

ALCORN STATE UNIVERSITY FACULTY SENATE CONSTITUTION AND BY LAWS

PREAMBLE

Realizing that a faculty forms the creative and energizing force of institutions of higher learning, recognizing that this faculty has a responsibility to participate actively in the decision making process affecting all institutional components, believing that security, a sense of freedom, and respect for individual dignity and worth are requisites to all human activities, and endeavoring to promote growth and progress befitting excellence in higher education, the Alcorn State University Faculty Assembly and Faculty Senate are hereby established.

Article I

The Faculty Assembly

Section 1: Membership

- A. The Faculty Assembly shall consist of all professional education appointees of the university who hold faculty status.
- B. Membership on the Faculty shall not lapse because of leave of absence or attainment of emeritus status. Those members of the Faculty Assembly who are in fulltime employment at the university shall be eligible to vote as members for the Faculty Assembly.
- C. Temporary appointees for summer sessions, extension work, exchange members of the teaching staff, and persons teaching on a semester contract shall not be voting members of the Faculty Assembly.
- D. When the necessity for voting arises during a summer session or in a period between regular sessions, those members of the faculty qualified to vote in regular sessions and on campus without terminal duties at the university, shall be eligible to vote.
- E. The appropriate Deans and Division Heads of the university shall be responsible for compiling and supplying the President of the Faculty Senate with a current list of the general faculty before the first meeting of the general faculty each academic year. They shall be responsible for informing that officer, at least once each semester, of additions and deletions necessary to keep the list current.
- F. The Faculty Senate or its designate group will define membership in the Faculty Assembly.

Section 2: Powers

Subject to the laws of the State of Mississippi and the regulations of the Board of Trustees of Institutions of Higher Learning in Mississippi, the Faculty Assembly, or a body to which it delegates its power, shall be the solo body composed of faculty members, as defined in these provisions, at the university with power to perform the duties enumerated in Article I, Section 3.

Section 3: Functions

A. It shall be the function of the Faculty Assembly to formulate, adopt, and recommend to the proper administrative officer regarding academic, personnel, and professional policies (including fiscal policies related thereto), for which the university itself has responsibility.

B.1. It shall be the function of the Faculty Assembly and administrative officers to consult together at the request of the other.

B.2. It shall be the function of the Faculty Assembly and administrative officers to initiate and review policies concerning the university's relations with outside agencies and foster cooperative and mutually beneficial relations with neighboring community.

Article II

Organization of the Faculty Assembly

Section I: Officers

A. The officers of the Faculty Assembly shall be a President, a Vice-President, a Secretary and a Parliamentarian.

B. Officers shall be elected by secret ballot from among those presented as candidates for each office by a nominating committee. Nominations may be made from the floor. The candidate with the highest number of votes will be declared elected. In the case of a tie vote, the procedure of the bylaws shall be followed.

C. Officers may be elected for a second, but not a third, successive team.

D. No officer may be an officer of both the Faculty Assembly and the Faculty Senate.

Section: Meetings

A. Regular meeting

There shall be two regular meeting each year, one in the fall semester and one in the spring semester.

B. Meetings shall be conducted with Robert's Rules of Order, revised edition, as guide

C. Special meetings

1. May be called by the President of the University at any time.
2. May be called by the President of the Faculty Assembly on his or her own initiative or at the request of the percent of the Faculty Senate, or by petition signed by at least ten percent of the voting members of the Faculty Assembly.
3. May be called after giving reasonable prior notice to the faculty and administration.

D. Elections for the Faculty Assembly officers and at-large Senate members shall take place at the spring meeting to be held during the month of April.

E. The Chairman of the Faculty Assembly, or in emergencies, his or her designee, shall preside at all meetings of the Faculty Assembly, except those mentioned in Section 2. C. 1.

Section 3: Quorum

Fifty percent (50%) plus one of the voting members of the Faculty Assembly shall constitute a quorum.

Section 4: Voting rules

Voting at all meetings of the Faculty Assembly shall be:

- A. Normally by voice vote;
- B. By division vote (show of hands, standing), if one voting member so requests;

C. By secret vote (written ballot), if ten percent of the voting members present so request.

Section 5: Delegation of Authority

The Faculty Assembly delegates its power to the Faculty Senate, except where specifically reserved. Delegated powers exercised by the Senate shall, ordinarily, prevail. Decisions of the Senate may be reviewed by the Faculty Assembly for possible reconsideration. Such review would occur at a meeting called in accordance with Section 2.C.1.

Article III

The Faculty Senate

Section I. Purpose

A preeminent purpose and objective of the Faculty Senate shall be to participate with the Administration in a partnership, based on mutual respect, for shared responsibility for the University toward the ends of teaching and scholarly excellence, enhanced productivity, and greater responsiveness to the needs of Alcorn State University in achieving its unique contemporary mission.

Section I. Membership

The Alcorn State University Faculty Senate shall be a deliberative body composed of representatives from those areas of the university directly related to the academic life of the institution, including department chairpersons or directors if they have been appointed with the advice and consent of the faculty of their department or division.

I.A. Members of the Senate shall include:

- I.A.1. Faculty Senators elected on a proportionate basis by secret ballot from and by full time faculty members of the academic departments of the university, and from the professional library staff as follows: one for the first ten members, and one for each additional ten members, or any fraction thereof. These members must be full-time faculty with a minimum of one year of service to the institution.
- I.A.2. Three faculty members at-large, elected by the University Faculty in an election conducted by the Faculty Senate.
- I.A.3. Ex officio members shall include

I.A.3.a. The outgoing President, ex-officio, for one year following the end of the term of office providing that s/he remains a member of the faculty.

I.A.3.b. The following general administrative officers of the University, whether they hold regular faculty appointments or not, shall be non-voting members, ex-officio, of the Senate for the purpose of exchanging information with the faculty senators and participating in discussions with faculty senators concerning Senate business:

President
 Vice Presidents
 Deans of the Schools and of the College for Excellence
 Director of the University Libraries

I.B. Membership on the Senate will be for three academic years, as determined according to the university calendar.

I.B.1. Following the initial election of Senate members, the Faculty Assembly will determine by vote the one-year, two-year, and three-years members in order to initiate the staggered terms.

I.B.2 Elected faculty members of the Senate may succeed themselves for one three-year only, and may be elected to a new term three years after the expiration of the second term served.

I.C. Vacancies for a whole term or part of a term of elective Senate posts will be filled by regularly adopted election procedures.

Section II. Functions

II A.

1. The Faculty Senate shall make recommendations to the President of the University on matters pertaining to the welfare of the University.
2. The Faculty Senate shall consider all matters brought before it by the President of the University, the Administration, the General Faculty, or individuals of the General Faculty, and make recommendations concerning them when appropriate.
3. The Faculty Senate shall keep the General Faculty fully informed of recommendations.
4. The Faculty Senate shall be represented by its Chair or designee on various University councils and in the University Senate Presidents Association.

- II.B. In order to perform its duties, the Faculty Senate shall create committees as provided in Article IV. Section B. The Senate may request reports from any committee when the Senate deems such reports appropriate, but at least at the last Senate meeting of the Spring semester. The Senate shall make minutes of all Senate committees accessible to the faculty by placing them in the university library, except for the confidential reports to the President from the Promotions, Rank, Tenure and Leave; Faculty Affairs,; Judicial, and Grievance Committees.
- II.C. The Senate may adopt such by laws as are necessary to carry out its purposes and functions. By-laws may be adopted if a majority of the members vote for them in two successive meetings. By-laws may be repealed by the adoption of a by-law to that effect.
- II.D. The Senate shall make provision in its by-laws for its operation during interim Periods not specified in Section 5.B.1.b.

Section III: Faculty Senate Procedures

III.A. Meetings

Regular meetings shall be held on the fourth Tuesday of each month during the academic year. Special meetings shall be held on the call of the President, or twenty-five percent of the Senate, or ten percent of the total faculty. The President shall be the presiding officer of the Faculty Senate. In the absence of the President, the Vice-President of the Faculty Senate shall preside.

III.B. Meetings shall be conducted according to Robert's Rules of Order.

III.C. Quorum

The quorum shall be fifty percent of the members plus one.

III.D. Voting Rules

Voting at all meetings of the Faculty Senate shall be:

1. Normally by voice vote.
2. By division vote (show of hands or standing), if one member so requests;
3. By secret vote (written ballot), if ten percent of the members present so request;
4. By roll call vote (recorded by name), if a majority of the members present so request.

5. By electronic or printed mail ballot when necessary for ratification of governing documents by a majority of the faculty eligible for Senate Membership.

III.E. Procedures: Studies and Recommendations

- Each proposal for a study or recommendation by the Faculty Senate must be presented to the Senate President in writing with the proposer's name appearing thereon. Each new proposed study or recommendation shall be provided in writing or read by the President to the Senate prior to voting to accept the study or recommendation.
- After introduction, the question shall be on sending the proposed study or recommendation to committee for further processing.
- Upon the Senate's approval, each proposed study or recommendation shall be assigned to the appropriate committee by the President, and a report from that committee is expected in a timely manner at a subsequent meeting of the Senate.
- Questions of fact may be asked of the committee following its report.
- Following the questions of fact, debate shall take place on the question of adopting the proposed recommendation, as presented by the committee, as a recommendation of the Senate Amendments may be offered from the floor.
- One recommendation, or more, adequately based on such a report, may be adopted in the meeting at which the report is given only if the committee has provided the members of the Senate with a written copy of its report at least three full days before the meeting at which the report is given.
- A proposed recommendation shall be adopted by the Senate when it receives the majority vote of a quorum. Each recommendation shall carry with it a notation of the number of members voting "aye," "nay", and abstaining.
- A recommendation of no action, or the failure of a committee to make a report or recommendation, shall not preclude the right of the Senate to take further action on a proposed recommendation or a variation of it.
- Motions and resolutions pertaining to internal matters of the Senate, which are not otherwise provided for by these bylaws can be initiated and passed upon in a single meeting. A majority vote of those Senate members present

and voting “aye” or “nay” is required for adoption of such motions and resolutions.

III.E. Non-members’ presence at meetings

Senate meeting shall be open. However, the Senate does reserve the right to call for an Executive Session at any time, if a majority of the membership so request.

III F. Distribution of Minutes

Two copies of the minutes of each meeting shall be distributed to each departmental office and in the Office of the President of the university. Four copies will be deposited in the university library. (See Duties of Secretary of Faculty Senate, Article II. Section IV.A.4.c.)

Section IV: The Organization of the Senate

IV.A. Officers of the Senate

IV.A.1. The officers of the Senate shall include a President, a Vice-President, A Secretary and a Parliamentarian. Terms of office shall be one year, beginning August and ending July. Elections shall be held at the final regular Faculty Senate meeting of the academic year and officers shall take office at the first Senate meeting of the subsequent academic year. Nominations shall come from the floor, and election shall be by secret majority vote. Ballots will be counted by a special committee consisting of members not running for office, elected by the Senate membership. No officer shall be eligible for immediate re-election after having served three (3) consecutive terms.

IV.A.2. Senators who have served for at least one (1) academic year shall be eligible for nomination for the position of Senate President.

IV.A.3. No two executive officers shall come from the same department.

IV.A.4. Duties of Officers

IV.A.4.a. The President of the Faculty Senate shall perform the following duties: (1) act as spokesperson for the Senate; (2) preside over all meetings of the Senate; (3) call special meeting when necessary or at the request of the majority of Senators or any one of the faculty; (4) call the annual meeting of the Faculty Assembly; and (5) act as liaison between Faculty Senate and Administration.

IV.A.4.b. The Vice-President shall perform all the duties of the Senate President should the President be absent or become incapacitated.

IV.A.4.c. The Secretary shall perform the following duties: (1) act as archivist for The permanent records of the Senate; (2) keep accurate minutes of all regular and special meetings of the Senate; conduct all correspondence for the Senate; send agenda and notices of meetings to Senators; and (3) distribute copies of Senate minutes to Senators and make these minutes available for faculty inspection as provided in Article II, Section III.F.

IV.A.4.d The Parliamentarian shall maintain order and make sure that meetings Are conducted according to Robert's Rule of Order.

IV.B. Committees

The function of all committees is the shaping and presentation of studies and recommendations to the Faculty Senate for consultation and consideration for enactment. All Faculty Senate committees shall be chaired by a member of the Faculty Senate, appointed by the President of the Senate. Designated committees shall be staffed by Faculty Senators only; members of the Faculty Assembly who are not Faculty Senators may be appointed members but not chairs of the other standing committees. The President of the University is an ex-officio member of all committees. Committee meetings shall be open, but may go into Executive Session.

IV.B.1. An Executive Committee consisting of the Senate officers and one Senate member-at-large. The outgoing chair shall serve as an additional, ex-officio member on this committee for one year after the completion of the term as chair. The President of the Faculty Senate shall serve on the analogous administrative committee.

IV.B.2. The following standing committees shall be composed of members of the Faculty Assembly and chaired by a Faculty Senator:

Accountability

Faculty Affairs

Grievance

Judicial

Promotion, Rank, Tenure and Leave

University Resources

IV.B.2.A. Accountability

Purpose and Purview. The purpose of the Accountability Committee is to advise the President and the Faculty Senate on matters pertaining to student, and peer and administrator evaluation and to make recommendations regarding procedures on evaluation and accountability. Included in this purpose is 1) the responsibility for evaluating the effectiveness of the Constitution and Bylaws of the Faculty Assembly and Faculty Senate and making recommendations for revision as indicated and 2) making recommendations to the Faculty Senate regarding accountability procedures for the Senate.

Membership. In addition to a chair appointed from the Faculty Senate, membership shall consist of two Faculty Senators and two members of the Faculty Assembly who are not Faculty Senators.

Procedures. The Committee shall develop procedures necessary to achieve its purpose, within the context due process, parliamentary procedure and faculty participation in shared governance. The committee may create internal subcommittees to address the various responsibilities under its purview.

IV.B.2.b. FACULTY AFFAIRS

Purpose and Purview. The purpose of the Faculty Affairs Committee is to systematically address issues relevant to faculty that are not addresses in other standing committees of the Faculty Senate, issues pertinent to curriculum, to professional standard and ethics, to faculty welfare, faculty development, and to relationships between faculty and students, administrators, staff and other entities within the university.

Membership. In addition to the Chair to be appointed by the President of the Faculty Senate, standing membership of the Faculty Affairs Committee shall consist of four members of the Faculty Assembly eligible for election to the Faculty Senate, appointed by the President of the Faculty Senate.

Procedures. The Faculty Affairs Committee shall meet at least once a semester. The committee shall develop procedures necessary to achieve its purpose, within the context of due process and faculty participation in shared governance.

IV.B.2.c. GRIEVANCE COMMITTEE

Purpose and Purview. A Grievance Committee shall meet on the petition of a faculty member on any matter other than dismissal and after the petitioner has exhausted all other available remedies.

Membership. The Grievance Committee shall be chaired by a Faculty Senator, and shall consist of two additional members of the tenured faculty. When the committee is called into action, an additional two members of the Faculty Assembly shall be appointed by the

chief academic officer.

Procedure. All procedures of the Grievance Committee shall conform to the requirements of due process. Meetings shall be closed to all except the complainant and the defendant. The Committee shall have the right to call witnesses, review exhibits, and engage in fact-finding as deemed appropriate and necessary to assure a fair judicial process. The Committee shall report its recommendations to the chief academic officer. The Committee shall file an annual report with the President of the Faculty Senate, observing requirements of confidentiality in its report.

IV.B.2.d. JUDICIAL COMMITTEE

Purpose and Purview. A Judicial Committee shall hold hearings on charges in dismissal proceedings and on charges of misconduct concerning individual faculty members.

Membership. The five-person membership of the Judicial Committee shall consist of two members of the Faculty Assembly, appointed by the President of the Senate; when the Committee is called into action, an additional two members of the Faculty Assembly shall be appointed by the chief academic officer; the Committee shall be chaired by a Faculty Senator appointed by the President of the Senate in consultation with the chief academic officer. All members of the Judicial Committee shall be tenured faculty. No faculty member from the department concerned shall be appointed to the Judicial Committee. Term for the three Senate appointees is three years; members appointed by the Chief Academic Officer will serve for duration of the specific hearing for which they were appointed.

Procedures. All procedures of the Judicial Committee shall conform to the requirements of due process. Meeting shall be closed to all except the complainant and the defendant. The Committee shall have the right to call witnesses, review exhibits, and engage in fact-finding as deemed appropriate and necessary to assure a fair judicial process.

IV.B.2.e. PROMOTION, RANK, TENURE AND LEAVE

Purpose and Purview. The major purpose of the Promotion, Rank, Tenure and Leave (PRTL) Committee of the Faculty Senate is to conduct a systematic review of applications for promotion, rank, tenure and leave as directed by the Vice President for Academic Affairs. Additional purposes of the Committee include review and recommendation for revisions in policies and procedures regarding the Committee, and to participate in the dissemination of information relevant to promotion, rank, tenure and leave to the Faculty.

Membership. The Chair of the PRTL Committee shall be a Faculty Senator who is a tenured member of the Faculty holding the rank of Associate Professor or Professor, appointed to the committee chair by the President of the Senate. Membership on the committee shall consist of one elected representative from each of the five academic schools and the Library. Persons eligible for election to the PRTL Committee shall hold

the rank of Associate Professor or Professor and shall be eligible for election to Faculty Senate. If no elected representative is a member of the Faculty Senate, the President of the Senate shall appoint a committee chair from the membership of the Senate, who will serve in a non-voting, administrative capacity.

Procedures. The procedures guiding the functioning of the PRTL Committee shall be published in detail in the University Faculty Handbook, and shall be systematically reviewed every three years.

IV.B.2.f. UNIVERSITY RESOURCES

Purpose and Purview. The purpose of the University Resources Committee is to study the allocation of resources within the University; and to acquaint the Faculty Senate with such allocations; make yearly recommendations to be considered by the Faculty Senate for forwarding to the University administration concerning faculty salaries, increments for promotion, provision of funded sabbaticals and related matters.

Membership. The University Resources Committee shall be chaired by a Faculty Senator appointed by the President of the Faculty Senate, and shall further consist of two additional members appointed from those eligible for election to the Faculty Senate.

Procedures. The Committee shall develop procedures necessary to achieve its purpose, within the context of due process and faculty participation in shared governance.

IV.C. Ad hoc Committees

Ad hoc Committees may be appointed by the Executive Committee of the Senate upon either faculty or administrative request.

ARTICLE IV

Adoption

These provisions will become effective upon ratification by a simple majority of all persons eligible to serve on the Faculty Senate and present at the ratification meetings. The quorum shall consist of fifty percent of the persons eligible to serve on the Faculty Senate.

ARTICLE V

Amendments

Amendments to these provisions shall be approved by a two-third majority vote in the Senate, at a regular or special meeting, provided the proposed amendment has

been submitted in writing to each member of each component entitled to vote in the Senate at least twenty days prior to the date of the vote on the approval of the proposed amendment. After Senate approval, such amendments shall be submitted in writing to the faculty, and unless disapproved by written (electronic or printed) mail ballot of one-third of the quorum of the Faculty Assembly within thirty days, is submitted to the President of the University.

ARTICLE VI

Support

The University shall consider in its budget an appropriation of funds and appointment of facilities sufficient to allow the Faculty Senate to perform its functions.