

FACULTY SENATE AGENDA

There will be a meeting of the Faculty Senate on Tuesday, March 20, 1973,
at 3:00 P.M. in Room 101 Nursing Building.

AGENDA

1. Call to Order
2. Approval of the Minutes
3. Special Order of the Day
4. Unfinished Business
5. Report of Committees
 - a. Ad hoc Governance Committee (attachment)
 - b. Committee on Committees (attachment)
 - c. Agenda Committee
 - d. Ad hoc Committee to review the decision affecting Mr. Kilcoyne's tenure.
6. New Business
 - a. Election of a Nominating Committee

CONSTITUTION OF THE FACULTY SENATE

I. Purpose

The purpose of the faculty organization shall be to provide the means by which the faculty is enabled to fulfill its function with respect to academic and educational policies and other affairs of East Carolina University. The faculty organization shall be comprised of the General Faculty and the Faculty Senate. The General Faculty shall be the general electorate, and the Faculty Senate shall be a legislative and advisory body representing the General Faculty and shall consist of elected and ex-officio members. The functions, duties, and privileges of these two bodies, stipulated in the following document, shall be exercised under the authority of the Chancellor of East Carolina University.

II. Organization of the General Faculty

The General Faculty shall consist of all regular members of the teaching or research staff who hold the rank of full-time instructor or above, all staff personnel who hold rank equivalent to those of the teaching staff, and general administrative officers of East Carolina University and their assistants in policy making positions.

The General Faculty shall have as its presiding officer the Vice-Chancellor and Dean of East Carolina University, who shall be responsible for calling its meetings and for keeping a record of its proceedings. In the absence of the Vice-Chancellor and Dean, the Chairman of the Faculty shall preside. The presence of

a majority of the members shall constitute a quorum, except in special cases provided for in this constitution. Each member of the General Faculty shall have one vote. A vote by voice will be the regular method of voting on any motion that does not require more than a majority vote for its adoption. Upon the request of ten percent of those present a secret ballot will be in order.

III. Functions of the General Faculty

The General Faculty shall be empowered to perform the following functions: Consider reports from and make recommendations to the Chancellor, the Vice-Chancellor and Dean, and the Faculty Senate; discuss any matter relating to the welfare of East Carolina University or of the members thereof; amend or rescind the articles establishing the Faculty Senate as provided for in this constitution; amend or rescind the action of the Faculty Senate as provided for in this constitution.

IV. Meetings of the General Faculty

The General Faculty shall meet at the pleasure of the Chancellor, the Vice-Chancellor and Dean, or the Faculty Senate of East Carolina University, or upon petition to the Vice-Chancellor and Dean by at least fifteen per cent of the General Faculty.

V. Organization of the Faculty Senate

All Faculty members of East Carolina University are eligible to vote for or serve in the Faculty Senate who have the rank of instructor or above and who are under yearly contracts with

East Carolina University as full-time faculty members. The membership of the Faculty Senate shall consist of elected representatives and of ex-officio members.

The number of elected Faculty Senators shall not exceed 52 nor be less than 44. Prior to the elections in the Spring of each academic year, the ratio of faculty members to elected Faculty Senators will be determined by the Chairman, Vice-Chairman, and the Secretary. Each electoral unit represented will then be informed as to the number of elected Faculty Senators to which that electoral unit is entitled. An electoral unit for the purposes of this constitution shall be the departments of the College of Arts and Sciences and the various schools (including the Division of Continuing Education, the Division of Library Services, and the Counseling Center). In the event that an electoral unit must reduce its existing number of Faculty Senators, it shall do so by following democratic procedures.

Each department of the College of Arts and Sciences shall have at least one elected Faculty Senator, and will elect its Faculty Senator as an electoral unit. All schools (including the Division of Continuing Education, Division of Library Services, and the Counseling Center) will have at least one elected Faculty Senator. Each school may choose to elect its Senators from the school as a whole or in the alternate manner described as follows. Each department within the school shall be allowed to nominate the number (less the number whose terms are

not expired) to which they would be entitled if they were considered as separate electoral units. The persons nominated by each department shall be placed on a ballot for the election of the number allotted to the electoral unit by the faculty of the electoral unit.

The count of faculty members for the purpose of apportionment shall include those members who are absent from the campus because of illness or leave of absence, unless replaced by a full-time instructor or above under annual contract.

The ex-officio members of the Faculty Senate shall include the following representatives of the East Carolina University administration: Chancellor, the Vice-Chancellor and Dean, Provost, Vice-Chancellor for Health Affairs, and one additional member elected by the Administrative Council in a manner determined by the Council.

The elected representatives of East Carolina University to the Faculty Assembly of the University of North Carolina shall be ex-officio members without vote.

VI. Method of Election of the Faculty Senate

The Secretary for the Faculty shall request that each electoral unit proceed to elect its representatives. Elections shall be held in April of each year with members-elect to take office on the day following the last regular meeting of the Faculty Senate in the Spring quarter.

To obtain nominations, each School or Department shall develop a ballot that lists every eligible member of that School or

Department. Each member of the faculty shall vote by secret ballot for twice as many nominees as that faculty member's School or Department is entitled to elect. That group of nominees equal to twice the number of representatives to be elected that receives the largest number of votes shall then be placed on a separate ballot for the election of representatives. An alternate method of nominating Senators by the schools is found in Section 5.

To elect representatives each faculty member shall then vote by secret ballot for the number of representatives allotted that electoral unit. Votes shall be counted in accordance with procedures agreed upon by the electoral unit.

The administrative officer of each electoral unit shall report the results of the election to the Secretary of the Faculty.

Each Senator shall serve a two-year term. A member may be elected to succeed himself twice. After a lapse of one year following the expiration of this third term he will again be eligible for election. The seat of an elected Senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chairman of the Faculty.

Each electoral unit concerned shall hold special elections to fill unexpired or vacated terms.

The administrative office of each electoral unit so affected shall certify to the Secretary of the Faculty the credentials of individuals thus elected.

VII. Officers of the Faculty Senate

The officers of the Faculty Senate shall consist of the

following: The Chairman of the Faculty, the Vice-Chairman of the Faculty, the Secretary of the Faculty. Other offices may be established as they become advisable or necessary.

All officers shall be elected members of the Faculty Senate and shall be elected by a majority vote of the elected members of the Faculty Senate present.

The term of officers of the Faculty Senate shall be one year with the privilege of re-election.

The Parliamentarian of the Faculty shall be appointed annually before the first regular meeting of the Faculty Senate by the Chairman of the Faculty. The Parliamentarian need not be a member of the Faculty Senate.

At the first regular meeting of the spring quarter the elected members of the Faculty Senate shall nominate and elect a nominating committee to consist of five members. The nominating committee shall be elected from the ranks of the elected members of the Faculty Senate by a majority of those present and voting. Voting for members of the nominating committee shall be by written, secret ballot.

The nominating committee elected by the Faculty Senate shall submit to the Secretary of the Faculty a slate of candidates for each office of the Faculty Senate at an organizational meeting to be held on the day following the last regular meeting of the spring quarter. This slate of candidates shall be drawn from the elected membership of the incoming Faculty Senate.

Further nominations, from the ranks of the elected membership and by the elected members, will be accepted from the floor.

Officers will be elected by a majority of those present and voting. They shall assume their duties on the day following the last regular meeting of the Faculty Senate in the spring quarter.

If the office of the Chairman of the Faculty shall become vacant, the position shall be assumed by the Vice-Chairman of the Faculty. If other offices shall become vacant, they shall be filled by a special election conducted by the Faculty Senate.

Voting for all officers shall be by written, secret ballot.

VIII. Duties of the Officers of the Faculty Senate

The Chairman of the Faculty shall preside at all meetings. He is empowered to call special meetings as hereinafter provided. The Chairman is an ex-officio member of all University academic committees and standing committees of the Senate. He shall appoint persons to fill unexpired terms of committees where applicable.

The Vice-Chairman of the Faculty shall perform all of the duties of the Chairman in the absence or incapacity of the Chairman. The Vice-Chairman of the Faculty shall succeed to the office of Chairman of the Faculty in the event that office should become vacant during the term of the incumbent. The Chairman may delegate to the Vice-Chairman his seat on any of the University Academic Committees and Standing Committees of the Senate.

The Secretary of the Faculty shall keep accurate minutes of all regular and special meetings, distribute copies of the minutes to all members of the General Faculty, conduct necessary correspondence, keep an accurate list of membership of the Faculty Senate, keep an accurate record of attendance, inform the Chairman of the Faculty when a seat becomes vacant, and perform such other appropriate

duties as directed by the Faculty Senate.

The Parliamentarian of the Faculty shall advise on all parliamentary matters according to the latest edition of Robert's Rules of Order and the constitution and by-laws of the Faculty Senate.

IX. Meetings of the Faculty Senate

Three regular meetings of the Faculty Senate will be held each fall, winter, and spring quarter according to a schedule prepared the preceding year by the Agenda Committee and presented to the Faculty Senate for approval at the first meeting of the spring quarter.

The organizational meeting of the Faculty Senate shall be held on the day following the last regular meeting of the spring quarter.

Upon written petition of fifteen members of the Faculty Senate the Chairman shall call a special session of the Faculty Senate within four days. In an exceptional situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chairman of the Faculty shall be empowered to call a special session of the Faculty Senate. A notice stating the purpose of the special session shall be distributed to the members of the Faculty Senate and the General Faculty twenty-four hours prior to the meeting.

Meetings of the Faculty Senate shall be open to all members of the General Faculty. The General Faculty shall be informed of the time, place, and agenda of all regular and special meetings.

X. Functions of the Faculty Senate

The Faculty Senate may, at its own discretion, seek the advice

and counsel of any member of the General Faculty.

In exercising its function the Faculty Senate shall establish whatever procedures that are necessary.

The Faculty Senate shall be authorized to set up such committees as are necessary for the performance of its duties.

The legislative powers of the General Faculty are delegated to the Faculty Senate and the Faculty Senate shall have the powers of the General Faculty, subject to the limitations stated in this constitution, in formulating the policies of East Carolina University.

The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of East Carolina University, or initiate any policies in such matters which it deems desirable.

XI. Agenda of the Faculty Senate

The Faculty Senate shall be free to establish its own agenda, provided that all matters of academic policy brought before the Agenda Committee by the General Faculty, any Senator, any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate after receipt of the recommendation.

There shall be an Agenda Committee which shall consist of the Chairman of the Faculty, Vice-Chairman of the Faculty, Secretary of the Faculty, the Vice-Chancellor and Dean of East Carolina University, and five additional senators from the elected members of the Faculty Senate. These five members shall be nominated from the floor of the Faculty Senate by elected members and shall be elected for a one-year term by elected members of the Faculty

Senate at its organizational meeting each year. The Parliamentarian of the Faculty shall serve as a member without vote.

The Chairman and Secretary of the Agenda Committee shall be chosen by the members of the Committee from among its elected members.

The Agenda Committee shall collect all recommendations of academic policy from Academic Committees, standing and special committees of the Faculty Senate. The order of the agenda shall be prepared by the Committee for all regular and special meetings of the Faculty Senate.

Matters to be brought before the Faculty Senate shall ordinarily be considered in the order set forth by the Agenda Committee. Matters for consideration may be taken out of order and/or new matters considered in any order upon a two-thirds vote of Faculty Senators present and voting at any meeting of the Faculty Senate.

The Agenda Committee shall conduct its meetings so that the agenda, the reports of the various committees, and other matters to be considered by the Faculty Senate shall be distributed in writing to all members of the General Faculty at least one week in advance of meetings of the Faculty Senate.

XII. Order of Business for the Faculty Senate

The following order of business shall be observed in meetings of the Faculty Senate unless Senators vote to change the procedures as provided in this constitution: (1) call to order, (2) approval of the minutes, (3) special order of the day, (4) unfinished business, (5) reports of committees, (6) other new business, (7) adjournment.

Each elected member of the Faculty Senate shall have one vote. The ex-officio members shall have one vote each. Voting by the Faculty Senate shall ordinarily be by voice vote. All matters shall be decided by a majority vote of those Senators present and voting except as stated in this constitution.

A quorum shall consist of three-fifths of the elected faculty members of the Faculty Senate.

XIII. Limitations Upon Functions of the Faculty Senate

The General Faculty shall be empowered to amend or rescind any act of the Faculty Senate, provided that a majority of the total membership of the General Faculty at a regular or special meeting at which a quorum of at least two-thirds of the General Faculty shall be present and voting, so votes.

Acts or decisions of the Faculty Senate shall be considered approved unless vetoed within thirty days of the action by the Chancellor of East Carolina University by written notice to the Chairman of the Faculty.

XIV. Amendments to the Constitution of the Faculty Senate

All proposed amendments to the Constitution of the Faculty Senate shall be presented first at a regular meeting of the Faculty Senate for discussion, amendment or substitution. At the next regular meeting of the Faculty Senate the amendment will be voted upon for submission to the General Faculty for approval.

An amendment to the constitution of the Faculty Senate shall be effected only by action of the General Faculty.

As the creating body, the General Faculty shall be empowered to amend or abolish these articles establishing the Faculty Senate.

Any amendment to these articles or any action abolishing them shall require a majority of the total membership of the General Faculty at a regular or special meeting at which a quorum of at least two-thirds of the General Faculty shall be present and voting.

- XV. The Faculty Senate shall establish whatever by-laws that are necessary. The initial adoption of by-laws, as well as amendments to existing by-laws, the deletion of existing by-laws, and the adoption of other by-laws, shall require a vote of two-thirds of those elected senators present and voting at a regular or properly called meeting at which a quorum is present. Previous notice must be given at the preceding meeting of the Faculty Senate of the intended change of the Faculty Senate by-laws.

FACULTY GOVERNANCE COMMITTEE

For several years the Chairman of the Faculty has found it necessary to appoint a committee to advise him on questions of faculty governance both in the abstract and in terms of the statements of the ECU Faculty Manual and the Constitution and By-Laws of the Faculty Senate.

The Committee on Committees recommends to the Faculty Senate that it establish a standing committee that shall be responsible for advising the Senate on constitutional and governance questions.

TITLE: Committee on Faculty Governance

STRUCTURE: The committee shall be a standing committee of the Faculty Senate. Its membership shall be nominated to staggered terms by the Committee on Committees subject to the approval of the Faculty Senate. It shall consist of seven (7) elected faculty members and two ex-officio members, the Provost and the Vice Chancellor for Health Affairs or their appointed representatives. (Quorum is five.) Two of the original faculty members shall serve one-year terms, two shall serve two-year terms, and three shall serve three-year terms.

- CHARGE:**
- 1) Advise Senate on matters relating to the Constitution and By-Laws.
 - 2) Advise Senate on matters relating to the Faculty Manual. This committee shall not conflict with the functions of the Committee on Committees.
 - 3) Ensure that unit codes of operation continue to conform to the ECU Code of Operations. All additions and deletions to the present codes shall be submitted to this committee before submission to the Faculty Senate.
 - 4) This committee will call for the required unit re-evaluations specified by the ECU Code of Operations.
 - 5) This committee shall be alert to needed additions or deletions to the ECU Code of Operations and make appropriate recommendations to the Faculty Senate.
 - 6) This committee shall hear appeals by any faculty member concerning the Code of Operations within his unit.