

APPROVED  
5/20/2010

**THE CONSTITUTION OF THE FACULTY SENATE  
OF ARKANSAS TECH UNIVERSITY – OZARK CAMPUS**

**ARTICLE I: NAME AND PURPOSE**

**Section 1: Name** - The name of this organization shall be the Faculty Senate of Arkansas Tech University – Ozark Campus.

**Section 2: Purpose** - The Faculty Senate shall recommend for the faculty in all curricular and instructional matters other than those involving changes in general academic policies and to the administration on matters referred to it for action; it shall serve as an advisory body to the faculty on matters involving academic and instructional policies and to the administration or the faculty, as appropriate.

**ARTICLE II: LEGISLATIVE**

**Section 1: Legislative Actions** – The Faculty Senate shall recommend its proposals to the Chief Academic Officer through the Faculty Senate Chairperson. The Chief Academic Officer will forward the recommendation to the Chancellor or refer the proposal back to the Faculty Senate for further review. If a policy or change of policy is recommended by the Faculty Senate and approved by the Chancellor, the Chancellor will forward the recommendation to the President of Arkansas Tech University. If approved by the President, then the matter may be forwarded to the Board of Trustees for consideration, if applicable.

Section II: A quorum as that term is used herein shall mean three or more voting members. A quorum must exist for the Faculty Senate to act.

**Section III: Faculty Recommendations** – For a recommendation to be approved, a quorum must be present. A majority of voting members of the Faculty Senate must vote to forward the recommendation to the Chief Academic Officer. Once the Chief Academic Officer receives the recommendation, he/she must respond to it within ten days. If the Chief Academic Officer does not act within ten days or if the recommendation is returned to the Faculty Senate, the Faculty Senate has the option to override the Chief Academic Officer’s decision through a successful two-thirds vote of the Senate voting members present and send the recommendation to the Chancellor. Once the Chancellor receives the recommendation, he/she may accept or reject the recommendation. If the Chancellor, President, or Board of Trustees rejects the recommendation, the recommendation fails.

**ARTICLE III: MEMBERSHIP AND TERMS OF OFFICE**

**Section 1: Elective Membership** – There are five (5) divisions and areas on the Arkansas Tech University – Ozark campus. One Senator representing each division or area

of the Ozark Campus shall be elected by the Workforce Education Instruction full time faculty of that area.

**Section 2: Appointed Membership** - The Chancellor of the Ozark Campus shall appoint the Chief Academic Officer as a nonvoting member (Ex-officio) and one senator from each of the five (5) divisions or areas to serve on the initial Faculty Senate. These five senators shall be voting members. Thereafter Senators will be elected as needed to fill expired terms.

**Section 3: Restrictions upon Membership**

Paragraph A: To be eligible for membership, an employee must be currently employed and hold the faculty rank of Full Time Workforce Education Instructor.

**Section 4: Terms of Office**

Paragraph A: All elective members of the Senate shall serve for three years.

Paragraph B: Senators may serve no more than two (2) consecutive terms.

Paragraph C: The terms of membership of all initial appointive members of the Senate shall be considered as having begun on September 1, 2009.

Paragraph D: All appointed members of the Senate shall serve for three years, except for those initial members who draw one-year and two-year terms.

**Section 5: Vacancies in the Senate**

Paragraph A: Any elective or appointed membership in the Senate shall be considered vacant when its incumbent ceases to be eligible for membership according to Article III, Section 3, of this Constitution. Such vacancies shall be filled temporarily for the period of the leave of absence by Ozark Campus election or Chancellor or Chief Academic Officer appointment, respective to the vacancy, within thirty days from the time of the beginning of their existence.

Paragraph B: A Senator who is absent for more than two Senate meetings in any semester or more than three meetings in an academic year shall resign from the Senate so that the department or standing committee may elect a replacement.

**ARTICLE IV: OFFICERS -- THEIR DUTIES AND MANNER OF ELECTION**

**Section 1: Officers of the Faculty Senate**

Paragraph A: The Senate shall have a chairperson. The chairperson shall:

- Preside at Senate meetings.

- Vote upon motions under consideration by the Senate.
- Cause to be duplicated and distributed among the members of the Senate, at least five working days before each regular meeting, an agenda for the consideration of the Senate in that meeting.
- Perform duties prescribed by the Constitution and By-Laws or appropriate to the office.
- Collaborate with the Chief Academic Officer as needed.

Paragraph B: The Senate shall elect a vice-chairperson. The vice-chairperson shall:

- Preside at any meeting of the Senate which the chairperson may be unable to attend.
- Serve as vice-chairperson for one year, automatically assuming the duties of chairperson in the following year.
- Vote upon any matter under consideration by the Senate.
- Assist the Chair and Secretary with their duties as necessary.
- Perform duties prescribed by the Constitution and By-laws or appropriate to the office.

Paragraph C: The Senate shall elect one of its members as secretary, except that no member, having served for a year, shall be eligible again during the same term of office. The secretary shall:

- Keep accurate minutes of each meeting and cause them to be duplicated and distributed among the members of the Senate for approval.
- Distribute the approved minutes among the entire faculty.
- Perform duties prescribed by the Constitution and By-laws or appropriate to the office.

## **Section 2: Manner of Election of Officers**

At the first fall meeting in 2009, the chairperson, chairperson-elect, and secretary will be elected. At the first fall meeting in subsequent years only a chairperson-elect and a secretary will be elected, the chairperson position being automatically filled by the chairperson-elect. The chairperson-elect will additionally serve as vice-chairperson.

## **ARTICLE V: MEETINGS**

**Section 1: Called Meetings** - The Chief Academic Officer of the Ozark Campus shall call a meeting of the Senate within three weeks after the beginning of each fall semester to chair the election of officers and to establish a time for the Senate's regular meetings during the academic year. A called meeting of the Senate may be

convened at any other time at the request of the chairperson of the Senate or of at least three other Senators.

**Section 2: Regular Meetings** - The Faculty Senate shall meet in regular session each month of the academic year at the time and place designated by the Senate in its first called meeting of each fall semester, except such times as the regularly established meeting date may coincide with a school holiday or with a vacation period.

## **ARTICLE VI: RATIFICATION AND AMENDMENT OF THE CONSTITUTION**

**Section 1: Ratification** - This Constitution and attached By-Laws shall be considered as ratified and in force upon their being approved by two-thirds of the elective and appointed members of the Senate, by a majority of those voting in a regular convened meeting of the Workforce Education Instruction Faculty of the Ozark Campus, and by the Board of Trustees.

**Section 2: Amendment** - The Constitution or the By-Laws of the Senate may be amended. For such an amendment to be effective, the following must occur:

- a. The proposed amendment must be drafted and presented in duplicated form to each member of the Senate at least ten days before the meeting in which it is to be considered.
- b. The proposed amendment must be approved by two-thirds of the elective and appointed members of the Senate in a regular meeting of the Senate.
- c. The proposed amendment must be approved by a majority of those voting in the next regularly convened meeting of the Workforce Education Instruction faculty of the Ozark Campus.
- d. The proposed amendment must be approved by the Board of Trustees of the University.

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**BY-LAWS OF THE FACULTY SENATE OF  
ARKANSAS TECH UNIVERSITY- OZARK CAMPUS**

**ARTICLE I: ELECTION AND APPOINTMENT OF MEMBERS**

**Section 1: Time of Elections and Appointments**

During the spring term of each year elections shall be held and appointments shall be made to fill the vacancies on the Faculty Senate which shall come into existence on the following July 1.

**Section 2: Conduct of Elections**

In the election of Senators, each division or area of the Ozark Campus shall elect a Senator who meets the criteria set forth in the Faculty Senate Constitution to serve. A majority of the votes of the Workforce Education Instruction faculty in the Division or area shall be necessary for election. All elections of Senators shall be by secret ballot.

**ARTICLE II: AGENDA**

The chairperson of the Senate shall cause to be duplicated and distributed among the members of the Senate, at least ten days before each regular meeting, an agenda for the consideration of the Senate in that meeting. Absence from this agenda of any matter of concern to the Senate, however, shall not preclude the Senate's consideration of or action upon that matter in the meeting.

**ARTICLE III: CONDUCT OF MEETINGS**

**Section 1: Parliamentary Procedure**

All meetings of the Faculty Senate shall be conducted according to standard parliamentary procedure.

**Section 2: Quorum**

Three (3) Senators of the established five (5) Senator positions shall constitute a quorum and shall have the power to transact business as voting members of the Faculty Senate at any regular or called meeting.

**Section 3: Method of Voting**

In presenting a motion before the Senate, any member may stipulate that the motion be voted upon by secret ballot. Otherwise, voting in the Faculty Senate shall be conducted in whatever parliamentary manner may be called for by the acting chairperson. Each elective or appointed member present shall have one vote. Any motion shall be considered as having been passed by the Senate only if it shall have received the votes of a majority of the voting members present. Proxy voting is not allowed for the Faculty Senate or other faculty committees. The Chief Academic Officer will serve as a nonvoting member.

**Section 4: Attendance at Meetings**

Official meetings called by the Faculty Senate chairperson are open to the general university faculty and invited guests.

## **ARTICLE IV: MINUTES OF MEETINGS**

The Secretary of the Senate shall keep accurate minutes of each meeting and cause them to be duplicated and distributed among the members of the Senate for approval, after which the approved minutes shall be distributed among the entire faculty. The official records of the committee shall be housed in the Academic Affairs Office.

## **ARTICLE V: STANDING COMMITTEES**

### **Section 1: Faculty Senate Standing Committees**

Standing committees of the Faculty Senate are: Academic Appeals and Admissions Committee, Assessment Committee and Curriculum Committee.

### **Section 2: Operating Procedures**

Standing committees shall adopt a set of operating procedures for conducting the business of the committee. Each standing committee shall have a chairperson, a recorder and any other officers as deemed necessary. Standing committees shall develop and maintain a set of by-laws which contain the following:

- a. Committee name
- b. Function
- c. Purpose
- d. Members
- e. Calendar
- f. Boundaries
- g. Chain of command
- h. Process regulations
- i. Appeals

The official records of the standing committees shall be housed in the Academic Affairs Office.

### **Section 3: Membership**

Standing committee membership shall have representation from each division or area or as stated in Faculty Handbook.

### **Section 4: Purpose**

#### **Curriculum Committee:**

The Curriculum Committee shall develop curriculum offering recommendations in keeping with the mission of the Ozark Campus. The Curriculum Committee shall:

- a. Recommend additions and deletions of curricular offerings
- b. Recommend criteria for the admission and retention of students in individual programs of study.
- c. Recommend requirements to be completed for degree completion.
- d. Act on other issues or concerns that relate to the purpose of the committee.

#### **Assessment Committee:**

The Assessment Committee shall develop, coordinate and monitor academic assessment activities as it relates to the improvement of student learning. The Assessment Committee shall:

- a. Make recommendations for the coordination and monitoring of the academic assessment plan for the Ozark Campus.
- a. Collaborate with the Chief Academic Officer.
- b. Develop and recommend appropriate faculty development activities as they relate to program and student assessment.
- c. Annually review and recommend revisions to the Ozark Campus academic assessment process as needed.
- d. Annually review program academic assessment.
- e. Recommend and facilitate the improvement of individual program assessment.

**Academic Appeals and Admissions Committee:**

The Academic Appeals and Admissions Committee shall hear student academic honesty and academic misconduct appeals as outlined in the Faculty and the Student Handbook. This committee will also serve to hear student admissions issues as required by the Student Handbook. To avoid a possible conflict of interest, committee members from the department in which the appeal originates will recuse themselves and the committee will appoint a temporary replacement from the division to hear the appeal.

**ARTICLE VI: AD HOC COMMITTEES**

**Section 1: Establishment of Ad Hoc Committees**

The Chancellor, Chief Academic Officer or Faculty Senate may determine the need to establish Ad Hoc committees to address specific tasks, issues, or objectives.

**Section 2: Membership**

Ad Hoc committee membership shall have representation of each division or area of the Ozark Campus unless specified otherwise in Faculty Handbook.

**Section 3: Operating Procedures**

Ad Hoc committees shall adopt a set of operating procedures for conducting the business of the committee. Each Ad Hoc committee shall have a chairperson, a recorder and any other officers as deemed necessary. The official records of the committee shall be housed in the Academic Affairs Office.