

1 **East Carolina University Faculty Manual**

2 PART II. EAST CAROLINA UNIVERSITY ORGANIZATION AND SHARED GOVERNANCE

3
4 SECTION II

5 Faculty Constitution and **By-Laws of East Carolina University**

6
7 Formal revisions to the Constitution's By-Laws require formal action by the Faculty Senate and
8 Chancellor prior to implementation and will be considered a part of all reports being discussed during
9 open forums.

10
11 BY-LAWS OF THE FACULTY CONSTITUTION OF EAST CAROLINA UNIVERSITY

12
13 I. Attendance, Seating, and Participation

- 14 A. To facilitate the efficient flow of business, Senators shall be seated as follows:
- 15 1. Ex-officio members shall be assigned seats on one row.
 - 16 2. Elected members shall be assigned seats in alphabetical order by electoral units
- 17 B. Only elected and ex-officio members (including alternates, representing their electoral units)
18 may answer the roll call, vote, or occupy seats assigned to senators.
- 19 C. Faculty members visiting the Senate shall seat themselves in the back of the meeting room,
20 behind the seats assigned to Senate members.
- 21 D. Visitors may not participate in Senate discussions and business except by advance invitation
22 of the Senate Agenda Committee or the Chair of the Faculty. Such an invitation will be
23 announced to the Senators prior to the meeting.
- 24 E. Each electoral unit of the University may elect a number of alternate representatives equal to
25 its allotment of senators, not to exceed the electoral unit's number of apportioned senators. If
26 more than one alternate is elected, they should be elected to two-year terms. The alternate(s)
27 will be elected in the same manner as faculty senators at the time of regular election of
28 senators, and will serve for a two-year term.

29
30 Alternates shall be eligible for re-election. The alternate will represent that electoral unit at the
31 discretion of any Senator within the electoral unit, and in such a situation, shall notify the
32 Secretary of the Faculty or Faculty Senate office that he or she is representing that electoral
33 unit prior to the convening of the Senate session in question.

34
35 II. Minutes of the Faculty Senate

- 36 A. There shall be a Faculty Senate Committee on Minutes composed of the Chair of the Faculty,
37 Vice Chair of the Faculty, and Secretary of the Faculty.
- 38 B. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The
39 official minutes shall be distributed to all faculty as soon as possible after a Senate meeting.
40 Any corrections to the minutes by the Senate shall be made a part of the official minutes of the
41 subsequent meeting.
- 42 C. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the
43 discretion of the Faculty Senate Committee on Minutes. The Chair of the Faculty may request
44 that verbatim remarks be submitted in writing to the Secretary of the Faculty.

45
46 III. Special Committees

- 47 A. Special committees shall be established by the Senate at the discretion of the Chair of the
48 Faculty, in consultation with the Faculty Officers.

- 49 B. Members of the special committees may be appointed by the Chair of the Faculty or he or she
50 may ask the Senate to elect committee members. At least one senator shall be on each
51 special committee.
- 52 C. The Chair of the Faculty may appoint the chair of special committees or these chairs may be
53 elected by the committee members.
- 54 D. Non-Senate faculty members as well as Senators may serve on special committees.

55 IV. Appellate Committees

56 Appellate Committee members, ~~excluding the Faculty Grievance Committee,~~ must be
57 permanently tenured, voting faculty holding no administrative title (*ECU Faculty Manual Part IX,*
58 *Section I - Tenure and Promotion Policies and Procedures*).

59 ~~F.~~ The process for election of faculty to the Appellate Committee, which serves as a pool for
60 populating hearing panels (see ~~ECU Faculty Manual Part IX, Section I - Tenure and Promotion~~
61 ~~Policies and Procedures of ECU~~ Part XII, Faculty Grievance Policies and Procedures) will be as
62 follows:

- 63 1. ~~The Appellate Committee preference form will be distributed to all faculty, by Each year in~~
64 January, the Committee on Committees will solicit volunteers to serve on the Appellate
65 Committee with assistance of the office personnel in January. The completed preference
66 form is Responses are due in the Faculty Senate office in February.
- 67 2. The Committee on Committees will review all ~~preference forms and responses and~~ present
68 to the Faculty Senate a slate of one or more nominees as there are vacancies to fill.
69 Nominations may also be made from the Faculty Senate floor. Appellate Committee
70 members will be elected at the spring Faculty Senate Organizational meeting ~~in April~~.
71 Election will be by a majority of Senators present and voting.
- 72 ~~3.~~ This by-law may be suspended in accordance with procedures specified in *Robert's Rules*
73 *of Order, Newly Revised*.
- 74 3. A total of 30 faculty will comprise the Appellate Committee, all serving three year terms that
75 are staggered with 10 members elected annually. Individual faculty members are eligible to
76 serve two consecutive three-year terms, which may extend to the beginning of the fall
77 semester in the final year of a term. Faculty will be ineligible to serve again for one
78 academic year after conclusion of a second consecutive term.
- 79 4. When vacancies occur in the Appellate Committee between annual elections, the Faculty
80 Senate will elect additional faculty members to the committee through nominations initiated
81 by the Committee on Committees.
- 82 5. Faculty who have been involved as either a grievant or respondent in an appellate hearing
83 cannot serve on the Appellate Committee for the period of one three-year term from the
84 date of the final decision on that appeal. A Committee member who becomes a grievant or
85 respondent while serving will be replaced by the usual procedure for vacancies between
86 annual elections.
- 87 6. An Appellate Committee member who becomes a Grievant or Respondent while serving
88 will be replaced following the usual procedure.
- 89 ~~7.~~ 4. Members of the Faculty Governance Committee cannot be elected concurrently to ~~the an~~
90 Appellate Committee.

91
92
93 V. Faculty Senate, Academic and Administrative Committees, Membership, and Structure
94 Membership

95
96 Membership of Faculty Senate Committees and Academic Committees shall consist of faculty

97 members in at least their second consecutive year of full-time employment at East Carolina
98 University. A majority of the members of all committees must be tenured or tenure-track faculty
99 members, and in no case shall more than two elected members of each committee be fixed term
100 faculty members. The Chancellor and the Chair of the Faculty are ex-officio members of all
101 committees. **(Faculty Senate Resolution #14-88)**

102
103 Members of committees serve in accordance with their ability, training, and experience rather than
104 as representatives of their electoral unit.

105
106 The process for election of academic and selective administrative committees will be as follows:

- 107 1. The Academic and Administrative Committee preference forms will be distributed to all
108 faculty, by the Committee on Committees with assistance of the office personnel in
109 January. The completed forms are due in the Faculty Senate office in February.
- 110 2. The Committee on Committees will review all preference forms and present to the Faculty
111 Senate a slate of one or more nominees as there are vacancies to fill. Nominations may
112 also be made from the floor of the Faculty Senate. Election of Academic and
113 Administrative Committee members will take place at the Faculty Senate Organizational
114 Meeting in April. Election will be by a majority present and voting.

115
116 Members are elected to staggered three-year terms, which may extend to the beginning of the fall
117 semester. Faculty members are not eligible to serve as an elected regular member on more than
118 one standing university academic committee at a time. Service on a single academic or
119 administrative committee is limited to election to two consecutive 3-year terms with ineligibility for
120 election to the same committee for at least one academic year. Student members are nominated
121 by the Student Government Association for appointment by the Chancellor.

122
123 Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the
124 Committee on Committees. When a Faculty Senate academic committee deals with matters which
125 that directly concern any administrator these matters should be discussed with the administrator
126 during the development of a proposed policy. Further, the administrator should have adequate
127 input before the finished resolution is presented to the Senate. This not only would involve ex-
128 officio committee members but also would involve working with any administrator involved in a
129 particular policy under consideration.

130
131 All University Academic Committees are Standing Committees of the Faculty Senate. Information
132 relating to each committee is available in the Faculty Senate office and electronically on the
133 Faculty Senate web site.

134
135 Officers: Officers of each committee are elected from the membership of the committee,
136 excluding ex-officio, by the members of the committee, for a term of one year. Previous service as
137 a committee officer shall not prejudice a member's election to any committee office. Under normal
138 circumstances each committee shall have a chairperson, a vice chairperson, and a secretary.
139 Upon organization of the new committees, at the Committees' Organizational meetings beginning
140 in the Fall, the former chairperson if available will turn over committee records to the new
141 chairperson. The Chair of the Faculty may declare an elected member's seat vacant upon the
142 occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint
143 faculty members to fill vacancies of any University Academic Committee that may occur during the
144 academic year. Interim elections may be held to fill an office that has become vacant or to replace
145 an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of
146 the office.

147
148 The charge of each Faculty Senate and academic committee is on file in the Faculty Senate office
149 and available electronically on the Faculty Senate web site. Many administrative committee
150 charges are available on the East Carolina University web site.

151
152 Each committee shall operate according to the latest version of *Robert's Rules of Order, Newly*
153 *Revised*. Minutes of each committee are on file in the Faculty Senate office and available
154 electronically on the Faculty Senate web site and shall be sent to members of the committee and
155 Chair of the Faculty.

156
157 A file on each committee's activities, minutes, and other records shall be maintained in the Faculty
158 Senate office. All committees and subcommittees, unless prohibited explicitly by the committee's
159 charge, University policies, or state statutes, shall hold their regular and special meetings in open
160 session in accordance with the North Carolina Open Meetings Law, and the chairperson of
161 committees shall inform the Senate office of the time and place of such meetings so they may be
162 placed on the Senate calendar and publicized in order that interested faculty may attend.

163
164 The committees' annual reports shall be composed by the committee officers according to the
165 official form and submitted to the Faculty Senate office for duplication and distribution to the Chair
166 of the Faculty, the Chair of the Committee on Committees, the present members of the committee,
167 and the new members of the committee whose terms begin next academic year. Copies of the
168 committees' annual reports will be kept on file in the University Archives, Faculty Senate office,
169 and made available electronically on the Faculty Senate web site. Upon request, copies of
170 committees' annual reports shall be made available by the Faculty Senate office.

171
172 The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This
173 report, among other things, shall contain a summary of Senate and Senate committees' activities
174 for the immediate past year.

175
176 The Annual Report of the Faculty Senate will be distributed to the Chancellor, academic Vice
177 Chancellors and made available on the Faculty Senate web site. Copies of the report will also be
178 kept on file in the University Archives and the Faculty Senate office. In addition, copies of the
179 Annual Report of the Faculty Senate will be distributed to the members of the Faculty Senate not
180 later than the first regular Faculty Senate meeting of the next academic year.

181
182 Currently there are two Faculty Senate committees (Agenda Committee and Committee on
183 Committees), ~~five-one~~ Appellate Committee that serves as a pool for hearing panels for four
184 different appeal processes (Due Process ~~Committee~~, Faculty Grievance ~~Committee~~, Grievance
185 Board, ~~Hearing Committee~~, and ~~Reconsideration Committee~~), and 20 academic committees as
186 follows:

- 187
- 188 Academic Awards Committee
- 189 Admission and Retention Policies Committee
- 190 Calendar Committee
- 191 Distance Education and Learning Technology Committee
- 192 Educational Policies and Planning Committee
- 193 Faculty Governance Committee
- 194 Faculty Welfare Committee
- 195 Foundations Curriculum General Education and Instructional Effectiveness Committee
- 196 Libraries Committee

197 Research/Creative Activities Committee
198 Service-Learning Committee
199 Student Academic Appellate Committee
200 Student Scholarships, Fellowships, and Financial Aid Committee
201 Teaching Grants Committee
202 University Undergraduate Curriculum Committee
203 Unit Code Screening Committee
204 University Athletics Committee
205 University Budget Committee
206 University Environment Committee
207 Writing Across the Curriculum Committee

208
209 As the need arises, additional committees are created, by the Committee on Committees, to assist
210 in the academic policy-making process.

211 VI. Graduate Council

212 The Chair of the Faculty or his/her designee shall serve as an ex-officio member. The duties and
213 responsibilities of the Graduate Council are described in the *ECU Faculty Manual* under Graduate
214 School Governance. The Chair of the Graduate Council provides a monthly report to the Faculty
215 Senate for information, comment, and advice.

216 VII. Faculty Assembly Delegates and Alternates

217 The process for election of Faculty Assembly Delegates and Alternates (*Part III, Section II; The*
218 *Faculty Assembly of the University of North Carolina*) will be as follows:

- 219 A. The Faculty Assembly nomination form will be distributed to all faculty by the Committee on
220 Committees with assistance of the office personnel in November. The completed
221 nomination forms are due in the Faculty Senate office in December.
- 222 B. The Committee on Committees will review the nominations and present to the Faculty
223 Senate a slate of one or more nominees as there are vacancies to fill. Nominations may
224 also be made from the Faculty Senate floor. Faculty Assembly representatives will be
225 elected by the Faculty Senate at its January regular meeting. Election will be by majority
226 present and voting. One Faculty Assembly Delegate will be the Chair of the Faculty,
227 holding a term for each year he/she is elected to serve as Chair of the Faculty. No Chair of
228 the Faculty may serve as a Faculty Assembly Delegate for more than six consecutive
229 years.

230 VIII. Election by Acclamation

231 When an election that otherwise requires a vote by written, secret ballot is uncontested, that is,
232 the number of nominees does not exceed the number of individuals to be elected, the Faculty
233 Senate may vote by acclamation according to provisions in *Robert's Rules of Order, Newly*
234 *Revised*.

239 Approved:

240 FS Resolution #05-18 (Appendix A) September 2005, Chancellor

241 FS Resolution #05-19 (By-Laws) April 2005, Chancellor

242 Amended:

243 FS Resolution #09-06, September 2009

244 FS Resolution #12-79, April 2012

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