Materials related to the June 10, 2010 Faculty Senate agenda. This document contains information pertaining to both a change in apportionment determination and proposed creation of a Cascades apportionment group.

**Faculty Senate Apportionment**

The Faculty Senate Bylaws describe the apportionment process as follows:

Sec. 1. Apportionment. The elected members of the Faculty Senate, exclusive of the Senate President and Senate President-Elect, shall be apportioned in the following manner:

Each College, the combined ROTC staff, off-campus Extension Faculty, Student Affairs, Associated Faculty, and Library are apportionment groups. The Executive Committee of the Faculty Senate shall determine each Fall the full-time-equivalent (FTE) of Faculty as defined in Article III, Section 1., above, in each College or unit and the total student credit hours (SCH) generated by each unit during the most recent academic year. The apportionment shall be allocated 75% according to FTE and 25% according to SCH, with the number of elected members of each apportionment group determined by the largest whole number below its calculated apportionment, and fractional apportionment allocated as described below. Each apportionment group shall have at least one elected member. Additional seats necessary to achieve a total elected membership of 132 shall be distributed by allocating one seat to the apportionment group with the greatest unassigned fractional apportionment and continuing until 132 seats have been allocated.

Official current University personnel statistics will be the basis for determining the FTE for each Faculty member and for determining whether a Faculty member holds academic rank in more than one apportionment group. Official university student credit hour reports for the most recent academic year will be the basis for determining the total SCH of each apportionment group.

Apportionment Groups are defined as: Each College, the combined ROTC staff, off-campus Extension faculty, Student Affairs, Associated Faculty, and Library. Associated Faculty are defined as those faculty whose affiliation is not with one of the other apportionment groups. Creation of additional apportionment groups requires a two-thirds vote of the members present at any regular Faculty Senate meeting and would become effective at the next subsequent annual apportionment.

If an apportionment group is eliminated due to merger or abolishment of a campus unit, the terms of office of the group's Senators would cease at the end of the current apportionment year.

If the FTE or SCH in an apportionment group declines to the extent that the total number of Senators to be allotted to that group in the next apportionment...
year will be less than the number of Senators scheduled to continue their terms of office into the new apportionment year, the reduction in number of Senators shall be dealt with through an election by members of the apportionment group. The terms of the elected Senators shall be in compliance with Sec. 5.

In the determination of representation of each apportionment group, all Faculty members who hold academic rank or FTE in one such group shall be included in that group, whether engaged in instructional, research, or extension work, with the apportionment determined accordingly. On-campus Extension Faculty shall be included with the college or other apportionment unit that is their academic home.

Each Fall, the Executive Committee of the Faculty Senate will request that Faculty with academic appointments in more than one apportionment group declare that group with which they wish to be associated for the purposes of apportionment and voting. These Faculty will have, with respect to these Bylaws, the same privileges as other members of the groups they select. Those Faculty members who do not respond to the annual request of the Executive Committee will be included in the apportionment group they most recently selected. Those Faculty who have never selected an apportionment group will be assigned to that apportionment group that has the greatest portion of their FTE.

In circumstances that either prohibit or greatly inhibit the ability of the Executive Committee to adequately determine an accurate apportionment, the Executive Committee may request from the Senate that the apportionment formula used in the immediately previous academic year be used for calculating representation for the current academic year. The request shall be brought to the Senate after written notification to the membership of the proposed action, and shall require a two-thirds vote by written ballot of the members present at a regular Faculty Senate meeting. After the current year under the special apportionment formula, the process for determining representation shall revert back to the regular process as stated above.

**Problems with the Current Apportionment Process**

The apportionment groups of the Faculty Senate do not correspond with the way Oregon State University compiles information on FTE or SCH. As a result, the institutional data on FTE and SCH must be re-evaluated each year by the Special Assistant to the Faculty Senate President (Vickie Nunnemaker), a chore that takes about two person weeks. An examination of the results of this process with regard to SCH by the Bylaws Committee also revealed this process leads to errors in determining the SCH of each unit. In Figure 1, we show a typical result where we compare the SCH data compiled by the Faculty Senate (FS) process for the College of Science and what we believe is a more correct evaluation of the data from the Institutional Research (IR) group.
Figure 1. A comparison of the SCH estimates for the College of Science for 2000-2008 using the Institutional Research database (IR) and the Faculty Senate database (FS).

Proposed New Apportionment Process

The most tedious and possibly inaccurate part of the apportionment process involves the reassignment of SCH from the units reported by Institutional Research to the Faculty Senate apportionment groups. The Bylaws Committee has evaluated the relationship of FTE and SCH for each apportionment group for the four years 2005-2008 and has developed a factor for FTE that reproduces the apportionment data for these years. **We propose that this factor be used to determine the apportionment of the Senate each year.** The Faculty Senate Office will still have to determine the FTE per apportionment group, but the most time consuming and inaccurate part of the procedure (the determination of the SCH per unit) will be eliminated. **We propose the factors be re-evaluated at the conclusion of any University reorganization process, or upon creation or abolishment of apportionment groups, and then every five years thereafter.** How this method would have worked in 2005-2008 is shown in Table 1.

The proposed change in calculation method has an obvious weakness. The historical data used to establish the factors may contain errors, although we believe it to be correct on the average. To remove these errors would require recalculating the Senate apportionment for the past four years, an effort that would require 8 person weeks of effort. Frankly we all have better things to do with our time. The method proposed here will not remove errors in the process but will require a significantly lower effort to determine the apportionment.
Proposed Change in Bylaws to Accommodate the Revised Calculation Method

Official current University personnel statistics will be the basis for determining the FTE for each Faculty member and for determining whether a Faculty member holds academic rank in more than one apportionment group. Official university student credit hour reports for the most recent academic year will be the basis for determining the total SCH of each apportionment group. To simplify the calculation of the apportionment, factors relating FTE to the number of Senators in each apportionment unit will be determined by examining the 2005-2008 academic years. These factors will be used for estimating the number of Senators per apportionment group in future years. These factors will be revised at the completion of any University reorganization process, or upon creation or abolishment of apportionment groups, and every five years thereafter.
Requested Creation of a Cascades Apportionment Group

The faculty at the OSU-Cascades campus has requested of the Faculty Senate independent representation through the creation of a Cascades apportionment group.

As stated in the Faculty Senate Bylaws, Apportionment Groups are defined as: Each College, the combined ROTC staff, off-campus Extension faculty, Student Affairs, Associated Faculty, and Library. Associated Faculty are defined as those faculty whose affiliation is not with one of the other apportionment groups. **Creation of additional apportionment groups requires a two-thirds vote of the members present at any regular Faculty Senate meeting and would become effective at the next subsequent annual apportionment.**

In the determination of representation of each apportionment group, all Faculty members who hold academic rank or FTE in one such group shall be included in that group, whether engaged in instructional, research, or extension work, with the apportionment determined accordingly. On-campus Extension Faculty shall be included with the college or other apportionment unit that is their academic home. **If the Faculty Senate approves the request from OSU-Cascades of the establishment of a Cascades apportionment group, all Faculty members at OSU-Cascades will no longer be eligible to represent their current apportionment group as representative Senators.**

The Bylaws and Nominations Committee is recommending acceptance of the OSU-Cascade’s request and the request is endorsed by the Faculty Senate Executive Committee and Becky Johnson, Vice President for OSU-Cascades Campus.

This request is not without precedence and is similar to the previous request by the off-campus Extension Faculty and approved by the Faculty Senate.

Approval of Proposed Bylaws Amendments

All of the proposed Bylaws revisions will be presented, discussed, and voted on at the June 10, 2010 Faculty Senate meeting; Bylaws amendments require a two-thirds vote by written ballot of the members present.

This document outlines two groups of proposed Bylaws revisions – apportionment determination and creation of a Cascades apportionment group; the other two groups of revisions pertain to absenteeism/vacancies and housekeeping updates. These groupings are shown at the top of page 1 in the attached proposed Bylaws revisions document and each grouping is indicated by a specific color.