
Faculty Senate Primer



“The Faculty Senate shall have the power to act for the faculty in all matters of faculty concern not otherwise provided for in this document. The Faculty Senate shall be the legislative body of the faculty.”

~UNCW Faculty Governance Document, Article IV, section 1

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Robert's Rules of Order

www.robertsrules.org

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair working through of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should undue strictness be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action. The assembly rules have the final say on everything.

Silence means consent.

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order. You must be recognized by the Chair before speaking.
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote.
- Before the motion is stated by the Chair members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair.
Motion/Resolution - Amendment - Motion to Postpone.
- The member moving the "immediately pending question" is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.

The Rules (© 1997 Beverly Kennedy)

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary.
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules).
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution. If no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred.
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

Overview

The UNCW Faculty Senate is the legislative body of the faculty and acts on its behalf. Regular meetings of the faculty senate are held once a month during the academic year.

The agenda for each meeting is prepared by the President of the senate in consultation with the Senate Steering Committee. The agenda and the minutes of senate meetings are posted at the Faculty Senate website at <http://www.uncw.edu/facsen/>.

A regular meeting agenda includes:

- 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

A request to be placed on the agenda must be made in writing, to the President, no less than 7 days prior to the next meeting. Agendas will be followed unless set aside by a two-thirds majority of those present.

A quorum is needed in order to conduct business of the senate. Our bylaws require that two-thirds of the voting members (70) must be present in order to meet the quorum. Regular senate business will be conducted using voice votes, with the exception of elections, which will be determined through written ballot. The senate will hold an executive session to consider honorary degree candidates and personnel actions.

The faculty of each department/school 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. Senate terms are two years, except when one-year terms are necessary to insure staggered representation.

When a vacancy occurs in any elected senate position, a replacement representative must be elected from that department to complete the term. As a senator, if you are unable to attend a meeting of the senate, you must designate another full-time faculty member to serve as your representative for that meeting only. Your representative will assume your voting privileges during the meeting.

Duties of Officers

The President presides at all senate and senate steering committee meetings, serves as President of the faculty, oversees the work of the senate and its committees, and carries out the responsibilities specified in the bylaws. The President will also conduct an orientation meeting each academic year for chairs of the senate committees. The President-Elect is elected at a December senate meeting and assumes office on July 1 of the following year. An individual may serve up to four consecutive terms as President and may subsequently be re-elected. The President becomes Immediate Past President for one year immediately following the installation of a new president.

The President of the senate appoints a parliamentarian for a one-year term to advise on matters of parliamentary procedure and insure the orderly conduct of business. The President also appoints tellers to count ballots and, when appropriate, appoints time-keepers.

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

The Vice President carries out the duties of the President when the President is absent. The Vice President serves as the Elections Officer for autonomous committees. The Vice President succeeds the President when the office of the President becomes vacant. The Vice President is elected by the Senate at its first meeting of the academic year.

The Secretary oversees the work of the employed secretary assigned to the faculty senate, keeps the minutes and maintains the records of the senate and the steering committee, and provides for faculty access to those records. The Secretary is elected by the senate at its first meeting.

The Steering Committee includes the President, Vice President and Secretary of the senate plus four additional senators selected by the senate. The President-Elect and Immediate Past President will also serve on the steering committee during their terms of office. Officers and members of the steering committee serve for one-year terms.

Members of the steering committee advise the Chancellor and the Provost, conduct elections for autonomous faculty committees, and review the Faculty Handbook. The steering committee appoints members to all standing committees of the senate, assists the President in preparing the meeting agendas, and assists with preparing and administering the budget. The steering committee also reviews standing committee recommendations and determines whether those recommendations require a Senate vote.

Faculty Assembly Delegates

The Faculty Assembly is the elected body of representatives of the faculty of the seventeen campuses in the UNC system. The Assembly is dedicated to upholding and exercising the principles of academic freedom, shared governance, tenure, and the faculty's primary responsibility for the university's curriculum. The Assembly meets in Raleigh four times during the academic year and delegates are expected to represent the Faculty Senate at those meetings. Delegates will report on the Faculty Assembly meetings at the following FS meeting.

Nominations for elected delegates are made at the December faculty senate meeting. The senate may nominate up to four, but no fewer than two, candidates for each of the two delegate positions. Senators will vote for one candidate by written ballot. The candidate receiving the highest number of votes will become the faculty assembly delegate and will serve a term of three years. Delegates who are not members of the faculty senate are expected to attend faculty senate meetings in order to be informed of the senate's actions, receive its advice and report on faculty assembly activities. When necessary, alternates to the faculty assembly will be selected by the President from the pool of previous delegates.

The senate has a quarter-time, employed, non-voting secretary whose responsibility it is to

- Book meeting space for all senate and steering committee meetings,
- Arrange travel for the senate business, including trips to the Faculty Assembly,
- Take attendance at senate meetings and maintain the attendance log
- Maintain the motions log,
- Maintain rosters of faculty senators and committee members,
- Assist the elections officer in conducting autonomous committee elections,
- Assist the President with purchase orders and budget allocations,
- Help with preparation of materials for circulation or distribution when needed,
- Help maintain the faculty senate Web and SharePoint sites when needed
- Maintain and update the Faculty Senate Primer to be used as training material in orientation sessions for new senators and committee chairs and by CTE's workshops for new Faculty and Department Chairs.

Senate Standing Committees

There are thirteen standing committees of the faculty senate which exist to assist the senate in performing the duties assigned by the Faculty Governance document. Each committee is responsible to and reports to the senate. Members of standing committees are selected by the senate steering committee and at least one-third of the members are not senators. Student members are appointed based on a recommendation by the Student Government Association President. Faculty members serve two-year terms and students serve one-year terms. Duties and membership criteria are listed in the Senate Bylaws. The standing committees are

1. Academic Standards Committee
2. Budget Committee
3. Buildings and Grounds Committee

4. Committee on Student Matters
5. Evaluation Committee
6. Faculty Engagement and Outreach
7. Faculty Handbook Committee
8. Faculty Welfare Committee
9. Information, Technology and Library Resources Committee
10. Research Committee
11. University Advancement Committee
12. University Curriculum Committee
13. University Studies Advisory Committee

Conduct of Business

Standing committees should be convened no later than September 30th by the previous chairperson or, in the chairperson's absence, by a committee member designated by the steering committee. The purpose of this meeting is to elect officers, review the committee responsibilities, and determine the conduct of committee business.

A quorum (half the members, plus one) must be met in order to conduct committee business. A committee member may appoint an alternate to attend a meeting, observe and report however, the alternate may not vote at the meeting.

After each committee meeting, the chair must provide the senate President with a list of recommendations considered and the action taken on each recommendation as well as a list of current or pending issues. When issues of major importance are being considered, committees will hold public hearings that are open to testimony from faculty, administrators and students. Notice must be given prior to the hearings.

All standing committees must submit an end-of-academic year report to the President for distribution to the faculty.

Committee Records

The chairperson of each committee is responsible for meeting minutes. Copies of the minutes should be sent to both the senate President and the senate Secretary and also posted at the committee SharePoint site. Outgoing committee chairpersons should plan to meet with newly appointed chairpersons for a committee debriefing.

Orientation and Planning

By October 31st of each year, the standing committee chairs will meet with the president of the senate and members of the steering committee for orientation and planning.

Autonomous Faculty Committees: Duties and Membership

There are three Autonomous Faculty Committees and each has specific responsibilities involving matters of professional concern to the faculty. Members to these committees are elected by the full voting faculty and serve two-year, staggered terms. Members may be re-elected to a second two-year term. All autonomous faculty committees are to meet during the first month of the academic year to elect officers, to organize, and to acquaint members with the duties and responsibilities of the committee.

The Faculty Hearings Panel Committee determines 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.

The committee includes thirty-two faculty members with permanent tenure. Members will be elected to two-year staggered terms and may serve no more than two terms in succession. Administrators, department chairs, persons with emeritus status and those having concurrent membership on the Faculty Professional Relations Committee or on the Committee on Reappointment, Tenure and Promotion are excluded from serving on the Faculty Hearings Panel.

At the beginning of each academic year the panel will convene to elect a chair from the panel membership and to review the hearings procedures. Petitions for a hearing should be addressed to the chair of the panel. Upon receipt of a petition the panel chair will 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 chair will designate the hearing committee pro tem, who will be responsible for convening the hearing committee. Upon convening, the hearing committee will elect its own chair and will serve as the hearing committee for that particular petition. The petition is allowed a total of two preemptory challenges. The committee chair may request additional members to be added to the committee, should any committee members remove themselves from the committee or be challenged.

The Faculty Professional Relations Committee is authorized to hear, mediate and advise with respect to the adjustment of faculty grievances. The committee will hear representations by the persons directly involved in a grievance, will mediate voluntary adjustment by the parties, and will advise adjustment by the administration when appropriate. "Grievances" within the province of the committee's power will 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.

The committee is comprised of 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 administrators, department chairs, persons with emeritus status, and those holding concurrent membership on the Faculty Hearings Panel or the Reappointment, Tenure, and Promotion Committee. Members may not succeed themselves.

The Reappointment, Tenure and Promotion Committee reviews applications, subsequent to review by the appropriate dean/university librarian, for reappointment, tenure, and promotion, and makes recommendations on these applications to the Provost and Vice Chancellor for academic affairs.

The committee includes eight faculty members with permanent tenure elected for three-year staggered terms. Administrators, department chairpersons, persons with emeritus status, and those holding concurrent membership on the [Faculty Hearings Panel](#) or [Faculty Professional Relations Committee](#) are excluded from serving on this 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 will be replaced on the committee by a substitute during that semester. The Senate Steering Committee will name a substitute.

Curricular change

Changes in university curricula may be initiated by the department, the Faculty Senate, the deans or directors, and they require official approval. Curricular changes may not be listed in the catalogue until approved.

Changes to undergraduate curricula

Faculty involvement in proposed changes in the undergraduate curricula is accomplished through the following committee structure:

- Curriculum committees within the College of Arts and Sciences, the Cameron School of Business, the Donald R. Watson School of Education, and the College of Health and Human Services review all proposed curricular changes within their respective colleges and schools and make recommendations to the respective deans.
- The [University Curriculum Committee](#) (UCC), a standing committee of the Faculty Senate, reviews 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 requirements other than University Studies; 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.
- The [University Studies Advisory Committee](#) (USAC), a standing committee of the Faculty Senate, reviews existing and proposed content of University Studies curriculum and corresponding catalog copy; receives analysis of basic studies assessment results from the Learning Assessment

Council and formulates recommendations as appropriate to the Faculty Senate for curricular changes based on assessment findings; coordinates efforts to refine University Studies offerings to promote the academic mission of the university; and works with academic units to ensure that University Studies courses are offered on a reasonable and regular basis.

Recommendations of college and school curriculum committees are first submitted to the appropriate dean for approval. Approved recommendations regarding individual courses and all other curricular matters not subject to review by the University Curriculum Committee or the University Studies Advisory Committee are submitted directly to the chief academic officer for official approval.

Recommendations of college and school curriculum committees involving matters subject to review by the UCC or USAC are submitted to that committee upon approval by the dean. However, the college or school may submit proposals to the UCC or USAC prior to the completion of its review process if simultaneous consideration is necessary to meet a deadline, such as for the publication of the following year's catalogue. Recommendations of the UCC and USAC are first submitted to the Faculty Senate and, if approved, are submitted to the chief academic officer for official approval.

Forms for proposing new courses or for changing or deleting existing courses are available [online](#). Forms for proposing changes in existing university studies courses and for proposing additions (or deletions) of existing courses to (from) university studies are available [online](#).

Proposals may be submitted at any time, but faculty should keep the following in mind:

- The normal deadline for submissions to Academic Affairs for the catalogue is November 13 each year. Proposals submitted in the spring of the year have a high assurance of making the November catalogue deadline, if approved. Courses submitted in the fall close to the deadline are unlikely to pass through the review and approval process in time to meet the November 13 deadline for the following year's catalogue.
- Proposals are reviewed by the college and school curriculum committees before going to the appropriate dean for approval.
- Proposals regarding majors, minors, and certificate programs additionally involve review by the University Curriculum Committee and approval by the Faculty Senate.
- Proposals for changes in courses that are already approved for university studies require approval by the college and school curriculum committees and their deans before they can be considered by the University Studies Advisory Committee and the Senate.
- Proposals to create new courses must reflect the [Credit Hour Definition policy](#).
- Proposals to plan new undergraduate degree programs must be reviewed by the appropriate college or school curriculum committee, the University Curriculum Committee, the Faculty Senate, and the chief academic officer before notice of intent to plan can be submitted to the Office of the President.

Changes to graduate curricula

The [Graduate Council](#) initiates, reviews, and makes recommendations concerning graduate education and reviews and makes recommendations on all curriculum requests at the graduate level. Changes in the graduate curricula that originate in the departments require approval by the Graduate Council. The Graduate Council also reviews and makes recommendations on all proposals for new degree programs

or program tracks at the graduate level as well as program deletions. Recommendations on changes in degree programs or program tracks are also reviewed by the Graduate Dean, Dean of the appropriate College or School, and the chief academic officer.

UNC system review

In all cases, proposals for new degree programs, requests to change the name of existing programs, and requests for discontinuation of degree programs must be reviewed by the Office of the President following procedures published by that office. Both the notice of intent to plan and, if approved by the Office of the President and the Board of Governors, the Request for Authorization to Establish a New Degree Program are subject to the campus approval process described above.

Digital Signature Instructions

1. Make sure your computer has an updated version of Adobe Acrobat Reader.
2. Download a curricular change form from the senate SharePoint site and make a copy to fill out. <https://share.uncw.edu/teams/home/fs/uc/Shared%20Documents1/Forms/AllItems.aspx>
3. Save the original form for repeated use and fill out the copy. When ready click on the appropriate signature field

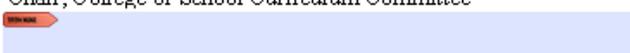
Recommended and approved by:

 Signature field with a red arrow pointing to the right.

Department Chairperson

 Signature field with a red arrow pointing to the right.

Chair, College or School Curriculum Committee

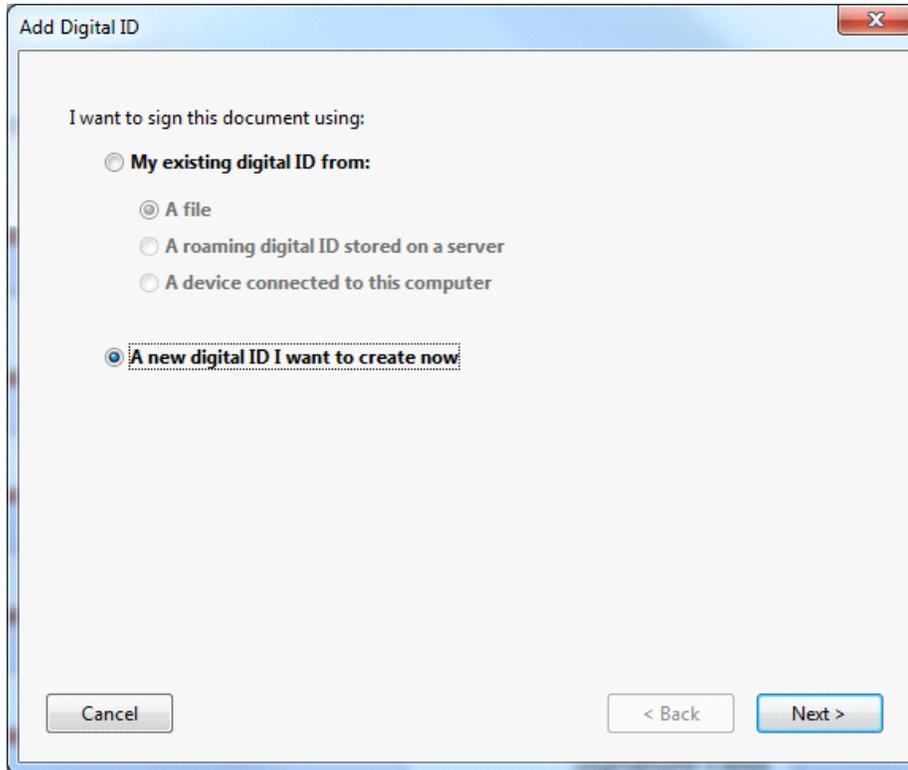
 Signature field with a red arrow pointing to the right.

Dean of the College or School

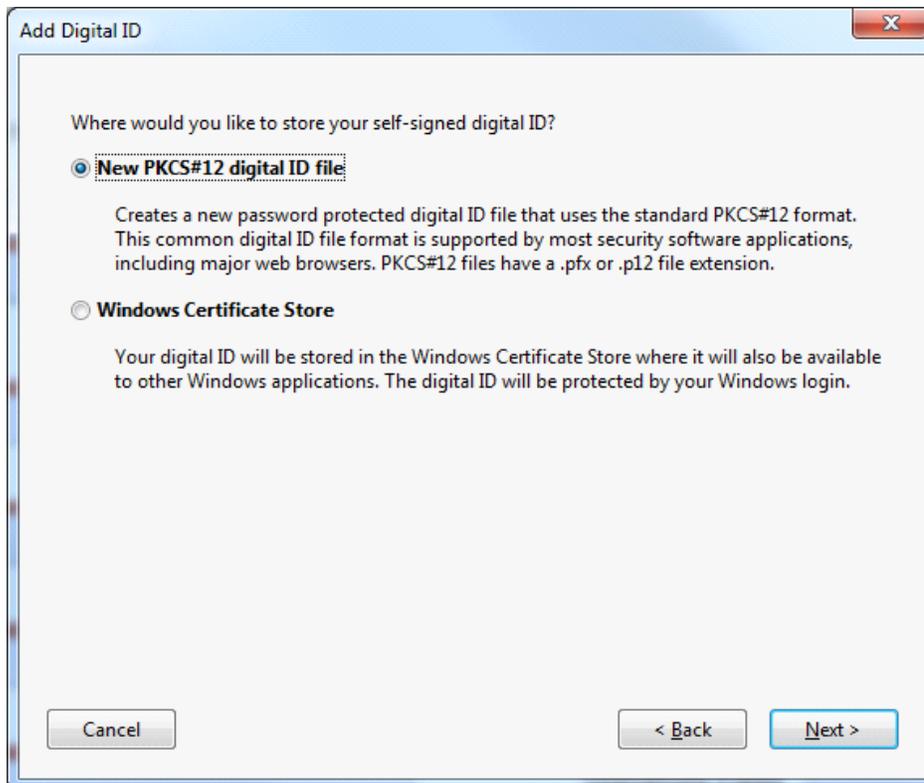
 Signature field with a red arrow pointing to the right.

Teacher Education Council *(WCE use only)*

4. The form prompts for an electronic signature



5. Select **A new digital ID I want to create now** and click **Next**.



6. Select **New PKCS#12 Digital ID File**, and click **Next**

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

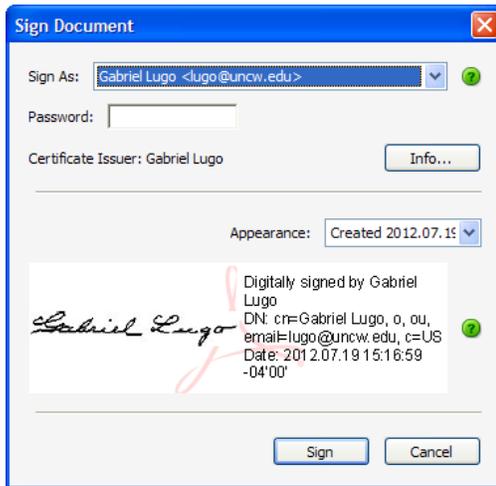
Enable Unicode Support

Key Algorithm:

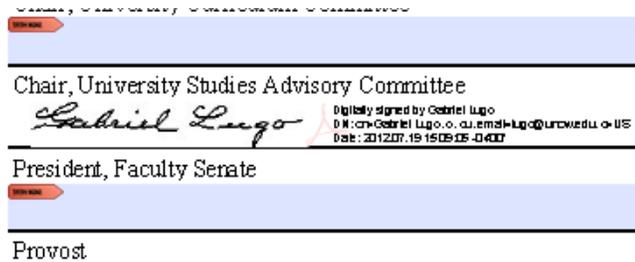
Use digital ID for:

7. The system prompts for a file location for your new Digital ID File. Enter a password and confirm. You should make a note of the file location so you can copy this file for use on other personal computers and for backup purposes. You will need to browse the this file and enter your password everytime you use your digital signature. When you are ready, click **Finish**.

8. Enter your password and sign the document



9. If you wish to include a graphic signature click on the item Appearance as you sign and for the new appearance load your signature from a graphic file.



Faculty Senate Officers

President Dr. Steve Meinhold

Vice-President..... Dr. Jimmy Reeves

Secretary..... Dr. Carol Pilgrim

Faculty Senate Steering Committee

Dr. Ken Gurganus (Parliamentarian)

Dr. Mark Spaulding

Mr. Aaron Wilcox

Dr. Carrie Clements

For further information please see the following site:

<http://www.uncw.edu/facsen>

Prepared by Gabriel Lugo