FACULTY SENATE BYLAWS (2011)

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Article 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 an ex officio 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.]

3. The chair of each standing Senate committee, or another committee member elected by the committee, shall be an ex officio non-voting member of the Senate. A faculty member may serve simultaneously as a departmental senator and as a committee senator.

[Revised 2/15/11; see previous language.]

4. A representative of the Student Government Association, appointed by the SGA President and approved by a simple majority of the SGA legislative body, shall be a non-voting member of the Senate and shall serve for a one-year term.

[Added 4/17/01]
[Updated 03/03/2011]

B. Selection

1. The faculty of each department, the faculty of each school having no department, and the faculty of the library shall elect by secret ballot one representative for each ten full-time faculty members or fraction thereof provided that the fraction is one-half or larger. Any academic unit listed in the preceding sentence with less than 5 faculty members shall be entitled to one representative. 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.]

[Revised 2/15/11]

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 chairperson 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.

[Updated 05/23/2011]

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 chairperson 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. III.C. Sec. 1, 4 of these Bylaws.]

[Updated 09/03/2003]

D. Alternate Members

1. A senator who is unable to be present at a meeting of the Senate shall designate another full-time faculty member from the absent senator’s department or standing committee to serve as an alternate member of the Senate for that meeting only. The alternate member shall have the same voting privileges as the absent senator.

2. Alternate members shall identify themselves at roll call when the absent senator's name is called.

3. A senator who expects to be absent from more than two Senate meetings in any semester or more than three meetings in an academic year is expected to resign from the Senate so that the department or standing committee may elect a replacement.

[Updated 09/20/2004]
Article 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:
   a. Call to Order
   b. Roll Call
   c. Approval of the Minutes
   d. Report of the Chancellor and/or Member of Administration
   e. Report of the President of the Senate
   f. Report of the Faculty Assembly Delegates
   g. Committee Reports
   h. Old Business
   i. New Business
   j. 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. I, 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, chairpersons of Faculty Senates/Councils at the other constituent universities within the UNC system, and the President of Student Government Association.

[Updated 09/03/2003]
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.

**E. Virtual Session**

When the Senate is not in session and the President receives a motion that, in the President's judgment after consultation with the Steering Committee, requires Senate action prior to the next scheduled meeting and for which the calling of a special session would be impractical, the President may call a Virtual Session of the Senate via electronic mail sent to a mailing list of all senators. The notice shall state the motion and invite all senators to debate the matter by sending electronic mail to the mailing list. Following the discussion, the President shall call for a vote, and senators will send their ballots via electronic mail or in writing to the President. A motion carries if a majority of senators eligible to vote cast affirmative ballots, or if the number of senators casting ballots constitutes a quorum and a majority of these senators cast affirmative ballots. Action on such a motion shall be reported in the minutes of the next Senate meeting.

[adopted 3/18/97]
Article III. Officers & 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 also 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 selected 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 & 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 on July 1 of the following year.

[Revised 9/10/96; see previous language.]

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

1. Appoint the members of all standing committees of the Senate.

2. Advice 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 [see procedures] 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 originating 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.

F. Employed Secretary

The Senate shall have an employed (non-voting, non-member) secretary of at least quarter time.
Article IV. Faculty Assembly Delegates

A. The President of the Faculty Senate and two other delegates elected by the faculty shall represent UNCW as members of the Faculty Assembly of the UNC system.

[Revised 3/17/98; see previous language.]

B. Nominations for elected delegates 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.

C. A ballot which lists the nominees shall be distributed to the voting members of the faculty; faculty members shall be instructed to vote for one candidate; the candidate receiving the highest number of votes shall be the delegate.

D. Each elected delegate shall serve a term of three years; terms of the three delegates shall be staggered.

E. Delegates 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.

F. Alternates to the Faculty Assembly shall be selected from the pool of previous delegates by the President of the Faculty Senate on an as-needed basis.
Article V. Committees

A. Types of Committees

1. Standing Committees of the Senate. The standing committees of the Senate are as follows: [See also section C.1 for duties and membership of these committees.]

   a. Academic Standards Committee
   b. Admissions Committee
   c. Bookstore Committee
   d. Budget Committee
   e. Buildings and Grounds Committee
   f. Computer Services Committee
   g. Evaluation Committee
   h. Faculty Handbook Committee
   i. Faculty Welfare Committee
   j. Financial Aid Committee
   k. Library Committee
   l. Public Service and Extended Education Committee [called Continuing Education Committee prior to 2/18/97]
   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 Panel
   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 Appendix N. Committees such as the Athletics Council, Calendar Committee, Compliance Committee, Grade Appeals Committee, Planning 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.

ii. 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

i. Organizational Meeting. All standing committees shall be convened no later than September 30 by the previous chairperson or, in the chairperson'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.

iv. **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 chairperson 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 chairpersons shall provide information to newly appointed chairpersons 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 chairpersons 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. [See election procedures.]

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

a. Academic Standards Committee

i. 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 review recommended changes in the Honors Scholars Program and submit its recommendation to the full Senate for consideration. To screen candidates submitted for honorary degrees and submit recommendations to the Senate.

ii. Membership. Seven faculty members including one representative from each professional school. The Vice Chancellor for Academic Affairs, the deans of the schools and college, the Director of the University College, and the Director of the Honors Program shall be ex officio non-voting members.

iii. Nominations for Honorary Degrees [See Purpose of and Criteria for UNCW 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.

b. Admissions Committee

i. 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.

ii. 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, the Director of the University College, and the Director for the Student Development Center shall be ex officio non-voting members.

c. Bookstore Committee

i. 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.

ii. 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.

d. Budget Committee

i. **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.

ii. **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.

e. Buildings & Grounds Committee

i. **Duties.** To aid in the formulation of plans and policies concerning buildings, road, 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.

ii. **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.

f. Evaluation Committee

i. **Duties.** To review existing and proposed evaluation instruments and procedures, including student perceptions of teaching effectiveness, peer-evaluation of faculty, and faculty evaluation of administrators. To recommend to the Senate changes in evaluation procedures and instruments. To regularly review issues of validity and reliability of campus-wide evaluation instruments and report to the Senate in the year following adoption or revision of any instrument or procedure and at least every three years thereafter. To monitor the collection and distribution of evaluation data.

ii. **Membership.** Seven faculty members, including one representative from each professional school, one student appointed by the SGA President and one administrator appointed by the Steering Committee. The Vice Chancellor for Academic Affairs, the deans of the schools and college, and the Director of Institutional Research shall be ex officio non-voting members. The term of office shall be for three years with initial adjustments to provide for staggering of terms.

g. Faculty Handbook Committee [created January 2002]

i. **Duties.** To provide continuous review to and oversight of the Faculty Handbook. To review any material submitted for the Handbook for relevance and editorial consistency. To update the Handbook as
required with substantive changes subject to the review and approval of the Faculty Senate and Academic Affairs.

ii. **Membership.** Five faculty members, including at least one from each voting division of the Faculty. At least one member must have expertise in website management. The Vice Chancellor for Academic Affairs or a designee shall be an ex officio non-voting member.

### h. Faculty Welfare Committee

i. **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.

ii. **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 Human Resources shall be ex officio non-voting members.

### i. Financial Aid Committee

i. **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.

ii. **Membership.** Seven faculty members and the President of the Student Government Association. The Director of Financial Aid and the Director of the University College shall be ex officio non-voting members.

### j. Information Technology

i. **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 Computing and Information Systems in the allocation of academic computing resources. To serve as liaison between the Academic Computing Center, faculty, and students.

ii. **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 college, and the Director of the Computing and Information Systems shall be ex officio non-voting members.

### k. Library Committee

i. **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.

ii. **Membership.** Eight faculty members, including one representative from each of the professional schools, and two students. The deans of the schools and college, and the Director of Library Services shall be ex officio non-voting members.
l. Public Service & Extended Education Committee

[called Continuing Education Committee prior to 2/18/97; see previous language.]

i. Duties. To advise in the planning, direction, and operation of Public Service and Extended Education, especially in terms of program content and in the relevance of its operations to student, community, university, and administrative needs. To serve as liaison between the faculty and the Division of Public Service and Extended Education.

ii. Membership. Seven faculty members, and two members from the community at large. The Vice Chancellor for Public Service and Extended Education shall be an ex officio non-voting member.

m. Research Committee

i. 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.

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

n. Student Affairs Committee

i. Duties. To provide advice to the Vice Chancellor for Student Affairs on non-academic student-related issues as needed by the VCSA; to discuss and evaluate campus issues affecting students, and to tender resulting recommendations to the Chancellor, on approval of the Senate.

ii. 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.

o. University Advancement Committee

i. 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.

ii. Membership. Eight faculty members including one representative from each professional school and, ex officio, the chairperson of the Budget Committee. The Vice Chancellor for University Advancement and deans of the schools and college shall be ex officio non-voting members.
p. University Curriculum Committee  
[Motion 10-01-02]  
[Passed by the Faculty Senate and approved by the Interim Provost on September 8, 2009]  

i. Duties. To review all proposals for the following: the establishment, dissolution, division, or consolidation of academic departments or other degree-granting entities; the establishment or dissolution of academic degrees, including majors, minors, and certificate programs; the revision of academic degrees when these revisions directly affect any academic unit outside of the revising department's school or college; policies for maximum and minimum hours required for majors, minors, and certificates; total number of hours required for graduation; university-wide competency requirements; course prefixes; any curricular conflicts between schools and/or colleges; and other general curricular policies which have total university impact. The committee shall submit all such proposals, along with the committee's recommendations, to the Senate for consideration. [Revised January 2001; January 2005; September 2009. See previous duties.]  
[A description of the process of curricular change is found in the Faculty Handbook.]  

ii. 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. Term of membership shall be three years with staggered terms so that one-third of the committee terms expire in a given year. A member may serve a second consecutive term. At the initial Fall meeting the Committee shall elect a vice-chair who will normally assume the role of chair in the following year. The chief academic officer, the Dean of the University College, a representative from the library faculty, and the deans of the professional schools and college (or their delegates) shall be ex-officio non-voting members. [revised April, 2001; September 2009. See previous membership.]  

q. University Studies Advisory Committee  
[Passed by Faculty Senate and approved by the Provost on September 8, 2009]  

i. Duties. To review existing and proposed content of University Studies curriculum and catalog copy. To receive analysis of basic studies assessment results from the Learning Assessment Council and formulate recommendations as appropriate to the Faculty Senate for curricular changes based on assessment findings. To coordinate efforts to refine University Studies offerings to promote the academic mission of the university. To work with academic units to ensure that University Studies courses are offered on a reasonable and regular basis.  

ii. 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. Term of membership shall be three years with staggered term so that one-third of the committee terms expire in a given year. A member may serve a second consecutive term. At the initial Fall meeting the Committee shall elect a vice-chair who will normally assume the role of chair in the following year. The chief academic officer, the Dean of the University College, a representative from the library faculty, and the Early College Liaison shall be ex-officio non-voting members.
iii.

2. Autonomous Faculty Committees

a. Faculty Hearings Panel

i. Duties. To determine the membership of faculty hearing committees, whose duties shall be as follows: 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. Either to confirm the previous decision, or to forward a recommendation for corrective action to the appropriate academic officer.

ii. Membership. Thirty-two faculty members having permanent tenure. Persons excluded from the panel include those having emeritus status, administrators, department chairpersons, 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 serve no more than two terms in succession. At the beginning of each academic year the panel will convene to elect a chairperson from the panel membership and to review the hearings procedures. Petitions for a hearing shall be addressed to the chairperson of the panel. Upon receipt of a petition the panel chairperson shall randomly select a hearing committee of, if possible, eight panel members who are not currently serving on an active hearing committee and who are not members of the petitioner's department or school. Every hearing committee must consist of at least six members. The panel chairperson will designate the hearing committee chairperson pro tem, who will be responsible for convening the hearing committee. Upon convening, the hearing committee will elect its own chairperson and will serve as the hearing committee for that particular petition. The petitioner is allowed a total of two peremptory challenges. The committee chairperson may request additional members to be added to the committee, should any committee members remove themselves from the committee or be challenged.

[See also Election Procedures for Autonomous Faculty Committees.]

b. Faculty Professional Relations Committee

i. 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.

ii. 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 chairpersons, and those holding concurrent membership on the Faculty Hearings Panel or the Reappointment, Tenure, and Promotion Committee. Members may not succeed themselves.

[See also:

- Election Procedures for Autonomous Faculty Committees
- Academic Freedom & Tenure Document]

c. Committee on Reappointment, Tenure, and Promotion

i. Duties. To review applications, subsequent to review by the appropriate dean/university librarian, for reappointment, tenure, and promotion, and to make recommendations on these applications to the provost and vice chancellor for academic affairs.

ii. 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 chairpersons, and those holding concurrent membership on the Faculty Hearings Panel or Faculty Professional Relations Committee. If a member of the RTP Committee is a candidate for review by that committee or has a spouse who is under review by that committee, he or she shall be replaced on the committee by a substitute during that semester. The Senate Steering Committee shall name a substitute.

[See also Election Procedures for Autonomous Faculty Committees.]
Appendices

A. Faculty Senate Standing Rules

1. Regular meetings of the UNCW Faculty Senate are held at 2:00 p.m. on a Tuesday of each month from September through April, as scheduled by the President in consultation with the Steering Committee. The scheduled meeting dates of the Senate and the Steering Committee for the current academic year shall be published with the September agenda.

2. Separate seating shall be provided for voting senators and for non-voting senators and visitors.

3. The Senate normally shall adjourn no later than 4:00 p.m.

4. Election of the President-Elect shall be a Special Order of the Day on the agenda of the December meeting.

5. Election of all other officers shall be a Special Order of the Day on the agenda of the September meeting. Those officers shall take office immediately upon election.

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

B. Election Procedures for Autonomous Faculty Committees

1. Each year the Senate Steering Committee shall elect one of its members Elections Officer, who shall be responsible for conducting elections for the autonomous faculty committees and the Faculty Assembly delegates. Duties, membership, and terms of office for the three autonomous committees can be found in the Faculty Senate Bylaws.

2. Membership Qualifications

a. Hearings Panel (HP). Thirty-two members, eight from each division.
   i. Must be tenured faculty member.
   ii. May not hold emeritus status, be administrator, or be chairperson.
   iii. May not hold concurrent membership on FPRC or CRTP.
   iv. May serve no more than two terms in succession.
   v. No more than three members from the same department or the same school may serve concurrently.

b. Faculty Professional Relations Committee (FPRC). Eight members, two from each division.
   i. Must be a full-time faculty member.
   ii. May not hold emeritus status, be administrator, or be chairperson.
   iii. May not hold concurrent membership on HP or CRTP.
   iv. May not succeed self.
   v. No two members from same department or same school may serve concurrently.
   vi. All professorial ranks (assistant, associate, full) must be represented

b. Committee on Reappointment, Tenure, and Promotion (CRTP). Eight members, two from each division.
i. Must be tenured faculty member.
ii. May not hold emeritus status, be administrator, or be chairperson.
iii. May not hold concurrent membership on FPRC or HP.
iv. May serve no more than two terms in succession.
v. No two members from same department or same school may serve concurrently.

3. The Elections Officer shall be responsible for updating the faculty information database in consultation with the chief academic officer, the Office of Institutional Research, and department chairpersons.

   i. Name
   ii. Rank (especially promotions in effect for the next academic year)
   iii. Department and/or school affiliation
   iv. Full-time/part-time
   v. Tenured/non-tenured
   vi. Retiring or not returning
   vii. Whether or not:
       1. an administrator (half-time or more)
       2. a chairperson
       3. current membership on: FPRC, HP, or CRTP

4. Following a schedule established by the Steering Committee each year, the Elections Officer distributes to the appropriate segments of the voting faculty a list (generated by the database described in 3) of the potential candidates for each vacancy in each voting division. [See item 14 below.]

5. One week is allowed for verifications (including first name preferences) and for challenges and withdrawals from any or all lists. Any such communication should be submitted in writing to the Elections Officer.

6. Having processed any such responses, the Elections Officer issues a nominating ballot for each divisional vacancy to the voting faculty in that division.

7. Each member of the voting faculty in a division may nominate up to three (3) persons per vacancy in his/her respective voting division. One week is allowed for the return of the ballots.

8. The Steering Committee counts the ballots.

   i. For divisional nomination to the Faculty Professional Relations Committee or the Committee on Reappointment, Tenure, and Promotion, the three individuals receiving the highest number of votes become the candidates as long as no more than one (1) faculty member is nominated from a single department or school. Should more than one of the three highest vote-getters be from a single department or school, only the highest vote-getter from that unit shall be nominated; the other(s) shall be replaced by the next highest vote-getter(s) not from that unit.

   ii. For divisional nomination to the Hearings Panel, the twelve individuals receiving the highest number of votes become the candidates as long as no more than three (3) faculty members are nominated from a single department or school. Should more than three of the twelve highest vote-getters be from a single department or the single school, only the three highest vote-getters from that unit shall be nominated; the other(s) shall be replaced by the next highest vote-
getter(s) not from that unit.

In case of a tie, the Steering Committee will determine the nominee by a random selection procedure. If the same individual is nominated for more than one committee, the Steering Committee will ask his/her committee preference. The next highest vote-getter thus becomes the nominee for the other committee.

9. The Elections Officer prepares election ballots containing the names of the three (3) candidates for each vacancy in each voting division and distributes them to all voting faculty. Each voting faculty member votes for one candidate for each vacancy in every voting division.

10. The Elections Officer and a member of the Steering committee count the ballots. In case of a tie, the Steering Committee will determine the winner by a random selection procedure.

   i. For vacancies on the Faculty Professional Relations Committee or the Committee on Reappointment, Tenure, and Promotion, the candidate in each division with the highest number of votes is elected.

   ii. For vacancies on the Hearings Panel, the four candidates in each division with the highest number of votes are elected, with the proviso that no more than three from the same department or the same school may serve concurrently.

11. The UNC Code requires that the membership of the Faculty Professional Relations (Grievance) Committee "... shall be elected by the faculty with members elected from each professorial rank" (Section 607). In order to insure compliance, should the returning members of the committee not include all ranks, the Elections Officer shall assign the missing rank to a voting division for that election. The nominating ballot for FPRC in that voting division shall include only persons of that rank. The burden of electing a predetermined rank, when needed, shall be rotated among the voting divisions in the following order: Divisions I-IV. If a division is not electing a member to the FPRC in a year in which it would otherwise be assigned a predetermined rank, that responsibility shall pass to the next division in the rotation and the imbalance corrected in a subsequent year. The status of the rotation shall be reported each year in the minutes of the senate meeting at which the election results are announced. The Steering Committee shall be responsible for interpreting this policy.

12. All election results shall be announced at the next senate meeting following the counting of the ballots. At the discretion of the President of the Senate, written notice of the results may be sent to all voting faculty at an earlier time also. While the members of the Steering Committee are not to discuss the results with anyone, questions about the election mechanism may be answered by the Elections Officer or the President of the Senate, or referred to the Steering committee.

13. If a member of an autonomous faculty committee resigns after the beginning of the final semester of service, that vacancy is not filled. Otherwise the Steering Committee will appoint the next highest vote-getter from the appropriate division in the most recent election for that division. Persons so appointed shall serve the unexpired term and shall not be, on this account, disqualified from candidacy in the subsequent regular election.

14. Voting Divisions

   Departments are assigned to one of four voting divisions as follows:
i. **Division I:** Art & Art History, Creative Writing, English, Film Studies, Foreign Languages & Literatures, Music, Philosophy & Religion, Theatre

ii. **Division II:** Biology and Marine Biology, Chemistry & Biochemistry, Computer Science, Environmental Studies, Geography and Geology, Mathematics & Statistics, Physics & Physical Oceanography, Psychology

iii. **Division III:** Anthropology, Communication Studies, History, School of Health & Applied Human Sciences, Public and International Affairs, Randall Library, School of Social Work, Sociology & Criminology

iv. **Division IV:** Cameron School of Business (Accountancy & Business Law, Economics & Finance, Information Systems & Operations Management, Management, Marketing), Watson School of Education (Early Childhood and Special Education, Educational Leadership, Elementary, Middle Level and Literacy Education, Instructional Technology, Foundations and Secondary Education), School of Nursing

15. **Nominating and Voting**

i. Nomination for candidates for autonomous committees will be made by faculty within their voting division, i.e., nominations restricted to one’s own division (Steps 3-8 above).

ii. Voting for candidates for autonomous committees in all divisions is done by the entire faculty. Thus all voting faculty vote in all divisional elections to elect one candidate for every vacancy in each division (voting across divisions).

16. **Terms of the Committees**

i. Members of the Hearings Panel and the Faculty Professional Relations Committee serve two-year staggered terms (within divisions).

ii. Members of the Committee on Reappointment, Tenure, and Promotion serve three-year staggered terms (across divisions).

[Updated: 05/23/2011]