

Faculty Senate (Constitution and Bylaws)

Function

- A. The Faculty Senate serves as a forum for the concerns and interest of the University faculty community. Its officers communicate directly with the Vice President of Academic Affairs of the University. The Faculty Senate shall address all areas related to the welfare of the faculty, including but not limited to: working conditions, faculty compensation and development, faculty evaluations and grievances, and shared governance.
- B. Upon request or upon its own initiative the Faculty Senate recommends to the faculty policies and procedures pertaining to the faculty and the enhancement of the educational environment of the University; recommendations from the Senate require discussion and approval of the faculty prior to transmittal to the Vice President of Academic Affairs for consideration.

Membership

- A. The Faculty Senate is an elected body of faculty representatives: one (1) elected from each academic department of each school/college and three (3) or four (4) at-large members to ensure an uneven number of representatives.
- B. Only full-time instructional faculty, including chairs of academic departments, as designated by contract or letter-of-appointment, are eligible for election to the Faculty Senate. Administrators with the rank of Dean or higher are not eligible to participate in the formal business of the Faculty Senate. Staff members who may on occasion conduct courses are not to be considered full-time instructional faculty.
- C. The following procedures shall affect the election of Senators for regular terms of office:
1. Before the end of each academic year, the Chair of the Faculty Senate shall contact the departmental chairs regarding the election of departmental representatives to the Faculty Senate for the following year. Departments shall elect, by vote of their full-time members, one representative to the Senate. The Chair will also call for nominations for at-large positions.
 2. A ballot with the names of all nominees will be circulated to all full-time faculty members to elect the required number of at-large positions. Those nominees receiving a plurality of votes will be elected to the at-large positions.
- D. The regular term of office for a Senate position is one year.
- E. When a Senate position becomes vacant prior to the fulfillment of a regular term. The department shall elect a replacement for departmental representatives, or by the Faculty Senate to fill at-large positions, at the earliest opportunity; that person elected to fill the vacancy shall serve the remainder of the regular term.

Officers, Meetings, and Reports

- A. Each year, at the first meeting of the full Faculty Senate, members shall elect, by majority votes, a Chair, a Vice-Chair, and a Secretary-Treasurer.
1. The Chair shall preside over the meetings of the Faculty Senate and perform other duties as specified in this document.
 2. The Vice Chair shall assume the duties of the Chair whenever the Chair is unable to serve.
 3. The Secretary-Treasurer shall take minutes of the meetings, keep account of the finances of the organization, retain the permanent records of the Faculty Senate, and pass those records to his or her successor.
- B. The Faculty Senate shall hold regular meetings before each general faculty meeting of the academic year, and confer regularly via email.
1. The Chair shall call special meetings at his or her discretion or upon the written request of five (5) faculty members.
 2. A quorum of the Faculty Senate shall consist of a majority of its members.
 3. General meeting of the Faculty Senate shall be open to all full-time instructional faculty, minutes of these meetings will be available to members of the faculty upon request. With a $\frac{3}{4}$ vote, the Faculty Senate may declare a session closed; minutes of these sessions will also be closed.
 4. Any faculty member may present to the Faculty Senate, in person or in writing, any matter that, in his or her judgment, merits consideration of this body.
 5. Any member of the University community, with permission of the Chair of the Senate, may present to the Faculty Senate in person or in writing any matter that in his or her judgment, merits consideration of this body.
- C. The Chair of the Faculty Senate shall report to the faculty at its regular meetings. Copies of these reports shall be entered in the minutes of faculty meetings and filed in the permanent records of the Faculty Senate.

Standing Committees

All standing Faculty Senate Committees are elected annually by the Senate; each considers matters within its purview, referred to it by the Senate or of its own volition, and makes recommendations to the Senate or to other appropriate office as detailed below:

- A. Executive Committee: includes the Chair, the Vice-Chair, the Secretary-Treasurer, and one (1) other Senator; serves as Committee on Committees, preparing and presenting nominations for the remaining Senate Committees and University committees with elected faculty representation; and prepares an agenda for Senate meetings.
- B. Faculty-Staff Policy Manual and Senate Bylaws Committee: annually reviews the Faculty-Staff Policy Manual toward recommending specific improvements, substantive and editorial, to the VPAA; studies and, when appropriate, makes recommendations concerning Senate bylaws and proposed amendments thereto.

Parliamentary Procedure

In the absence of any special rules of order that the Senate may adopt, Robert's Rules of Order shall govern the conduct of meetings of the Faculty Senate and its committees.