

# The Constitution of the Faculty Senate

*(Revision approved by a vote of the faculty, May 9, 2014)*

## 1. Preamble

1.1. In order to take a more effective role in the governance of the University, we the faculty of Central Connecticut State University do establish the Faculty Senate with the following powers and responsibilities.

1.2. In this Constitution and in the By-Laws of the Faculty Senate the terms "Faculty Senate" and "Senate" shall be considered equivalent, the term "President," unless otherwise specified by context, shall mean the President of the Faculty Senate, the terms "Central Connecticut State University," "CCSU," and "University" shall be considered equivalent, and "faculty" shall refer to all constituencies represented in the Faculty Senate as defined by this Constitution. Except where specifically defined differently, "teaching faculty" shall refer to all individuals who are full or part-time employees represented by AAUP and whose primary job description involves classroom teaching; such an individual shall be considered teaching faculty even if non-teaching reassigned time takes more than half of his or her load credit. Except where explicitly defined differently, "administrative faculty" shall refer to individuals represented by SUOAF-AFSCME.

## 2. Powers and Responsibilities

2.1. Within the limits imposed by the Board of Trustees for the Connecticut State University, academic policies of the University are a responsibility of the faculty of the University. The powers of the faculty are delegated to the Faculty Senate, which represents the will of the faculty.

2.2. The Faculty Senate has decision-making authority in such areas as curriculum matters, degree requirements, scholastic standards, academic freedom, admission policies, and student behavior.

2.3. The Faculty Senate serves in an advisory capacity in the appointment of administrative officers, budget and planning matters, university organizational structure, promotion and tenure policy, and in other matters affecting the educational quality and mission of the university.

2.4. The Faculty Senate is the sole legislative body representing the faculty. Therefore, all of the University's Standing Committees shall report directly to the Faculty Senate. Furthermore, each standing committee, except those dealing with individual personnel or individual student issues (such as the Mediation, Termination, Promotion and Tenure, and Grade Appeals committees), which shall follow any reporting procedures specified by their committee by-laws, shall send one copy of all minutes and reports to the Secretary of the Faculty Senate. The Secretary of the Faculty Senate shall forward the minutes and reports to the President of the Faculty Senate, and each Senator shall receive a copy of the minutes and reports or be able to download a copy of the minutes and reports from

any University standing committee. Any jurisdictional question arising out of the work of a standing committee shall be decided by the Faculty Senate.

### 3. Organization

#### 3.1. Constituency from the Teaching Faculty (represented by AAUP)

3.1.1. The Faculty Senate shall include one faculty member for every fifteen full-time members, or fraction thereof, elected from each academic department. For the purpose of computing senatorial representation, all full-time faculty members within a group shall be counted, except as may be specified elsewhere in this Constitution. No department chairperson or interim chairperson shall be eligible to vote for, or to serve as, Senator or alternate from any department.

3.1.2. There shall be three Senators and three alternates who are part-time faculty at CCSU and are not full-time employees at this or any other institution of higher education. A Senator elected as a representative of part-time faculty may continue to serve as a Senator notwithstanding temporary full-time appointment, and such a Senator shall not vote in or be counted as part of a departmental constituency. These members will be elected (following procedures adopted by the Senate) in the spring semester of even-numbered years. No more than one Senator and one alternate may come from the same department. The election of part-time faculty Senators shall be conducted by the Senate Elections Committee.

3.1.3. Counselors shall elect one senator for every fifteen faculty members, or fraction thereof, of their number.

3.1.4 The unclassified, full-time library faculty members shall elect one senator for every fifteen faculty members, or a fraction thereof, of their number.

3.1.5 The unclassified, full-time faculty members who are coaches and non-instructional athletic trainers shall elect one senator for every fifteen faculty members, or a fraction thereof, of their number.

3.1.6 The department chairpersons in each of the duly established academic schools of the University shall elect one senator for every fifteen members, or fraction thereof, of their number. This same provision shall extend to any academic school of the University created in the future.

#### 3.2. Constituency from Administrative Faculty

The unclassified, full-time faculty members (represented by SUOAF-AFSCME), excluding those named in Sections 3.1., shall elect one Senator for every fifteen members, or fraction thereof, of SUOAF-AFSCME personnel. The President of the University shall certify the number thereof and cause the election to take place.

3.3. Each-constituency of the University shall elect as many permanent alternates as Senators. Elected alternates must meet the same requirements as elected Senators.

3.4. All of The following administrators shall be non-voting members of the Faculty Senate ex-officio, without the power to make or second motions: the President of the University, the Vice President of Academic Affairs, and the academic and graduate Deans or their chosen representatives. Unless elected to serve as full members of the Senate, the following shall also be non-voting members ex-officio, without the power to make or second motions: the President of CCSU-AAUP, the President of the CCSU chapter of SUOAF-AFSCME, and the CCSU representative to the Faculty Advisory Committee to the Board of Regents.

### 3.5. Term in Office

3.5.1. The term of office for a voting Senator shall be two years. Vacancies shall be filled by the elected alternate for the remainder of the unexpired term and a new alternate shall be elected.

3.5.2. A voting member of the Faculty Senate may be elected for a total of three consecutive terms irrespective of the constituency represented.

3.5.3. In the event of a Senator's election to the Presidency, Vice-Presidency, or Secretaryship of the Faculty Senate, the senator shall complete the two-year term provided for these offices without regard to the length of time remaining in the Senator's elected term.

3.5.4. The constituency represented by the President of the Faculty Senate shall elect a replacement to complete their regular term of office.

3.5.5. As constituencies become eligible for additional representation, the original term shall be for one or two years so as to provide staggered terms.

3.6. The election of Senators shall be held not later than the last school day of the academic year preceding the term during which the Senator is to serve. Additional representatives shall be elected by any constituency as soon as it is entitled to them.

3.7. For the purpose of computing senatorial constituencies all full-time faculty members within a group shall be counted.

3.8. The Faculty Senate shall elect a President from among its members to serve for two years. The President of the Senate for his or her duties shall receive three hours of reassigned time per semester if a full-time teaching faculty member, pay for three hours per semester if a part-time faculty member, or similar reduction in work load if a member of another employee category.

3.9. The Faculty Senate shall elect a Vice President from among its members to serve for two years. The Vice President of the Senate for his or her duties shall receive one and a half hours of reassigned time per semester if a full-time teaching faculty member, pay for one and a half hours per semester if a part-time faculty member, or similar reduction in work load if a member of another employee category.

3.10. The Faculty Senate shall elect a Secretary from among its members to serve for two years. The Secretary of the Senate for his or her duties shall receive three hours of reassigned time per semester if a full-time teaching faculty member, pay for three hours per semester if a part-time faculty member, or similar reduction in work load if a member of another employee category.

3.11. Officers are elected by the Senate to serve the Senate and may be removed from office by a majority vote of the Senate. A motion to remove an officer may be made as part of the ordinary course of business of the Senate, but a vote on such a motion shall not be held until the first Senate meeting after the meeting at which the motion is made. The motion to remove an officer shall be the first order of business after the vote on approval of minutes.

#### 4. Restrictions

4.1. The Faculty Senate derives its powers from the faculty, and therefore any decisions of that Senate may be reviewed and reversed by a vote of the faculty. If twenty-five or more faculty members so petition, the Office of the President of the University or the Senate Elections Committee upon receipt of such petition shall, within three calendar weeks hold a Special Session of the faculty to consider the items contained in the petition. The Office of the President of the University or the Senate Elections Committee upon receipt of such a petition shall notify the President of the Faculty Senate what matters have been cited in the petition and indicate that all action on these matters shall be suspended pending disposition by the faculty. The Office of the President of the University and the Senate Elections Committee shall ascertain the validity of the signatures on any petition so submitted. The final decision on petitioned items shall be made, subsequent to the Special Session, by a majority of those voting in a secret ballot of the entire faculty to be completed within two weeks of the Special Session. If a such a petition is delivered within one month of the end of a semester, the Senate Elections Committee shall have authority, after consultation with the Senate President and the Office of the President of the University, to decide either to complete the process of Special Session and vote before the end of that semester, or to delay the process until the first three weeks of the subsequent semester.

4.2. The agenda of each Faculty Senate meeting shall be made available to each faculty member by an e-mail message from the Senate Secretary at least five calendar days before the meeting, and the minutes of the previous Faculty Senate

meetings shall be made available at the same time and in the same way. Such an e-mail message may either contain the agenda and minutes or refer faculty to postings of the agenda and minutes on the Senate website or other readily accessible electronic location. The Office of the President of the University shall assist the Secretary in making such e-mail contact with the entire faculty possible.

4.3. Respective of Collective Bargaining agreements, Senators representing SUOAF-AFSCME shall not be franchised to vote in the election of members of the University-wide Committee on Instructional Faculty Promotion and Tenure.

4.4. The vote of each Senator on roll call votes shall be included in the minutes.

4.5. Any Senator or alternate, or member of any faculty-wide, University-wide, or Senate committee may be recalled by a majority vote of the constituency that elected that Senator, alternate, or committee member; such a recall vote shall be initiated by a petition of any five members of that constituency. If the bylaws of a constituency has a provision for recall of a Senator or committee member that differs from the procedure described in the preceding sentence, the constituency's bylaws shall take precedence.

4.6. Amendments to this Constitution of the Faculty Senate shall be voted on by the Faculty Senate after initiation by recommendation of the Committee on Constitution and By-Laws, by a motion by an individual Senator according to the ordinary rules of procedure of the Senate, or by petition to the Senate by 15 or more members of the faculty.

4.7. An amendment to this Constitution of the Faculty Senate shall go into effect immediately on passage by a vote of the majority voting in a secret ballot of the entire faculty. This secret ballot shall be conducted by the Senate Elections Committee with assistance from the Office of the President of the University. This secret ballot shall be conducted within 14 calendar days of the passage of an amendment by the Senate or, if a proposed amendment is not passed by the Senate and is subject to a petition, in accordance with article 4.1. of this Constitution concerning the right of the faculty to reverse Senate decisions.