FACULTY

CONSTITUTION OF THE ACADEMIC FACULTY AND FACULTY SENATE

PREAMBLE

A faculty senate is an organization consisting of representatives from the academic university community. It is comprised of representatives from certain academic units of operation, faculty-at-large, and three faculty members appointed by the President of the University.

All elements of the academic community (students, faulty, administration and alumni) must be united in good will if consensus of the university's objectives is to be achieved. Shared goals can only be initiated, cultivated, and preserved in a society of shared respect. Hence, the academic community is a system of shared educational goals. At the same time, a university is a community with common needs, common commitments, and common aspirations.

The university community in general, and the Faculty Senate in particular, must be willing to work constantly toward the fulfillment of the university's purposes, assume the responsibilities of voicing opinion and subsequently act on critical issues regarding educational problems, policies, and the general welfare of the institution.

The Faculty Senate of South Carolina State University is committed to freedom through a democratic process of shared governance. Consensus is essential for South Carolina State University to remain a competent, progressive, and vital force toward the achievement of higher education in the lives of its students, faculty, administration, and alumni.

Therefore, we, the members of the Faculty Senate of South Carolina State University,--believing (1) that faculty government is essential and indispensable to realization of sound educational goals, (2) that every faculty member should be represented in this government in accordance with an approved formula for membership, and (3) that mutual trust and the consensus of administration and faculty create a more desirable medium for achieving the common good within the university community – do hereby ordain and establish the *Constitution of the Academic Faculty* and the Faculty Senate of South Carolina State University.

SOUTH CAROLINA STATE UNIVERSITY
CONSTITUTION OF THE ACADEMIC FACULTY AND FACULTY SENATE

ARTICLE I
THE ACADEMIC FACULTY

SECTION 1. MEMBERSHIP

The Academic Faculty of South Carolina State University shall consist of the President of the University, the Vice President for Academic Affairs, full time teaching instructors, chairpersons, academic deans, and professional librarians, and other persons holding academic rank.

SECTION 2. FUNCTIONS

The Board of Trustees is the governing body of the University. The powers of the University President and the faculty are delegated by the Board of Trustees, has legislative power in all matters pertaining to the standards of admission, registration, requirements for and the granting of degrees, the curriculum (including extension, off-campus, and distance learning credit courses), instruction, research, extracurricular activities, the educational policies and standards of the University, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members.

Likewise, the faculty, subject to the review/approval of the University President and the Board of Trustees, has authority to make recommendations regarding faculty appointments, retention, development, and advancement; academic programs, organization and standards; academic services; and such matters as may pertain directly to the University, teaching, research, and service programs.

As such occasions arise, the faculty shall have the privilege of considering the election or appointment to the Office of President of the University and, through an appropriate committee, communicate its views to the Board of Trustees.

SECTION 3. OFFICERS

The officers of the academic faculty shall consist of a chairperson, secretary, and an editor. The President of the Faculty Senate shall serve as the chairperson. That chairperson shall appoint the secretary and the editor.

The editor will compile an account of matters and issues of interest to the faculty, including the deliberations of the Senate and the Senate Executive Committee. The account will be distributed at Senate meetings for distribution by the Senators to faculty members in their respective departments.

SECTION 4. MEETINGS

A meeting of the academic faculty shall be held at the beginning of each semester, prior to each commencement, and at such other times as deemed necessary by the Vice President for Academic Affairs. The Faculty Senate President may call a special meeting of the academic faculty as deemed necessary. The President of the Faculty Senate must call a meeting if the Faculty Senate, by a vote of two-thirds (2/3) of its membership, requests such a meeting.

ARTICLE II
THE FACULTY SENATE

SECTION 1. DEFINITION

The academic faculty shall elect from among its members a governing body based on the approved formula to serve as the Faculty Senate, the Vice President for Academic Affairs shall be the administration's liaison and any matter from this body should be referred to the University President via this channel.

SECTION 2. FUNCTIONS

The Faculty Senate has legislative powers granted to it by the academic faculty. It may consider policies affecting the academic activities of the university, faculty welfare and discipline, administration, standards of admission, registration, requirements for degrees, granting of degrees, curriculum, instruction, research, extracurricular activities, the educational policies and standards of the university, and all other matters pertaining to faculty affairs, including the discipline of its own members. It may make recommendation(s) subject to review by the University President. Any recommendations submitted to the University President via this body for review shall be accepted or rejected and notification given to the academic faculty within ninety (90) days. A veto of the University President may be appealed to the Board of Trustees by a three-fourths (3/4) majority vote of the academic faculty. If a recommendation receives a three-fourths (3/4) majority vote of the academic faculty over the President's veto, a statement of the proceedings and recommendations shall be forwarded to each member of the Board of Trustees and the University President.

SECTION 3. MEMBERSHIP

The Faculty Senate shall be comprised of the representatives from each constituency if the University. Each academic department of the University constitutes a constituency from which senators shall be elected during the month of April for the following academic year.

A. Senators shall be elected (**not appointed**) by the full-time faculty members from each of the following in accord with the apportionment formula (noted in Section 4):

College of Business & Applied Professional Sciences

Department of Accounting, Economics & Agribusiness
Department of Business Administration
Department of Family & Consumer Sciences
Department of Health Sciences
Department of Military Science

College of Education, Humanities & Social Sciences

Department of Education
Department of English & Modern Languages
Department of Human Services
Department of Social Sciences
Department of Visual & Performing Arts

College of Science, Math & Engineering Technology

Department of Civil & Mechanical Engineering Technology & Nuclear Engineering
Department of Civil & Industrial Engineering
Department of Math & Computer Science
Department of Physical and Biological Sciences

University Library (one representative)

Felton Laboratory School (one representative)

The School of Graduate Studies (one representative)
Department of Educational Leadership (One representative)

B, Seven (7) senators will be elected at- large (See Section).
C. The University President will appoint three (3) representatives each year.

SECTION 4. SENATORIAL APPORTIONMENT

Senators shall be apportioned to academic departments based on the number of its faculty members utilizing the following approval formula:

1-10 Faculty Members equals 1 senator
11-20 Faculty Members equals 2 senators
21-30 Faculty Members equals 3 senators, etc.

SECTION 5. ELIIGIBILITY FOR ELECTED SENATORIAL MEMBERSHIP

A. Eligibility for elected senatorial membership is based on full-time faculty status, and the rank of instructor or above.
B. Central Administrators and Deans shall not be eligible for office.

SECTION 6. TERMS OF OFFICE

A. Elected senators from academic units shall serve for a three-year term and are eligible to serve unlimited terms, if re-elected.
B. Seven (7) senators will be elected at-large. Two (2) senators will be elected each year for a one-year term. Two (2) senators will be elected every two years for a two-year term. Three (3) senators will be elected every three years for a three-year term.
C. The University President will appoint three (3) faculty members each year to serve one-year terms, and they may be re-appointed.
D. In the event a senator is unable to complete a term, his or her department shall make an interim appointment for the remainder of the term.

SECTION 7. OFFICERS

The Senate shall consist of the following elected officers: President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, and Parliamentarian.

The President and Vice President of the Senate shall be elected every two (2) Years by the entire faculty after nomination by the Senate from a roster of all current senators and those who served in the Senate in the preceding year.

A person may serve as President of the Senate for no more than 3 two (2) year terms if reelected.

A person may serve as Vice President of the Senate for no more than three two (2) year terms if reelected.

The Corresponding Secretary, Recording Secretary, Treasurer, and Parliamentarian shall be elected from and by the Senate for no more than 3 two (2) year terms if reelected.

SECTION 8. THE EXECUTIVE COMMITTEE

The following officers of the Senate shall compose the Executive Committee:

A. President
B. Vice President
C. Corresponding Secretary
D. Recording Secretary
E. Treasurer
F. Parliamentarian
G. The Immediate Past President

Functions of the Executive Committee

The Executive Committee shall be the faculty's liaison to the administration.

A. It shall act for the faculty between regularly scheduled Senate meetings
B. It shall review the actions of the Councils before presentation to the Senate

C. It shall, subject to Senate approval, establish the agenda of each Senate meeting, considering suggestions from the:

1. Senators
2. Academic faculty members
3. Administration of the University
4. Senate's Committee and Councils

SECTION 9. THE COUNCILS (Senate representatives on the Councils will be selected by Senators)

A. Educational Policies Council (The Council may assign functions of the Council to *ad hoc* committees composed of members of the faculty)

1. Constituency

Vice President for Academic Affairs
Associate Vice President for Academic Affairs
Undergraduate Deans
Registrar
Dean of Graduate Studies
Students (3)
Nine (9) Senators
3 for a one-year term; 3 for a two-year term; 3 for a three-year term

2. Functions

The Educational Policies Council of South Carolina State University shall:

a. Serve as designated leaders of the faculty charged with the transmitting and explaining to the President and Board of Trustees the views of the faculty in the making of policy decisions.

b. Make recommendations on the allocation of funds for education and receive information relating to important developments in administration planning and serve as the means through which the faculty expresses its views in major issues of policy affecting current or projected budget decisions.

c. Make recommendations on major changes in the size of the student body.

d. Make suggestions as to the relative emphasis to be given to the various components of the educational and research program.

e. Formulate policy and arrange for in-service experiences in such fundamental matters as curriculum (or subject matter) and methods of instruction.

f. Formulate policy on requirements for admission of students, the conditions under which an admitted student continues matriculation, and the requirements for the granting of degrees.

g. Formulate policies and make recommendations pertaining to the governance and support of educational programs including academic requirements, admission standards, and library holdings.

h. Make recommendations on clear and just policies for re-admission of students, and

i. Make recommendations as to policy concerning appointments, promotions, dismissals of faculty members and procedures for tenure.

B. Graduate Studies Council

1. Constituency

Dean of Graduate Studies
1 graduate faculty member from each school (5)
1 graduate faculty member from the Department of Educational Leadership
5 graduate faculty members from the Faculty Senate;
(2 for a one-year term; 2 for a two-year term; and, 1 for a three-year term)
(Graduate faculty members must be declared as such by the Vice President for Academic Affairs)
4 graduate student representatives

2. Functions

The Graduate Studies Council of South Carolina State University shall be Concerned with the development of the following:

a. The careful selection of a qualified and reliable staff

b. The quality of teaching and scholarly productivity on the part of the Graduate faculty.

c. Well defined principles and practices governing the selection and retention of graduate students

d. The graduate curriculum so as to insure flexibility, the use of unique abilities, and the end product: well trained graduate students

e. Continuous evaluation of graduate instruction so as to maintain and improve qualitative standards of its graduates

f. Recommendation pertaining to budget so as to insure the graduate program of an independent existence that will not jeopardize the academic integrity of the undergraduate program

C. The Student Services Council

1. Constituency

Vice President for Student Affairs
Dean of Students
Director of Counseling and Self-Development Center
Director of Student Activities
Chairperson of chaplains Corps
Psychometric Services Representative
Director of Facilities Management
1 President Appointee
2 Senators (one of a one-year term; 1 for a two-year term)
Students (3)
Miss SCSU
3 Associate Members appointed by the Student Government Association

2. Functions

The Student Services Council of South Carolina State University shall be concerned with the development of the following:

a. Policies and practices in regard to student-teacher relationships:
   i. Freedom of expression
   ii. Fair and just evaluation
   iii. Protection against improper disclosure

b. Policies and practices concerning student records

c. Policies and practices concerning student affairs, such as:
   i. Freedom from arbitrary discrimination
   ii. Freedom from association
   iii. Student participation in institutional governance
   iv. Student publications

d. Policies and practices in procedural standards in disciplinary proceedings.

e. Receive recommendations and suggestions from the Student-Faculty Commission and/or the Student Government Association.

Research Advisory and Human Subject Council

1. Constituency

Associate Vice President for Research and Dean of Graduate Studies
Office of Finance and Management Representative
Office of Sponsored Programs Representatives (2)

4 Senators (2 for a one-year term: 2 for a two-year term)

2. Functions

The Research Policies of South Carolina State University shall be concerned with the following:

a. The Statement of the university's research policy
   i. Facilities and support for faculty and student research
   ii. Conditions under which the university will sponsor faculty and student research.
b. Recommendations and proposals for research projects to be conducted by faculty and students, i.e., directly or via sub-committee.

c. Relative emphasis to be given to the various components of the research program

d. Procedures for sponsored research and endowments.

e. Dissemination and publication of information resulting from research conducted at the university or by it's constituency.

f. Provisions for publication of university sponsored research.

g. Policies regarding faculty members serving as advisors and consultants to outside agencies.

h. Maintenance of close liaison with the Educational Policies and Graduate Studies Councils.

i. Evaluate requests for use of human subjects.

SECTION 10. COMMITTEES

In addition to the Executive Committee, the Faculty Senate shall have other standing committees as follows:

1. Membership Advisory Committee
2. Election Committee
3. Ad hoc Committees (as the occasion dictates)

ARTICLE III
AMENDMENT

A proposal for amendment to the *Constitution* must be recommended by at least ten (10) members of the Faculty Senate, submitted to the faculty Senate at a regular meeting of the body, voted on by the Faculty Senate at its next regular meeting, and submitted in writing with the recommendation of the Faculty Senate to the members of the academic faculty meeting at which time action on the amendment can be taken. The academic faculty ma amend this *Constitution* with a two-thirds (2/3) majority vote of the members present.

BY-LAWS

FACULTY SENATE
SOUTH CAROLINA STATE UNIVERSITY

The work of the faculty Senate shall be conducted through councils and committees established by the By-Laws in the *Constitution*.

Amendments to the By-Laws may be made at any regular Faculty Senate business meeting by a simple majority vote to those present, provided that written notice of the proposed amendment or amendments was given at the preceding meeting and circulated as part of the official minutes.

ARTICLE I
The Academic Faculty

SECTION I. MEMBERSHIP

Membership in the academic faculty shall be adhered to as prescribed in Article I, Section 1, of the *Constitution*.

SECTION 2. QUORUM

A quorum for any meeting of the academic faculty shall be declared by the President.

ARTICLE II

The Faculty Senate

SECTION 1. MEMBERSHIP

Members of the Faculty shall consist of senators as stated in Article II, Section 3,7, and 8 of the *Constitution*.

A. Regular members of the Faculty Senate shall be elected for a term of three years by the academic faculty voting by areas.

B. Senators-at-Large shall be elected by the Faculty Senate at the first meeting of each academic year.

C. Three faculty members shall be appointed by the University President for a term of one (1) year each.

Vacancies created among elected senators for any cause shall be filled by supplementary elections within the area concerned, as soon as the vacancy occurs. Vacancies created among Senators-at-Large may be filled by appointments by the Faculty Senate President as soon as possible.

SECTION 2. OFFICERS

The election of the President and the Vice President of the faculty Senate shall be held at an April meeting of the faculty. The election of the treasurer, corresponding secretary, recording secretary, and parliamentarian shall be held after the election of the president and vice president and shall be held before the end of the academic year.

A. President

The President shall serve no more than three two-year (2) terms and he/she will not be eligible to serve again as president.

The President shall receive a reduced teaching load of one three-semester hour course per semester during this or her term.

The President shall serve as the presiding officer of the Faculty Senate. The President shall appoint Senate standing committees and ad hoc committees. The President and the Executive Council, in cooperation with the President of the University, shall appoint the members and chair of standing University committees and ad hoc committees.

The President shall serve as an ex-officio member of the University Board of Trustees.

B. Vice President

The Vice President shall serve as the presiding officer of the Senate in the absence of the President.

The Vice President shall serve no more than three two-year (2) terms and he/she will not be eligible to serve again as Vice President.

In the event that the President is unable to complete his or her term of office, the Vice President will serve the remainder of the President's term.

C. Treasurer

The Treasurer shall be responsible for collecting faculty Senate dues, disbursing funds, maintaining the Senate's financial accounts, records and making financial reports at monthly meetings. Any disbursement of funds shall require signatures of both the Treasurer and the president.

D. Corresponding Secretary

The Corresponding Secretary shall be responsible for distributing Senate information by mail or by telephone at the request of the President an/or Executive Council. The Corresponding Secretary will also be responsible for preparing written communications and for maintaining a record of Senate correspondence, and transferring those records to the succeeding Corresponding Secretary.

E. Recording Secretary

The Recording Secretary shall keep a written record of all Senate meetings and distribute the minutes of those meetings in a timely fashion to the Senate for its approval, correction, or rejections.

F. Parliamentarian

The Parliamentarian will ensure that meetings are conducted in accordance with the latest edition of Robert's Rules of Order

The Parliamentarian will determine whether or not a quorum is present at all meetings and report that finding to the President at each meeting.

The Parliamentarian will assist with conducting with elections for the academic faculty and Faculty Senate.

SECTION 3. MEETINGS

The Faculty Senate shall hold its regular meeting son the first Tuesday of each month beginning September and ending in May.

SECTION 4. QUORUM

One-half of the elected members of the Faculty Senate shall constitute a quorum for all business meetings. The Parliamentarian will inform the President when a quorum of one-half is not met. The President may then declare a quorum if no less than one-forth of the elected membership is present.

SECTION 5. ORDER OF BUSINESS

The order of business for regular meetings of the Senate shall be:

A. Call to Order
B. Approval of Agenda
C. Approval of Minutes
D. Reports of Committees
E. Old Business
F. New Business
G. Announcements
H. Adjournment

SECTION 6. DUES

The Executive Council will recommend to the Senate, for its approval, the amount of dues paid annually to the Senate treasury by all full-time members at the University. Faculty Senators who fail to pay dues will forfeit membership in the Senate as well as participation in Senate sponsored activities.

SECTION 7. COMMITTEES

The Faculty Senate committees shall be as prescribed in Article II, Section 9, of the Constitution.

A. Membership Advisory Committee

1. Membership
   The Committee shall consist of six senators appointed by the President of the Senate for terms of three (3) years with two (2) senators appointed annually. The committee shall elect its chairperson.

2. Duties
   The Membership Advisory Committee shall be concerned with the constituency of such regular or special committees as are deemed necessary by the Senate. It shall submit to the Senate the names of faculty members recommended for specific committee memberships.

B. Election Committee

1. Membership
The Membership Committee shall consist of five (5) senators appointed by the President of the Senate at the first meeting of the academic year.

2. Duties

The Election Committee shall, at the Spring Semester meeting of the academic faculty, offer to the vote of the faculty a slate of nominees for President and Vice President of the Senate which has been circulated to the faculty at least one week prior to the spring meeting. The committee shall then distribute ballots for the vote. The marked ballots shall be collected, tabulated, and the results announced at this meeting.

C. Planning and Projection Committee

1. Memberships
   The Committee shall be composed of six (6) faculty members appointed by the President of the Faculty Senate for the term of three (3) years, with tow (2) senators appointed annually.

2. Duties
   The Planning and Projection Committee shall maintain a continuing study of the future academic requirements of the university. This committee shall be concerned with recruitment, entrance requirements, graduation and placement.

D. Welfare Committee

1. Membership
   The Committee shall be composed of six (6) faculty members appointed by the President of the Faculty Senate for the term of three (3) years, with two (2) senators appointed annually.

2. Duties
   The Welfare Committee shall be concerned with matter pertaining to the individual faculty members. These matters relate to qualifications for promotion, tenure, teaching load, non-teaching leaves of absence, sabbatical leaves, travel, dissemination of information, public relations, retirement insurance, and other matters relevant to faculty welfare and morale.

E. Space Utilization Committee

1. The Committee shall be composed of six (6) members representing a broad section of the university, and shall be appointed by the President of the Faculty Senate for a term of three (3) years, with two (2) appointed annually

2 Duties
   The Committee shall call regular meetings to determine the extent of which the present number of classrooms is being used each day. The committee is empowered to calling administrators and teachers or other personnel to determine adequate usage of classrooms and other facilities such as conference rooms and auditoriums. The chairperson of the committee has the responsibility of making annual reports to the President of the Faculty Senate.

F. Education Facilities Committee

1. Memberships

The Committee shall be composed of seven (7) faculty members – four (4) appointed by the President of the Faculty Senate for a staggered term of two (2) years, and three (3) member appointed by the University President to serve at their pleasure. The committee shall have the authority to call in persons in charge of and who are knowledgeable about present facilities.

2. Duties

a. The duties of this committee are to determine the extent to which the present educational faculties are meeting the needs of the University

b. The committee shall make long-range projections (5-10 year) in terms of our projected educational programs, student enrollment and projected career opportunities.

c. The committee shall make annual reports at the February meeting of the Faculty Senate.

G. Ad Hoc Committees

1. **Membership**

The membership of these Committees will be designed in light of the nature of the assignments allocated to them.

2. Duties

Ad hoc Committees will function as special committees chosen to do specific assignments only. The Executive Committee of the Faculty Senate will appoint members of the Ad hoc Committees to assist it and the Standing Committees in performing their respective duties. These special committees may be appointed at any time and/or as occasion dictates to investigate, plan or execute the administrative affairs of the Faculty Senate. If the Faculty Senate votes to delegate additional work to Ad hoc Committees, they will continue functioning until the new assignment is completed and another report submitted. Two other conditions will affect the operations of Ad hoc Committees: (1) upon the completion of a specific assignment, Ad hoc Committees will automatically cease to exist when their reports are disposed of by the Faculty Senate; and (2) Ad hoc Committees will report only to the Faculty Senate or sub-committees which are classified under their official domain.

H. Executive Committee

1. Membership

The membership of the Executive Committee shall be composed of the following officers:

a. President
b. Vice President of the Senate
c. Corresponding Secretary of the Senate
d. Recording Secretary of the Senate
e. Treasurer of the Senate
f. The Immediate Past President
g. Parliamentarian

2. Duties

The duties of the Executive Committee shall be to act for the Faculty Senate between its regular meetings and to report all its actions to the members of the Senate at the regularly schedule meeting. One-half of the Executive Committee shall constitute a quorum. All action taken by this committee is subject to review by the Faculty Senate at its next regularly scheduled meeting.

ARTICLE III
Rule of Order

The rules contained in the current edition of Robert's Rules of Order shall be the parliamentary authority of the faculty Senate when applicable and when not inconsistent with these By-Laws or any special rules of order the Faculty Senate may adopt.

Finance

The Faculty Senate shall be finance by the assessment of annual dues in accordance with the proposed budget as developed by the Executive Committee. Dues shall be paid to the Treasurer of the Faculty Senate on or before the second regularly schedule meeting of the Faculty Senate.