FACULTY SENATE BYLAWS

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UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

FACULTY SENATE BYLAWS
AND STANDING
RULES

Established in accordance with the UNC Wilmington Faculty Governance Document (Art. IV, Sec. 7). Adopted February 12, 1980 and incorporating all changes made as of September 29, 1987.

I. Membership

A. Qualifications
1. To be eligible to serve in the Senate as an elected representative one must be a full-time Faculty member of the University of North Carolina at Wilmington (See Art. I, Sec. 1 - Gov. Doc.).
2. The Chancellor shall be ex-officio a voting member of the Senate. The Chief Academic Officer and the Dean of each college or school shall be ex-officio non-voting members of the Faculty Senate (See Art. IV, Sec. 2 - Gov. Doc.).

B. Selection
1. The Faculty of each department and the Faculty of the Library shall elect by secret ballot one representative for each eight full-time Faculty members or fraction thereof. The number of representatives shall be based upon the number of faculty employed at the beginning of the Fall semester (See Art. IV, Sec. 3, 4, 5 - Gov. Doc.).
2. 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.).
3. Each department chairman shall submit the names of elected Senate delegates to the President of the Senate no later than February 1 or immediately following the filling of a vacancy.

C. Term of Office
1. Senate terms of office for elected representatives shall be two years, except when one-year terms are necessary to insure staggered representation.
2. A department can, by two-thirds vote of its total membership, recall any of its senators (See Art. IV, Sec. 5, 6 - Gov. Doc.).
3. When a vacancy occurs in any elected Senate position, the department wherein the vacancy occurred shall elect a representative to complete the unexpired term.
4. 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 President and the Secretary of the Senate.

5. The President and the Immediate Past President of the Senate, if not elected Senate representatives, shall be senators-at-large during their terms of office (See Art. IV B Sec. 1, 4 of these Bylaws).

II. Meetings
Regular meetings of the Faculty Senate shall be held once a month during the academic year. Special meetings may be called by the President of the Senate, by the Chancellor, or upon the written request of ten members of the Senate or twenty members of the Faculty.

A. Agenda
1. The agenda for each meeting shall be prepared by the President of the Senate in consultation with the Senate Steering Committee.
2. 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 President of the Senate
   - Report of the Faculty Assembly Delegates
   - Committee Reports
   - Old Business
   - New Business
   - Announcements
3. Items for Senate consideration may be presented, in writing, by any member or group of members of the Faculty. Such requests shall be sent at least one week before the scheduled meeting to the President, who shall see that the items are placed on the agenda of the next meeting (See Art. II, Sec. 7 - Gov. Doc.).
4. The agenda shall be followed unless set aside by two-thirds majority of those present.
5. The agenda and the minutes of Senate meetings shall be distributed to all Faculty, Vice Chancellors, members of the Board of Trustees, chairs of Faculty Senates/Councils at the other constituent universities within the UNC system, and the President of Student Government Association.

B. Conduct of Business
1. A quorum of the Senate shall consist of two-thirds of the voting members. 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.
2. Any proposal which comes before the Senate under "New Business," but has not been included on the distributed agenda, shall be referred to the appropriate committee for consideration. Such a proposal shall not be acted upon at the same session in which it is introduced except by a vote of two-thirds of those present.

3. Committee reports placed on the agenda should be presented by a representative of that committee, who shall have the implied consent of the Senate to speak during the debate concerning that report.

4. Faculty who are not members of the Senate may be present at Senate meetings but shall not be entitled to vote or make motions.

5. With the consent of a majority of senators present, the President may grant non-senators the privilege to speak.

6. The President of the Senate or the Chancellor may invite other persons to attend meetings of the Faculty Senate.

C. Voting

1. Voting in the Senate shall be by voice vote, except that the President or any member may request a vote by division. When a vote by division is taken, the record of the vote shall be announced and entered in the minutes. At the request of a member and with the concurrence of one-third 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 President shall have a vote in all matters.

3. All elections shall be by written ballot. The President shall appoint tellers for each election and shall read into the minutes the names of those elected.

4. For elections conducted within the Senate, an individual must receive a majority of the votes cast to be elected. If more than the prescribed number receive a majority vote, the places are filled by the proper number receiving the largest number of votes. If this is impossible due to some candidates receiving an equal number of votes, then all candidates receiving more than this number are elected, and all other candidates remain on the ballot for the necessary repeated balloting. If fewer than the proper number receive a majority vote, those who do have a majority are elected, and all other candidates remain on the ballot for the necessary repeated balloting.

D. Executive Session

1. The Senate shall assemble in executive session to consider honorary degree candidates and personnel actions.

2. Minutes of executive sessions shall be kept separately and shall be distributed at a later date.

3. For all votes taken in executive session, the Steering Committee will act as tellers.
III. Officers and Steering Committee

A. Elected Senate Officers

1. President. The President shall preside at Senate and Senate Steering Committee meetings, serve as President of the Faculty, oversee the work of the Senate and its committees, and carry out the responsibilities specified in these Bylaws. The President shall conduct two annual orientation meetings early each academic year: one for chairs of the faculty committees of the Senate, and another for new senators.

2. Vice-President. In addition to duties delegated by the President, the Vice-President shall carry out the responsibilities of the President when the President is absent. The Vice-President shall succeed the President when the office of President becomes vacant.

3. Secretary. The Secretary shall oversee the work of the employed secretary assigned to the Faculty Senate, keep the minutes and maintain the records of the Senate and the Steering Committee, and shall provide for faculty access to such records.

B. Steering Committee Membership

1. The members of this committee shall include the President, Vice-President, and Secretary of the Senate and four additional senators elected by the Senate.

2. If not among those named above, the President-Elect and the Immediate Past President shall also be members of the Steering Committee during their terms of office.

C. Election of Officers and Terms of Office

1. The President-Elect of the Senate shall be elected from the Senate at a December meeting and assume the office of President at the first fall semester meeting of the Faculty Senate.

2. An individual may serve a maximum of four consecutive terms as President of the Senate, and may subsequently be re-elected.

3. The Vice-President, the Secretary of the Senate, and the four additional members of the Steering Committee shall be elected by the Senate at its first meeting of the academic year.

4. The President shall become Immediate Past President when a new President assumes office and shall hold this position for one year.

5. In the event that a Steering Committee position (except the position of President or Immediate Past President) becomes vacant, the Steering Committee shall promptly conduct an election to fill the vacant position.

6. Terms of office for officers of the Senate and members of the Steering Committee are one year.

D. Steering Committee Duties

The duties of the Steering Committee shall be as follows:

1. Appoint the members of all 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.

3. Provide for study and review of the Faculty Governance Document, Faculty Senate Bylaws, Policies of Academic Freedom and Tenure, and Faculty 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.

5. Assist the President of the Senate in preparing the agenda of Senate meetings.

6. Assist the President of the Senate in preparing and administering the Senate budget.

7. Determine whether recommendations on matters with standing committees are substantive, and require a vote of the Senate. All such determinations shall be reported in a timely fashion to the Senate by the President of the Senate.

E. Appointees

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

2. Time-keepers. The President of the Senate shall appoint time-keepers when appropriate.

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

IV. Faculty Assembly Delegates

1. Three delegates, and three alternate delegates, shall be elected by the Faculty to represent UNCW as members of the Faculty Assembly of the UNC system.

2. Nominations shall be made by the Senate at the December meeting. 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 for each delegate position.

3. 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.

4. Each delegate and alternate shall serve a term of three years; terms of the three delegates and their alternates shall be staggered.

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.
V. Committees

A. Types of Committees

1. Standing Committees of the Senate. The standing committees of the Senate are:

   a. Academic Standards Committee  
   b. Admissions Committee  
   c. Athletics Committee  
   d. Bookstore Committee  
   e. Budget Committee  
   f. Buildings and Grounds Committee  
   g. Computer Services Committee  
   h. Continuing Education Committee  
   i. Faculty Welfare Committee  
   j. Financial Aid Committee  
   k. Library Committee  
   l. Planning Committee  
   m. Research Committee  
   n. Student Affairs Committee  
   o. University Advancement Committee  
   p. University Curriculum Committee

2. Autonomous Faculty Committees. The autonomous faculty committees are:

   a. Faculty Hearings Committee  
   b. Faculty Professional Relations Committee (Faculty Grievance Committee)  
   c. Committee on Reappointment, Tenure and Promotion

3. Ad Hoc Committees. The President of the Senate may appoint various ad hoc committees to deal with specific issues or to assist the Steering Committee. These committees may include any combination of senators or members of the general faculty. The Senate may also establish ad hoc committees and specify the method of selecting their members.

4. Administrative Committees. University committees that are not committees of the Senate are described in the Faculty Handbook. Committees such as the Calendar Committee, Federal Compliance Committee, Grade Appeals Committee, and Safety Committees (including Radiation Safety, Committee on the Protection of Human Subjects, etc) and ad hoc committees of the administration are mandated, regulatory, or administrative committees that report directly to the Chancellor or other administrative officer. Committee composition and membership are determined by the Chancellor.
B. General Provisions

1. Standing Committees of the Senate

   a. General Duties. Standing committees of the Senate exist to assist the Faculty Senate in the performance of the duties assigned by the Faculty Governance Document. Unless these Bylaws specifically state otherwise, each committee is responsible to, and reports to, the Senate. A committee assists the Senate by:

   i. studying and reporting its recommendations to the Senate regarding any matter that may be submitted to it by the Senate or the General Faculty. A committee may also consider matters within its jurisdiction submitted to it by the Administration, the Student Government Association, or any faculty member or group of faculty members.

   u. providing to the President of the Senate a list of all recommendations considered and the actions taken on all recommendations. This shall be done promptly after each committee meeting.

   iii. conducting on its own initiative a continuing review of all matters within its jurisdiction and reporting its recommendations to the Faculty Senate.

   In addition to preparing legislation for action by the full Senate, committees are responsible for gathering, assimilating, and disseminating information for use by the faculty and administration. Therefore, each committee should at its own discretion or at the request of the Senate conduct hearings and polls, and use other means of acquiring needed information, and should make reports in a timely manner.

   b. Membership Selection. Members of standing committees shall be appointed by the Senate Steering Committee. In the selection of faculty members the Senate Steering Committee shall consider responses to committee preference forms and the need for appropriate representation of the various sectors of the faculty. On those committees where school representation is not specified, the Steering Committee should insure representation from at least two of the professional schools and the College of Arts and Sciences. At least one-third of the members of each committee shall not be senators. Student members shall be appointed upon receipt of recommendations from the President of the Student Government Association.

   c. Term of Office. Except where other terms of office are specified, faculty members shall serve two-year staggered terms, and may be reappointed for an additional term. Student members shall serve one-year terms.
d. **Conduct of Business**

1. **Organizational Meeting.** All standing committees shall be convened no later than September 30 by the previous chair or, in the chair's absence, by a committee member designated by the Steering Committee. The purpose of the meeting shall be to elect officers, to review the responsibilities given to the committee by the Senate, and to determine the conduct of committee business.

ii. **Quorum.** To conduct business a majority of the voting members of the committee shall be present.

iii. **Alternates.** A committee member may appoint an alternate. Alternates may attend committee meetings to observe or report, but may not vote or act in any other official capacity.

iii. **Hearings.** When issues of major importance are under consideration, committees shall hold hearings at which time any faculty member, administrator, or student may give testimony. Due notice shall be given prior to the holding of hearings.

e. **Records**

i. The Chair of each committee shall be responsible for minutes of committee meetings.

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

iii. Outgoing committee chairs shall provide information to newly appointed chairs when requested to do so.

f. **Reports**

i. After each meeting of the committee, the chair shall provide the President of the Senate with a list of all recommendations considered and the action taken on each recommendation, as well as a list of current or pending issues.

ii. Periodic reports may also be made to the Senate at a Senate meeting.

iii. All standing committees shall submit written reports to the President of the Senate at the end of the academic year for distribution to the Faculty (See Art. V, Sec. 4 - Gov. Doc.).

G. **Orientation Meeting.** By October 31 of each year, the chairs of standing committees shall meet with the President of the Senate and members of the Steering Committee for orientation and planning.
2. Autonomous Faculty Committees
   a. **General Duties.** Each of these committees has specific responsibilities involving matters of professional concern to faculty.
   b. **Membership Selection.** Members shall be elected from and by the full voting faculty. Elections shall be conducted by the Senate Steering Committee.
   c. **Term of Office.** Except where other terms of office are specified, members shall serve two-year staggered terms, and may be re-elected for an additional two-year term.
   d. **Organizational Meeting.** All autonomous faculty committees shall 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**
   1. **Faculty Committees of the Senate**
      
      **Academic Standards Committee**
      
      **Duties.** To review all post-admission academic standards, including retention standards for undergraduate programs at UNCW and policies for withdrawal and repeat of courses, 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 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 including one representative from each professional school. The Vice-Chancellor for Academic Affairs and the Deans of the Schools and Colleges 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 Committee

Duties. To review standards for undergraduate admission to UNCW, and, upon approval of the Senate, to tender resulting recommendations to the Chancellor for consideration of submittal to the Board of Trustees. To evaluate appeals by those prospective students whose applications for admission to UNCW 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 shall recommend for admission those students who have a reasonable chance of receiving a degree.

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

Athletics Committee

Duties. To review all matters related to intercollegiate athletics at UNCW 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. Seven faculty members and two student members. One of the faculty members shall be the Faculty Athletics Representative, appointed by the Steering Committee for a term of six years. The Director of Athletics and Associate Director of Athletics shall be ex-officio, non-voting members.

Bookstore Committee

Duties. To aid the bookstore manager in the formulation of general bookstore policy and in the development of bookstore services. To serve as liaison between the bookstore and faculty and students.

Membership. Five faculty members (one with accounting expertise) and two students (one undergraduate to be nominated by the President of the Student Government...
Association, one graduate to be nominated by the Graduate Administrative Board). The Vice-Chancellor for Business Affairs shall be an ex-officio non-voting member.

Budget Committee

Duties. To assist in, review and appraise short and long-range university budget planning. To advise administrators during the budget preparation process. To recommend to the Senate priorities for those Senate recommendations which require funding. To act as a contact committee with the budget committees of the Faculty Assembly and of other UNC campuses.

Membership. Seven members selected from tenured, full-time, non-administrative faculty, with one member from each of the professional schools. The term of office shall be three years. The Vice-Chancellor for Business Affairs shall be an ex-officio non-voting member.

Buildings and Grounds Committee

Duties. To aid in the formulation of plans and policies concerning buildings, roads, and grounds of the University including use, maintenance, safety, security, and development of the physical facilities of the University and to tender resulting recommendations on policy to the Chancellor, upon approval of the Senate, for submittal to the Board of Trustees.

Membership. Seven faculty members and two student members. The Vice-Chancellor for Academic Affairs, Vice-Chancellor for Student Affairs, Vice-Chancellor for Business Affairs, and the Plant Engineer shall be ex-officio non-voting members.

Computer Services Committee

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

Membership. Seven faculty members and one student member (to be nominated by the President of the Student Government Association). The Vice-Chancellor for Business Affairs, the Director
of Institutional Research, the Deans of the Schools and Colleges, and the Associate Director of the Academic Computing Center shall be ex-officio non-voting members.

Continuing Education Committee
Duties. To advise the Director of Special Programs 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.

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 conduct an on-going 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. To draft for Senate consideration resolutions on issues of faculty welfare to be presented to the Chancellor, the All-University Committee on Faculty Welfare, or other appropriate persons.

Membership. Five faculty members including the campus representative of the All-University Committee on Faculty Welfare and one Faculty Assembly delegate. The Vice-Chancellor for Business Affairs, and Director of Personnel Services shall be ex-officio non-voting members.

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

Membership. Seven faculty members and the President of the Student Government Association. The Director of Student Financial Aid shall be an ex-officio non-voting member.
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, including one representative from each of the professional schools, and two students. The Deans of the 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 review and recommend programs and organizations designed to satisfy the educational and related needs of the University. To provide such additional advice for the orderly growth of the University as the Committee from time to time may deem appropriate and as may be requested by the Chancellor.

Membership. Seven faculty members, including one representative from each of the professional schools, the President of the Faculty and the Chair of the University Curriculum Committee. The University Planning Officer, the Deans of the Schools and Colleges, and the Director of Institutional Research shall be ex-officio non-voting members.

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

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

Duties. To advise 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 to the Chancellor membership on the following panels:

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.

3) Student Grievance Hearings Panel. At the request of the appropriate Vice-Chancellor and in consultation with the Student Affairs Committee, the Committee chair shall appoint an ad hoc hearings panel of not fewer than five persons representing faculty and students and, when appropriate, staff. The Committee chair shall serve as chair of the hearings panel. The purpose of this panel is to hear student grievances in matters related to any individual grievances which are not under the jurisdiction of other committees of the University and to forward recommendations to the appropriate Vice-Chancellor.

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

Duties. To advise the Vice-Chancellor for University Advancement in the formulation of the university development policies and programs, and provide suggestions on their implementation. To serve as a liaison between the University Advancement Office, faculty, and students.

Membership. Eight faculty members including one representative from each professional school and, ex-officio, the Chair of the Budget Committee. The Vice-Chancellor for University Advancement and Deans of the Schools and Colleges shall be ex-officio non-voting members.

University Curriculum Committee

Duties. To review 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. Nine faculty members, including at least four from the College of Arts and Sciences and at least one from each of the professional schools, and two others from the Faculty at large. The Chief Academic Officer and a representative from the library faculty shall be ex-officio non-voting members.

2. Autonomous Faculty Committees

Faculty Hearings Committee

Duties. To review decisions of non-reappointment, suspension, discharge, or termination at the written request of the faculty member receiving such notice, in order to determine whether the decision was based upon any of the grounds stated to be impermissible. To grant a hearing as may be required by the Code or the Policies on Academic Freedom and Tenure. To either confirm the previous decision, or to forward a recommendation for corrective action to the appropriate academic officer.
Membership. Eight faculty members having permanent tenure. Persons excluded from this committee include those having emeritus status, administrators, department chairs, and those having concurrent membership on the Faculty Professional Relations Committee or on the Committee on Reappointment, Tenure and Promotion. Members shall be 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: 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, and distribute the grievance procedures.

Membership. Eight 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 chairs, 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

Duties. To review requests from departments for reappointments, tenure, and promotion, and to make recommendations on these requests to the appropriate deans.

Membership. Eight faculty members having permanent tenure elected for three-year staggered terms. Persons excluded from this committee include those having emeritus status, administrators, department chairs, and those holding concurrent membership on the Faculty Hearings or Faculty Professional Relations Committees.
FACULTY SENATE STANDING RULES

1. Regular meetings of the UNCW Faculty Senate are held at 2:30 p.m., on the second Tuesday of each month of the academic year, but may be rescheduled by the President in consultation with the Steering Committee.

2. The meetings normally take place in room 114 in DeLoach Hall 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.

5. The President of the Senate from the previous year shall convene the September Senate meeting. Election of officers shall be a Special Order of the Day on the agenda of that meeting. The President-elect shall take office following the election of officers.

6. All motions pending at the conclusion of the last regular Senate meeting shall be carried over to the next academic year.