

## Proposed Revisions to the Faculty Constitution

Revisions to the faculty constitution are proposed in the following areas:

[Faculty Roster Provision](#)

[References to the Secretary's Role](#)

### 1. **Draft revision pertaining to the spring faculty roster deadline**

The only proposed change to the faculty roster provision in the Faculty Constitution pertains to the date by which the spring roster must be completed. The constitution currently states that the spring faculty roster must be completed by February 1, which is unrealistic. That deadline leaves only approximately 2 weeks to run the report and to distribute it to all academic units for review and reconciliation by the Provost's Office, Institutional Research, and the Chair of the Faculty. The Fall Roster is due by October 1, approximately 6 weeks after the beginning of the Fall semester, which is just enough time to complete the work. Therefore, it has been proposed that we adjust the deadline for the Spring roster to allow a similar timeframe, which would result in a March 1 deadline for the Spring faculty roster. Thus, that is the revision reflected in the draft copy.

### **Revision to faculty roster provision in Faculty Constitution:**

**Official Roster of the Faculty.** As soon as practical in the fall semester but no later than October 1 and in the spring semester no later than ~~February 1~~ **March 1**, the chairperson of the faculty shall arrange for the availability of an official roster of the faculty. The chairperson of the faculty shall have the authority to decide boundary cases of faculty status according to the spirit of the foregoing sections, subject to challenge and review as provided below. The fall roster shall include a listing of those persons who are qualified for membership in the voting faculty and those qualified for membership in the non-voting faculty. The spring roster shall consist of a list of additions to the fall roster. Qualification for faculty status for the entire academic year shall be established by a person's assignment during either the fall or the spring semester of that year. Faculty status established during an academic year shall be construed to apply also to the following summer session, unless the person does not continue his/her appointment with the University.

## 2. Draft revisions pertaining to the Secretary's role

A proposed revision removes the role of Secretary of the Faculty. Technological improvements that have taken place since this provision was written have allowed the Chair of the Faculty to complete and distribute their own minutes and meeting notices, precluding the need for a Secretary. The Vice-Chair of the Faculty (who is also Chair of the University Faculty Senate) can and does fulfill any other needed functions.

### Constitutional references to the Secretary's role:

#### In the Table of Contents –

Note: in addition to below-listed revisions, the reference to Article 2, Item 3, pertaining solely to the secretary's role, would be removed.

Following are all references to the Secretary's role currently specified in the Faculty Constitution and pertinent proposed revisions.

#### In article 1 –

**4.1 Distribution.** ~~A sufficient number of copies of the roster for the fall and spring shall be prepared to supply each of the following committees, persons, and offices: the Committee on Committees, the chairperson of the faculty, the vice chairperson of the faculty, the secretary of the faculty, the Office of Academic Affairs, all college offices, all departmental offices. Each college office and each departmental office shall, for a period of one week after the roster's issuance, prominently display the roster in a place readily accessible to the faculty. In addition, a copy of the current semester's roster shall be made available to any faculty member upon written request to the secretary of the faculty.~~ The chairperson of the faculty shall distribute the fall and spring faculty rosters, using the most effective electronic means, to the following individuals and offices: all faculty members who are listed in the roster, the vice chairperson of the faculty, the Office of the Provost, the Office of the Associate Provost for Faculty, Deans, and Department Heads.

#### In article 2 –

1.1 Election. The Committee on Committees shall make at least two nominations; other names may be added to the ballot by petition of at least thirty faculty members delivered to the ~~vice chairperson~~ secretary of the faculty.

3. ~~Secretary of the Faculty. The chairperson of the faculty shall appoint the secretary of the faculty.~~¶

3.1 ~~Term. The secretary of the faculty shall serve during the term of the chairperson.~~¶

3.2 ~~Duties. The official duties of the secretary of the faculty shall include:~~¶

3.21 ~~Taking, duplicating, and promptly distributing the official minutes of the faculty.~~¶

3.22 ~~Assisting the chairperson of the faculty in the preparation, distribution, and possible revision of each semester's roster.~~¶

3.23 ~~Maintaining a file of the official correspondence of the chairperson of the faculty.~~¶

~~3.24 Keeping the minutes and other official documents of the faculty in a safe and accessible place.¶¶~~

~~3.25 Maintaining liaison, where and when necessary, with the secretary of the University Faculty Senate.¶¶~~

~~3.26 Preparing and distributing notice of regular and special meetings of the faculty.¶¶~~

In article 3 –

### **Article III: Meetings**

#### **2. Special Meetings.**

**2.1 By Petition.** A special meeting of the faculty shall be called by the **vice chairperson secretary** of the faculty on receipt of a petition signed by thirty members of the faculty.

**2.2 Called by Senate.** The University Faculty Senate may, by majority vote of those present and voting, call a special meeting of the faculty. In this case, the **chair of the senate and vice chairperson of the faculty secretary of the University Faculty Senate** shall prepare a descriptive listing of the items to be discussed at the aforementioned meeting and shall promptly inform the chairperson of the faculty and the **secretary of the faculty**.

**3. Notice of Meetings.** The **chairperson secretary** of the faculty shall prepare and distribute to the entire faculty and to recognized student government leaders, at least one week in advance whenever possible and practicable, a descriptive listing of the item(s) to be discussed at regular or special faculty meetings.

**5. Meetings: Times and Places.** Determination of the time and the place of faculty meetings shall normally be the responsibility of the chairperson of the faculty, except in the case of meetings called by majority vote of the Senate or by petition. In the latter two cases, responsibility for determining the time and place of the meeting falls to the **vice chairperson secretary** of the faculty. In either case, the faculty officer shall request the cooperation of the University administration in reserving appropriate times and places for meetings.

In article 5 –

**3.8 Faculty Review of Senate Action.** Actions of the Senate shall be reviewed by the faculty upon petition of thirty members of the faculty, delivered to the **chairperson secretary** of the faculty, within fifteen days from the publication of the minutes of the Senate meeting at which the action was taken.