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C O N S T I T U T I O N
for
The Faculty Senate

Revised
March 10, 1971

ARTICLE I. THE FACULTY SENATE

Section I. Purpose

The purpose of the Faculty Senate is to function as a representative body of the faculty as a whole in taking formal action on such proposals and matters of business as traditionally require action by the entire faculty.

ARTICLE II. MEMBERSHIP

Section I. Composition

Member Ex Officio

The Dean (or Vice-President) of Academic Affairs shall be a member ex officio and shall enjoy all the rights and privileges of a senator.

Members Elected By Departments

A. Senators shall be elected by the following major units of the college:

1. Departments (academic and personnel)
[The President of the College shall submit a list of persons in Personnel Services to the Faculty Senate and the Faculty Senate shall then constitute this group as a department to elect one (1) Senate member.]
2. Academic Department Heads
3. Academic Administrators
[Defined as administrative personnel teaching six (6) hours or less per regular semester.]

B. Each department shall be entitled to elect one senator provided that the department comprises at least (5) members. New departments that do not meet this minimum shall vote with their former department.

[Defined to include (1) all academic departments, (2) the personnel department to be constituted by the Faculty Senate, (3) the unit of academic department heads, and (4) the unit of academic administrators.]

Members Elected At Large

A. A number of senators not to exceed one-third (1/3) of the total membership elected by the three major units shall be elected at large.

B. Procedures for nomination and election of members at large shall be bound by the following regulations:

1. Nominations shall take place after the election of members by the three major units of the college.
2. Each department may nominate two candidates--one from within, one from without.
3. Nominees for the ballot at large may include tenured faculty, department heads, and academic administrators.
4. The Executive Committee of the Faculty Senate shall receive all such nominations, shall prepare a ballot of all nominees, and shall put the ballot to the vote among all the college faculty.
5. Senators elected at large shall be subject to the same rules governing terms in office and shall enjoy the same rights and privileges as senators elected by the three major units of the college.

C. For the first election of senators, the three (3) nominees receiving the highest number of votes will serve two-year terms and the next three (3) nominees receiving the highest number of votes shall serve one-year terms.¹

Section 2. Eligibility

Membership in the Faculty Senate with the exception of ex-officio members shall be restricted to those faculty members who have rendered either five or more years of service to or who now have a continuing contract at Kutztown State College. Where a department entitled to be represented in the Faculty Senate shall have no eligible person that department shall elect a representative who may attend Faculty Senate meetings, enter into discussions, and perform all other acts permitted to representatives except to make and second motions and vote. Where a departmental or ex-officio representative to the Faculty Senate is unable to attend a meeting or meetings for reasons acceptable to the Faculty Senate that department may designate another member of that department to act in his place with the full rights and responsibilities of the originally elected representative.²

Section 3. Officers

A chairman, a vice-chairman, and a secretary shall be selected annually each elected by majority vote by the Faculty Senate from the Senate membership. This election shall be conducted at the first meeting of the academic year.

The Chairman shall be the principal executive officer and shall have such powers as are appropriate to his office. He shall preside at meetings, call special meetings, appoint members of Senate committees, and prepare the agenda as provided herein. He shall also be ex-officio a member of all Senate committees and shall serve as Chairman of the Executive Committee of the Senate.

The Chairman of the Senate shall have the right to call emergency meetings of the Faculty Senate at his discretion.³

1 As amended February 4, 1971. Supercedes actions of September 22, 1966 and May 12, 1970.

2 As amended March 7, 1968.

3 As amended March 10, 1971.

The Vice-Chairman in the absence of the Chairman or at his request shall substitute for the Chairman. He shall be ex-officio a member and Vice-Chairman of the Executive Committee.

The Secretary shall perform the usual functions of such office and shall be ex-officio a member and Secretary of the Executive Committee.

Section 4. Term of Membership

Departmental representatives to the Faculty Senate shall be elected by the affirmative vote of a majority of the members of individual departments for terms of two years. Elections shall be conducted at such times that the Secretary of the Senate will be notified of election results prior to June 1st of appropriate years. Terms shall commence on the first day of the first semester of the academic year following election and shall continue until the final day of the second academic year of the elected term.⁴

To provide continuity of membership, half of the departmental members will be elected each year.

To implement the above, a full slate of members will be elected for the first year, but one-half of these shall be elected to one year terms. Departments designated to elect one year Faculty Senate members for the first year of operation shall be chosen by listing the departments alphabetically, assigning to each a consecutive number beginning with the number one, and designating odd-numbered departments to elect members for the shorter term. After the first year of operation all regular elections of members shall be for two year terms as earlier defined.

No faculty member shall serve more than two consecutive terms as a member of the Faculty Senate except in such instances as there may not be another qualified member of a department.⁵

Vacancies in elected membership shall be filled by election within the departments concerned at the department meeting next following the vacancy.

ARTICLE III. MEETINGS

Section I. Regular Meetings

Regular meetings shall be held on a schedule to be prepared annually by the Faculty Senate at the first meeting of each academic year, such meeting to be held within three weeks after the beginning of the academic year but not before one week's notification of the meeting shall be published.

Section 2. Special Meetings

Special meetings shall be held at the call of the Chairman. Notice of every special meeting shall be given to members of the faculty at least one week in advance of such meeting. Such notice shall set forth the time and place of the meeting and items of business to be considered.

4 As amended March 7, 1968.

5 As amended September 22, 1966.

Section 3. Faculty Meetings

The Faculty Senate by majority vote of the members may call meetings of the entire faculty whenever deemed necessary.

Section 4. Quorum

A quorum for any meeting of the Faculty Senate shall consist of two-thirds of the full membership.

ARTICLE IV. OPERATION

Section I. Rights and Duties

It shall be the duty of the Faculty Senate to take action in the name of the full faculty in such areas and matters not forbidden by law or administrative regulation.

It shall be the duty of the Faculty Senate to establish a list and determine the function of all faculty committees.

It shall be the right of the Faculty Senate to refuse to consider and matter which, in the opinion of the group, is either outside the province of its authority or unworthy of its consideration.

It shall be the right of the Chairman of the Faculty Senate to appoint necessary nominating committees or ad hoc committees to investigate matters under Senate jurisdiction. Ad hoc committees may be drawn from the full Faculty.

It shall be the duty of the Faculty Senate to report in writing any decisions made or final action taken to the groups or individuals that originate problems for consideration.

Proceedings and decisions of the Faculty Senate shall be recorded in a minute book and copies distributed to each member of the faculty.

Section 2. The Executive Committee

There shall be an Executive Committee of the Faculty Senate composed of the elected officers of the Senate, the President of the college, and the Dean of Academic Affairs.

The Executive Committee shall exercise whatever interim powers are delegated to it by the Faculty Senate. The Executive Committee shall also exercise the full power of the Senate in emergency situations as identified by the President of the College. Every action taken by the Executive Committee shall be reported by the Chairman to the Faculty Senate at its next regular meeting.

ARTICLE V. RULES OF ORDER

Section 1. Routine

The rules contained in Robert's Rules of Order shall govern the Senate in all cases where they are applicable.

Section 2. Special

A. Any faculty member may appear before the Faculty Senate to ask questions about or to request interpretations of academic policy which involves him personally, provided that he first shall have explored the regular channels of inquiry without satisfaction.

B. Voting in the Faculty Senate may be by secret ballot when requested by a member.

Section 3. Agenda

A. The Chairman, in consultation with the Executive Committee, shall prepare the agenda for regular meetings. The agenda shall include any matter requested in writing by three or more members of the Senate two weeks prior to a meeting. Committee reports to be considered by the Senate, resolutions to be debated, and the agenda shall be sent to each Senate member at least one week prior to any meeting.

B. Items of business not on the published agenda may be considered only if accepted for discussion and action by a two-thirds majority vote of the members of the Faculty Senate present.

Section 4. Resolutions

Resolutions, except as otherwise specified, may be passed by a majority vote of members present.

Section 5. Amendments

The Constitution of the Faculty Senate may be amended in two ways:

A. An amendment may originate within the Faculty Senate and become part of the Senate rules, providing the proposed amendment shall have a three-fourths majority of the entire Senate.

B. An amendment may originate within the faculty by a petition signed by twenty percent of the entire faculty, providing the proposed amendment shall have a two-thirds majority vote of the entire faculty. The Senate shall call full meetings of the faculty for such votes.

ARTICLE VI. STANDING COMMITTEES

To help deal with matters that come before the Faculty Senate, the following standing committees shall be created:

- Committee on Student Affairs
- Committee on Academic Affairs
- Committee on Faculty Affairs
- Committee on Curriculum Affairs

To create the four committees, the President of the Faculty Senate shall have each senator indicate the committee on which he prefers to serve and then have the Executive Committee appoint senators to committees in accord with their preferences.

Each committee shall elect its own chairman.

Meetings of the standing committees shall be open to all senators by virtue of their office and to other persons by invitation of the committee chairman.⁶

⁶ As amended February 4, 1971.