

- B. To define clearly the responsibilities delegated to each constituent group.
- C. To assure the active participation of faculty members in committee assignments.
- D. To provide for and facilitate effective communication among interested groups in the immediate and ever-widening University community.
- E. To give full recognition to the Chancellor of the University who has the ultimate authority and responsibility for administrative action according to the policies of this document.

### **ARTICLE III**

#### **ORGANIZATION**

The name of this organization shall be the Faculty Senate of North Carolina Agricultural and Technical State University.

### **ARTICLE IV**

#### **FACULTY SENATE**

##### **GOVERNANCE**

The Faculty Senate shall be the main body of faculty governance of North Carolina Agricultural and Technical State University.

##### **PURPOSES**

The purposes of the Faculty Senate are:

- A. To be the legislative body of the faculty.
- B. To recommend requirements for admission, courses of study/curricula and requirements for undergraduate and graduate degrees.
- C. To recommend academic policies that impact respective educational programs of study.
- D. To recommend and/or endorse the establishment or discontinuance of undergraduate and/or graduate degree programs.

- E. To recommend faculty to serve on University-wide committees.
- F. To nominate and elect faculty to serve on (1) the Faculty Grievance Committees, (2) the Hearing and Reconsideration Committee, (3) the Faculty Reappointments, Promotions, and Tenure Committee for the Library, School of Nursing, and other Programs, and to serve as (4) delegates to the University of North Carolina Faculty Assembly.
- G. To recommend education programs designed for service to the immediate and ever-widening community.
- H. To recommend short-term and long-term planning for the academic growth and development of the University.
- I. To recommend changes to the faculty handbook and maintain the faculty handbook.

## **MEMBERSHIP**

Each academic department, The School of Graduate Studies, and the library shall elect one Senator and one Alternate to the Faculty Senate. The Chancellor and the Provost/Vice Chancellor for Academic Affairs are ex officio members.

- A. Each Senator and Alternate is elected for a three-year term. A Senator may serve a maximum of two consecutive terms. A Senator who has served two consecutive terms may seek election again after sitting out at least one term. The Alternate does not automatically elevate to the status of Senator if the Senator is not re-elected or is ineligible to serve another term.
- B. Only Senators and Alternates make motions and vote.
- C. Election of the Senator and Alternate should occur during the month of March. The names of these elected representatives should be forwarded to the Faculty Senate President and Secretary not later than the third Tuesday in April. Newly elected Senators and Alternates shall commence their terms at the beginning of the following academic year.
- D. Only full time faculty who are at least in their second year at North Carolina Agricultural and Technical State University may be elected as a Senator or Alternate.
- E. Individuals with administrative appointments (including Department Chairpersons, Directors, Assistant/Associate Deans, and Deans) are ineligible to serve as Senators or Alternates.

## **RESPONSIBILITIES OF SENATORS**

- A. Each Senator is expected to attend all regular and call meetings of the Faculty Senate.
- B. In the event the Senator is unable to attend a meeting, the Alternate should be notified by the Senator and attend the meeting.
- C. Senators and Alternates are to represent and report the interests and concerns of their departmental faculty.
- D. Senators should report the business of the Senate to their respective departments.
- E. Each Senator must serve on at least one (1) standing committee of the Faculty Senate.

## **OFFICERS**

The officers of the Faculty Senate shall be the President, Vice President, Secretary, and such other officers as deemed necessary.

- A. The officers shall be elected from the elected membership of the Faculty Senate at the last meeting of each year and shall assume responsibility as newly elected officers at the beginning of the following academic year.
- B. The officers shall serve an initial one year term and may be re-elected for an additional one year term.
- C. Elected officers may serve two consecutive terms.

## **DUTIES OF THE OFFICERS**

- A. The duties of the President shall be as follows;
  - 1) To preside at all meetings of the Faculty Senate and the Executive Committee of the Faculty Senate.
  - 2) To appoint standing committees and other committees as necessary; to attend Board of Trustees meetings; and to execute other duties incumbent with that office.
- B. The duties of the Vice President shall be as follows:

- 1) In absence of the President, the Vice President acts in the official capacity of the President and performs all the duties of that office.
- C. The duties of the Secretary shall be as follows:
- 1) To record Minutes of all Faculty Senate meetings and prepare copies of the Minutes for distribution to the members of the Faculty Senate.
  - 2) To notify all Senators of meetings.
  - 3) To record Minutes of the Executive Committee meetings.

### **MEETINGS – QUORUM – VOTING**

There shall be a regular meeting of this organization once during each month of the academic year. The Faculty Senate may not meet during the months of December and May.

- A. Special meetings may be called by the President or at the written request of one-third of the Faculty Senate membership.
- B. A special meeting shall be called by a written notice or by telephone in cases of an urgent nature.
- C. A quorum for conduct of Business in the Senate shall consist of a majority of the academic departments represented in the Faculty Senate.
- D. Robert's Rules of Order, Newly Revised, shall be observed in the conduct of business.
- E. Absentee and proxy voting are not permitted.
- F. Disposition of motions shall be determined by majority vote of the members present.
- G. Copies of minutes and action taken by the Faculty Senate shall be deposited in the Office of the Provost and Vice Chancellor for Academic Affairs, and the Reserves Section of the Library.

### **STANDING COMMITTEES**

The Standing Committees of the Faculty Senate shall be the Constitution Committee, Education Policy Committee, Faculty Welfare Committee, Nominating Committee, and the Committee on New Programs and Curricula. All of the standing committees present reports and recommend their committee actions to the Senate for approval. The duties of the standing committees are as follows:

- A. Constitution Committee** - This committee shall review periodically the Constitution and make recommendations for necessary changes.
- B. Education Policy Committee** - This committee shall study and recommend new policies or changes in existing policies relating to the academic programs of the University.
- C. Faculty Welfare Committee** - This committee shall be concerned with matters pertaining to employment, appointments, tenure, benefits, and professional development.
- D. Nominating Committee** - This committee shall consist of one member of the Faculty Senate from each of the colleges/schools and the library. This committee should submit a slate of nominations in April for Senate officers, faculty grievance committee members (Grievance and Hearing and Consideration) school/college representatives, and Faculty Assembly delegates. In conjunction with the Executive Committee of the Senate, the Nominating Committee should identify faculty to be named to various University-wide committees to be appointed by the Chancellor, Provost, or a Vice Chancellor.
- E. Committee on New Programs and Curricula** - This committee shall review, analyze and approve all proposed curricular changes and new programs recommended by academic departments or other representative individuals or groups. The Senators from the School of Graduate Studies and the Library shall serve on the New Programs and Curricula Committee. Additionally, a representative from the Teacher Education Council will serve as an ex officio member of the committee.
- F. Academic Calendar Committee** – This committee shall review the Academic Calendar each year to ascertain accuracy and fairness before the Calendar is officially printed. Its operations will be in accordance with The Code of the Board of Governors of the University of North Carolina (Section 400.1.6) which defined the number of class days per semester and reports the date for approved calendar submission – namely, October 15 for the following academic year.
- G. Faculty Handbook Committee** – This committee shall review the University Faculty Handbook annually and/or deliberate on issues pertaining to the Faculty Handbook as directed by the Senate, and make recommendations to the Senate for approval of any changes deemed necessary to the Faculty Handbook. It is the responsibility of this committee to update the Faculty Handbook with changes approved by the Senate.

## **COMMITTEE APPOINTMENTS – HEARING AND RECONSIDERATION AND GRIEVANCE**

Faculty appointed to the Hearing and Reconsideration Committee and the Grievance Committee have a duty to provide input at committee meetings that reflects the interest of the faculty. The (faculty) committee member should submit and/or present a written report to the Faculty Senate. Information should be presented in a timely manner.

## **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice President, Secretary, and Chairpersons of each Standing Committee. It shall be the duty of the President of the Faculty Senate to convene meetings of the Executive Committee, as necessary, to handle matters where it would not be expedient or possible to call a meeting of the Faculty Senate. It shall be the power and duty of the Executive Committee to act on behalf of the Faculty Senate when the Senate is not in session.

## **METHODS OF SUBMITTING BUSINESS MATTERS TO THE FACULTY SENATE FOR CONSIDERATION**

Business matters may be brought before the Faculty Senate by academic departments, committees, elected representatives of the Senate, school/college faculty, or administrators.