

**East Carolina University
Faculty Manual**

PART X

**CHARTER OF THE FACULTY ASSEMBLY
OF THE UNIVERSITY OF
NORTH CAROLINA
(formerly Appendix B)**

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Charter of the Faculty Assembly of the University of North Carolina

I. Objectives and Functions

1. The Faculty Assembly of The University of North Carolina shall gather and exchange information on behalf of the faculties of the constituent institutions of The University of North Carolina.
2. The assembly shall, through appropriate channels, advise the Board of Governors of The University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of University-wide import.
3. The assembly shall advise and communicate with the president of The University of North Carolina with regard to the interests of the faculties and other matters of University-wide import.

II. Organization and Relationships

1. Representation in the assembly shall be apportioned among the constituent institutions of The University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Each institution having not more than 300 full-time faculty and professional staff members shall choose 2 delegates; each institution having from 301 to 600 full-time faculty and professional staff members shall choose 3 delegates; each institution having 601 to 900 full-time faculty and professional staff members shall choose 4 delegates; and each institution having more than 900 full-time faculty and professional staff members shall choose 5 delegates. At any time that the number of full-time faculty and professional staff members of an institution changes so as to entitle it to a larger or smaller number of delegates under the foregoing formula, the number of its delegates forthwith shall be changed accordingly. Every delegate to the assembly shall be a full-time faculty or professional staff member of the institution he seeks to represent. The manner of selection of delegates shall be determined by the faculties of the respective institutions consistent with their institutional practices. Terms and rotation of delegates shall be specified in the bylaws.
2. The assembly shall have a chairman and other such officers, who shall be chosen in such manner and for such terms, as the assembly may provide in its bylaws.
3. Each institutional delegation to the assembly shall make available to the faculty of its institution the official minutes of the proceedings of the assembly, together with the written report of the delegation.

III. Operations

1. The assembly shall adopt its own bylaws.
2. The bylaws of the assembly shall provide for regular, stated meetings of the assembly, which shall be held at various locations
3. Special meetings of the assembly may be called by the president of The University of North Carolina, by the officers of the assembly, or by members of the assembly, in accordance with procedures to be established in the bylaws of the assembly.
4. Records of the activities of the assembly shall be kept and transmitted to the appropriate successor officers of the assembly.
5. Released time shall be made available to the officers of the assembly, subject to the approval of the president of the University of North Carolina.
6. The assembly shall be provided by The University of North Carolina with necessary secretarial assistance and other related services and resources.
7. The members of the assembly shall be reimbursed by The University of North Carolina for expenses incurred in attending meetings of the assembly.

IV. Ratification and Amendment of the Charter

1. This charter shall be transmitted to the constituent institutions of The University of North Carolina for ratification or rejection by the faculty of each institution in accordance with the processes of that institution. The charter shall become effective upon its ratification by two-thirds of the constituent institutions of The University of North Carolina. The institutions whose faculties ratify the charter shall become participating institutions and shall send delegations to the assembly.
2. An amendment to the charter may be introduced in the assembly by any member of the assembly; and, if approved by a majority of the authorized membership of the assembly, it shall be transmitted to the participating institutions of the assembly for ratification by the faculty of each institution in accordance with the processes of that institution. An amendment shall become effective upon its ratification by two-thirds of the participating institutions of the assembly. The foregoing proposed charter of the Faculty Assembly of The University of North Carolina was adopted unanimously by The University Faculty Assembly, representing all sixteen public institutions of higher education in North Carolina, meeting in Greensboro on April 15, 1972. (John L. Sanders, Chairman of the Assembly)

BYLAWS OF THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

I. Definition of Charter

The articles under which the Faculty Assembly came into existence are the Charter of the Faculty Assembly. Bylaws enacted by the assembly are for the purpose of giving effect to the purpose and functions described in the charter

II. Members of the Assembly

- A. The assembly shall be composed of representatives from each institution according to the provisions as stated in section 11, paragraph 1 of the charter.
- B. The assembly shall make no determination of the method of election, those matters being specifically reserved to the faculties of the several institutions .

- C. The terms of delegates and alternates of the assembly shall range from one to three years as established by each institution, and each institution shall assure continuity of delegation membership by a system of rotated terms. To be eligible as a delegate, a faculty member may not have served as a delegate to the assembly for more than six of the preceding nine years, nor could he be selected to a term that would result in a violation of this limitation. Time spent while serving as an alternate is not counted in that above imitation
- D. Each institutional faculty shall determine the number of alternate delegates it believes necessary. The terms of alternates shall correspond to the terms of delegates.
- E. All regular terms of service shall begin and end on July 1 of each year. The delegate list and authorized alternates for the coming academic year shall be in the hands of the assembly chairman by April 20.

III. Officers

- A. The officers of the assembly shall be a chairman, a vice chairman, and a secretary.
- B. Each officer shall serve for a term of one year but may be re-elected to two additional succeeding terms in that office, after which he shall be ineligible for re-election to that office for a period of one year.

IV. Agenda Committee

- A. An agenda committee consisting of the three elected officers, chairman, vice chairman, and secretary, shall be established.
- B. The Agenda Committee shall be responsible for preparing the agenda for meetings. Matters presented to the Agenda Committee by any assembly delegate, assembly officers, or the president of The University of North Carolina shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Assembly after receipt of such a recommendation.

V. Meetings

- A. Unless otherwise ordered by the Agenda Committee, there shall be at least four stated meetings of the assembly during the academic year at dates and places to be established at the last regular meeting of the preceding academic year. All assembly members shall be informed of these dates by that time. The regular fall meeting shall not be scheduled for a date prior to September 1.
- B. Special meetings shall be called:
 - 1. By the president of The University of North Carolina at his discretion.
 - 2. By the Agenda committee on its initiative.
 - 3. By the chairman when a request is made to him by any institutional delegation.
- C. The site of the regular meetings of the assembly shall be determined by majority vote of members present, subject to A., above. Special meetings may be held at whatever location seems most advisable to the chairman.
- D. No meeting of the assembly shall be a legal meeting at which there are present fewer than a majority of the assembly members.
- E. Advance notice of all meetings shall be circulated to members so as to be received at least two weeks prior to the meeting. For special meetings in emergency situations, this provision may be waived by action of the Executive Committee.
- F. The agenda for each meeting must be circulated so as to be received at least ten days in advance of the meeting (except in case of emergency as referred to in section V.E.). If an agenda item requires action by the Faculty Assembly, the recommendation shall be submitted to the secretary by any assembly member, and the secretary shall be responsible for distribution of the recommendation with the agenda, or as soon thereafter as possible. The above shall not preclude any assembly member from performing this distribution without use of the secretary. No item of business may be acted upon by the assembly unless the recommendation has been distributed to the assembly twenty-four hours before action is to be taken. Except that the twenty-four-hour rule may be waived by EITHER (1) a two-thirds vote of the members present at the meeting during which action is to be taken, OR (2) by virtue of the fact that the item of business requiring assembly action received a majority vote of a quorum of a standing or ad hoc assembly committee. The agenda shall be open to all items submitted in time to meet the requirements of this article.

VI. Voting

- A. There shall be no voting by proxy. Only members or their authorized alternates present at the meeting may vote.
- B. When voting, and upon the request of any voting member of the assembly, or his authorized alternate, and with the approval of one-fifth of the voting members present, a roll call vote will be held.

VII. Elections

- A. It shall be incumbent upon each institution to designate and certify its assembly members and alternates for the coming academic year on or before April 15.
- B. Election of officers for the year shall take place at the last spring meeting of the assembly. Officers shall be elected by secret ballot in the following manner:
 - 1. The order of election of officers shall be chairman, vice chairman, and secretary.
 - 2. Election shall be by a majority vote of those members present and voting.
- C. The term of office for officers shall coincide with that specified in II E., for members of the assembly.
- D. An election to fill a vacancy in any office or on the Executive Committee can take place at any regular or special meeting of the assembly.

VIII. Executive Committee

- A. There shall be an Executive Committee consisting of the three officers of the assembly, one officer from the staff of The University (who shall be appointed by the president of The University and who shall be a nonvoting member of the committee), and the chairmen of the standing committees.
- B. The chairman of the Faculty Assembly shall be chairman of the Executive Committee.

- C. The Executive Committee shall review periodically the structure and functions of the standing committees and make recommendations to the assembly for appropriate changes.
- D. The Executive committee shall assume only such prerogatives and powers as shall be delegated to it by a majority vote of the Faculty Assembly.

IX. Duties of Officers

- A. The chairman shall perform the duties usually associated with this office including, but not limited to, presiding at meetings of the assembly, generally supervising the activities of the assembly, appointing members of special committees and, with the guidance of the Executive Committee, appointing members, but not chairmen, of standing committees, and serving as chief liaison officer between the assembly and the president of The University, the board of governors, and other appropriate agencies. If so desired by the president, the chairman shall serve on the President's Administrative Council.
- B. The vice chairman shall perform the duties of the chairman in the event of the chairman's absence or disability. In the event that the office of chairman falls vacant, the vice chairman shall assume that office, and a new vice chairman shall be elected at the next regular meeting.
- C. The secretary shall be responsible for the preparation of the minutes of all meetings and be custodian of the records of the assembly. He shall be responsible for giving notice of meetings of the Executive Committee and the assembly, for circulating the agenda, and for distributing copies of the minutes of the Faculty Assembly and Executive Committee meeting to all delegates and other designated individuals.

X. Committees (other than Agenda and Executive Committees)

- A. Nominations committee: At its second regular meeting of the year, the Faculty Assembly shall elect, by nominations from the floor, a Nominations Committee of five members, the chairman to be elected by the committee. This committee shall circulate a slate of two nominees for each office of the assembly and two nominees for each of the chairmen of standing committees.
- B. A Governance Committee, whose responsibility shall be to review and make recommendations on matters relating to the charter and bylaws of the assembly, and to consider and make recommendations on matters including but not limited to the statutes, the board of governors, and the General Administration of The University of North Carolina. The parliamentarian of the Faculty Assembly will be an ex-officio advisory member of the committee who will not have voting rights in the committee and who according to Section XI B shall not necessarily be a member of the Faculty Assembly.
- C. A Committee on Professional Development, whose responsibility shall be to review and make recommendations on matters which enhance professional effectiveness of faculty members in the areas of teaching, research, and public service; leaves for professional development, reduced teaching loads for research, and professional travel are relevant concerns.
- D. A committee on Faculty Welfare, whose responsibility shall be to review and make recommendations on those factors which contribute to the professional satisfaction of the faculty. Included among these factors are salaries, fringe benefits, retirement programs, working conditions, and manners related to communications within The University system.
- E. A Committee on Academic Freedom and Tenure, whose responsibility shall be to review and make recommendations on matters related to academic freedom and tenure, faculty role in personnel decisions, and the preservation of academic freedom and tenure.
- F. A Committee on Budget, whose responsibility shall be to review and make recommendations on matters relating to educational budgets for the state as well as for The University of North Carolina. Responsibilities shall include the making of recommendations on the preparation of the budget and the priorities which lead to allocations to the constituent institutions.
- G. A committee on Planning and Programs, whose responsibility shall be to review and make recommendations on matters relating to educational planning for the state as well as for The University of North Carolina, including the review and evaluation of programs and the criteria for the initiation or termination of educational programs. The committee shall inform the assembly of the progress and nature of the five-year programs as developed by the general administration and the board of governors.
- H. Chairman and members of each standing committee shall be members of the assembly. Ad hoc committees may be appointed by the chairman of the assembly as appropriate. The chairman of each ad hoc committee shall be a member of the assembly, but nonvoting members may be co-opted from the student bodies or faculties of the several institutions. Co-opted members of an ad hoc committee may not exceed, in number, assembly members of the committee.

XI. Operations

- A. The chairman shall, within a month of assuming office, submit to the president of The University of North Carolina a budget for the assembly for the year, which shall include a specification of the office space, secretarial assistance, supplies, and travel required for the business of the assembly and its delegates.
- B. The rules contained in the latest revision of *ROBERT'S RULES OF ORDER* shall govern the assembly in all cases to which they are applicable when they are not inconsistent with bylaws or special rules of the assembly. There shall be a parliamentarian at all meetings and he shall be appointed by the chairman. (He need not be a member of the assembly.)

XII. Reports

- A. The basic record of the actions and deliberations of the assembly shall be the minutes of meetings kept by, or under the supervision of, the secretary of the assembly. Copies of the minutes shall be circulated to all members of the assembly, the chancellors of the various institutions, the president of The University, the chairman of the board of governors, and such other individuals as the assembly, president, or chairman may designate.

- B. The delegation from each institution shall submit to its faculty and to the chairman of The University Faculty Assembly an annual report of the work of the assembly.
 - 1. This report shall be prepared in time for submission to the faculty concerned at its first regular fall meeting.
 - 2. The form of the report as well as the production of it shall be the sole responsibility of the assembly members from that institution .
- C. Special reports may be prepared from time to time by the assembly and given such distribution as seems appropriate.
- D. The records of the assembly shall be open to inspection by any regular full-time member of the faculty of each institution and to such other persons may be given permission by either the assembly, the president, or the chairman

XIII. Attendance

- A. Faculty members from the participating campuses are eligible to attend sessions of the assembly as observers. Faculty or student members of special committees may, as a matter of course, be eligible to attend and participate in those portions of meetings of the assembly at which matters pertaining to those committees are discussed.
- B. Alternate members of the assembly, unless standing in for a voting member, may participate in discussion of the assembly only when given privileges of the floor by the chairman.
- C. The president of The University and his designated representatives, shall have a standing invitation to attend and participate in the discussions at all meetings. In the event of the absence of these individuals, the chairman of the assembly shall communicate the proceedings of that meeting to the President.
- D. Other visitors may be admitted to meetings.

XIV. Amendments

- A. The bylaws may be amended by the vote of two-thirds of those voting members present at any meeting of the assembly. Provided the substance of the proposed amendment has been circulated in time to be received by all members at least one month prior to the meeting at which action is proposed.
- B. No amendment to the bylaws may have the effect of amending, modifying, or altering the charter. It shall be the duty of the Executive committee to insure that such will not be the result. (For amendments to the charter, see charter, IV 2.)

Approved: 28 April 1978
University of North Carolina Board of Governors