UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

FACULTY SENATE BYLAWS
AND
STANDING RULES

Adopted February 12, 1980 (incorporating all changes made as of September 1, 1982)

I. Membership

A. Qualifications
   1. To be eligible to serve in the Senate one must be a full-time Faculty member of the University of North Carolina at Wilmington. (See Art. I, Sec. 1 - Gov. Doc.)

B. Selection
   1. Departments shall elect their senators for any subsequent year prior to the determination of teaching schedules for the following Fall Semester (See Art. IV, Sec. 3, 4, 5 - Gov. Doc.)
   2. Each department chairman shall submit the names of elected Senate delegates to the Chairman of the Senate no later than May 1 or immediately following the filling of a vacancy.

C. Term of Office
   1. Senate terms of office shall be two years. (See Art. IV, Sec. 5 - Gov. Doc.) The appropriate number of elected Senate positions shall be based upon faculty employed at the beginning of the Fall Semester.
   2. When a vacancy occurs in any elected Senate position, the Department wherein the vacancy occurred shall elect a representative to fulfill the unexpired term. Such an occurrence will not alter the established term of office or date of election and notification. (See Art. IV, Sec. 13 - Gov. Doc.)
   3. A senator who wishes to resign shall submit a letter of resignation specifying the effective date of resignation to the Chairman of the Department concerned. Copies shall be sent to the Chairman of the Senate and the Secretary of the Senate.

II. Meetings

A. Agenda
   1. The agenda for each meeting shall be prepared by the Chairman of the Senate in consultation with the chief academic officer, and the Secretary of the Senate.
   2. Any member of the Senate may place an item on the agenda by submitting a written request to the Chairman of the Senate. (See Art. IV, Sec. 11 (e) Gov. Doc.)
II. Meeting - Cont'd

A. Agenda - Cont'd

3. The agenda shall be followed unless set aside by 2/3 majority of those present.

4. The agenda of regular meetings shall include:

   - Call to order
   - Roll Call
   - Approval of the minutes
   - Report of the Chancellor and/or member of Administration
   - Report of the Chairman of the Senate
   - Report of the Faculty Assembly Delegates
   - Committee reports
   - Old Business
   - New Business
   - Announcements

5. In addition to the distribution required in the Governance Document, agendas and minutes of Senate meetings shall be sent to the Vice Chancellor for Business Affairs, to the Vice Chancellor for Student Affairs and to the President of S.G.A.

B. Conduct of Business

1. Any proposal which comes before the Senate under "New Business," but has not been included on the distributed agenda shall not be acted upon at the same session in which it is introduced except by consent of 2/3 of those present. Instead, such proposals shall be assigned to the appropriate committee for consideration regarding final action.

2. When a committee recommendation is in consideration the Chairman of the committee making the recommendation, or his designated representative, is expected to be present. When reporting to the Senate, committee chairmen or their representatives will have the implied consent of the Senate to speak during the debate concerning that report. The agenda shall include these recommendations.

3. With the consent of the Senate, the Chairman may grant non-senate members the privilege to speak.

C. Voting

1. Voting in the Senate shall be by voice vote, except that the presiding officer or any member may request a vote by division. When a vote by division is taken, the record of the vote shall be announced by the Chairman and entered in the minutes. At the request of a member and with the concurrence of a majority of the members present, the record of the vote of each member of the Senate on any proposal shall be entered in the minutes.

2. The presiding officer shall have a vote in all matters.
II. Meetings - Cont'd

C. Voting - Cont'd
3. All elections shall be by written ballot, and the presiding officer shall appoint tellers for each election.
4. The tellers' report will be read into the minutes.

D. Loss of Quorum
1. When a meeting cannot be held or must adjourn because the quorum needed to conduct business is not present, a formal roll call shall be entered in the minutes.

E. Executive Session
1. For all personnel actions such as individuals being considered for honorary degrees the Senate may elect to assemble in executive session.
2. Minutes of executive sessions shall be kept separately and there shall be no distribution of these minutes.
3. For all votes taken in executive session, the Steering Committee will act as tellers.
4. The teller's report shall be read into the minutes at a later session than the one in which the vote is taken.

III. Duties of Elected Officers, Elected Representatives and Appointees

A. Elected Senate Officers
1. Chairman. In addition to the duties specified in the University Faculty Governance Document, the Chairman of the Senate shall call upon each committee of the Senate for an annual report.
2. Vice Chairman. The Vice Chairman shall preside at Senate meetings in the absence of the Chairman and shall oversee the work of the employed secretary assigned to the Faculty Senate each year.
3. Secretary. The Secretary shall maintain the records of the Senate and shall provide for faculty access to the records.

B. Elected Representatives
1. Two delegates, and two alternate delegates, shall be elected by the Faculty to represent UNC-W as members of the Faculty Assembly.
2. Each delegate and alternate shall serve a term of three years; the term of the first delegate and alternate shall not coincide with that of the second delegate and alternate.
3. Nomination and election of delegates shall occur at a time designated by the Faculty Assembly. Nominations shall be made by the Senate; nominees may be members of the Senate or the general faculty; the Senate shall nominate no more than four (and no fewer than two) candidates.
III. Duties of Officers, Elected Representatives and Appointees - Cont'd

B. Elected Representatives - Cont'd

4. A ballot which lists the nominees shall be distributed to the voting members of the faculty; faculty members shall be instructed to vote for two candidates (or one if there are only two candidates); the candidate receiving the highest number of votes shall be the delegate, and the one receiving the second highest vote count shall be the alternate delegate.

5. Delegates and alternates who are not members of the Senate shall attend meetings of the Senate: to be informed of its actions, to receive its advice, and to report to it concerning the Faculty Assembly.

C. Appointees

1. Parliamentarian. The Chairman of the Senate shall appoint a parliamentarian to advise the Senate in matters of parliamentary procedure necessary to the orderly conduct of business. The term of the appointment shall be one year.

2. Timekeepers. The Chairman of the Senate shall appoint timekeepers when appropriate.

3. Tellers. The Chairman of the Senate shall appoint Tellers for the purpose of counting ballots.

IV. Senate Steering Committee

A. Membership

1. The members of this committee shall be the Chairman, Vice Chairman, and Secretary of the Senate and four additional Senators elected by the Senate at its first meeting of the academic year. The Chairman of the Senate shall be the Chairman of the Steering Committee.

B. Term of Office

1. Committee members shall be elected annually.

C. Duties

The duties of the committee shall be as follows:

1. Recommend to the Chancellor faculty membership on all appointed standing committees of the Senate.

2. Advise the Chancellor and chief academic officer on matters of mutual concern to both Administration and faculty at such times that the full Senate is unable to convene, such as in the summer.

3. Provide for continual study and review of the Faculty Governance Document, Bylaws, Policies of Academic Freedom and Tenure, and Handbook, and recommend to the Senate such revisions or amendments as are deemed appropriate and necessary.

4. Conduct elections for Autonomous Faculty Committees and Faculty Assembly Delegates.
IV. Senate Steering Committee - Cont'd

D. Special Ad Hoc Subcommittees

The Chairman of the Steering Committee is authorized to appoint various ad hoc subcommittees, which may include both Senators and members of the general faculty, to assist the committee in carrying out its duties.

V. University Committee Organization

A. Types of Committees

1. Senate Committees. Administrative committees within the Senate, formed from the Senate membership.
   1. Senate Steering Committee
   2. Various ad hoc committees, as required

2. Faculty Committees of the Senate. Committees provided for in Article V, Section 1. of the Faculty Governance Document.
   1. Academic Court
   2. Academic Standards Committee
   3. Admissions Appeals Committee
   4. Athletic Committee
   5. Buildings and Grounds Committee
   6. Computer Services Advisory Committee
   7. Continuing Education Advisory Committee
   8. Faculty Welfare Committee
   9. Financial Aid Advisory Committee
   10. Library Committee
   11. Planning Committee
   12. Research Committee
   13. Student Affairs Committee
   14. University Curriculum Committee

3. Autonomous Faculty Committees. The mandates for these committees supersede the provisions of Article V, Section 1, in that they are not required to submit any report beyond their recommendations. Members are elected from and by the full voting faculty.
   1. Faculty Hearings Committee
   2. Faculty Professional Relations Committee
      (Faculty Grievance Committee)
   3. Committee on Reappointment, Tenure and Promotion

4. Committees of the Chancellor. These are mandated or administrative committees that report directly to the Chancellor or other administrative officer. Committee composition and membership are determined by the Chancellor.
   1. Calendar Committee
V. University Committee Organization - Cont'd

A. Types of Committees
4. Committees of the Chancellor. cont'd

2. Federal Compliances Committees
3. Grade Appeals Committee
4. Safety Committees (such as Radiation Safety, Protection of Human Subjects, etc.)
5. Ad Hoc Committees (such as Investigating Committee, Hearings Panel)

B. General Provisions
1. Senate Committees - See Senate Bylaws, Section IV.
2. Faculty Committees of the Senate
   a. Membership Selection. Faculty members and chairpersons will be appointed by the Chancellor upon receipt of recommendations made by the Senate Steering Committee. At least one-third of the membership of these committees will be drawn from the non-Senate faculty. Recommendations for membership will be based upon an acknowledged interest in the committee's activity, and an attempt will be made to include a diversity of academic disciplines in the membership. Student members of committees will be appointed by the Chancellor upon receipt of recommendations from the President of the Student Government Association. NOTE: Faculty members serving on the University Curriculum Committee will be selected in the same manner, with the exception that the initial recommendations for membership will be supplied by academic departments and the Library to the Senate Steering Committee.
   b. Term of Office. Faculty members will serve two-year staggered terms, and may be reappointed for an additional two-year term. Student members will serve one-year terms.
   c. All Faculty Committees of the Senate will meet during the first month of the academic year to elect officers, to organize, and to acquaint the members with the duties and responsibilities of the committee.
   d. Conduct of Business
      1. Organizational Meeting. The Chairman of each appointed committee shall convene the committee for which he/she has been appointed chairman no later than September 30. The purpose of the meeting shall be to review the responsibilities given to the committee by the Senate, select additional officers, if needed, and determine the conduct of committee business.
B. General Provisions - Cont'd

d. Conduct of Business

2. Quorum. The number of members needed to conduct business shall be 51% of the membership of the committee. Committee members may not personally appoint a voting alternate to represent them in meetings. An alternate may attend committee meetings to observe and/or report but may not act in any official capacity.

e. Records

1. The Chairman of each committee shall be responsible for minutes of committee meetings.

2. Copies of minutes of committee meetings shall be sent to the Chairman of the Senate with a file copy for the Secretary.

3. Outgoing committee chairmen shall provide information to newly appointed chairmen when requested to do so.

f. Reports

1. All committees of the Senate shall report annually to the Faculty. (Governance Document, Article V, Section 1).

2. Periodic and/or annual reports may be made to the Senate at any regularly scheduled meeting.

3. Autonomous Faculty Committees

a. Membership Selection. Members will be elected from and by the full voting faculty in accordance with the methods of election outlined under specific committee headings. Elections will be conducted by the Senate Steering Committee.

b. Term of Office. Unless specifically stipulated, members will serve two-year staggered terms, and no member shall serve two consecutive full terms.

c. All Autonomous Faculty Committees will meet during the first month of the academic year to elect officers, to organize, and to acquaint the members with the duties and responsibilities of the committee.


C. Description of Committees: Duties and Membership

I. FACULTY COMMITTEES OF THE SENATE

ACADEMIC COURT

Duties. The purpose of this court is to assure the right of due process and fair hearing to every student charged with a violation of academic honesty, and to forward the recommendations of the Court to the Chancellor.

Membership. Two faculty members, two student members, the vice Chancellor for Student Affairs.
V. University Committee Organization - Cont'd.

C. Description of Committees: Duties and Membership - cont'd

ACADEMIC STANDARDS COMMITTEE

Duties. To review academic standards, including admissions and retention standards, for undergraduate programs at UNC-W and, upon approval of the Senate, to tender resulting recommendations to the Chancellor for consideration of submittal to the Board of Trustees. To administer the Honors Program, to approve candidates for the program, and through continual study to submit, upon approval of the Senate, recommendations for improvement of the program to the Chancellor. To screen candidates submitted for honorary degrees, and, upon approval of the Senate, to tender recommendations to the Chancellor for consideration of submittal to the Board of Trustees.

Membership. Seven faculty members. The Vice Chancellor for Academic Affairs, the Deans of Schools and Colleges, and the Director of Admissions and Records shall be ex officio non-voting members.

Nominations for honorary degrees may be made only to the committee at the time announced each year for receiving nominations. The committee may present one or more nominees to the Senate each year. The vote shall be by secret ballot. A one-page resume for each candidate will be distributed with the ballots which will remain attached to the ballot when the balloting takes place. To approve a candidate for honorary degree status, a 2/3 majority vote of the members present shall be required.

ADMISSIONS APPEALS COMMITTEE

Duties. To evaluate appeals by those prospective students whose applications for admission to UNC-W have been denied, or which cannot be processed by the Admissions Office without special consideration. Resulting recommendations will be forwarded directly to the Vice Chancellor for Academic Affairs for consideration. While considering all applicants on their merits without regard to race, sex, religion, or other extraneous factors, the committee tries to admit those students who have a reasonable chance of receiving a degree and to deny admission to those who do not appear to have a reasonable chance.

Membership. Five faculty members. The Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, Deans of Schools and Colleges, the Director of Admissions and Records, and the Director of Counseling and Testing shall be ex officio non-voting members.
V. University Committee Organization - Cont'd.

C. Description of Committee: Duties and Membership - Cont'd.

ATHLETIC COMMITTEE

Duties. To review all matters related to intercollegiate athletics at UNC-W and, upon approval of the Senate, to tender recommendations on policy to the Chancellor for consideration of submittal to the Board of Trustees. To review schedules for all competitive sports. To assist the Chancellor in his supervisory capacity in all matters pertaining to memberships in intercollegiate athletic associations and conference affiliations.

Membership. Five faculty members, two student members, Director of Athletics, and Associate Director of Athletics.

BUILDINGS AND GROUNDS COMMITTEE

Duties. To consider matters concerning existing buildings, roads, and grounds of the University which may be helpful in the maintenance and development of the physical facilities of the University, and to tender recommendations to the Chancellor, upon approval of the Senate, for consideration of submittal to the Board of Trustees.

Membership. Five faculty members, two student members, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Vice Chancellor for Business Affairs, and the Plant Engineer (non-voting).

COMPUTER SERVICES ADVISORY COMMITTEE

Duties. To aid the Director of Academic Computing Services in the formulation of general academic computing policy and in the general development of computing services. To advise the Director of Computing Services in the allocation of academic computing resources. To serve as liaison between the Academic Computing Center, faculty, and students.

Membership. Five faculty members. The Vice Chancellor for Business Affairs, the Director of Institutional Research, the Deans of Schools and Colleges, and the Director of the Computing Center will be ex officio non-voting members.

CONTINUING EDUCATION ADVISORY COMMITTEE

Duties. To advise the Director of Continuing Education in the planning, direction, and operation of the Continuing Education Program, especially in terms of planning program content, and the program's relevance to students, the community, academic departments, and the administration. To serve as liaison for the Continuing Education Program with the campus and the community.
V. University Committee Organization - Cont'd.

C. Description of Committees: Duties and Membership - Cont'd.

CONTINUING EDUCATION ADVISORY COMMITTEE

Membership. Seven faculty members, and two members from
the community at large. The Director of Continuing
Education shall be an ex officio non-voting member.

FACULTY WELFARE COMMITTEE

Duties. To enhance the general welfare of the faculty
through a continuing study of campus, state, and
national policies affecting faculty benefits and
working conditions. To solicit suggestions and
concerns related to faculty welfare from individual
faculty members and groups of faculty, and through
open meetings held each semester.

Membership. Three faculty members, campus representative
of the All-University Committee on Faculty Welfare,
and one Faculty Assembly delegate. The Vice Chan­
celloir for Business Affairs, and Director of Per­
nsonnel shall be ex officio non-voting members.

FINANCIAL AID ADVISORY COMMITTEE

Duties. To consider requests from scholarship granting
departments and organizations on campus, and to
recommend the allocation of awards. To advise
the Financial Aid Office in the formulation of
policies, practices, and procedures used in
administering all financial aid programs.

Membership. Seven faculty members, the President of the
Student Government Association and two ex officio
non-voting members: The Director of Student
Financial Aid, and the Vice Chancellor for Student
Affairs.

LIBRARY COMMITTEE

Duties. To aid the director of Library Services in the
formulation of general library policy and in the
general development of library resources. To
advise the Director of Library Services in the
allocation of Library funds. To serve as liaison
between the Library, faculty, and students.

Membership. Eight faculty members, and two students. The
Deans of Schools and Colleges, and the Director of
Library Services shall be ex officio non-voting
members.

PLANNING COMMITTEE

Duties. To review and appraise forecasts of the educational
and related requirements of the University. To re­
view and recommend programs and organizations de­
signed to satisfy the educational and related needs
of the University. To provide such additional advice
C. Description of Committees: Duties and Membership - Cont'd.

Duties. To promote and stimulate scholarly research by faculty and students. To act as liaison between researchers and University administration on research-related matters. To recommend to the Chancellor policy, procedures, and procedural changes in matters relating to research. To sponsor programs fostering or otherwise encouraging research.

Membership. Twelve faculty members. The chief research officer shall be an ex officio non-voting member.

STUDENT AFFAIRS COMMITTEE

Duties. To recommend policy and to give advice to the Vice Chancellor for Student Affairs on non-academic student activities; to discuss and evaluate campus issues affecting students, and to tender resulting recommendations to the Chancellor, on approval of the Senate. To recommend members of the committee to the Chancellor for participation in the following student-related functions.

1. Financial Appeals Panel. The Student Affairs Committee shall recommend to the Chancellor five of its faculty members and one of its student members to serve on a panel with the Vice Chancellor for Business Affairs, the Treasurer of the Student Government Association, the Student Deans (non-voting), and a representative of the Accounting Office (non-voting). The purpose of the Financial Appeals Panel is to hear appeals from students in matters related to fees and to student financial aid, and to forward recommendations to the Chancellor.

2. Emergency Consultative Panel. The Student Affairs Committee shall recommend to the Chancellor four of its faculty members to serve on a panel with the Presidents of the Junior and Senior classes, and the President of the Student Government Association. The purpose of this panel is to assist the Chancellor in assessing and addressing incidents of disruptive conduct, and to aid him in determining actions to be taken.
V. University Committee Organization - Cont'd

C. Description of Committees: Duties and Membership - Cont'd

Membership. Seven faculty members, President of the Student Government Association, one non-traditional student, i.e., one 25 years of age or older, the Presidents of the Freshman, Sophomore, Junior, and Senior classes and the President of the Black Student Union. The Vice Chancellor for Student Affairs and the Director of Student Activities shall be ex officio non-voting members.

UNIVERSITY CURRICULUM COMMITTEE

Duties. The University Curriculum Committee reviews all curricular matters concerning basic educational policies, such as the basic studies program, total number of hours required for graduation, maximum and minimum number of hours required for program concentrations, any curricular conflicts between schools and/or colleges, and other general curricular policies which have total university impact. Proposed policy changes shall be submitted to the Senate at least one month prior to Senate consideration.

Membership. The committee is composed of nine voting members, at least four from the College of Arts and Sciences, at least one from each of the Schools, and three others from the Faculty at large. The Chief Academic Officer and a representative from the library faculty are ex officio non-voting members.

2. AUTONOMOUS FACULTY COMMITTEES

FACULTY HEARINGS COMMITTEE

Duties. To review decisions of non-reappointment, at the written request of the faculty member receiving notice of non-reappointment, in order to determine whether the decision was based upon any of the grounds stated to be impermissible. To grant a hearing if the committee determines that (a) the request contains a contention that the decision was impermissibly based under this section and (b) the facts suggested, if established, will support the contention. To either confirm the previous decision, or to forward a recommendation for corrective action to the appropriate dean.

Membership. Five faculty members having permanent tenure. No committee member can hold concurrent membership in either the Faculty Professional Relations Committee or the Committee on Reappointment, Tenure and Promotion. Members are elected for two-year staggered terms and may succeed themselves.

FACULTY PROFESSIONAL RELATIONS COMMITTEE

Duties. To fulfill the duties defined in Section 607 of The Code:
V. University Committee Organization - Cont'd.

2. Autonomous Faculty Committees - cont'd

FACULTY PROFESSIONAL RELATIONS COMMITTEE - cont'd

The Committee shall be authorized to hear, mediate and advise with respect to the adjustment of grievances of members of the faculty. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance, to mediate voluntary adjustment by the parties and to advise adjustment by the administration when appropriate.

"Grievances" within the province of the committee's power shall include matters directly related to a faculty member's employment status and institutional relationships within the constituent institution. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the committee.

To review, revise when necessary, publish, and distribute its grievance procedures.

Membership. Five faculty members elected for two-year staggered terms. All professorial ranks must be represented (i.e., Assistant, Associate, and Full Professor). Persons excluded from this committee include those having emeritus status, administrators, department chairpersons, and those holding concurrent membership on the Faculty Hearings Committee or the Reappointment, Tenure, and Promotion Committee. Members may not succeed themselves.

COMMITTEE ON REAPPOINTMENT, TENURE, AND PROMOTION

This committee is being reviewed by a select committee of the Senate (See minutes of Senate meetings of 10 October 1978 and 7 November 1978).

FACULTY SENATE STANDING RULES (Adopted 9 December 1980)

1. Regular meetings of the UNC-W Faculty Senate are held at 2:30 p.m., on the second Tuesday of each month of the academic year, but may be re-scheduled by the Chairman in consultation with the Steering Committee.

2. The meetings normally take place in room 218 in the Chemistry/Physics Building with senators occupying the central seating area, and visitors the seats to either side.

3. Smoking is not permitted during Senate meetings.

4. The Senate normally shall adjourn no later than 4:30 p.m.