FACULTY SENATE BYLAWS

I. DEFINITION OF CHARTER - The Faculty Senate of Fayetteville State University was established upon adoption of the Faculty Governance Document by the Faculty in accordance with the requirements set out (in section 502D-2-) of the Code of the University of North Carolina and also by virtue of the approval of the document by the Chancellor and the Board of Trustees of the University. Bylaws, by the Faculty Senate, are enacted to give effect to the purposes of the Faculty Senate as described in the Faculty Governance Document (see Article I., Section 1 of the Faculty Governance Document).

MEETINGS
A. Regular Faculty Senate Meetings
1. Quorum - A quorum shall consist of more than one-half of the Senate members. When a meeting cannot be held or must adjourn because the quorum needed to conduct business is not present, a formal roll call shall be entered in the minutes.
2. Agenda
   a. The agenda for each regular meeting shall be prepared by the Executive Committee.
   b. Any member of the Senate may submit an item for consideration for the agenda through a written request to the Secretary of the Senate not less than two weeks prior to the Senate meeting. The Executive Committee shall meet no less than one week prior to each regular Senate meeting to prepare the agenda. Items will be placed on the agenda by a majority vote of the Executive Committee; a quorum being present.
   c. An item may be added to or deleted from the agenda by a two-thirds majority vote.
   d. The order of business of regular meetings shall include:
      Call to Order
      Roll Call
      Approval of Minutes
      Adoption of Agenda
      Remarks/Report of the Chancellor
      and/or Provost
      Remarks/Report of the Chairman
      of the Senate
      Report of the Faculty Assembly Delegates
      Committee Reports
      Old Business
      New Business
      Announcements

3. Conduct of Business
   a. Business which has not been included on the agenda may not be brought to the floor of the Senate and acted upon in the same session unless two-thirds of the Senators vote to permit it. Such unresolved business will be referred to the Executive Committee for subsequent action.
   b. When a Committee recommendation is in consideration, the chairperson of the committee making the recommendation, or his/her designated representative, is expected to be present. When reporting to the
Senate, Committee Chairpersons or their representative will have the consent of the Senate to speak during the debate concerning that report.

c. Non-members of the Senate may attend meetings, but without vote or voice in the proceedings. The Chairman of the Senate may grant non-Senate members of the privilege to speak unless a majority of Senators appose it.

4. Voting

a. Voting in the Senate shall be either by voice vote, by division of the members (e.g., by show of hands), or by written ballot. When a vote is by written ballot, the presiding officer shall appoint two tellers, and the record of the vote shall be announced by the Chairman and entered into the minutes. At request of a member and with concurrence of a majority of Senators present, a roll-call vote shall be taken and entered into the minutes.

b. The presiding officer shall vote only in case of a tie.

c. All elections of officers within the Senate shall be by secret, written ballot, and the presiding officer shall appoint tellers for each election.

d. After the teller's report is read into the minutes by the chair, the teller shall give the ballots to the Secretary for filing until the next regular meeting, after which the ballots will be destroyed.

5. Executive Session

a. Executive sessions may be conducted on majority vote of those present and voting unless contravened by statute.

b. Executive sessions are not public meetings, and therefore the minutes of executive sessions are not to be distributed.

C. For all votes taken in executive session, the members of the Executive Committee shall act as tellers.

B. Special Faculty Senate Meetings

Special meetings of the Senate may be called at the discretion of the Chairman, the Chancellor, or upon written request of 25% of the members of the Senate. Upon receipt of a request for a Special Meeting, the Chairman shall call the meetings, as soon as possible. All of the provisions of Article II, Section A above shall pertain to Special Meetings, except for 2a, 2b, and 2d. The agenda for a Special Meeting shall be specified by the person(s) requesting the meeting.

Duties of Officers and Members

A. Elected Senate Officers

In addition to the duties of Senate Officers, as specified in Article IV and other sections of the Faculty Governance Document, and as described within other sections of the Bylaws, the following duties are prescribed:

1. Chairman - The Chairman shall perform the duties usually associated with this office including, but not limited to, generally supervising the activities of the Senate, in accordance with Article IV, Section 1a of the Faculty Governance Document.

2. Vice Chairman - In the event that the Office of Chairman becomes vacant, the Vice Chairman shall assume that office and shall have the authority to appoint a temporary vice chairman until the election of officers in accordance with Article IV, Section 2 of the Faculty Governance Document.

3. Secretary - The Secretary shall be responsible for the minutes of each Faculty Senate Meetings, shall furnish copies of the minutes to each member of the Senate, and shall maintain a permanent file of the minutes as well as a duplicate collection of minutes kept in the holdings of the University Library.

4. Parliamentarian - 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 advise to any member who may request it during a meeting.

B. Members

Senate Members are expected to attend all meetings of the Senate, to participate in its deliberations, and to report periodically about the Senate's actions to the members of their respective departments.

VI. PARLIAMENTARY AUTHORITY

The most current revised edition of Robert's Rules of Order shall be the source of parliamentary authority for all Faculty Senate meetings and those of auxiliary bodies, unless the formulations contained in this work conflict with the Faculty Governance Document, Senate Bylaws, or the University Code.

AMENDMENT PROCEDURE

Amendments to the Bylaws shall require a two-thirds vote of the Senators present at a Regular or Special Meeting of
the Senate. Amendments may be proposed by any member of the Senate. Such proposals shall be submitted in writing to the Governance Committee, and shall be reported upon by that committee no later than two regular meetings hence. The proposed amendment shall be distributed to Senators at least one week prior to the meeting in which the amendment proposal is to be acted upon.

VI. COMMITTEE ORGANIZATION

A. Types of Committees

1. Senate Committees - These are administrative committees within the Senate, and are formed from the Senate membership. These committees are: a. Executive Committee b. Committee on Committee C. Adhoc Committees

2. Faculty Committees of the Senate - These are committees required by the Senate to fulfill its purposes as stated in Article I, Section 2 of the Faculty Governance Document. These committees report to, and make recommendations directly to the Senate. These committees are:

   a. Academic Affairs Committee
   b. Budget Committee
   C. Faculty Evaluation and Development Committee
   d. Governance Committee
e. Student Affairs Committee
   f. Adhoc Committees

3*. Autonomous Committees - The mandates for these committees supersede the provisions of Article I, Section 2 of the Faculty Governance Document in that these committees report to, and make recommendations directly to the Chancellor. These committees may report to and make recommendations to the Faculty Senate. Members are elected from and by the general faculty. These committees are:

   a. Faculty Grievance Committee
   b. Hearing and Reconsideration Committee
c. Tenure, Promotion, Appointment, and Reappointment Committee,

d*. University Administrative Committees and Councils/Committees of the Chancellor - These committees/councils report directly to the Chancellor or other administrative officers. It is the recommendation of the Faculty Senate that these committees consult the Faculty Senate whenever their duties or actions pertain to any of the areas specified by Article I, Section 2 of the Faculty Governance Document as under the purview of the Faculty Senate:

   curriculum, degree requirements, subject matter and methods and standards of instruction, grading criteria, research, faculty affairs, academic budget, those aspects of student life which relate to the educational process, and any other matters of interest and concern to the faculty. Committee compositions and memberships are determined by the Chancellor. These committees are:

   a. Graduate Council
   b. Patent and Safety Committee
   C. Teacher Education Committee
d. Student Life and Conduct Committee
e. Academic Credits Committee
   f. Honors and Awards Committee
g. Athletic Committee
   h. other standing or adhoc committees/councils established by the Chancellor.

B. General Provisions

1. Senate Committees
a. Membership Selection - At large members of the Executive Committee, and all members of the committee on Committees will be elected from the Senate membership.

b. Term of office - The Provost and Vice Chancellor for Academic Affairs is a permanent member of the Executive Committee. The Chairman, Vice Chairman, Secretary, and Parliamentarian of the Faculty Senate will serve on Executive Committee for the duration of their terms in office. At large members of Executive Committee and all members of the Committee on Committees will serve for two years or until the expiration of their respective, current terms,

C. Conduct of Business - See Article VI of the Faculty Governance Document.

2. Faculty Committees of the Senate
   a. Membership Selection - Criteria for membership on these committees shall be established by the Committee on Committees with approval of the Faculty Senate. Faculty members and students will be appointed by the Senate upon receipt of recommendations by the committee on Committees.
   b. Term of office - Committee members will serve two-year, staggered terms. For the initial membership only, at least one-half of the faculty members of the committees shall be appointed for one-year terms. Student members will serve one-year terms. No person may serve more than two consecutive terms on any one committee. Office terms will begin on the first day of the Fall Semester.
   C. Conduct of Business
      1) The chairperson of each committee shall convene the committee no later than September 30. In the absence of a chairperson of the Committee on Committees shall convene the organizational meeting. The purposes of the meeting are to review the committee's responsibilities, select officers, if needed, and determine the conduct of committee business.
      2) The number of members needed to conduct business shall be at least 51% of the membership of the committee.
      3) Non members of the committee may attend committee meetings, and, with the consent of the chairperson, may speak, but may not vote.
      4) All committees may form subcommittees.
   d. Records
      1) The Secretary of each committee shall be responsible for minutes of committee meetings.
      2) Copies of minutes of committee meetings shall be sent to the Chairman of the Senate with a file copy for the Secretary.
      3) Outgoing committee chairmen shall provide copies of minutes, records, and other information to newly elected chairpersons.
   e. Reports
      1) All Faculty Committees of the Senate shall report to the Faculty Senate as requested by the Chairman of the Senate and/or the Faculty Senate.
      2) Committee Chairpersons may request to report to, or make recommendations to the Senate.

3. Autonomous Committees
   a. Membership Selection - Members of these committees are elected from and by the full voting faculty. These committees shall consist of one representative from each school or college, and one professor, one associate professor, and one assistant professor elected at large. An instructor/lecturer may be elected to any committee except the Faculty Grievance Committee. Tenured and non-Tenured faculty members may serve on these committees. No officer of the administration shall serve on these committees. "Officer of the administration" in this context includes department chairs. Elections of members to these
committees shall be conducted annually by the Faculty Senate.

b. Term of Office - Members will serve two-year, staggered terms. No member shall serve more than two consecutive terms. No member shall serve simultaneously on two or more autonomous committees. For the first election only, at-large members of these committees will be elected for one-year terms. Office terms will begin the first day of the Fall Semester.

4. University Administrative Committee and Councils/Committees of the Chancellor - Memberships and terms of offices of members of these committees shall be determined by the Chancellor. It is the recommendation of the Faculty Senate in selecting faculty representatives to these committees.

C. Description of Duties of Committees

1. Senate Committees - See Article VI of the Faculty Governance Document.

2. Faculty Committees of the Senate

a. Academic Affairs Committee - Duties of this committee are:

1) To review and make recommendations regarding all curricular reform. Each of the following, upon approval by appropriate committees of the respective colleges/schools, must be approved by this committee:
   a) the establishment of new and the revision or deletion of existing, general degree requirements;
   b) the establishment of new, and the revision or deletion of existing, degree programs, majors, or program tracks;
   c) the establishment of new, and the revision or deletion of existing, courses,

2) To review and make recommendations regarding policies and procedures that pertain to academic standards, as the grading and attendance policies.

3) To review and make recommendations regarding the policies and procedures of units within the university that affect academic affairs, such as the Bookstore or the Library.

4) To review and make recommendations regarding the long-range planning efforts of the university as they pertain to academic affairs.

b. Budget Committee - Duties of this committee are:

1) To convey to appropriate administrative officials, through the Faculty Senate, concerns of faculty members regarding the budget.

2) To review the budget-making process, and the budgetary support of various academic programs, and to recommend changes, when deemed necessary, in specific components of the above.

3) To review and make recommendations regarding the policies governing the awarding of faculty salary increases.

c. Faculty Evaluation and Development Committee - Duties of this committee are:

1) To review all existing evaluation forms and procedures pertaining to faculty evaluation and faculty evaluation of administrators, and to recommend changes, when needed, in these forms and procedures,

2) To work in conjunction with the Tenure, Promotion, Appointments, and Reappointments Committee to ensure uniformity and fairness in the interpretation of evaluation forms,

3) To review and recommend policies regarding the use of comprehensive evaluations in determining salary increases, promotion, and tenure,

4) To plan and make recommendations for workshops and other development activities in conformity with perceived faculty needs,

5) To review and make recommendations regarding policies and procedures for awarding Faculty Improvement Funds, and all other resource allocations for faculty development and professional activities.

d. Governance Committee - Duties of this committee are:
1) To mediate disputed interpretations of the Faculty Governance Document or Senate Bylaws.

2) to review, and recommend amendments of, the Faculty Governance Document or Senate Bylaws,

3) To review all policies and procedures that pertain to university governance, and to recommend policies and procedures that insure and increase the role of the faculty in university governance.

4) To review and recommend policies and procedures for the production, collation, review, and editing of the Faculty Handbook.

e. Student Affairs Committee - Duties of this committee are:

1) To monitor and recommend guiding policies and procedures related to: student recruitment, financial aid, academic scholarships, registration, admission of freshmen and transfer students, evaluation of transfer students, transcripts, student advisement, retention of students, and athletic programs

2) To advise administrative officers and committees on issues pertaining to student affairs that are of interest and concern to the faculty.

3. Autonomous Committees

a. Faculty Grievance Committee - Duties of this committee are:

1) To fulfill the duties defined in Section 607 of the university of North Carolina Code. The Committee will hear, mediate, and advise with respect to the adjustment of grievances of members of the faculty. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance, to mediate the voluntary adjustment by the parties and to advise adjustment to the administration when appropriate. "Grievances" within the province of the committee's power shall include matters directly related to a faculty member's employment status and institutional relationships within the university. However, no grievance that grows out of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the committee.

2) To report periodically to the general faculty and/or the Faculty Senate the committee's functions, procedures, policies, and activities.

b. Hearing and Reconsideration Committee - Duties of this committee are:

1) To review decisions of unfavorable action relative to a faculty member's employment status. at the written request of the faculty member receiving the notice of unfavorable action, to determine whether the decision was based upon any of the grounds stated as impermissible in Section 5,A of the Fayetteville State University Tenure Policies and Regulations. The hearing will be granted if the committee determines that (a) the request contains a contention that the decision was based on impermissible grounds, and (b) the facts suggested, if established, will support the contention,

2) To either confirm the contested decision, or recommend corrective action to the Chancellor,

3) To report periodically to the general faculty and/or the Faculty Senate the committee's functions, procedures, policies, and activities.

c. Tenure, Promotion, Appointments, and Reappointments committee - Duties of this committee are:

1) To make recommendations to the Chancellor regarding tenure, promotions, appointments, and reappointments in accordance with the procedure described on page 6 of the Fayetteville State University Tenure Policies and Regulations,
2) To review and recommend policies and procedures regarding recruitment, reappointment, tenure, and promotions, and to monitor the applications of such policies and procedures.

3) To work in conjunction with the Faculty Evaluation and Development Committee to ensure uniformity and fairness in the interpretation of evaluation forms, and in the execution of evaluation procedures.

4) To investigate, report, and make recommendations pertinent to academic freedom and tenure.

5) To report periodically to the general faculty and/or the Faculty Senate the committee's functions, procedures, policies, and activities.

4. University Administrative Committees and Councils/ Committees of the Chancellor - Duties of these committees are assigned by the Chancellor.

THESE BYLAWS WERE APPROVED BY THE FACULTY SENATE ON MAY 61, 1986. SECTIONS PERTAINING TO AUTONOMOUS COMMITTEES REQUIRE APPROVAL BY THE FACULTY AND THE CHANCELLOR,