

**FACULTY HANDBOOK**  
**UNIVERSITY POLICY**  
**CHAPTER IV**  
**CONSTITUTION OF THE FACULTY SENATE**

Formatted: Centered

**4.3 ARTICLE III - ORGANIZATION**

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

**4.4 ARTICLE IV - FACULTY SENATE**

**4.4.1 Governance**

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

**4.4.2 Purposes**

- 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, including instructional standards and grading criteria.
- 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: (1) on the Faculty Grievance Committee; (2) on the Faculty Hearing and Reconsideration Committee; (3) on the Faculty Reappointments, Promotions, and Tenure Committee for the Library, School of Nursing, and other programs [see Section 5.1.4]; and to serve (4) as 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.

**4.4.3 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 ~~two-year~~ ~~three-year~~ term. A Senator may be ~~re-elected~~ ~~for~~ ~~maximum of two consecutive terms~~ ~~any number of times~~. 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 term 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.

#### 4.4.4 Responsibilities of Senators

A. Each Senator is expected to attend all regular and called 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.

#### 4.4.5 Officers

The officers of the Faculty Senate shall be the ~~president~~ ~~chair~~, vice ~~president~~ ~~chair~~, secretary, and such other officers as deemed necessary. ~~The Administrative Assistant may assist the secretary, if needed~~

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 ~~two~~-year term and may be re-elected for ~~an unlimited number~~ ~~of~~ ~~additional two-~~ ~~year~~ term. ~~Following the cessation of the second two year term, the officer is not eligible for re-election until after a full one term break in service.~~

~~C. The chair president and the vice president-chair shall be elected in different years. The secretary shall be elected in the same year as the vice chair/president.~~

#### 4.4.6 Duties of the Officers

F J 2/16/11 4:31 PM

Deleted: A Senator may serve a maximum of two consecutive terms.

F J 2/16/11 4:00 PM

Deleted: who has served two consecutive terms

F J 2/16/11 4:31 PM

Deleted: again after sitting out at least one term

F J 2/16/11 4:01 PM

Deleted: one

F J 2/16/11 4:01 PM

Deleted: an additional one year

F J 2/16/11 4:01 PM

Deleted: C. Elected officers may serve two (2) consecutive terms.

A. The duties of the chair\_President shall be as follows:

- (1) To preside at all meetings of the Faculty Senate and the Executive Committee of the Faculty Senate.
- (2) Except as to committees elected and/or recommended by the Faculty Senate, as set out in Section 4.4.2 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 ChairPresident shall be as follows:

- (1) In absence of the ChairPresident, the Vice President-Chair acts in the official capacity of the ChairPresident and performs all the duties of that office.
- (2) To complete the term of the President-Chair if the President-Chair is unable or unwilling to complete the two-  
year term. If the Vice ChairPresident should succeed the ChairPresident during a term in office,  
a new Vice- President-Chair shall be elected to compete the term of the Vice PresidentChair.

- (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 and distribute copies.

#### 4.4.7 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, including e-mail, 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 shall not be 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.

#### 4.4.8 Standing Committees

F J 2/16/11 4:28 PM

Deleted: that partial term shall not count against the limit of two ~~consecutive terms~~consecutive terms.

The Standing Committees of the Faculty Senate shall be the: Constitution Committee; Education Policy Committee; Faculty Welfare Committee; Nominating Committee; New Programs and Curricula Committee; Academic Calendar Committee; and Faculty Handbook Committee. 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, school/college representatives to serve as faculty grievance committee members (Grievance and Hearing and Reconsideration), 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. New Programs and Curricula Committee:** 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 defines 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 *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.

#### **4.4.9 Committee Appointments – Hearing and Reconsideration and Grievance**

Faculty appointed to the Faculty Hearing and Reconsideration Committee and the Faculty Grievance Committee have a duty to impartially consider the oral testimony and written evidence submitted at hearings. At committee meetings other than hearings, each committee may provide input that reflects the interest of the faculty. The (faculty) committee should submit and/or present a written report to the Faculty Senate of meetings other than hearings. Information should be presented in a timely manner.

#### **4.4.10 Executive Committee**

The Executive Committee shall consist of the [PresidentChair](#), Vice [PresidentChair](#), 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. A quorum shall be a majority of the members of this Committee (one more than half).

#### **4.4.11 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.