

2. The Faculty Senate
Revised March 1998

THE FACULTY SENATE: CONSTITUTION AND BY-LAWS

CONSTITUTION

- a. Name

The name of this body shall be the Faculty Senate of Christopher Newport University.

- b. Purpose

The faculty of the University, by virtue of their particular competence and the principle of collegiality, are essential participants in the development and implementation of academic policy. The Faculty Senate is a representative body of the faculty, deriving its authority from the Instructional faculty. As such, it shall exercise the authority of the Instructional faculty with respect to policy on academic matters and the professional affairs of faculty, and perform such other functions as are delegated to it by the Instructional faculty in recommending policies to the President and to other appropriate individuals and bodies on academic requirements; credit; faculty development; personnel policies, standards for retention, promotion, tenure, and merit; institutional planning; and all other concerns which affect the welfare of the University.

c. Membership

- 1) All members of the Instructional faculty having full-time contractual teaching appointments on probationary or tenured contracts are eligible to serve in the Faculty Senate.
- 2) The Faculty Senate shall consist of members from **three** academic areas of the university:; **The College of Arts and Humanities** (English, Fine Art and Art History, **History** Music, Modern and Classical Languages and Literatures, Philosophy and Religious Studies, and Theater **and Dance**); **College of Natural and Behavioral Sciences** (Biology, Chemistry, and Environmental Science, Mathematics, Physics, Computer Science & Engineering, **Psychology**); **College of Social Sciences (Communication Studies; Government; Leadership and American Studies; Sociology, Anthropology and Social Work; Accounting, Finance and Economics; and Management and Marketing).**

Membership shall consist of **five** at-large members from **each college**. Members shall be nominated and elected by the faculty of their respective academic areas. All full-time instructional faculty members are eligible to vote for Senate members. No department shall have more than two members elected to the Senate. At least **four of the five members from each college must be tenured.**

- a) Any department that wishes to change its 'area' can petition the Faculty Senate, in writing (electronic submission), providing a rationale for such change. The petition must be submitted no later than the end of the 4th week of the fall semester preceding the effective date of the proposed change. After receipt of the request for change, the Faculty Senate will hold a two-week comment period, during which the responses from other departments in both affected 'areas' will be solicited. The Senate will then vote at its next meeting on the request. If approved, the change will be submitted to the fall meeting of the General Faculty for a vote.
- 3) The term of the office of Faculty Senators shall be two years beginning immediately after spring commencement. A faculty member is eligible for election to the Faculty Senate for no more than two consecutive terms.
- 4) Elections shall be held each spring by March 31. Seven members shall be elected in odd-numbered years and eight in even-numbered years, the respective terms for the initial election to be determined by lot. The President of the Faculty Senate notifies the voting body of the election and appoints a Senator to conduct the election. A quorum (51%) of the eligible voters in the voting body must be present to hold an election. Each vacant Senate position must be filled through a vote by a separate, secret ballot. Senators are elected by a majority vote of the eligible voters present at the election. Eligible voters are full-time instructional faculty.

Voting Process:

- a) A slate of candidates can be determined before the meeting by the Nominating Committee, but at the meeting candidates can be added to the slate.
- b) For one position, the slate of candidates is given. Voters vote for one person.
- c) If one person receives a majority of the votes, that person is elected a Senator.
- d) If one person does not receive a majority vote, the top two candidates are placed on a new slate and voters vote for one person. In the event of a tie for first or second, all tied candidates are included on the slate. This process continues until one person receives a majority.
- e) If all candidates receive the same number (percentage) of votes or there are no top two candidates, the entire slate is voted on again.

- f) After the first Senator is chosen by majority vote, the voting body votes on the second Senate position using the rules above to fill the second position. This slate of candidates can be the same as the first slate, with the previously elected Senator's name removed.
- 5) Vacancies shall be filled within ten class days through election by the constituency from which the vacancy occurred. Should a vacancy occur when the University is not in regular session, the election shall be held within ten class days of the beginning of the following semester.
- d. Officers and Duties
 - 1) The officers of the Faculty Senate shall be the President, the Vice President, the Secretary, and such other officers as the Faculty Senate deems necessary, to be elected annually by the Faculty Senate from among its membership at a meeting held prior to spring commencement. All officers shall be regular voting members of the body.
 - 2) The President of the Faculty Senate shall hold the office of Vice Chairman of the Faculty, shall preside at all meetings of the Faculty Senate, shall represent the Faculty Senate and the Instructional faculty to all constituencies of the University community, and shall coordinate the collection and publication in the appropriate University publications all reports to the Instructional faculty.
 - 3) The Vice President of the Faculty Senate shall perform the duties of the President in the President's absence.
 - 4) The Secretary shall prepare and distribute to the Faculty Senate and to the Instructional faculty the agenda and minutes of all meetings of the Faculty Senate in electronic format. Additionally, the Secretary shall maintain a publicly accessible electronic archive of these agendas and minutes. The Faculty Senate Secretary will circulate the Senate minutes as follows:
 - a) The Secretary will send out a draft of the minutes to all Senators within one week of the Senate meeting and create a ballot to register votes as they are received.
 - b) Senators are to "reply all" for any changes they wish to request.
 - c) Senators have one week from the receipt of the draft minutes to request changes and vote. The Secretary will log and make requested changes.
 - d) Upon receipt of a simple majority (8 votes), the Secretary will email all Senators that a simple majority has been received and urge them to review and vote as soon as possible. An updated copy of the minutes as revised thus far will also be sent to the Senators at this time.
 - e) Upon receipt of a larger majority (10 votes), the minutes will stand approved. If 10 votes are not received, the minutes will be approved at the next regular Senate meeting.

- 5) The Executive Committee of the Faculty Senate shall consist of the President, the Vice President, the Secretary, and two members elected by the Senate from among its membership. In addition, the immediate past President of the Faculty Senate, whether re-elected or not, will be invited to serve as an ex officio, non-voting member of the Executive Committee. The Executive Committee shall prepare the agenda for all Faculty Senate meeting, maintain liaison with the Administration, and perform such other duties as assigned to it by the Faculty Senate. In addition, the members of the Executive Committee, or in cases of their absence, alternates as designated by the Senate, shall represent the Faculty Senate and the Instructional faculty on all appropriate matters at all times when the University is not in regular session and when a quorum of the Faculty Senate cannot be obtained, all decisions to be by a majority of the Members of the Executive Committee. All alternates shall be members of the Faculty Senate. All deliberations and decisions of the Executive Committee shall be reported to the Faculty Senate at its regular meeting.
- e. Meetings
- 1) Meetings of the Faculty Senate shall be held at least four times during each semester and, in addition, at the call of twenty percent of the members of the Faculty Senate to the President of the body.
 - 2) Meeting of the Faculty Senate shall be conducted by Robert's Rules of Order. Since Robert's Rules of Order strongly recommends against proxy or absentee voting, these types of votes will be prohibited in Faculty Senate meetings.
 - 3) All members of the University community have the right to observe Faculty Senate meetings. The Faculty Senate may invite members off the University community to participate in its meetings as non-voting guests.
- f. Liaison Representatives to the Board of Visitors
The Faculty Senate shall appoint faculty members to annually act as faculty liaison representatives to the standing committees of the Board of Visitors.
- g. Relationship to General Faculty Committees
Instructional faculty committees as provided for in the University Handbook report to the Faculty Senate for action on their deliberations and recommendations. The Faculty Senate elects faculty members to at-large positions on the standing committees of the University. The Faculty Senate shall have the right to establish its own committees.
- h. Faculty Senate Review
At the end of the fourth complete academic semester of regular functioning by the Faculty Senate and every five years thereafter, there shall be constituted a Faculty Senate Review Committee. It shall be composed of three Faculty Senators elected by that body and three members elected by the Instructional faculty. This committee shall review the working and effectiveness of the Faculty Senate and shall make any recommendations it deems necessary regarding it to the Senate and to the Instructional faculty for their deliberation and action.
- i. Amendments
This constitution may be amended by a majority vote of the members of the Instructional faculty, providing the proposed amendment is made available to the members of the Instructional faculty in writing at least two weeks prior to the voting. Amendments may be proposed by 2/3 vote of the Faculty Senate or by petition of ten percent of the Instructional faculty to become the subject of a vote conducted by the Faculty Senate.

- j. Election of Officers
Each spring, after the election of new members of the Faculty Senate and prior to spring commencement, the incumbent Senate President shall convene the membership of the following year's Faculty Senate for the purpose of electing officers. The incumbent officers shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's Faculty Senate are eligible to vote in this meeting.
- k. Instructional Faculty Committees and the Faculty Senate
 - 1) Recommendations of the standing committees of the Instructional faculty and of ad hoc committees of the Faculty Senate are to be presented to the Faculty Senate for its approval except when such committees have been specifically empowered by the Faculty Senate to act without such approval.
 - 2) Recommendations of committees to the Faculty Senate shall be electronically submitted motions to the Senate for its consideration, which include rationales for the specific recommendations made.
 - 3) Each standing committee shall have at least one Faculty Senate member among its membership.
 - 4) General Responsibilities
 - a) Committee chairmen shall have the responsibility for keeping the Secretary of the Faculty Senate informed of the current work of the committee.
 - b) All committees are required to file electronic copies of agendas and accurate minutes of all committee meeting and hearings with the Secretary of the Faculty Senate. The Faculty Grievance Committee is exempt from this requirement.
 - c) When a committee is ready to bring a resolution to the Faculty Senate, the committee chairman will inform the Secretary of the Faculty Senate and submit a an electronic of the resolution, with rationale, for consideration by the Faculty Senate. Resolutions and rationales shall accompany the agenda for the meeting at which the resolution is scheduled for action by the Faculty Senate.
- l. Resolutions
All members of the academic community may submit matters for consideration to the Faculty Senate. All resolutions, petitions, suggestions, or other matters shall be submitted electronically to the Senate through the President of the Faculty Senate.
- m. Attendance
Any Faculty Senator who for any reason is absent from three regular meetings of the Faculty Senate during one academic year shall be deemed to have vacated her or his seat, and the Faculty Senate shall conduct a new election for that seat. This rule will be aggressively enforced by the Executive Committee.
- n. Student Liaison
One student liaison, appointed by the Student Government Association in a manner established by that body, and in accordance with the election schedule of the Faculty Senate, shall represent the Student Government Association at Faculty Senate Meetings.
- o. Amendment
These by - laws may be amended at any meeting of the Faculty Senate by a 2/3 vote of the members present, provided the amendment has been submitted in writing and read at the previous regularly scheduled meeting.

p. Senate Standing Subcommittees

- a) Sabbatical Committee: The Sabbatical Committee shall consist of **three** Senate members appointed by the President of the Faculty Senate. These **three** members will be appointed from each of the **three** academic areas of the university: **College of Arts and Humanities, College of Natural and Behavioral Sciences and College of Social Sciences**. This subcommittee will prioritize requests for sabbaticals and make these recommendations to the Senate for further recommendation to the Provost. Applications and criteria may be found at <http://provost.cnu.edu/devgrant.htm>.

- b) Faculty Development Grant Committee: the Faculty Development Grant Committee shall consist of **three** Senate members appointed by the President of the Faculty Senate. These **three** members will be appointed from each of the **three** academic areas of the university: **College of Arts and Humanities, College of Natural and Behavioral Sciences and College of Social Sciences**. This subcommittee will prioritize requests for faculty development grants and make these recommendations to the Senate for further recommendation to the Provost. Applications and criteria may be found at <http://provost.cnu.edu/devgrant.htm>.