

THE CONSTITUTION OF THE FACULTY SENATE

March 29, 2001

I. PREAMBLE

A. The Faculty Senate is a representative body of the Tuskegee University Faculty. It was created by a vote of the faculty in response to the establishment of the current multicameral of governance at Tuskegee University. The method of election and representation in the Faculty Senate, its organization, function and powers, as described in the Constitution, are limited by the authority vested in the Board of Trustees, by the University Charter and By-laws (1975), and by the authority given the University President by the Board of Trustees.

II. PURPOSE

A. The faculty as a whole, “has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process,” (as set forth in the Statement of Government to Colleges and Universities and approved by the American Association of Governing Boards of Universities and Colleges).

B. The faculty delegates these responsibilities to its duly elected representatives who serve as its Executive Body and who shall constitute the Faculty Senate.

III. POWER AND JURISDICTION

1. Adjudicating academic matters affecting more than one college or division.
2. Recommending requirements for degrees in all programs.
3. Recommending general education requirements for all degree-granting programs.
4. Recommending general admissions requirements.
5. Recommending major curriculum and program changes.
6. Recommending the establishment, reorganization or discontinuation of organizational units and areas of instruction or research.
7. Recommending curricular and interdisciplinary programs.
8. Establishing residence requirements for degrees.

9. Establishing basic language requirements for admission for of foreign students.
10. Recommending college-wide grading system.
11. Enacting and enforcing academic regulations for students and faculty in matters of class attendance, examinations, grading, scholastic standing, honors, academic honesty, classroom conduct, etc.
12. Recommending policies governing appointments, rank, tenure, and promotions within five months of requested date.
13. Delegating to academic units (colleges, schools, departments, research units, etc.) the authority necessary to conduct the academic programs of each unit.

Final authority for action on or implementation of any or all of the above stipulations (1-13) rests with the President in keeping with Article VII of the Bylaws of Tuskegee University that states:

“The President shall be the executive head of the University. Subject to veto or revision by the Board of Trustees or the Executive Committee, he shall have full authority to organize and conduct the institution, to select and employ teachers, officers, assistants, superintendents and such other employees as he may deem advisable.” (Article VIII: Bylaws of Tuskegee University, pages 9-10)

B. Advisory and Consultative Function:

To act as an advisory and consultative body to the President or other administrative officers on any matter that may affect the attainment of the educational objectives of the university, such as:

1. Policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the University.
2. Policies and administration of the libraries of the university.
3. Policies affecting university development and utilization of resources.
4. Matters pertaining to the overall policies, planning and the general welfare of the university
5. Student affairs.
6. Policies affecting the financial status of the faculty.
7. Policies concerning teaching loads.
8. Preparation of the university calendar.

C. Other Functions

1. Considering the last two meeting per year of the University faculty, meetings of the university faculty may be called by the Senate and by the administration or by the faculty on the presentation of a petition requesting the meeting which sets forth a proposed agenda and is signed by not less than one-third of the members of the faculty who are privileged to vote.
2. Determining voting rights of faculty.
3. Determine what constitutes a quorum of faculty.
4. Recommending candidates for degrees in all programs to the President of the University.
5. Consulting with the Board of Trustees or its committees on educational or other matters when deemed appropriate by the Board, the President, or if requested by a majority of the voting members of the faculty or of the Faculty Senate at a regular or duly called meeting.
6. Appointing special committees to shape policy, direct investigations, and/or recommend action in areas of continuing concern which its standing committees are unable to directly oversee.

D. Limitations

1. By a simple majority of faculty members present and voting at a regular or duly called meeting of the university faculty, the faculty can veto any action of the senate. When a faculty veto occurs, the senate may request the faculty to reconsider the action at the next meeting of the faculty.
2. The president of the university may, before the next regular meeting of the Senate, disapprove any action of the senate. When a presidential veto occurs, the faculty must consider the action. The faculty's affirmation of the original position by a two-thirds vote of faculty members present and voting constitutes referral to the Board of Trustees. The Board's decision is final.
3. Should a dispute arise among the various senates, as to which senate has jurisdiction over a particular matter, the president may decide which senate has jurisdiction over the matter. The president may also authorize a joint senate conference of the affected bodies.

IV. MEMBERS

A. Ex-Officio Members

The President, the Provost and Executive Vice President, Dean of Student Affairs, Deans of the undergraduate, graduate and professional schools or colleges and the Librarian shall serve as Ex-officio members of the Faculty Senate. Ex-officio members shall not vote in meetings of the Faculty Senate.

B. Elected Members

1. The elected members shall be elected by and from voting members of the general faculty within the respective colleges and the library. Representation will be on the following basis: Each college and the library will have a minimum of two Senators. Schools or other units where 20 or fewer full-time equivalent faculty reside will have two Senators. Units where more than 20 full-time equivalent faculty reside will have one Senator for each 15 additional full-time equivalent faculty or fraction thereof. No later than February 15 of each year, the Chairperson of the Senate will obtain from the administration a roster a faculty members and their full-time equivalence, listed by area.
2. Any voting faculty member shall be eligible, except those designated in IV-A above as ex-officio members.
3. A two-thirds vote by a constituent faculty shall constitute the basis for recall of any elected member of the Senate for ineffective performance of duties.
4. Elected members have the power of the vote.

V. ACTIONS

Nominations and elections shall be the responsibility of each area represented. All elections shall be by secret ballot. Vacancies shall be filled by special election within 60 days after vacancy shall have occurred. Each member of the university faculty shall have one vote. Where departments and/or divisions exist within a college, equity of representation shall be determined by and within that particular unit.

VI. Terms

The elected members of the senate shall serve for three year terms. Members who have served a full term shall be ineligible for election to the Senate for a one year period. The nominations and elections shall occur annually in the month of April. Duly elected Senators shall take office effective June 1 of the year elected. The terms within each college and the

library shall be staggered. In the initial election, one-third of members of the various colleges or the library shall be elected for one, two, and three years, respectively.

VII. Organization

A. Officers

1. The officers for the Faculty Senate shall be a Chairperson, Vice-Chairperson and Executive Secretary. Each shall hold office for a one year period and shall be eligible for re-election for one additional term.
2. The procedure for electing new officers each year is:
 - a) The Senate Chairperson shall appoint a Nominating Committee in February. The committee shall consist of at least three Senators who are serving their last term in the Senate.
 - b) The Nominating Committee shall submit a slate of nominees for each office at the April Meeting. Additional nominations from the membership.
 - c) The current Senate members shall elect officers during the April meeting
3. The Vice-Chairperson shall advance to the office of the Senate Chairperson should the position become vacant before the term expires. An election shall then be held for the position of Vice-Chairperson.
4. The senate shall select a secretary, who need not be a member of the body, and who shall keep a record of the proceedings of the body and of reports submitted to it. In addition the Secretary shall provide each member with a copy of the minutes of the previous meeting before the next regular meeting and file a copy in the library following approval of the faculty Senate. A summary of the minutes, reports, and proceedings of the Senate shall be published within the University. The Secretary to the Senate shall notify the members of all meetings.

B. Committees

1. The standing committees of the Senate are:
 - a) **Executive Committee**
 1. The committee shall consist of the President of the University, or, in the President's absence, a person named by the President, the officers of the Senate and the chairpersons of the standing committees of the Senate. The presiding officer shall be the chairperson of the Senate.

- a. The immediate former chairperson of the Senate shall serve as an ex-officio member of the executive committee.
2. It shall prepare the agenda for the Senate meetings; assign or refer the business of the Senate to appropriate committees for consideration and report; recommend abolition, alteration, or creation of Senate committees and generally expedite all work of the Senate. It shall prepare an operating budget for the Senate, which shall be forwarded to the administration.

b) Academic Personnel Services Committee

This committee shall concern itself primarily with policy matters and guidelines for administrative implementation pertaining to: faculty salaries, ranking, tenure, insurance, promotion and retirement.

c) Academic Affairs Committee

This committee shall concern itself primarily with policy matters pertaining to curricula, academic freedom, academic standards, grading systems, searching committees for deans, selection of departmental heads and other related matters. Members of the Academic Affairs Committee shall have the duty of serving within their respective colleges as voting members of search committees for deans and department heads and on committees considering the introduction or termination of academic programs.

d) Committee on Instruction

The committee shall concern itself primarily with the instruction on campus. It shall be alert to and investigate factors which tend to inhibit effective teaching and learning as well as opportunities for new and creative approaches to instruction, and teacher-student relationships, and on-going evaluation of instruction. The committee will also function as a review for grades.

e) Committee on Research and Graduate Studies

This committee shall concern itself principally with research policy and policies governing faculty involvement in types of grants and contracts funded activities. This committee shall also concern itself with integrating research activities, with graduate studies, and

support of graduate students. The Associate Provost for Sponsored Programs shall serve as a member of this committee.

f) Committee for Grievance

This committee shall be concerned primarily with the faculty grievances as described in the Faculty Handbook.

g) Committee on Continuing Education and Outreach

This committee shall concern itself with developing policies and programs to involve the faculty with the off-community, such as the alumnus, the State of Alabama, the City of Tuskegee, Macon County, and others. The chairperson shall serve as a member of the University-State Community Relations Committee.

2. The chairperson of each standing committee shall be elected from and by the membership of the Senate. The term of office of each standing committee chairperson shall be one year. A Senator may serve no more than two consecutive terms as chairperson of any given standing committee. These persons shall serve as members of the Executive Committee of the Senate.
3. All committees shall report in writing at the regular meetings of the Senate. They have no autonomous jurisdiction in specific areas but must refer specific matters to the Senate.
4. Elected members of the Senate shall constitute no more than one-third of any standing committee. No more than one person from any major academic unit shall be elected to any standing committee. Non-Senate standing committee members shall be elected by and from the voting members of the general faculty within the respective colleges and the library to serve two-year terms. Vacancies shall be filled by special election within 60 days after vacancy shall have occurred. The terms shall be staggered. In the initial election, one half of the members shall be elected for a one-year term and one half for a two-year term. The chairperson of the Executive Committee shall not be a member of any other standing committee of the Senate. The chairperson of any standing committee shall be an elected Senator.
5. Each standing committee, except for the Executive Committee, shall have one representative from each college and the library and such committees shall have no more voting members than is necessary to provide representation for each of these units. Any unit which has fewer full-time

equivalent faculty than there are standing committees need not send a representative to every standing committee.

6. The Senate may request the services of the faculty, administration, staff or student body for special periods of time or for special tasks on its standing, ad hoc, or special committees. Such members shall be ex-officio without vote.

VIII. MEETINGS OF THE SENATE

- A. Regular meetings shall be held ten times each year between June 1 and April 30.
Amended October 18, 1984, to read eight times each year between June 1 and April 30.
Special meetings shall be called by:
 1. President of the University
 2. Chairperson of the Senate
 3. Petition signed by at least 20% of the Senate
 4. Majority vote of Senators present at a regular meeting
 5. Petition signed by at least 20% of the entire faculty.
- B. The Chairperson of the Senate shall preside over the meetings and in his or her absence the Vice-chairperson shall preside.
- C. Members of the Faculty may attend meetings of the Senate and may upon invitation of the Chair, or with the consent of the body, participate in its deliberations, but shall not vote in the Senate. Administrators, students, and other staff members may attend meetings reciprocal with other Senates.
- D. Quorum: simple majority of elected membership.
- E. Roberts Rules of Order, latest edition, shall be considered as binding.
- F. Each elected Senate member may initiate legislative action.
- G. The Faculty Senate may, if requested by other Senates, concern itself with non-faculty oriented problems.

IX. AMENDMENTS

The following procedures must be followed in order to amend the constitution of the Faculty Senate:

- A. Approval of the amendment by the Faculty Senate by two-thirds vote.
- B. Presentation of the amendment to the faculty at a regular meeting of the university faculty.
- C. At least one month after the presentation to the faculty, approval by two-thirds faculty members present and voting at a regular meeting of the university faculty.

D. Approval by the Board of Trustees.

APPROVED BY GENERAL FACULTY—April 6, 1978 and October 5, 1981

E. Section VII, Organization, B. Committees, f. Grievance Committee

F. Section VII Organization, B. Committees, e. Committee on Research and Graduate Education, g. Committee on Continuing Education and Outreach

APPROVED BY GENERAL FACULTY—April 1995