

# **THE CONSTITUTION OF THE FACULTY SENATE OF FAIRMONT STATE UNIVERSITY**

## **ARTICLE I. Name, Purpose, and Jurisdiction**

**Section 1.** The name of this society shall be the Faculty Senate of Fairmont State University.

**Section 2.** The Faculty Senate shall act as the principal agent of the Faculty of Fairmont State University in policy determination and communication with administration and the Board of Governors.

**Section 3.** Throughout this Constitution and Bylaws, the expression “University” shall denote Fairmont State University; the expression “Faculty” shall denote the full-time faculty of Fairmont State University, unless otherwise specified; the expression “Faculty member” shall denote a member of the same. Faculty Equivalent Academic Professional (FEAP) with full-time classroom instruction duties shall be considered full-time faculty for the purposes of voting in Senate elections (including academic unit elections for Senate representatives) but not eligible to serve as Senators. Dean, Chairs, and faculty with 50 percent or more administrative duties may not serve as Senators.

## **ARTICLE II. Membership**

**Section 1.** Unless otherwise specified the term “election” shall denote election conducted by electronic secret ballot distributed through Fairmont State University’s official email system. Any academic unit may choose to elect unit representatives by other means.

**Section 2.** . Each Academic Unit of the University shall elect one senator for each ten full-time faculty members or fractions thereof. Academic Units with five or fewer full-time faculty members (as defined in this Constitution) may choose to cede representation on one or more elected committees and/or on Senate to faculty from the College in which the Unit resides. The Academic Unit faculty must agree by a majority to cede representation; the College faculty as a whole must agree to provide representation; the Unit must inform the President of the Senate in writing of the decision. The period of ceding representation is two years. For the purposes of this Constitution, the definition of academic unit shall be the same as set forth in the Bylaws of the Faculty Senate and such definition is incorporated herein by reference. The term for senators so elected shall be two years. The Library is designated as an academic support unit and is permitted to elect one senator.

- a. These elections shall be conducted by the Academic Unit’s meeting of the academic year that falls prior to the penultimate Senate meeting of the academic year.
- b. Deans and Chairs shall neither be eligible to vote, except in case of a tie, nor be elected at such elections. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as Senators.
- c. To be eligible for election to the Senate, a candidate shall have been a Faculty member at Fairmont State University for at least two complete academic years by the September following their election. However, this requirement may be waived if no qualified person is available.
- d. If a vacancy in an unexpired term of an elected Senator occurs, it shall be filled by a special election in the appropriate Academic Unit.

**Section 3.** Academic Affairs shall elect two Senators who meet the time qualifications for Senate membership stated in Article II, Section 2.c (above).

- a. The term of office for Senators so elected shall be two years.

- b. The election of these Senators shall be conducted at Academic Affairs meeting that falls prior to the penultimate Senate meeting of the academic year.
- c. Senators representing Academic Affairs may include deans, chairs, or faculty with 50 percent or more administrative duties.
- d. The President of the University and the Provost and Academic Vice-President shall not be eligible to be elected to the Senate by Academic Affairs.
- e. If a Senator elected by Academic Affairs should relinquish the position on Academic Affairs for any reason, that person's name shall be removed from the Senate roll immediately, and a vacancy shall be considered to exist. If a vacancy in an unexpired term of a Senator from Academic Affairs occurs, the vacancy shall be filled by a special election conducted by Academic Affairs.

**Section 4.** The Fairmont State University representative to the Advisory Council of Faculty (ACF) shall be elected by the full faculty. The representative to the ACF is responsible for representing the interests of the faculty to the ACF and reporting on ACF meetings to the Faculty Senate. The representative shall be a full, voting member of Senate.

- a. In accordance with West Virginia Code §18B-6-2(b)(2), the term of office for the representative will be two years. Representatives shall be eligible to succeed themselves.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.
- c. No person shall serve as both a Senator from an academic unit and the ACF representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year.
- e. The election of the representative will occur in odd-numbered years.
- f. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Faculty Senate Executive Committee.

**Section 5.** The Fairmont State University faculty representative to the Fairmont State Board of Governors (BOG) shall be elected by the full faculty. The representative is responsible for representing the interests of the faculty to the BOG and reporting on BOG meetings to the Faculty Senate. The representative shall be a full, voting member of Senate.

- a. In accordance with West Virginia Code Section §18B-2A-1(d)(2), the term of office for the faculty representative will be two years. The faculty representative is eligible to succeed himself or herself for three additional terms, not to exceed a total of eight consecutive years.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.
- c. No person shall serve as both a Senator from an academic unit and the BOG representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year.
- e. The election of the representative will occur in odd-numbered years.
- f. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Executive Committee.

**Section 6.** Two members of the student body of Fairmont State University serve as members-at-large in the Faculty Senate.

- a. Student members shall be selected by the entire student body in a manner determined by Student Government.
- b. Such selection shall occur at the first meeting of the Student Government for the current academic year.
- c. The term of office for student members shall be one academic year.
- d. To be eligible to serve in the Faculty Senate a student must be a full-time student. The student must have an overall grade point average of at least two and two tenths (2.2) at the time of election.
- e. No student shall be eligible to serve on the Executive Committee.
- f. A vacancy in an unexpired student term shall be filled by Student Government.

**Section 7.** Any duly elected member of the Senate who is temporarily appointed to an acting administrative position should not be removed from Senate membership unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, that member shall resign the Executive Committee position and a replacement member shall be appointed by the Senate President.

### **ARTICLE III. Officers**

**Section 1.** The Senate shall biennially elect a President. The President of the Senate may not serve more than two consecutive terms in office. The Senate shall annually elect the following officers: Vice President, Secretary, a Webmaster, and three at-large members of the Executive Committee. These officers may not serve more than three consecutive one-year terms.

**Section 2.** The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, distribute the Senate agenda, and serve as ex-officio member of all Faculty Senate committees. The President may select a Parliamentarian from the full-time faculty to serve during that term of office, but such Parliamentarian shall not vote in the Senate unless the Parliamentarian is also a Senator. The President, or appointee(s), shall provide orientation for all newly elected members of the Senate.

**Section 3.** If the President of the Senate shall resign or for any reason be removed from the office during an academic year, the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President. In such a circumstance the Vice President shall serve in the capacity of President until the final meeting of the Senate in the academic year in which the President either resigns or is removed from office. At the penultimate meeting the President shall include in the nominations to be presented to the Senate at the final meeting the unexpired term of President and at the final meeting the Senate shall choose a President to fulfill the unexpired term of the former President.

The Vice President of the Senate shall preside in the absence of the President and shall serve as a member of the Executive Committee of the Senate.

**Section 4.** The Secretary of the Senate shall record the proceedings of each meeting of the Senate and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty.

**Section 5.** The Webmaster shall maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member. The Webmaster shall also maintain appropriate files for retaining Senate records.

#### **ARTICLE IV. Meetings**

**Section 1.** Regular meetings of the Senate shall be held monthly at times to be decided by the Senate Executive Committee.

**Section 2.** Special meetings may be called by the President of the Senate, the President of the University, or upon the written petition to the President of the Senate by any five Senators or any twenty members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each Senator at least forty-eight hours in advance of each meeting.

#### **ARTICLE V. Amendments**

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate followed by the approval of a two-thirds (2/3) vote of the Faculty members present at a General Faculty meeting. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.

#### **Addenda**

1. In the event that any provision of this Constitution shall conflict with the Policies of the Fairmont State Board of Governors, such BOG Policies shall govern.
2. Unless otherwise provided in this Constitution, all proceedings shall be governed by Robert's Rules of Order.

**FAIRMONT STATE UNIVERSITY  
FACULTY SENATE BYLAWS**

**ARTICLE I. Membership**

Membership of the Senate is as defined in Article I, Section 3 of the Constitution. Academic Units are defined by the following list:

**Current Structure (2021-2022 Academic Year):**

**College of Nursing**

ASN

BSN

**College of Education, Health & Human Performance**

Department of Education

Department of Health and Human Performance

**College of Business & Aviation**

Department of Marketing & Management Studies

Department of Accounting, Economics, & Finance

Department of Aviation

**College of Liberal Arts**

Department of Humanities

Department of Behavioral Sciences

Department of Social Sciences

**College of Science & Technology**

Department of Natural Sciences

Department of Computer Science & Mathematics

Department of Architecture, Art, & Design

Department of Engineering Technology

**Library**

**ARTICLE II. Meetings**

**Section 1.** Regular meetings of the Faculty Senate shall be held each month during the academic year, on dates and at times to be determined and announced by the Executive Committee. A list of dates for such forthcoming meetings shall be published annually and distributed to each Senator at least ten days prior to the first meeting of the fall semester. Senators are expected to make themselves available for extended business and discussions when necessary.

**Section 2.** Except where specifically prohibited in these Bylaws, the terms written notice and written communication shall be construed to include all forms of electronic communications. Only electronic notifications or communications sent via Fairmont State University's email system shall be deemed to satisfy the requirement of written notice and written communication.

**Section 3.** The last regularly scheduled Senate meeting of each academic year, which shall follow the annual Academic Unit Senate elections, shall be held for the purpose of electing new officers for the next year. The meeting shall be called and chaired by the President of the outgoing Senate.

**Section 4.** The Senators present at any meeting may, by a majority vote of those present, change the date for any subsequent meeting or call a special meeting.

**Section 5.** Any member of the University community with a direct interest in the business of any Senate meeting shall have the right to attend such meeting. Subject to recognition and approval of the presiding officer of the Senate, this attendee may plead his/her case to redress interests relevant to the business of the Senate.

**Section 6.** A Senator unable to be in attendance for a particular meeting should send a substitute representative from the same Academic Unit who meets the requirements for Faculty Senate membership. The individual designated as a substitute shall assume the seat and vote for the absent member provided that notice of such substitution is given to the President and Secretary of the Senate prior to the call to order of the meeting.

**Section 7.** When meeting in person, all members of the Senate entitled to vote shall be seated directly around the table.

**Section 8.** The presence of at least fifty percent (50%) of the members or their substitutes shall constitute a quorum. The Faculty Senate Executive Committee shall designate whether a meeting is in person or remote.

**Section 9.** Meetings of the Senate shall be conducted in accordance with the current edition of Robert's Rules of Order, except as otherwise provided in the Bylaws.

### **ARTICLE III. Officers**

**Section 1.** During the regularly scheduled penultimate Senate meeting of the academic year, the President of the Senate shall appoint a Nominating Committee of five members of the Faculty Senate charged with providing a slate of proposed Senate officers.

**Section 2.** The Senate shall, by secret ballot, elect biennially during the final Senate meeting of the academic year or whenever a vacancy exists, a President. The Senate shall, by secret ballot, elect annually during the final meeting or whenever a vacancy exists, a Vice President, a Secretary, a Webmaster, and three members of the Executive Committee from among its elected members.

**Section 3.** The minimum qualification of a Senate officer is one year's service as a member of the Senate prior to election. This requirement may be waived and an exception made upon a majority vote of the Senate.

**Section 4.** The term of office for the President of the Senate shall be two years, except when an election is held to fill a vacancy, in which case the period shall be for the unexpired part of the original term of office. If the President of the Senate shall resign or for any reason be removed from the office during an academic

year the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President. In such a circumstance the Vice President shall serve in the capacity of President until the final meeting of the Senate in the academic year in which the President either resigns or is removed from office. At the penultimate meeting of the academic year, the President shall include in the nominations to be presented to the Senate at the final meeting the unexpired term of President and at the final meeting the Senate shall choose a President to fulfill the unexpired term of the former President. The term of office for the Vice President, Secretary, Webmaster, and Executive Committee members shall be one year except when an election is held to fill a vacancy, in which case the period shall be for the unexpired part of the original term of office. Officers shall be eligible for re-election for up to three consecutive one-year terms. After three consecutive terms on the Executive Committee, in any position except the presidency, members must cycle off for at least one year. The President of the Senate may not serve more than two consecutive terms.

**Section 5.** The Academic Unit whose Senator will be serving as President of the Senate will be required to choose a substitute Senator to serve during the term of the President. The senatorial term of the President of the Faculty Senate shall continue for as long as the faculty member is the President of the Senate. At the end of the presidential term, there shall be an election in the Academic Unit for the senatorial seat.

#### **ARTICLE IV. Executive Committee**

**Section 1.** The Executive Committee shall be composed of the President of the Senate, who shall be its chair; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; the Webmaster; and three elected Senators, who shall be chosen by the Senate.

**Section 2.** It shall be the duty of the Executive Committee to:

- a. Arrange the agenda for Senate meetings and designate items of business as major or minor.
- b. Serve as a channel through which any member of the faculty may introduce matters for consideration by the Senate.
- c. Assist in carrying into effect the rules, regulations, and actions of the Senate.
- d. Act for the Senate on an emergency basis between meetings of the Senate, with such action reported for confirmation at the next Senate meeting.
- e. Recommend formation of such *ad hoc* committees within the Senate as may seem desirable.
- f. Recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution and Bylaws.
- g. Prepare and submit reports on the work of the Senate to the University President and the Faculty.

**Section 3.** It shall be the duty of the Webmaster to maintain the Faculty Senate webpage, including:

- a. Publish the meeting agenda prior to the meeting.
- b. Publish meeting minutes once they are approved by Senate.
- c. Publish such other material as may assist Senators in the execution of their duties.
- d. Archive records and ensure that published information is accurate.

#### **ARTICLE V. Voting Procedure**

**Section 1.** Policy determination shall be by majority vote of the Senators present provided a quorum is

constituted. Policies shall be effective after passage by the Senate and approval by the President of the University. The latter may interpose a veto on any Senate action, in which case the Senate may direct the President of the Senate to invite the President of the University to present a rationale for the veto.

**Section 2.** The presiding officer of the Senate shall not vote except in the case of a tie.

**Section 3.** A written, secret ballot shall be used in all elections.

**Section 4.** Any matter introduced in the Senate will be classified as either major or minor business. This classification will be made by the Executive Committee for items placed on the agenda and by the presiding officer for items introduced from the floor. However, a classification may be changed by a majority vote of the Senators present. An item classed as minor may be discussed, amended and disposed of at the meeting in which it is introduced. An item classed as major will require two meetings for final disposition.

- a. Discussion shall be terminated by a majority vote to pass the item to a "second reading" at the next meeting.
- b. At the next meeting (either regular or special), the item may be discussed, amended, and moved to final disposition.

**Section 5.** A voice vote shall be used to decide all major items of business, unless a Senator requests a secret ballot.

**Section 6.** On any matter before the Senate, a vote of two-thirds (2/3) of those Senators present shall be empowered to end debate.

#### **ARTICLE VI. Faculty Senate Committees – Rules of General Application**

**Section 1.** Standing and *ad hoc* committees shall be established by the Senate as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Fairmont State University.

**Section 2.** All committees shall follow the Rules of General Application and the processes specific to the Committee provided in Article VI of these Bylaws. *Ad hoc* committees may have additional or different rules and processes, which are subject to Senate approval.

**Section 3.** Each committee shall meet at least once each semester. Notice shall be provided to the President of the Senate by the Committee Chair if a committee does not satisfy this meeting requirement.

**Section 4.** Notice of all regular meetings of committees shall be announced through the Faculty Senate page of the Fairmont State University website. Members of standing committees shall be notified of meeting dates electronically by the Committee Chair.

**Section 5.** All committee meetings will be open to all interested persons, unless the committee determines a closed meeting is necessary to protect personal rights of privacy as provided for in WV Code §6-9A-4. Committee Chairs shall provide the Senate Webmaster with a list of meeting dates to be published on the Senate website. Committees without regularly scheduled meetings shall provide the Senate Webmaster with reasonable notice.



**Section 6.** Each committee shall keep adequate records of committee business. Committee matters of general importance to the University shall be reported promptly to the President of the Senate, who shall report to the Executive Committee to determine further action.

**Section 7.** At the close of each semester each committee shall send a report of its activities in writing to the Executive Committee of the Senate. Additional reports may be requested by the Senate at any time.

**Section 8.** Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Senate relevant to the issues which they have explored. Procedural or policy changes recommended by a faculty committee which affect the instructional program or faculty welfare must be approved by the Senate and the President of the University. Procedural or policy changes that do not affect the instructional program or faculty welfare shall be referred to the appropriate Academic Unit.

**Section 9.** For those Committees requiring elections, each Academic Unit shall, at its penultimate meeting of the academic year, elect its members for a two-year term to begin the following semester. The Academic Units electing their representative during odd years will be:

**Department of Natural Sciences; Department of Architecture, Art, & Design; Department of Engineering Technology; Department of Marketing & Management Studies; Department of Health and Human Performance; Department of Humanities; and Nursing ASN.**

Those electing representatives during even years will be:

**Department of Behavioral Sciences; Department of Social Sciences; Department of Accounting, Economics, & Finance; Department of Aviation; Department of Computer Science & Mathematics; Department of Education; Nursing BSN; and Library.**

**Section 10.** For the purpose of continuity, faculty members who are elected, appointed or who serve by choice on any Senate committee will serve for a period of two years. In the event a committee member is unable to complete the two-year term, the Faculty Senate Executive Committee will appoint a replacement to fill the unexpired term. However, a faculty member may request a change in membership if early termination of membership is desired. Furthermore, to allow as many faculty as possible to serve on the various Senate committees, and thus create a broad knowledge base about University policies, after serving for two years on any Senate committee, faculty members should choose to serve on a different committee.

**Section 11.** The Committee Chair from the previous academic year, acting in an *ex-officio* manner, shall call the first meeting of an academic year. Upon calling the meeting to order and the selection of a new Committee Chair, the *ex-officio* Committee Chair has fully discharged his or her responsibility and may be excused from the meeting.

**Section 12.** *Ex-officio* members of standing committees shall not vote on committee matters.

## **ARTICLE VII. Faculty Committees – Purpose, Organization, and Function**

**Section 1.** At the regularly scheduled final Senate meeting of the fall semester, the President of the Senate

shall appoint, and the Senate shall affirm, five members of the Faculty Senate to serve as the Committee on Committees, designating one of the five appointees to serve as chairperson. The Chairperson of the previous year's Committee on Committees shall be an *ex-officio* member.

**Section 2.** The Committee on Committees shall nominate as many faculty members to faculty committees as it deems necessary to fulfill each committee's function, with the exception of the Common Book, Curriculum Committee, the Faculty Development Committee, the Faculty Handbook Committee, the General Studies Committee, the Library Committee, and the Presidential Perception Survey Committee. When nominating faculty members for two year terms, the Committee on Committees should nominate representatives from Academic Units as provided in Article VI, Section 10 of these Bylaws. When naming *ex-officio* members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the *ex-officio* capacity.

**Section 3.** One student representative shall be selected to serve on each faculty committee for each ten faculty members or fraction thereof on the committee with the exception of the Curriculum Committee where two student representatives shall be selected. No student representative shall be selected for the Academic Appeals Board, Admissions & Credits, Faculty Development Committee, Faculty Harassment Complaint Committee, Faculty Personnel Committee, Faculty Welfare Committee, Faculty Handbook Committee, and the Presidential Perception Survey Committee. Committee chairpersons shall provide the Senate President with a list of student membership on Senate committees.

**Section 4.** The first reading of the proposed committee assignments will be at the regularly scheduled final Senate meeting of the academic year; the second reading, at the first regularly scheduled Senate meeting of the following academic year.

**A. ACADEMIC APPEALS BOARD.** The Academic Appeals Board shall consist of interested faculty from the Academic Units. The Academic Appeals Board shall conduct an impartial investigation of any charges by students of prejudicial or capricious evaluation and recommend appropriate action. Grade appeals shall have been presented to the College Dean, Associate Dean, and/or Chair and the Provost and Vice President for Academic Affairs or designee, prior to the presentation to the Academic Appeals Board.

Committee Procedure:

1. The Academic Appeals Board shall be composed of at least nine (9) full-time faculty members and nine (9) faculty nominees submitted by the Student Government each year. These nominees shall not include Deans, Associate Deans or Chairs of Academic Units.
2. This Board shall judge all student grade appeals within the jurisdiction of the academic calendar year.
3. At the start of each case, both the student and the instructor are entitled to dismiss two Board members from hearing their particular case. Board members may recuse themselves from hearing a particular case with permission of the Board Chairperson.
4. At least five Board members, after dismissals, must be present for a formal meeting of the Board.
5. The Board's Chairperson shall preside at appeals during the year except where the Chair is challenged by one of the parties to the appeal, or is a party to an appeal, or is otherwise unavailable. In such cases the Board shall elect a temporary Chairperson.

6. Consonant with the rules of good order, the Board shall determine its own order of procedure and may call advisors if it desires.
7. These rules provide the instructor the opportunity to respond to all charges.
8. In an appeal case both student and instructor shall submit a written statement to the Board no later than five business days in advance of the hearing. Each statement shall be made available to the other party.
9. Each party may have one advisor (faculty or student) from the Fairmont State University campus community and may call witnesses to present information directly related to the appeal case.
10. The Board shall conduct its hearing and deliberation in private.
11. The Board shall record the information presented by the parties involved. This recording shall then be submitted to the President of the University to be stored in a secure place until final resolution.
12. The written decision of the Academic Appeals Board shall be sent to the Provost and Vice President for Academic Affairs, the Dean, Associate Dean, and/or Chair of the College, and the instructor and student involved.

**B. ADMISSIONS AND CREDITS COMMITTEE.** The Admissions and Credits Committee shall:

- a. Serve as a Faculty Advisory group to the Office of the Registrar and the Office of Admissions. In this capacity, the Committee shall review general University policies adopted by these offices and recommend any appropriate changes.
- b. Be empowered to act upon individual cases involving admission, readmission, retention, and credits of students and shall also be empowered to render judgment on petitions for grade changes submitted by faculty and administration.

The Admissions and Credits Committee shall consist of interested members from the Academic Units. The Registrar, the Coordinator of the LEAD Center, the Admissions Manager, and the Manager of Recruiting shall be *ex-officio* members.

**C. ATHLETICS COMMITTEE.** The Athletics Committee shall consist of interested faculty from the Academic Units. The Director of Athletics, University NCAA Academic Representative, and the Faculty Athletic Representative shall act as *ex-officio* members. The Athletics Committee shall:

- a. Review and recommend policies that involve athletics.
- b. Advise the President and the Athletic Director in the determination and maintenance of high standards of performance by the Institution in this specialized area.
- c. Act as a liaison between faculty, students and administration.
- d. Monitor the athletic budget allocations and inter-collegiate schedules.
- e. Periodically review compliance with WVIAC, NCAA, and Title IX policies and regulations.
- f. Review and make judgement on all athletic transfer appeals.
- g. Meet at the end of each academic year and as needed during the academic year as determined by the Committee Chair.

**D. COMMON BOOK COMMITTEE.** The Common Book Committee shall:

- a. Publicize the book chosen for the year through appropriate programming and media support.
- b. Choose a book for the following year.

- c. Plan faculty development activities to help faculty integrate next year's book into classes.
- d. Conduct faculty/student assessment of the Common Book.

Each Academic Unit and the Library will send a representative to the Common Book Committee, which will also include representatives from Student Affairs, the Freshman Seminar Program, the Honors Program, and Student Government. The Common Book Committee will elect a chair each fall.

## **E. CURRICULUM COMMITTEE.**

### 1. Function

The Curriculum Committee shall review and recommend proposals affecting the academic program of the College, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning.

The Curriculum Committee shall:

- a. Act on all curriculum proposals that have been recommended by a college, department or unit and reported to the Provost and Vice President for Academic Affairs.
- b. Act as the primary curriculum committee for Honors, Library, and the Office of Provost curriculum proposals.
- c. Act upon any appeals from Deans, Chairpersons, or other members of the Faculty concerning disposition of curriculum proposals.
- d. Undertake research into the successes and failures of the University curriculum.
- e. Develop guidelines that will assist the University in curriculum development.

### 2. Organizational Structure

The Curriculum Committee reports to the Faculty Senate. All five (5) functions of the Committee will result in recommendations reported to the Faculty Senate for action. If there is a substantive change by the Faculty Senate in proposals passed by the Curriculum Committee, then the Faculty Senate shall return the amended proposals to the Curriculum Committee for further action one time.

### 3. Membership Composition

- a. One (1) member elected by each academic unit.
- b. The Chair shall serve as an *ex-officio* non-voting member.
- c. The Provost and Vice President for Academic Affairs, or his/her designee (*ex-officio*, non-voting).
- d. Office of Registrar representative (*ex-officio*, non-voting).
- e. The Deans of the college and designee may attend any committee meeting in an *ex officio* status and are encouraged to do so whenever a proposal is being presented by their respective unit.

## **F. FACULTY DEVELOPMENT COMMITTEE.** The Faculty Development Committee shall:

- a. Publicize and solicit applications for Faculty Development grants and awards; and
  - b. Select the recipients for final approval by the President of the University.
- The Faculty Development Committee shall consist of one member elected by each Academic Unit. In the event a committee member applies for a Faculty Development grant, the committee member should recuse themselves during the period of deliberation and subsequent vote. The Provost and Vice President for Academic Affairs or designee shall serve as an *ex-officio* member.

**G. FACULTY HANDBOOK COMMITTEE.** This Committee shall undertake an annual revision of the *Faculty Handbook*. This is a joint Senate and administrative committee. Each College of the University will be represented by one elected faculty member. The Provost will appoint three faculty members, one of whom will be from the Dean's Council. The Provost will also serve as a member of the Committee. Each fall, the Provost will provide members with professional development regarding best practices in the creation and maintenance of faculty handbooks. The Committee will be chaired by one of its faculty members elected by the membership. The Committee will update and revise the *Handbook* each spring. Upon approval by the Committee, the document will be sent to Senate for review and approval. After Senate approval, the Committee will submit the Handbook to the Provost. University Counsel and the Director of Human Resources will serve as *ex-officio* members.

**H. FACULTY HARASSMENT COMPLAINT COMMITTEE.** The Faculty Harassment Complaint Committee shall consist of six faculty members drawn from a panel of fifteen faculty members with representation from each Academic Unit in accordance with the committee procedures that follow. This committee shall:

1. Conduct a formal hearing in accordance with the University's Harassment Policy and
2. Make recommendations to the President of the University.

Committee Procedure:

- a. The President of the University shall strike six faculty members from the panel of fifteen members and then furnish the complainant and the faculty member who is respondent a list of nine faculty members with instructions that each strike two names and return the list to the President within ten days.
- b. If for any reason the faculty member and the complainant fail to strike or strike the same faculty, the President shall, within five days, strike a sufficient number to reduce the members to six, who shall constitute the formal hearing committee.
- c. The President shall promptly notify the six members in writing that they have been selected to constitute a formal Hearing Committee and that they are responsible for selecting one of their members to be Chairperson. The President shall designate a time and place for their meeting to make such selection and to set a date for the hearing.
- d. The Chairperson shall give timely notice by certified mail to the concerned persons of the time and place for the hearing.
- e. The hearing shall be conducted with as little delay as possible.

- f. The Hearing Committee shall hear such proof of facts as may be deemed proper and reasonable. The complainant and the faculty member shall have the opportunity to submit evidence relevant to the complaint.
- g. Witnesses shall be examined under oath in the manner and form and in the order designated by the Committee.
- h. The complainant and the faculty member shall have the right to have an advisor or legal counsel at their own expense.
- i. Formal rules of evidence shall not apply in such hearings.
- j. Testimony shall be recorded.
- k. As soon as practicable after the hearing, the Hearing Committee shall deliver to the President a recording of the testimony, the summary of the hearing, and the findings and recommendations of the Committee.
- l. If the claim of harassment is considered to have been verified, the Provost and Vice President for Academic Affairs shall recommend an appropriate sanction or sanctions to the President.
- m. Faculty grievance procedures set forth in the Faculty Handbook may be used to appeal imposed sanctions.

**I. FACULTY PERSONNEL COMMITTEE.** The Faculty Personnel Committee shall make recommendations through the Provost and Vice President for Academic Affairs to the University President on professional personnel concerning tenure, promotion in rank, emeritus status, and sabbaticals; and the committee shall handle the business directed to it by the Faculty Senate Executive Committee.

- a. The Faculty Personnel Committee shall consist of five faculty members elected by each College of the University. Only tenured faculty holding at least the rank of Professor shall be eligible to serve on the Faculty Personnel Committee, and all such eligible faculty members shall have the right to run for the position. All committee members so elected shall serve for three years. If a vacancy on the committee occurs, a special election of the college shall be held to fill the remaining term. There shall be no term limits for members. However, faculty electorates should seek to balance the needs of preserving the academic culture of the university, harnessing new perspectives, and cultivating new leadership within their college.
- b. The method of voting shall be determined by the faculty of the academic units within the college. If, after two weeks shall have passed since college faculty were notified by their dean of the need for an election, the faculty of a college fail to nominate anyone for election, then the dean of the college may appoint an eligible faculty member. The term of faculty so appointed shall end on the first day of Fall Semester in the following year, at which point the dean must call for an election to fill the position.
- c. If a college does not have any qualified faculty members, the President of the Senate shall hold a special election in the Faculty Senate to fill the position. Any qualified faculty member not already on the committee from any college shall have the right to run for this position. Members so elected shall serve for the full term or remainder of any term for the college.
- d. College-wide elections shall be held every three years in the Spring Semester, based on the following:  
 2023, 2026, 2029, 2032, etc.: College of Science and Technology, College of Liberal Arts  
 2024, 2027, 2030, 2033, etc.: College of Nursing, College of Education

2025, 2028, 2031, 2034, etc.: College of Business and Aviation

- e. Members' terms begin and end on the first day of Fall Semester. Any member's term always ends on the first day of Fall Semester in the years indicated above regardless of the number of years served.

**J. FACULTY WELFARE COMMITTEE.** The Faculty Welfare Committee shall recommend programs for the welfare of the faculty. The Faculty Welfare Committee shall consist of interested faculty from the Academic Units.

**K. GENERAL STUDIES COMMITTEE.** The General Studies Committee shall:

- a. Review courses submitted for inclusion in the Core Curriculum.
- b. Create and oversee the outcomes governing the Core Curriculum and the listing of courses fulfilling them in the University catalog.
- c. Manage assessment data on the effectiveness of the Core Curriculum and compile reports on this annually.
- d. Conduct a review of the Core Curriculum program on a five-year cycle.
- e. Formulate, review and maintain policies and procedures to operate the Core Curriculum.

All functions of the committee will result in recommendations reported to the Faculty Senate for final action. The General Studies Committee shall consist of one member elected by each Academic Unit. The Provost and Vice President for Academic Affairs and/or designee, the Faculty Director of General Studies, and the Executive Director of Academic Advising and Career Success shall serve as *ex-officio* members.

**L. INSTITUTIONAL REVIEW BOARD.** The Institutional Review Board shall:

- a. Function as the official institutional agency for insuring the ethical and legal use of humans and animals in the normal course of research conducted by any individuals affiliated with the institution.

The Institutional Review Board shall consist of interested faculty from the Academic Units.

**M. INTERNATIONAL EDUCATION COMMITTEE.** The International Education Committee shall: investigate, promote, and coordinate all phases of international education among students and faculty. The International Education Committee shall consist of interested faculty from the Academic Units. The Provost and Vice President for Academic Affairs or designee, the International Student Advisor, one student chosen by the Student Government, and one international student chosen by the International Student Advisor shall serve on the committee.

**N. LEGISLATIVE ADVOCACY COMMITTEE.** The Legislative Advocacy Committee shall:

- a. Inform faculty concerning higher education legislation as it is proposed and as it proceeds through the legislative process.
- b. Disseminate membership lists of legislative committees and addresses of pertinent legislators.
- c. Work in cooperation with similar committees on the other state college and university campuses.
- d. Survey and collate information and opinions of faculty and forward them to the Advisory

Council of Faculty for inclusion in proposed legislative packages.

The Legislative Advocacy Committee shall consist of interested faculty from the Academic Units. The representatives to the Board of Governors and Advisory Council of Faculty and the Assistant to the President shall serve as *ex-officio* members.

**O. LIBRARY COMMITTEE.** The Library Committee shall:

- a. Study library needs in view of the academic program.
- b. Advise the librarian on matters of general library policy, the development of library resources, allocation of library budget, and upon means which may best integrate the library program with other academic activities of the University.
- c. Serve as a liaison group between the faculty and the librarian.

The Library Committee shall consist of one member elected by each Academic Unit. The Director of the Library shall serve as an *ex-officio* member.

**P. PRESIDENTIAL PERCEPTION SURVEY COMMITTEE.** The Presidential Perception Survey Committee shall:

- a. Review the survey instrument and process of administration, and recommend any changes to the Faculty Senate.
- b. Administer the distribution of the approved survey instrument to the Faculty.
- c. Compile the results of the survey.
- d. Report the survey's findings to the Faculty Senate.
- e. Provide the full report to the President of the University and to the Board of Governors.
- f. Provide the quantitative portion only to the Faculty.

The Presidential Perception Survey Committee shall consist of one member elected by each Academic Unit. Only tenured faculty or librarians with at least five years of experience at Fairmont State shall serve on this committee.

**Q. STUDENT FINANCIAL AID APPEALS COMMITTEE.** The Student Financial Aid Appeals Committee shall:

- a. Recommend to approve or deny the financial aid appeals related to the student financial aid program; and/or
- b. Make recommendations to the Financial Aid *ex-officio* member in attendance.

The Student Financial Aid Appeals Committee shall consist of interested faculty from the Academic Units. The Director of Financial Aid or designee shall serve as an *ex-officio* member.

**R. STUDENT HEARING BOARD.** The Student Hearing Board shall hear student discipline cases, as directed by the Vice President for Student Affairs or designee, in accordance with procedures outlined in the Student Handbook. After hearing all related evidence, the panel shall by secret ballot render a decision and, if guilty, recommend an appropriate penalty to be implemented by the Vice President for Student Affairs. The student may appeal the decision, following the procedure specified in the Student Handbook.



The Student Hearing Board shall consist of interested faculty from the Academic Units. The Student Hearing Board, in hearing a case, shall consist of the Chairperson of the Student Hearing Board or a substitute, two faculty members from the Student Hearing Board, and two students appointed by the Student Government.

**S. STUDENT PUBLICATIONS BOARD.** The Student Publications Board shall consist of interested faculty from the Academic Units. The Student Publications Board chairperson shall call a meeting with the Chair of Humanities, the Student Publications faculty advisors, and current Editors of The Columns, The Mound, Whetstone, and Tracts in April of each year to interview and elect editors for the publications for the following year.

#### **T. TECHNOLOGY COMMITTEE.**

The Technology Committee shall study issues that relate to faculty and student use of the information technologies made available by the University on and off campus; advise personnel in the IT department regarding the needs of faculty in terms of programs, systems, assistance, and training; and serve as a liaison between the faculty and the Chief Information Officer. The Chief Information Officer of the University shall be an *ex officio* member.

#### **ARTICLE VIII. Amendment of Bylaws**

Amendments of Bylaws of the Faculty Senate shall be made only at a regular meeting thereof, by a two thirds (2/3) vote of at least a quorum of the Faculty Senate. No proposition to amend shall be acted upon unless written notice thereof has been given to the President of the Senate at least thirty days prior to the meeting. A copy of such a proposition shall be provided in the call for the next regular meeting, and a copy sent to each Senator at least ten days before the date of the next regular meeting at which time the amendment will be presented for Senate action.