

Faculty Senate Constitution

Arkansas State University-Beebe

Preamble

The faculty of ASU-Beebe, in order to promote more effective communication with the academic and administrative community of the institution, to bring about closer cooperation with other elements of this community, and to provide a means for individual faculty members to make significant contributions to the life and culture of this institution, hereby establish the Faculty Senate of ASU-Beebe and ordain this constitution for its successful operation.

Article I--Composition

Section 1--The Faculty Senate shall be a representative organization, composed of members known as Senators who shall be chosen from within the various major division components existing on the ASU-Beebe campus.

Section 2--Senators shall be apportioned among the divisions currently existing, including a minimum of 1 Senator each from the Searcy and Heber Springs campuses, as follows: (a) Arts & Humanities-4 Senators. (b) Career Education-4 Senators. (c) Math & Science-4 Senators.

Section 3--Any new division created on the ASU-Beebe campus shall be automatically entitled to equal representation with any other division. All matters pertaining to representation shall be subject to amendment in accordance with the provisions of this constitution, provided that by any amendment thus enacted no division lose equality of representation within the Faculty Senate without the consent of a majority of faculty within that division.

Section 4--The Faculty Senate shall meet not less than once per month during a nine-month school term, and at the first meeting shall establish a regular schedule of meetings during that term. The President or, in that officer's absence, the Vice-President may call special meetings as the need arises.

Article II--Qualifications and Elections of Senators

Section 1--Faculty members shall be qualified as Senators (a) by attaining full-time status at the instructor, assistant professor, associate professor, or full professor rank, and by regularly teaching courses in accordance with this rank or (b) by attaining full-time status at the instructor, advanced instructor, senior instructor, or master instructor rank, and by regularly teaching courses in accordance with this rank and (c) by being elected Senator as a result of an announced caucus of members of his or her division component attended by a majority of pertinent faculty, and voting by majority of those present to elect him or her to the relevant Senate seat.

Section 2--Faculty members shall be qualified to vote for Faculty Senate representatives and officers by serving in the capacity of full-time instructor, assistant professor, associate professor or full professor on any ASU-Beebe campus, or by attaining full-time status at the instructor, advanced instructor, senior instructor, or master instructor rank. Full-time faculty at any branch campus may vote or be elected Senator as a member of their appropriate ASU-Beebe main campus component.

Section 3--Senators shall upon being elected take office at the first Faculty Senate meeting following their election, and shall serve for a term of two years, except as follows:

Upon the ratification of this constitution, and at the first electoral caucus in each division, four Senators shall be chosen from each division component. These four Senators shall then, at a general division faculty caucus presided over by the Dean or their designees (provided that no Senator-elect or person of administrative title shall serve in such position), determine by lot which two of the Senators-elect of that division shall serve a full two-year term and which two Senators-elect shall serve a half-term of one year, in order to establish a senatorial rotation. A Senator may serve no more than four years in any six, except as provided hereafter.

Article III--Senate Vacancies

Section 1--The President of the Faculty Senate shall declare a Senate seat vacant if and when: (a) a duly elected Senator shall be absent without permission or proper excuse (as defined by the President) for more than three meetings during a 9-month school period, or more than two meetings consecutively, without such excuse; or (b) a duly elected Senator shall assume an administrative or non-faculty post within the university; or (c) a duly elected Senator shall assume a faculty post in a division or component other than that which elected him or her to the seat; or (d) a sitting Senator shall be deemed unqualified for any reason adjudged by the Faculty Senate to hold the seat, including but not limited to having been recalled by the

Senator's pertinent division faculty based on petition (3/4 of the relevant faculty required for such recall to be considered by the Senate), or by impeachment by the Faculty Senate on grounds of unprofessional conduct in violation of the Faculty Handbook and recognized University policy; (e) a sitting Senator shall die, retire, or be duly and appropriately terminated by the University, in accordance with recognized policy; (f) a sitting Senator shall assume the position of a Faculty Senate officer; or (g) a sitting Senator shall notify the Faculty Senate by letter of his or her intention to resign effective immediately, or within one month prior to an announced resignation date.

Section 2--The Faculty Senate may impeach and remove a sitting Senator with a 2/3 vote of the Faculty Senate, which shall be binding only for the current Senate term and shall not without further process disqualify him or her from voting in Senate elections or seeking election subsequently to the Faculty Senate or any of its offices.

Section 3--Upon a seat being declared vacant, the President shall assign a Senator from the relevant division to notify the Vice-Chancellor for Academic Affairs and the division Dean of the vacancy, and establish with those persons a set time and place for a caucus of faculty members from that division component to choose a Senator to complete the remainder of the term. The Senator selected at this caucus shall not be disqualified from seeking the office in the succeeding term provided that he or she shall not have served as Senator immediately prior to the Senator vacating the seat. If the newly chosen Senator shall serve less than half of the term of the Senator vacating, he or she shall not be prohibited from seeking election to two succeeding terms.

Article IV--Executive Officers

Section 1--The executive officers of the ASU-Beebe Faculty Senate shall be a President, a Vice-President, a Secretary/Treasurer, and a Chairman ex-officio.

Section 2--The President shall preside over all regular and called meetings of the Faculty Senate in accordance with rules and procedures duly adopted. The President shall have responsibility also to maintain regular and appropriate communication with the Chancellor of ASU-Beebe and other officers of the University administration, and report back to the Senate on these communications. The President shall preside over the Executive Committee of the Faculty Senate. The President shall assume office upon completing his or her term as Vice-President, at a scheduled faculty meeting in May, and shall serve one year with duties to begin in the fall and continuing for the nine months of the regular school term.

Section 3--The Vice-President shall fulfill the duties of the President should that officer be unable to carry out these responsibilities, including presiding over Faculty Senate meetings in the President's absence. The Vice-President will succeed to the office of President during a

term if that officer resigns, is impeached, is disqualified, or is terminated in his or her employment upon proper grounds in accordance with University policy. Upon completion of his or her year-long term, the Vice-President shall automatically succeed to the office of Faculty Senate President, or shall continue in that position if already having succeeded due to any of the aforesaid circumstances.

Section 4--The Secretary/Treasurer shall schedule meetings, create meeting agendas, keep minutes and distribute them to the faculty after each meeting, and maintain all appropriate records of the Faculty Senate which shall be preserved as archives for succeeding officers and members. In addition, the Secretary/Treasurer shall receive and record any monies donated or granted to the Faculty Senate, maintain accounts, and disburse funds appropriated by the Senate for designated purposes. The Secretary/Treasurer shall be nominated and elected by Faculty Senate every other April, and serve for a term of two years, assuming office in the August/September meeting immediately following his or her election.

Section 5--The Chairman ex-officio shall be the outgoing President of the Faculty Senate, and shall serve in this office for a term of one year immediately following his or her service as President. The Chairman ex-officio shall, as needed and appropriate, provide consultation services for Faculty Senate officers.

Section 6--No officer shall serve concurrently with his or her official tenure as a Faculty Senator, nor may be elected or appointed to such office without first resigning his or her officer position. The Chairman ex-officio may not resign during his or her term in order to seek such a representative role. No officer may undertake a duty of the Faculty Senate if there exists in such undertaking a known conflict of interest, without first reporting such conflict to the Faculty Senate. If a conflict arises during the course of a duty, it is the responsibility of the officer to report the conflict, and/or to recuse himself or herself from the undertaking.

Section 7--Any officer of the Faculty Senate may be removed from office upon being recalled by petition of three-fourths of the whole number of faculty represented (including branch campus faculty), or by impeachment by two-thirds of the whole number of Senators, on grounds of negligence of office, professional misconduct, or malfeasance in office. In the case of Presidential impeachment, the Chairman ex-officio shall preside over such proceedings, and if removed the President shall be replaced immediately by the Vice-President. In the absence of the new President, the Chairman ex-officio shall preside by way of a president pro tempore.

Section 8--As members of the faculty, Faculty Senate officers shall surrender no rights to vote in referenda or general elections or caucuses within their respective divisional components. While having the right to report in Senate meetings, however, they shall have no power to vote in those meetings, saving the power of the presiding officer to break a tie vote among the membership.

Section 9--No officer shall be elected unless previous service to Faculty Senate has occurred within (5) years as either (a) Faculty Senator or (b) Faculty Senate officer. Exceptions are

considered with a two-thirds petition of the whole number of Senators or three-fourths of the whole number of faculty represented.

Article V--Committees

Section 1--The Faculty Senate shall establish at its first meeting the following standing committees and select representation to serve on mandated University committees: Executive; Chancellor's Cabinet; Academic (Faculty) Hearing; Commencement; Disability Services; Employee Development; Lecture/Concert; Academic/Transfer Promotion and Tenure; Technical/Occupational Promotion and Tenure; and Post Tenure Review.

Section 2--The Executive Committee shall oversee and conduct Senate business between scheduled meetings, and shall be composed of the officers of the Faculty Senate.

Section 3--The Chancellor's Cabinet shall oversee and report on all matters of institutional policy. The current Faculty Senate President is tasked with serving on this standing committee.

Section 4--The Academic Hearing Committee shall oversee and report on matters pertaining to faculty grievances. The current Faculty Senate President is to suggest a slate of candidates for the Chancellor to choose from when requested.

Section 5--The Commencement Committee shall include at least one Faculty Senate representative.

Section 6--The Disability Services Committee shall include Faculty Senate representation. The representative will be the current Faculty Senate President unless otherwise chosen.

Section 7--The Employee Development Committee shall include at least one Faculty Senate representative chosen by the Faculty Senate President.

Section 8--The Lecture/Concert Committee shall include at least one Faculty Senator.

Section 9--The Faculty Senate shall send representation to the Academic Calendar Committee.

Section 10--The Faculty Senate President will choose a Faculty Senator or Officer to serve on the Academic/Transfer Promotion and Tenure Committee.

Section 11--The Faculty Senate President will choose a Faculty Senator or Officer to serve on the Technical/Occupational Promotion and Tenure Committee.

Section 12--The Faculty Senate President will choose a Faculty Senator or Officer to serve on the Post Tenure Review Committee. The representative may concurrently serve on this

committee along with the Academic/Transfer Promotion and Tenure Committee or the Technical/Occupational Promotion and Tenure committee.

Section 13--The Faculty Senate officers shall meet with Academic Affairs Administrators, no less than one time per academic semester.

Section 14--The Faculty Senate may create and fill ad hoc committees as needed, for overseeing elections, fundraising, and other purposes.

Section 15--The Faculty Senate may call upon non-senators to serve upon Senate standing and ad hoc committees as needed, upon a voluntary basis.

Article VI--Chancellor's Cabinet Representation

Section 1--The Faculty Senate shall delegate one of its members, normally the Faculty Senate President, to represent, with full voting rights, the faculty on the ASU-Beebe Chancellor's Cabinet, who shall report relevant faculty concerns to Faculty Senators.

Section 2--The Faculty Senate representative shall serve for one year, with no restriction against renewal for successive terms except that he or she be a duly elected Faculty Senator or Officer. The representative may be removed for non-attendance or other cause by the Faculty Senate in consultation with the Chancellor of ASU-Beebe, and if so removed shall be replaced immediately by another appointed representative qualified by the Faculty Senate.

Article VII--General Powers

Section 1--The Faculty Senate shall have general legislative power over the faculty, and advisory and consultative power in conjunction with administrative and staff components of the University in all matters concerning the faculty. It may exercise such powers by adopting simple and extraordinary resolutions, defined as follows:

(a) simple resolutions--measures pertaining to the administrative details of Senate operations;

(b) extraordinary resolutions--measures pertaining to relations between faculty and administration or faculty and the community at large, promulgated as declarations of intent or as statements of policy.

Section 2--No business of the Faculty Senate shall be conducted unless there exists a sufficient quorum of a simple majority of members present, and except in open meeting to be held at a place and time previously announced, providing reasonable access for any faculty member who wishes to attend. Business shall be conducted according to the rules promulgated in the latest edition of Robert's Rules of Order, Newly Revised, unless superseded by any provision of this constitution (including amendments) or any bylaw(s) adopted pursuant to it.

Section 3--While recognizing the authority and power of the Chancellor and Vice Chancellors of ASU-Beebe to set policy respectively for the University and its administrative divisions, the Faculty Senate shall be considered the sole representative faculty voice in the governance structure of ASU-Beebe. The faculty shall consider no poll, referendum or policy statement to be an authoritative representation of faculty opinion unless taken or presented in accordance with Faculty Senate procedures or under Faculty Senate auspices, or otherwise ratified by the Faculty Senate.

Article VIII--Bylaws and Amendments

Section 1--The Faculty Senate may by three-fifths majority establish bylaws of a permanent nature to clarify existing provisions of this constitution, which shall be regarded as taking effect after having been publicly announced to the faculty in the minutes of the Faculty Senate and without having received objection for ten days subsequent to the announcement. Any objection must be received in writing and addressed to the Secretary/Treasurer, who then will report it to the Executive Committee. The committee may place it on the agenda for rehearing at the next scheduled meeting, or schedule a referendum on the issue to be held within two weeks of committee action.

The means of holding the referendum may be determined by the Executive Committee or be delegated to an ad hoc committee on elections. A bylaw is determined to have been adopted by referendum if it receives no less than a simple majority of those votes cast.

Section 2--This constitution and its bylaws may be amended in one of two ways:

- (a) The Faculty Senate may by two-thirds majority refer a constitutional amendment to the faculty at large, with a requirement of a three-fifths majority to ratify;
- (b) The Faculty Senate may receive a faculty petition, which if signed by three-quarters of faculty represented (including branch campus faculty), will be deemed to have been approved by the faculty and will be ratified automatically by the Senate upon confirmation of all signatures, to be carried out by the Executive Committee or its designees.