

PART VII

ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY

I. NAME

The organization hereinafter defined shall be the Faculty of Eastern Kentucky University

II. MEMBERSHIP

- A. The Faculty at Large of Eastern Kentucky University shall include the President of the University and all persons who hold appointments of the Board of Regents (1) whose regularly assigned duties include instruction, research, administration, and/or public service on a full time basis and (2) who hold the academic rank of Professor, Associate Professor, Assistant Professor, or Instructor, or those whose administrative functions in the University aren't designated as "major" by the President of the University.
- B. The Teaching and/or Research Faculty of Eastern Kentucky University shall include all full time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor, and whose faculty load assignment includes 50 percent or more teaching and/or research as shown by the Faculty Load Analysis or comparable report for the fall semester for each academic year or who are members of the Library Faculty.
- C. Assistant Instructors, part time instructors, and members of the administrative staff not included in Sections A. or B. above shall not be members of the Faculty at Large but may attend Faculty meetings without the right to enter into the deliberations or legislative action of the Faculty.

III. RESPONSIBILITIES OF THE FACULTY AT LARGE

- A. The Faculty at Large shall exercise responsibility, within limits established by the Kentucky Revised Statutes, Regulations of the Board of Regents, and delegation of authority by the Board of Regents, to promote the best interests of Eastern Kentucky University. It shall generally concern itself with the consideration, formulation, review, and recommendation of policies and procedures designed to foster the proper growth and development of Eastern Kentucky University as an institution of higher education. Included is concern with policies relating to the academic program, faculty welfare, and student welfare.
- B. The Faculty at Large normally shall exercise these responsibilities through its representative the Faculty Senate.
- C. The Faculty at Large shall have the power to review all actions of the Faculty Senate as provided in Article VII, Section A, Paragraph 3.

IV. ORGANIZATION OF THE FACULTY AT LARGE

- A. Officers
 - 1. The President of the University shall be the Chair of the Faculty at Large.
 - 2. The Provost and Vice President for Academic Affairs shall be Vice Chair of the Faculty at Large.
 - 3. The Secretary of the Faculty Senate shall be Secretary of the Faculty at Large.
- B. Duties of the Officers of the Faculty at Large
 - 1. Chair
 - a. The Chair shall preside at all meetings of the Faculty at Large that he or she attends.
 - b. The Chair shall call meetings of the Faculty at Large when, in the Chair's judgment, such meetings are necessary and/or desirable, or when an appeal of action of the Faculty Senate is requested as provided in Article VII, Section A, Paragraph 3.
 - c. Upon petition of 10 percent of the members of the Faculty at Large, the Chair shall call a meeting within 15 days.
 - 2. Vice Chair
 - a. In the absence of the Chair, the Vice Chair shall preside.
 - 3. Secretary
 - a. The Secretary shall cause the actions of the Faculty at Large to be recorded and preserved in a permanent record.
 - b. The Secretary shall distribute copies of the official minutes of all Faculty at Large meetings to members of the Faculty at Large. Distribution may include notification by electronic means.
 - c. The Secretary shall notify all members of the Faculty at Large of a call of a Faculty at Large meeting, giving reasonable notice.

V. MEETINGS OF THE FACULTY AT LARGE

- A. The Faculty at Large shall convene upon call of the Chair.
- B. The majority of the members of the Faculty at Large shall constitute a quorum for the transaction of business.
- C. The current edition of Robert's Rules of Order Newly Revised shall govern the conduct of meetings of the Faculty at Large except when the Faculty at Large shall adopt rules otherwise, and the Chair may appoint a parliamentarian to assist the presiding officer in questions of parliamentary procedure.

VI. COMMITTEES OF THE FACULTY AT LARGE

- A. In addition to standing committees of the Faculty at Large created by the Board of Regents, the Faculty at Large may create other standing committees.
- B. The Chair of the Faculty at Large may, from time to time, establish ad hoc committees of the Faculty at Large to consider special areas of concern.
- C. All members of the Faculty at Large standing committees, other than ex officio members and nonvoting representatives designated by the Faculty Senate, shall be appointed by the Chair of the Faculty at Large. In making these appointments, the Chair shall be advised by the Committee on Committees of the Faculty Senate.
- D. All Faculty at Large committees and councils which periodically make recommendations relating to academic affairs, faculty affairs, or student affairs shall submit recommendations either directly to the Faculty Senate, to the Council on Academic Affairs, or to the Council on Student Affairs through appropriate organizational channels.
- E. All Faculty at Large committees which do not maintain a continuing relationship with the Senate through the Council on Academic Affairs shall submit an annual report of committee activities to the Senate.

VII. THE FACULTY SENATE

- A. Nature and Function of the Senate
 - 1. The Faculty Senate shall be the delegate assembly of the Faculty at Large through which the Faculty at Large shall exercise its responsibilities.
 - 2. The Faculty Senate shall serve as a means of communication between the Teaching and Research Faculty and the Administration.
 - 3. Any action of the Faculty Senate must be reviewed at a general meeting of the Faculty at Large when a petition, bearing the signatures of 10 percent of the Faculty at Large and calling for a general meeting to review an issue, is presented to the Chair of the Faculty at Large.
 - a. Petition for such a review must be received by the Chair of the Faculty at Large within 30 days following notice to the Faculty-at-Large of the Senate action that is the object of the petition to review.
 - b. The action of the Senate which is the object of the petition shall be presented to the Faculty at Large at a meeting called by the Chair of the Faculty at Large and, on motion and vote, the Faculty at Large may sustain or veto the action of the Senate.
 - 4. Duties of the Faculty Senate - The Faculty Senate shall receive and consider proposals concerning policies affecting the general welfare of the University, provide for channels of communication between the Faculty at Large and other constituencies of the University, and develop procedures for the functioning of the Senate. Specifically, the Faculty Senate shall perform the following:

- a. Policy Function -- The Faculty Senate shall receive and consider proposals for the institution, abolition, or amendment of policies as detailed below. Recommendations of the Faculty Senate concerning such proposals shall be forwarded to the President of the University for consideration for recommendation to the Board of Regents.
 - (1.) The Faculty Senate shall recommend academic policy, including but not limited to policies concerning admission, curriculum, instruction, and criteria for granting degrees. In the exercise of this duty, the Faculty Senate shall receive and make recommendations concerning all policy or program proposals approved by the Council on Academic Affairs.
 - (2.) The Faculty Senate shall recommend policies relating to faculty welfare, including policies relating to the recruitment, selection, retention, tenure and promotion of faculty members, and other personnel policies affecting faculty welfare. In the exercise of this duty the Faculty Senate shall receive, review, and make recommendations concerning faculty welfare, policy proposals developed by special committees appointed to consider specific areas affecting faculty welfare.
 - (3.) The Faculty Senate shall recommend policies relating to student affairs in the areas where the proposed policy concerns the students' academic achievement and in such other areas as specifically delegated by the Board of Regents or requested by the Council on Academic Affairs, and receive, and take appropriate action concerning recommendations of the Student Affairs Committee.
 - (4.) The Faculty Senate shall receive and make recommendations concerning such other policies as are referred to the Senate for consideration by the President of the University.
 - (5.) The Faculty Senate in conjunction with appropriate administrators shall receive, review and make recommendations concerning university restructuring/reorganization proposals, such as the addition or elimination of a college, department, center/institute or other academic unit. The Executive Committee of the Faculty Senate is the vehicle for placing such restructuring/reorganization proposals on the agenda of the Faculty Senate.
- b. Communication Function - The Faculty Senate shall be responsible for maintaining communication between the Teaching and Research Faculty and the Administration of the University. In the performance of this duty, the Faculty Senate shall provide avenues of communication by which the Teaching and Research Faculty may receive information concerning University affairs and may submit information relating to matters that concern them. Specifically, the Senate shall:
 - (1.) Provide a channel for faculty involvement in the procedures concerning the selection of personnel involved in academic administration, organization of academic functions, and other matters relating to the welfare of the University.

- (2.) Provide a forum for the President of the University to discuss matters affecting the welfare of the University.
- (3.) Provide a forum for the Faculty Regent to discuss matters affecting the welfare of the University.
- (4.) Provide a channel for faculty involvement in the preparation of the University budget.
- c. Internal Function - The Faculty Senate shall exercise those duties necessary for its proper function and continuation. In the exercise of these duties the Senate shall:
 - (1.) Establish rules and procedures for the Faculty Senate and committees of the Senate.
 - (2.) Through its Committee on Elections, be responsible for supervising the election of Senate members.

B. Membership of the Senate

- 1. The membership of the Senate shall consist of administrative faculty members and elected faculty members. The administrative members shall be:
 - a. President of the University
 - b. Provost and Vice President of Academic Affairs
 - c. One Academic Dean to be elected by the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries.
 - d. Faculty Regent
- 2. Elected Members
 - a. Eligibility - Full time faculty members as defined in Article II, Section B, all department chairs regardless of teaching load, and full time faculty holding visiting rank shall be eligible for election to the Senate.
 - b. Election Units - The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University ~~having a total full time Teaching/Research Faculty membership of five or more~~. Additional election units shall consist of (1) the Library Faculty, who are not included in the faculties of a college, and (2) the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries (hereafter referred to as the Dean's Unit).
 - c. All individuals eligible for election to the Faculty Senate shall be eligible to vote in a Faculty Senate election. An individual shall be eligible to cast a ballot for Senate members only in that election unit in which the individual holds the academic rank of Professor, Associate Professor, Assistant Professor, Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, ~~or~~ Visiting Instructor, **University Librarian, Associate University Librarian, Assistant University Librarian, or Library Instructor.**
 - d. Determination of Delegate Representation
 - (1.) ~~Each election unit shall be entitled to one delegate for each ten full time Teaching/Research Faculty members employed by that election unit during the fall semester. In other words, an election unit with 10 to 19 faculty is entitled to one delegate, an election unit with 20 to 29 faculty is entitled to two delegates, an~~

~~election unit with 30 to 39 faculty is entitled to three delegates, and so on. An election unit with 1-14 faculty members during the Fall semester shall be entitled to one delegate for the academic year, and an election unit with 15-29 faculty members during the fall semester shall be entitled to two delegates for the academic year.~~

(2.) ~~Departments employing fewer than ten full time Teaching/Research Faculty members but more than four full time Teaching/Research Faculty members shall be entitled to one delegate. An election unit with 30-39 faculty members during the Fall semester shall be entitled to three delegates for the academic year; an election unit with 40- 49 faculty members during the Fall semester shall be entitled to four delegates for the academic year; and an election unit with 50-59 faculty members during the Fall semester shall be entitled to five delegates for the academic year, and so on.~~

(3.) ~~Departments employing fewer than five full time Teaching/Research Faculty members during the fall semester shall join with other departments in the same college to form an election unit with a total of five or more full time Teaching/Research Faculty members. The Committee on Elections of the Faculty Senate shall inform departments of the need to form such departmental alignments as soon after the spring semester as possible.~~

e. The Committee on Elections shall determine as soon after the beginning of the spring semester as possible the number of delegates to be selected from each election unit and a schedule for elections of delegates.

f. Except for the member elected from the Deans' Unit and the member elected from the Part-time Faculty, whose terms are two years, elected members shall serve for a term of three years; however, if an elected member ceases to be a full time member in the election unit from which elected, a vacancy shall be declared.

g. When a permanent vacancy occurs in the elected membership of the Senate, the election unit shall elect a delegate to fill the unexpired term of the vacancy. When a temporary vacancy of at least one semester's duration occurs in the elected membership of the Senate, the election unit through the Committee on Elections shall recommend for Senate approval a member of the full time faculty of the same election unit to serve until the end of the semester for which the member is temporarily absent.

h. The Committee on Elections shall establish and notify election units needing to elect a new member of appropriate election procedures. The election unit shall carry out the election using the procedures promulgated by the Committee on Elections. The Committee on Elections shall certify to the Chair of the Faculty at Large the election of Senate members.

3. Part-time Faculty Representative

- a. Part-time faculty may have one voting representative on the Faculty Senate. This person shall be chosen from among the names of current part-time faculty that normally teach each semester and that are nominated by the departments in which

they teach. Each department that employs part-time faculty may nominate one person. Part-time faculty shall elect a representative from among the nominees. The election shall be conducted by April 15 of each year so that the elected representative can be seated at the May organizational meeting. The person receiving the most votes shall be the elected representative.

- b. The part-time faculty representative shall serve for a two-year term. While the part-time faculty representative is elected to a two-year term, continuing representative is contingent upon the part-time representative's being contracted by the University to teach again. The part-time faculty representative's election in no way may be construed as guarantee of employment beyond their current contract.
- c. The Chair of the Faculty Senate shall fill a vacancy in this seat for the remainder of the term by appointing a representative from the list of part-time faculty last nominated for the seat.

C. Organization of the Senate

1. Chair of the Senate

- a. The Chair of the Senate shall be nominated annually in April and elected annually in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Chair, a Senator shall have **tenure and** at least one semester's prior service in the Senate. A Chair may not serve more than two terms consecutively.
- b. The Chair of the Senate shall preside at meetings of the Senate. In the absence of the Chair of the Senate, ~~a member of the Executive Committee appointed by the~~ **Vice** Chair of the Senate shall preside.
- c. The Chair shall meet with the President of the University at least once a month to confer on Senate business.
- d. The Chair shall serve as Chair of the Senate Executive Committee.
- e. The Chair shall maintain an active file for matters submitted to the President and awaiting action.
- f. The Chair of the Faculty Senate should be eligible for a campus-wide ("special") parking permit. It is the responsibility of the Chair to initiate a request for the permit through normal channels.
- g. ~~When possible, The Chair of the Senate should be eligible for~~ **will receive one-half** released time ~~from teaching and other department and college responsibilities. It is the responsibility of the Chair of the Senate to initiate a request for released time through normal channels. The Chair's home department or unit will receive funds to cover the salary of a part-time replacement for the reduced teaching load of the chair.~~
- h. The Chair shall administer the Faculty Senate budget and shall pay the bills of the Senate as approved by the Executive Committee.

2. Vice Chair of the Senate

- a. **The Vice Chair of the Senate shall be nominated annually in April and elected in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as**

Vice Chair, a Senator shall have tenure and at least one semester's prior service in the Senate.

- b. The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
- c. The Vice Chair will serve as a voting member of the Senate Executive Committee.
- d. The Vice chair of the Senate will receive one-quarter release time from teaching and other department and college responsibilities.

3. Secretary

- a. The Secretary shall be elected annually at the organizational meeting in May by the members of the Senate. The term of the Secretary shall be for one year and shall begin on January 1 following the election. In the temporary absence of the Secretary, the Chair of the Senate will appoint a member from the University to serve as acting secretary.
- b. The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate.
- c. The Secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee.
- d. The Secretary shall distribute copies of the record of each meeting to all members of the Faculty-at-Large and staff as soon as possible following a meeting of the Senate, but no later than one week prior to the next regular meeting. Distribution may include notification by electronic means.
- e. The Secretary shall distribute an agenda with attachments to all Senators by the Wednesday morning preceding the regularly scheduled meeting. The agenda shall be sent to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.

D. Meetings of the Faculty Senate

1. The newly constituted Senate shall convene initially for an organizational meeting in May following the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday that the University is in regular session for each month from September ~~through December and February~~ through May. The Senate shall meet at other times on call of the Chair or the Executive Committee, reasonable notice being given to members of the Senate.
2. Meetings of the Senate shall be open to members of the Faculty at Large. Persons other than Senate members may participate in the deliberations of the Senate only on consent of the Senate.
3. Fifty percent of the membership of the Senate shall constitute a quorum.
4. The current edition of Robert's Rules of Order Newly Revised shall govern conduct of meetings of the Senate, except when the Senate shall adopt rules otherwise; and the presiding officer may appoint a Parliamentarian to aid in questions of parliamentary procedures.

5. Senate voting on all matters, except election of officers and of members of Standing Committees, shall be viva voce or by a separation of the house. Officers of the Senate and members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee.

E. Committees of the Senate

1. Executive Committee

- a. The Executive Committee shall consist of the Chair of the Senate, who shall serve as Chair of the Executive Committee, the Vice President for Academic Affairs, and five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Executive Committee shall be responsible for maintaining communication between the Faculty at Large and the Administration. Once the Faculty Senate acts upon a motion, the President acting on behalf of the University shall be requested to inform the Faculty Senate of the disposition of the motion within three months.
- c. The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty at Large relating to items for consideration of the Senate and shall, through the chair, bring these to the attention of the President. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee shall make known the time and place of meetings to set the agenda.
- d. The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee.

2. Committee on Committees

- a. The Committee on Committees shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Committee Chair shall be elected annually by the Committee from among its membership.
- c. The Committee on Committees shall advise the President concerning formulation of standing committees of the Faculty at Large and the selection of appointed members of faculty standing committees.
- d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.

3. Committee on Elections
 - a. The Committee on Elections shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
 - b. The Committee Chair shall be elected annually by the Committee from among its membership.
 - c. The Committee on Elections shall supervise all nominations and elections for Senate membership as provided in this Constitution.
 - d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.
4. Committee on Rules
 - a. The Committee on Rules shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
 - b. The Committee Chair shall be elected annually by the Committee from among its membership.
 - c. The Committee on Rules shall review and recommend to the Senate rules of procedure for the Senate.
 - d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
 - e. Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.
5. Committee on the Budget
 - a. The Committee on the Budget shall consist of the Chair of the Faculty Senate, five members elected by the Senate from its elected membership, and the administrative member elected by the Dean's Unit. Elected members shall serve for the duration of their current term while the administrative member shall serve a one year term. The Vice President for Government Relations and Planning shall serve as a non voting member of the Committee.
 - b. The Committee on the Budget shall elect annually a chair from among its membership.
 - c. The purpose of the Committee on the Budget shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget.
 - d. The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget formulation process. The Committee shall meet with the President at least once each semester to receive information about budgetary matters.

- e. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
 - f. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
6. Committee on Faculty Rights and Responsibilities
- a. The Committee on Faculty Rights and Responsibilities shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
 - b. The Committee Chair shall be elected annually from among its membership.
 - c. The Committee on Faculty Rights and Responsibilities shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.
 - d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.
7. Committee for Faculty Welfare
- a. The Committee on Faculty Welfare shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of the elected senator's current term. The Director of Human Resources shall serve as a non-voting member of the committee.
 - b. The Committee shall elect a chair annually from among its membership.
 - c. The purpose of the Committee for Faculty Welfare shall be to:
 - (1.) Review and make recommendations to the Senate on matters including but not limited to, merit/pay policies, faculty salary inequities, health insurance benefits, market salary issues, compression, as well as other university benefit policies; and
 - (2.) Provide a channel of communication between the Faculty Senate and the Administration on matters relating to faculty compensation and benefits.
 - d. The Committee shall be available as an advisory agency to the President of the University and/or Provost of the University on those matters relating to compensation and benefits for the faculty-at-large. The Committee shall meet with the President and/or Provost at least once each semester to receive information about faculty compensation and benefits.
 - e. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
8. Ad Hoc Committees
- a. The Faculty Senate may establish such ad hoc committees as are deemed necessary.

- b One week before each Executive Committee meeting, the Chair of each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
- c. The Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting.

VIII. Special Rules of Order and Standing Rules

The Faculty-at-Large may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its functions.

IX. AMENDMENTS

Amendments to this organization may be proposed by the Faculty Senate by a two thirds majority of the members present or by petition of 10 percent of the Faculty at Large. Proposed amendments shall be presented to the Chair of the Faculty at Large, who will cause copies of the proposed amendments to be distributed to the Faculty at Large. Proposed amendments approved by two thirds majority of those present at a meeting of the Faculty-at-Large shall be submitted to the Board of Regents through the President of the University and shall become effective on ratification by the Board of Regents.