the Registrar's Office of all students considered by it and may also call upon the Vice President and Dean of Students or any faculty member for information concerning any student.

## **9. Faculty Representative to PERA**

A representative and an alternate to the Public Employees Retirement Association are appointed by the Senate. A minimum of five years of service to the school is a requirement of this appointment. The appointment is for a four-year term, to be served with a two-year overlap of terms, wherein the alternate becomes the representative after two years. The duties of the Public Employees Retirement Association representative, or alternate, are to attend meetings of the Public Employees Retirement Association Board and to report actions of interest to the Senate. The Faculty Representative to the Public Employees Retirement Association shall serve *ex officio* on the Faculty Affairs Committee. The Senate shall appoint the faculty representatives.

## **10. Representative to the Colorado Faculty Advisory Council (CFAC)**

The CFAC representative shall be appointed by the Senate.

## **11. Faculty Athletics Representative**

The Faculty Athletics Representative shall be appointed by the Senate, as in 3 above. An individual so designated shall be a member of the faculty and shall not hold an administrative or coaching position in the athletics department or in other institutional

sports programs. The Faculty Athletics Representative shall be responsible for certifying student athlete eligibility for participation in intercollegiate athletics. The Faculty Athletics Representative shall be an *ex officio* member and Chair of the Faculty Oversight Committee on Sports and Athletics. Term is for three years without restriction as to reappointment.