



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

Date: February 23, 2024 (replaces version dated March 31, 2010)

PREAMBLE

Pursuant to [W.Va. Code § 18B-6-3](#) the faculty of West Virginia University Parkersburg has chosen to establish an institutional faculty senate as the representative body of the faculty of this institution. The purpose of this senate shall be: “sharing of information and discussing of issues affecting faculty and the effective and efficient management of the institution” and communicating the results of those discussions to the West Virginia University Parkersburg Board of Governors and the President of the institution.

ARTICLE I. AUTHORITY

Section 1. The authority for the organization and establishment of the Faculty Senate derives from [W.Va. Code § 18B-6-3](#) and adoption by a majority of the Faculty voting in an election on the adoption of this constitution and by-laws pursuant to that section of the West Virginia Code.

ARTICLE II. COMPOSITION OF THE FACULTY SENATE

Section 1. Faculty Senators shall have a current appointment as a member of the Faculty at West Virginia University Parkersburg at the time of election and shall continue to have a current appointment throughout their term of office (if any Senator ceases to have a current appointment then their seat is vacated and shall be filled as later provided in this constitution).

Section 2.

Section 2. Each academic division shall have a number of representatives based on their number of full-time faculty. Divisions with 17 or fewer faculty shall have two representatives as Senators. Divisions with 18 or more faculty shall have one senator for every seven full-time faculty, at the time of the election, rounding to the nearest whole number. All Senators shall be elected pursuant to Article III of this constitution. All Senators enumerated in this section shall have a vote on all matters that come before the Faculty Senate.

Section 3. The faculty member elected to serve on the State Advisory Council of Faculty (pursuant to [W.Va. Code § 18-B-6-2](#)) shall be an ex officio voting member of the Faculty Senate during the term of office on the State Advisory Council of Faculty.

Section 4. The faculty member elected to serve as a member of the West Virginia University Parkersburg Board of Governors shall be an ex officio voting member of the Faculty Senate during the term of office on the West Virginia University Parkersburg Board of Governors.

Section 5. The Faculty Senate shall become operative pursuant to this Constitution and its By-Laws immediately after adoption by the Faculty in an election held for purpose of ratification.

Section 6. The faculty senate may appoint one Jackson County Center representative as a Senator. This representative must be a full-time faculty member teaching at the Jackson County Center, who meets the qualifications for the office and shall be appointed by majority vote of the faculty senate. The term of office shall be from the time of appointment until June 30 of the next even-numbered year. This senator shall be an ex officio voting member of the Faculty Senate.

ARTICLE III. ELECTIONS

Section 1. Pursuant to [W.Va. Code § 18B-6-3\(b\)\(1\)](#) Senators of the Faculty Senate shall be elected during the month of April of each even-numbered year. Elections will be held by each academic division between April 1 and April 15 of each even-numbered year. The Chairperson of the Faculty Senate shall, on or before March 20th of each even numbered year, direct the chairperson of each academic division to convene a meeting to hold the election. Senators elected shall take office as of the first day of July following election and shall serve for a term of two years from the date of taking office. Faculty may be elected to successive terms without limitation.

Section 2. Election of Faculty Senators shall be by secret written ballot.

Section 3. The Faculty Senate currently seated at the time of any election shall designate a time and place for an organizational meeting for the newly elected Faculty Senators. Such meeting shall be held between April 16 and April 30 following the election prescribed in Section 1. At this meeting, the Senators shall elect from among themselves a Chairperson who shall serve a term of two years commencing July 1st.

Section 4. Vacancies that occur during the term of office of Faculty Senators will be filled by a faculty member who meets the qualifications for the office vacated and who shall be appointed by majority vote of the Faculty Senate. Such appointment shall be for a period of ninety (90) days, during which time a special election will be held to fill the vacancy for

the remainder of the term. Those eligible to vote in the special election will be those faculty members eligible to vote in the election of the representative whose seat is vacant.

Section 5. The Faculty Senate chairperson cannot serve more than two consecutive terms of two years each. The elected chairperson shall appoint a Vice chairperson who shall act as the chairperson in his or her absence. The elected chairperson shall appoint a secretary to record the proceedings of the Faculty Senate and maintain such other records as the chairperson may direct. The terms of the Vice chairperson and the secretary shall run concurrently with the elected chairperson.

ARTICLE IV. MEETINGS

Section 1. The Faculty Senate shall meet at least once each calendar quarter and may meet at such other times as called by the chairperson or by a majority of the Senators.

Section 2. Quarterly meetings of the Faculty Senate shall be set at a date, place, and time determined by the Faculty Senate. Such meetings shall be announced at least 30 days in advance of the meeting date and shall be communicated to all faculty members. Any other meetings called shall be made public as to time and place in the most efficient manner possible so as to inform all faculty that a meeting is taking place.

Section 3. Meetings of the Faculty Senate shall be open to all interested parties. Each attendee will be, upon recognition from the presiding officer, free to express his/her views on the matters at hand; however, only Faculty Senators may propose a motion, propose an amendment, or cast a vote.

ARTICLE V. FUNCTIONS OF THE FACULTY SENATE

Section 1. Pursuant to [W. Va. Code § 18B-6-3](#) the Faculty Senate shall serve as a place for “the sharing of information and discussion of issues affecting the faculty and the effective and efficient management of the institution” and to communicate the views of the faculty to the West Virginia University Parkersburg Board of Governors and the institution’s President.

Section 2. 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 3. 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 committees by a majority of those present and voting.

Section 4. The Faculty Senate shall transmit its recommendations to the President and the Board of Governors through the Faculty Senate Chairperson or his or her designated representative.

Section 5. The Senate shall post its official minutes.

Section 6. 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, and appropriate administrators for their approval.

ARTICLE VI. REFERENDUM AND RECALL

Section 1. In order to remove a Senator from office, 60% of the 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. 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 by majority vote of those voting by ballot on such amendment.

BY-LAWS

1. In cases not covered by the Constitution and By-Laws, the parliamentary procedure to be followed in Faculty Senate meetings will be the current edition of Robert's Rules of Order, Revised.
2. The Chairperson may appoint a parliamentarian to assist the Chairperson in matters of the rules of order.