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Armstrong Faculty Senate Constitution

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8-20-2015

## Constitution of the Armstrong Faculty Senate

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### Recommended Citation

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# Constitution of the Armstrong Faculty Senate

**PREAMBLE:** In order to foster participation and maximize the effectiveness of the faculty in the joint effort of governance necessary to operate the university and further its mission, we, the Faculty of Armstrong State University, acting within the authority provided by the regulations of the Board of Regents of the University System of Georgia (BR Minutes, 1986-87, p. 333; Section 302.06, Policy Manual of the Board of Regents of the University System of Georgia), do hereby constitute ourselves as the Faculty Senate. As the recognized voice of the faculty, the Senate will represent the faculty in fulfilling its duties, privileges, and responsibilities in governance and in furthering the mission of the university in issues of academic concern and academic leadership.

## **ARTICLE I. The Senate**

The name of the body constituted shall be the Faculty Senate of Armstrong State University (hereinafter referred to as the Senate).

### **SECTION A. Sources of Powers**

Subject to the limitations imposed by the policies of the Board of Regents of the University System of Georgia, this constitution establishes the powers and duties of the Senate.

### **SECTION B. Membership of the Faculty**

The members of the faculty are the university's president, vice presidents, deans, assistant/associate deans, department heads, other personnel designated by the president as holding faculty status, and full-time faculty members holding appointment at the ranks of professor, associate professor, assistant professor, instructor, and lecturer.

### **SECTION C. Voting Members of the Faculty**

Voting members of the faculty, eligible to elect Senators and vote on constitutional or bylaws amendments, are department heads and non-administrative, full-time faculty members holding appointment at the ranks of professor, associate professor, assistant professor, instructor, and lecturer. Each member of the faculty shall exercise his or her voting rights through his or her home department or program. No member of the faculty may be represented through more than one department or program.

### **SECTION D. Non-voting Members of the Faculty**

Non-voting members shall be the president, ex officio members, other administrative personnel designated by the university's president as holding faculty status, adjunct faculty, and part-time faculty.

### **SECTION E. Membership of the Senate**

Senators shall be elected from and by voting members of the faculty; however, faculty holding temporary appointments may vote in Senate elections but may not serve on the Senate. Only Senators or their elected alternates may vote at meetings of the Senate.

Apportionment is formulaic as defined in the bylaws with each department represented by at least one Senator.

There will be one Senator appointed by the President of the Senate to serve as liaison to part-time faculty.

#### **SECTION F. Ex Officio Members of the Senate**

Vice presidents, assistant and associate vice presidents for academic affairs, and deans are ex officio, non-voting members of the Senate.

#### **SECTION G. Terms and Elections**

Senators shall each be elected for a three-year term and alternates shall be elected for a one year term. Each department shall have one alternate for each Senator. The alternate may vote only when substituting for the Senator. Should a Senator be unable or unwilling (as determined by a two-thirds vote of the voting faculty members in the department) to fulfill his or her duties, the alternate will replace that Senator for the remainder of the Senator's term.

Each department shall elect its Senators and notify the Secretary of the Senate not later than March 1 of each year. Senators begin their term of service August 1st following their election to the Senate. Senators continue their term of service through July 31st of each year.

Special elections may be called if a Senator and alternate are not able or eligible to fulfill a Senate term.

Amended: April 2013

### **ARTICLE II. Officers of the Senate**

#### **SECTION A. Presiding Officer**

No later than the last meeting of the Senate in the spring semester, the Senate shall annually elect a President-Elect by a majority vote.

The President-Elect shall serve the first year as President-Elect and the second year as Senate President. Each year's term shall begin on August 1<sup>st</sup> and end on July 31<sup>st</sup>. When elected, the President-Elect / President will serve the two-year term as both officer and Senator. In the event of a Senator's election to the president-elect position, the Senator shall complete the two years of leadership service (one as President-Elect and one as President) without regard to the length of time remaining in the Senator's elected term. In the event that the President is unable or unwilling to complete the term, the President-Elect will assume the responsibility of the office through July 31<sup>st</sup> and continue as President the following year, and a new President-Elect will be elected in the spring during the regular election process. In the event that the President-Elect is unable or unwilling to become president in the second year, then a new President-Elect and a

separate special Presidential election must occur in the spring during the regular election process. Vacancy in the President-Elect position will remain empty until a special election can be held.

The President of the Faculty Senate shall be the presiding officer of the Senate. In the President's absence, the President-Elect shall preside. The presiding officer shall conduct meetings according to Robert's Rules of Order and may vote only to break a tie.

Three hours of reassigned time per semester shall be granted to the President and President-Elect of the Senate.

Amended: April 2015

#### **SECTION B. Additional Officers of the Senate**

- \* President-Elect
- \* Secretary
- \* Parliamentarian

The President-Elect and Secretary will be elected no later than the last meeting of the Senate in the spring semester.

The Parliamentarian will be appointed by the President of the Senate.

These officers serve a term of one year from August 1st through July 31st.

Vacancy in the President-Elect position will remain empty until a special election can be held.

Vacancy in the Secretary position will be filled by special appointment of the Steering Committee, with a permanent Secretary elected in the spring during the regular election process.

Three hours of reassigned time per semester shall be granted each to the President and Secretary of the Senate.

Amended: April 2013

#### **ARTICLE III. Powers and Responsibilities**

The Faculty Senate is an elected, representative body that acts on behalf of the faculty on matters within faculty purview as enumerated under Board of Regents' policy, including faculty governance, advising the President of the University on matters of university planning, governance, and resource allocations. The purpose of the Senate is defined as follows:

1. represent the faculty in the shared responsibility for the University's direction in all matters relating to academic policy, including curriculum matters, degree requirements, scholastic standards, academic freedom, admissions policies, and student academic behavior
2. represent faculty on matters pertaining to the appointment of administrative officers, budget and planning matters, promotion and tenure policy, and other matters affecting educational standards
3. provide a representative forum for the deliberate consideration of proposals, recommendations, suggestions and institutional objectives, and to make appropriate recommendations to the faculty and the President of the University.

#### **ARTICLE IV. Committees**

The Senate shall have the authority to create, revise, and eliminate faculty committees as necessary.

Committees shall conduct studies, formulate recommendations, and carry out such responsibilities as granted them by the constitution of the Senate or by the Senate. These activities may result from a request from the Senate or may be initiated by the committee.

#### **SECTION A. Committees of the Senate**

These committees are elected annually by the Senate from the Senate and report directly to the Senate. They conduct the business of the Senate.

#### **SECTION B. Standing Committees of the Senate**

These committees are elected annually from and by the faculty and will report directly to the Senate. They serve to advise the Senate.

#### **SECTION C. Elections and Terms of Committees**

The Committees of the Senate are elected during the spring semester prior to the fall semester when they will begin their duties. Members serve a three-year term with one third of the membership being elected annually.

The Standing Committees of the Senate are elected during the spring semester prior to the fall semester when they will begin the duties. Members serve a two-year term with half of the membership being elected annually.

#### **SECTION D. Ad Hoc Committees**

The President of the Senate shall create special committees as necessary and shall designate their size and jurisdiction. The President of the Senate may appoint delegates to represent the Senate at other functions.

#### **ARTICLE V. Meetings**

The Senate shall meet at least four times per semester during the academic year. The Steering Committee shall determine the meeting schedule, which will be provided to the faculty at the beginning of each academic year. Minutes of Senate meetings shall be made public within one week following Senate approval.

### **SECTION A. Special Meetings**

Special meetings of the Senate may be called by the President of the Senate or when requested by petition of either twenty-five percent of the voting members of the Senate or by fifteen percent of the faculty.

### **SECTION B. Quorum**

Seventy-five percent of the voting membership of the Senate shall constitute a quorum.

### **SECTION C. Voting**

Given a quorum, a majority of the Senate's voting members present shall constitute legislative authority. Voting at all meetings shall be by roll call vote, by voice vote, or by ballot as determined by the President of the Senate.

Only Senators may vote during Senate meetings.

## **ARTICLE VI. Procedure for Faculty Review of Senate Actions**

The Faculty Senate derives its powers from the voting members of the faculty; therefore, any decisions of that Senate may be reviewed, amended, or reversed by a vote of the faculty. If fifteen per cent or more of the voting members of the faculty make a formal petition to the President of the University, then the President of the University shall call for a Special Session of the faculty to consider the items contained in the petition. Such action by the President of the University will occur within three calendar weeks of the receipt of the petition. The President of the University shall notify the President of the Faculty Senate of all matters that have been cited in the petition and direct that action on these matters shall be suspended pending disposition by the faculty. The Office of the University President shall ascertain the validity of the signatures on any petition so submitted. The final decision on petitioned items shall be made by a majority of those voting in a secret ballot of the voting members of the faculty.

## **ARTICLE VII. Amendments**

Amendments to the constitution shall be adopted, with four weeks prior notice to the faculty, upon approval by a two-thirds vote of the voting members of the faculty.

Amendments to the bylaws of the constitution shall be adopted, with two weeks prior notice to faculty, upon approval by a majority of the voting members of the faculty.