

FAYETTEVILLE STATE UNIVERSITY  
FAYETTEVILLE, NORTH CAROLINA 28301-4297

FACULTY SENATE BYLAWS

- I. DEFINITION OF CHARTER - The Faculty Senate of Fayetteville State University was established upon adoption of the Faculty Governance Document (hereafter called Charter of the Faculty Senate) 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 of the Faculty Senate are enacted to give effect to the purposes of the Faculty Senate as described in the Charter of the Faculty Senate (see Article I, Section 2 of the Charter of the Faculty Senate).
- II. SIZE OF SENATE
- A. One Senator shall be elected for each six (6) Voting Faculty members (as defined in Article II, Section 1 of the Charter of the Faculty Senate), or fraction thereof, within each department; e.g., 1-6 voting faculty members shall be equal to one (1) Senator, 7-12 voting faculty members shall be equal to two (2) Senators.
- B. The Faculty Senate may propose an increase or decrease in the size of the Faculty Senate when the number of Senators is becoming too large or too small to work effectively, in accordance with Article VIII of these Bylaws.
- III. ELECTION AND TERM OF SENATORS
- A. Any voting faculty member deemed eligible by Article II, Section 2, of the Charter of the Faculty Senate may be elected to serve as a Senator from his or her department.
- B. Senators shall be elected by a majority of votes cast by Voting Faculty members in a Department meeting called for this purpose. The voting shall be by secret ballot. This election shall be presided over by a Faculty Senator outside of the Department.
- C. Senators shall be elected for a three-year term, which shall commence with the first day of the Fall Semester and ends on the day before the first day of the Fall Semester in the third year.
- D. Elections of Senators by Department shall be held each calendar year during the month of February. The presiding Faculty Senator shall report the results of these elections to the Secretary of the Senate, not later than March the 10<sup>th</sup> of the same calendar year.
- E. No Senator may be elected to serve more than two consecutive terms. A Senator who has been duly elected shall serve the full term unless removed or recalled from office.
- 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).

- G. 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.

#### IV. MEETINGS

##### A. Regular Faculty Senate Meetings

1. Regular meetings shall normally be scheduled and held once each month during the Fall and Spring semester. This schedule shall be listed in the University's Academic Calendar.
2. Quorum - A quorum shall consist of more than one-half of the voting Senate members. When a meeting cannot be held or must adjourn due to a lack of a quorum, a formal roll call shall be entered in the minutes.
3. Agenda
  - a. The Executive Committee shall prepare the agenda for each regular meeting. The Executive Committee in preparing the agenda shall consider issues relevant to the faculty and the institution. This Committee may invite resource persons to come and inform the Faculty Senate on a specific subject.
  - b. Any member of the Senate may submit an item for consideration for the agenda through a written request to the Secretary or Chair of the Senate prior to the Executive Committee meeting.
  - c. 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.
  - 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 Chair of the Senate
    - Report of the Faculty Assembly Delegates
    - Unfinished Business (list as indicated from previous minutes)
    - Committee Reports (any items to be voted upon should be listed)
    - New Business (list known New Business)
    - Announcements
  - e. The Senate may modify the agenda by a two-thirds majority vote.
  - f. Agenda, notice, and minutes of Senate meetings shall be posted on the Faculty Senate Web Page and sent to the members of the Senate, to the President of the Student Government Association, and the offices of senior administrators at least three days prior to the meeting date.

4. 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. The Chair to the appropriate committee for consideration will refer such unresolved business.
    - b. When a committee recommendation is in consideration, the Chair of the committee or his/her designated representative is expected to be present and 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 Chair of the Senate may grant non-Senate members the privilege to speak unless a majority of senators oppose it.
  5. Voting
    - a. Each member of the Senate, who is a Departmental Representative, shall be entitled to one vote on all matters decided by the Faculty Senate. Senators must be present at the time of the vote.
    - b. 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. The Chair or any member may request a vote 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 presiding officer and entered into the minutes. At the 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.
    - c. The presiding officer shall vote only in case of a tie.
    - d. All elections of officers and chairs of committees within the Senate shall be by secret, written ballot, and the presiding officer shall appoint tellers for each election.
    - e. The officers and chairs of the committees shall be elected by a simple majority of the votes cast in an election.
    - f. After the presiding officer reads the teller's report into the minutes, the teller shall give the ballots to the Secretary for filing until the next regular meeting, after which the ballots will be destroyed.
  6. 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
1. Special meetings of the Senate may be called at the discretion of the Chair, the Chancellor, or upon written request of (25%) of the members of the Senate. Upon receipt of a request for a Special Meeting, the Chair shall call the meeting as soon as possible. All of the provisions of

Article IV, Section A above shall pertain to Special Meeting, except for 4a, 4b, and 4d. The person(s) requesting the meeting shall specify the agenda for a Special Meeting.

2. Notice - 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 fifteen (15) working days prior to the meeting date, unless such notice requirement has been waived.

V. OFFICERS AND MEMBERS

A. Elections and Terms

1. Chair and Vice Chair

- a. The Chair and the Vice Chair shall be tenured, Voting Faculty members, served on the Senate within the last five (5) years, hold an academic rank of Associate Professor or higher and shall be elected at large by a majority of votes by the voting faculty.
- b. If a Faculty Senator, whose term as Senator continues into the next academic year, is elected Chair or Vice Chair of the Senate, then upon taking office he/she shall resign as a Faculty Senator. In such a case his/her department shall elect a replacement Faculty Senator to complete the term beginning with the next academic year.
- c. The term of office for the Chair and Vice Chair shall be three (3) years. The Chair and Vice Chair shall serve no more than two (2) consecutive terms in each office.
- d. Election shall be conducted during the Preschool Conference for the Spring semester.
- e. The term of office starts at the beginning of the next academic year.
- f. The Chair or the Vice Chair may be removed from office under the provisions specified by Robert's Rules of Order for the removal of Chairs.

2. Secretary and Parliamentarian

- a. The Senate shall elect a Secretary and a Parliamentarian from among its membership.
- b. The term of office for the Secretary and a Parliamentarian shall be three (3) years.
- c. Election shall be conducted during the regular meeting scheduled in April.
- d. The term of office starts at the beginning of the next academic year.
- e. The Secretary or Parliamentarian may be removed from office under the provisions specified by Robert's Rules of Order for the removal of the chairs.

B. Duties

In addition to the duties of Senate officers as may be described within these Bylaws, the following duties are prescribed:

1. Chair

- a. The Chair shall perform the duties usually associated with this office including, but not limited to, generally supervising the activities of the Senate.
- b. The Chair should generally preside over the meeting of the Faculty Senate; unless the Chancellor of the University exercise the right to preside over the meetings of this body pursuant to those rights and duties given that office under Chapter V, Section 502 (d) of The Code.

- c. When presiding over the meeting of the Senate, the Chair shall vote only in case of a tie vote.
  - d. The Chair is the elected representative of the Faculty. In this capacity, it shall be the responsibility of the Chair to represent the Faculty in carrying out the general purposes of the Faculty Senate. The Chair shall also represent the Faculty at administrative meetings and the Board of Trustees meetings.
  - e. The Chair shall be ex-officio, nonvoting member of all Faculty Senate committees but shall not be serve as chair of any of these committees nor chair of any autonomous committee.
  - f. The Chair shall serve as head of the UNC Faculty Assembly delegation from Fayetteville State University.
  - g. In the event of the absence of an officer for a meeting, the Chair shall have the authority to appoint a temporary officer to serve.
2. Vice Chair
    - a. The Vice Chair shall perform the duties of the Chair in the absence of the Chair subject to the provisions of paragraph 1.
    - b. In the event that the Office of Chair becomes vacant, the Vice Chair shall assume that office and serve for the remainder of the term.
    - c. The Vice Chair upon assuming the Chair shall have the authority to appoint a Vice Chair, subject to the concurrence of the Senate. The newly appointed Vice Chair will serve until the next scheduled election for that position.
  3. Secretary
    - a. The Secretary shall be responsible for the minutes of each Faculty Senate Meetings.
    - b. The Secretary shall furnish copies of the minutes to each member of the Senate,
    - c. shall maintain a permanent file of the minutes, and
    - d. shall maintain a duplicate collection of minutes in the holdings of the University Library.
  4. Parliamentarian
    - a. 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. The Parliamentarian in concert with the Governance committee shall prepare a set of Standing Rules of the Senate for the Senates approval during the first regular meeting of each academic year.
- C. Members
1. 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.
  2. The Secretary shall notify the department when a senator has three (3) or more unexcused absences from regular meeting during an academic year.

## VI. COMMITTEE ORGANIZATION

### A. Standing Committees of the Faculty Senate

#### 1. Executive Committee

a. Membership: The Executive Committee shall consist of the Chair of the Senate, the Vice Chair, Parliamentarian, the Secretary of the Senate, the Vice Chancellor for Academic Affairs, and the Chairs of the Senate Standing Committees. The Chair and the Secretary of the Faculty Senate shall be the Chair and the Secretary of the Executive Committee.

#### b. Conduct of Business

##### 1) Meetings

a) The Executive Committee shall meet at least one week preceding each regular meeting of the Senate and at any other times deemed necessary.

b) 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.

c) All actions taken by the Executive Committee are subject to ratification by the Senate.

##### 2) Duties

a) The Executive Committee is to consider issues and concerns that fall within the jurisdiction of the Senate and to either formulate a recommendation for Senate approval or to assign these matters to appropriate committees.

b) Make recommendations to the Faculty Senate regarding ad hoc committees necessary for its effective operation and to coordinate the work of the various committees.

c) To develop and prioritize a list of annual goals and objectives for the Senate.

d) To negotiate and follow through with the administration on resolutions and recommendations approved by the Senate.

e) It shall also provide the Secretary with the Agenda to be distributed to the Senate.

f) Perform other duties at may be specified in these Bylaws.

#### 2. Nominating Committee

##### a. Membership:

1) This Committee shall consist of Senators elected annually from the Senatorial membership, one (1) from each College/School and two (2) at large, in the regular meeting of the Senate in March.

2) The Vice Chair of the Senate shall serve as a nonvoting Chair of the Committee.

##### b. Duties:

1) The Committee shall submit for Senate action at its regular April meeting nominations for Chairs of each Standing Committee of the Senate for the ensuing year.

2) The Committee shall solicit nominations from Senators and shall endeavor to have at least two (2) nominees for each position. The committee shall distribute this list of all

- nominees to the Senate membership at least one (1) week prior to the regular April meeting.
- 3) The Committee shall ensure that no senator shall serve as chair of more than one committee.
  - 4) The Committee shall recommend criteria for membership on these committees for approval by the Faculty Senate. The Committee shall survey the faculty for their preferences and identify faculty to serve on the committees of the Senate and assure that membership of committees are proportional to the number of voting faculty members by Schools/College.
  - 5) The Committee shall insure that the terms of approximately one-third (1/3) of the members of each committee shall expire each year.
  - 6) The Nominating Committee shall submit its report recommending committee membership to the Senate for approval at the first meeting of the Fall Semester.
3. Other Standing Committees and Their Duties
- a. Academic Affairs Committee
    - 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 pertains to academic standards.
    - 3) To review and make recommendations regarding the policies and procedures of units within the university that affect academic affairs.
    - 4) To review and make recommendations regarding the long-range planning efforts of the university as they pertain to academic affairs.
  - b. Budget and Planning Committee
    - 1) To convey to appropriate administrative officials, through the Faculty Senate, concerns of faculty members regarding budgeting and planning.
    - 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
    - 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 insure 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 all resource allocations for faculty development and professional activities.
- d. Governance Committee
- 1) To mediate disputed interpretations of the Charter of the Faculty Senate or the Senate Bylaws.
  - 2) To review and recommend amendments of the Charter of the Faculty Senate or the 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
- 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.
- f. Faculty Welfare Committee - To review and make recommendations on fringe benefits, retirement programs, salaries, working conditions, communication problems, and other factors contributing to the professional satisfaction of the faculty.
- g. General Provisions
- 1) Size of Committees - Faculty Committees shall be no larger than nine (9) and no smaller than five (5) committee members.
  - 2) Term of office - Committee members will serve three-year, staggered terms. Student members will serve one-year terms. No person may serve more than two consecutive terms on any one committee. The term of office shall begin on the first day of the Fall Semester.
  - 3) Conduct of Business
    - a) The Chair of each committee shall convene the committee no later than September 30. In the absence of a Chair, a Convener, appointed by the Chair of the Senate, shall convene the organizational meeting. The purposes of the meeting are to

select officers, if needed, review the committee's responsibilities, and establish the goals and objectives for the current year.

- b) If a vacancy occurs in the position of Chair and there is no Vice Chair for the committee, the first item of business is to select a Chair. The Senate shall confirm the new Chair. The Chair shall be a Faculty Senator and have served at least one-year on the committee.
- c) The number of members needed to conduct business shall be at least 51% of the membership of the committee. Business conducted in the absence of a quorum must be subsequently ratified by the committee prior to being reported to the Senate.
- d) Nonmembers of the committee may attend committee meetings, and, with the consent of the Chair, may speak, but may not vote.
- e) All committees may form subcommittees.

4) Records

- a) The Secretary of each committee shall be responsible for minutes of committee meetings.
- b) Copies of minutes of committee meetings shall be sent to the Chair of the Senate with a file copy for the Secretary.
- c) Outgoing committee chairmen shall provide copies of minutes, records, and other information to newly elected Chairs.

5) Reports

- a) All Faculty Committees of the Senate shall report to the Faculty Senate as requested by the Chair of the Senate and/or the Faculty Senate.
- b) Committee Chairs may request to report to, or make recommendations to the Senate.
- c) Reports containing items for Senate approval must be submitted in writing to the Chair of the Senate.

B. Ad Hoc Committees

1. When a need arises for a Senate committee to perform duties not covered by the standing committee the Senate shall establish an Ad Hoc Committee in one of the following manners:
  - a. If an Ad Hoc Committee is considered necessary during a Faculty Senate meeting then the committee and the chair of the committee shall be selected by vote of the Senate.
  - b. If an Ad Hoc Committee is considered necessary between Faculty Senate meetings and the committee must be functioning before the next meeting, then the Chair in consultation with the Executive Committee and written notification of the Senate membership shall appoint such a committee and it's chair.
  - c. At the time of formulation of an Ad Hoc Committee its specific duties shall be specified.
  - d. Term of an Ad Hoc Committee ends when its final report is submitted to the Senate or at the end of the academic year, which ever comes first.

C. Autonomous Committees - The mandates for these committees supersede the provisions of Article I, Section 2 of the Charter of the Faculty Senate in that these committees report to, and

make recommendations directly to, the Chancellor and may report to and make recommendations to the Faculty Senate. These committees are 1) Faculty Grievance Committee, 2) Hearing and Reconsideration Committee; and 3) Tenure, Promotion and Reappointment Committee.

1. Elections Committee for Autonomous Committees

- a. The Elections Committee shall be chaired by the Vice-Chair of the Senate, and comprised of the members of the Executive Committee and the Chairs of the Autonomous Committees named in the Charter of the Faculty Senate.
- b. The Elections Committee shall meet in January and determine the need for elections

2. Duties of the Elections Committee

- a. The Committee shall 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.
- b. They shall 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.
- c. 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.
- d. They shall 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.
- e. They 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.
- f. They shall be responsible for: determining appropriate demographic balance for Autonomous Committee membership, and receiving and/or eliminating names as appropriate under the published rules.
- g. The Committee shall advertise through notices to the Faculty Senate, to Department Heads and by letter, to each faculty member.
- h. In the event of a mail ballot, the following procedures shall be employed:
  - 1) A ballot will be enclosed in two envelopes and distributed by tellers selected by the Elections Committee.
  - 2) 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.

- 3) 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.
  - 4) The Elections Committee shall validate the signatures on the outer envelopes, and then discard the outer envelopes. Then the inner envelopes shall be opened and the ballots shall be tabulated
    - i. The election process shall be completed not later than 1 March.
3. Autonomous Committees
- a. Faculty Grievance Committee
    - 1) Membership Selection - Members of this committee are elected from and by the voting faculty. The committee shall consist of one representative elected by each school or college and three (3) members at large. Only tenured faculty members may serve. No officer of the administration shall serve; "Officer of the administration" in this context includes Department Chairs. The Faculty Senate shall conduct elections of members to this committee annually.
      - a) Term of Office -Members will serve two-year, staggered terms.
        - (1) No member shall serve more than two consecutive terms.
        - (2) No member shall serve simultaneously on two or more autonomous committees.
        - (3) When a hearing has begun but not completed before the first day of the fall semester, the committee that originated the hearing shall complete the process.
    - 2) Duties of Faculty Grievance Committee:
      - a) 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 committees power shall include matters directly related to a faculty members employment status and institutional relationships within the university. However, the committee may consider no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee.
      - b) 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
    - 1) Membership Selection - Members of this committee are elected from and by the voting faculty. The committee shall consist of one representative elected by each school or college and three (3) members at large. Only tenured faculty members may serve. No officer of the administration shall serve; "Officer of the administration" in this context

includes Department Chairs. The Faculty Senate shall conduct elections of members to these committees annually.

- a) Term of Office - Members will serve three-year, staggered terms.
  - (1) No member shall serve more than two consecutive terms.
  - (2) No member shall serve simultaneously on two or more autonomous committees.
  - (3) When a hearing has begun but not completed before the first day of the fall semester, the committee that originated the hearing shall complete the process.
- 2) Duties of the Hearing and Reconsideration Committee:
  - a) 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.
  - b) To either confirm the contested decision, or recommend corrective action to the Chancellor.
  - c) To report periodically to the general faculty and/or the Faculty Senate the committee's functions, procedures, policies, and activities.
- c. Tenure, Promotion and Reappointment Committee
  - 1) Membership Selection -Members of this committee are elected from and by the voting faculty. The committee shall consist of nine (9) representative. These representatives should be in proportion to the number of voting faculty by the College/School and academic rank. Only tenured faculty members may serve. No officer of the administration shall serve; "Officer of the administration" in this context includes Department Chairs. The Faculty Senate shall conduct elections of members to these committees annually.
  - 2) Term of Office - Members will serve three-year, staggered terms.
    - a) No member shall serve more than two consecutive terms.
    - b) No member shall serve simultaneously on two or more autonomous committees.
  - 3) Duties of the Tenure, Promotion, and Reappointments Committee:
    - a) At the first meeting the committee members shall elect a chair from among its own ranks.
    - b) 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.

- c) To review and recommend policies and procedures regarding recruitment, reappointment, tenure, and promotions, and to monitor the applications of such policies and procedures.
  - d) To work in conjunction with the Faculty Evaluation and Development Committee in insure uniformity and fairness in the interpretation of evaluation forms, and in the execution of evaluation procedures.
  - e) To investigate, report, and make recommendations pertinent to academic freedom and tenure.
  - f) To report periodically to the general faculty and/or the Faculty Senate the committee's functions, procedures, policies, and activities.
- d. Faculty Assembly
- 1) Membership selection-the number of delegates is determined by the Faculty Assembly.
    - a) One Faculty Assembly Delegate shall be the Chair of the Faculty Senate.
    - b) The remaining delegates and the alternate delegate shall be a voting faculty member and selected by the voting faculty.
  - 2) Term of Office-delegates will serve three-year, staggered terms.
    - a) No delegate shall serve more than two consecutive terms.
    - b) If a delegate steps down before the end of their term, then the alternate delegate shall complete the delegate's term.

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 Charter of the Faculty Senate 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. The Chancellor determines committee compositions and memberships.

## VII. 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 Charter of the Faculty Senate, Senate Bylaws, or the University Code.

## VIII. 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. Any member of the Senate may propose amendments. Such proposals shall be submitted in writing to the Governance Committee,

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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.