

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 and Provost (or Chief Academic Officer) of the University, and The Board 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 President and the Provost.

The governance of the institution is shared by various constituents of the campus community. Principally, these constituents include the governing board, the administration, the faculty, and the student body. Each constituent 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 faculty interest, 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, including changes to Faculty Handbook, Faculty Senate Constitution, and Faculty Senate Bylaws

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.

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73 **ARTICLE I. DEFINITION OF FACULTY AND AREAS OF RESPONSIBILITY**

74 Section 1. Faculty

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

77 Section 2. Areas of Involvement

78 The Board of Regents recognizes divisions of faculty involvement in institutional governance:
79 Primary Jurisdiction and Advisement. These responsibilities are articulated through the
80 faculty's participation in both Faculty Senate and Senate committees.

81 A. Faculty Senate Committees Responsible for Matters Related to Faculty Primary
82 Jurisdiction

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

87 B. Faculty Senate Committees Responsible for Matters Requiring Faculty Advisement

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

- 90 1. the development of principles and policies concerning faculty compensation, tenure,
91 promotions, appointments, dismissal of faculty, leaves, workloads, retirement, and
92 other matters concerning the welfare of the faculty; and
- 93 2. the development of principles, policies, and procedures concerning student
94 assessment.

95 **ARTICLE II. FACULTY SENATE**

96 Section 1. Definition

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

100 Section 2. Purposes of the Senate

101 The Faculty Senate develops, formulates, and recommends curricula, policies, and procedures
102 to the appropriate authorities, including but not limited to the Provost, the President of the
103 University, and/or the Board of Regents.

104 **ARTICLE III. COMPOSITION OF THE SENATE**

105 Section 1. Membership

106 The membership of the Faculty Senate shall be determined in a manner prescribed by the
107 Bylaws of the Faculty Senate and shall ensure fair and equal representation of all faculty and
108 their respective units.

109 Section 2. Senate Officers

110 A. The officers of the Faculty Senate shall be the President, the Vice President, the Past
111 President, the Secretary, and the Parliamentarian.

112 1. The President is the chief presiding officer of the Faculty Senate who represents all
113 University faculty.

114 2. The Vice-President is the president-in-training and serves in an advisory capacity.

115 3. The Past President serves in an advisory capacity.

116 4. The Secretary documents the Faculty Senate record and oversees all Senate
117 elections.

118 5. The Parliamentarian advises the Faculty Senate and Faculty Senate Executive
119 Council in regard to compliance with processes, protocols, and rules of order.

120 B. The specific responsibilities and the processes of election of these officers shall be
121 determined in a manner prescribed by the Bylaws of the Faculty Senate.

122 Section 3. The Executive Council

123 A. The Executive Council of the Faculty Senate shall consist of the President, the Vice-
124 President, the Past President, the Secretary, the Parliamentarian, and the Chairs of the
125 committees responsible for matters related to faculty Primary Jurisdiction or other
126 committees deemed essential to faculty concerns as determined by the Faculty Senate.

127 B. The Executive Council has the right to invite guests to its closed meetings as needed.

128 C. The specific responsibilities and the processes of the Executive Council shall be
129 determined in a manner prescribed by the Bylaws of the Faculty Senate.

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

132 Section 1. Regular Elections

133 The Faculty Senate shall hold annual elections in an orderly and timely fashion as prescribed
134 by the Bylaws of the Faculty Senate (Section 6, 7, and 8).

135 Section 2. Interim Vacancies

136 In the event of vacancies on Senate and/or its committees, replacements shall be determined
137 by processes and procedures as prescribed by the Bylaws of the Faculty Senate (Section 8).

138 Section 3. Terms of Office

139 Terms of Office for Senators/Alternative, Senate Officers, and Committee Chairs shall be
140 determined by processes and procedures as prescribed by the Bylaws of the Faculty Senate.
141 (Section 9, 10, 11, & 12).

142 Section 3. Grievances against Officers, Senators/Alternates, and Committee Chairs

143 Written notice signed by a majority of the members of the electing unit and filed with the
144 Secretary of the Senate is sufficient for immediate recall of the unit's Senator or Alternate. In
145 the event of grievances against Officers, Senators/Alternates, and/or Committee Chairs,
146 processes and procedures are prescribed in the Bylaws of the Faculty Senate (Section 13).

147 **ARTICLE V. MEETINGS AND IMPLEMENTATIONS OF ACTIONS OF THE**
148 **FACULTY SENATE**

149 Section 1. Meetings

150 A. Faculty Senate Meetings

- 151 1. A regular open meeting of the Faculty Senate shall be held at least once each month
152 during both the fall and spring semesters.
- 153 2. Special meetings of the Faculty Senate such as those not on the official Faculty
154 Senate calendar, shall be called by the President of the Senate.
- 155 3. Additionally, upon receipt of a request from at least five members of the Senate, the
156 Provost, or the President of the University, The President of the Senate can be
157 directed to call, schedule, and hold the requested special meeting in a timely fashion.

158 B. Executive Council Meetings

- 159 1. A regular meeting of the Executive Council shall be held at least once each month
160 during both the fall and spring semesters. Meetings shall be closed unless
161 determined by the Executive Council.
- 162 2. Special meetings of the Executive Council, such as those not on the official Executive
163 Council calendar, shall be called when necessary by the President of the Senate.

164 Section 2. Agenda and Minutes of the Senate

165 Official agendas and minutes of all Faculty Senate meetings, special meetings, Executive
166 Council meetings, and Executive Council special meetings shall be produced, published, and
167 archived in a timely manner as prescribed by the Bylaws of the Faculty Senate.

168 **ARTICLE VI. FACULTY INITIATIVE AND REFERENDUM**

169 Section 1. Faculty Initiative

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

175 Section 2. Faculty Referendum

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

180 **ARTICLE VII. FACULTY SENATE COMMITTEES**

181 Section 1. Senate Committee Creation

182 The Faculty Senate has the authority to create standing committees and such ad hoc
183 committees as needed to fulfill its purposes as specified in Article II of this Constitution.

184 Section 2. Membership of Committees

185 Membership of committees is determined by the rules and protocols as prescribed by the
186 Bylaws of the Faculty Senate.

187 Section 3. Proposals from Committees

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

192 Section 4. Committees Responsible for Matters Related to Faculty Primary Jurisdiction

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

- 195 1. all policies and individual student petitions relating to all curriculum and degree
196 requirements,
- 197 2. all policies and individual student petitions relating to the admission of students to
198 the academic programs, transfer of credit from other institutions, credit by
199 examination, dropping of courses, withdrawals, and retention or dismissal of
200 students with academic deficiencies, and
- 201 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 5. 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, 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 6. 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

Section 1. University Committee Creation

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

Section 2. Membership of University Committees

Faculty membership of university committees is determined by the rules and protocols as prescribed by the Bylaws of the Faculty Senate.

235 **ARTICLE IX. AMENDMENTS AND REVIEW**

236 Section 1. Amendment Procedure

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

243 Section 2. Review Process and Approval Procedure

244 Every five years the Faculty Senate shall select a committee to review its operation, the Faculty
245 Senate Bylaws and Rules of Order, and the Faculty Constitution. The committee shall propose
246 such constitutional amendments and procedural changes as shall improve the operation of the
247 Senate and the fulfillment of its purposes. Changes from the review process are to be discussed
248 in an open Faculty Senate meeting and must be approved by a majority vote of the Faculty
249 Senate to take effect; the revised Faculty Senate Bylaws and Rules of Order and the Faculty
250 Senate Constitution shall be forwarded to the President of the University for approval by the
251 Board of Regents.

252 **ARTICLE X. BYLAWS AND RULES OF ORDER**

253 The Faculty Senate shall establish whatever bylaws and procedural rules consistent with this
254 Constitution deemed necessary to fulfill its purpose.

255 **ARTICLE XI. COMPLIANCE WITH MISSOURI STATUTES**

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

259 **ARTICLE XII. RATIFICATION**

260 This Constitution shall be approved by two-thirds of the Faculty Senate members voting,
261 followed by approval by two-thirds of voting Faculty, and forwarded to the President of the
262 University for approval by the Board of Regents. Upon approval by the Board of Regents, it
263 shall be effective immediately.