

# **FACULTY SENATE CONSTITUTION**

## **Morehead State University**

**10/17/19, 4/15/2024**

### **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. The Faculty Senate is established with the belief that members of the University faculty should participate in the formulation of policies affecting the faculty and the academic life of the institution. The Senate provides a vehicle through which such collective intelligence can be directed toward promoting the well-being of the University. The decisions of the Faculty Senate will be made in good faith and after careful deliberation.

### **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, and one senator from the Military Science Department. 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 between March 15<sup>th</sup> and August 15<sup>th</sup>. Senators shall take office at the first Fall meeting of the Faculty 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). Faculty who may be elected as senators shall be any full-time faculty member of the University who has been employed for at least one full academic year. Department chairs/associate deans may not vote and may not be elected to the Senate. Curriculum Coordinators may vote and serve on the Senate provided that their departmental duties do not include the administrative evaluation of faculty. Librarians who have academic status, excluding the Dean of Library Services, 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 two years and begin August 15. These terms shall be staggered for each department and for the senate as a whole.

Section 5. The Faculty Senate administrative assistant maintains attendance records at Faculty Senate meetings. The Faculty Senate subcommittee chairs maintain attendance records for subcommittee meetings. Senators missing three consecutive or a total of five regular Faculty Senate/subcommittee meetings during the academic year are subject to removal from the Faculty Senate, pending action of the Executive Council. Subcommittee chairs should present promptly to Executive Council any delinquencies. 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 determine whether any absences should be waived and whether membership in the Senate shall be terminated. The decision of the Executive Council shall be final. Absence from summer meetings or special called meetings will not be considered in the total year's absences. Any unexpired term shall be filled by special election from the same constituency.

Section 6. A senator, who by reason of regularly assigned University responsibilities or other approved leave will be unable to attend the Faculty Senate meetings for up to one semester, shall give written notice to the Faculty Senate President. Another person from the same constituency will be elected as a temporary replacement.

Section 7. The University President, Provost, the Faculty Regent, the Chair of the Staff Congress, and the President of the Student Government Association shall serve as nonvoting ex-officio members of the Faculty Senate.

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

Section 1. The Faculty Senate, the official representative body of the University faculty, will report and make written recommendations to the University President and the faculty.

Section 2. The Faculty Senate will recommend formulation or modification of policies and regulations concerning academic excellence, academic freedom, professional ethics and faculty welfare. The Faculty Senate may review all initiatives and actions included in, but not limited to, the following areas:

- (a) Academic policies and procedures
- (a) University governance
- (b) Faculty rights and responsibilities
- (c) Faculty compensation and benefits
- (d) Financial affairs
- (e) All University Standing and Advisory committee responsibilities and membership

Section 3. The Faculty Senate shall serve as the appointing body for faculty membership of all University Standing and Advisory Committees that deal with the areas outlined in ARTICLE THREE, Section 2, except where membership on a committee is required by law or University policy to be appointed by the University President.

- (a) The Faculty Senate, in consultation with other University groups and personnel, shall determine the responsibilities and composition of those University Standing and Advisory Committees which have faculty representation and shall produce a written description of

these committees.

(b) University Standing and Advisory Committees shall report to the Faculty Senate, a University Administrative officer or both, as stated in the description of the Committee.

(c) Faculty members of University Standing and Advisory Committees shall be elected by the Faculty Senate, unless exempted by the description of the committee.

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

Section 5. The Faculty Senate shall collect, receive, analyze and store appropriate information necessary to discharge its responsibilities; specifically, but not limited to:

(a) Minutes and reports from all University committees dealing with issues within the purview of the Faculty Senate.

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

Section 6. The faculty shall be provided the opportunity to participate in the evaluation of academic administrators consistent with the Board of Regents' Bylaws.

## **ARTICLE FOUR: OFFICERS**

Section 1. The officers of the Faculty Senate shall be the: (1) President, (2) President-Elect, (3) Communications Officer, and (4) all members of the Executive Council.

### Section 2. The Faculty Senate President

The Faculty Senate President shall be the presiding officer of the Faculty Senate and shall serve a one-year term. He/she shall serve as an at-large senator for one year, who does not represent a specific department during his/her term of service as President. The President's academic department shall elect a one-year replacement to represent the department during the President's term of service. The Faculty Senate President shall vote only in the case of ties. The President - elect of the previous Faculty Senate shall become the President of the next faculty Senate at its first regular meeting of the fall semester.

Section 3. Duties of the President:

(a) Provide leadership to the Faculty Senate

(b) Preside over the Faculty Senate

(c) Preside over the Executive Council

(d) Serve as liaison with the University administration

(e) Review Board of Regents agenda, attend Board of Regents meetings, and provide feedback as appropriate to Faculty Senate

(f) Serve on the University President's Leadership Council

(g) Meet with the Provost monthly and additionally as needed

(h) Meet with the University President twice per semester and additionally as needed

(i) Serve on committees as required or otherwise necessary

- (j) Attend scheduled Coalition of Senate and Faculty Leadership for Higher Education (COSFL) meetings

Section 4. The President -elect of the previous Faculty Senate shall become the President of the next Faculty Senate at its first regular meeting of the fall semester.

Section 5. Duties of the President -elect:

- (a) Assume the duties of the chair when the chair is unable to do so
- (b) Serve on committees as required or otherwise necessary
- (c) Attend scheduled meetings of State of Kentucky Coalition of Senate and Faculty Leadership for Higher Education (COSFL) meetings

Section 6. The Executive Council shall consist of the Faculty Senate President who shall serve as the Chair of the Executive Council, Communications Officer, and members elected by the Faculty Senate. Faculty Senate subcommittee chairs shall be appointed by the Faculty Senate Chair from members of the Executive Council. The Faculty Senate President shall appoint a Communications Officer from the membership of the Faculty Senate. The Communications Officer is not a voting member of the Executive Council. Executive Council members shall serve a one-year term.

Section 7. The Executive Council shall:

- (a) Meet periodically with the Provost and the University President
- (b) Serve as the liaison between the Faculty Senate and other University personnel or groups
- (c) Establish the agenda for Faculty Senate meetings
- (d) Serve in a fiduciary capacity
- (e) Plan Faculty Senate activities

Section 8. 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 Governance Committee.

- (a) Senators from each college shall meet in caucus and nominate up to two senators from that college for the Executive Council slate. Librarians shall caucus with College of Education in odd-numbered years and School of Business and Technology in even-numbered years.
- (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.

Section 9. Election of Senate President -Elect

The President-Elect shall be elected by the Faculty Senate from the senators elected to the Executive Council. Election Procedure: The President-Elect 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 President-Elect, additional ballots shall be cast for the two senators receiving the most votes (including ties) until one senator receives the majority. No person who has served as President of

the Faculty Senate shall be eligible to serve as President- elect within 4 years of his/her service as President.

Section 10. A Communications Officer will be appointed by the Faculty Senate Chair. The Communications Officer will be a non-voting member of the Executive Council.

The duties are as follows:

- (a) Update the Faculty Senate Website
- (b) Produce a Faculty Senate Communications Report after each meeting and disseminate it to faculty in a timely manner.
- (c) Solicit faculty response on matters of concern to the Faculty Senate
- (d) Provide information through the protocol established by the University for the release of official communications to external groups such as boards, commissions, or legislators at the direction of the Faculty Senate
- (e) Serve in a public relations role to the faculty and university community
- (f) Attend Staff Congress meetings and report to that body on matters of concern to the Faculty Senate

Section 11. Should any vacancy occur in 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 Governance Committee. 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.

If the vacancy in the Executive Council is that of the Faculty Senate President, then the President-Elect shall serve as President for the remainder of the term. That individual may then serve as President in the term to which that individual was duly elected. If the vacancy existing that of President-Elect, then an election shall be held to fill the vacancy on the Executive Council and subsequently a President-Elect shall be elected using the procedures of Section 9. If the President-elect vacancy is created by the election of the election of the President-Elect to Presidency, the vacancy on the Executive Council shall be filled and then one of the members shall be elected President-Elect Pro Tempore using the procedures in Section 9. That position shall expire at the First Faculty Senate meeting of the next academic year and regular officer selection procedures shall resume.

## **ARTICLE FIVE: COMMITTEES**

Section 1. The function of Faculty Senate Committees is to prepare materials for presentation to the Faculty Senate. Each of these committees shall gather data and make studies, advise, and make recommendations to the Faculty Senate in the form of written or oral reports. Each Faculty Senate Committee shall report to Executive Council its agenda, any related Standing committee communications and/or subcommittee meetings. Each Faculty Senate Committee shall state its report as approved by Executive Council at Senate meetings. The Faculty Senate administrative assistant shall record reports according to accepted rules of order. The Faculty Senate has four subcommittees: Academic Issues, Evaluation, Faculty Welfare and Concerns, and Governance.

Section 2. The Governance committee from previous year Faculty Senate shall solicit via written form Senators' preferences for membership on Faculty Senate subcommittees at the first fall meeting. The Executive Council shall appoint senators to the Faculty Senate subcommittees. At least one senator from each college should be on each Faculty Senate subcommittee.

Section 3. Subcommittees (Sections 4-8 below) of the Faculty Senate:

(a) Should schedule at least one regular meeting a month during the regular academic year. Meetings shall be held at times when all members are available to attend. It is acceptable to meet on Thursdays during same Faculty Senate time period. A quorum shall be a majority of the membership of the committee. A quorum is required in order to conduct subcommittee business.

(b) Each subcommittee shall elect a vice-chair of the committee who shall be responsible for keeping minutes and recording absences in the minutes. The minutes shall be forwarded to the subcommittee chair. These minutes shall be maintained within committee. Official actions of subcommittees occur at Faculty Senate meetings. In the absence of the chair, the vice-chair shall also assume the responsibilities of the chair.

(c) Senators missing three consecutive or a total of five regular subcommittee meetings or Faculty Senate meetings during the academic year are subject to removal from the Faculty Senate, pending action of the Executive Council. 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 determine whether any absences should be waived and whether membership in the Senate shall be terminated. Absence from summer meetings or special called meetings will not be considered in the total year's absences.

Section 4. The Governance Committee is concerned with University and Advisory committees, University governance, and faculty representation. It has specific concerns with, but is not limited to, the following areas:

- (a) Structure, membership, and responsibilities of University Standing and Advisory Committees
- (b) Structure of the Division of Academic Affairs
- (c) Oversight of the election of Faculty Senators (See ARTICLE TWO, Sections 1, 2, and 3)
- (d) Oversight of any special elections required by the Senate
- (e) Nomination of faculty members for all University Standing and Advisory committees that have faculty representation
- (f) Oversight of the Faculty Regent election according to procedure established by the Senate and state law
- (g) Oversight of the election of senators to the Executive Council (To be conducted by the remaining members of the previous year's Governance Committee. See ARTICLE FOUR, Section 6.) If less than three members from the previous Governance Committee are available, then additional senators will be appointed by the Senate President as needed to conduct the election of the Executive Council.

Section 5. The Academic Issues Committee is concerned with policies, regulations, and other issues that affect faculty and instructional effectiveness. Specific areas of concern include:

- (a) Admission
- (b) Registration
- (c) Academic integrity
- (d) Classroom conditions
- (e) Evaluation of instructional effectiveness
- (f) Graduation requirements
- (g) General education
- (h) Special academic programs, e. g., Honors Program, provisional studies, Regional Campus Programs, etc.
- (i) Academic calendar issues
- (j) Student regulations
- (k) The Committee Chair is a voting member of the General Education Council and regularly reports to Faculty Senate about GEC actions

Section 6. The Faculty Welfare and Concerns Committee is concerned with policies, regulations and practices that affect faculty status, working conditions, promotion, evaluation, benefits and compensation. Specific areas of concern include:

- (a) Faculty recruitment and qualifications
- (b) Tenure and promotion
- (c) Workload, overload and compensation
- (d) Procedures to ensure academic freedom and resolve faculty grievances
- (e) Faculty development
- (f) Retrenchment
- (g) Sabbatical and Educational leaves of absence
- (h) University finances affecting faculty and institutional effectiveness
- (i) The processes of selection, retention, and reaffirmation of academic administrators
- (j) The Committee Chair is a member of the Employee Benefits Committee and regularly reports to Faculty Senate about EBC actions

Section 7. The Evaluation Committee is concerned with the evaluation of faculty and administrative personnel. Its specific concerns include:

- (a) Periodic reviews of department, College, and University plans for faculty evaluation and performance-based salary adjustments
- (b) Review the promotion and tenure plans for consistency with the appropriate policies and provide feedback to the appropriate Promotion and Tenure Committees
- (c) Participate in formulating tools and processes for the assessment of academic administrators in conjunction with Human Resources
- (d) Formulation and review of policies concerning the use of assessment results
- (e) Conducting assessment of Faculty Senate effectiveness

(f) Assess alignment of Strategic Plan by reviewing open access student data posted from Institutional Research

(g) Chair of this committee shall receive from Provost UAR revisions prior to posting of final revisions. Chair of this committee shall discuss revision with Executive Council prior to posting of final revisions.

#### Section 8. 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. These committees shall not exist beyond the term of the Faculty Senate that authorizes their formation.

(b) Faculty Senators, other faculty, students, staff, and administrative personnel may serve on Ad Hoc Committees at the discretion of the Faculty Senate.

(c) Members are appointed to a Faculty Senate Ad Hoc Committee by the President, with the consent of the Faculty Senate.

(d) Ad Hoc Committees shall report to the Faculty Senate as required by the Executive Council.

### **ARTICLE SIX: MEETINGS**

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

Section 2. All meetings shall be conducted according to the Modern Edition of Robert's Rules of Order unless specifically preempted by the Faculty Senate Constitution, or any Special Rules of Order which the Faculty Senate may adopt.

Section 3. Regular meetings of the Faculty Senate shall be called twice a month, except for abbreviated months, during the regular academic year and once during each summer session if required. The Faculty Senate President, 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. A majority of the Executive Council or one-third of the senators may call a special meeting by written petition to the Faculty Senate President.

Section 4. A quorum for all Faculty Senate meetings is a majority of the membership, except during the summer, when quorum is one-third (1/3) of the Faculty Senate membership. Only faculty who are teaching on campus during the Summer session including the meeting's date are required to attend; other senators who are available can attend and vote as usual. Attendance shall be taken at all Faculty Senate meetings and absences recorded in the minutes.

Section 5. The Order of Business shall follow the agenda as set by the Executive Council. Items to be included on the published agenda must be submitted in writing to the Executive Council at least 72 hours in advance of the meeting.

Section 6. Faculty Senate approval for recommendations shall require a simple majority of members voting. A senator may designate another senator as a proxy for the purpose of casting votes on specific issues, but such designation must be in writing and must be submitted to the President before voting occurs. Unofficial substitution is not permitted.



Section 7. Records, excluding those covered by relevant privacy acts but including meeting agendas, minutes, correspondence and committee reports, shall be deposited in the Camden-Carroll Library and Faculty Senate office by the President of the Faculty Senate. Proposed agendas and minutes of the Faculty Senate meetings shall be distributed to Faculty Senators and honorary members of the Senate. The President may disseminate Faculty Senate records as deemed appropriate, relevant, or necessary.

#### **ARTICLE SEVEN: UNIVERSITY SUPPORT**

Section 1. The President shall receive six credit hours of either reassigned time in regular teaching load or a stipend equivalent to adjunct pay for two courses during each semester of service. The stipend or reassigned time shall be paid from an escrow account of the Office of the Provost and Vice President for Academic Affairs. The choice of either stipend or reassigned time is at the discretion of the Faculty Senate President. Additionally, the President shall receive the full amount of compensation for a three-credit course, based on the applicable formula, for Senate responsibilities during the summer. The President-elect may negotiate reassigned time and compensation during the spring and summer semesters based on the expectations for Faculty Senate initiatives.

Section 2. The University shall provide adequate secretarial assistance for the Faculty Senate. The Faculty Senate secretary will record the official minutes for each senate meeting and send the minutes to the Camden-Carroll Library to be archived.

Section 3. A reasonable annual operating budget shall be published/provided to all faculty and provided to the Faculty Senate.

Section 4. Office space and appropriate equipment for the Faculty Senate President, secretary and Faculty Senate files shall be provided. This should include a conference room suitable for committee meetings.

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

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

Section 2. Copies of proposed amendments shall be distributed to all University faculty through their Senators. Ballots for voting shall be distributed by secure and confidential methods to all members of the University faculty who are eligible to vote as defined in ARTICLE 2, Section 3. Ballots shall be counted after the published deadline, which shall be at least two weeks after the amendments have been distributed. A majority of the eligible University faculty voting shall be necessary for approval.

Section 3. Upon approval by the University Faculty, proposed amendments shall be submitted by the University President to the Board of Regents for final approval. Amendments to the Faculty Senate Constitution require Board of Regents approval to become effective.

#### **ARTICLE NINE: SPECIAL RULES OF ORDER**

Section 1. Special Rules of Order are intended and designed to enhance the operational effectiveness of the Faculty Senate. Special Rules of Order supersede Robert's Rules in the

conduct of Faculty Senate Business. Special Rules of Order are attached to this Constitution and will be maintained with the constitution but are not a part of the constitution itself and may be changed following the procedures below. These Special Rules will be available to the President at every Faculty Senate meeting.

Section 2. A senator may submit a proposed Special Rule of Order in writing to the President. It is placed on the agenda and handled according to the normal rules for motions.

Section 3. Approval, amendment, removal or suspension of a Special Rule of Order requires a two-thirds majority of Senators voting.

Section 4. During periodic revisions of the Faculty Senate Constitution, the Special Rules of Order may be also be amended or revised and presented to the Faculty Senate with the revised Constitution for approval as a whole.

### **ARTICLE TEN: EFFECTIVE DATE**

This Constitution becomes effective immediately upon ratification by the University faculty and the Morehead State University Board of Regents. Transition into amended sections of this constitution shall follow the procedures outlined in Article Eleven: Transition.

### **ARTICLE ELEVEN: TRANSITION**

Section 1. All duly elected senators shall continue in office until the normal expiration of their term.

Section 2. Election of departmental representation to the Faculty Senate shall proceed in the manner directed by the constitution in effect as of March 1.

Section 3. Implementation of amended sections of this constitution shall begin with the start of the next academic year following the approval of this document.

### **ARTICLE TWELVE: SEVERABILITY**

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

## **FACULTY SENATE SPECIAL RULES OF ORDER**

**11/29/18**

1. Regular meetings of the Faculty Senate shall be called to order by the President at 3:45 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.
2. Two regular summer meetings of the Faculty Senate may be called to order at 3:45PM, as necessary, on the third Thursday of June and July. Only those faculty who are teaching during the Summer session of the meeting's date may be called to attend.
3. A motion to recommend changes to University policy or to change Senate rules shall not be voted on at the meeting at which it is moved. When such a motion is made and seconded, there shall be a "first reading" at which the mover will explain the motion and answer questions by Senators about the motion. During a first reading, no debate on or amendment of the motion shall be in order. The Executive Council shall place the motion on the agenda of a subsequent meeting for "second reading", at which debate of and amendments to the motion are in order.

4. Friendly amendments that are accepted by the moving party are allowed.
5. The President of the Faculty Senate, with the consent of the Executive Council, may include an open chair segment on meeting agendas.
6. Each meeting of the Faculty Senate shall adjourn no later than 110 minutes after the meeting is called to order.
7. The President of the Faculty Senate may nominate a Senator to serve as parliamentarian in order to clarify procedural questions as they arise. The nominee for parliamentarian must be approved by a majority of Senators voting.
8. In order to seek recognition, a Senator shall not stand, but instead shall raise his or her hand.
9. The Governance Committee Chair or designee may amend University Standing and Advisory Committee descriptions to ensure that positions and bodies mentioned in those descriptions are referred to by their current, correct names. Minor editorial corrections may also be made.
10. At least 48 hours before each meeting, the President shall send to the Senators the agenda for that meeting and all minutes, motions, and other documents scheduled on that agenda for discussion or approval.