

1 **FACULTY SENATE CONSTITUTION**

2 Ratified by the 43rd Faculty Senate
3 2 November 2016

4 Approved by the Faculty
5 9, December 2016

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7 Approved by Board of Regents
8 27. January 2017

9 **Preamble**

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

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

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

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

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

27 **Section 1. Faculty**

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

31 **Section 2. Areas of Involvement**

32 The Board of Regents recognizes divisions of faculty involvement in institutional governance:
33 Primary Jurisdiction and Advisement. These responsibilities are articulated through the
34 faculty’s participation in both Faculty Senate and Senate committees.

35 A. Faculty Senate Committees Responsible for Matters Related to Faculty Primary
36 Jurisdiction

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

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

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

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

49 **ARTICLE II. FACULTY SENATE**

50 Section 1. Definition

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

54 Section 2. Purposes of the Senate

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

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

59 Section 1. Membership

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

63 Section 2. Senate Officers

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

- 66 1. The President is the chief presiding officer of the Faculty Senate who represents all
67 University faculty.

- 68 2. The Vice-President is the president-in-training and serves in an advisory capacity.
69 3. The President Emeritus/a serves in an advisory capacity.
70 4. The Secretary documents the Faculty Senate record and oversees all Senate
71 elections.
72 5. The Parliamentarian advises the Faculty Senate and Faculty Senate Executive
73 Council in regards to compliance with processes, protocols, and rules of order.
74 B. The specific responsibilities and the processes of election of these officers shall be
75 determined in a manner prescribed by the By-Laws of the Faculty Senate.

76 Section 3. The Executive Council

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

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

87 Section 1. Regular Elections

88 The Faculty Senate shall hold annual elections in an orderly and timely fashion as prescribed
89 by the By-Laws of the Faculty Senate.

90 Section 2. Interim Vacancies

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

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

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

98 **ARTICLE V. MEETINGS AND IMPLEMENTATIONS OF ACTIONS OF THE**
99 **FACULTY SENATE**

100 Section 1. Meetings

101 A. Faculty Senate Meetings

- 102 1. A regular open meeting of the Faculty Senate shall be held at least once each month
103 during both the fall and spring trimesters.
- 104 2. Special meetings of the Faculty Senate, i.e. those not on the official Faculty Senate
105 calendar, shall be called by the President of the Faculty Senate.
- 106 3. The President of the Senate, upon receipt of a request from at least five members of
107 the Senate, or the Chief Academic Officer, or the President of the University shall be
108 empowered to call, schedule, and hold the requested special meeting in a timely
109 fashion.

110 B. Executive Council Meetings

- 111 1. A regular open meeting of the Executive Council shall be held at least once each
112 month during both the fall and spring trimesters.
- 113 2. Special meetings of the Executive Council, i.e. those not on the official Executive
114 Council calendar, shall be called when necessary by the President of the Faculty
115 Senate.

116 Section 3. Agenda and Minutes of the Senate

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

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

121 Section 1. Faculty Initiative

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

127 Section 2. Faculty Referendum

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

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133 **ARTICLE VII. FACULTY SENATE COMMITTEES**

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

137 Section 1. Membership of Committees

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

140 Section 2. Proposals from Committees

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

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

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

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

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

154 3. all student appeals of an academic nature.

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

158 Section 4. Committees Responsible for Matters Requiring Faculty Advisement

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

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

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

166 3. institutional policies and procedures relating to student, faculty, and/or program
167 assessment;

- 168 4. matters related to research involving the use of human participants; and
169 5. matters related to faculty research including stimulating interest in research,
170 providing financial assistance for research, and assistance in the dissemination of
171 information developed in research;
172 6. matters related to research involving the use of animal participants; and
173 7. other duties as assigned by the Faculty Senate.
- 174 B. Proposals appropriate to the responsibilities of Committees Responsible for Matters
175 Requiring Faculty Advisement may be introduced by any member of the faculty or
176 administrative officer of the University.

177 Section 5. Ad Hoc Committees

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

182 **ARTICLE VIII. UNIVERSITY COMMITTEES**

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

185 Section 1. Membership of University Committees

186 Faculty membership of university committees is determined by the rules and protocols as
187 prescribed by the By-Laws of the Faculty Senate.

188 **ARTICLE IX. AMENDMENTS AND REVIEW**

189 Section 1. Amendment Procedure

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

196 Section 2. Review Process and Approval Procedure

197 Every five years the Faculty Senate shall select a committee to review its operation, the Faculty
198 Senate By-laws and Rules of Order, and the Faculty Constitution. The committee shall propose
199 such constitutional amendments and procedural changes as shall, in its opinion, improve the
200 operation of the Senate and the performance of its function. Changes from the review process

201 are to be discussed in an open Faculty Senate meeting and must be approved by a majority vote
202 of the Faculty Senate in order to take effect; the revised Faculty Senate By-Laws and Rules of
203 Order, and the Faculty Senate Constitution shall be forwarded to the President of the
204 University for approval by the Board of Regents.

205 **ARTICLE X. BY-LAWS AND RULES OF ORDER**

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

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

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

212 **ARTICLE XII. RATIFICATION**

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

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