



# **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

FACULTY HANDBOOK

UNIVERSITY POLICY

## **CHAPTER IV**

### **CONSTITUTION OF THE FACULTY SENATE**

#### **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 constituents and stakeholders who are concerned with the growth and development of the University.
- B. To clearly define the responsibilities delegated to each constituent group.
- C. To assure the active participation of faculty members on committee assignments.
- D. To provide and facilitate effective communication among constituents and stakeholders within the 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 and represent faculty interests within and outside the University.

- B. To recommend and monitor program and department requirements pertinent to admission into academic programs, curricular and the awarding of undergraduate and graduate degrees.
- C. To recommend academic policies that impact educational programs of study, instructional standards and grading criteria.
- D. To recommend or endorse the implementation or modification of undergraduate and graduate degree programs.
- E. To recommend faculty to represent the University in the following committees:
  - Faculty Grievance Committee
  - Faculty Hearing and Reconsideration Committee
- F. To nominate and elect faculty to represent the University in the following committees:
  - The Faculty Assembly at the University of North Carolina General Administration
- G. To recommend academic programs designed to serve and benefit the students and the communities in which they live.
- H. To participate in and contribute to efforts that enhance the academic development, growth and profile of the University.
- I. To recommend changes to the Faculty Handbook and maintain the Faculty Handbook.

#### **4.4.3 Membership**

Each academic department, including the Joint School of Nanoscience and Nanoengineering, the School of Nursing, and Library Services, shall elect one Senator and one Alternate to the Faculty Senate. One faculty member represents the Graduate College in the Faculty Senate. The Chancellor and the Provost and 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 three 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. Exceptions to the maximum number of consecutive terms should be recommended by the department chair and approved by the Faculty Senate Executive Committee.

- B. Election of the Senator and Alternate should occur by the end of January. The names of these elected representatives should be forwarded to the Faculty Senate Chair and Secretary no later than the third Tuesday in February. Newly elected Senators and Alternates shall commence their term at the beginning of the upcoming academic year.
- C. Only full-time tenured and tenure-track 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.
- D. 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 Faculty Senate to their respective departments.
- E. Only Senators (or the Alternate in absence of the Senator) are to make and vote on motions.
- F. 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 prior to the last meeting of each academic year. The newly elected officers shall assume duties and responsibilities of their respective offices at the beginning of the upcoming 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) To appoint the standing committees and other committees deemed necessary (Exception: Committees elected or recommended by the Faculty Senate, as described in Section 4.4.2);
  - (3) To attend Board of Trustees meetings at North Carolina Agricultural and Technical State University;
  - (4) To represent the University as a delegate to the Faculty Assembly at the University of North Carolina System;
  - (5) 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 the minutes of all meetings of the Faculty Senate 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 of the minutes to members of the Executive Committee;

- (4) At the end of the academic year, provide a bound copy of minutes for placement in the Reserves location in the Library;
- (5) Keep a record of current senators with beginning of service and current term end.

#### **4.4.7 Meetings – Quorum – Voting**

There shall be a regular meeting of the Faculty Senate 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 of the Faculty Senate or at the request of one-third of the Faculty Senate membership in the case of urgent matters. Special meetings shall be called by written, electronic or telephone correspondence;
- B. A quorum for the conduct of business in the Faculty Senate shall consist of a majority of the academic departments represented in the Faculty Senate;
- C. The most recent revision of *Robert's Rules of Order* shall be observed in the conduct of business;
- D. Absentee and proxy voting shall not be permitted;
- E. Disposition of motions shall be determined by a majority vote of the members present.

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, accessible electronically via the Faculty Senate website, and placed in the Reserves location in 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 Faculty Senate for approval. The duties of the standing committees are as follows:

- A. Constitution Committee:** This committee shall periodically review the Constitution of the Faculty Senate and make recommendations for necessary changes.
- B. Education Policy Committee:** This committee shall study and recommend new policies or changes to 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 and the Library Services. 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 Faculty 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.

This committee shall be comprised of one member of the Faculty Senate from each College and Library Services. Prior to the April meeting of the Faculty Senate, the Nominating Committee is to submit nominations to be considered for the following positions:

- Offices of the Faculty Senate
- Faculty Grievance Committee
- Faculty Hearing and Reconsideration Committee
- The delegation to represent the University on the Faculty Assembly at the University of North Carolina General Administration (UNC-GA)

In conjunction with the Executive Committee of the Faculty Senate, the Nominating Committee should identify faculty for consideration to serve on University committees identified 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 Graduate College and Library Services shall serve on the New Programs and Curricula Committee. 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 Faculty Senate and make recommendations to the Faculty 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 Faculty 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 and Secretary of the Faculty Senate and the chairperson 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 Faculty 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 and administrative units, constituents and stakeholders of North Carolina Agricultural and Technical State University

Approved by the Board of Trustees

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