

FACULTY SENATE CONSTITUTION
Morehead State University

PREAMBLE

The faculty of Morehead State University supports a system of shared governance in decision making which promotes mutual understanding and coordination of efforts among faculty, staff, administrators, and students as they strive to meet the university's mission.

The Faculty Senate, an elected representative body of the University faculty, serves to express the faculty voice and functions as the primary mechanism for faculty participation in 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. The membership of the Faculty Senate shall consist of two senators from each academic department elected by the faculty of that department, two senators representing the Professional Librarians elected by professional librarians, ~~one senator from the Military Science Department,~~ and the Faculty Regent. The existence of academic departments for determination of senators shall be decided as of March 1 for the following academic year.

Section 2. Election of Senators from the academic departments shall be completed by April 15. Senators shall take office at the first fall meeting of the Senate.

Section 3. Faculty who are eligible to vote in the election of representatives to the Faculty Senate shall be defined as "full-time standing" or "full-time fixed" faculty (PG-3) ~~"regular faculty" or "continuing part-time faculty" (PG-1).~~ Faculty who may be elected as senators shall have "full-time standing" ~~"Standing I"~~ appointments (PG-3), shall have teaching/research as a primary responsibility, and shall have been employed by the University as "full-time standing" or "full-time fixed" ~~"regular faculty"~~ for at least ~~two~~ ~~one~~ full academic years. ~~One of the two senators from each department must be tenured, unless the department has no eligible tenured faculty when electing a senator.~~ Department chairs may not vote and may not be elected to the Senate. Librarians who have academic status, excluding the Director of Librarians, shall be eligible to vote in the election of representatives to the Faculty Senate and may be elected as Senators. ~~Faculty in the Military Science Department, who are not Morehead State University employees, shall be exempt from the appointment requirements.~~

Section 4. Terms of Office shall be three years. These terms shall be staggered for each department and for the senate as a whole.

Section 5. Senators missing three consecutive, or a total of five regular Faculty Senate meetings during the academic year ~~are subject to removal from the Faculty Senate, pending action of the Executive Council, shall automatically be dropped from Faculty Senate membership.~~ A Senator has ten days after receiving a termination letter to appeal, in writing, to the Executive Council of the Senate if he/she feels there are extenuating circumstances for the absences. The Executive Council at their next meeting will

51 determine whether any absences should be waived and whether membership in the Senate
 52 shall be ~~terminated~~ reinstated. Absence from summer meetings or special called meetings
 53 will not be considered in the total year's absences. Any unexpired term shall be filled by
 54 special election from the same constituency.
 55

56 **Section 6.** A senator, who by reason of regularly assigned University responsibilities will be unable
 57 to attend the Faculty Senate meetings for up to one semester, shall give written notice to
 58 the Faculty Senate chair, who shall appoint another person with the consent of the
 59 Faculty Senate, from the same constituency to serve as a replacement during the period of
 60 absence.
 61

62 **Section 7.** The President, ~~Provost Executive Vice President for Academic Affairs and Dean of~~
 63 ~~Faculty~~, the Chair of the Staff Congress, and the President of the Student Government
 64 Association shall serve as honorary non-voting members of the Faculty Senate.
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67 **ARTICLE THREE: RESPONSIBILITIES AND POWERS**

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 69 **Section 1.** The Faculty Senate, the official representative body of the University faculty, will report
 70 and make written recommendations to the President and the faculty.
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72 **Section 2.** The Faculty Senate will recommend formulation or modification of policies and
 73 regulations concerning academic excellence, academic freedom, professional ethics and
 74 faculty welfare. The Faculty Senate may review all initiatives and actions included in, but
 75 not limited to, the following areas:
 76

- 77 (a) Academic policies and procedures
- 78 (b) University governance
- 79 (c) Faculty responsibilities and rights
- 80 (d) Faculty compensation and benefits
- 81 (e) Financial affairs
- 82 (f) University committee responsibilities and membership

83
 84 **Section 3.** The Faculty Senate shall serve as the parent body of all University Standing and
 85 Advisory Committees that deal with the areas outlined in ARTICLE THREE, Section 2.
 86

- 87 (a) The Faculty Senate, in consultation with other University groups and personnel,
 88 shall determine the responsibilities and composition of those University Standing
 89 Committees and Advisory Committees which have faculty representation and
 90 shall produce a written description of these committees.
- 91 (b) University Standing and Advisory Committees shall report to the Faculty Senate,
 92 a University Administrative officer or both, as stated in the description of the
 93 Committee.
- 94 (c) Faculty members of University Standing Committees shall be elected by the
 95 Faculty Senate, unless exempted by the description of the committee.
 96

97 **Section 4.** The Faculty Senate, acting alone or in consultation with other individuals or groups, may
 98 establish an ad hoc committee, commission, task force, or other similar group.
 99

- 100 **Section 5.** The Faculty Senate shall collect, receive, analyze and store appropriate information
 101 necessary to discharge its responsibilities; specifically, but not limited to:
 102
 103 (a) Minutes and reports from all University committees dealing with issues within the
 104 purview of the Faculty Senate.
 105
 106 (b) Appropriate information from all University academic and administrative agencies.
 107
 108 **Section 6.** The Faculty Senate and the Staff Congress are jointly responsible for formulating and
 109 executing an assessment of the performance of department chairs, directors, deans, vice
 110 presidents, and the President.
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113 **ARTICLE FOUR: OFFICERS**

- 114
 115 **Section 1.** The officers of the Faculty Senate shall be the Chair, Chair-Elect, and the Executive
 116 Council
 117
 118 **Section 2.** The Chair-elect of the previous Faculty Senate shall become the Chair of the next Faculty
 119 Senate at its first regular meeting of the fall semester. The Faculty Senate Chair shall be
 120 the presiding officer of the Faculty Senate and shall serve a one year term. The Chair of
 121 the Faculty Senate shall serve as an at-large Senator for one year, who does not represent
 122 a specific department during his term of service as Chair. The academic department shall
 123 elect a one year replacement to represent the department during the Chair's term of
 124 service if the department does not already have two senators. The Chair of the Senate
 125 shall vote only in the case of ties.
 126
 127 **Section 3.** The Executive Council shall consist of the Faculty Senate Chair who shall serve as the
 128 Chair of the Executive Council, the Faculty Regent as an ex-officio member, and six
 129 members of the Faculty Senate elected by the Faculty Senate. Faculty Senate standing
 130 committee chairs shall be appointed by the Faculty Senate eChair from members of the
 131 Executive Council. Each term of office on the Executive Council shall be one year.
 132
 133 **Section 4.** The Executive Council shall:
 134
 135 (a) Serve as the liaison between the Faculty Senate and other University personnel or
 136 groups;
 137 (b) Establish the agenda for Faculty Senate meetings;
 138 (c) Serve in a fiduciary capacity;
 139 (d) Plan Faculty Senate activities.
 140
 141 **Section 5.** Election of the Executive Council shall take place at the first regular meeting of the fall
 142 semester according to the following guidelines. All voting shall be by secret ballot and
 143 shall be monitored by the previous year's Governance Committee.
 144
 145 (a) Senators from each college shall meet in caucus and nominate three senators from that
 146 college for the first Executive Council slate.
 147 (b) All senators present and voting shall vote for one candidate from each college. The
 148 senator from each college receiving a majority of the votes cast shall be elected to the
 149 Executive Council. If no senator receives a majority of votes on the first ballot,

- 150 additional ballots shall be cast for the two senators from each college receiving the
 151 most votes (including ties) until one senator receives the majority.
- 152 (c) The remaining nominees shall make up the second slate for the additional positions on
 153 the Executive Council. ~~The unfilled positions shall be filled one at a time.~~
- 154 (d) All senators present and voting shall cast a votes for ~~as many~~ senators from the
 155 second slate ~~for one as there are~~ unfilled positions on the Executive Council. These
 156 Senators receiving ~~the largest number of votes, provided they receive a majority of~~
 157 the votes cast, shall be elected to ~~will fill the remaining positions on the Executive~~
 158 Council. ~~If no senator receives a majority of votes on the first ballot, additional~~
 159 ballots shall be cast for the two senators receiving the most votes (including ties)
 160 until one senator receives the majority. ~~If positions remain on the Executive Council,~~
 161 ~~this process shall be repeated until those positions are filled. (If no senator receives a~~
 162 ~~majority of votes on any ballot, additional ballots shall be cast for the two senators~~
 163 ~~receiving the most votes (including ties) until one senator receives the majority. Upon~~
 164 filling one position by this process, the initial process outlined in this paragraph shall
 165 be repeated until remaining positions are filled.)
- 166 (e) The Chair-Elect shall be elected by the Faculty Senate from the senators elected to the
 167 Executive Council. Election Procedure: The Chair-Elect shall be elected by a
 168 majority of the senators present and voting. If no senator receives a majority of votes
 169 on the first ballot for Chair-Elect, additional ballots shall be cast for the two senators
 170 receiving the most votes (including ties) until one senator receives the majority.

172 **Section 6.** Should any vacancy occur in the Executive Council during the academic year, the
 173 vacancy shall be filled by a special election according to the following guidelines. Each
 174 college must have at least one representative on the Executive Council. All voting shall
 175 be by secret ballot and the election shall be monitored and conducted by the Governance
 176 Committee. Nominations for the Executive Council member shall come from the floor.
 177 The new Executive Council member shall be elected by a simple majority of the senators
 178 present and voting. If no senator receives a majority of the votes on the first ballot for this
 179 position, additional ballots shall be cast for the two senators receiving the most votes
 180 (including ties) until one senator receives the majority. If the vacancy in the Executive
 181 Council was that of either the Faculty Senate Chair or Chair-elect, then a subsequent
 182 election will be held for this vacant position by the election procedure specified in
 183 Section 45(e) above.

185 **Section 7.** At the request of the Chair, or in the absence of the Chair, the Chair-elect shall preside at
 186 the meetings of the Faculty Senate or Executive Council and fulfill the duties and
 187 obligations of the Chair. The Chair-elect shall serve as recording secretary of the
 188 Executive Council and shall be responsible for the records of the Executive Council.

191 **ARTICLE FIVE: COMMITTEES**

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193 **Section 1.** The function of Faculty Senate Committees is to prepare materials for presentation to the
 194 Faculty Senate. Each of these committees shall gather data and make studies, advise, and
 195 make recommendations to the Faculty Senate in the form of written or oral reports. Each
 196 Faculty Senate Committee shall maintain communications with the University
 197 Committees that report to it and the Faculty Senate.

198

- 199 **Section 2.** Senators shall indicate their preference for membership on Faculty Senate committees at
 200 the first fall meeting. The Executive Council shall appoint senators to the Faculty Senate
 201 committees. At least one senator from each college should be on each Faculty Senate
 202 standing committee.
 203
- 204 **Section 3.** a. Standing Committees (Sections 4-8 below) of the Faculty Senate should schedule two
 205 regular meetings a month during the regular academic year. Meetings shall be held at
 206 times when all members are available to attend. A quorum shall be a majority of the
 207 membership of the committee.
 208
 209 b. Each standing committee shall elect a vice-chair of the committee who shall be
 210 responsible for keeping minutes and recording absences in the minutes. In the absence of
 211 the chair, the vice-chair shall also assume the responsibilities of the chair.
 212
 213 c. Senators missing three consecutive, or a total of five regular standing committee
 214 meetings during the academic year are subject to removal from the Faculty Senate,
 215 pending action of the Executive Council. ~~shall automatically be dropped from Faculty~~
 216 ~~Senate membership.~~ A Senator has ten days after receiving a termination letter to appeal,
 217 in writing, to the Executive Council of the Senate if he/she feels there are extenuating
 218 circumstances for the absences. The Executive Council at their next meeting will
 219 determine whether any absences should be waived and whether membership in the Senate
 220 shall be terminated. Absence from summer meetings or special called meetings will not
 221 be considered in the total year's absences.
 222
- 223 **Section 4.** The Governance Committee is concerned with University committees, University
 224 governance, and faculty representation. It has specific concerns with, but is not limited to,
 225 the following areas:
 226
 227 (a) Structure, membership, and responsibilities of University Standing and Advisory
 228 Committees.
 229 (b) Structure of the University, including the Division of Academic Affairs.
 230 (c) Conducting the election of Faculty Senators (See ARTICLE TWO, Sections 1, 2, and
 231 3.)
 232 (d) Conducting any special elections required by the Senate.
 233 (e) Nomination of faculty members for all University Standing and Advisory committees
 234 that have faculty representation.
 235 (f) Conducting the Faculty Regent's election according to procedure established by the
 236 Senate.
 237 (g) Conducting the election of senators to the Executive Council at the first regularly
 238 scheduled Faculty Senate meeting in the fall. (To be conducted by the remaining
 239 members of the previous year's Governance Committee. See ARTICLE FOUR,
 240 Section 4.5. If less than three members from the previous Governance Committee are
 241 available then additional senators will be appointed by the Senate Chair as needed to
 242 conduct the election of the Executive Council).
 243
- 244 **Section 5.** The Fiscal Affairs Committee is concerned with University finances as they affect faculty
 245 effectiveness, instructional effectiveness, faculty compensation, and benefits, including
 246 health insurance.
 247
- 248 **Section 6.** The Academic Policies Committee is concerned with policies and regulations that affect
 249 faculty effectiveness and instructional effectiveness. Specific areas of concern include:

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251 (a) Admission
252 (b) Registration
253 (c) Academic integrity
254 (d) Classroom conditions
255 (e) Evaluation of instructional effectiveness
256 (f) Graduation requirements
257 (g) General education
258 (h) Special academic programs, e. g., Honors Program, provisional studies, Extended
259 Campus Programs, etc.
260 (i) Academic calendar issues
261 (j) Student regulations
262
- 263 **Section 7.** The Professional Policies Committee is concerned with policies, regulations and practices
264 that affect faculty status, working conditions, advancement and evaluation. Specific areas
265 of concern include:
266
- 267 (a) Faculty recruitment and qualifications
268 (b) Tenure and promotion
269 (c) Work load, overload and compensation
270 (d) Procedures to insure academic freedom and resolve faculty grievances
271 (e) Faculty development
272 (f) Retrenchment
273 (g) Sabbatical and Educational leaves of absence.
274 (h) Selection, retention, and reaffirmation of academic administrators.
275
- 276 **Section 8.** The Committee on Evaluation is concerned with the evaluation of faculty and
277 administrative personnel. Its specific concerns include:
278
- 279 (a) Periodic reviews of department, College, and University plans for faculty evaluation
280 and performance based salary adjustments.
281 (b) The periodic review of the University President.
282 (c) Conducting periodic assessment of Department Chairs, Directors, Deans, and Vice
283 Presidents.
284 (d) Formulation and review of policies concerning the use of assessment results.
285
- 286 **Section 9.** The Committee on Communications is concerned with publicizing the activities and
287 issues of the Faculty Senate. The Committee may:
288
- 289 (a) Publish a newsletter on a regular schedule.
290 (b) Solicit faculty response on matters of concern to the Faculty Senate.
291 (c) Provide information to external groups such as boards, commissions, or legislators at
292 the direction of the Faculty Senate.
293 (d) Serve in a public relations role to the faculty and university community.
294
- 295 **Section 10.** Faculty Senate Ad Hoc Committees
296
- 297 (a) The Executive Council, with the consent of the Faculty Senate, may recommend the
298 formation of Faculty Senate Ad Hoc Committees to study, report and recommend
299 action on short-term and specific issues. These committees shall not exist beyond the
300 term of the Faculty Senate that authorizes their formation.

- 301 (b) Faculty Senators, other faculty, students, staff, and administrative personnel may
 302 serve on Ad Hoc Committees at the discretion of the Faculty Senate.
 303 (c) Members are appointed to a Faculty Senate Ad Hoc Committee by the Chair, with the
 304 consent of the Faculty Senate.
 305 (d) Ad Hoc Committees shall report to the Faculty Senate as required by the Executive
 306 Council.
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 309 **ARTICLE SIX: MEETINGS**

- 310 **Section 1.** All meetings of the Faculty Senate shall be open.
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 312 **Section 2.** All meetings shall be conducted according to the Modern Edition of Robert's Rules of
 313 Order unless specifically preempted by the Faculty Senate Constitution, or any Special
 314 Rules of Order which the Faculty Senate may adopt.
 315
 316 **Section 3.** Regular meetings of the Faculty Senate shall be called twice a month, except for
 317 abbreviated months, during the regular academic year and once during each summer
 318 session. The Faculty Senate Chair, with the consent of the Executive Council and
 319 advance written notice to all senators, may call a special meeting or reschedule a meeting,
 320 if necessary. A majority of the Executive Council or one-third of the senators may call a
 321 special meeting by written petition to the Faculty Senate Chair.
 322
 323 **Section 4.** A quorum for all Faculty Senate meetings is a majority of the membership. Attendance at
 324 regularly scheduled Faculty Senate meetings shall be taken and absences recorded in the
 325 minutes.
 326
 327 **Section 5.** The Order of Business shall follow the agenda as set by the Executive Council. Items to
 328 be included on the published agenda must be submitted in writing to the Executive
 329 Council at least 72 hours in advance of the meeting.
 330
 331 **Section 6.** Faculty Senate approval for recommendations shall require a simple majority of members
 332 voting. A senator may designate another senator as a proxy for the purpose of casting a
 333 votes on specific issues, but such designation must be in writing and must be submitted to
 334 the Chair before voting occurs.
 335
 336 **Section 7.** Records, excluding those covered by relevant privacy acts but including meeting
 337 agendas, minutes, and committee reports, shall deposited by the Chair in the Camden-
 338 Carroll Library and Faculty Senate office. Appropriate correspondence involving Faculty
 339 Senate activities shall be kept in the Faculty Senate Office. Proposed agendas and
 340 minutes of the Faculty Senate meetings shall be distributed to Faculty Senators and
 341 honorary members of the Senate, department chairs, deans, and vice presidents.
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345 **ARTICLE SEVEN: UNIVERSITY SUPPORT**

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 347 **Section 1.** The Chair shall allocate, in consultation with the ~~Provost Executive Vice President for~~
 348 ~~Academic Affairs~~, six credit hours of reassigned time in regular teaching load during
 349 each semester of service. Additionally, the Chair shall receive three credit hours of

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

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353 **Section 2.** The University shall provide adequate secretarial help.
354

355 **Section 3.** An adequate annual operating budget shall be provided for the Faculty Senate.
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357 **Section 4.** Office space for the Faculty Senate Chair, secretary and Faculty Senate files shall be
358 provided. This should include a conference room suitable for committee meetings.
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361 **ARTICLE EIGHT: AMENDMENTS TO THE CONSTITUTION**

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363 **Section 1.** Amendments to this Constitution may be proposed by a Senator or by a petition signed
364 by at least twenty-five members of the University faculty. The proposed amendment shall
365 be filed with the Chair of the Faculty Senate. Amendments require approval by a two-
366 thirds majority of the Senators voting.

367

368 **Section 2.** Copies of amendments approved by the Senate and ballots for voting shall be distributed
369 by mail to all members of the University faculty who are eligible to vote as defined in
370 ARTICLE 2, Section 3. Ballots shall be counted after the published deadline, which shall
371 be at least two weeks after the amendments have been distributed. A majority of the
372 eligible University faculty voting shall be necessary for approval.

373

374 **Section 3.** Upon approval by the University Faculty, proposed amendments shall be submitted by
375 the University President to the Board of Regents for final approval.
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378 **ARTICLE NINE: SPECIAL RULES OF ORDER**

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380 **Section 1.** A senator may submit a proposed Special Rule of Order in writing to the Chair. It is
381 placed on the agenda and handled according to the normal rules for motions.

382

383 **Section 2.** Approval, amendment, removal or suspension of a Special Rule of Order requires a two-
384 thirds majority of Senators voting.

385

386 **Section 3.** Special Rules of Order are attached to this Constitution, and will be maintained as a part
387 of the constitution. These Special Rules will be available to the Chair at every Faculty
388 Senate meeting.
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391 **ARTICLE TEN: SEVERABILITY**

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

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396 **ARTICLE ELEVEN: EFFECTIVE DATE**

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398 This Constitution becomes effective immediately upon ratification by the University faculty and the
399 Morehead State University Board of Regents.

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FACULTY SENATE SPECIAL RULES OF ORDER

1. A transition period from the old to the new Constitution shall occur after adoption of the new Constitution.
 - (a) Current department Senators will complete the terms to which they were originally elected.
 - (b) Current at-large Senators will complete the academic year in which elections for department Senators under the new Constitution are first conducted.
 - (c) Elections for Faculty Senators shall be conducted by the procedures indicated in the new Constitution (See ARTICLE TWO, Sections 1, 2, 3, and 4).
 - (d) Those ex-officio members approved under the new Constitution (See ARTICLE TWO, Section 7) shall assume their positions at the first meeting of the Faculty Senate following approval of the new Constitution.
 - (e) The Governance Committee will review terms of office of Senators to ensure that:
 - i) approximately one-third of all Senate terms expire each year.
 - ii) terms of Senators from the same department expire in different years.

2. 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.

3. 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. 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.

4. Policy to be considered by the Faculty Senate shall be presented initially for a first reading. These resolutions and motions shall be voted on at a subsequent meeting. The exceptions of this rule shall be nominations or elections to Senate offices, University Standing Committees, and Advisory Committees, in which event the vote may take place immediately after the first reading.

5. The Chair of the Faculty Senate, with the consent of the Executive Council, may include an open chair segment on meeting agendas.

6. Faculty Senate meeting shall adjourn no later 6:00 pm.