4.1 ARTICLE I - AUTHORITY

4.1.1 Faculty

The Faculty of North Carolina Agricultural and Technical State University, hereinafter designated as “the Faculty,” shall be governed by the rules set forth in this document entitled "Constitution of the Faculty Senate."

4.1.2 Chancellor

The Faculty recognizes and accepts that the authority and responsibility for the governance of North Carolina Agricultural and Technical State University by law are vested in the Chancellor, subject to policies established by the Board of Governors and the Board of Trustees, to the direction of the President, and to such authority as the Chancellor may define for faculties, councils, committees, and officers of North Carolina Agricultural and Technical State University.

4.2 ARTICLE II - PURPOSES

4.2.1 The Code of the Board of Governors of the University of North Carolina

Faculty governance takes place within the guidelines, set forth in The Code of the Board of Governors of The University of North Carolina, which stipulates that the Chancellor is
responsible for the campus and in turn is responsible to North Carolina Agricultural and Technical State University’s Board of Trustees, the President and the Board of Governors of the University of North Carolina. To the extent that any of these sections may be inconsistent with The Code, as it may be amended from time to time, said Code shall control.

4.2.2 Purposes of Faculty Governance

The Purposes of Faculty Governance are as follows:

A. To promote the conceptualization of University governance as a cooperative responsibility of administration, faculty, students, and other groups concerned with the growth and development of the University.

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.

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, 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 term. A Senator may be re-elected for a maximum of two consecutive terms. 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 Chair, Vice 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 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 and the Vice Chair shall be elected in different years. The Secretary shall be elected in the same year as the Vice Chair.

4.4.6 Duties of the Officers

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

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 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 Chair 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
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 Chair, Vice Chair, Secretary, and Chairpersons of each Standing Committee. It shall be the duty of the Chair 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.

Amendments approved by the Board of Trustees, Nov. 20, 2015