

CONSTITUTION OF THE FACULTY SENATE OF NORTH CAROLINA CENTRAL UNIVERSITY

Revised: April 24, 2014

PREAMBLE

The faculty of North Carolina Central University bears a major share of responsibility for the growth, development, and maintenance of the academic, scholarly, and extracurricular programs of the University and, believing that shared governance is vital to the well-being of the University considers open lines of communication with the administration of the University on all activities and functions within the concern of the faculty to be one of its essential tasks. Consequently, this constitution is based upon and guided by the *Standards of Shared Governance on the 16 UNC Campuses* adopted by the Faculty Assembly of the University of North Carolina in April, 2005.

ARTICLE I: NAME, PURPOSE, AND AIMS

Section 1: Name

The name of the organization for faculty participation in shared governance at North Carolina Central University will be the "Faculty Senate of North Carolina Central University," hereinafter called the "Senate."

Section 2: Purpose

The Senate is charged by the UNC Board of Governors to implement the role of the faculty in shared governance by participating fully in advising the administration of the University on the formulation, implementation, review, and application of the policies and regulations governing North Carolina Central University that fall within the faculty's area of concern.

Section 3: Aims

The Senate will work diligently to promote and encourage an atmosphere of understanding, trust, and unity of purpose among faculty, staff, students, administrators, and Board of Trustees of the University that will foster the maintenance of an effective and enlightened University.

ARTICLE II: MEMBERSHIP

Section 1: Categories of Members

The Senate will consist of two categories of members, elected and ex-officio.

Section 2: Eligibility for Membership

a. Any full-time, faculty member, with at least 2 years of years of service on the faculty at North Carolina Central University, including chairs of departments or other academic programs, but excluding currently serving ex-officio members, will be eligible for election to the Senate. This eligibility is to include (i) all members of the General Faculty having tenured or probationary-term appointments, (ii) librarians who are members of the General Faculty, and (iii) fixed-term faculty whose positions satisfy the following criteria:

1) the position is for not less than 75% of an equivalent full-time position and is not a visiting appointment; and

2) the duties of the position include teaching, research, or both; and

3) the actual or anticipated length of service in the position is at least two years.

b. The ex-officio members of the Senate will be the Chancellor, the Provost, the vice chancellors, and the deans of the various schools and colleges. Ex-officio members cannot vote on Faculty Senate matters.

Section 3: Responsibilities and Privileges

a. All elected and ex-officio members of the Senate or their alternates or representatives are expected to attend each monthly meeting of the full Senate.

b. Elected members must serve on at least one committee of the Senate.

c. The privilege of voting, either on parliamentary proposals or in elections of officers, is reserved to Elected Members of the Senate or, in their absence, to their designated Alternates. Voting by proxy is not permitted.

Section 4: Election of Members

a. The faculty members of each department or school comprising the University will vote to elect members to represent them in the Senate by the end of February of each academic year. The number of full-time faculty members of a department or school will be used to determine the proportional representation to the Faculty Senate as outlined in Article I, Section 2 of the Faculty Senate Bylaws.

b. Names of all Senators or Senators-elect and their Alternates will be sent to the Chair of the Senate no later than the first week of March in every year. Names will be sent even if no changes will occur in representation for the following year.

Section 5: Alternates for Elected Members

- a. Each department or school will choose an Alternate for each Senator whom it elects to the Senate.
- b. Qualifications for Alternates will be the same as those for elected members of the Senate.

Section 6: Terms of Members

An elected member of the Senate will serve a term of three consecutive years, upon the completion of which s/he will be ineligible to serve again as an elected member until one year has passed. Should a Senator be elected to fill a vacancy due to resignation, departure from the university or removed by the unit's faculty, the newly elected Senator will serve a three year consecutive term. An exception can occur for a Senator from a department or academic program consisting of only one eligible faculty member. The unit's Senator will continue to serve in the Senate. The term of an Alternate should coincide with that of the Senator with whom the Alternate serves. Alternates are eligible to serve as an elected Senator upon completion of his or her term without having to wait for the passing of one year.

ARTICLE III: OFFICERS

Section 1: Officers

Officers of the Senate will be a Chair, Vice-Chair, Secretary, and Parliamentarian.

Section 2: Election of Officers

Officers will be elected annually by secret ballot, according to the procedures specified in Article II of the Bylaws. Only elected Faculty Senators are eligible to serve as Officers in the Faculty Senate.

Section 3: Terms of Office

The Chair, Vice-Chair, Secretary, and Parliamentarian each will serve a term of one year (July 1 to June 30) and may be reelected for one additional term.

Section 4: Election of Member to Replace a Newly Elected Chair

After a Chair-elect has begun his or her term of office, the department or school represented by the Chair will elect a replacement to serve a one-year term as Senator in order to assure full voting representation for that department or school. This term will count toward the person's maximum of three continuous years of service as a Senator if the person continues as an elected Senator to represent her or his unit.

Section 5: Vacancies

The Vice-Chair will assume the duties of the Chair in the event of a vacancy in that position during the term of office of the Chair. A new Vice-Chair will then be elected at the next regular meeting following the announcement of such a vacancy.

Section 6: Released Time for Officers

The University will provide a minimum of one-quarter release from her/his academic duties to the Faculty Senate Chair and a maximum of one-quarter release from his/her academic duties to the Secretary of the Faculty Senate.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1: Members

The Executive Committee will consist of all the officers of the Senate in accordance with Article III above. In addition, the outgoing Chair of the Senate will serve as an ex-officio member for one year.

Section 2: Quorum

Three members of the Executive Committee will comprise a quorum for conducting business of the committee.

Section 3: Meetings

The Executive Committee will meet at least once every month during the academic year.

Section 4: Responsibilities

- a. The Executive Committee will act on behalf of the Senate when the full Senate is not in session.
- b. Members of the Executive Committee will function as official representatives of the Senate in open committee meetings of the NCCU Board of Trustees.
- c. The Executive Committee will report on any actions taken by the Executive Committee at the next full meeting of the Senate.

ARTICLE V: DUTIES OF OFFICERS

Section 1: Chair

- a. The Chair will preside over meetings of the Senate, the Executive Committee, and the Advisory Council.
- b. After consulting with the Executive Committee, the Chair will appoint members of all standing and ad hoc committees.
- c. The Chair will prepare an annual budget request for the funding of Senate operations and submit this request to the Chancellor.
- d. The Chair serves as one of NCCU's three representatives to the Faculty Assembly during her/his term as Faculty Senate Chair.

e. Other responsibilities include attending meetings of the University Planning Council, Academic Planning Council, Council of Deans, University Budget Committee, University Honors and Memorials Committee, and University Planning Committee. The Chair may ask members of the Executive Committee to represent the Faculty Senate at these meetings if the Chair has a schedule conflict.

Section 2: Vice-Chair

- a. The Vice-Chair will preside over meetings of the Faculty Senate and the Executive Committee in the absence of the Chair.
- b. The Vice-Chair serves as the Faculty Senate Chair's alternate as representative to the Faculty Assembly.

Section 3: Secretary

- a. The Secretary will keep and prepare all minutes of meetings of the full Senate and the Executive Committee.
- b. The Secretary will send the agenda of each regular meeting of the full Senate to all faculty members prior to the meeting.
- c. The Secretary will send minutes of Faculty Senate meetings to the Chancellor, Provost, Deans, Senators and all members of the General Faculty.
- d. The Secretary will provide all members of the General Faculty and all ex-officio members of the Senate with timely written notice of all meetings of the full Senate.
- e. In the absence of both the Chair and Vice-Chair, the Secretary will preside over meetings of the full Senate.

Section 4: Parliamentarian

The Parliamentarian will guide the proceedings of the Senate in accordance with the latest edition of Robert's *Rules of Order*, and the current version of the Faculty Senate's Constitution and Bylaws.

ARTICLE VI: MEETINGS

Section 1: Interval of Meetings

The Senate will convene regular meetings, as specified in the Bylaws. Special meetings may be called by the Chair after consultation with the Executive Committee. The Chancellor may call a special meeting after consultation with the Chair.

Section 2: Quorum

A quorum, which is a simple majority of Senators or their Alternates, must be present in order for a Senate meeting to proceed.

Section 3: Agenda

Any Senator, Alternate, General Faculty member, or Administrator may submit agenda items in compliance with the Bylaws.

Section 4: Participation in meetings by the General Faculty

Any full-time, permanent, probationary or fixed-term, member of the General Faculty will be free to participate in floor discussions during any meeting of the Senate.

ARTICLE VII: REPRESENTATION ON THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

The Senate will conduct annual elections at a meeting of the General Faculty for the purpose of naming representatives and alternates to the Faculty Assembly of the University of North Carolina in accordance with Article VI of the Bylaws.

ARTICLE VIII: COMMITTEES

Section 1: Standing Committees

Standing committees of the Senate will be the following: Academic Policies Committee; Beautification Committee; Campus Relations and Welfare Committee; Committee on Committees; Curriculum and Academic Programs Committee; Faculty Handbook Committee; Faculty Research and Professional Development Committee; Governance Committee; Honorary Degrees, Memorials, and Special Awards Committee; Intellectual Climate Committee; and International Affairs Committee.

Section 2: Membership on Committees

Members of committees will be elected members of the Senate. Alternates may, at the discretion of the Executive Committee, serve on committees.

Section 3: Chairs of Committees

The members appointed to each standing committee will elect a chair and a secretary.

Section 4: Attendance of General Faculty at Committee Meetings

Members of the General Faculty may attend committee meetings.

Section 5: Ad Hoc Committees

The Senate may establish *ad hoc* committees for special purposes. These committees need not be limited to Senators or Alternates but may include members of the General Faculty or the Administration (non-voting) with a special interest or having expertise in the work of the committee.

Section 6: Reports of Committees

Each committee will summarize its deliberations and recommendations in regular reports to the

Senate, will send an annual written report to the Secretary of the Senate, and will make reports and/or recommendations to the faculty and to appropriate University officials at least once every year. Reports may be submitted electronically.

Section 7: Advisory Council

Chairs of the standing committees shall serve as members of the Executive Committee's Advisory Council. The Council shall meet a minimum of two times during the fall and spring semesters and elect a secretary. The chair of the Faculty Senate shall preside over the Council.

The purpose of the Council shall be to consult on matters of mutual interest, share information as appropriate, and advise the Executive Committee on matters before the Senate as well as agenda items.

Section 8: Legality of Actions

The Office of Legal Affairs will advise committee members on questions of policies and practices.

ARTICLE IX: AMENDMENTS TO THE CONSTITUTION

Section 1: Proposal of Amendments

Any full-time member of the General Faculty, as designated in Article II, Section 2 (a) may propose an amendment to the Constitution by submitting it, accompanied by a rationale for its adoption, to the Secretary of the Senate, who will transmit it to the Governance Committee.

Section 2: Approval by the Senate

- a. Any proposed amendment to the Constitution will be circulated to all Senators and Alternates at least 10 calendar days prior to Senate debate.
- b. Senate approval of an amendment will require an affirmative vote of 2/3 of the Senators or Alternates present and voting at the meeting.

Section 3: Approval by the General Faculty

After approval by the Senate, an amendment must be approved by a simple majority of the General Faculty that participates in voting for the amendment in accordance with procedures contained in Article X, Section 3 of the Bylaws.