FAYETTEVILLE STATE UNIVERSITY  
FAYETTEVILLE, NORTH CAROLINA 28301–4297

CHARTER OF THE FACULTY SENATE

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 a Faculty Senate at Fayetteville State University organized as the highest representative body of the Faculty and possessing those rights and duties as set out in this document, consisting of ten articles and all amendments thereto.

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) to the full extent that the Faculty shall actively participate in the formulation of academic and governance policies and procedures pertaining to the areas of curriculum, degree requirements, subject matter and methods and standards of instruction, grading criteria, research, Faculty affairs, academic budget and those aspects of student life which relate to the educational process;
(b) To provide members of the Faculty with a mechanism by which to advise and make recommendations to the Chancellor on any matters pertaining to the institution that are of interest and concern to 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 basis and holding academic rank, i.e., Professor, Associate Professor, Assistant Professor, Instructor or Lecturer (including Department Chairpersons, Deans, the Vice Chancellor for Academic Affairs and the Chancellor).

Section 2 – Senator
Any Faculty member (including Department Chairpersons) may be elected as a Senator by the full-time Faculty members voting in an election held by his or her department for this purpose, pursuant to Article III, Section 1.
Section 3 – Department
"Department", as used in this document, refers to the largest academic unit in current use at Fayetteville State University whose head reports directly to an academic Dean.

ARTICLE III: MEMBERS

Section 1 - Senatorial Representation
One Senator shall be elected for each six (6) Faculty members (as defined in Article II, Section 1), or fraction thereof, within each department; e.g., 1-6 Faculty members shall be equal to one (1) Senator, 7–12 Faculty members shall be equal to two (2) Senators.

Section 2 - University Administrative Officers
The Chancellor and the Vice Chancellor for Academic Affairs shall be voting members of the Faculty Senate by virtue of their offices.

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 by a majority of votes cast by secret ballot in a Department meeting called for this purpose.
(b) Senators elected after the first election shall be elected for a two-year term, which shall commence with the April meeting of the Senate. 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 – Size of Senate
The Faculty Senate, by two-third majority vote, may propose an increase or decrease in the size of the Faculty Senate when, in the opinion of the Faculty Senate, the number of Senators is becoming too large or too small to work effectively. The proposal of the Faculty Senate to change its size will become effective when ratified by a majority of the Faculty members.
Section 5 – 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 – Officers
The Officers of the Faculty Senate shall consist of a Chairman, a Vice Chairman, a Secretary and a Parliamentarian.
(a) The Chairman should generally preside over the meetings of the Faculty Senate; provided, however, that the Chancellor of the University shall have the right to preside over meetings of this body and all other meetings of deliberative bodies of the Faculty of this University pursuant to those rights and duties given that office under Chapter V, Section 502(d) of The Code. The Chairman is the elected representative of the Faculty, in this capacity, it shall be the responsibility of the Chairman to represent the Faculty in carrying out the general purposes of the Faculty Senate.
(b) The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman subject to the provisions of paragraph (a).
(c) The Secretary shall be responsible for the minutes of each Faculty Senate meeting; for furnishing copies of the Minutes to each member of the Senate, prior to the next meeting (per Article V, Section 5); and for maintaining a permanent file of the Minutes as well as a duplicate collection of Minutes kept in the holdings of the University Library.
(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, and giving advice to any member who may request it during a meeting.
(e) In the event of the absence of an officer for a meeting, the Chairman shall have the authority to appoint a temporary officer to serve.

Section 2 - Election of officers
The election of officers shall be held annually for a two-year staggered term and shall take place annually at the April meeting. In order to stagger terms, the first election shall be for the Chairman and the Parliamentarian to serve two years and for the Vice Chairman and the Secretary to serve one year. In subsequent years, elections for Chairman and Parliamentarian shall alternate with elections for vice chairman and Secretary. At the initial meeting, the chief Academic Officer shall preside over elections. The election process shall be decided by the Faculty Senate members present and voting.

ARTICLE V: MEETINGS

Section 1 – Regular Meetings
Regular meetings shall normally be held once each month from September through April of each academic year.
Section 2 – Special Meetings
Special meetings may be called at the discretion of the Chairman, the Chancellor, or upon
the written request of 25% of the members of the Senate.

Section 3 – Quorum
A quorum for conducting official business of the Faculty Senate shall consist of a majority of
the members of the Senate.

Section 4 – 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 5 – Minutes and Codification
Written minutes of all action taken by the Faculty Senate during any meeting shall be mailed
or delivered to each Senator and placed in the office of each Department Head, the Student
Government Office and the University Library, or some other convenient place, for reading
by all members of the Faculty at all reasonable hours. The Faculty Senate shall establish
means whereby all policy recommendations from the Faculty Senate, approved by the
Chancellor, shall be codified no later than June 1 of each academic year.

ARTICLE VI: COMMITTEES
There shall be Standing Committees of the Faculty Senate; these shall include the Executive
Committee and the Committee on Committees.

Section 1 – Executive Committee
The Executive Committee shall consist of the Chairman of the Senate, the Vice Chairman,
the Parliamentarian, the Secretary of the Senate, the Vice Chancellor for Academic Affairs,
and the Chairpersons of the Senate Standing Committees. The Chairman and the Secretary
of the Faculty Senate shall be the Chairman and the Secretary of the Executive Committee.
The duties of the Executive Committee are to formulate recommendations and opinions on
matters that fall within the jurisdiction of the Senate and to forward these recommendations
and opinions to the appropriate committees or to the Senate for approval. It shall also
provide the Secretary with the Agenda to be distributed to the Senate. The Executive
Committee shall meet at least one week preceding each regular meeting of the Senate and at
any other times deemed necessary at the call of the Chancellor or the Chairman of the
Senate. The Executive Committee may meet with the Chancellor of the University, at the
initiative of the Committee or the Chancellor, to consider problems or issues of concern to
the University. Such meetings shall not be construed as sufficient Faculty consultation for
recommending University policy, and the Executive Committee shall not act as the agent of
the Senate or the Faculty in such sessions.
Section 2 – Committee on Committees
The Committee on Committees shall consist of nine (9) Senators elected from the Senatorial membership; no more than two (2) Senators shall be elected from any one (1) Department, each School/College shall have at least one (1) member. The manner of election shall be determined by the Senate. The Committee on Committees shall elect from its elected membership a Chairman and a Secretary. The main function of the Committee on Committees shall be to make recommendations to the Faculty Senate regarding the Committees necessary to its effective operation. The Committee on Committees shall submit for Senate action at its March meeting nominations for members and Chairpersons of all Standing Committees of the Senate for the ensuing year. It shall make nominations as may be necessary for Special Committees set up by the Senate during the school year, shall fill vacancies that may occur in Standing Committees, and shall evaluate the activities of each Committee to assure the continued usefulness of each Committee.

Section 3 – Other Standing and Ad Hoc Committees
The procedure for choosing other Standing and Ad Hoc Committees shall be the same as above (Article VI, Section 2): the Committee on Committees shall submit nominations to be ratified by the Senate at the meeting following the recommendation of the Committee on Committees. The Chairpersons of Standing Committees shall be selected from the Faculty Senate; but, Committee membership may include a fulltime Faculty as recommended by the committee on Committees and is not restricted to those currently holding membership on the Faculty Senate.

Section 4 – Faculty Tenure and Promotions Committee

Section 5 – Autonomous and University-Wide Faculty Committees
The Faculty Senate shall be responsible for the conduct of elections for Autonomous and University-Wide Faculty Committees: Grievance Committee, Hearing and Reconsideration Committee, and Faculty Assembly Delegate. To affect that purpose, the election of members of these Committees shall be held at the same time in an academic year.

(a) With the exception of Delegates to the Faculty Assembly, who shall be elected in January, elections shall be held so as to be completed by 31 March of any academic year. All new members should be installed or should take their respective places at the regular meeting of their respective Committees that occurs in April after the elections of that academic year. Those Committees which do not have April meetings shall institute such as their installation meeting.

(b) All terms of office shall commence on April 1 and shall be completed on March 31.

(c) All persons shall be elected by a plurality of not less than a third of the votes cast.

(d) To the end of conducting timely and efficient elections, there shall be an Elections Committee and a Nominating Committee. The Elections Committee shall be chaired by the Vice-Chair of the Senate and shall also consist of the Chairperson of the Senate committee on Committees and the Chairs of the Faculty-Wide Committees named above. The duties of the Elections Committee shall be to determine procedures for conducting the election of candidates: to set the date, time and place for voting; to notify the Senate, Department heads and the Faculty of these decisions and to generally publicize the elections; to prepare the ballots; to supervise the election; to provide for
the tabulation of votes; to notify all nominees of election results prior to announcing the results to the Faculty; and to report the results to the Senate, making arrangements for run-off elections in such cases where required. The Elections Committee shall meet in January and determine the need for elections. They shall thereafter establish an elections calendar and send copies of the calendar with appropriate letters of notification and a request for Faculty Meetings as may be necessary to the Vice Chancellor for Academic Affairs and to the Chancellor. The Elections Committee shall also assure the publication and distribution of the Elections Calendar at the January meeting of the Faculty Senate and to all Department Heads, with requests for their announcement and distribution at the earliest Departmental meeting. (2) The Senate Committee on Committees shall serve as the Nominating Committee and shall commence execution of its responsibilities as soon as possible upon publication of the Elections Calendar. This Committee shall determine the procedures for receiving names in nomination and any other eligibility criteria as may be applicable and for advertising the vacant positions, qualifications, name submission dates, and manner of submission, not later than 1 February. It is, further, responsible for: determining proper Committee balances of professorial rank, receiving and/or eliminating names as proper under the published rules, and submitting the slate of approved names to the Elections Committee not later than 1 March. The Nominations Committee shall advertise through notices to the Faculty Senate, to Department Heads and, by letter, to each Faculty member.

(c) In the event of a mail ballot, the following procedures shall be employed:
   i) A ballot will be enclosed in two envelopes and distributed by tellers selected by the Elections Committee.
   ii) The Faculty member will mark the ballot and seal it in the inner envelope of the two. After placing this sealed envelope in the outer envelope, the Faculty member will place his or her signature in the space provided on the envelope and will seal the outer envelope.
   iii) The ballot, thus marked and sealed, will be deposited in ballot boxes provided by the tellers. These boxes will be collected by the tellers, who will deliver them to the Elections Committee for tallying.

ARTICLE VII: 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 Vice Chancellor for Academic Affairs.

ARTICLE VIII: REVIEW OF SENATE ACTION

Section 1 – Faculty Review

Whereas the Faculty delegates to the Faculty Senate the duties and responsibilities outlined in Article I. Section 2, the Faculty may review the actions of the Faculty Senate. Provisions for review are as follow:
   (a) The Faculty Senate shall promptly distribute, within two weeks after its meetings, a written report of its actions and recommendations.
(b) The Faculty, by a written petition signed by at least one-third (1/3) of the total Faculty members as defined in Article II, Section 1, and presented to the Chancellor, shall require presentation and discussion of any action of the Faculty Senate at either a special called-meeting or the next regular discussion, in an open meeting, a vote by secret ballot shall be administered and a majority vote of the total Faculty members shall be required for the Senate to reconsider any Senate action. Faculty meeting. After presentation and [sic]

Section 2 – Chancellor’s Review
Where the Chancellor rejects recommendations of the Faculty Senate, the Chairman of the Senate shall be notified in writing by the Chancellor of any such action and the reasons for such action within two (2) weeks of the decision.

ARTICLE IX: AMENDMENT PROCEDURE
This Faculty Governance Document may be amended as follows:
(a) After formulation, an Amendment proposal, approved by two thirds (2/3) of the entire membership of the Senate, may be presented by the Chairman of the Senate for Faculty consideration.
(b) To become effective, the Amendment, including each and every provision thereof, must be passed by a two thirds (2/3) vote of the total Faculty as defined in Article II, Section 1, voting in either a General faculty meeting or in meetings of their respective Schools or Colleges.

ARTICLE X: RATIFICATION AND IMPLEMENTATION
This 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.