



Title: #III-6. Constitution and By-Laws of West Virginia University at Parkersburg Faculty Assembly

Date: January 2, 2003 (replaces version dated August 29, 2000)

PREAMBLE

With full recognition that the West Virginia University Board of Governors and the Higher Education Policy Commission vest ultimate decision-making power in the president of the college, members of the faculty are devoted to the concept of faculty participation in academic governance. Based upon the assumption that institutions should not rely entirely on the judgment of one person or a small group of people for optimum development of the college's goals, and dedicated to the concept of participatory management, the faculty believes that an authoritative faculty voice should provide advice and guidance to the administration so that the president and deans will have accurate information and positions representing faculty thought. Therefore, the Faculty Assembly of West Virginia University at Parkersburg creates by adopting this constitution and by-laws, a Faculty Senate. The faculty hopes that the Senate will greatly assist the administration in resolving conflicts and grievances through better representation of the total faculty.

The Faculty Assembly and, therefore, also the Faculty Senate proposes to take within its province any subject of interest to the faculty, to hold hearings on any matter it elects to review, to appoint committees for additional study of problems brought before it, and then formulate and submit to the President recommendations on college policy and the resolution of problems. Through these means the Senate is pledged to be responsive to the needs not only of faculty members, but also to the needs of students and all members of the academic community. This Senate is created to continue through elected representatives the faculty function of serving as a legislative body for matters within its jurisdiction, chiefly matters of academic policy, professional rights and responsibilities.

ARTICLE I. AUTHORITY

Section 1. The authority for the organization and establishment of the Faculty Senate derives from a resolution adopted by the Faculty Assembly of West Virginia University at Parkersburg.

Section 2. The Faculty Senate is the representative body of the entire Faculty of West Virginia University at Parkersburg.

ARTICLE II. COMPOSITION OF THE FACULTY SENATE

Section 1. Only members of the Faculty Assembly may be voting members of the Faculty Senate with the exception of the Adjunct Faculty Representative. Faculty Assembly members are persons who have a full-time faculty contract.

Section 2. Each academic division shall have one representative, and those divisions that have 10 or more members shall each have an additional senate seat. Jackson County Center shall have one representative who will be a full-time faculty assigned to JCC. The JCC senator will be a voting member of the Senate. Adjunct faculty shall have one representative who will be a voting member of the Senate.

Section 3. The Executive Committee of the Faculty Senate shall be composed of the Faculty Assembly Chairperson, Vice Chair – Chairperson Elect, the faculty representative to the WV Higher Education Policy Commission Advisory Council of Faculty, the faculty representative to the Institutional Board of Advisors, the five WVU at Parkersburg representatives to the WVU Faculty Senate, and the Faculty Secretary.

Section 4. The Faculty Senate shall become operative pursuant to this Constitution and its By-Laws immediately after adoption by the Faculty Assembly.

ARTICLE III. ELECTIONS

Section 1. The Vice Chair – Chairperson Elect, the faculty representatives to the WV Higher Education Policy Commission Advisory Council of Faculty (for 2 years, elected in odd years) and an Alternate, and the faculty representative to the Institutional Board of Advisors (for 2 years, elected in even years) shall be elected by the Faculty Assembly on or before April 1. The Executive Committee will be responsible for scheduling elections. The Vice Chair - Chairperson Elect shall assume office as Chairperson the following year. The WVU Morgantown Faculty Senate is responsible for the election of the five representatives to WVU.

Section 2. Faculty Senators shall be selected by their respective constituencies at division meetings held after April 1st but before May 1st. Each division shall also elect one alternate for each Senate seat.

Section 3. The term of office for the Faculty Chair, Vice-Chair, Secretary and Faculty Senators shall be for one year. The term of office for the WVU at Parkersburg representatives to the Advisory Council of Faculty to the Higher Education Policy Commission (elected in odd years), and the faculty representative to the WVU at Parkersburg Board of Advisors (elected in even years) shall be for two years. The terms of office for the five WVU at Parkersburg representatives to the WVU Faculty Senate shall be for three years. Each office holder will begin his/her term of office on the day following the Spring commencement.

Section 4. Vacancies that occur during the term of office will be filled by the alternate in accordance with the procedure established in the By-Laws.

ARTICLE IV. MEETINGS

Section 1. The Faculty Assembly shall have two mandatory meetings held during the week of in-service in the first and second semesters respectively. Other meetings may be scheduled as needed.

Section 2. The Faculty Senate shall hold a minimum of two meetings each month during the academic year; Executive Committee will meet the first Monday and the full Faculty Senate the third Monday of each month.

Section 3. Special meetings of the Faculty Senate may be called by the Chairperson (or in the Chairperson's absence, the Vice-Chair). Special meetings may be requested by the President, the Dean of Academic Affairs or five (5) or more faculty members so long as the request is in writing and addressed to the Faculty Senate Chairperson.

Section 4. Meetings shall be announced in the On Campus/WVUP Intranet; however, notice of special meetings will be sent via Campus mail and e-mail to all faculty.

Section 5. The Faculty Senate Chairperson shall preside over all meetings. In the absence of the Chairperson the Vice-Chairperson or a member of the executive committee may preside.

Section 6. Meetings of the Faculty Assembly or the Faculty Senate shall be open to all interested parties. Each will be, upon recognition from the presiding officer, free to express his/her views on the matters at hand; however, only Faculty Senators or elected alternates may propose a motion, propose an amendment, or cast a vote.

Section 7. The Senate shall strive to meet monthly with the President of the college and/or other members of the President's staff as appropriate.

ARTICLE V. FUNCTIONS OF THE FACULTY SENATE

Section 1. As the representative body of the Faculty Assembly, the Faculty Senate has any and all powers delegated to it by the Faculty Assembly, as well as any and all powers delegated to it by the President or external governing bodies. The faculty hereby delegates to the Senate its responsibilities to formulate policies and to make recommendations as well as to select faculty representatives for committees with the exception noted in Section 2 of this Article and Section 1 of Article VI. In regard to policy formulation, the Faculty Senate as a legislative body shall have the primary responsibility for making recommendations in academic matters affecting students and in personnel policies affecting faculty. Such matters shall include but not necessarily be limited to the following: standards for admission, selection, and retention of students; requirements for the granting of degrees; curricular requirements for general education; development of procedures and documents for evaluation of instruction, promotion, tenure, and job descriptions. College administrators shall use the faculty judgment in these areas except for compelling reasons, which will be communicated to the Faculty Senate.

Section 2. Any action of the Senate may be brought before a meeting of the Faculty Assembly for review. Actions of the Senate may be reviewed, modified, or nullified by the Faculty Assembly in one of two ways: first, a majority vote of the Senate may submit an action directly to the Faculty Assembly either at a special meeting or through the ballot box; second, through a petition for a meeting of the Faculty Assembly signed by at least 20% of the members of the Faculty Assembly. This petition shall explicitly state the matter or matters to be the subject of the petitioned meeting, and no other business can be transacted during that meeting. Petitions are to be submitted to the Chairperson of the Faculty Senate, who will distribute the minutes of the relevant Senate action to each faculty member by the campus mail process, and schedule the petitioned meeting within two weeks of the receipt of the petition. Modification or nullification of the action at the petitioned meeting shall be effective only by a vote of two-thirds of the faculty attending the petitioned meeting. Action cannot be taken unless 50% of the Faculty Assembly members are present.

Section 3. The Faculty Senate shall select its committees and sub-committees and establish whatever rules and procedures are necessary for its functioning, consistent with this Constitution and By-Laws.

Section 4. The Faculty Senate may adopt, amend, or repeal any rules or procedures relating to the conduct of its business and the duties and functions of its officers and committees by a two-thirds majority of those present and voting.

Section 5. The Faculty Senate shall transmit its recommendations to the President, the Dean of Academic Affairs, and appropriate administrative representatives through the Faculty Senate Chairperson or his or her designated representative or at the monthly meeting.

Section 6. The Senate shall post its official minutes on the campus intranet.

Section 7. The Faculty Senate shall assume responsibility for the periodic revision and editing of a faculty handbook, which shall contain this Constitution and state the established policies of the College in all matters relating to the faculty. Such revisions shall be submitted to the President, the Dean of Academic Affairs, and appropriate administrators for their approval.

Section 8. The Executive Committee shall be responsible for informally discussing actions being considered by the Faculty Senate with the President and/or the Dean of Academic Affairs, in order that a cooperative relationship between the Faculty Senate and the administration may be maintained.

Section 9. The elected members of the Faculty Senate shall be responsible for communicating with their respective divisions and representing them by discussing matters being considered by committees and the Senate, so that the Senate may know the opinions of the faculty on those matters before voting.

ARTICLE VI. REFERENDUM AND RECALL

Section 1. The procedure for initiating referendum or recall is stated in the By-Laws.

Section 2. In order to remove a Senator from office, 60% of division constituents must sign a petition for a recall election and submit it to the Senate Chairperson. The recall election cannot take place for one month following the filing of the petition.

ARTICLE VII. AMENDMENT

Section 1. This Constitution may be changed or amended only by vote of the Faculty Assembly. Said change or amendment shall be published and distributed to faculty at least one week prior to the vote.

Section 2. The amendment may be adopted at a called meeting of the Faculty Assembly with a quorum of 50% of members present by a two-thirds majority, or by ballot box with two-thirds vote with 50% of members voting.

BY-LAWS

1. When both a Senator and his or her alternate are in attendance at a Senate meeting, only the Senator may vote. However, the Senator may defer to the alternate.

2. If a vacancy should occur in the position of Chairperson, the Vice-Chairperson shall fill the vacancy and a new Vice-Chairperson will be elected by the Faculty Senate to fill the unexpired term. If a vacancy occurs in the representatives of faculty on advisory boards, the vacancy will be filled as prescribed by law. If vacancies occur in regular Senate seats the Alternate will become the Senator and the division will elect a new Alternate.
3. The Division that elected a Senator or Alternate may recall that Senator or Alternate by notifying the Faculty Senate that the Division will have a meeting for that purpose no earlier than four weeks from the notice. The Division members including the Senator or Alternate shall have written notice thereof. A quorum will be 90% of the division faculty and a vote of 2/3 majority will recall the Senator or Alternate.
4. In cases not covered by the Constitution and By-Laws, the parliamentary procedure to be followed in Faculty Assembly and Faculty Senate meetings will be the current edition of Robert's Rules of Order, Revised.
5. The Executive Committee may appoint a parliamentarian to assist the Chairperson