

**FACULTY SENATE CONSTITUTION**  
**Morehead State University**

**PREAMBLE:**The faculty of Morehead State University supports a collegial system of shared governance to promote joint participation in institutional decision making. A collegial system of shared university governance is defined as a communication process which is based on the fundamental principles of good faith consultation and mutual respect among university constituencies. Shared governance promotes cooperation, mutual understanding, conflict resolution, and coordination of efforts among faculty, staff, administrators, and students as they strive to meet the university's mission.

The Faculty Senate structure, as an elected representative body of the university faculty, serves to provide the clearest expression of the faculty voice and functions as a primary mechanism for faculty participation in shared university governance.

**ARTICLE ONE: NAME**

The name of the organization herein described shall be the Faculty Senate of Morehead State University, hereinafter called the Faculty Senate.

**ARTICLE TWO: MEMBERSHIP**

**Section 1.**Membership in the Faculty Senate shall consist of one representative from each academic department, and an equal number of at-large representatives in proportion to, and elected by, the eligible faculty of the respective colleges. January 1 shall be the effective date for determining annual apportionment within the organizational structure of the departments and colleges for the following academic year.

**Section 2.**Election of senators shall be completed 30 days prior to the end of the spring semester. Persons duly elected shall take office at the first fall meeting.

**Section 3.**Faculty, for the purposes of electing or being elected to the Faculty Senate, shall be defined as faculty having standing appointments (as defined by the applicable PG/PAC policy) whose primary responsibility is teaching/research and who have been employed by the University for at least one full academic year, exclusive of department chairs.

**Section 4.**Terms of office shall be staggered. All terms of office shall be for three years.

**Section 5.**Senators missing three consecutive, or a total of five regular Faculty Senate meetings during the academic year shall automatically be dropped from Faculty Senate membership.

Absence from summer meetings or special called meetings will not be considered in the total year's absences. The Faculty Senate chair, with the consent of the Faculty Senate, shall appoint a replacement from the same constituency to serve out the school year. Any additional unexpired term shall be filled by special election.

**Section 6.**A senator, who by reason or regularly assigned University responsibilities or personal circumstances, will be unable to attend the Faculty Senate meetings for up to one semester, shall give written notice to the Faculty Senate chair, who shall appoint another person with the consent of the Faculty Senate, from the same constituency to serve as a replacement during the period of absence.

**Section 7.**The President, Vice-President for Academic Affairs and Dean of Faculties and the faculty representative to the Board of Regents shall serve as ex officio non-voting members of the Faculty Senate.

### **ARTICLE THREE: RESPONSIBILITIES AND POWERS**

**Section 1.**The Faculty Senate shall be the official representative body of the University faculty.

**Section 2.**The responsibilities of the Faculty Senate shall include matters which deal with academic excellence, academic freedom, professional ethics and faculty welfare; specifically, but not limited to:

(a)Reporting and making recommendations to the faculty and/or President for consideration by the Board of Regents. Such reports and recommendations shall be transmitted in writing by the Faculty Senate Chair to the faculty and/or President.

(b)Originating and/or reviewing appropriate policies and regulations in the following designated areas for recommendation to the faculty and/or President:

- ( i)Academic Governance;
- ( ii)Fiscal Planning;
- (iii)Educational Standards; and
- ( iv)Professional Policies.

**Section 3.**The Faculty Senate is authorized to collect, receive and store appropriate information necessary to discharge its responsibilities; specifically, but not limited to:

(a)Copies of the final reports from University committees dealing with issues within the purview of the Faculty Senate; and

(b)Appropriate information, upon request, from all University academic and administrative agencies.

**Section 4.**The Faculty Senate shall have the responsibility of annually conducting a survey of the University faculty regarding matters applicable to the faculty. (See ARTICLE FIVE, Section 3, e.)

**ARTICLE FOUR: OFFICERS**

**Section 1.**The Faculty Senate Chair shall be the presiding officer of the Faculty Senate. The Chair shall be elected by the Faculty Senate, and shall serve a one year term.

**Section 2.**The Faculty Senate Chair shall serve as the Chair of the Executive Council.

**Section 3.**The Executive council shall consist of the Chair and members of the Faculty Senate elected by the Faculty Senate. Faculty Senate standing committee chairs shall be appointed by the Faculty Senate chair from members of the Executive Council. Each term of office on the Executive Council shall be one year.

**Section 4.**Election of the Executive Council shall take place at the first regular meeting of the fall semester according to the following guidelines. All voting shall be by secret ballot and shall be monitored by the previous year's Committee on Elections.

- (a)Senators from each college shall meet in caucus and nominate three senators for the first Executive Council slate from that college.
- (b)All senators present and voting shall vote for one candidate from each college. The senator from each college receiving a majority of the votes cast shall be elected to the Executive Council. If no senator receives a majority of votes on the first ballot, additional ballots shall be cast for the two senators from each college receiving the most votes (including ties) until one senator receives the majority.
- (c)The remaining nominees shall make up the second slate for the additional positions on the Executive Council.
- (d)All senators present and voting shall vote for half of the senators on the second slate and those senators shall be elected by majority to the Executive Council. (The number of senators elected to the Executive Council on this slate will be equal to the number of colleges in the University.) If no senator receives a majority of votes on the first ballot, additional ballots shall be cast for the two senators receiving the most votes (including ties) until one senator receives the majority. This process shall continue until the remaining positions on the Executive Council are filled.
- (e)The Chair-Elect shall be elected by the Faculty Senate from the senators elected to the Executive Council and shall be elected by a majority of the senators present and voting. If

no senator receives a majority of votes on the first ballot for Chair-Elect, additional ballots shall be cast for the two senators receiving the most votes (including ties) until one senator receives the majority.

**Section 5.**At the request of the Chair, or in the absence of the Chair, the Chair-elect shall preside at the meetings of the Faculty Senate or Executive Council and fulfill the duties and obligations of the Chair. The Chair-elect shall assume the office of the Chair at the first regular meeting of the fall semester.

**Section 6.**Should a vacancy occur on the Executive Council during the academic year, the vacancy shall be filled by a special election according to the following guidelines. Each college must have at least one representative on the Executive Council. All voting shall be by secret ballot and the election shall be monitored and conducted by the Committee on Elections. Nominations for the Executive Council member shall come from the floor. The new Executive Council member shall be elected by a simple majority of the senators present and voting. If no senator receives a majority of the votes on the first ballot for this position, additional ballots shall be cast for the two senators receiving the most votes (including ties) until one senator receives the majority. The Vice-Chair of the affected committee shall serve on the Executive Council until this election process is completed.

**Section 7.**The Chair-elect shall serve as recording secretary of the Executive Council and shall be responsible for records of the Executive Council.

#### **ARTICLE FIVE: COMMITTEES**

**Section 1.**Senators shall indicate their preference for membership on Faculty Senate committees at the first fall meeting. The Executive Council shall appoint senators to the Faculty Senate committees and will attempt to honor the stated preference. At least one senator from each college shall be on each Faculty Senate standing committee.

**Section 2.**All Faculty Senate standing committees shall elect a Vice-chair of the committee. In the absence of the Faculty Senate Committee Chair, the Vice-chair of the committee shall fulfill the duties and responsibilities of the Chair.

**Section 3.**The Executive Council shall:

(a)Serve as the liaison between the Faculty Senate, President, and other appropriate University personnel or groups, as authorized by the Faculty Senate.

(b)Establish the agenda for Faculty Senate meetings;

(c) Serve in a fiduciary capacity;

(d) Direct the planning and evaluation process for Faculty Senate activities; and

(e) Annually conduct a survey of the University faculty regarding matters applicable to the faculty. The survey is to be completed by May 1 and the results of the survey reported by the new Chair to the Faculty Senate at the first fall meeting.

**Section 4.** The Academic Governance Committee shall make studies, advise the Faculty Senate, and recommend actions on those matters pertaining to academic committees, shared university governance and organizational structure; specifically, but not limited to policies and regulations concerning:

(a) Structure and membership of, and nominations for faculty membership on all Standing Committees, and University ad hoc committees, that involve faculty representation.

(b) Structure and restructure of academic departments, schools, and colleges; and

(c) Liaison on issues of common concern to Staff Congress, Student Government, Academic Council and/or the local chapter of the American Association of University Professors.

**Section 5.** The Fiscal Affairs Committee shall make studies, advise the Faculty Senate, and recommend actions on those matters pertaining to fiscal resources and expenditures and the economic welfare of the University, the Faculty, their families and dependents; specifically, but not limited to:

(a) Operating budgets within the Division of Academic Affairs;

(b) Personnel budgets within the Division of Academic Affairs;

(c) Insurance, bonds, annuity and retirement programs authorized by the University;

(d) Audits of financial reports and budgets;

(e) Projected revenue changes and financial exigency policies; and

(f) Projected major or capital expenditures.

**Section 6.** The Educational Standards Committee shall make studies, advise the Faculty Senate, and recommend actions on broad issues pertaining to student academic standards and instructional competency, programs and curricula; specifically, but not limited to policies and regulations concerning:

- (a) Admission policies, standards, and projections;
- (b) Grading systems and policies;
- (c) Continuing education credit, adult education and other non-academic credit courses that involve University faculty;
- (d) Academic honesty; and
- (e) Class attendance, size, location..

**Section 7.** The Professional Policies Committee shall make studies, advise the Faculty Senate, and recommend actions on those matters pertaining to conditions, evaluation and levels of employment of faculty; specifically, but not limited to policies and regulations concerning:

- (a) Process and standards for faculty recruitment, conditions of appointment, and credential evaluation;
- (b) Process and standards for promotion and changes in rank, or tenure status;
- (c) Process and standards for evaluation of faculty;
- (d) Work load, including reassigned time, overload and performance based compensation;
- (e) Due process procedures for academic freedom and faculty grievances;
- (f) Faculty development;
- (g) Retrenchment of department/program, or termination of tenured, non-tenured, and term appointment faculty; and
- (h) Policies on sabbatical and leaves of absence.

**Section 8.** Faculty Senate Committee on Elections

- (a) The Chair shall appoint with consent of the Faculty Senate, one senator from each college to comprise a Committee on Elections. The committee is authorized to conduct, monitor and certify all regular and special elections of the Faculty Senate.
- (b) The Committee on Elections shall conduct the Faculty Regent's election according to procedure established by the Senate.

- (c)The Committee on Elections shall determine, with the consent of the Faculty Senate, the annual apportionment of at-large senators before the spring elections for at-large senators.
- (d)The previous year's Committee on Elections shall conduct the election of senators to the Executive Council at the first regularly scheduled Faculty Senate meeting in the fall. (See ARTICLE FOUR, Section 4.)

**Section 9.**Faculty Senate Ad Hoc Committees

- (a)The Executive Council, with the consent of the Faculty Senate, may recommend the formation of Faculty Senate Ad Hoc Committees to study, report and recommend action on short-term and specific issues.
- (b)Senators may be appointed to a Faculty Senate Ad Hoc Committee by the Chair, with the consent of the Faculty Senate.

**Section 10.**Rules of attendance at and participation on Faculty Senate standing committees shall be set and enforced by majority vote of the Faculty Senate.

**ARTICLE SIX: MEETINGS**

**Section 1.**All meetings of the Faculty Senate shall be open.

**Section 2.**All meetings shall be conducted according to the latest edition of Robert's Rules of Order unless specifically preempted by the Faculty Senate Constitution, By-Laws or Standing Rules.

**Section 3.**Regular meetings of the Faculty Senate shall be called to order by the Chair at 4:10 PM on the first and third Thursday of each month during the regular academic year. Any Thursday within a given month that the University is not officially in session will not be considered in calculating meeting dates. The Faculty Senate Chair, with the consent of the Executive Council and advance written notice to all senators, may call a special meeting or reschedule a meeting, if necessary.

**Section 4.**By written petition to the Faculty Senate Chair, a majority of the Executive Council or one-third of the senators may call a special meeting.

**Section 5.**A quorum for all Faculty Senate meetings is a majority of the membership.

**Section 6.**Two regular summer meetings of the Faculty Senate shall be called to order at 4:10 PM on the third Thursday of June and July.

**Section 7.**A quorum for regular summer meetings is determined as follows:

- (a)Before the last regular meeting of the academic year, the Executive Council of the Faculty Senate shall poll the membership to determine how many senators are scheduled to teach class during each summer session.
- (b)A quorum for the June meeting shall be a majority of the senators scheduled to teach during the



first summer session.

(c) A quorum for the July meeting shall be a majority of the senators scheduled to teach during the second summer session.

**Section 8.** Attendance at regularly scheduled Faculty Senate meetings is taken and absences are recorded in the minutes.

**Section 9.** Records, excluding those covered by relevant privacy acts but including meeting agendas, minutes, and committee reports, shall be deposited by the Chair in the Camden-Carroll Library and Faculty Senate office. Appropriate correspondence involving Faculty Senate activities shall be kept in the Faculty Senate Office. Proposed agendas and minutes of the Faculty Senate meetings shall be distributed to the University faculty, department chairs, president, vice presidents, and deans.

#### **ARTICLE SEVEN: AGENDA**

**Section 1.** The Faculty Senate is a deliberative body, therefore, any agenda item beyond the internal reports or brief announcements must propose policy or request action.

**Section 2.** Items to be included on the published agenda must be submitted in writing to the Executive Council at least 48 hours in advance of the meeting. Items not submitted for the published agenda may be accepted for discussion and action by an affirmative vote of the majority of the senators present and voting.

**Section 3.** The Order of Business shall follow the agenda as set by the Executive Council.

#### **ARTICLE EIGHT: VOTING**

**Section 1.** Faculty Senate approval for recommendations shall require a simple majority of members voting.

**Section 2.** A senator may designate another senator as a proxy for the purpose of casting a vote, but such designation must be in writing and must be submitted to the Chair before voting occurs. A vote by proxy does not constitute attendance.

#### **ARTICLE NINE: UNIVERSITY SUPPORT**

**Section 1.** The Chair shall receive three credit hours of reassigned time in regular teaching load during each semester of service. Additionally, the Chair shall receive three credit hours of

compensation, based on the applicable formula, for Senate responsibilities during the summer.

**Section 2.**The University shall provide 20 hours per week of secretarial assistance for the regular academic year, and an average of 10 hours per week during the summer.

**Section 3.**An annual operating budget shall be provided for the Faculty Senate.

**Section 4.**Office space for the Faculty Senate secretary and Faculty Senate files shall be provided.

#### **ARTICLE TEN: AMENDMENTS TO THE CONSTITUTION**

**Section 1.**Amendments to this Constitution may be proposed by the Faculty Senate or in a petition signed by at least twenty-five members of the University faculty which shall be filed with the Chair of the Faculty Senate.

**Section 2.**It shall be the duty of the Chair to send copies of such proposed amendments to all members of the University faculty and shall canvass the faculty by mail ballot within two weeks of distribution. A majority of a quorum of the University faculty who are eligible to vote, as defined in ARTICLE 2, Section 3, shall be necessary for approval.

**Section 3.**Upon approval by the University Faculty, proposed amendments shall be submitted within one week to the President for review and approval and subsequent recommendation to the Board of Regents for final approval at their next meeting.

#### **ARTICLE ELEVEN: STANDING RULES**

**Section 1.**A senator may submit a proposed standing rule in writing to the Chair. The proposed standing rule is included on the agenda of the next regular Faculty Senate meeting.

**Section 2.**At the next regular Faculty Senate meeting following submission of the proposed standing rule, the Faculty Senate shall discuss and may vote upon it.

**Section 3.**A standing rule is ratified by approval of a simple majority of the members present and voting, and becomes effective immediately.

#### **ARTICLE TWELVE: SEVERABILITY**

The invalidation of any portion of this Constitution shall not affect the validity of any other portion of the Constitution.

**ARTICLE THIRTEEN: EFFECTIVE DATE**

This Constitution becomes effective immediately upon ratification by the University faculty, and approval of the President and the Morehead State University Board of Regents.

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**MOREHEAD STATE UNIVERSITY FACULTY SENATE STANDING RULES**

**RULE 1.** The Senate is a deliberative body, therefore, any agenda item beyond the internal reports or brief announcements must propose policy or request action.

**RULE 2.** All standing committees elect a vice-chair of the committee. In the absence of the chair the vice-chair shall assume the committee responsibilities.