

MEMORANDUM

March 6, 1978

TO: All Faculty

FR: R. C. Vitz

RE: New Faculty Senate Constitution

As many of you are aware, the Faculty Senate has been working on a new Faculty Senate Constitution, and the attached document is the result of extensive discussion and compromise. The purpose of the new constitution is to make the Senate more efficient in carrying out its responsibilities, as well as to clarify those responsibilities. I ask that each of you read through this document, paying particular attention to those areas dealing with representation, elections, committee make-up, and committee responsibilities.

In order to put this document into effect, a majority of the general faculty must approve of it. For this purpose there will be a general faculty meeting in Nunn Auditorium at 3:00 on March 29, at which questions will be answered and a vote taken. For those unable to attend this meeting, write-in votes may be submitted through your department Senator.

If you have particular questions about the constitution, please contact your Senator. In addition, I will be happy to meet with any departments to discuss the document.

One further point: please note that approval of this constitution will be considered approval for the current Senate to remain in office until August 1978 rather than terminating in April 1978 as required by the present constitution.

DRAFT OF THE REVISED CONSTITUTION (February 14, 1978)

- ARTICLE I. The Faculty Government of Northern Kentucky University exists:
- A. To provide the faculty with the opportunity to express opinions on all matters relating to the well-being of the university.
 - B. To allow the faculty to participate effectively in the making of policies.
 - C. To provide efficient channels for the faculty to meet its obligations to effectuate adopted policies
 - D. To disseminate information so that policies and practices of the various divisions and programs will be coordinated.
 - E. To conduct studies deemed essential to the further progress of the university.
 - F. To evaluate university programs and practices and to urge such improvements as seem warranted.

ARTICLE II. Organization

- A. The general faculty shall consist of all tenured and tenure earning faculty members holding an academic rank of instructor or higher.
- B. The Faculty Senate shall consist of the members of the general faculty, who spend at least 75% of their work in duties other than those pertaining to an administrative appointment, selected as hereinafter provided. Administrative appointments are usually noted in contracts and are matters of record in the Office of the Provost. All questions of eligibility will be determined by the Executive Committee of the Faculty Senate.

ARTICLE III. Powers

- A. The general faculty in meeting assembled has all powers necessary to effectuate the functions enumerated in ARTICLE I.
- B. All powers of the general faculty are exercised through the Faculty Senate, except as limited by ARTICLE VII, B and H.

ARTICLE IV. Officers

- A. The Faculty Senate shall have a President, Vice President, Secretary, and Parliamentarian, elected as hereinafter provided. The President of the Faculty shall have his academic load reduced by one-fourth upon satisfactory arrangements having been made by the affected department(s).

- B. The officers of the Faculty Senate shall serve in their respective positions as the officers of the general faculty.

ARTICLE V. Selection of Members and Officers

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

1. Each program shall elect one senator to represent it in the Faculty Senate. (A Program is defined as a group of faculty having a chairperson.) The NKU Library faculty shall be considered as one program; the Salmon P. Chase College of Law Library shall be considered a part of the Legal Education Program.
2. Each academic division shall elect additional senators from its respective faculty on an at-large basis, using a ratio of one representative to every fifteen members of its faculty, rounded to the nearest whole number. (A division is defined as a cluster of programs headed by a dean.) For voting purposes the NKU Library faculty will be placed in the Human Development Division.
3. Senators shall serve for two year terms, with one-half being elected each year; initial terms to be determined by lot.
4. No later than March 20 of each year, the President of the Faculty Senate shall appoint three members of the general faculty to constitute an Elections Committee. Members of the Elections Committee may not be at-large candidates for election to the Faculty Senate. In the first week in April of each year, the Elections Committee shall provide all faculty members with ballots listing those faculty members within their division, who, in writing, have consented to run for the Faculty Senate. Each eligible faculty member may vote for as many candidates as there are available seats in his/her division. The Elections Committee shall tabulate the ballots and submit the results to the President of the Faculty Senate by April 10.
5. By no later than April 20 of each year, those programs whose senator's term has expired shall elect, from those not already elected to the Faculty Senate, one representative from among their faculty.
6. All elected representatives shall take office at the first meeting of the Faculty Senate held on or after August 1.
7. Vacancies in program memberships shall be filled by a vote of the program faculty. Notification of the result shall be made in writing to the President of the Faculty Senate. Vacancies in at-large memberships shall be filled by the President of the Faculty Senate from the top of the at-large election results of the respective academic division.

B. Selection of Officers

At a special session to be held before May 15 the newly elected Faculty Senate shall elect its officers and chairpersons by majority vote. Terms of office shall be for one year. The incumbent Executive Committee shall draw up and circulate a list of nominations at least three days prior to the special session. Nominations may also be made from the floor at the session.

ARTICLE VI. Committees

A. There shall be five standing committees of the Faculty Senate: The Executive Committee, the Budget Committee, the Curriculum Committee, the Faculty Benefits Committee, and the Professional Concerns Committee. Every senator shall be assigned to at least one committee; assignments shall be made by the Executive Committee based upon preferential lists submitted by each senator. The remainder of each committee shall be composed of elected representatives from those programs not already represented by a senator.

B. The Executive Committee shall consist of the officers of the Faculty Senate and its committee chairpersons, and it will be chaired by the President of the Faculty Senate.

C. The following duties shall be the specific responsibility of the Executive Committee:

1. It shall serve as a committee on committees to work with the administration in forming university committees and in appointing their memberships when appropriate.
2. It shall serve as the advisor group of the Faculty Senate when called upon by an officer of the administration. It shall refer to the appropriate committee any question of policy on which advice is sought and shall record in its minutes any recommendation on policy.
3. It shall receive the written reports of the committees of the Faculty Senate.
4. It shall cause matters approved by the Faculty Senate to be brought to the attention of the appropriate administrative officer for action, and shall report the action taken to the Faculty Senate.
5. It shall take such emergency action it finds necessary. Such action shall be presented to the Faculty Senate at its next regular meeting.
6. It shall refer such matters as are designed by the Faculty Senate for study by the appropriate committee.
7. It shall prepare the agenda for meetings of the Faculty Senate.
8. It shall insure that nominations and elections are carried out as specified in the Constitution.
9. It shall make committee assignments before the regular August meeting, and notify those programs which still require representation on the standing committees.

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

1. It shall work with the administration in formulating the budget and recommending faculty priorities.
2. It shall analyze the finances and resource allocations of the University on continuing basis so that it may advise the Faculty Senate, and through it the President of the University, on the relationship between the allocation of funds and the established missions of the institution.
3. It shall make recommendations regarding the administrative services which the University provides for its faculty.

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

1. It shall make recommendations to the Faculty Senate, and through it to the University administration, in the area of general curriculum policy.
2. It shall review, evaluate, and make recommendations concerning those programs and policies which it receives from the curriculum committees of the various academic divisions, and to examine those proposals with reference to budget priorities.

F. The following duties shall be the specific responsibility of the Faculty Benefits Committee:

1. It shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; in particular those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional research grants, deferred compensation, the credit union, travel allowance, and reassigned time.
2. It shall process applications of and make recommendations on candidates for leaves, fellowships, and research grants.

G. The following duties shall be the specific responsibility of the Professional Concerns Committee:

1. It shall review, evaluate, and make recommendations concerning the various university policies relating to the general academic and professional concerns of the faculty; in particular those matters dealing with tenure, promotion, rank, and performance evaluation.
2. It shall periodically review the Faculty Handbook.
3. It shall take under consideration those student policies that are of professional concern to the faculty.

ARTICLE VII. Meetings

- A. The general faculty shall meet at least once a year, the meeting to be convened by its president, the President of the University, the Provost, or the Executive Committee of the Faculty Senate.
- B. Should a petition, signed by at least ten per cent 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 two weeks, 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.
- C. 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 one week prior to the meeting date.
- D. The Faculty Senate shall meet at least once each month, unless deemed unnecessary by the Executive Committee, during both semesters and the summer sessions. Special meetings may be called by the President of the Faculty Senate or its Executive Committee. Regular meetings shall be on the third Monday of each month; emergency changes of date may be made by the Executive Committee.
- E. The Executive Committee shall appoint a temporary chairman should neither the President nor the Vice President be in attendance.
- F. All meetings of the Faculty Senate shall be open to the University community. All faculty members shall have the same floor privileges as those granted to members of the Senate, except the right to vote. Others may be granted floor privileges by majority vote of the Senate. Only senators in attendance may vote, unless this rule is waived in advance by the Executive Committee.
- G. Agenda items and supporting information shall be submitted to the Executive Committee at least seven calendar days prior to the scheduled Senate meeting. Items shall be placed on the agenda by the Executive Committee on its own motion or on the motion of any member of the Seante, or by petition signed by at least ten members of the general faculty. The agenda shall be distributed to the general faculty in advance of Faculty Senate meetings.

H. Minutes of the meetings of the Faculty Senate shall be distributed to members of the general faculty. Actions of the Faculty Senate shall become final fourteen (14) days following the official distribution of said minutes, unless the general faculty asserts its jurisdiction.

ARTICLE VIII. Faculty Regent

The Faculty Regent shall report regularly to the Faculty Senate, and through it to the general faculty, on those matters coming before the Board of Regents that pertain to the faculty; and to report action taken on such matters.

ARTICLE IX. Rules of Order

In the absence of any special rules of order which the general faculty or the Faculty Senate may adopt, Robert's Rules of Order shall govern the conduct of the meetings.

ARTICLE X. Quorum

A quorum for general faculty meetings shall be fifty percent of its members.

ARTICLE XI. Senate Action

The President of the University may reject any action of the Faculty Senate. The Faculty Senate may be a two-thirds vote request the Faculty Regent to refer vetoed action to the Board of Regents.

ARTICLE XII. Effective Date

This constitution shall take effect as of _____, upon approval by the Board of Regents.

ARTICLE XIII. Amendments

This constitution may be amended at any meeting of the general faculty by a two-thirds majority of those 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.