

**“Cliff Notes” Version of
The Constitution of the Faculty Senate of Fairmont State University**
Note: For the unabridged version (with all the juicy details) see the full document

Purpose/Jurisdiction: The Senate acts as the principal agent of the full-time Faculty of FSU in determining policy.

Membership: Each Academic Unit elects one Senator for each ten full-time faculty. As an academic support unit, the library elects one Senator. The Academic Affairs Council elects two Senators. The representatives to the Advisory Council of Faculty and the FSU Faculty Representative to the FSU Board of Governors also serve as full, voting members of the Senate.

Academic Units:

- Behavioral Sciences
- Biology, Chemistry, and Geoscience
- Business
- Computer Science, Mathematics, and Physics
- Education
- Fine Arts
- Health and Human Performance
- Language and Literature
- Nursing and Allied Health Administration
- Social Sciences
- Technology

Executive Committee: The Senate biennially elects a President and annually elects officers; including a Vice President, Secretary, Webmaster, and three at-large members of the Executive Committee. The Executive Committee sets the agenda for Senate meetings and serves as the channel for any member of the Faculty seeking to introduce matters for Senate consideration. The Executive Committee also assists in carrying out the rules, regulations, and actions of the Senate; acts for the Senate on an emergency basis between Senate meetings; recommends formation of ad hoc committees within the Senate; recommends rules of procedure and interpretations of the Constitution and Bylaws, and prepares and submits reports on the work of the Senate to the University President and the faculty. The Executive Committee does not take action or make decisions about anything other than the agenda in the absence of a charge or approval or confirmation from the Senate.

Meetings: The Senate holds regular monthly meetings [these are currently scheduled from 3:00 to 5:00 p.m. on the second Tuesday of every month, unless there is a conflict, such as Spring Semester Professional Development Week and Spring Break). Special meetings may be called by the President of the Senate, the President of the University, or by petition by five Senators or twenty members of the Faculty. Meetings of the Senate are open to all members of the University community and any member who has a direct interest in the business of any Senate meeting may attend and ask to be recognized by

the President in order to present his/her case. A Senator who is unable to attend a regular meeting should send a substitute representative from the same Academic Unit. Meetings are conducted in accordance with the current edition of Robert's Rules of Order (with exceptions as noted in the Bylaws).

Voting: All members of the Senate, with the exception of the President, are entitled to a vote. The President may vote in the case of a tie. Fifty percent of the members (or their substitutes) will constitute a quorum. Written, secret ballots are used in all elections. A voice vote is used to decide all major items of business, unless a Senator requests a secret ballot. Agenda items are classified as either major or minor legislation by the Executive Committee, while items introduced from the floor are classified by the presiding officer. Minor items may be discussed, amended and disposed of at the meeting in which they are introduced. Major items require two meetings for final disposition (a "first reading" and a "second reading"). However, a classification may be changed by a majority vote. Two-thirds of those Senators present shall be empowered to end debate.

Committees: Ad hoc committees are established on an "as needed" basis by the Senate. Members of standing committees are either selected from a pool of volunteer members of the faculty and Student Government solicited by the Committee on Committees or elected to represent academic units (typically). Faculty members serve on standing committees for terms of two years to ensure continuity. A Committee on Committees (which is not a standing committee) is appointed by the President in December and presents a roster of committee membership to the Senate in April for first reading. The Committee on Committees nominates faculty from the pool of volunteers to fill the following committees:

- Academic Appeals Board – investigates charges by students of prejudicial or capricious evaluation and recommends appropriate action.
- Admissions and Credits – serves as a Faculty Advisory group to the Office of the Registrar and the Office of Admissions; reviews general University policies adopted by these offices and recommends any appropriate changes; may act on cases related to student admission, readmission, retention, and credits; and may render judgment on faculty/administration petitions for grade changes.
- Athletics – reviews and recommends policies; advises the President and Athletic Director; acts as a liaison between faculty, students and administration; monitors the athletic budget and schedules, and reviews compliance with WVIAC, NCAA, and Title IX.
- Faculty Harassment Complaint – conducts formal hearings in accordance with the University's Harassment Policy and makes recommendations to the President of the University.
- Faculty Personnel – makes recommendations through the Provost and Vice President for Academic Affairs to the University President on professional personnel concerning tenure, promotion in rank, and sabbaticals; and handles business directed to it by the Faculty Senate Executive Committee.
- Faculty Welfare – recommends programs for the welfare of the faculty.

- Institutional Review Board – functions as the official institutional agency for ensuring ethical and legal use of humans and animals in the course of research conducted by individuals associated with the institution.
- International Education – investigates, promotes, and coordinates all phases of international education among students and faculty.
- Legislative Advocacy – informs faculty of higher education legislation, disseminates membership lists of legislative committees and addresses of pertinent legislators; works in cooperation with similar committees on other state college and university campuses; and surveys the faculty and forwards their opinions to the Advisory Council of Faculty for inclusion in proposed legislative packages.
- Student Financial Aid Appeals Committee – recommends to approve or deny financial aid appeals related to the student financial aid program, and/or makes recommendations to the Financial Aid ex-officio member.
- Student Hearing Board – hears student discipline cases, as directed by the Vice President for Student Affairs, and in compliance with the Student Handbook; recommends appropriate penalty to be implemented by the Vice President for Student Affairs.

Academic Units elect faculty representatives on a rotation of odd and even years (in odd years Biology, Chemistry, and Geoscience; Business; Health and Human Performance; Language and Literature; Nursing and Allied Health Administration; and Technology hold elections/during even years, elections are held by Behavioral Sciences; Computer Science, Mathematics and Physics; Education; Fine Arts; Library; and Social Sciences) to fill:

- Curriculum – reviews initial decisions regarding curriculum change, hears appeals concerning disposition of curriculum proposals, conducts research into the strengths and weaknesses of the University curriculum; and develops policy guidelines to assist in curriculum development.
- Faculty Development – publicizes and solicits applications for Faculty Development grants and awards and selects recipients for final approval by the President of the University.
- General Studies - reviews courses for inclusion in the General Studies curriculum; creates and oversees the outcomes governing the General Studies curriculum; manages assessment data on the effectiveness of the General Studies curriculum and compiles annual reports on the results; and conducts a review of the General Studies program every five years to ensure HLC accreditation.
- Library – studies library needs related to the academic program; advises the librarian on matters of general policy, development of resources, allocation of the library budget, and means to integrate the library program with other academic activities of the University; and serves as a liaison group between the faculty and the librarian.
- Presidential Perception Survey – reviews the survey and process of administration and makes recommendations to the Senate; administers the survey to full-time faculty; compiles the results; and reports the findings to the Senate.

Student Representation: Two members of the student body (must be full-time students with an overall GPA of at least 2.2) are selected by the entire student body to serve as members-at-large in the Faculty Senate. Student Government presents the Committee on Committees with a list of students (two names for each opening, one student representative serves on each faculty committee for each ten faculty members) nominated to serve on faculty standing committees, with the exception of Academic Appeals Board, Faculty Development, Faculty Grievance, Faculty Personnel, and Faculty Welfare which do not include student representatives and the Curriculum Committee which includes two student representatives.

Committee Business: All committee meetings are open to all interested persons, unless the committee determines a need for a closed meeting as provided for in WV Code 6-9A-4. Each committee is expected to meet at least once each month and is responsible for communicating (as needed) with the President of the Senate. At the end of each semester, the committee is required to send a report of its activities in writing to the Executive Committee. The Senate may request additional reports at any time.