

# CONSTITUTION OF THE FACULTY SENATE NORTHERN KENTUCKY UNIVERSITY

*- approved by the Faculty Senate on November 28, 2016 -*

*- approved by the General Faculty on January 23, 2017 -*

*- approved by the Board of Regents on March 15, 2017 -*

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## **ARTICLE I. FUNCTIONS AND PURPOSES**

A. The Faculty Senate is the official representative body of the General Faculty of Northern Kentucky University.

B. The purposes of the Faculty Senate are to:

- 1) Provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
- 2) Allow the faculty to participate effectively in the enactment of university policies.
- 3) Conduct studies deemed essential to the progress of the University.
- 4) Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.

C. As the representative of the General Faculty, the Senate shall be a counselor to the University president in matters of faculty concern. When the University president disagrees with a recommendation of the Senate, the Senate may be requested to reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The University president or designee shall provide the Senate with the reasons for the disagreement. The Senate shall reconsider its decision, giving due weight to the University president's reasons. If the Senate and University president cannot agree, the University President, at the request of the Senate, shall report the Senate's views to the Board of Regents.

## **ARTICLE II. POWERS**

A. The General Faculty assembled in meeting has all powers necessary to implement the functions enumerated in ARTICLE I.

B. All powers of the General Faculty are exercised through the Faculty Senate, except as limited by ARTICLE VIII, B and H.

## **ARTICLE III. MEMBERSHIP**

A. The General Faculty shall consist of all tenured and tenure-track faculty, and full-time, non-tenure track renewable faculty. Full-time librarians employed in faculty positions are part of the General Faculty.

B. For the purpose of election to and service on the Faculty Senate, faculty is defined

as General Faculty who spend 25% or less of their time in an administrative appointment and who have held a faculty appointment for at least one academic year before assuming a Senate seat.

- C. All questions of eligibility for the senate membership shall be resolved by the Executive Committee of the Faculty Senate.

#### **ARTICLE IV. ELECTION OF MEMBERS**

A. All members of the General Faculty are eligible to vote in Faculty Senate elections.

B. Members of the Faculty Senate shall be elected as follows:

1) The Senate consists of representatives from each department, at-large representatives of the colleges and schools, (In further descriptions, any reference to *department* shall also refer to *school*.) For election purposes, Learning PLUS, First Year Programs, and Honors shall be considered a single department not affiliated with a college. The Steely Library faculty shall be given the same status as a college for voting purposes. The College of Law, including the Law Library, shall be considered an academic college. It shall be entitled to one Senator plus additional Senators as determined by the Executive Committee. Any professional colleges which may be added to the University in the future shall be treated in a similar fashion. Graduate Programs shall be entitled to one Senator, chosen by a vote of the graduate faculty in an election conducted by the Graduate Council. Only full-time faculty who have taught at least one graduate course in the preceding two semesters are eligible to serve as the Graduate Programs representative.

2) The number of at-large Senators from each college shall be proportional to the General Faculty as determined by the Executive Committee by September 15th of each year based on the Fall Semester faculty roster. For purposes of calculating numbers of Senators, only faculty eligible to vote for Senators shall be counted. Department Senators shall make up 2/3 of the Senate and shall be seated immediately upon the formation of a new academic department for their specified term of office. The total number of at-large Senators shall be adjusted to make-up 1/3 of the Senate and shall be elected in the normal elections cycle. Deviations from the 2/3 department, 1/3 at-large representational ratio shall be corrected through the normal elections cycle.

3) Within each college, every department or school elects one Senator. Eligible colleges elect additional Senators to fill out their allocations of at-large Senators.

4) All Senators shall serve for two-year terms, with approximately one-half being elected each year. The term of office shall run from July 1st through June 30th.

5) Election of faculty Senators other than those elected by departments shall be presided over by the Elections Committee of the Faculty Senate.

6) By no later than the tenth week of the Fall semester, those departments whose

Senator's term shall expire on June 30 shall elect a representative from among their faculty. One may not serve concurrently as both an at-large Senator and as a departmental Senator.

7) By no later than the twelfth week of the Fall semester, the Elections Committee shall provide all eligible faculty members with ballots listing those faculty members within their college who, in writing, have consented to stand for election to the Faculty Senate as an at-large Senator. Each eligible faculty member may vote for as many candidates as there are available seats in their college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by the December meeting of the Faculty Senate.

8) Vacancies

a) Vacancies of one semester or more in departments shall be filled by a vote of the respective faculty. Notification of the results shall be made in writing to the president of the Faculty Senate.

b) Vacancies of one semester or more in at-large or part-time Senators shall be filled from the election results of the most recent election of that respective constituency. In case of a tie the selection shall be by a coin flip conducted by the Chair of the Elections Committee in the presence of the tied candidates. If no candidates are available from that constituency, the position shall remain vacant until the next regular election.

c) Vacancies of less than one semester shall be filled by the absent Senator appointing an alternate with consultation of the president of the Faculty Senate. This alternate must be a full-time faculty member from the same constituency the absent Senator was elected to represent.

## ARTICLE V. OFFICERS

- A. The Officers of the Faculty Senate shall be the President, Vice President, Secretary, Faculty Advocate, and the Chairpersons of all standing committees elected as provided herein. The Vice President shall serve as presiding officer in the absence of the President.
- B. *Ex Officio*, non-voting Officers of the Faculty Senate shall be the Faculty Regent, Parliamentarian, and Chairperson of the Graduate Council. As an officer elected by the General Faculty, the Faculty Advocate, if not elected as a Faculty Senator, shall have a vote in the Senate.
- C. The Officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.
- D. Officers serve at the pleasure of the Faculty Senate. An officer may be removed by a two-thirds vote of Senators present and voting. Any vacancy created by the removal or resignation of an officer should be filled by special election of the Faculty Senate.

- E. The President of the Faculty Senate shall serve as the Grand Marshall of the University. The Chase College of Law selects its own Grand Marshall.
- F. The President of the Faculty Senate, upon assumption of office, shall serve as representative of the General Faculty to the Senate. The departmental, independent program, or college membership vacancy created shall be filled in accordance with Article IV, section B.
- G. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.

#### **ARTICLE VI. ELECTION OF OFFICERS**

- A. Before the first meeting of the Spring Semester, the incumbent President of the Faculty Senate shall call a special session with the sole purpose to elect Faculty Senate officers, except the Faculty Advocate, for the next session beginning on July 1. All Senators serving in the next session, including newly elected Senators and those whose terms do not expire at the end of the current Senate session are eligible to vote. The Elections Committee will conduct and preside over the election. Nominations may be submitted to the incumbent President of the Faculty Senate prior to the special meeting or may be made from the floor during the meeting. Terms of office shall be for one year. Officers must meet the Senate membership requirements as specified in ARTICLE III but do not have to be Senators.
- B. During the Spring Semester and before the final meeting of the Senate, the Elections Committee shall conduct an election of the General Faculty to choose the Faculty Advocate for the following year. The Elections Committee shall issue a call for nominations at least one month before the election. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.

#### **ARTICLE VII. COMMITTEES**

There shall be seven standing committees of the Faculty Senate: the Executive Committee; the Budget Committee; the University Curriculum Committee; the Faculty Benefits Committee; the Teaching Enhancement and Effectiveness Committee; the Professional Concerns Committee; and the General Education Committee.

- A. The Budget Committee, University Curriculum Committee, Faculty Benefits Committee, and Professional Concerns Committee include one representative from each academic department or school elected by the faculty of the department or school. Independent academic programs may, upon approval of the Executive Committee, elect an additional representative to the University Curriculum Committee.
- B. The General Education Committee (GEC) and The Teaching Effectiveness and Enhancement Committee (TEEC) membership are chosen according to their respective bylaws and approved by the Faculty Senate Executive Committee. At a minimum, there will be at least one member from each College.
- C. The Executive Committee shall consist of the officers of the Faculty Senate, including *ex officio* officers, and it shall be chaired by the President of Faculty

Senate.

Reassigned time or stipends shall be allotted to the following members of the Executive Committee:

President – 50% reassigned time Curriculum Chair – 25% reassigned time

Faculty Benefits Chair – 25% reassigned time

Professional Concerns Chair – 25% reassigned time

Budget Committee Chair – 25% reassigned time

General Education Committee Chair – 25% reassigned time

Teaching Enhancement and Effectiveness Committee Chair – 25% reassigned time

Faculty Advocate – 25% reassigned time

Vice President – stipend (amount set by Provost)

Secretary – stipend (amount set by Provost)

Parliamentarian – stipend (amount set by Provost)

D. The following duties shall be the specific responsibilities of the Executive Committee:

- 1) It shall function as the official representative body of the faculty when the Faculty Senate is not in session and may take whatever emergency action it deems necessary. Such action shall be presented for approval to the Faculty Senate at its next regular meeting.
- 2) It shall cause matters approved by the Faculty Senate to be conveyed to the president of the University for appropriate action, and shall report the action taken to the Faculty Senate.
- 3) It shall serve as a committee on committees to work with the administration in forming university committees and in appointing their membership when appropriate.
- 4) It shall receive the written reports of the committees of the Faculty Senate.
- 5) It shall refer such matters as are designated by the Faculty Senate for action by the appropriate committee.
- 6) It shall prepare the agenda for meetings of the Faculty Senate. Committee recommendations intended for Senate action shall be so designated on the agenda.
- 7) It shall insure that nominations and elections are carried out as specified in the Constitution.

E. The following duties shall be the specific responsibility of the Budget Committee:

- 1) It shall review, analyze, receive updates on, recommend and report to the Faculty Senate on all matters pertaining to the budget, including the following:

- a) The Council on Postsecondary Education's (CPE) biennial budget development process and the University's input into it, including the CPE's capital and operating recommendations for funding NKU and each of the public institutions.
  - b) The University's annual operating budget in at least the preliminary, intermediate and final stages of its development.
  - c) Salary data relating to the university salary policy and appointment.
  - d) Major capital expenditure proposals submitted by the administration.
- 2) It shall serve as an advisory board to the Executive Committee and our representative to the Coalition of Faculty Senate Leadership (COSFL) to ensure that faculty interests are represented by COSFL at the state level.
- F. The following duties shall be the specific responsibility of the University Curriculum committee.
- a. It shall make recommendations to the Faculty Senate, and through it to the University administration, in all areas of curriculum policies and procedures and curriculum-related definitions with the exception of those policies and procedures that fall under the purview of the Chase College of Law.
  - b. It shall periodically review, evaluate, and make recommendations concerning such policies and procedures. In examining proposals it shall apply criteria including pedagogy, academic quality, staffing, and available resources.
  - c. Recommendations of the University Curriculum Committee do not require full Faculty Senate approval except for changes to the general education program (including new general education courses), new programs, substantive program changes and changes to the UCC bylaws. No curriculum changes may be made without approval by the regular curriculum process.
- G. The following duties shall be the specific responsibility of the Faculty Benefits Committee:
- a. It shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; such as those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional project grants, deferred compensation, the credit union, travel allowance, and reassigned time.
  - b. It shall process applications of and make recommendation on candidates for Faculty Sabbatical Leaves, Faculty Project Grants, Faculty Summer Fellowships and other programs assigned by the Faculty Senate.
- H. The following duties shall be the specific responsibility of the General Education Committee:
- a. It shall review, evaluate, and recommend General Education policies, including oversight, revisions to, and assessment of the General Education Program.

- I. The following duties shall be the specific responsibility of the Professional Concern Committee:
  - a. It shall provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
  - b. It shall review, evaluate, and make recommendations concerning policies relating to the general academic and professional concerns of the faculty, both full and part-time.
  - c. It shall review, evaluate, and make recommendations regarding all policies procedures and practices related to governance of the university.
- J. The following duties shall be the specific responsibility of the Teaching Enhancement and Effectiveness Committee:
  - a. It shall review, evaluate, and recommend policies regarding the evaluation and enhancement of teaching.
  - b. It shall review, evaluate, and recommend student policies regarding all matters of concern to the faculty.
- K. Elections Committee
  - a. No later than September 20 of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee.
  - b. Members of the Election Committee may not be candidates for election to the Faculty Senate.
  - c. The Elections Committee shall preside over all elections sponsored by the Faculty Senate.

**ARTICLE VIII. FACULTY ADVOCATE**

- A. The following duties shall be the specific responsibility of the Faculty Advocate:
  - a. Provide assistance in resolving faculty complaints and concerns. Consultations with the Faculty Advocate when providing this assistance is not a breach of confidentiality for the faculty member or Faculty Advocate.
  - b. Consult with faculty from each department and school on campus throughout the year in order to better understand faculty concerns. These consultations shall remain confidential unless faculty agree to waive confidentiality.
  - c. Make policy recommendations to the Executive Committee as appropriate, while at all times maintaining the confidentiality of interactions with individual faculty, unless faculty agree to waive confidentiality.
  - d. Meet with appropriate administrators as needed.

**ARTICLE IX. MEETINGS**

- A. The General Faculty shall meet as appropriate; the meeting to be convened by the

President of the Faculty Senate, the President of the University, the Provost, or the Executive Committee of the Faculty Senate.

Should a petition, signed by at least 10 percent of the General Faculty as exhibited on the official roster, requesting a meeting of the General Faculty and indicating proposed items of business be filed with the President of the Faculty Senate, the Executive Committee shall call a meeting of the General Faculty to consider those matters. Such a meeting shall be held not later than fourteen calendar days, exclusive of holidays, from the filing date of the petition. The filing of a petition challenging Senate action shall be interpreted as a declaration that the General Faculty is asserting its jurisdiction.

- B. No meeting of the General Faculty called by the Executive Committee shall be held unless an agenda prepared by that committee is distributed to all members of the General Faculty at least five business days prior to the meeting date.
- C. The Faculty Senate shall meet at least once each month during the academic year, unless deemed unnecessary by the Executive Committee. Special meetings may be called at any time during the course of the year, including the summer, by the President of the Faculty Senate or its Executive Committee. Regular meetings shall ordinarily be on the fourth Monday of each month; emergency changes of date may be made by the Executive Committee.
- D. The Executive Committee shall appoint a temporary chairperson should neither the President nor the Vice-president be in attendance.
- E. All meetings of the Faculty Senate shall be open to the University community. Any member of the General Faculty present shall receive floor privileges upon request; however, these privileges shall not include the right to introduce or second motions or to vote. Other members of the academic community may be granted floor privileges with the same restrictions by a majority vote of the Senate. Only duly elected senators or their designated alternates in attendance may introduce or second motions or vote.
- F. Agenda items and supporting information shall be submitted to the Executive Committee at least fourteen calendar days prior to the scheduled Senate meeting. Items may also be placed on the agenda by the Executive Committee on its own motion or by any member of the Senate, or by petition signed by at least ten members of the General Faculty at least five business days in advance of the Faculty Senate meetings.
- G. Minutes of the previous meeting of the Faculty Senate and an agenda for the next meeting shall be distributed to all members of the Faculty Senate at least five business days prior to the subsequent Senate meeting. A second copy shall be sent to each senator for posting and review by all faculty. Actions of the Faculty Senate shall become final fourteen calendar days, exclusive of holidays, following the official distribution of said minutes, unless the General Faculty asserts its jurisdiction.

## **ARTICLE X. FACULTY REGENT**

The Faculty Regent shall report regularly to the Faculty Senate, and through it to the General Faculty, on those matters, which are coming before the Board of Regents and shall report action taken on such matters.



**ARTICLE XI. RULES OF ORDER**

A majority vote is defined as a majority of those present and voting. An abstention shall not count as a vote. In the absence of any other special rules of order, which the General Faculty or the Faculty Senate may adopt, Robert's Rules of Order Newly Revised (latest edition) shall govern the conduct of the meetings.

**ARTICLE XII. QUORUM**

A quorum for a Faculty Senate meeting shall be 50 percent of its members.

**ARTICLE XIII. STANDING COMMITTEE'S BYLAWS**

Each standing committee shall maintain its own bylaws. All amendments are subject to the approval of Faculty Senate.

**ARTICLE XIV. SEVERABILITY**

The invalidation of any portion of this constitution shall not affect the validity of any other portion of the constitution.

**ARTICLE XV. EFFECTIVE DATE**

This constitution becomes effective upon approval by the Board of Regents and becomes part of the Faculty Policies and Procedures Handbook.

**ARTICLE XVI. AMENDMENTS**

This constitution may be amended at any meeting of the General Faculty by a two-thirds majority of those present and voting, provided the proposed amendment was included in the agenda and was available to the members of the General Faculty for one week prior to the meeting. The approved amendment becomes operative upon ratification by the Board of Regents.

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