

Constitution of the Glenville State College Faculty Senate

Preamble: POLICY FROM HIGHER AUTHORITY

The Faculty Senate of Glenville State College is the elected representative body empowered by WV Code, CHAPTER 18B. HIGHER EDUCATION. ARTICLE 6. ADVISORY COUNCILS.

§18B-6-3. Institutional faculty Senate.

(a) Effective July 1, 2004, a faculty Senate is established at each institution of higher education, except for those institutions which choose to establish a faculty assembly. In the latter case, all faculty participate in the faculty assembly and the requirements of subsections (b) and (c) of this section do not apply. Members and officers of an organized, campus-level advisory group of faculty who are serving prior to the effective date of this section may continue to serve with all the rights, privileges and responsibilities prescribed herein until the time that members elected as set forth in subsection (b) of this section assume office.

(b) Members of each faculty Senate are elected as follows:

(1) During the month of April of each even-numbered year, each president of a state institution of higher education, at the direction of the faculty and in accordance with procedures established by the faculty, shall convene a meeting or otherwise institute a balloting process to elect the members of the faculty Senates, except that for 2004 only, the election shall take place in July.

(2) Selection procedures shall provide for appropriate representation of all academic units within the institution.

(3) The faculty member who is elected to serve on the faculty council is an ex officio, voting member of the faculty Senate and reports to the faculty Senate on meetings of the faculty council and the board of Governors.

(c) Members serve a term of two years, which term begins on July 1, of each even-numbered year, except for the year 2004 when terms begin upon election. Members of the faculty Senate are eligible to succeed themselves.

(d) Each faculty Senate shall elect a chairperson from among its members. The chairperson serves a term of two years, and may serve no more than two consecutive terms as chairperson.

(e) The faculty Senate meets quarterly and may meet at such other times as called by the chairperson or by a majority of the members. With appropriate notification to the president of the institution, the chairperson may convene a faculty Senate meeting for the purpose of sharing information and discussing issues affecting faculty and the effective and efficient management of the institution.

(f) The president of the institution shall meet at least quarterly with the faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

(g) The governing board of the institution shall meet at least annually with the faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

Article I. Nature, Authority, Responsibility, and Duties.

Section 1. The Senate shall be the representative assembly of the faculty through which the faculty shall normally exercise its powers.

Section 2. The Senate, both directly and through its committee structure, oversee development of the educational programs of the college.

Section 3. The Senate initiates, consults on and approves policies of the college; facilitates communication and cooperation the administration and the college faculty; promotes the continued improvement of higher education in the State of West Virginia; and strives to procure the best conditions possible for instruction and research.

Section 4. In order to further these goals, and in accordance with State Code, the Senate shall invite the Glenville State College Board of Governors to meet with the Senate at least once each academic year to discuss matters affecting faculty welfare and the effective and efficient management of the college.

Section 5. The Senate reviews, considers, and recommends to the Administration of the College, policies pertaining to the effective and efficient management of the institution. The Senate invites the President of Glenville State College to meet with the Senate once each quarter to discuss matters affecting faculty welfare and the effective and efficient management of the college.

Section 6. The Senate shall do whatever lies within its power to maintain free communication between the faculty and the administration. Any member of the faculty may submit agenda items to the Senate. The Senate may occasionally consider questions referred to it by the President of the College and the college chief academic officer. Items arising from those questions only Senate actions when moved, seconded, discussed and approved by vote of the Senate membership.

Section 7. The Senate has the power to establish ad hoc and standing committees; to establish membership and charges for its committees; and to review, approve, or disapprove the actions of the committees under its jurisdiction. Committees for which the Senate appoints members are required to report actions and significant items of discussion for Senate approval bimonthly by notifying the Vice President through the most expedient means.

Section 8. The Senate will provide a structure for Senate liaison with all student, faculty, and administrative organizations.

Section 9. The Senate shall have broad investigatory powers to call upon members of the college community to enhance its understanding of college matters and to carry out its duties of oversight and policy review.

Section 10. Ten members of the faculty (via a signed petition) can refer any Senate action to a special meeting of the general faculty for review and disposition. The President of the Senate shall call a meeting of the general faculty to be held within two weeks after receipt of the petition.

Section 8. The President of the Senate is the chair of the Senate. In the absence of the President of the Senate, the Vice President of the Senate presides. In the absence of the President and Vice President, Senate shall appoint one of its members to preside. The President or the designate does not have administrative powers or duties beyond the mandates given by the direct vote of the Senate or the Faculty, and only serves on those committees and deliberative bodies that clearly designate the Senate President as a member in their Bylaws.

Section 11. The Secretary of the Senate shall maintain adequate minutes and publish them for distribution to the faculty by the most expedient means available. A complete file of the minutes of the Senate meetings shall be kept in the by the Office of Academic Affairs and posted to the college website.

Section 12. The Treasurer of the Senate shall have responsibility for the financial assets of the Senate. These may include, but are not limited to, line items in the college budget, grants, and private donations. The treasurer shall submit an annual financial statement to the Faculty Senate.

Section 13. The Parliamentarian of the Senate rules on questions of order and procedure following Robert's Rules of Order.

Article II. Membership and Officers.

Section 1. Membership. The membership of the Senate is comprised of twelve members:

1. One full-time faculty member elected from each academic department on campus for a two year term of office;
2. The elected Representative to the State Advisory Council of Faculty
3. The Faculty Representative to the Board of Governors.
4. From the full-time Faculty, additional at-large members to be elected by the Faculty sufficient to bring the overall membership to twelve.

B. The representative to the State Advisory Council of Faculty will be a voting member of the Senate serving a two year term of office and report to the Senate on meetings of the state Advisory Council of Faculty.

C. The Faculty Representative to the Glenville State College Board of Governors is a voting member of the Senate who serves a two year term of office and reports to the Senate on the meetings of the Board of Governors.

Section 2. In the event an elected member under Article II Section 1 is unable or unwilling to assume or complete his duties, a special election shall be held by the appropriate constituency and the elected individual shall complete the unexpired term. In the event of a similar vacancy in the ranks of the at-large members the replacement will be identified from the full-time Faculty member receiving the next highest number of votes in the biannual election.

Section 3. The officers of the Senate are the President of the Faculty Senate, Vice President of the Faculty Senate, Secretary of the Faculty Senate, Treasurer of the Faculty Senate, and Parliamentarian of the Faculty Senate, elected from and by the Senate's membership. All officers of the Senate serve two-year terms which begin upon the first day of July of each even-numbered year; provided, however, that the Senate may elect all of its officers later than the first of July if it was unable to meet before the end of the spring semester for the purpose of electing officers. The President of the Senate may serve no more than two consecutive terms. There is no limit upon the number of consecutive terms which Senate officers other than the President may serve. If a Senate office is vacated before the end of a two-year term, the Senate shall elect a successor for the position vacated for the remainder of the two-year term.

Article III. Meetings and Procedures.

Section 1. The Senate shall meet regularly each month of the academic school year. The President of the Senate shall prepare a schedule of the regular meeting dates, meeting times, and locations of the Senate for the forthcoming academic year and distribute this schedule to the faculty, to the President of the College, and to the Vice President for Academic Affairs by the most expedient means of communication. The President will also inform the faculty, the President of the College, and the Vice President for Academic Affairs, by the most expedient means of communication of any changes in this schedule at the same time as notice of these changes is given to members of the Senate.

Section 2. Special meetings of the Senate may be called by the President of the Senate or upon written request to the President of the Senate by at least one-half of the members of the Senate. The President will inform the faculty, the President of the College, and the Vice President for Academic Affairs by the most expedient means of, of any special meeting of the Faculty Senate at the same time as notice of the special meeting is given to members of the Senate.

Section 3. Senate meetings are open to all members of the faculty, including Adjunct Faculty. Faculty members may participate in Senate discussions upon recognition by the President of the Senate.

Section 4. Persons other than faculty may attend but participate in discussions only upon invitation by the Senate President. Persons other than faculty will normally be excused by the President prior to the Senate voting on or discussing of sensitive topics, or upon a simple majority vote of the Senators present at any time.

Section 5. A majority of the members of the Senate shall constitute a quorum. A simple majority of the votes cast shall be sufficient to determine an issue or an election. A proxy shall be recognized only if a senator notifies the Secretary of the Senate of the name of the proxy before the scheduled Senate meeting. A proxy must be a member of the same constituency as the absent senator.

Section 6. Within three days of Senate action, the President of the Senate shall communicate any policy recommendation of the Senate to the faculty by e-mail or other prevalent means of College communication. The faculty shall have ten working days, counted from the day after the notice from the Senate President, to request, in the manner provided for by Article I, Section 7 of this Constitution, a general meeting of the faculty to review the policy recommendation. If no petition of a policy recommendation of the Senate is received from the faculty, on the eleventh working day after the notice

of Senate action was communicated to the faculty, the President of the Senate shall communicate the policy recommendation, in writing, to the Vice President for Academic Affairs. In the event a policy recommendation of the Senate which has been petitioned is upheld by the faculty in the general faculty meeting convened to review said recommendation, on the next working day after the general faculty meeting, the Senate President shall communicate the policy recommendation, in writing, to the Vice President for Academic Affairs. In this case, the Senate President shall also inform the Vice President for Academic Affairs that the recommendation was reviewed at a general meeting of the faculty and endorsed by a majority of the faculty present and voting at that meeting.

Section 7. Within ten days following approval, the Secretary of the Senate shall distribute approved minutes to the members of the faculty by e-mail or other prevalent means of College communication. If an action of the Senate does not receive unanimous approval, the Secretary shall record and report in the minutes those voting for or against and those abstaining.

Section 8. The Senate Secretary shall record the names of the Senators who are present or absent in the minutes of each meeting. Reasons for absences may also be reported in the minutes if desired by the absent Senator. The minutes shall also include a record of any proxies for a meeting.

Section 9. In the rare case when the Senate is unable to meet in person for a routine matter, the President may conduct a straw poll by means of college email. The full membership of the Senate must respond to the poll for it to be considered valid. Matters of money or substance must be decided by the membership at the next scheduled meeting.

Article IV. Committees and Councils and the Senate

The Senate may seek advice from all college committees and councils. The Senate may advise any college committee or council upon request.

Article V. Standing Committees

The Senate can appoint standing committees as it sees fit and appropriate. Faculty membership on the committees can include any faculty member of Glenville State College.

Article VI. Committee Reports

The Vice President is responsible for soliciting, receiving and collating reports from all committees including Faculty Senate appointees. Reports will include a statement of action items, including the motion and voting outcome; and a report on significant items for discussion that did not result in an action item. Appeals committees will report the number of cases and the outcomes in list form, no names will be included. The Vice President will present the collated list of reports to the President, who will include the list with each meeting announcement and distribution of meeting agenda.

Article VII. Elections

In accordance with WV Code §18B-6-3:

Section 1. During the first week of April of each even-numbered year, the President of Glenville State College shall inform the President of the Senate that the Senate shall conduct an election during April to elect its members for the next two year term of the Senate.

Section 2. Upon receipt of the notification from the President of the College, the President of the Senate shall direct the Senate's Elections Committee to conduct the election of departmental representatives in the manner provided for in the Election Procedures in the GSC Faculty Manual. The results shall be reported to the President of the College, the Vice President for Academic Affairs, the President of the Senate, and to the faculty by e-mail or other prevalent means of College communication.

Section 3. Elections for Department Representatives will be held by the means chosen in each Academic Department and the results reported to the Senate President, who will forward the results to the Election Committee so that a ballot for at-large members can be prepared.

Section 4 The Elections Committee initiates the procedure for the election immediately upon the conclusion of the election of the Department representatives. All members of the faculty not elected by

their Departments will be candidates. Sufficient faculty to bring the total number of Senators to twelve will be elected by number of votes, the highest numbers will receive the position. At large Senate seats which become vacant before the end of a term shall be filled for the period of vacancy from the most recent list of Senate nominees on which the faculty has balloted. The seat will be offered to the nominee not currently a member of the Faculty Senate who had the largest vote, and so on successively until the seat is filled. The Secretary of the Senate shall be responsible for retaining the results of each year's Senate elections until the end of the term of office of those elected. In the case of all tie votes for campus wide Senate membership, the tie will be resolved in the following manner: at the next Senate meeting, the names of faculty who have the tie vote will be rank ordered by a random drawing by the Secretary of the Senate to determine the person(s) who will fill the tie position(s) and/or future Senate vacancies.

Section 5. The new Senate will be seated at the final scheduled meeting of the regular school year, normally the second meeting in April.

Section 6. The officers of the Senate are elected from the Senate's membership at the first regular meeting of the Senate after the elections in April.

Article VIII. Amendment Procedure

Any amendment to this constitution, when in conformity with the policies of the Higher Education Policy Commission and the Glenville State College Board of Governors may be made by a simple majority vote of the faculty in an amendment election held by the Senate's Elections Committee. Amendments can be proposed by any member of the college faculty as defined in Article II, provided that the proposed amendment is presented to the Senate and approved by 30% of the Senate before the amendment is submitted to the general faculty for its vote. The amendment shall be communicated to the President of the College, the Vice President for Academic Affairs, and the faculty at least two weeks prior to the election by e-mail or other prevalent means of College communication.

The Senate may, by simple motion of the Senate, approve changes to titles of positions in this constitution. These changes shall be communicated to the President of the College, the Vice President for Academic Affairs, and to the faculty by e-mail or other prevalent means of College communication. These changes are subject to objection from the faculty as provided for by Article I, Section 7 of this constitution.

Article IX. Ratification

This Constitution for the Glenville State College Faculty Senate shall be officially adopted when it receives approval by a simple majority of votes cast by secret ballot by the faculty as defined in Articles II and IX.