

FACULTY CONSTITUTION

(Adopted April 2004)

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BLUEFIELD STATE COLLEGE
BLUEFIELD WEST VIRGINIA

PREAMBLE

Whereas, we recognize the strength of participatory governance and the role of our faculty in fulfilling our responsibilities with respect to academic affairs and policies, and assuring forceful and articulate representation of faculty interests, for the common good of the college, we do hereby establish a representative Faculty Senate.

The purpose of the Faculty Senate is to enable the faculty to fulfill its function with respect to academic and educational policies and other affairs of Bluefield State College. The Faculty Senate is intended to assure forceful and articulate representation of faculty interests and of the faculty view of the common good of the college community, in accordance with recognized principles of participatory college governance.

The Faculty Senate shall serve as the official voice and policy formulating body of the faculty on all matters which fall within its jurisdiction. The Faculty Senate may express an opinion, take a stand on any issue, or recommend solutions to decision makers on any issue affecting the faculty, academic life, or the academic environment at Bluefield State College. To be effective in this role, faculty members must be willing to stand up, speak out, and take responsibility, in an atmosphere of integrity and trust in elective faculty senate representation.

The Faculty Senate, through its officers, shall serve as the official voice of the faculty in communication with the president's administration and our Board of Governors. Accordingly, the Faculty Senate shall be a legislative and advisory body representing the faculty and shall consist of elected and *ex officio* members.

The functions, duties, and privileges of the Faculty Senate are set forth in the document as follows:

ARTICLE I. NAME

§1 The name of this organization shall be the Bluefield State College Faculty Senate.

ARTICLE II. FUNCTIONS OF THE FACULTY SENATE

§1 Upon approval of the college president, there shall be a line item in the college's budget to cover financial needs of the Faculty Senate.

§2 The Faculty Senate shall establish such committees as are necessary for the performance of its duties.

§3 The Faculty Senate may consider any matter of academic policy or faculty welfare which has been recommended by any standing or special committee of Bluefield State college, or may initiate consideration of any such matters as it deems desirable. The Faculty Senate may, at its own discretion, seek the advice and counsel of any member of the general faculty.

- §4 The Faculty Senate shall make recommendations on behalf of the faculty on matters including (but not restricted to) the following specific areas:
- [A] admission, recruitment, and retention policies
 - [B] academic policies: class attendance, examinations, class withdrawal, grading, registration, scheduling, and academic advising
 - [C] new undergraduate and graduate degrees, programs
 - [D] general education requirements
 - [E] the college calendar
 - [F] the college budget and fiscal exigency plan
 - [G] procedures for assessment of faculty and academic programs
 - [H] policies concerning faculty recruitment and appointments
 - [I] policies concerning faculty raises and promotions
 - [J] tenure standards and procedures
 - [K] academic freedom and due process procedures for faculty
 - [L] procedures for release of non-tenured faculty and dismissal of tenured faculty
 - [M] policies for selection and compensation of summer and adjunct faculty
 - [N] policies governing selection & roles of Department Chairs & Academic Deans
 - [O] faculty role, if any, in selection of the President & Executive Vice President for Academic Affairs
 - [P] process for faculty evaluation, if any, of Department Chairs
 - [Q] process for faculty evaluation, if any, of Academic Deans
 - [R] professional responsibilities and duties of faculty
 - [S] fringe benefits and faculty welfare
 - [T] summer school policies
 - [U] traffic and parking policies
 - [V] professional conduct of faculty
 - [W] instructional technology and academic computing
 - [X] web-based instruction
 - [Y] library holdings

In each of these areas, the Faculty Senate shall initiate recommendations for changes in policy, as well as monitor and comment on the implementation and execution of existing policies. The Faculty Senate may monitor and comment on the implementation and execution of existing policies of internal governance and also may initiate and recommend changes related to internal-governance policies.

§5 The Faculty Senate may comment on any matter which affects the College as a whole.

§6 The Faculty Senate, through its Executive Committee, shall serve as the primary formal voice of the faculty in direct communication with the President, Vice Presidents, and the Bluefield State College Board of Governors.

ARTICLE III. AGENDA OF THE FACULTY SENATE

- §1 The Executive Committee consisting of the Chair, Vice Chair, Secretary, the immediate past Chair, Board of Governors representative, Advisory Council of Faculty representative and the Executive Vice President for Academic Affairs, shall establish the agenda for Faculty Senate meetings [ex-officio, non-voting].
- §2 The minutes of each meeting of the Faculty Senate shall specify the disposition of all matters brought before the Faculty Senate, including tabled items.

ARTICLE IV. PURPOSE

- §1 The purpose of this organization shall be to provide for the participation of the faculty in the formulation, implementation, and review of institutional policies and to provide the means by which the faculty may participate in the governance of the college and take action on matters with which it is directly concerned.
- §2 The Bluefield State College faculty shall act in the advisory capacity on all matters of institutional policy with respect to educational purposes, including degree requirements established by the Higher Education Policy Commission and the Bluefield State Board of Governors, academic standards, student conduct, student and faculty welfare, and general college development. If the president of the college disapproves any faculty initiative, the proposal shall be returned to the faculty with objections noted.

ARTICLE V. MEMBERSHIP

- §1 The Bluefield State College faculty shall consist of all individuals holding the rank of instructor, assistant professor, associate professor, or professor, who are full-time employees of Bluefield State College. Professors emeritus and emeriti shall be welcomed as ex-officio, non-voting observers at faculty meetings.
- §2 A member of the Faculty Senate who spends more than one semester performing functions which do not include teaching at least one class or performing functions which are not normally associated with teaching must resign from the Senate, with a school replacement being elected to serve the remainder of the term. (Functions normally associated with teaching include, for example, faculty development academic leave or other leave to do research.)

ARTICLE VI. OFFICERS

- §1 The officers of the Faculty Senate shall be a Chair, a Vice-Chair, and a Secretary. The Chair and the Vice-Chair must come from different Schools. These officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the faculty.

§2 At the regular Faculty Senate meeting held in March of each year, it shall be announced that faculty officers will be elected at the Faculty Senate meeting in April. Candidates for office must be members of the Faculty Senate and can be nominated by any full-time faculty member, and nominations will be forwarded to the current Secretary of the faculty before the election at the Faculty Senate meeting in April. Additional nominations from the floor shall be permitted.

The officers shall be elected by ballot to serve for two years, and their term of office shall begin July 1st following the Faculty Senate meeting at which they are elected.

§4 No faculty member shall hold more than one office at a time.

ARTICLE VII. MEETINGS

§1 The faculty senate shall hold regular monthly meetings during the academic year, at a time and place to be determined by the faculty in general assembly, except when the Faculty Senate determines that such meetings are not needed. Due notice will be given so the faculty can participate in these meetings. The Chair, Vice-Chair, or a representative designated by the Chair shall preside at all meetings. The rules of parliamentary procedure shall be observed.

§2 The President of the College, the Executive Vice President, and/or the Faculty Senate shall be empowered to call special meetings of the faculty when circumstances requiring such action arise.

§3 The president of the institution shall meet at least quarterly with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

§4 The Bluefield State Board of Governors shall meet at least annually with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

§5 A quorum for meetings of the general membership of faculty shall consist of 20 members.

§6 All meetings shall be conducted in accordance with the constitution and by-laws of the Faculty Senate and with the latest edition of *Roberts' Rules of Order*.

§7 Each elected member of the Faculty Senate shall have one vote. All matters shall be decided by a majority vote of those senators present and voting except as stated in this constitution.

§8 A quorum for meetings of the Faculty Senate shall consist of three-fifths of the elected faculty members of the Faculty Senate.

§9 A school may appoint a substitute senate representative from the same constituency. The senator shall inform the Chair and the Secretary of the Faculty Senate in advance of the meeting at which the substitute will serve. The substitute senator shall have full voting privileges.

§10 According to Roberts' Rules of Order, a tie vote fails.

ARTICLE VIII. RECORDS

- §1 A Secretary of the faculty shall be elected by majority vote of members present and voting at the regularly scheduled meeting of the Faculty Senate in April and shall serve for two years, and the same individual may be re-elected as many times as the faculty Senate so desires. The Secretary will serve as a voting member of the Faculty Senate.
- §2 The function of the Faculty Senate Secretary shall be to record and distribute the minutes of all General Faculty and Faculty Senate meetings.
- §3 The duties of the Faculty Senate Secretary shall be:
- a. to record, reproduce, and distribute to all faculty members and other concerned individuals complete minutes of all General Faculty meetings.
 - b. to attend all Faculty Senate meetings as a member in order to record, reproduce, and distribute to all faculty and other concerned individuals complete minutes of all meetings of the Faculty Senate.
 - c. to handle, on direction of the Faculty Senate and/or its Chair, all written communication between that body and other groups or individuals.
- §4 Each faculty committee and each recognized school of the college shall keep minutes of its meetings. The Chair of each faculty committee and the Dean of each school of the college is responsible for sending a copy of minutes from all meetings to the Secretary of the faculty.

ARTICLE IX. FACULTY SENATE

- §1 There shall be a Faculty Senate.
- §2 The voting membership of the Faculty Senate shall consist of four representatives elected by faculty from each of the individual schools. In accordance with WV State Code §18B-6-3, during the month of April of each even-numbered year, each president of a state institution of higher education, at the direction of the faculty and in accordance with procedures established by the faculty, shall convene a meeting or otherwise institute a balloting process to elect the members of the Faculty Senate. Members serve a term of two years, which term begins on July 1, of each even-numbered year. Members of the faculty Senate are eligible to succeed themselves. The Faculty Senate shall elect a Chairperson, Vice-Chair, and Secretary from among its members. The Chairperson and Vice-Chair serve a term of two years, and may serve no more than two consecutive terms.

The Chair and the Vice-Chair must come from different schools. If, at the Faculty Senate meeting where the elections are held, two individuals from the same school receive the greatest number of votes for each position, the one receiving the greatest number of votes for the position of Chair will serve in that capacity; and the individual presiding over the election will call for a new vote for the Vice-Chair, with no one from the school represented by the new Chair being eligible for Vice-Chair..

The faculty representatives to the Advisory Council of Faculty and the Board of Governors shall be ex-officio, non-voting members of the Faculty Senate, unless elected by a school as its voting representative to the Faculty Senate. These representatives serve a term of two years and are eligible to succeed themselves.

- §3 The Faculty Senate shall serve as the official voice and policy-formulating body of the faculty on all matters which fall within its jurisdiction.

Actions of the Faculty Senate are subject to amendment or disapproval by the General Faculty for a period of 10 calendar days that the college is in session following distribution of the minutes of the meeting at which such action was approved by the Faculty Senate. Such amendment or disapproval is to be by vote to that effect by two-thirds of the membership of the General Faculty at a meeting of the General Faculty called for that purpose by petition of at least 20 percent of the members of the General Faculty. The meeting shall be called by the Chair of the Faculty Senate; if the Chair of the Faculty Senate is unable or unwilling to do so, by any other member of the Faculty Senate; or, that failing, by the senior members of the faculty.

ARTICLE X. COMMITTEES OF THE FACULTY SENATE

- §1 The Faculty Senate shall maintain five standing committees during the academic year. Based on senator indicated preferences, the Executive Committee will establish the membership of the standing committees. The committees and their areas of responsibility are listed below, with the subcommittee structure, should one be established by a committee, not necessarily as implied by the sub-listing.
- §2 The immediate past Faculty Senate Chair shall serve as an ex-officio, non-voting member of the Executive Committee, for one year following the end of his or her term as Chair.
- §3 The Chair of the Faculty Senate shall request monthly reports from the Chairs of the standing committees to determine items of senate business to be included in the monthly recorded meeting minutes of the Faculty Senate meeting.

A. Executive Committee

Membership: Chair†, Vice Chair†, Secretary†, Board of Governors Representative‡, Advisory Council of Faculty Representative‡, Immediate Past Faculty Senate Chair [one year term, non-voting], Executive Vice President for Academic Affairs [ex-officio, non-voting]

Responsibilities:

Faculty Senate Constitution
Membership
Amendments
Bylaws
Internal College Governance

Committee Structures
Committee Functions and Reporting
Agenda
Scheduling
Minutes Management
Elections
General Faculty Communications and Reports
Board of Governors
WV HEPC Advisory Council of Faculty

B. Academic Affairs Committee

Membership: (16) Senators from each School [4 elected by each school as a senator—each serves on Academic Affairs Committee]
Executive Vice President of Academic Affairs [ex-officio, non-voting]

Responsibilities:

Academic Policies and Procedures
Registration, Advising, Probation and Suspension, Class Load,
Commencement, Part-Time and Adjunct Faculty, Academic
Calendar, Release Time
Enrollment
Enrollment Management and Planning, Recruitment and
Admissions, Catalogs and other Publications, Summer, Night, and
Weekend School, Web-based Enrollment
Tenure Buyout Policies and Procedures
Development of Promotion and Tenure Review Policies and Procedures
Grievance and Due Process
Curriculum Management
[Reports Findings to Executive Vice President for Academic Affairs]

Subcommittee: Curriculum Management

Membership: (4) One Non-Senator from each School [elected within each school specifically to serve on this committee][ALL committee members are elected for a two-year term with a limit of 2 consecutive terms]

Responsibilities:

Undergraduate Curriculum
General Education, Requirements for Graduation, Degree
Programs (Adding Programs, Discontinuing Programs,
merging Departments or Schools, Creating Departments or
a new School), New Minors, Broad Curricular Changes
Graduate and Extended Education
Broad Policy and Curricular Changes in Graduate Programs,
Continuing Education (Adult Degree Program, Non-

traditional Programs) Off-Campus Courses and Programs,
Cooperative Programs

Subcommittee: Technology Committee

Membership: (4) One member per school [elected within each school specifically to serve on this committee][ALL committee members are elected for a two-year term with a limit of 2 consecutive terms]
Associate Director of Instructional Technologies

Responsibilities:

Evaluate LMS platforms
Evaluate programs/resources for online instruction (i.e., video streaming file sharing, etc.)
Develop policies for online education
Determine faculty qualifications to administer online courses
Evaluate potential areas of growth for online curriculum
Reports to VP for Academic Affairs

C. Assessment Committee

Membership:

(4) One Senator from each School [elected by each school as a senator]
(4) One representative from each School [elected within each school specifically to serve on this committee] [ALL committee members are elected for a 2-year term with a limit of 2 consecutive terms]
Director of Assessment [ex-officio, non-voting]

Responsibilities:

Faculty Evaluation Procedures
Undergraduate Program Evaluation
Student Evaluation Procedures
Continual Improvement
Graduate Program Evaluation
College & Program Accreditations Data Evaluation
Extended Learning Evaluation
Reports Findings to Executive Vice President for Academic Affairs

D. Planning and Budgeting Committee

Membership:

(4) One Senator from each School [elected by each school as a senator]
(4) One representative from each School [elected within each school specifically to serve on this committee]
[ALL committee members are elected for a 2-year term with a limit of 2 consecutive terms]
Vice President Financial & Administrative Affairs [ex-officio, non-voting]

Responsibilities:

Fiscal Exigency
Facilities, Space Utilization, Physical Plant, College Budget
Priorities, Long-Range Planning, Communications, Administrative
Support
College Budget and Priorities
Long-Range Planning
Academic Resources
Library, Technology Support, Departmental Equipment and
Supplies, Grants and Contracts

E. Professional Development Committee

Membership:

(4) One Senator from each School [elected by each school as a senator]
(4) One Representative from each School [elected within each school
specifically to serve on this committee]
[ALL committee members are elected for a 2-year term with a limit of 2
consecutive terms]
Board of Governors Rep‡,
WV HEPC Advisory Council of Faculty Rep‡
[‡elected by the General Faculty in April for a 2-year term with a limit of 2
consecutive terms , non-voting]
President of BSC [ex-officio, non-voting]

Responsibilities:

Faculty Morale
Professional Standards
Diversity Issues
Salaries and Fringe Benefits
Research and Development
Buyouts and Sabbaticals
Faculty Quality Improvement Programs
Public Relations and Image Improvement

§2 Additional standing committees as defined below are established with representatives elected as specified.

A. Promotion and Tenure Review Committee

Membership:

(4) One Representative from each School [elected within each school
specifically to serve on this committee]
[ALL committee members must be tenured and are elected for a 2-year term
with a limit of 2 consecutive terms]

Responsibilities:

Promotion and Tenure Application Review
Post-Tenure Review

B. Student Academic Appeals Committee

Membership:

(4) One Representative from each School [elected within each school specifically to serve on this committee] [ALL committee members are elected for a 2-year term with a limit of 2 consecutive terms]
Two students elected by the Student Government Association
Executive Vice President for Academic Affairs or designate [ex-officio, non-voting]
Registrar or designate [ex-officio, non-voting]

Responsibilities:

Implementation and Maintenance of Academic Standards
Conduct Hearings Involving Student Appeals of Academics
Reports Recommendations to the Vice President for Academic Affairs

§2 At least one member of the General Faculty shall be included among the faculty representatives on the following college-wide committees:

Activities
Athletics
Classified Grievances
College Council
Financial Aid Advisory
Personnel Development
Student Conduct
Student Publications
Student Union Board

Faculty representatives will be elected at the General Faculty meeting in April to specifically serve on these committees. All committee members are elected for a two-year term with a limit of 2 consecutive terms.

ARTICLE XI. AMENDMENTS TO THE CONSTITUTION AND BYLAWS OF THE FACULTY SENATE

§1 Proposed amendments to the constitution and/or bylaws of the Faculty Senate shall be presented first at a regular meeting of the Faculty Senate for discussion and voted upon at the next regular meeting. An amendment approved by the Faculty Senate becomes effective upon approval by a majority of the members of the General Faculty voting in a meeting for that purpose, as determined by the Faculty Senate. A proposed amendment not approved by the Faculty Senate shall require a two-thirds affirmative vote of the members of the General Faculty for approval in a

meeting called for that purpose by petition of at least 20 percent of the members of the General Faculty. The meeting shall be called by the Chair of the Faculty Senate, and in his/her absence, by the Vice Chair. Voting by the General Faculty on proposed amendments to the constitution and/or bylaws of the Faculty Senate at a meeting called for that purpose shall be administered and supervised by the Executive Committee of the Faculty Senate which shall promptly report the results of such voting to the General Faculty and maintain a written record of the proposed amendments and results of voting by the General Faculty.