

Faculty Senate Agenda
March 30, 1993
attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT

Recommendation Concerning Apportionment of the Faculty Senate

Please note that the revisions to Appendix A, Faculty Constitution of ECU, do not include a proposal to modify the current apportionment of the Faculty Senate. The Committee thought it important that the revised appendices be presented to the Faculty Senate during this academic year. We were unable, however, to reach anything approaching a consensus regarding possible proposed modifications of the Faculty Senate apportionment formula now contained in Appendix A. The Committee submits, therefore, the following proposal for the Faculty Senate's consideration in addition to the proposed appendices:

That the Faculty Governance Committee be charged to review the current apportionment of the Faculty Senate and present its recommendations to the Faculty Senate no later than the Faculty Senate's March 29, 1994, meeting.

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FACULTY GOVERNANCE COMMITTEE REPORT

PROPOSED REVISED APPENDIX A
FACULTY CONSTITUTION
EAST CAROLINA UNIVERSITY

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.

The Faculty Senate and the various committees on which the faculty serve shall be the primary media for the essential joint effort of faculty and administration in the government of East Carolina University. The Chancellor and the Chair of the Faculty shall facilitate communication which will enable continuing and effective faculty participation.

II. Organization of the General Faculty

The general faculty shall consist of all full-time members of the teaching, research, or administrative staff who hold an academic title, including those on special faculty appointment.

The general faculty shall have as its presiding officer the Chair of the Faculty, who shall be responsible for calling its meetings and for keeping a record of its proceedings. 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 appropriate Vice Chancellor, 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 or the Faculty Senate of East Carolina University or upon

1 petition to the Chancellor by at least fifteen percent of the general
2 faculty.
3

4 V. Organization of the Faculty Senate

5 All full-time faculty members of East Carolina University are eligible
6 to vote for Faculty Senators. All full-time faculty members of East
7 Carolina University in at least their second year of appointment to
8 the unit which they will represent are eligible for election to the
9 Faculty Senate. The membership of the Faculty Senate shall consist
10 of elected representatives and of ex-officio members.
11

12 The number of elected Faculty Senators shall not exceed 52 nor be
13 fewer than 44. Prior to the election in the spring of each academic
14 year, the ratio of faculty members to elected Faculty Senators will
15 be determined by the Chair, Vice Chair, and the Secretary. The number
16 of faculty within each department/school will be gathered from part
17 of a personnel data file that is prepared and submitted to the UNC
18 General Administration by the Department of Planning and Institutional
19 Research in November of each year. Each electoral unit represented
20 will then be informed as to the number of elected Faculty Senators to
21 which that electoral unit is entitled. No electoral unit will be
22 allocated more than ten percent of the elected Faculty Senate members.
23 Electoral units for the purpose of this constitution shall be the
24 various professional schools, the Division of Continuing Education and
25 Summer School, Academic Library Services, Health Sciences Library,
26 and the departments of the College of Arts and Sciences. In the event
27 that an electoral unit must reduce its existing number of Faculty
28 Senators, it shall do so by following democratic procedures.
29

30 Each department of the College of Arts and Sciences shall have at
31 least one elected Faculty Senator and will elect its Faculty Senator
32 as an electoral unit. The various professional schools, the Division
33 of Continuing Education and Summer School, Academic Library Services,
34 Health Sciences Library, and the departments of the College of Arts
35 and Sciences will have at least one elected Faculty Senator. Each
36 school may choose to elect its Senators from the school as a whole or
37 in the alternate manner described as follows. Each department within
38 the school shall be allowed to nominate the number (less the number
39 whose terms are not expired) to which it would be entitled if it were
40 considered as a separate electoral unit. The persons nominated by
41 each department shall be placed on a ballot for the election of the
42 number allotted to the electoral unit by the faculty of the electoral
43 unit.
44

45 The count of faculty members for the purpose of apportionment shall
46 include those members who are absent from the campus because of
47 illness or leave of absence, unless replaced by a full-time instructor
48 or above under annual contract.
49

50 The ex-officio members of the Faculty Senate shall include the
51 following representatives of the East Carolina University
52 administration: Chancellor, Vice Chancellor for Academic Affairs,
53 Vice Chancellor for Health Sciences, and one additional member elected
54 by the Council of Academic Deans in a manner determined by the
55 Council. The immediate past Chair of the Faculty and the elected
56 representatives of East Carolina University to the Faculty Assembly
57 of the University of North Carolina who are not members of the Faculty
58 Senate shall also be ex-officio members. These ex-officio members
59 shall have a vote in all Senate matters except the election of

1 officers and committee members.

2 VI. Method of Election of the Faculty Senate

3 The Secretary of the Faculty shall request that each electoral unit
4 proceed to elect its representatives. Elections shall be held in
5 February of each year with members-elect to take office on the day
6 following the last regular meeting of the Faculty Senate in the spring
7 semester.

8
9 To obtain nominations, each school or department shall develop a
10 ballot that lists every eligible member of that school or department.
11 Each member of the faculty shall vote by secret ballot for twice as
12 many nominees as that faculty member's school or department is
13 entitled to elect. That group of nominees equal to twice the number
14 of representatives to be elected that receive the largest number of
15 votes shall then be placed on a separate ballot for the election of
16 representatives. An alternate method of nominating Senators by the
17 schools is found in Section V.

18
19 To elect representatives each faculty member shall then vote by secret
20 ballot for the number of representatives allotted that electoral unit.
21 Votes shall be counted in accordance with procedures agreed upon by
22 the electoral unit.

23
24 The administrative officer of each electoral unit shall report the
25 results of the election to the Secretary of the Faculty.

26
27 Each Senator shall serve a two-year term. Senators may be elected to
28 succeed themselves twice. After a lapse of one year following the
29 expiration of this third term, they will again be eligible for
30 election. The seat of an elected Senator who fails to attend more
31 than three consecutively held meetings of the Faculty Senate shall be
32 declared vacated by the Chair of the Faculty.

33
34 Each electoral unit concerned shall hold special elections to fill
35 unexpired or vacated terms.

36
37 The Senate may establish and promulgate procedures for selecting
38 alternates for elected and ex-officio members.

39
40 The administrative office of each electoral unit so affected shall
41 certify to the Secretary of the Faculty the credentials of individuals
42 thus elected.

43
44 VII. Officers of the Faculty and Faculty Senate

45 The officers of the Faculty and Faculty Senate shall consist of the
46 following: the Chair of the Faculty, the Vice Chair of the Faculty,
47 the Secretary of the Faculty. Other officials may be established as
48 they become advisable or necessary.

49
50 All officers shall be elected by a majority vote of the elected
51 members of the Faculty Senate present. All full-time, permanently
52 tenured faculty are eligible to serve as Faculty Officers. In the
53 event that a Faculty Officer is also a Faculty Senator, the unit
54 having elected the Senator is invited to elect a replacement. The
55 term of Faculty Officers shall be one year with the privilege of
56 reelection.

57
58 At the second regular meeting of the spring semester the elected
59 members of the Faculty Senate shall nominate and elect a nominating

1 committee to consist of five members. The nominating committee shall
2 be elected from the ranks of elected members of the Faculty Senate by
3 a majority of those present and voting. Voting for members of the
4 nominating committee shall be by written, secret ballot.

5
6
7 The nominating committee elected by the Faculty Senate shall submit
8 to the Secretary of the Faculty a slate of candidates for each office
9 of the Faculty Senate at an organizational meeting to be held on the
10 day following the last regular meeting of the spring semester.

11 Further nominations, from the ranks of the elected membership and by
12 the elected members, will be accepted from the floor. Officers will
13 be elected by a majority of those present and voting. They shall
14 assume their duties on August 1 following election.

15
16 If the office of the Chair of the Faculty shall become vacant, the
17 position shall be assumed by the Vice Chair of the Faculty. If other
18 offices shall become vacant, they shall be filled by a special
19 election conducted by the Faculty Senate.

20
21 Voting for all officers shall be by written, secret ballot.

22
23 VIII. Duties of the Officers of the Faculty Senate

24 The Chair of the Faculty shall preside at all meetings. He or she is
25 empowered to call special meetings as hereinafter provided. The Chair
26 is an ex-officio member of all academic committees and various
27 administrative committees. The Chair may delegate to the Vice Chair
28 or an appointed representative his or her seat on any of the academic
29 or various administrative committees. He or she shall appoint
30 persons to fill unexpired terms of committees.

31
32 Before the first regular meeting of the Faculty Senate, the Chair will
33 appoint the Parliamentarian of the Faculty. The Parliamentarian need
34 not be a member of the Faculty Senate, but shall advise the Chair and
35 the faculty on the parliamentary matters according to the latest
36 edition of Robert's Rules of Order, Newly Revised and the Faculty
37 Constitution and its By-Laws.

38
39 The Chair of the Faculty supervises the Faculty Senate office
40 personnel, and with their assistance, plans the General Faculty
41 Convocation. The Chair is responsible for conveying greetings of the
42 Faculty at commencement exercises and representing the Faculty at
43 university functions and Board of Trustee meetings.

44
45 The Vice Chair of the Faculty shall perform all of the duties of the
46 Chair in the absence or incapacity of the Chair. The Vice Chair of
47 the Faculty shall serve, at the request of the Chair of the Faculty,
48 as the Chair's representative on faculty committees. The Vice Chair
49 of the Faculty shall succeed to the office of Chair of the Faculty in
50 the event that office should become vacant during the term of the
51 incumbent.

52
53 The Secretary of the Faculty shall keep accurate minutes of all
54 regular and special meetings, ensure distribution of copies of the
55 minutes to all members of the general faculty, keep an accurate list
56 of membership of the Faculty Senate, keep an accurate record of
57 attendance, inform the Chair of the Faculty when a seat becomes
58 vacant, serve, at the request of the Chair of the Faculty, as the
59 Chair's representative on faculty committees, and perform such other

1 appropriate duties as directed by the Faculty Senate.
2

3 IX. Meetings of the Faculty Senate

4 Four regular meetings of the Faculty Senate will be held each fall and
5 spring semester according to a schedule prepared by the Agenda
6 Committee and approved by the Senate in the Fall Semester of the
7 preceding year.
8

9 The organizational meeting of the Faculty Senate will be held on the
10 day following the last regular meeting of the spring semester.
11

12 Upon written petition of fifteen members of the Faculty Senate, the
13 Chair shall call a special session of the Faculty Senate within four
14 days. In an exceptional situation in which the regular procedures for
15 scheduling a meeting of the Faculty Senate are clearly inadequate and
16 would occasion undue delay, the Chair of the Faculty shall be
17 empowered to call a special session of the Faculty Senate. A notice
18 stating the purpose of the special session shall be distributed to the
19 members of the Faculty Senate and the general faculty twenty-four
20 hours prior to the meeting.
21

22 Meetings of the Faculty Senate shall be open to all members of the
23 general faculty. The general faculty shall be informed of the time,
24 place, and agenda of all regular and special meetings.
25

26 X. Functions of the Faculty Senate

27 The Faculty Senate may, at its own discretion, seek the advice and
28 counsel of any member of the general faculty. In exercising its
29 function the Faculty Senate shall establish whatever procedures are
30 necessary.
31

32 The Faculty Senate shall be authorized to set up such committees as
33 are necessary for the performance of its duties.
34

35 The legislative powers of the general faculty are delegated to the
36 Faculty Senate and the Faculty Senate shall have the powers of the
37 general faculty, subject to the limitations stated in this
38 constitution, in formulating the policies of East Carolina University.
39

40 The Faculty Senate shall ratify, amend, or remand all matters of
41 academic policy or faculty welfare which have been recommended by any
42 standing or special committee of East Carolina University, or initiate
43 any policies in such matters which it deems desirable.
44

45 XI. Agenda of the Faculty Senate

46 The Faculty Senate shall be free to establish its own agenda, provided
47 that all matters of academic policy brought before the Agenda
48 Committee by action of the general faculty, any Senator, or any
49 standing or special committee shall be placed on the agenda not later
50 than the time of the second regular meeting of the Faculty Senate
51 after receipt of the recommendation.
52

53 Matters to be brought before the Faculty Senate shall ordinarily be
54 considered in the order set forth by the Agenda Committee. Matters
55 for consideration may be taken out of order and/or new matters
56 considered in any order upon a two-thirds vote of Faculty Senators
57 present and voting at any meeting of the Faculty Senate.
58

59 The Agenda Committee collects all recommendations from academic

1 committees, including all standing and ad hoc committees of the
2 Faculty Senate. The committee draws up the agenda, on the basis of
3 the recommendations and reports received from the committees, as well
4 as from the officers and members of the Faculty Senate, for each
5 regular and special meeting of the Faculty Senate. The committee has
6 the responsibility of seeing that each member of the faculty receives
7 a copy of the agenda for each meeting of the Faculty Senate one week
8 before the date of the meeting.
9

10 The membership of the Agenda Committee shall consist of five elected
11 Senators, elected to the Committee by the Faculty Senate for one-year
12 terms at the organizational meeting of the Faculty Senate each spring
13 semester, plus ex-officio: Chair and Vice Chair of the Faculty and
14 Secretary of the Faculty. The immediate past Chair of the Faculty,
15 in residence, the Parliamentarian of the Faculty, and the Faculty
16 Assembly Delegates shall serve as members without vote. The Chair and
17 Secretary of the Agenda Committee shall be chosen by the members from
18 among its elected membership. The quorum shall be three elected
19 committee members.
20

21 The Agenda Committee is empowered to draw up, and arrange for the
22 distribution of, the agenda for each meeting of the Faculty Senate.
23 The Committee reports the agenda directly to the members of the
24 faculty and the Faculty Senate. It also reports to the Faculty Senate
25 on any other matter within its charge requiring Faculty Senate action.
26

27 XII. Order of Business for the Faculty Senate

28 The following order of business shall be observed in meetings of the
29 Faculty Senate unless Senators vote to change the procedures as
30 provided in this constitution: (I) call to order, (II) approval of the
31 minutes, (III) special order of the day, (IV) unfinished business, (V)
32 reports of committees, (VI) new business.
33

34 Each elected member of the Faculty Senate shall have one vote. Unless
35 otherwise indicated, the ex-officio members shall have one vote each.
36 Voting by the Faculty Senate shall ordinarily be by voice vote. All
37 matters shall be decided by a majority vote of those Senators present
38 and voting except as stated in this constitution.
39

40 A quorum shall consist of three-fifths of the elected faculty members
41 of the Faculty Senate.
42

43 XIII. Limitations Upon Functions of the Faculty Senate

44 The general faculty shall be empowered to amend or rescind any act of
45 the Faculty Senate, provided that a majority of the total membership
46 of the general faculty at a regular or special meeting at which a
47 quorum of at least two-thirds of the general faculty shall be present
48 and voting, so votes.
49

50 Acts or decisions of the Faculty Senate shall be considered approved
51 unless vetoed within thirty days of the action by the Chancellor of
52 East Carolina University by written notice to the Chair of the Faculty
53 or unless the Chancellor notifies the Chair of the Faculty in
54 writing that the proposal has been forwarded to the Board of Trustees
55 or to the Board of Governors.
56

1 XIV. Amendments to the Faculty Constitution

2 All proposed amendments to the Faculty Constitution shall be presented
3 first at a regular meeting of the Faculty Senate for discussion,
4 amendment or substitution. At the next regular meeting of the Faculty
5 Senate the amendment will be voted upon for submission to the general
6 faculty for approval.
7

8 An amendment to the Faculty Constitution shall be effected only by
9 action of the general faculty.
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11 As the creating body, the general faculty shall be empowered to amend
12 or abolish these articles establishing the Faculty Senate. Any
13 amendment to these articles or any action abolishing them shall
14 require a majority of the total membership of the general faculty, at
15 a regular or special meeting at which a quorum of at least two-thirds
16 of the general faculty shall be present and voting.
17

18 XV. Adoption and Changing of By-Laws of the Faculty Constitution

19 The Faculty Senate shall establish whatever by-laws are
20 necessary. A motion to amend the by-laws shall be presented first at
21 a regular meeting of the Faculty Senate for discussion only. At the
22 next regular meeting of the Faculty Senate the motion to amend the
23 by-laws will be acted upon, requiring a vote of two thirds of those
24 elected senators present and voting for approval.
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