

**CONSTITUTION OF THE FACULTY SENATE  
For  
TROY UNIVERSITY**

**Adopted August 24, 2005\*  
Amended September 25, 2008\*\*  
Amended November 5, 2008\*\*\***

Preamble

We, the faculty of Troy University, in order to assist the University in fulfilling its mission and achieving its goals, to serve the educational needs of students, to enhance faculty morale and professionalism, to maintain effective communication with University Administration, and to assume our responsibility for the shared governance of the University in accordance with established guidelines of recognized accrediting agencies and learned societies of American higher education, do hereby propose the establishment of the Troy University Faculty Senate.

Article I: NAME

The name of this duly constituted body of elected representatives shall be the Faculty Senate of Troy University.

Article II: PURPOSE

Section 1. Governance

It shall be the purpose of the Faculty Senate to achieve effective participation by the faculty in the governance of the University, specifically as set forth in the *Troy University Faculty Handbook*, and generally in other matters designated by the Chancellor or matters requires by the Faculty Senate.

Section 2. Leadership

It shall be the purpose of the Faculty Senate to exercise leadership on behalf of all faculty to develop proposals, to make recommendations to appropriate administrative authorities, to review periodically policies, procedures, and plans, and to ensure the consistent academic integrity of its programs.

Section 3. Communication

A main goal of the Senate is to facilitate communication between the administration and the faculty, primarily via the Chancellor and Executive Vice Chancellor. So as to aid the administration in pursuing the goals of

the University, information regarding matters of general faculty concern including, but not limited to, professional ethics, academic integrity, budgetary concerns, and faculty well-being should be shared with the Senate by the administration. The Senate will therefore be able to communicate such matters to the faculty and be able to make recommendations to the administration.

#### Section 4. Purview

The basic purview of the Senate is to act as a representative of the general faculty, allowing for effective communication with the administration. As such, the Senate will review information of relevance to the goals of the University so that appropriate recommendations can be made both to the faculty and the administration.

Such issues that the Senate may seek to review, but should not be construed to be limited to, include:

Professional Ethics: Investigating alleged violations of professional ethics according to the provisions of the *Faculty Handbook*.

Academic Integrity: Cooperate with Academic Council, Graduate Council, accrediting bodies, and any other group dealing with academic issues in maintaining academic quality.

Faculty Welfare: Advise in the establishing of the terms and conditions of employment and the membership of administrative search committees. As part of this function, all changes to the *Faculty Handbook* should be forwarded to the Senate prior to their approval so that the Senate can be afforded the opportunity to comment upon the proposed changes.

#### Section 5. Administrative Communication

The Faculty requests that it be advised of the disposition of any recommendations it makes to any administrative authority.

### Article III: MEMBERSHIP

#### Section 1. Composition

The Faculty Senate shall have twenty-six members, six at-large members and twenty College-level members.

A. There will be six total at-large members on the Senate. Five of

these seats will be designated to guarantee that each campus within Troy University (Dothan, Montgomery, Phenix City, Troy, and University College) is represented on the Senate, and one will be designated to represent the library.

- B. There will be twenty seats allocated to represent the faculty by college. Each college within the University will be represented proportional to the number of full time faculty employed within it. Candidates for these seats will come from any campus of Troy University.

The initial allocation of seats per college will be as follows:

College of Arts and Sciences	7
College of Communication and Fine Arts	2
College of Education	4
College of Health and Human Services	2
College of Business	5

- C. Every five years an accounting of full time faculty will be made to determine if the above listed allocations should be altered. Should a significant change in the number of faculty take place between censuses, then the Senate should move to reapportion the seats at that time.

Section 2. Elections

- A. All full time faculty, regardless of rank or tenure-eligibility status, Are eligible to vote. Full time faculty are defined as those persons primarily engaged in teaching and/or research.
- B. Candidates for the Faculty Senate must be full time, tenure-track faculty with a minimum of one year service prior to the beginning of their Senate term.
- C. Elections shall be completed prior to May 1 of each year.
- D. Senate members shall not serve longer than two consecutive three-year terms; however, they may serve after a hiatus of at least one year. At the organizational meeting, after the initial formation of the Senate, members will be divided into three classes, to serve either a one, two, or three year term. After this initial election, all terms will be three-year terms. Approximately one-third of the membership shall have their term expire each year.
- E. Elections of the Senate will function as follows: By March 15, the

Chair of the Election Committee will send out notices of vacancies in Senate seats to the eligible general faculty. By May 1, the Chair of the Election Committee (in cooperation with the Deans) will distribute ballots, count and certify the elections, and present the results to the President. The President will then forward the results to the Executive Vice Chancellor/Provost and the Chancellor.

- F. Terms of office shall commence on August 1 and expire on July 31, except for the organizational meeting where newly elected members meet in June prior to their term beginning.
- G. Should a Senate member's seat become vacant during his or her term, a new representative from the appropriate jurisdiction shall be elected to serve the unexpired portion of the term. These election results will be reported to the President of the Senate. Such an individual may be elected for two subsequent terms not to exceed seven years of continuous service to the Senate.

### Section 3. Meetings

A. The Faculty Senate shall meet at least once each month (summer may be excluded), and more frequently as necessary. Similarly, the Senate may, by resolution, eliminate meetings if there is deemed to be lack of sufficient business to warrant a particular meeting.

Times and dates of these meetings will be established at the final meeting each academic year, but may be amended by a resolution of the Senate. The President of the Senate may call additional meetings only when the University is in session whenever two-thirds of the Senate members, a majority of eligible faculty members, or the Chancellor requests a special meeting. The agenda for such additional meetings will be restricted to those item(s) which necessitated the call for an additional meeting.

Due to the global nature of the University, efforts will be made via usage of video and teleconferencing to reduce the burdens of distance on members of the Senate.

- B. The Chancellor of the University shall be invited to address the Senate once each year at a regularly scheduled meeting.
- C. The President of the Senate shall be responsible for the preparation and distribution of each agenda.

In the preparation of the agenda, the President shall solicit agenda items from the members of the Senate. Further, the President will consult with

members of the administration (primarily via the Executive Vice Chancellor/Provost) regarding matters needing the Senate's attention.

- D. Agenda items must be submitted in writing by Senate members to the President of the Senate at least ten (10) working days prior to the scheduled meeting. The President of the Senate shall communicate the agenda to the Senate members and the Chancellor at least five (5) working days prior to the scheduled meeting.
- E. The President of the Faculty Senate, upon the recommendation of a two-Thirds majority of the Senate members, may petition the Executive Vice Chancellor/Provost to call a meeting of the general faculty should an issue arise of such importance to warrant a meeting of the faculty at large. All efforts will be made to provide a means for faculty in distant locations to attend such a meeting and have their voices heard via conferencing technology.

#### Article IV: PROCEDURES

##### Section 1. Quorum

A quorum shall consist of a simple majority of elected Faculty Senate members.

##### Section 2. Rules

The Senate, by majority consensus, may determine the rules of its proceedings.

##### Section 3. Action

Resolutions adopted by the Faculty Senate shall be presented to the Chancellor or other appropriate official for consideration and appropriate action. The Senate shall make available to the entire faculty a record of its proceedings.

##### Section 4. Establishment of Committees

The Faculty Senate shall establish such Senate committees as a majority of the membership deems feasible and appropriate. In the establishment of such committees, the Faculty Senate shall be guided by the wisdom of avoiding unnecessary duplication of effort and for the coordination and cooperation among and between committees established by the Senate and those *ad hoc* and standing committees of the University otherwise established. Senate committee work shall include, but be limited to the following:

- A. The annual evaluation of the standing committee structure of the University for the purpose of reducing or eliminating duplication of effort, establishing clear boundaries of responsibilities, and enhancing efficiency and effectiveness in the operation of the University.
- B. Analyses and recommendations regarding matters of general faculty concern, such as professional ethics, academic integrity, and faculty well-being.
- C. Other matters of general faculty interest referred to the Senate by the Chancellor, the Executive Vice Chancellor/Provost, other administrative officials, the faculty-at-large or other members of the University community.

Section 5. So as to maintain adequate representation of the faculty, the Senate shall have the power to remove a member of the Senate who has repeatedly been absent from Senate participation. After a member misses two meetings during the academic year, the President will provide notice of excessive absences to the member. On the subsequent absence of the member, the President shall have the power to make a motion of removal for the ejection of the member from the Senate. If the motion has the support of 2/3rds of the Senate, the member will be removed and the President will call a special election to fill the remaining time of the member's term.

#### Article V: OFFICERS

Section 1. Terms of Office

- A. The officers of the Faculty Senate shall be the President, Vice President, Secretary, and the Immediate Past President.
- B. Election of officers shall occur at the last meeting each year from Among currently serving members.
- C. Officers shall serve one-year terms and may stand for re-election.
- D. Officers may serve no more than two consecutive terms in a particular office.
- E. In the event an office becomes vacant, the Senate shall elect from its membership a person to fill the vacancy at the next scheduled meeting.

Section 2. Compensation

No compensation accrues by virtue of service as an officer of the Faculty Senate; however, appropriate weight shall be granted for service to the University in the annual faculty evaluation and for consideration for promotion in academic rank and advancement to tenure.

Clerical assistance shall be provided by the University.

Section 3. Duties

A. President: The President shall have the following responsibilities:

1. Preside at all meetings.
2. Serve as chair of the Executive Committee.
3. Schedule and arrange all meetings for the term of office.
4. Inform, with timely notice, Senate members of scheduled meetings and called meetings, as necessary.
5. Represent the interest of the faculty to the University Administration.
6. Prepare the agenda for Faculty Senate meetings.
7. Report to the Senate on actions taken by the University Administration on resolutions submitted by the Senate.
8. Maintain the archives of the Senate.
9. Perform such other duties as may be directed by the Senate.

B. Vice President: The Vice President shall have the following responsibilities:

1. Execute the duties of the President when the President is absent.
2. Serve as an *ex-officio* member of all standing committees of the Senate.
3. Perform such other duties as may be directed by the President.

- C. Secretary: The Secretary shall have the following responsibilities:
1. Maintain the record of attendance.
  2. Record the minutes of meetings.
  3. Make available to Senate members, faculty, and administration the minutes of each meeting.
  4. Make periodic and timely deposits from Senate archives to University Libraries.
  5. Perform such other duties as may be directed by the President.

#### Section 4. Committees

A. Executive Committee

The Executive Committee shall be composed of the officers of the Faculty Senate and the chairs of the standing committees of the Senate. The President of the Senate shall chair the Executive Committee. The Executive Committee shall appoint members to all Senate committees, and it may itself be constituted as an *ad hoc* committee for issues which may not reasonably be referred to a standing committee. The Executive Committee shall, upon request, recommend the appointment of Senate members to serve on task forces, commissions, or committees to be appointed by the Chancellor or other University officials.

B. Rules Committee

The Executive Committee shall also serve as the Rules Committee for the Senate. In this capacity, it will establish the agenda for each Senate meeting, respond to questions concerning the operation of the Senate, and recommend to the Senate the resolution to be made of any disputes involving the operation of the Faculty Senate. The Rules Committee shall ensure that representatives are duly elected and that representation complies with Article III of this Constitution. Vacancies on any Senate committee will be filled by the Rules Committee. The Rules Committee shall ensure that Senate records are properly maintained and forwarded to each newly seated Rules Committee subsequent to an election of Senate officers.

C. Faculty Personnel Advisory Committee

Three members of the Faculty Senate will serve on the Faculty Personnel Advisory Committee.

D. Academic Affairs Committee

The Academic Affairs Committee shall have as its primary concern issues which directly impact the academic integrity of the University, including faculty performance and professionalism and the academic success of students.

E. Faculty Welfare Committee

The Faculty Welfare Committee shall have as its primary concern issues directly impacting the welfare and morale of the faculty-at-large. This committee will review and monitor all proposed changes to the *Faculty Handbook* that originate outside the Senate.

F. Elections Committee

The Elections Committee will initiate and oversee the election of members to the Faculty Senate.

The Secretary of the Senate will determine eligibility for these committees and notify the Senate members for each College in February.

Senate members will then hold elections in accordance to the procedure outlined in the publication *Standing Committees of Troy University*.

G. Other Committees

1. The Senate, by a two-thirds majority vote, may establish other standing committees.
2. The Senate, by a majority vote, may establish *ad hoc* committees as deemed necessary or desirable.
3. Faculty Senate members shall comprise at least fifty percent (50%) of the designated faculty appointments to the Troy University Athletics Advisory Committee. These representatives may be appointed or elected at the discretion of the President of the Senate.

## Article VI: ADOPTION

Ratification of this Constitution by a majority vote of eligible faculty and approval by the Chancellor shall signify its official adoption.

## Article VII: AMENDMENT

Amendments to this Constitution shall originate in the Faculty Senate. Any proposed amendment shall be debated at a scheduled meeting of the Senate, with voting deferred until the next subsequent meeting of the Senate. Any proposed amendment must receive a two-thirds vote of the Senate prior to being presented to the faculty for a referendum. There shall be, as a minimum, a thirty-day period between the announcement of the referendum and the date of the ballot. Amendments which receive a favorable vote of the majority of eligible voting faculty shall be forwarded to the Chancellor. If the Chancellor objects to an amendment, he will communicate that objection to the President of the Senate within fifteen working days so that a meeting can be arranged to discuss the objection so that an accord on the matter can be reached between the Senate and the Chancellor. The President of the Senate and the Chancellor (or his designated representative) will discuss the issue so that a resolution can be reached. Depending on the agreement between the President and the Chancellor, the amendment will either be revised and re-submitted to the faculty or be put into effect.

\* Original Constitution signed by Chancellor Jack Hawkins, Jr. on August 24, 2005.

\*\* Article IV, Section 5, was added to the Constitution and Article III, Section 2, Subsections C, E, and F were amended upon signed approval by Chancellor Jack Hawkins, Jr. on September 25, 2008.

\*\*\* The name of the Faculty Council was amended to Faculty Senate upon signed approval by Chancellor Jack Hawkins, Jr. on November 5, 2008.