FACULTY SENATE CONSTITUTION

Ratified by the 43rd Faculty Senate
2 November 2016

Approved by the Faculty
9, December 2016

Approved by Board of Regents
27. January 2017

Preamble

The authority for the governance of Northwest Missouri State University lies with the Board of Regents. The Board of Regents conveys this authority through the President of the University and may delegate portions of this authority to various constituents of the University, the actions of which are subject to review and approval by the Board and/or its appointed representatives.

The governance of the institution is shared by various constituents of the campus community. Principally, these include the governing board, the administration, the faculty, and the student body. Each has legitimate responsibility and each necessarily manifests unique functions and appropriate sensitivity in the exercise of its power in cooperation with the other constituents.

The responsibility for developing and ratifying academic policy for approval by the Board of Regents lies with the faculty. The faculty has the responsibility to manifest concerns for issues pertaining to the interest of the faculty, to engage in dialogue, and to make recommendations to the appropriate authorities relative to these issues. The faculty will participate in the formulation of all policies relative to its own welfare.

This constitution defines the participatory involvement of the faculty in institutional governance as defined by the Board of Regents and delineates those responsibilities assigned by the faculty to the Faculty Senate.

ARTICLE I. DEFINITION OF FACULTY AND AREAS OF RESPONSIBILITY

Section 1. Faculty

In accordance with the Board of Regents, the faculty of Northwest Missouri State University shall consist of all titled and ranked faculty as defined by Chapter II of the Faculty Handbook.

Section 2. Areas of Involvement

The Board of Regents recognizes divisions of faculty involvement in institutional governance: Primary Jurisdiction and Advisement. These responsibilities are articulated through the faculty’s participation in both Faculty Senate and Senate committees.
A. Faculty Senate Committees Responsible for Matters Related to Faculty Primary Jurisdiction

These committees have responsibility in those areas that require action by the faculty before permanent implementation may occur, including the standards for undergraduate and graduate instruction, curriculum and degree requirements, and admissions and retention policies (as well as appeals of those policies).

B. Faculty Senate Committees Responsible for Matters Requiring Faculty Advisement

These committees have responsibility in those areas that require the faculty to have opportunities to advise before action can be taken, including:

1. The development of principles and policies concerning compensation, tenure, promotions, appointments, dismissal of faculty members, leaves, workloads, retirement, and other matters concerning the welfare of the faculty; and
2. The development of principles, policies, and procedures concerning student assessment.

ARTICLE II. FACULTY SENATE

Section 1. Definition

The Faculty Senate is the elected, representative body of the faculty at Northwest Missouri State University. The Faculty Senate for purposes of its operation shall be considered a continuous body from year to year.

Section 2. Purposes of the Senate

The Faculty Senate develops, formulates, and recommends curricula, policies, and procedures to the appropriate authorities, including but not limited to the Chief Academic Officer, the President of the University, and/or the Board of Regents.

ARTICLE III. COMPOSITION OF THE SENATE

Section 1. Membership

The membership of the Faculty Senate shall be determined in a manner prescribed by the By-Laws of the Faculty Senate and shall ensure fair and equal representation of all faculty and their respective units.

Section 2. Senate Officers

A. The officers of the Faculty Senate shall be: the President, the Vice President, the President Emeritus/a, the Secretary, and the Parliamentarian.

1. The President is the chief presiding officer of the Faculty Senate who represents all University faculty.
2. The Vice-President is the president-in-training and serves in an advisory capacity.
3. The President Emeritus/a serves in an advisory capacity.
4. The Secretary documents the Faculty Senate record and oversees all Senate elections.
5. The Parliamentarian advises the Faculty Senate and Faculty Senate Executive Council in regards to compliance with processes, protocols, and rules of order.

B. The specific responsibilities and the processes of election of these officers shall be determined in a manner prescribed by the By-Laws of the Faculty Senate.

Section 3. The Executive Council
A. The Executive Council of the Faculty Senate shall consist of: President, Vice-President, President Emeritus/a, Secretary, Parliamentarian, and the Chairs of the committees responsible for matters related to faculty Primary Jurisdiction or other committees deemed essential to faculty concerns as determined by the Faculty Senate.
B. The Executive Council has the right to invite guests to its closed meetings on an as needed basis.
C. The specific responsibilities and the processes of the Executive Council shall be determined in a manner prescribed by the By-Laws of the Faculty Senate.

ARTICLE IV. ELECTIONS, TERM OF OFFICE, AND GRIEVANCES AGAINST OFFICERS, SENATORS/ALTERNATES, AND COMMITTEE CHAIRS

Section 1. Regular Elections
The Faculty Senate shall hold annual elections in an orderly and timely fashion as prescribed by the By-Laws of the Faculty Senate.

Section 2. Interim Vacancies
In the event of vacancies on Senate and/or its committees, replacements shall be determined by processes and procedures as prescribed by the By-Laws of the Faculty Senate.

Section 3. Grievances against Officers, Senators/Alternates, and Committee Chairs
Written notice signed by a majority of the members of the electing unit and filed with the Secretary of the Senate is sufficient for immediate recall of the unit’s Senator or Alternate. In the event of grievances against Officers, Senators/Alternates, and/or Committee Chairs, processes and procedures are prescribed in the By-Laws of the Faculty Senate (Section 13).

ARTICLE V. MEETINGS AND IMPLEMENTATIONS OF ACTIONS OF THE FACULTY SENATE
Section 1. Meetings

A. Faculty Senate Meetings

1. A regular open meeting of the Faculty Senate shall be held at least once each month during both the fall and spring trimesters.

2. Special meetings of the Faculty Senate, i.e. those not on the official Faculty Senate calendar, shall be called by the President of the Faculty Senate.

3. The President of the Senate, upon receipt of a request from at least five members of the Senate, or the Chief Academic Officer, or the President of the University shall be empowered to call, schedule, and hold the requested special meeting in a timely fashion.

B. Executive Council Meetings

1. A regular open meeting of the Executive Council shall be held at least once each month during both the fall and spring trimesters.

2. Special meetings of the Executive Council, i.e. those not on the official Executive Council calendar, shall be called when necessary by the President of the Faculty Senate.

Section 3. Agenda and Minutes of the Senate

Official agendas and minutes of all Faculty Senate meetings, special meetings, Executive Council meetings, and Executive Council special meetings shall be produced, published, and archived in a timely manner as prescribed by the By-Laws of the Faculty Senate.

ARTICLE VI. FACULTY INITIATIVE AND REFERENDUM

Section 1. Faculty Initiative

Any faculty member may file a signed petition with the President of the Senate requesting to be heard by the Faculty Senate; the President of the Senate will adjudicate the merits of the request. The Senate is required to consider any issue within the scope of its responsibility when a written petition signed by five or more faculty members is presented to the President of the Senate.

Section 2. Faculty Referendum

Questions or issues before the Senate must be referred to the faculty for discussion and decisions whenever a majority of the membership of the Senate considers this desirable or whenever ten percent of the faculty members file a signed petition with the President of the Senate. Action by referendum supersedes any action by the Senate.
ARTICLE VII. FACULTY SENATE COMMITTEES

The Faculty Senate has the authority to create standing committees and such ad hoc committees that it may deem necessary to carry out its purposes as specified in Article II of this constitution.

Section 1. Membership of Committees

Membership of committees is determined by the rules and protocols as prescribed by the By-Laws of the Faculty Senate.

Section 2. Proposals from Committees

Proposals recommended for approval or initiated by committees shall be forwarded to the Faculty Senate for inclusion in the next scheduled meeting. Proposals must be received three days prior to the dissemination of the Faculty Senate agenda, which is issued five days in advance of the scheduled meeting.

Section 3. Committees Responsible for Matters Related to Faculty Primary Jurisdiction

A. Committees Responsible for Matters Related to Faculty Primary Jurisdiction are responsible for

1. all policies and individual student petitions relating to all curriculum and degree requirements,

2. all policies and individual student petitions relating to the admission of students to the academic programs, transfer of credit from other institutions, credit by examination, dropping of courses, withdrawals, and retention or dismissal of students with academic deficiencies, and

3. all student appeals of an academic nature.

B. Proposals appropriate to the responsibilities of Committees Responsible for Matters Related to Faculty Primary Jurisdiction may be introduced by any member of the faculty, by the Student Senate, or by any administrative officer of the University.

Section 4. Committees Responsible for Matters Requiring Faculty Advisement

A. Committees Responsible for Matters Requiring Faculty Advisement are responsible for

1. all policies relating to tenure, promotion, appointments, dismissal of faculty members, leaves, workloads, and other matters relating to the welfare of the faculty, including, but not limited to, those matters described in Chapter II of the Faculty Handbook;

2. recommendations relative to priorities in annual budgets and long range planning for the University and all policies relating to salary, retirement, and fringe benefits;

3. institutional policies and procedures relating to student, faculty, and/or program assessment;
4. matters related to research involving the use of human participants; and
5. matters related to faculty research including stimulating interest in research, providing financial assistance for research, and assistance in the dissemination of information developed in research;
6. matters related to research involving the use of animal participants; and
7. other duties as assigned by the Faculty Senate.

B. Proposals appropriate to the responsibilities of Committees Responsible for Matters Requiring Faculty Advisement may be introduced by any member of the faculty or administrative officer of the University.

Section 5. Ad Hoc Committees
Ad Hoc committees may be appointed by the President of the Senate with subsequent approval by majority of the voting membership of the Senate. No ad hoc committee will be automatically carried over to a new Senate without the approval of a majority of the voting membership of the new Senate.

ARTICLE VIII. UNIVERSITY COMMITTEES
The Faculty Senate, in conjunction with the President of the University, shall choose faculty members for those University Committees relative to faculty concerns.

Section 1. Membership of University Committees
Faculty membership of university committees is determined by the rules and protocols as prescribed by the By-Laws of the Faculty Senate.

ARTICLE IX. AMENDMENTS AND REVIEW

Section 1. Amendment Procedure
Amendments to this constitution may be proposed at any time through the initiative procedure (Article VI, Section 1) or by introduction of a resolution for this purpose by a member of the Faculty Senate. Alterations of these proposed amendments shall require a two-thirds majority vote of the Senate; only amendments approved by the Senate shall be forwarded to the faculty. If approved by two-thirds majority of the faculty voting, amendments shall be forwarded to the President of the University for approval by the Board of Regents.

Section 2. Review Process and Approval Procedure
Every five years the Faculty Senate shall select a committee to review its operation, the Faculty Senate By-laws and Rules of Order, and the Faculty Constitution. The committee shall propose such constitutional amendments and procedural changes as shall, in its opinion, improve the operation of the Senate and the performance of its function. Changes from the review process
are to be discussed in an open Faculty Senate meeting and must be approved by a majority vote of the Faculty Senate in order to take effect; the revised Faculty Senate By-Laws and Rules of Order, and the Faculty Senate Constitution shall be forwarded to the President of the University for approval by the Board of Regents.

ARTICLE X. BY-LAWS AND RULES OF ORDER

The Faculty Senate shall establish whatever by-laws and procedural rules consistent with this constitution deemed necessary to fulfill its function.

ARTICLE XI. COMPLIANCE WITH MISSOURI STATUTES

If any article, section, subsection of the Faculty Constitution or By-Laws of the Faculty Senate is determined to be not in compliance with the statutes of the state of Missouri, the remaining articles, sections, and subsections will remain in full force and effect.

ARTICLE XII. RATIFICATION

This constitution shall be approved by two-thirds of the faculty voting and forwarded to the President of the University for approval by the Board of Regents within an expeditious time of the Faculty Senate vote. Upon approval by the Board of Regents, it shall be effective immediately.