

**CONSTITUTION OF THE FACULTY SENATE
NORTHERN KENTUCKY UNIVERSITY**

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 or to discuss all matters relating to the well being of the University.
 - 2) Allow the faculty to participate effectively in the enactment of university policies.
 - 3) Provide efficient channels for the faculty to meet its obligations in implementing policies adopted by the Faculty Senate.
 - 4) Conduct studies deemed essential to the progress of the University.
 - 5) Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.
- C. As the representative of the General Faculty the Senate will be a counselor to the University president in those matters of traditional faculty concern. When the University president disagrees with a recommendation of the senate, he/she may request the senate to reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The University president or his/her designee will provide the Senate with the reasons for his/her disagreement. The senate will 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, will report the Senate's views to the Board of Regents.

ARTICLE II. POWERS

- A. The General Faculty in meeting assembled 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, tenure-track, and "full-time, non-tenure track renewable" faculty members holding rank of lecturer or instructor or higher.
- B. For the purpose of election to, and service on, the Faculty Senate. Faculty is defined as full time teaching and research members of the 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 will be resolved by the Executive Committee of the Faculty Senate.

ARTICLE IV. SELECTION 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 and at-large representatives of the colleges and schools. (In further descriptions, any reference to *college* shall also refer to *school*.) For election purposes, University Programs, which are in the office of the Provost or his/her designee, will be considered a department not affiliated with a college or school. 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 will 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 will be treated in a similar fashion.

2) The number of at-large Senators from each college shall be proportional to the total 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 will make up 2/3 of the Senate and will be seated immediately upon the formation of a new academic department for their specified term of office. The total number of at-large Senators will be adjusted to make-up 1/3 of the Senate and will be elected in the normal elections cycle. Deviations from the 2/3 department, 1/3 at-large representational ratio will be corrected through the normal elections cycle.

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

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 will expire on June 30th shall elect, from those not already elected to the Faculty Senate, a representative from among their faculty.

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. Each eligible faculty member may vote for as many candidates as there are available seats in his/her 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) All newly elected representatives shall assume office on July 1st.

9)

- a) Vacancies in department shall be filled by a vote of their respective faculty. Notification of the results shall be made in writing to the president of the Faculty Senate.
- b) Vacancies in at-large positions shall be filled from the election results of the most recent election in that respective college. In case of a tie the selecting 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 college then the position shall remain vacant until the next election.
- c) Temporary vacancies shall be filled by alternates.

ARTICLE V. OFFICERS

- A. The Officers of the Faculty Senate shall be President, Vice President, Secretary, Parliamentarian, and the Chairpersons of all standing committees elected as hereinafter provided. The Vice President shall serve as presiding officer in the absence of the President.
- B. The Officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.
- C. 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.
- D. The President of the Faculty Senate shall serve as the Grand Marshall of the University.
- E. 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, B.10.

ARTICLE VI. SELECTION OF OFFICERS

During the first two weeks of the Spring semester the incumbent President of the Faculty Senate shall call and preside at a special session of the newly elected senators and senators whose terms do not expire at the end of the current Senate session. These newly elected senators and continuing senators compose the membership of the next Senate session. The purpose of this special meeting is to elect Faculty Senate officers for the next session. 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. A session for the Faculty Senate and its officers begins on July 1st.

ARTICLE VII. COMMITTEES

- A. There shall be five standing committees of the Faculty Senate: the Executive Committee; the Budget & Commonwealth Affairs Committee; the University 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, where possible, based upon preferential lists submitted by each senator. The remainder of each committee shall be composed of elected representatives from those departments or independent programs not already represented by a senator.

- B. The Executive Committee shall consist of the officers of the Faculty Senate and it shall be chaired by the President of Faculty Senate.
- C. Reassigned time shall be allotted to the following members of the Executive Committee:
President - 50%
Curriculum Committee Chair - 25%
Faculty Benefits Chair - 25% for Fall Semester
Professional Concerns Chair – 25%
- 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.
 - 8) It shall make committee assignments, taking into account preference of Senators, by the regular August meeting, and notify those departments and independent programs, which still require representation on the standing committees.
- E. The following duties shall be the specific responsibility of the Budget and Commonwealth Affairs Committee:
- 1) It shall review, analyze, recommend and report to the Faculty Senate on all matters pertaining to the budget, including the following:
 - a) The University's biennial budget proposal.
 - 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 keep the Faculty Senate informed of the actions and proposals of the Legislature, Governor's Office, Council on Higher Education, and other agencies, public and private, which might affect aspects of the university programs and governance for which the Faculty Senate has responsibility
- 3) 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 our interests are represented by COSFL at the state level.

F. The following duties shall be the specific responsibility of the University Curriculum committee.

- 1) It shall make recommendations to the Faculty Senate, and through it to the University administration, in all areas of curriculum policies and procedures with the exception of those policies and procedures that fall under the purview of the Chase College of Law.
- 2) 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.
- 3) All recommendations of the University Curriculum Committee are subject to the approval of the Faculty Senate except those matters specifically delegated to that committee by the Senate. 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:

- 1) The Faculty Benefits Committee 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 project grants, deferred compensation, the credit union, travel allowance, and reassigned time.
- 2) 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 Professional Concerns Committee:

- 1) 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.
- 2) It shall review, evaluate, and make recommendations concerning the various university policies on all matters of faculty responsibilities, tenure, promotion, and performance evaluation.
- 3) It shall review, evaluate, and recommend student policies regarding all matters of

professional concern to the faculty.

- 4) It shall review, evaluate, and make recommendations regarding all policies and procedures related to governance of the university.
 - 5) It shall periodically review and make recommendations concerning the Faculty Policies and Procedures Manual, Part-time Faculty Handbook, Student Handbook, Handbook for Department Chairpersons, and other policies and procedures documents relevant to professional concerns of the faculty.
- I. 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. Members of the Election Committee may not be candidates for election to the Faculty Senate. This committee shall preside over all elections sponsored by the Faculty Senate.

ARTICLE VIII. 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.
- B. 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.
- 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 chairperson 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. Any member of the General Faculty present shall receive floor privileges upon request; however, these privileges will 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.
- G. 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 of any member of the senate, or by petition signed by at least ten members of the general faculty at least seven calendar days in advance of the Faculty Senate meetings.

H. Minutes of the meeting of the Faculty Senate shall be distributed to all members of the Faculty Senate at least seven calendar 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 IX. 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 X. 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 XI. QUORUM

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

ARTICLE XII. STANDING COMMITTEE'S BYLAWS

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

ARTICLE XIII. SEVERABILITY

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

ARTICLE XIV. EFFECTIVE DATE

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

ARTICLE XV. 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.

ARTICLE XVI. FACULTY SENATE STANDING RULES

1. The vote required in the Faculty Senate to adopt curriculum-based programs is a two-thirds vote of those present and voting. (Adopted by 2/3 vote of those present and voting at the November 22, 1999 Faculty Senate Meeting.)
2. The vote required in the Faculty Senate to adopt amendments and revisions to the General Studies Program is a two-thirds vote of those present and voting. (Adopted by 2/3 vote of those present and voting at the November 22, 1999 Faculty Senate Meeting.)

* These rules may be amended or rescinded with previous notice and 2/3 vote (present and voting), or without notice, a vote of a majority of the entire membership of the Faculty Senate (see Roberts Rules p. 301)

REVISED JANUARY 1985 AMENDED APRIL 1987

AMENDED JULY 26, 1995:

- Article IV. Selection of Members B.5, B.7, B.8 & B.9.
- Article VI. Selection of Officers

AMENDED NOVEMBER 20, 1996

- Article IV. Selection of Members B.5, B.10.b.
- Article VI. Selection of Officers

AMENDED NOVEMBER 22, 1999

- Article XVI Adopted by 2/3 vote of those present and voting at the November 22, 1999 Faculty Senate Meeting.

AMENDED OCTOBER 30, 2001

- Article IV. Selection of members B.1, B.2.
- Article VII. C. Reassigned time for Professional Concerns Chair
- Article X. Rules of Order
- Article XVI. Faculty Senate Standing Rules

AMENDED JANUARY 24, 2005

- Article IV. B. Selection of members B.2., B.3.

AMENDED OCTOBER 24, 2005

- Article III. B. Membership, A
- Article IV. Selection of Members