

**Appalachian State University  
2012 - 2013**

**FACULTY SENATE GUIDEBOOK  
AND MANUAL OF ORDER**

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**A. Role of Faculty Assembly Delegates**

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## **Revision September 2011**

Section II, Item D, Parliamentarian, was revised as a result of the Faculty Senate approving Motion FS11-12/09-01 which stated “The parliamentarian should enjoy all the privileges of any other Senator including making motions, speaking, and voting in any form”.

## **Revisions of 2010**

Twelve years have passed since the last revision of the Faculty Senate Handbook. The revision of 2010 is due in large part to the restructuring of Faculty Senate and the subsequent amendments to the Faculty Constitution that occurred in 2007-2008. Prior to this revision, the Senate was composed of representation due to membership in a College or the Library. Representation is now by department or unit such as the School of Music, Library, and University College. At large seats have been retained, albeit at a smaller number.

We reevaluated the continually changing roles of the Executive Committee, the Faculty Senate, and the schedule of meetings currently being held and those changes are reflected within.

Martha Marking, Chair of Ad-hoc Committee, Chair  
Michael Ramey, Chair  
Eric Marland, Vice-Chair  
Jeff Butts, Parliamentarian  
Chip Arnold, Senator  
January, 2010

## **Revisions of 1998**

Six years have passed since the last revision of the Faculty Senate Handbook, and many significant changes in both procedure and definition have occurred in that interval. We offer these revisions to accommodate those changes, and to guide Senate protocol for the next several years. As stated in the first revisions of 1981, reexamination on about a five-six year interval would be prudent, and we anticipate that substantial changes will be made in the next millennium.

The ad hoc committee responsible for these latest revisions felt that a change in the name of this document was necessary to help distinguish it from the *Faculty Handbook*. As such, we have changed the name to the Faculty Senate Guidebook. In addition, we have revised the time line of activities for the Chair and Vice-Chair, incorporated advances in computer technology and use such as the Internet and email, edited some of the wording to reflect changes in intent and to correct errors, and attempted to bring the election process back to the faculty by restoring the right of the Senate to designate election chairs within each university unit.

We hope this Guidebook continues to be of use to the university community and that it enhances the ability of the Faculty Senate to represent the wishes of its faculty to the administration.

Howard Neufeld, Chair  
Sara Zimmerman, Vice-Chair  
Richard McGarry  
Michael Moore  
Stella Anderson  
March 1998

### **Revisions of 1992**

Several significant changes have been made both in the procedures of the Faculty Senate and in the *Faculty Handbook* since 1988. This latest version of the Faculty Senate Handbook reflects these changes. It also reflects changes in language which have become standard since that time.

We hope that this Handbook continues to serve Senators, other faculty, as well as administrators, in the conduct of Senate affairs and its functions within Appalachian State University.

Peter Petschauer, Chair  
Steve Williams, Vice Chair  
April 1992

### **Revisions of 1988**

The Faculty Senate Handbook serves as a valuable document in guiding the conducting of Faculty Senate business. This revision of the Handbook has been influenced by some modifications in the procedures of the Senate. It also reflects changes in committees, which have been approved by the Senate or by the new Faculty Handbook for which approval is anticipated by the 1988-1989 academic year.

Slight modifications to timetables have been made to make adjustments for some changes in procedures in various segments of the University. Any references to the Faculty Constitution or the *Faculty Handbook* refer to these documents pending approval in 1988.

Theresa Early, Chair  
Janice Whitener, Vice Chair  
Alan Hauser, Secretary  
March 1988

## **Revisions of 1981**

Several years have passed since the Faculty Senate Handbook was first issued. In the intervening period of time, a number of substantive changes in Senate policies and procedures have taken place, and these have made it necessary to modify the Handbook at several points. Since the timetable for the performance of the Chair's duties has been influenced considerably by these modifications in procedure, the timetable has been revised and updated. A timetable for the performance of the Vice-Chair's duties has been added. There is also a new section regarding election procedures.

This revision indicated clearly that every several years the Faculty Senate Handbook needs to be revised and updated. Therefore, a close reexamination of this Handbook no more than several years from now would be in order. In order to provide clarification, any references to the Faculty Constitution or the *Faculty Handbook* refer to these documents as provided in the Faculty Handbook for the 1980-1981 year.

Alan Hauser, Chair  
Nancy Neale, Vice Chair  
Terry Cole, Secretary and Parliamentarian  
January 1981

## Foreword

The purpose of this Handbook and Manual of Order is to provide a guide for the officers and committees of the Faculty Senate. It attempts to answer three main questions: (1) What is to be done; (2) Who is to do it; and (3) How and when should it be done.

These statements herein are not to be considered as the only route to approach a responsibility, nor does the Handbook serve as a binding contract. Rather it is an attempt to offer guidance in time of question. As different Senates are convened and undertake new responsibilities it is anticipated that their ideas will be expressed in revised editions of this manual. The Ad Hoc Committee, which has submitted this original effort, recommends that the Faculty Senate Handbook be produced in loose-leaf form in order to promote ease in revision. The Committee further recommends that the Faculty Senate institute a mechanism for effecting periodic revisions to the Handbook. Finally, the Committee recommends that an updated version of the Faculty Senate Handbook should be provided to each Senator and the Vice Chancellor for Academic Affairs at the regular May meeting of the Senate.

In order to provide clarification, any references to the Faculty Constitution or the *Faculty Handbook* refer to these documents as provided in the *Faculty Handbook* for the 1977-1978 academic year.

Submitted for consideration and possible adoption by the Ad Hoc Committee for Drafting a Faculty Senate Handbook.

Judy Humphrey  
J. Frank Randall  
Jim Roberts  
Donald Sink, Chair  
Spring 1978

## Organizational Structure

The purpose of the Faculty Senate is to serve as the instrument through which the faculty of Appalachian State University considers and acts on university matters. To this end, the Faculty Senate participates in the formation, implementation, and review of university policy.

The Faculty Senate, in order to represent a continuing proportionate and distributive voice of the faculty, is composed of one member from each academic department/unit that makes up the university. A department or unit may choose not to fill its senate seat, in which case, the seat will remain empty for that academic year. Questions of quorum and voting matters will be determined by the number of active seats and may vary from year to year. In addition, there shall be five “at large” seats filled by faculty from across the university. For a description of the procedures relating to the election of Faculty Senate members, see Article IV, Sections 3 and 6 of the Faculty Constitution (Chapter I in the *Faculty Handbook*).

All employees of the university holding academic rank are eligible for election, excluding Emeriti Faculty, Adjunct Faculty, and Part-time Faculty teaching less than six hours (see Faculty Constitution, Article II, Section 2). The Senate elects three members of its body to serve as officers: a Chair, a Vice Chair, and a Secretary. Officers will serve a one-year term, which may be renewed for a second consecutive year. A minimum of two nominations is required for each of the electable positions. A Senator is appointed by the Chair to serve as Parliamentarian.

To further involve the faculty in the policy of the university, standing committees of the university are established, modified and/or abolished, as the Senate deems necessary. These committees make recommendations for action concerning university policy, particularly as the policy is related to concerns of faculty and students. The Senate's Committee on Committees is charged with periodically reviewing the composition, the effectiveness, and the areas of responsibility of each university committee, and with proposing a slate of new members for these committees to the Senate for its approval at the regularly scheduled March meeting.

To provide for orderly transaction of business, Faculty Senate committee members are appointed by the Chair of the Senate, with the advice and consent of the Senate. Faculty concerns needing study may be referred to a Senate committee by action of the Chair, the Agenda Committee or the Senate. Items referred to committee shall be recorded in the minutes of the Senate. Also, committees study and bring to the Senate recommendations on policies and concerns in their areas of responsibility. Recommendations on all referred matters are submitted by committees to the Senate for action as expeditiously as possible.

## **I. Policies**

### **A. General**

1. All meetings of the Faculty Senate are conducted according to the latest edition of Roberts Rules of Order, and according to the Faculty Constitution and Bylaws.
2. All matters of Faculty Senate policy shall be decided by the Senate acting as a whole, unless otherwise indicated by the Faculty Constitution and Bylaws or by The Code of the Board of Governors of the University of North Carolina.
3. Decisions on all motions of the Faculty Senate will be by voice vote or show of hands. Each Senator will also record his or her own vote on a voting sheet so as to provide a permanent record. A composite voting sheet recording all individual votes at a Senate meeting accompanies the minutes for that meeting.
4. When presented with a petition signed by 50 faculty members, the Faculty Senate will initiate an opinion survey of the whole faculty on the issue in question and bring it before the Senate for discussion and possible action.

### **B. Meetings**

#### **1. Regular**

Unless otherwise altered by vote of the Faculty Senate, the Senate will meet on the second Monday of each month. Meetings begin at 3:15 p.m. and are held in Room 224 I. G. Greer. The Senate currently has three regularly scheduled meetings in April. The first meeting is scheduled at the regular meeting time and the second and third meetings are scheduled the last Monday of April with two sessions being held concurrently. The first session's agenda includes business to be acted upon by the entire senate including outgoing senators. The second session begins with the installment of the incoming senators, exiting of the outgoing senators, and election of the officers for the upcoming year. At the second April meeting, it will be determined if summer meetings are necessary and the schedule of meeting times for the next academic year will be presented.

Items of business to come before the Faculty Senate are placed on the agenda and distributed to the Senators and the faculty at large at least six days prior to the meeting in which action is anticipated.

The agenda for regular Senate meetings shall be determined by the Agenda Committee.



## **2. Meetings with the Chancellor**

Meetings with the Chancellor shall take place twice a year. The responsibility for making arrangements and establishing policy for conducting these meetings resides with the Chair of the Faculty Senate.

### **C. Absences of Faculty Senators from Regularly Scheduled Meetings**

Whenever a Senator is absent from any regularly scheduled Faculty Senate meeting, that Senator, either before the meeting or within two weeks following the meeting, submits to the Chair of the Senate, in writing, the reason for the absence. This may include e-mail. The Chair determines and informs the Senator whether the absence will be excused or unexcused. Criteria for excused absences shall be illness, temporary but necessary professional commitments, and being away from the community at times not covered by a contract with the university. Failure to properly submit the reason(s) for an absence will automatically cause that absence to be unexcused.

Whenever a Senator accumulates two unexcused absences, or a combined total of five unexcused and excused absences in the course of a regular Senate year, he or she is deemed to have vacated the office and is notified to this effect by the Chair. An exception to this policy will be granted only by vote of the Senate and only if the absences are due to serious extenuating circumstances. Vacancies arising in this manner are filled as set forth in Article IV, Section 6, Paragraph c of the Faculty Constitution. In order that constituents may be aware of the attendance records of their Senators, the Senate Administrative Assistant shall indicate absences on each voting sheet as distributed with the previous meeting's minutes.

### **D. Alternates**

If a member of the Senate realizes that professional responsibilities will conflict with three or more consecutive meetings, the member will notify the Chair of the Senate. The Chair of the Senate will then consult with the senator and their home department/unit, and propose the name of an alternate to the Senate from that department/unit. If the Senate member fills an at-large position, the Chair will consult with the Committee on Committees to find a suitable alternate. The Senate will vote to approve or disapprove the alternate's selection by a simple majority vote. If a nominee is not approved, the process will be repeated. The alternate will take the member's place in the Senate for the appointed time and will vote and serve on committees.

## **II. Officers (Faculty Constitution Article IV Section 8)**

The officers of the Faculty Senate shall consist of a chair, a vice chair, a secretary, and a parliamentarian. These officers, with the exception of the parliamentarian, shall be elected from the total membership of the Senate at the last Senate meeting of the academic year, typically the second session of the second April meeting. The Senate shall elect the officers, with the exception of the parliamentarian, for the following year, chosen from a minimum of two names for each position nominated from the floor. Candidates must give permission before their names are placed in nomination.

The chair of the faculty shall be an ex-officio member of the Senate and shall serve as liaison officer between the Senate and the Chancellor of the University. It shall be the responsibility of the chair of the Faculty Senate to appoint a parliamentarian. It shall be the responsibility of the vice chair to serve as the faculty elections officer. It shall be the responsibility of the secretary to prepare detailed records of the deliberations of the Senate. It shall be the responsibility of the University Archivist to preserve copies of all Faculty Senate minutes and the minutes of the general faculty meetings.

The Committee on Committees will solicit names; oversee the voting and the election process for the following year's nominations of officers (*Faculty Handbook* Section 7.2.6.h).

The Faculty Senate Executive Committee shall meet with the Provost at least once during each semester to discuss mutual concerns (*Faculty Handbook* Section 7.1.4).

### **A. Chair of the Faculty Senate**

The Chair is the chief officer of the Faculty Senate. The Chair presides at all regular meetings, all special meetings, and all meetings of the Agenda Committee.

The Chair of the Faculty Senate serves as Vice Chair of the Faculty and is head of Appalachian's delegation to the Faculty Assembly.

The Chair attends the meetings of the Appalachian State University Board of Trustees as an ex officio non-voting member. Like other members of the Board, the Chair serves on two committees, one of which is the Academic Affairs Committee. The Chair is responsible for having the minutes of the Board of Trustees' meetings available via a link on the Faculty Senate Web page.

The Chair is responsible for the general performance of the Senate, including the administration of the Senate budget and Senate Office. The Chair organizes Faculty Senate committees and nominates faculty members to fill positions on campus task forces and ad hoc committees.

The Chair additionally has the following specific functions and responsibilities:

1. Serves as a member of the Athletic Council.
2. Serves as an ex-officio non-voting member of the Board of Trustees.
3. Serves as an ex-officio non-voting member of the Council of Chairs.
4. Serves as an ex-officio member of the Provost's Council.
5. Serves on the Strategic Planning Commission.
6. Serves as a member of campus wide fundraising initiatives.
7. Convenes faculty meetings and provides the text of any proposals to change the Faculty Constitution as per requirements in the Faculty Constitution Article 7. Other changes to the *Faculty Handbook*, or any other issue that requires a vote by the faculty as a whole, will be governed by the Faculty Constitution Bylaws for Article II.
8. Represents the faculty at Convocation and Fall Commencement.
9. Represents the faculty at meetings and functions of the University when requested.

**April:**

Prior to the first regularly scheduled April meeting of the Senate, the outgoing Chair:

1. Directs the chair of each Senate committee to prepare a transition file for his or her committee to be turned in to the Senate office at the conclusion of the first session of the second regularly scheduled April meeting of the Senate.
2. Receives a copy of each Senate committee's Annual Report.
3. Reminds chairs and/or supervisors following election of Senators in the spring, that schedules of Senators should be adjusted to allow for full Senate participation on the second Monday afternoon of each month.
4. Notifies newly elected Senators that their term of office begins with the 2<sup>nd</sup> session of the second regularly scheduled April meeting which immediately follows the adjournment of the 1<sup>st</sup> session of the second regularly scheduled April meeting. The purpose of the 2<sup>nd</sup> regularly scheduled April meeting is to receive nominations and elect the officers for the three Senate offices for the coming year. Officers assume duties immediately upon election.

5. Prompts the chair of Staff Senate that new university committee and council members be appointed before the end of the academic year.
6. Prompts the President of the Student Government Association, the Assistant Dean of Graduate Studies, and the Director of CSIL, that student members for university committees and councils for the coming academic year need to be appointed before August.

At the first regularly scheduled April meeting of the Senate, the outgoing Chair will announce university election results and committee appointments. The nominations and elections results are confirmed by a vote of the full Senate.

Before the end of the current academic year, the incoming Chair:

1. Obtains from all continuing Senators, and newly elected Senators, a list of their committee preferences for the coming year. The membership list of each Senate committee for the coming year is then prepared and distributed prior to the first Senate meeting of the next year (September). Each Senate committee will elect a chair at its first meeting.
2. Schedules and conducts an orientation session for new Senators; distributes the Faculty Senate Guidebook and urges new Senators to review it and the Faculty Constitution.
3. Will review with the outgoing Senate Chair, the Senate's budget for the prior academic year and determine budgetary needs for the upcoming academic year. These needs are then forwarded and discussed with the Provost and Executive Vice Chancellor for Academic Affairs.
4. Forwards to the Chancellor a list of all new university committee member nominations approved by the Senate so that the Chancellor may send letters of appointment to new members to inform them that their term starts at the beginning of the coming academic year and concludes at the end of the second summer session. The Chancellor also sends a letter to outgoing committee members thanking them for their service.
5. Appoints a Parliamentarian for the coming year.
6. Works with the Hubbard Center to plan orientation for new faculty.

7. Prepares a retreat for Senators for the beginning of the fall semester, starts to identify faculty concerns, and determines goals and objectives for the coming academic year.

**June:**

1. Prepares, in conjunction with the outgoing Senate Chair, the Annual Report on the activities of the Senate to be distributed to the Senate and the university at large.

**July:**

1. Meets with the Provost and Executive Vice Chancellor for Academic Affairs and the Agenda Committee to plan the agenda for the annual fall faculty meeting.
2. Begins a one-year term as delegate, and head of Appalachian's delegation to the Faculty Assembly of the University of North Carolina.

**August:**

1. Delivers prepared remarks at the annual fall faculty meeting.
2. Attends the orientation program for new faculty.
3. Begins to elicit, through consultation with chairs of university committees, the Senate and its committees and, the faculty at large, issues the Senate should consider for the upcoming year.
4. Arranges for the bi-annual meetings of the Chancellor with the Faculty Senate.

**September:**

Chairs the first regularly scheduled Senate meeting.

1. Notifies the appropriate individuals responsible for convening the first meeting of each university committee or council the membership of their committee, council, etc.

**October:**

1. Initiates with the chair of the Faculty Welfare and Morale Committee, and the Director of Institutional Research Assessment and Planning, the process of the Administrative Evaluations to be conducted that year as per the *Faculty Handbook* Section 4.13

**November:**

1. Appoints Administrative Review Committees. (*Faculty Handbook* Section 4.13).

**December:**

1. Meets with the Provost and Executive Vice Chancellor for Academic Affairs and members of the Agenda Committee to plan the agenda for the annual spring faculty meeting.
2. Directs the Senate Vice Chair, who is the elections officer, to make plans for the various elections to be conducted during the spring semester (See Section IV, Elections' Procedures).
3. Directs the Senate Committee on Committees, who serve as the nominating committee for vacancies occurring on the Faculty Grievance Mediation Committee, the Faculty Grievance Hearing Committee, and the Faculty Grievance Assistance Committee and all other university committees that are elected or appointed (Section II B), to identify persons to fill vacant positions.

**January:**

1. Delivers prepared remarks at the annual spring faculty meeting.
2. Ensures that the Administrative Evaluation processes are on track.
3. Notifies departments/units of Faculty Senate vacancies for the coming academic year.

**February:**

1. Consults with the Senate Vice-Chair and the Senate Committee on Committees regarding progress made toward nominations and subsequent elections to fill faculty vacancies on university committees. These nominations and election results are approved by the Senate at the 1st April meeting.

**March:**

1. Reminds chairs of Senate Committees to prepare annual reports for the 1<sup>st</sup> session of the second regularly scheduled April meeting.
2. Opens the nominations process for new senate officers.

**B. Vice Chair of the Faculty Senate (Senate Elections Officer)**

The Vice Chair of the Faculty Senate presides at any, and all, regularly scheduled and emergency Senate and Agenda Committee meetings when the Chair is unable to be present (see Section III e). The Vice Chair also serves as an alternate delegate (for the Senate Chair only) to the Faculty Assembly.

In addition, the Vice Chair has the following specific duties:

1. Serves as a member of the Agenda Committee.
2. Serves as the Senate Elections Officer. In this role, the Vice Chair conducts the annual election of Appalachian faculty members to the Faculty Senate, the Faculty Assembly, and all University Committees. The charge and delineation of responsibilities for these elections can be found in the Faculty Constitution within the *Faculty Handbook*, Article IV, Sections 3-6; *Faculty Handbook*, Section VII, and the Faculty Senate Guidebook, Section VI.

With reference to the duties and responsibilities of the Vice Chair as Senate Elections Officer, the following guide to scheduling is offered. Greater specificity is detailed in the "Elections Procedures," (Faculty Senate Guidebook, Section IV).

**November:**

1. Contact the department or unit head who will, according to department/unit guidelines, put the senate elections officer in touch with the department/unit EOA (Article IV Section 6a).

**January:**

1. Previews the election process at the general faculty meeting and encourages participation by all faculty.
2. Oversees all details of the university-wide elections.
3. Alerts, during the first week of the semester, the elections chair of each college, school, or library, to initiate the process for

nominating candidates for the Senate and other bodies requiring the election of faculty members, the Faculty Senate at large seats, and Faculty Assembly seats.

4. Announces, in writing, to all faculty during the first week of the semester:
  - a. the date to receive nominations for the committees, councils and other bodies requiring the election of faculty members, Faculty Senate at-large seats, and Faculty Assembly seats.
  - b. the names and positions of those whose terms are expiring.
  - c. the dates for the university-wide election and run-offs for at-large seats.
  - d. the method of balloting.
  - e. the procedures for absentee balloting.
5. Receives from Institutional Research Assessment and Planning (IRAP) the names of faculty eligible to vote in university-wide elections, as defined in the Faculty Constitution Article II Section 2, and distributes to each unit's elections chair the names that have been provided by IRAP. Department/unit chairs will be contacted by the unit's elections chair to verify faculty eligibility (as defined in Faculty Constitution Article II, Section 2).

**February:**

1. Solicits written nominations of candidates for the various committees to be filled in the university-wide elections.

**March:**

1. Confirms the willingness of all nominees to run for office, offers each the opportunity to submit a 100-word biography, and prepares the ballot. Elections are conducted electronically with tailored ballots prepared for each college/unit based on the elected positions available to that unit in the given year.
2. Informs candidates about the results of the election and/or run-offs before announcing the results to the faculty members at large. University-wide elections must be completed by the end of the 3<sup>rd</sup> week of March.



3. University election results will be posted on the Faculty Senate website and presented at its next meeting.

**C. Secretary**

The secretary of the Faculty Senate is responsible for the accuracy of the motions, resolutions, voting results and major discussion points during the Faculty Senate meetings. All Faculty Senate meetings are recorded electronically and transcribed by the Administrative Assistant. The secretary is responsible for reviewing the accuracy of the transcribed minutes prior to being submitted to the Faculty Senate for approval. The Faculty Senate minutes are posted on the Faculty Senate website and distributed to all members of the faculty, administration, and the Board of Trustees. The Faculty Senate minutes are also submitted to the University Archives to assure preservation and long-term access (Faculty Constitution Article III, Section 4).

**D. Parliamentarian**

The parliamentarian is appointed by the Chair of the Faculty Senate prior to the end of the academic year. The parliamentarian shall enjoy all the privileges of any other Senator including making motions, speaking, and voting in any form. The parliamentarian also serves as parliamentarian for faculty meetings.

**E. Vacancies of Office**

Should the office of Chair of the Faculty Senate become vacant, the Vice Chair serves as Chair for the duration of the unexpired term and the Senate elects a new Vice Chair at its next meeting. Should a vacancy of any of the remaining offices occur, a new officer will be elected by the Senate at its next meeting.

**III. Committees**

**A. Senate Committees** (*Faculty Handbook Section 7.2*)

Faculty Senate Committees act on matters assigned to them by the Senate. Each committee may also initiate and pursue matters germane to its area of responsibility. Each committee is a recommending body, presenting its recommendations to the full Senate for consideration. If an issue is not considered by the Senate committee with which it is placed, any concerned faculty member may revive the issue one time by presenting it to the Chair of the Senate; the Chair will then present it to the chair of the committee and request an official report be made to the Senate concerning its disposition.

Major areas of responsibility for each committee are described below. The work of many committees is such that some continuity of membership is beneficial and will be considered by the Chair of the Senate when assignments are made. Each

committee will elect its own chair as soon as possible after the committee assignments are made. The chair of each committee will make provisions for maintaining records of the committee. These records include status reports on all projects that are handled during the year. After the final April meeting, these records will be delivered to the Senate office where the next committee chair will pick it up after being named. The chair of each committee prepares an annual report that is submitted at the conclusion of the 1<sup>st</sup> session of the second regularly scheduled April meeting of the Senate.

**1. Agenda Committee** (*Faculty Handbook* Section 7.2.1)

The Agenda Committee is comprised of the three elected officers of the Faculty Senate, the Provost and Vice Chancellor for Academic Affairs, and the past Chair of the Senate.

The Agenda Committee:

- a. prepares the agenda for Senate meetings;
- b. refers matters to appropriate committee; and
- c. handles other business pertaining to agenda matters.

**2. Academic Policy Committee** (*Faculty Handbook* Section 7.2.2)

The Academic Policy Committee:

- a. considers matters of academic policy;
- b. handles other business which impacts upon academic policy; and
- c. a member of the committee serves as liaison to the Academic Policies and Procedures Committee, and is a non-voting member of AP&P, unless otherwise appointed to the committee as a College/School representative.

**3. Budget Committee** (*Faculty Handbook* Section 7.2.3)

The Budget Committee:

- a. studies matters relating to budget planning at Appalachian;
- b. studies matters relating to the acquisition and distribution of the University's funds, equipment, and supplies;
- c. considers university financial concerns of faculty; and

- d. the chair of the Budget Committee and the Faculty Senate Chair will serve as members of any tuition committees established.

**4. Campus Planning Committee** (*Faculty Handbook* Section 7.2.4)

The Campus Planning Committee:

- a. considers matters of faculty concern relating to long-range and physical planning;
- b. serves as Senate liaison with the Strategic Planning Commission; and the Traffic Policy Committee;
- c. investigates problems arising from the condition or management of the physical environment on campus; and
- d. Senate will assign a member of this committee to serve on the University Council on the Safety of the Campus Community.

**5. Chancellor Advisory Committee** (*Faculty Handbook* Section 7.2.5)

The Chancellor Advisory Committee meets four times each academic year (two times each semester). The membership consists of

- a. chair and vice chair of the Faculty Senate;
- b. two standing committee chairs; each standing committee chair attends at least once each academic year;
- c. four or five senators will attend one of the meetings so that each senator, other than chair, vice chair, and standing committee chairs, attends once throughout the academic year; and
- d. Provost and Executive Vice Chancellor.

The Chancellor Advisory Committee acts as an informal advisory committee on behalf of the faculty to provide information and discuss matters of faculty interest and concern with the Chancellor.

**6. Committee on Committees** (*Faculty Handbook* Section 7.2.6)

The Committee on Committees:

- a. submits to the Senate, at its April meeting, and at other appropriate times, recommendations for nominations to fill vacancies on university committees;
- b. strives to insure that a nominee serves on no more than one standing University committee per three-year term and has no more than one other University committee assignment (including Faculty Senate committees and University committees);
- c. reviews annually the membership and responsibilities of each of the university committees, and periodically conducts detailed reviews of university committees;
- d. determines whether or not each university committee is meeting as often as specified and fulfilling the functions it was created to fulfill;
- e. makes recommendations to the Senate for abolishing, changing, and/or adding university committees;
- f. makes recommendations to the Senate for the replacement of members on those university committees on which such members are not accepting their responsibilities, or when vacancies on those committees occur;
- g. handles other business which pertains to committees; and
- h. will solicit names; oversee the voting and the election process for the following year's nominations of senate officers.

**7. Faculty Welfare and Morale Committee** (*Faculty Handbook* Section 7.2.7)

The Faculty Welfare and Morale Committee:

- a. monitors in all areas of fringe benefits and provides representation by three committee members on the Faculty/Staff Benefits Committee;
- b. coordinates and participates in the orientation program for new faculty members and spouses;

- c. handles other business which pertains to faculty welfare and morale; and
- d. a member of the committee on Faculty Welfare and Morale shall serve as a member of the Non-Tenure Track Faculty Committee

**8. Welfare of Students Committee** (*Faculty Handbook* Section 7.2.8)

The Welfare of Students Committee:

- a. deals with problems, or problem areas, which directly affect the general student body and the well-being of every student currently enrolled at Appalachian;
- b. serves as liaison to bring serious student problems and possible solutions to the attention of the faculty, administration, and student body for the purpose of developing or reformulating policy;
- c. cooperates with other Appalachian agencies, in particular the Offices of the Vice Chancellor for Student Development, the Director of Auxiliary Services, the chair of the Student Government Association's Student Welfare Committee, the Director of Admission, and the Registrar; and
- d. serves, in some situations, as an investigatory body.

**9. Faculty Handbook Committee** (*Faculty Handbook* Section 7.2.9)

The *Faculty Handbook* Committee:

- a. maintains oversight of changes to the *Faculty Handbook* proposed by the Faculty Senate and approved or modified by the Chancellor or the Provost and Executive Vice Chancellor;
- b. informs the Senate about the progress of *Faculty Handbook* changes from the Chancellor to the Board of Trustees;
- c. works with those responsible for publishing the *Faculty Handbook* to make sure it is widely and easily available to faculty and is up-to-date;
- d. monitors, as well as advises and informs the Senate regarding all proposals for changes in the *Faculty Handbook*, from wherever they originate;

- e. the composition of the committee includes the Chair of the Faculty Senate, the immediate past Senate Chair if he/she continues to be employed by the University, or a past Senate Chair who continues to be employed by the University who is willing to serve, and two additional faculty members (Senators included). The Provost and Executive Vice Chancellor (or designated representative) shall serve as an ex-officio non-voting member. The chair of the committee shall be the Chair of the Faculty Senate.

**10. Ad-hoc Committees** (*Faculty Handbook* Section 7.2.10)

The Faculty Senate may establish, when its members perceive the need to do so, ad-hoc (temporary) committees for the purpose of addressing specific and major faculty and/or institutional concerns.

**B. Faculty Committees**

Faculty Committees are described in *The Faculty Handbook*, Chapter IV.

**IV. Senate Elections' Procedures (Faculty Constitution Article IV Section 3, Section 5, and Section 6)**

The normally designated term of office for Faculty Senate members is three years. Terms of members will be staggered so that 1/3 of the senate is elected each year.

**A. Procedures for Electing Department/Unit Members of the Senate**

By November 1, the vice chair of the Faculty Senate, who is the senate elections officer, shall contact the department or unit head who will, according to department/unit guidelines, put the senate elections officer in touch with the department/unit EOA.

The senate elections officer shall request that the EOA of each department/unit provide a mechanism for the election of its Faculty Senate representative.

Prior to February 1, the faculty members of each department, School and the Library, shall vote to elect the Senate representative for their department/unit. All voting shall be by secret ballot. It shall be the responsibility of the department/unit EOA to set the date, time, and place of voting; prepare the ballots; supervise the election; provide for the tabulation of votes; notify all nominees of the election results; and report the results of the election to the senate elections officer. The mechanism for the election of the department/unit senate representative shall be on file in the Faculty Senate office. (Please refer to Article IV Section 6c regarding vacant positions). If a vacancy has occurred during a senator's three year term a department/unit may choose not to be represented by not electing a representative. This choice applies for the entire academic year following the election.

**B. Procedures for Electing At-Large Members of the Senate (Faculty Constitution Article IV Section 3, Section 6, and Bylaws for Article IV)**

At large nominees for the Faculty Senate will be elected by plurality voting. Faculty will be allowed to vote for the number of at large seats that are vacant that year.

The five at large seats will be filled by election of faculty from across the university. Representation to the Appalachian State University Faculty Senate requires that a faculty member hold one of the following ranks: lecturer, instructor, assistant professor, associate professor, and professor. Excluded are emeriti faculty and adjunct faculty. In addition, a faculty member must be eligible to serve for the entire academic year. In the fall semester of each academic year (but prior to November 1) the Director of Institutional Research, Assessment and Planning will determine the faculty eligible to represent and vote in each department and forward that information to the faculty elections officer.

The faculty elections officer shall communicate each allocation to the deans of the various colleges and their respective elections chairs by December 1.

Membership at large in the Senate shall be determined by the faculty on the basis of an annual election to be held during the spring term prior to March 1. All voting shall be by secret ballot.

The senate elections officer shall set the deadline for the submission of nominations for members at large. Space for write-in votes will be provided on the ballots.

It shall be the responsibility of the senate elections officer to set the date, time, and place of voting; prepare the ballots; arrange for absentee balloting; supervise the election; provide for the tabulation of the votes; and notify all nominees of the election results prior to announcing those results to the general faculty.

In the event of a tied vote, a special election shall be held to determine which of the nominees shall be elected. In this special election, the slate of nominees will be restricted to the tied nominees in the first election.

In a run-off election those nominees receiving the largest pluralities will be elected except that whenever a tie vote occurs with reference to the last position(s) to be filled, the Faculty Senate will by majority vote of its total membership determine the winner.

If a run-off election is required, the candidates for the position(s) to be filled in that election will be announced promptly after the initial election. A run-off election must be held within one calendar week of the initial election. The senate

elections officer will furnish the faculty with the election results, including the number of votes received by each nominee, within three days of the final election.

Any faculty member may contest an election with the Faculty Senate by notifying the person responsible within forty-eight hours of the notification of results. All appeals must be heard before the proper body of the Senate. The disposition of all appeals must be reported to the Senate and published in the Senate minutes. No election will be considered final until all contested positions in that specific election have been acted upon and resolved.

## **V. Faculty Assembly Delegates**

Representation in the Faculty Assembly is apportioned among the constituent institutions of the University of North Carolina according to the number of full-time equivalent faculty positions allocated to each institution. Thus, Appalachian is currently apportioned five delegates to the Assembly. By action of the Faculty Senate of Appalachian, the Chair of the Senate serves as head of Appalachian's delegation to the Assembly, with the Vice Chair of the Senate serving as his/her alternate. The remaining four delegates and two alternates are elected by the faculty when a seat is vacant or a term expires during the spring term prior to March 31. The Chair of the Faculty Senate serves a one year term conterminously with her or his position as Chair, with the three elected delegates serving three year terms. Terms of the three-year delegates are staggered. Additional information is available at:

<http://www.northcarolina.edu/facultyassembly/charter.htm>

<http://www.northcarolina.edu/facultyassembly/bylaws.htm>

### **A. Role of Faculty Assembly Delegates**

Although it is assumed Appalachian's Faculty Assembly delegates will vote their conscience, it is also assumed that they will convey to the Faculty Assembly, and to the President of the University of North Carolina, resolutions approved by the Faculty Senate and/or general faculty and specifically addressed to the Assembly. This role includes the written rationale provided by the Senate and/or general faculty in support of a resolution. Any Assembly delegate is free to disagree with such a resolution and the rationale behind it once the resolution has been presented. The Chair of the Faculty Senate (or alternate) being a delegate to the Assembly, reports to the Senate actions taken by the Assembly on such resolutions.

### **B. Replacement of Faculty Assembly Delegates**

In the event that an elected delegate to the Faculty Assembly must vacate office for the balance of a term, that delegate's alternate will automatically become the permanent delegate and serve out the balance of the term of the replaced delegate.



In the event that an elected alternate delegate to the Faculty Assembly must vacate his or her office by either becoming a permanent replacement for an elected delegate or by resignation, the Chair of the Faculty Senate nominates a replacement for the now vacant alternate and, upon approval of the Senate, appoints the replacement to serve until the next regular election of Assembly delegates.

In the event that an elected delegate is unable to fulfill the responsibilities of office for a temporary period that delegate is replaced by an alternate for the duration of the absence. The Chair of the Senate fills the vacancy of the alternate by nominating a replacement who, upon approval of the Senate, serves until such time that the elected alternate delegate is able to resume office.

Faculty Senate  
Appalachian State University