FAYETTEVILLE STATE UNIVERSITY
FAYETTEVILLE, NORTH CAROLINA 28301–4297

CHARTER OF FACULTY GOVERNANCE

The Faculty of Fayetteville State University, in concert with the Chancellor, upon the
adoption and implementation of this Faculty Governance Document, as hereinafter
provided, establishes the general faculty as an organized, deliberative assembly and the
Faculty Senate as its representative board.

ARTICLE I: NAME AND PURPOSES

Section 1 – Name
The name of the Faculty Governance organization at Fayetteville State University shall be
the Faculty Senate of Fayetteville State University, hereinafter called the Faculty Senate.

Section 2 – Purposes
The general purposes of the Faculty Senate are as follows:
(a) To fulfill the requirements set out in Section 502 D(2) of the Code of the Board of
Governors of the University of North Carolina (The Code) that requires an elected,
deliberative body of the Faculty that gives effective advice to the Chancellor in matters
of curriculum, degree requirements, instructional standards, grading criteria, and other
matters of academic policy and institutional governance that impact the Faculty;
(b) To serve the Chancellor by filling committees he or she deems necessary with members
who are representative of the faculty; and,
(c) To act as a deliberative body for the Faculty in the formulation and enactment of rules,
policies, regulations and procedures that are of interest and concern to the Faculty.

ARTICLE II: DEFINITIONS

Section 1 – Faculty Member
Any person employed by Fayetteville State University on a full-time or part-time basis; and
holding academic rank, i.e., Professor, Associate Professor, Assistant Professor, Instructor or
Lecturer (including administrators holding faculty appointments).

Section 2 – Senator
Any full-time Faculty member, as defined above, is eligible to be a regular senator except the
following administrators:
(a) The Chancellor;
(b) The Provost and Vice Chancellor of Academic Affairs (hereinafter referred to as
“Provost”);
(c) Those faculty in which Provost or Vice Chancellor is part of their title;
(d) Those faculty in which Dean is part of their title;
(e) Those faculty in which Department Chair is part of their title;
(f) All of the above who are serving on an interim basis

Section 3 – Department

“Department”, as used in this document, refers to an academic unit whose head reports directly to an academic Dean.

ARTICLE III: MEMBERS

Section 1 - Senatorial Representation

By amending the Bylaws, the Faculty Senate may choose to enact criteria as to the minimum or maximum number of faculty of any given rank or status. Additionally, the Bylaws may be amended as needed to change the ratio of Senators to Faculty to insure that the Senate remains at a size that is representative and can work effectively.

Section 2 - Ex Officio Members

The *ex officio* members of the Faculty Senate shall be nonvoting, and consist of the Chancellor, the Provost, all Vice Chancellors, all Deans, the immediate past Chair of the Faculty, and the Chair of the Staff Senate. Undergraduate and graduate students shall also be included as *ex officio*, nonvoting membership; the number and method of choosing such students shall be specified in the Bylaws.

Section 3 – Elections and Terms of Office

Any Faculty member deemed eligible by Article II, Section 2, may be elected to serve a two-year term as Senator from his or her Department.

(a) Senators shall be elected at a department meeting called for this purpose.

(b) Senators elected after the first election shall be elected for a two-year term. For the first election only, one-half of the Senators within a department shall be elected for a one-year term. If the number of Senators in a department is an odd number, the majority shall be elected for one-year terms.

(c) No Senator may be elected to serve more than two consecutive terms, whether of one or two years’ duration. A Senator who has been duly elected shall serve the full term unless removed or recalled from office.

(d) If a department’s Senate seat should become vacant for any reason, that department shall hold a special election to fill that seat. If the remaining term for that seat is less than one year, this shall not count as a full term.

(e) Elections of Senators by department shall be held each calendar year during the month of March. The results of these elections shall be reported to the Secretary of the Senate not later than the first week of April of the same calendar year.

(f) A department, by two-thirds vote of its total voting membership, may recall any one or more of its Senators for good cause shown. In such a case, a special election shall be held as provided for in Article III, Section 3(d).

Section 4 – Voting

Each member of the Senate shall be entitled to one vote on all matters decided by the Faculty Senate. Voting by proxy shall not be permitted.
ARTICLE IV: OFFICERS AND DUTIES

Section 1 – Duties of Officers
The Officers of the Faculty Senate shall consist of a Chair of the Faculty, the Vice-Chair of the Faculty, a Secretary, and a Parliamentarian.

(a) The Chair of the Faculty should generally preside over the meetings of the Faculty Senate and the general faculty; provided, however, that the Chancellor of the University shall have the right to preside over meetings of these bodies and all other meetings of deliberative bodies of the Faculty of this University pursuant to those rights and duties given that office under Section 502D(2) of The Code. The Chair of the Faculty is the elected representative of the Faculty; in this capacity, it shall be the responsibility of the Chair of the Faculty to represent the Faculty in carrying out the general purposes of the Faculty Senate. The Chair of the Faculty shall serve as one of the delegates to the UNC Faculty Assembly.

(b) The Vice-Chair of the Faculty shall perform the duties of the Chair of the Faculty in the absence of the Chair of the Faculty subject to the provisions of paragraph (a), and any other duties prescribed by the Bylaws.

(c) The Secretary shall be responsible for recording the minutes of each Faculty Senate meeting; furnishing copies of the minutes to each member of the Senate, prior to the next meeting (per Article V, Section 5); and maintaining a permanent file of the minutes for public inspection. The Secretary shall also maintain a list of the current membership of the Faculty Senate, certify the presence of a quorum at the beginning of each meeting, obtain a list of the full-time faculty at Fayetteville State University in preparation for meetings of the General Faculty, certify the presence of a quorum at such meetings, and any other duties prescribed by the Bylaws.

(d) The Parliamentarian shall be responsible for advising the presiding officer on points of parliamentary procedure when requested, calling for point of order if proper procedure is not being followed, giving advice to any member who may request it during a meeting, and any other duties prescribed by the Bylaws. The Parliamentarian shall also insure that the procedures being followed by the Faculty Senate and its committees comply with the North Carolina Open Meetings Act.

(e) In the event of the absence of an officer for a meeting, the Chair of the Faculty shall have the authority to appoint a temporary officer to serve.

Section 2 – Qualifications of Officers

(a) The Chair and Vice-Chair of the Faculty must hold permanent tenure by the beginning of their terms and be qualified to be a senator as specified in Article II, Section 2.

(b) The Chair and Vice-Chair become voting members of the Senate by virtue of their offices but do not count as part of the delegation of any department. In the event that a Senator is elected Chair or Vice-Chair of the Faculty, his or her department elects a replacement Senator for its delegation, and the Chair or Vice-Chair’s term in office is unaffected by the length of his or her prior service as Senator.

(c) The Faculty Senate elects the Secretary and Parliamentarian from its membership. If these officers cease to be Senators during their term in office, their term in office ceases as well.
Section 3 - Election of officers
(a) Officers shall serve a term of two years or until their successors are elected. Officers may serve no more than two consecutive two-year terms.
(b) The election of officers shall be held annually for a two-year staggered term. If the positions of the Chair and the Vice Chair are both being vacated at the time of their election, the new Vice Chair shall be elected to a one year term. If the positions of the Parliamentarian and the Secretary are both being vacated at the time of their election, the Secretary shall be elected to a one year term.
(c) The election of the Chair and Vice-Chair of the Faculty shall take place at a meeting of the General Faculty that occurs at the beginning of the Spring semester.
(d) The Chair and Vice-Chair may be recalled by the General Faculty.

ARTICLE V: MEETINGS
Because the Faculty Senate and its committees are public bodies under North Carolina law, all meetings of the Faculty Senate and its committees are public, and the conduct of such meetings shall comply with the North Carolina Open Meetings Act.

Section 1 – Regular Meetings
Regular meetings shall normally be held once each month from September through April of each academic year.

Section 2 – Adjourned Meetings
In the event the Senate is not able to conclude its business at a regular meeting, an Adjourned Meeting may be ordered by the Senate, scheduled before and in addition to the next regularly scheduled meeting. At the beginning of the Adjourned Meeting, the minutes of the regular meeting are read and approved, but the business of the Adjourned Meeting begins at the point of the agenda where the regular meeting ended, and no additional agenda is prepared for the Adjourned Meeting itself. To comply with the Open Meetings Act, the time and place of the Adjourned Meeting must be announced during the Regular Meeting, and noted in the minutes.

Section 3 – Special Meetings
Special (or called) meetings may be called at the discretion of the Chair of the Faculty, the Chancellor, by order of the Senate itself during a meeting, or upon the written request of 25% of the members of the Senate outside a meeting. Items to be discussed at such a meeting are restricted to those mentioned in the call of the meeting.

Section 4 – Quorum
A quorum for conducting official business of the Faculty Senate shall consist of a majority of the members of the Senate.

Section 5 – Notice and Agenda
No meeting shall be called unless written notice of such meeting shall have been mailed or delivered to each Senator not less than three (3) or more than thirty (30) working days prior to the meeting date, unless such notice requirement has been waived. The Executive Committee in preparing agenda for all Faculty Senate meetings shall consider the concerns
of the Faculty, staff, students and administration in preparing agendas for all meetings of the Faculty Senate. This Committee shall also be free to suggest resource persons who may be invited to come and inform the Faculty Senate on a specific subject. The invitation shall be approved by a majority of the Faculty Senate.

Section 6 – Minutes
Written minutes of all action taken by the Faculty Senate during any meeting shall be made available electronically to all Senators. All previous records that exist in electronic form shall be made available electronically to the general public. All other records shall be kept by the Secretary and made available to the general public upon request.

ARTICLE VI: THE FACULTY HANDBOOK
The Faculty Senate is responsible for maintaining the Faculty Handbook, keeping it current by reflecting the latest policy changes. An annual review of the Faculty Handbook shall be completed no later than June 1; any recommended policy or procedural changes that arise from this review shall be submitted to the Administration in accordance with Fayetteville State University’s Policy on Policies and Rules.

ARTICLE VII: COMMITTEES
The Faculty Senate may establish standing and ad-hoc committees and establish criteria for membership in these committees in its Bylaws. The Senate shall also be responsible for the conduct of annual elections by the faculty at large for delegates to the Faculty Assembly, as well as members of Fayetteville State University’s autonomous committees.

ARTICLE VIII: SENATE RESOURCES
Resources necessary for the conduct of the affairs of the Faculty Senate shall be made available through the office of the Vice Chancellor for Academic Affairs. The Senate shall annually prepare and submit its operating budget to the Chancellor through the Provost.

ARTICLE IX: THE GENERAL FACULTY

Section 1 – Meetings
(a) Regular Meetings: The Faculty, as defined in Article II, Section 1 – Faculty Member, shall meet at least once per year at the call of the Provost of his or her own initiative or upon request by the Chair of the Faculty.
(b) Part-time faculty are invited to attend and have voice, but are not voting members.
(c) Adjourned Meetings: In the event that a regular meeting is unable to complete its work, an Adjourned Meeting may be called at the regular meeting. At the beginning of the Adjourned Meeting, minutes from the regular meeting are read and approved, and the agenda from the regular meeting is resumed. This meeting must take within a quarterly time interval; that is, before the end of the calendar month three months after that of the Regular Meeting.
(d) Special Meetings: Special Meetings are called only for a specified purpose; no new business may be considered. The following may call for a Special Meeting of the faculty:
   i) The assembly at a Regular or Adjourned Meeting
ii) The Chancellor
iii) The Provost
iv) The Chair of the Faculty
v) 25% of the Faculty via a written, signed request submitted to the Chair of the Faculty; this request must specify the business to be considered at the meeting.

(e) The Chair of the Faculty or the Chancellor shall preside over meetings of the General Faculty. An agenda shall be included in the call of the meeting, which shall be made available at least two weeks prior to the meeting.

Section 2 – Conduct of Business
(a) The agenda of a regular meeting of the General Faculty shall include:
i) Approval of minutes of the previous meeting of the General Faculty. The Secretary of the Faculty Senate shall record the minutes of the General Faculty.
ii) Reports by the Chancellor, Provost, and other administrators;
iii) A report by the Senate;
iv) Election of a Chair or Vice-Chair of the Faculty;
v) Election of members of the autonomous committees and Faculty Assembly delegates;
vi) Proposed amendments to the Charter of Faculty Governance, as well as any other business the Faculty Senate deems to be necessary to submit to the Faculty at large.
vii) New business.

(b) As a deliberative assembly, the General Faculty may propose, debate, and pass any manner of motions. Motions adopted by the General Faculty supersede any action by the Faculty Senate. A motion that originates in the General Faculty may also be referred to the Faculty Senate, whereupon it becomes a special order for the next regular Faculty Senate meeting. However, motions cannot be held for action for the next regular General Faculty meeting: an Adjourned or Special meeting must be called within a quarterly time interval.

Section 3 – Quorum
A quorum for regular, adjourned, and special meetings of the General Faculty shall be a majority of the full-time faculty.

ARTICLE X: REVIEW OF SENATE ACTION

Section 1 – Faculty Review
Any action by the Faculty Senate may be rescinded by the General Faculty in a regular, adjourned, or special meeting (see Article VIII, Section 2, part b).

Section 2 – Chancellor Review
The Chair of the Faculty shall be notified in a timely manner of any action by the Chancellor that arose as a result of action by the Senate, or in the event of the Chancellor rejecting such action, the reason for the rejection.

ARTICLE XI: AMENDMENT PROCEDURE
This Faculty Governance Document is amended by the following procedure:
(a) An amendment proposal is passed by a two-thirds vote of the Faculty Senate.
(b) The proposed amendment is then presented to the General Faculty (as defined in Article IX) for ratification. No amendments are allowed, and a two-thirds vote is required for the amendment to be enacted.

ARTICLE XII: RATIFICATION AND IMPLEMENTATION

The original document specified that the Faculty Governance Document shall become effective as follows:
(a) This Document shall be presented to all members of the Faculty as defined in Article II, Section 1 for consideration. When all of its provisions have been approved by a majority of Faculty members, it shall then be presented to the Chancellor and, when it is thereby approved, this Document shall become ratified and effective.
(b) Upon ratification, this Document shall be implemented by giving proper notice to all fulltime Faculty, setting up the elections machinery and immediately proceeding to the election of Senators who shall, upon having been elected, meet and organize themselves to commence operations as herein provided.