Constitution of the Senate of the Faculty

of

William Carey University

(Pending ratification by the Faculty Assembly and adoption by the Board of Trustees)

ARTICLE I: TITLE

This organization shall be entitled “The Senate of the Faculty of William Carey University.”

ARTICLE II: PURPOSE

Section 1. The Senate of the Faculty shall be empowered to make recommendations to the President and the Academic Council on policies affecting the University, and to advise on such matters as the President shall lay before it. It shall also keep the general faculty fully informed of its recommendations. In order that the faculty may be informed of its work, the minutes of the Senate of the Faculty shall be posted on the university’s intranet in a timely manner.

Section 2. The primary concern of the senate is cooperative action that will preserve the integrity of university policies. The senate shall listen to responsible faculty suggestions and will promote recommendations for any changes to help the university achieve its goals as a community for advanced education.

ARTICLE III: ORGANIZATION

Section 1. Membership

A. Members of the Senate of the Faculty shall be full time faculty from designated academic units of the university. Each designated academic unit shall have at least one member before any other unit has a second member, and each designated academic unit with over ten full time faculty shall have two members.

B. On the Hattiesburg campus, the designated academic unit is the school or college and the library. Representatives from the following schools will be elected by the faculty from each academic unit: The Ralph and Naomi Noonkester School of Arts and Letters, the School of Business, the School of Education, the Cooper School of Missions and Biblical Studies, the Winters School of Music, the Joseph and Nancy Fail School of Nursing, the School of Natural and Behavioral Sciences, the College of Osteopathic Medicine and the University Libraries.

C. On the Tradition and the New Orleans campuses, the designated academic unit is the campus, and representatives will be elected from each campus as a whole. The number of representatives on each of the Tradition and New Orleans campuses will be determined based on proportional representation on the Hattiesburg campus. To
determine representation on the Tradition and New Orleans campuses, the total number of full time faculty in Hattiesburg will be divided by the total number of faculty senate representatives for Hattiesburg to determine the number of faculty represented by each senate member. This number will determine the number of senators to be elected from each of the Tradition and New Orleans campuses, rounded to the nearest whole number.

D. Whenever academic units are created or substantially changed, reapportionment shall occur as the terms of existing senators affected by the changes expire.

Section 2. Elections

A. Members of the Senate of the Faculty shall be elected by the full time faculty, and an election will be held prior to the April meeting of the senate.

B. At the March meeting, the senate president will appoint a three person election committee from the existing senate, with the senate vice-president serving as election committee chair.

C. The election of representatives from all designated academic units will be accomplished by the election committee, by secret ballot, and using the official list of full time faculty provided by Human Resources. The names of all full time faculty from each designated academic unit will be on the ballots. A majority vote of the full time faculty from each academic unit is required for election, and runoffs will be held as needed.

D. A faculty member holding a joint appointment in more than one academic unit may vote for representatives in only one unit and may be elected as a representative in only one of these units.

Section 3. Term of Office

A. Each elected member will serve a term of three years and can be re-elected after a one year lapse. Terms of office for representatives will be staggered so that one third of the Senate members will be elected each year.

B. If a member leaves office for any reason other than expiration of term, a replacement shall be elected from the same academic unit, using the procedures outlined in Article III, Section 2 of this document.

Section 4: Officers

A. During the last meeting of the academic year, a president, a vice-president, and a secretary shall be elected from the senate body, with the outgoing president presiding at the election.

B. The term of office for officers shall be one year. Officers may be re-elected at the discretion of the senate.

C. The duties of president shall be to call and preside at all meetings of the senate, to serve as a member of any administrative councils or other such advisory bodies, to accomplish the business of the senate, and to report to meetings of the faculty assembly.
D. The duties of the vice-present shall be to assist the president when asked in the execution of presidential responsibilities, to preside at meetings of the senate in the president’s absence, and to serve as chair of the senate election committee each spring.

E. The duties of the secretary shall be to prepare minutes of each meeting, to notify senate members of the date, time and location of each meeting, to distribute minutes, agenda, correspondence, and other documents as requested by the president, and to assist the president when asked in the execution of the business of the senate. The secretary will also keep the official records of the senate and will deposit them with the University Archives at the end of the academic year.

Section 5: Meetings

A. There shall be seven scheduled meetings a year in August, September, October, November, February, March, and April. If there is no business to be conducted, the president of the senate may cancel a meeting; however, there must be a minimum of three meetings per year. Meetings may be conducted electronically.

B. Special meetings may be called by the president of the senate, at the request of the president of the university, or upon receipt of a petition signed by a majority of the senate members.

C. The agenda of a regularly scheduled meeting shall be sent to senate members at least 24 hours prior to the meeting.

D. Any full time faculty member with a petition to present shall be recognized and allowed to speak, provided previous arrangements have been made with the presiding officer of the senate.

E. If a faculty senate member is unable to attend a meeting, the member should send a substitute representative from the same academic unit. That substitute member shall have voting rights. Absentee proxy voting is not permitted.

F. The Senate of the Faculty will be given the opportunity during any faculty assembly to confer with and to inform the faculty.

Section 6: Functions and Responsibilities

A. The senate shall make recommendations to the appropriate administrative official for responsive action on any policy issues of the university affecting the faculty

B. The senate shall offer advice on policies governing student welfare, activities, freedoms, and discipline.

ARTICLE IV: AMENDMENT

Amendments to this constitution may be proposed by any voting members of the Senate of the Faculty. An amendment shall become effective when a two-thirds affirmative vote is cast for it in the Senate of the Faculty, and when it is ratified by the faculty assembly and the Board of Trustees. At least one week before such a vote, the members of the faculty assembly shall be notified in writing of the proposed amendments.
June 2013

Article V: RATIFICATION

The provisions of this constitution shall become effective upon its adoption by a two-thirds majority vote of qualified faculty voters and upon its approval by the Board of Trustees of William Carey University.

Revised: October 2012
Ratified, Faculty Assembly: Email vote October 2012
Approved, Board of Trustees: