

FACULTY GOVERNANCE

FACULTY (Revised 11/28/00 changes in bold print)

Definition

The faculty of North Carolina A&T State University shall consist of all full-time persons holding the academic rank of professor, associate professor, assistant professor, instructor, or lecturer.

Faculty Governance

Definition

Faculty governance at North Carolina A&T State University means that the faculty participate in the governance of the university through the "faculty governance structure" defined below. This shared governance is exercised through the following modes.

Shared Responsibility for

- the quality of instruction and scholarship
- defining academic programs, establishing curricula, reviewing proposed new courses and curricula, including continuing education and certificate courses
- defining and revising faculty governance
- general (core) degree requirements for the university (individual departments may add specific requirements for their graduates)
- minimum admission standards (individual departments may add additional/higher standards)
- student grade evaluation
- determining which students have met academic standards and merit awarding of academic degrees
- awarding of academic credit
- awards, endowed chairs, and honorary degrees
- withdrawal, suspension, retention
- appointment, reappointment, promotion, tenure of faculty, within the limitations of the UNC *Code*, and post tenure review
- academic calendar

Delegated Responsibility for

- matters delegated by the chancellor or an authorized designee of the chancellor

In a Consultative Capacity for

- course scheduling
- salary increases
- academic workload
- academic leave
- allocation of faculty positions
- appointment of faculty
- appointment of administrators

- contracts and grants
- allocation and use of facilities
- design of new facilities
- parking and transportation
- academic computer use
- faculty benefit systems

The faculty is responsible, through the faculty governance structure, for defining the University's academic programs and determining which students have met the University's academic standards and merit the awarding of a degree. The faculty defines the academic program through faculty governance. Faculty governance affords individual faculty opportunities and responsibilities to influence the formulation and implementation of University policies. Participation, in faculty governance at the department, school/college and University levels, is one of the obligations and privileges of all faculty members. Thus participation in faculty governance is one of the services to the University recognized in evaluation for promotion, tenure and merit salary increases.

Faculty Governance Structure

Faculty governance takes place within the guidelines set out in the University *Code* which stipulate that the Chancellor is responsible for the campus and in turn is responsible to North Carolina A&T State University's Board of Trustees, the President and the Board of Governors of The University of North Carolina.

The General Faculty

The General Faculty is the organization of the faculty for faculty governance. It delegates its legislative functions to the Faculty Senate but has the right to review, modify or rescind any action of the Faculty Senate.

Membership

All faculty who are tenured, tenure-track or in at least their fifth year at NC A&T State University as an adjunct faculty member are members of the General Faculty. However, except for the chancellor, no administrator who holds faculty rank and is above the level of department chairperson may be a member of the General Faculty. Furthermore, no faculty member working on a terminal degree at this University may be a member of the General Faculty. The General Faculty has no ex officio members. Only members may introduce motions and/or vote.

President and other Officers

The President, Vice President and Secretary of the General Faculty shall be elected by the General Faculty. The elections shall be in the spring of even-numbered years. Only tenured faculty may stand for election as President or Vice President. The President and Vice President may serve a maximum of four consecutive terms. A President and/or Vice President who has served four consecutive terms may serve again, but only after sitting out at least one term. A Vice President, regardless of the number of terms he/she has served, may be elected President. The officers' terms shall begin in the fall semester following their spring election.

The President shall be a voting member of the Chancellor's cabinet, that is, the Chancellor's highest advisory/deliberative body. The Vice President shall be a voting member of the Chancellor's cabinet in the event that the President cannot attend.

The Chancellor will share within 30 days with the President those General Administration memoranda and policy statements that impact the academic program and/or faculty welfare.

Regular and Call Meetings

The General Faculty shall meet at least once in the spring of each academic year. At this meeting the General Faculty shall vote on the list of candidates for the awarding of degrees, including honorary degrees. In even-numbered years the General Faculty shall elect its officers at such a spring meeting. The President shall advise the faculty of a General Faculty meeting at least two weeks in advance. Notice of general faculty meetings shall include an agenda. Agenda items must be sufficiently elaborated that faculty are clear as to the nature of the matters that will be presented at the meeting.

The President shall call a meeting of the General Faculty upon receiving a petition requesting a call meeting and the petition has been signed by at least ten percent of the members of the General Faculty.

Conduct of Meetings

The President shall preside over the meetings of the General Faculty. In his/her absence, the meeting shall be presided over by the Vice President. Twenty-five percent of the General Faculty shall constitute a quorum. Only if at least a simple majority of the faculty is present at the meeting, may the General Faculty entertain a motion pertaining to a matter that was not on the agenda circulated to the faculty at least two weeks prior to the meeting.

The General Faculty shall conduct its business under Robert's Rules of Order, Newly Revised. Absentee and proxy voting are not permitted. If approved by a simple majority, the voting of General Faculty shall be by secret ballot.

While General Faculty meetings are open to everyone, only members may make motions and vote. The General Faculty may go into executive session (closed session) at any meeting by a majority vote of the members present and voting. Only members of the General Faculty may be present when the General Faculty is in executive session.

The Secretary shall take minutes of the meetings. Minutes shall be kept on file in the General Faculty office. Furthermore copies of the minutes shall be sent to the offices of the Chancellor and the Vice Chancellor for Academic Affairs.

Relationship between the General Faculty and the Faculty Senate

A motion of the General Faculty to refer any policy, resolution or other action of the Faculty Senate back to the Faculty Senate for reconsideration requires a simple majority of the members present and voting. A motion of the General Faculty to veto any policy, resolution or other action of the Faculty Senate requires two-thirds of the members present and voting.

Relationship between the General Faculty and the Chancellor

The Faculty Senate is expected to be the primary promulgator of faculty governance. A section below describes the relationship between the Faculty Senate and the Chancellor. When the General Faculty passes an action that is to become University policy, the relationship between the General Faculty and the Chancellor shall parallel that between the Faculty Senate and the Chancellor.

A General Faculty action not vetoed by the Chancellor within three weeks of receiving the minutes of the General Faculty meeting at which the action was approved becomes University policy. If the action requires approval of the Board of Trustees, then the action is endorsed if the Chancellor does not state a lack of support within three weeks of receiving the relevant General Faculty minutes.

A General Faculty action vetoed by the Chancellor requires written notification to the President. Such written notification should be within the three-week period of receiving the relevant General Faculty minutes. Similarly if the Chancellor decides to act in a manner contrary to a General Faculty action that has become policy, then the Chancellor shall notify the President in writing of said pending action. The written notice shall occur before the Chancellor acts. A veto or an action contrary to the General Faculty by the Chancellor may result in a call meeting of the General Faculty for the purpose of resolution.

Other Matters

The General Faculty shall be assigned a faculty research study in the library as an office. One purpose of this office is the storage of General Faculty documents. The General Faculty shall have budgetary support from the office of the Vice Chancellor for Academic Affairs to cover duplicating, phone, mail and other administrative costs.

Faculty Senate

The Faculty Senate is the legislative body through which the faculty considers and acts on university matters.

Membership

Each academic department and the library shall elect one senator to the Faculty Senate. Senators and alternates are elected for two-year terms. Except for the chancellor, the Faculty Senate has no ex officio members. While Faculty Senate meetings are open to everyone, only senators, or in their absence, their alternates, may make motions and vote.

In this paragraph, what is described as pertaining to departments, also applies to the library. It does not, however, apply to ROTC programs. Each department's tenured, tenure-track faculty and full-time adjunct faculty in at least their fifth year at NC A&T State University, in the spring of even-numbered years, shall elect its senator and alternate from among its tenured, tenure-track or adjunct faculty. Only tenured and tenure-track faculty who are in at least their second year at NC A&T State University may be elected senators or alternates. Only adjunct faculty who are in at least their fifth year at NC A&T State University may be elected senators or alternates. No faculty member with administrative duties of department chairperson or above may serve as a senator or an alternate.

The department shall hold its election no later than its March meeting. Prior to the Faculty Senate's April meeting, the department chairperson shall advise the Chairperson of the Faculty Senate, in writing, of the names of the department's senator and alternate. The newly elected senator shall represent the department at the Faculty Senate's April meeting.

In the event that the Chairperson, Vice Chairperson, Secretary, or chairperson of any of the Faculty Senate's standing committees is not re-elected to the Faculty Senate, nonetheless, those persons are expected to attend the April Faculty Senate meeting and to perform their normal duties. Only the newly elected department senator, however, has the right to vote.

A senator may serve a maximum of **two** consecutive terms. A senator who has served **two** consecutive terms may run again after sitting out at least one term. A currently-serving alternate may be elected senator, no matter how many terms he/she may have served consecutively as an alternate.

A senator who is unable to attend a Faculty Senate meeting has two responsibilities. One is to notify the Chairperson of the Faculty Senate of the reason for his/her absence. The other is to advise his/her alternate that the alternate should attend the meeting. An absence will be considered unexcused when a senator fails to notify the Chairperson of the reason for the absence within one week of the missed meeting and does not notify his/her alternate to attend. The Chairperson has the right to judge an excuse as unacceptable. In such an instance, the Chairperson shall notify the senator that the absence is considered an unexcused one. A senator may ask the Faculty Senate, by a simple majority vote, to reverse the Chairperson's judgement that an excuse is unacceptable.

If a senator has two consecutive unexcused absences, or accumulates a total of four excused and unexcused absences during his/her two-year term, then the chairperson of the Faculty Senate shall so notify the senator's department chairperson. The department faculty may then vote to make the alternate its senator, and elect a new alternate, or elect a new senator.

Chairperson and other Officers

In even-numbered years, the first order of business of the April meeting shall be the election of the Chairperson, Vice Chairperson, and Secretary of the Faculty Senate from among its membership. The Chairperson, Vice Chairperson and Secretary may serve consecutive terms. A senator who has served as Chairperson or Vice Chairperson or Secretary, upon returning to the Faculty Senate may stand for election for any office. The newly elected officers shall assume their positions at the following September meeting.

Each semester the Chairperson shall have a three-credit course reduction in his/her teaching load.

The Chairperson shall represent the faculty at official functions. The Chairperson shall be a voting member of the Chancellor's cabinet, that is, the Chancellor's highest advisory/deliberative body. The Vice Chairperson shall represent the faculty at official functions and/or be a voting member of the Chancellor's cabinet in the event that the Chairperson cannot attend.

The Chancellor will share within 30 days with the Chairperson those General Administration memoranda and policy statements that impact the academic program and/or faculty welfare.

In even-number years, at the September meeting, the Chairperson shall present a slate of nominations to chair the Faculty Senate's standing committees. The Chairperson, Vice Chairperson and Secretary shall draw up the slate. Senators may place other names in nomination. The Faculty Senate shall then elect the chairs of its standing committees.

Executive Committee

The Chairperson, Vice Chairperson, Secretary and chairs of the standing committees shall constitute the Executive Committee of the Faculty Senate. During the normal academic year, the Executive Committee of the Faculty Senate may act on behalf of the Faculty Senate when timely action is needed and it is not feasible to call a Faculty Senate meeting. In all such instances, at the next Faculty Senate meeting, the Chairperson shall report the action taken by the Executive Committee. The Faculty Senate may then endorse, modify or rescind the Executive Committee's action.

Meetings

The Faculty Senate shall meet monthly from September through April, excluding December. The Faculty Senate meetings will usually be scheduled for 3:00 PM on a Tuesday. The Chairperson may schedule a called meeting. The Chairperson shall call a meeting of the Faculty Senate upon receiving a petition for a called meeting that has been signed by at least ten senators. The Chairperson should give one week's written notice for meetings.

Conduct of Meetings

The Chairperson shall preside over the meetings of the Faculty Senate. In the Chairperson's absence, the meeting shall be presided over by the Vice Chairperson. A simple majority of the Faculty Senate shall constitute a quorum.

The Faculty Senate shall conduct its business under Robert's Rules of Order, Newly Revised. Absentee and proxy voting are not permitted. When a senator cannot attend a meeting, the alternate should be in attendance and voting. If approved by a simple majority of senators present and voting, the voting of Faculty Senate shall be by secret ballot.

While Faculty Senate meetings are open to everyone, only senators, or in their absence, their alternates, may make motions and vote. The Faculty Senate may go into closed session at any meeting by a majority vote of the senators present and voting. Only members may be present when the Faculty Senate is in closed session.

The Secretary shall take minutes of the meetings. Minutes shall be kept on file in the Faculty Senate office. The Faculty Senate shall also distribute its minutes to the faculty in written form and/or by posting them on the Faculty Senate web site. Minutes of the meetings shall also be sent to the Chancellor and the Vice Chancellor for Academic Affairs.

Faculty Senate Standing Committees

The Faculty Senate shall have five standing committees: Education Policy, New Programs and Curricula, Faculty Welfare, Faculty Handbook, and Nominations Committee. The Faculty Senate may create ad hoc committees and/or other standing committees.

1. Education Policy

This committee shall study and recommend changes in existing policies relating to the academic program of the University. Department requests for education policy changes shall come to this committee after having been reviewed by the department's curriculum committee, approved by the department, reviewed by the school/college's curriculum committee and approved by the school/college. Education policy changes approved by the Graduate Council shall come to this committee. The proposed academic calendar shall come to this committee.

2. New Programs and Curricula

This committee shall review and analyze all curricular changes and new programs recommended by academic departments. Department requests for new programs and curricular changes shall come to this committee after having been reviewed by the department's curriculum committee, approved by the department, reviewed by the school/college's curriculum committee and approved by the school/college. New programs and curricular changes approved by the Graduate Council shall come to this committee.

3. Faculty Welfare

This committee shall be concerned with matters pertaining to faculty welfare.

4. Faculty Handbook

This committee shall be responsible for ensuring that policy changes are reflected in the Faculty Handbook. Following the April Faculty Senate meeting, this committee shall compile an addendum to the Faculty Handbook. The annual addendum shall be distributed to the faculty in written form and/or by posting it on the Faculty Handbook web site.

The Faculty Handbook shall be revised every five years. This committee shall serve as the steering committee for that process.

5. Nominations on Committee

This committee shall make nominations to standing University committees such as the Committee on Faculty Grievances and the Committee on Hearing and Reconsideration.

The administration shall send to this committee nominations for membership on any appointed University committee that impacts the academic program or faculty welfare. The committee may nominate additional names and/or delete names. The committee will bring its recommendations to the Faculty Senate. When the committee has no recommendations, it will, for information purposes, make a report to the Faculty Senate of the newly-appointed University committee.

Relationship between Committees and the Faculty Senate

All standing committees recommendations shall be forwarded to the Faculty Senate for approval. Committee chairpersons should distribute recommendations to senators at least a week prior to the Faculty Senate meeting at which the recommendations will be discussed.

Relationship between Senators and their Departmental Colleagues

Senators are expected to seek input from their departmental colleagues on matters pending before the Faculty Senate. Senators are also expected to keep their departmental colleagues apprised of the actions of the Faculty Senate. Department chairpersons are encouraged to make a senate report a standing agenda item for their monthly departmental meetings.

Relationship between the Faculty Senate and the Chancellor

If the Chancellor does not veto a Faculty Senate action within three weeks of receiving the minutes of the Faculty Senate meeting at which the action was approved, then that action is approved and becomes University policy. If the action requires approval of the Board of Trustees, then the action is endorsed if the Chancellor does not state a lack of support within three weeks of receiving the relevant Faculty Senate minutes.

If the Chancellor vetoes a Faculty Senate action, the Chancellor shall so notify the Chairperson in writing. Such written notification should be within the three-week period of receiving the relevant Faculty Senate minutes. The Chancellor is expected to attend the next meeting of the Faculty Senate. At such a meeting the Chancellor and the Faculty Senate shall negotiate in good faith to reach consensus.

Similarly if the Chancellor decides that the Chancellor must act in a manner contrary to a Faculty Senate action that has become University policy, then the Chancellor shall notify the Chairperson in writing of said pending action. Ideally this written notification shall occur well before the Chancellor acts. The Chancellor is expected to attend the next Faculty Senate meeting. At such a meeting the Chancellor and the Faculty Senate shall negotiate in good faith to reach consensus.

In the event that the Chancellor vetoes an action taken at an April Faculty Senate meeting, and the Executive Committee determines that it is best not to wait until the September meeting, then the Chancellor is expected to meet with the Executive Committee. At such a meeting the Chancellor and the Executive Committee shall negotiate in good faith to reach consensus.

The Chancellor will share within 30 days with Chairperson those General Administration memoranda and policy statements that impact the academic program and/or faculty welfare.

Other Matters

The Faculty Senate shall be assigned a faculty research study in the library as an office. One purpose of this office is the storage of Faculty Senate documents. The Faculty Senate shall have budgetary support from the office of the Vice Chancellor for Academic Affairs to cover duplicating, phone, mail and other administrative costs. The Executive Committee shall submit an annual budget to the September meeting of the Faculty Senate. The approved budget will be forwarded to the office of the Vice Chancellor for Academic Affairs.

The Chancellor's Forum

The Chancellor's Forum is a meeting of the faculty and any administrators the Chancellor shall deem appropriate. The Chancellor's Forum is a meeting for purposes of information dissemination and discussion, but not legislation or the taking of action. The Chancellor shall call and preside

over meetings of the Chancellor's Forum. The Chancellor is expected to give two weeks prior notice to the faculty when calling a meeting of the Chancellor's Forum.

A New Standing University Committee

Academic Calendar Committee

This committee is responsible for initiating the academic calendar. The committee is expected to initiate and maintain a five year academic calendar. The committee membership shall consist of the chairperson of Faculty Senate's Education Policy Committee, three other senators, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs and the Registrar. The chairperson of Faculty Senate's Education Policy Committee shall convene and chair the committee. Once the committee approves a calendar, the chairperson shall take the calendar to the Education Policy Committee and then to the Faculty Senate for approval.