



Eastern Kentucky University

**Faculty
Handbook
2018-2019**

This *Faculty Handbook* is an official publication of Eastern Kentucky University and supersedes previous Faculty Handbooks. This Handbook is intended for a quick reference of policies, regulations, and information pertaining to or relevant for faculty at Eastern Kentucky University. As such, the Handbook may not include all University policies. Policies, regulations, and information contained in this Handbook are subject to revision without prior notice.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, or genetic information in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Office of Institutional Equity, Eastern Kentucky University, Jones Building 416, Richmond, Kentucky 40475, (859) 622-8020, or the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington, D.C., 20202, 1-800-421-3481 (V), 1-800-877-8339 (TTY).

The Office of Equity and Inclusion is charged with the University's compliance with Title IX of the Educational amendments of 1972. Sexual harassment and sexual assault are forms of sex discrimination that are prohibited by Title IX and may include off campus conduct of such nature. The Office of Equity and Inclusion is charged with the University's compliance with Title VI and Title VII of the Civil Rights Act of 1964. Inquiries concerning compliance are coordinated through: Joslyn Glover, Chief Equity Officer and Title IX Coordinator, and John Dixon, Director of Office of Equity and Inclusion.

EMERGENCIES

The University has established a telephone line restricted to use in reporting emergency situations on-campus such as fires, accidents, or injuries.

In case of such emergencies, please call 911.

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PART SEVEN

ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY

I. NAME

The organization hereinafter defined shall be the Faculty of Eastern Kentucky University.

II. MEMBERSHIP

- A. The Faculty-at-Large of Eastern Kentucky University shall include the President of the University and all persons who hold faculty appointments as defined by Part Three of the Faculty Handbook: non-tenured tenure track, tenure, visiting faculty, lectureships, clinical, and adjunct, who hold appointments of the Board of Regents (1) whose regularly assigned duties include instruction, research, administration, and/or public service on a full-time basis and (2) who hold the academic rank of Professor, Associate Professor, Assistant Professor, or Instructor, or those whose administrative functions in the University aren't designated as "major" by the President of the University.
 - 1. The Teaching and/or Research Faculty of Eastern Kentucky University shall include all full-time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, ~~or Instructor, or Lecturer, or Clinical Faculty,~~ and whose faculty-load assignment includes 50 percent or more teaching and/or research as shown by the Faculty Load Analysis or comparable report for the fall semester for each academic year or who are members of the Library Faculty ~~, Clinical Faculty, or ASL Specialists.~~
 - ~~B-2 Administrators with Faculty Rank.~~
- B. ~~Assistant Instructors, part-time instructors and Member of the Retirement Transition Program (RTP),~~ members of the administrative staff not included in Sections A ~~or B~~ above shall not be members of the Faculty-at-Large but may attend Faculty meetings without the right to enter into the deliberations or legislative action of the Faculty.
- C. ~~RTP may go here because they may not be included in Part A (policy under review so this section will be considered upon completion of that).~~

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Comment [GM2]: RTP is no longer allowed

III. RESPONSIBILITIES OF THE FACULTY-AT-LARGE

- A. The Faculty-at-Large shall exercise responsibility, within limits established by the Kentucky Revised Statutes, Regulations of the Board of Regents, and delegation of authority by the Board of Regents, to promote the best interests of Eastern Kentucky University. It shall generally concern itself with the consideration, formulation, review, and recommendation of policies and procedures designed to foster the proper growth and development of Eastern Kentucky University as an institution of higher education. Included is concern with policies relating to the academic program, faculty welfare, and student welfare.
- B. The Faculty-at-Large normally shall exercise these responsibilities through its representative--the Faculty Senate.
- C. The Faculty-at-Large shall have the power to review all actions of the Faculty Senate as provided in Article VII, Section A, Paragraph 3.

IV. ORGANIZATION OF THE FACULTY-AT-LARGE

- A. Officers
 - 1. The President of the University shall be the Chair of the Faculty-at-Large.
 - 2. The Provost shall be Vice Chair of the Faculty-at-Large.
 - 3. The Secretary of the Faculty Senate shall be Secretary of the Faculty-at-Large.
- B. Duties of the Officers of the Faculty-at-Large
 - 1. Chair
 - a) The Chair shall preside at all meetings of the Faculty-at-Large that he or she attends.
 - b) The Chair shall call meetings of the Faculty-at-Large when, in the Chair's judgment, such meetings are necessary and/or desirable, or when an appeal of action of the Faculty Senate is requested as provided in Article VII, Section A, Paragraph 3. The Chair of the Faculty Senate will publicize the meeting.
 - c) Upon petition of 10 percent of the members of the Faculty-at-Large, the Chair shall call a meeting within 15 days.
 - d) The Chair may ask the Chair of the Faculty Senate to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.
 - (1) When the Chair of the Faculty Senate is unavailable, the Vice-Chair of the Faculty Senate may be asked to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.
 - 2. Vice Chair
 - a) In the absence of the Chair, the Vice Chair shall preside.
 - 3. Secretary
 - a) The Secretary shall cause the actions of the Faculty-at-Large to be recorded and preserved in a permanent record.

- b) The Secretary shall post motions approved by the Faculty-at-Large on the Faculty Senate website.
- c) ~~The Secretary shall notify all members of the Faculty-at-Large of a call of a Faculty-at-Large meeting, giving reasonable notice.~~

V. MEETINGS OF THE FACULTY-AT-LARGE

- A. The Faculty-at-Large shall convene upon call of the Chair.
- B. The majority of the members of the Faculty-at-Large shall constitute a quorum for the transaction of business.
- C. The current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings of the Faculty-at-Large except when the Faculty-at-Large shall adopt rules otherwise, and the Chair may appoint a parliamentarian to assist the presiding officer in questions of parliamentary procedure.

VI. COMMITTEES OF THE FACULTY-AT-LARGE

- A. In addition to standing committees of the Faculty-at-Large created by the Board of Regents, the Faculty-at-Large may create other standing committees.
- B. The Chair of the Faculty-at-Large may, from time to time, establish ad hoc committees of the Faculty-at-Large to consider special areas of concern.
- C. All members of the Faculty-at-Large standing committees, other than ex-officio members and nonvoting representatives designated by the Faculty Senate, shall be appointed by the Chair of the Faculty-at-Large. In making these appointments, the Chair shall be advised by the Elections and University Nominations Committee of the Faculty Senate.
- D. All Faculty-at-Large committees and councils which periodically make recommendations relating to academic affairs, faculty affairs, or student affairs shall submit recommendations either directly to the Faculty Senate, to the Council on Academic Affairs, or to the Council on Student Affairs through appropriate organizational channels.
- E. All Faculty-at-Large committees which do not maintain a continuing relationship with the Senate through the Council on Academic Affairs shall submit an annual report of committee activities to the Senate.

VII. THE FACULTY SENATE

- A. Nature and Function of the Senate
 - 1. The Faculty Senate shall be the delegate assembly of the Faculty-at-Large through which the Faculty-at-Large shall exercise its responsibilities.
 - 2. The Faculty Senate shall serve as a means of communication between the Teaching and Research Faculty and the Administration.
 - 3. Any action of the Faculty Senate must be reviewed at a general meeting of the Faculty-at-Large when a petition, bearing the signatures of 10 percent of the Faculty-at-Large and calling for a general meeting to review an issue, is presented to the Chair of the Faculty-at-Large.
 - a) Petition for such a review must be received by the Chair of the Faculty-at-Large within 30 days following notice to the Faculty-at-Large of the Senate action that is the object of the petition to review.
 - b) The action of the Senate which is the object of the petition shall be presented to the Faculty-at-Large at a meeting called by the Chair of the Faculty-at-Large and, on motion and vote, the Faculty-at-Large may sustain or veto the action of the Senate.
 - 4. Duties of the Faculty Senate -- The Faculty Senate shall receive and consider proposals concerning policies affecting the general welfare of the University, provide for channels of communication between the Faculty-at-Large and other constituencies of the University, and develop procedures for the functioning of the Senate. Specifically, the Faculty Senate shall perform the following:
 - a) Policy Function -- The Faculty Senate shall receive and consider proposals for the institution, abolition, or amendment of policies as detailed below. Recommendations of the Faculty Senate concerning such proposals shall be forwarded to the President of the University for consideration for recommendation to the Board of Regents.
 - (1)The Faculty Senate shall recommend academic policy, including but not limited to policies concerning admission, curriculum, instruction, and criteria for granting degrees. In the exercise of this duty, the Faculty Senate shall receive and make recommendations concerning all policy or program proposals approved by the Council on Academic Affairs.
 - (2)The Faculty Senate shall recommend policies relating to faculty welfare, including policies relating to the recruitment, selection, retention, tenure and promotion of faculty members, and other personnel policies affecting faculty welfare. In the exercise of this duty the Faculty Senate shall receive, review, and make recommendations concerning faculty welfare, policy proposals developed by special committees appointed to consider specific areas affecting faculty welfare.
 - (3)The Faculty Senate shall recommend policies relating to student affairs in the areas where the proposed policy concerns the students' academic achievement and in such other areas as specifically delegated by the Board of Regents or requested by the Council on Academic Affairs, and receive, and take appropriate action concerning recommendations of the Student Affairs Committee.
 - (4)The Faculty Senate shall receive and make recommendations concerning such other policies as are referred to the Senate for consideration by the President of the University.
 - (5)The Faculty Senate in conjunction with appropriate administrators shall receive, review and make recommendations concerning university restructuring/reorganization proposals, such as the addition or elimination of a college, department, center/institute or other academic unit. The Executive Committee of

the Faculty Senate is the vehicle for placing such restructuring/reorganization proposals on the agenda of the Faculty Senate.

- b) Communication Function -- The Faculty Senate shall be responsible for maintaining communication between the Teaching and Research Faculty and the Administration of the University. In the performance of this duty, the Faculty Senate shall provide avenues of communication by which the Teaching and Research Faculty may receive information concerning University affairs and may submit information relating to matters that concern them. Specifically, the Senate shall:
 - (1) Provide a channel for faculty involvement in the procedures concerning the selection of personnel involved in academic administration, organization of academic functions, and other matters relating to the welfare of the University.
 - (2) Provide a forum for the President of the University to discuss matters affecting the welfare of the University.
 - (3) Provide a forum for the Faculty Regent to discuss matters affecting the welfare of the University.
 - (4) Provide a channel for faculty involvement in the preparation of the University budget.
- c) Internal Function -- The Faculty Senate shall exercise those duties necessary for its proper function and continuation. In the exercise of these duties the Senate shall:
 - (1) Establish rules and procedures for the Faculty Senate and committees of the Senate.
 - (2) Through its Elections and University Nominations Committee, be responsible for supervising the election of Senate members.

B. Membership of the Senate

- 1. The membership of the Senate shall consist of administrative faculty members and non-administrative elected faculty members. The non-administrative elected faculty members have full voting rights, while the administrative faculty member are non-voting members. The administrative members shall be the following:
 - a) the President of the University
 - b) the Provost of the University
 - c) one Academic Dean to be elected by the Deans of the Academic Colleges, the Dean of Graduate School and the Dean of Libraries.
 - d) the Faculty Regent
- 2. Elected Members

- a) Eligibility -- ~~Full-time F~~faculty members as defined in Article II, Section B, all department chairs regardless of teaching load, ~~and~~ full-time faculty holding visiting rank, ~~and adjunct faculty~~ shall be eligible for election to the Senate.

- b) Election Units -- The election units for the selection of the elected membership of the Senate shall be:
 - (1) ~~the Academic departments of the several colleges of the University. Additional election units shall consist of~~
 - (2) ~~the Library Faculty, who are not included in the faculties of a college, and~~
 - (3) ~~the Deans of the Academic Colleges, Dean of Graduate School, and Dean of Libraries (hereafter referred to as the Dean's Unit).~~

~~(3)(4) Adjunct faculty~~

- c) All individuals eligible for election to the Faculty Senate, ~~as well as Clinical Faculty and Lecturers,~~ shall be eligible to vote in a Faculty Senate election. ~~An individual~~ shall be eligible to cast a ballot for Senate members only in that election unit ~~in which the individual holds the academic rank of Professor, Associate Professor, Assistant Professor, Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, University Librarian, Associate University Librarian, Assistant University Librarian, Library Instructor, Clinical Faculty or Lecturer to which they belong.~~

- d) Determination of Delegate Representation
Determination of delegate representation will include ~~full-time~~ faculty members as defined in Article II, Section B; ~~Clinical Faculty; and Lecturers.~~

~~(1) Academic departments~~

An election unit with 1-14 faculty members during the ~~F~~all semester shall be entitled to one delegate for the academic year, and an election unit with 15-29 faculty members during the fall semester shall be entitled to two delegates for the academic year. ~~An election unit with 30-39 faculty members during the F~~all semester shall be entitled to three delegates for the academic year; ~~an election unit with 40-49 faculty members during the F~~all semester shall be entitled to four delegates for the academic year; ~~an election unit with 50-59 faculty members during the F~~all semester shall be entitled to five delegates for the academic year, and ~~so on.~~

~~(1)~~

- (2) ~~Other election units shall each be entitled to one delegate for the academic year. An election unit with 30-39 faculty members during the Fall semester shall be entitled to three delegates for the academic year; an election unit with 40-49 faculty members during the Fall semester shall be entitled to four delegates for the academic year; an election unit with 50-59 faculty members during the Fall semester shall be entitled to five delegates for the academic year, and so on.~~

- e) The Elections and University Nominations Committee shall determine as soon after the beginning of the spring semester as possible the number of delegates to be selected from each election unit and a schedule for elections of delegates.

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f) Except for the member elected from the Deans' Unit and the member elected from the ~~Part-timeAdjunct~~ Faculty, whose terms are two years, elected members shall serve for a term of three years. Elected members shall serve no more than three consecutive full-~~year~~ terms; eligible members must then forego membership for one year before being eligible for Senate election again. If a senator is elected as Chair of the Senate at the end of their ~~secondsecond~~ term, they ~~are eligible to run for and then serve a thirdthird~~ term before stepping down. However, if an elected member ceases to be a full-time member in the election unit from which elected, a vacancy shall be declared. All voting members of the Senate are elected to represent the faculty in their ~~departmentsunits~~.

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In order to ensure consistent and accurate representation, each ~~department-unit~~ is required to elect an alternate ~~for a three-year term~~ in addition to their regular Senator(s). ~~Departments-Units~~ have the option to elect an alternate(s) for each representative Senator. Alternates may attend for any Senator in their ~~departmentsunit~~. Elected alternates will possess full voting rights and attend meetings when the elected Senator is unavailable. In situations in which an alternate is unable to attend, a substitute may attend. Substitutes are allowed to speak to issues and report back to their departments, but substitutes do not have voting rights. The Senate Chair and/or Secretary must be notified no later than 10:00 a.m. on the day of the meeting whenever an alternate or a substitute will attend a Senate meeting in place of a Senator.

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~~e) The Elections and University Nominations Committee shall establish and notify election units needing to elect a new member of appropriate election procedures. The election unit shall carry out the election using the procedures promulgated by the Elections and University Nominations Committee. The Elections and University Nominations Committee shall certify to the Chair of the SenateFaculty-at-Large the election of Senate members.~~

~~f)h) When a permanent vacancy occurs in the elected membership of the Senate, the election unit shall elect a delegate to fill the unexpired term of the vacancy. When a temporary vacancy of at least one semester's duration occurs in the elected membership of the Senate, the election unit through the Elections and University Nominations Committee shall recommend for Senate approval a member of the full-time faculty seat an alternate of the same election unit to serve until the end of the semester for which the member is temporarily absent.~~

~~g) The Elections and University Nominations Committee shall establish and notify election units needing to elect a new member of appropriate election procedures. The election unit shall carry out the election using the procedures promulgated by the Elections and University Nominations Committee. The Elections and University Nominations Committee shall certify to the Chair of the Faculty at-Large the election of Senate members.~~

3. ~~Part-timeAdjunct~~ Faculty Representative and Alternates

a) ~~Part-timeAdjunct~~ faculty may have one voting representative on the Faculty Senate. This person shall be chosen from among the names of current ~~part-timeadjunct~~ faculty who normally teach each semester and who are nominated by the departments in which they teach. Each department that employs ~~part-timeadjunct~~ faculty may nominate one person. ~~AdjunctPart-time~~ faculty shall elect a representative from among the nominees. The election shall be conducted by April 15 of ~~the election each~~ year so that the elected representative can be seated at the May organizational meeting. The person receiving the most votes shall be the elected representative. The person receiving the second most votes shall be the first alternate, and the person receiving the third most votes shall be the second alternate.

b) The ~~adjunctpart-time~~ faculty representative and alternates shall each serve for a two-year term. Continuing to serve as a ~~part-timeadjunct~~ faculty representative or alternate is contingent upon being contracted by the University to teach again. Election to serve as a ~~partadjunct-time~~ faculty representative or alternate in no way may be construed as guarantee of employment.

c) The Chair of the Faculty Senate shall fill a vacancy in any of these seats for the remainder of the term by appointing an individual from the list of ~~adjunctpart-time~~ faculty last nominated for ~~adjunctpart-time~~ faculty representative.

C. Organization of the Senate

1. Chair of the Senate

a) The Chair of the Senate shall be nominated annually in April and elected annually in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Chair, a Senator shall have tenure and at least one semester's prior service in the Senate. A Chair may not serve more than two terms consecutively.

b) The Chair of the Senate shall preside at meetings of the Senate. In the absence of the Chair of the Senate, the Vice Chair of the Senate shall preside.

c) The Chair shall meet with the President of the University at least once a month to confer on Senate business.

d) The Chair shall serve as Chair of the Senate Executive Committee.

e) The Chair shall maintain an active file for matters submitted to the President and awaiting action.

f) The Chair of the Faculty Senate should be eligible for a campus-wide ("special") parking permit. It is the responsibility of the Chair to initiate a request for the permit through normal channels.

g) The Chair of the Senate will receive one-half released time from teaching and other department and college responsibilities. The Chair's home department or unit will receive funds to cover the salary of a part-time replacement for the reduced teaching load of the chair.

h) The Chair shall administer the Faculty Senate budget and shall pay the bills of the Senate as approved by the Executive Committee.

2. Vice Chair of the Senate

- a) The Vice Chair of the Senate shall be nominated annually in April and elected in May from elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Vice Chair, a Senator shall have tenure and at least one semester's prior service in the Senate
- b) The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
- c) The Vice Chair will serve as a voting member of the Senate Executive Committee.
- d) The Vice Chair of the Senate will receive one-quarter release time from teaching and other department and college responsibilities.

3. Secretary

- a) The Secretary shall be appointed annually by the Chair of the Senate ~~at the regular business meeting in December~~. The term of the Secretary shall be for one year and shall begin on January 1. The Secretary will be paid on an hourly basis from the Senate budget for all services rendered to the Senate.

- b) The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate.
- c) The Secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee.
- d) The Secretary shall distribute copies of the record of each meeting to all members of the Faculty-at-Large and staff as soon as possible following a meeting of the Senate, but no later than one week prior to the next regular meeting. Distribution may include notification by electronic means.
- e) The Secretary shall distribute an agenda with attachments to all Senators by the Wednesday preceding the regularly scheduled meeting. The agenda shall be sent to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.

D. Meetings of the Faculty Senate

- 1. The newly constituted Senate shall convene initially for an organizational meeting in May following the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday that the University is in regular session for each month from September through May. Adjustments may be made to compensate for Holidays and when the University is not in session. The Senate shall meet at other times on call of the Chair or the Executive Committee, reasonable notice being given to members of the Senate.
- 2. Meetings of the Senate shall be open to ~~members of the Faculty at Large~~the public. Persons other than Senate members may participate in the deliberations of the Senate only on consent of the Senate.
- 3. Fifty percent of the membership of the Senate shall constitute a quorum.
- 4. The current edition of *Robert's Rules of Order Newly Revised* shall govern conduct of meetings of the Senate, except when the Senate shall adopt rules otherwise. The Executive Committee shall seek a parliamentarian from among the faculty or retired faculty. The parliamentarian shall not be at the same time a member of the Senate. If no qualified person is available and willing to serve, or in the absence of that person, the vice-chair shall serve as parliamentarian until a qualified person is found.
- 5. Senate voting on all matters, except election of officers and of members of Standing Committees, shall be viva voce or by a separation of the house. Officers of the Senate and members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee. Voting may be carried out via electronic devices.

E. Committees of the Senate

1. Executive Committee

- a) The Executive Committee shall consist of the Chair of the Senate, who shall serve as Chair of the Executive Committee, the Vice Chair of the Senate, and ~~five~~six members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term. The Vice President for Academic Affairs and the Faculty Regent shall serve as non-voting members of the committee.
- b) The Executive Committee shall be responsible for maintaining communication between the Faculty-at-Large and the Administration. Once the Faculty Senate acts upon a motion, the President acting on behalf of the University shall be requested to inform the Faculty Senate of the disposition of the motion within three months.
- c) The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty-at-Large relating to items for consideration of the Senate and shall, through the chair, bring these to the attention of the President. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee shall make known the time and place of meetings to set the agenda.
- d) The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee.
- e) In the designated years, the Executive Committee shall conduct a systematic review of the President as described in Part III of the Faculty Handbook (See Part III, Section VIII, A).
- e)f) Executive Committee members serve as liaisons to the other standing committees of the Faculty Senate. At each Executive Committee meeting, each liaison will report to the Chair of the Senate any important activities, information, or results of the committee.

2. Committee on Elections and University Nominations

- a) The Committee on Elections and University Nominations shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b) The Committee Chair shall be elected annually by the Committee from ~~m~~ among its membership.
- c) The Committee on Elections and University Nominations shall supervise all nominations and elections for Senate membership as provided in this Constitution.
- d) The Committee shall advise the President concerning formulation of standing committees of the Faculty-at-Large and the selection of appointed members of faculty standing committees.
- e) The Chair or Secretary of the Committee will send approved written minutes to the Secretary of the Senate for permanent filing. When applicable, the Chair of the Committee should submit to the Secretary of the Senate any

- actionable items, reports, or important information so that it may be added to the agenda of the upcoming Senate meeting for consideration by the Senate. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.
- e) One week before each Executive Committee meeting the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and/or comments to the Committee for subsequent Committee consideration.

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3. Committee on Rules
 - a) The Committee on Rules shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership.
 - c) The Committee on Rules shall review and recommend to the Senate rules of procedure for the Senate.
 - ~~d) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.~~
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 - e) Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.
4. Committee on the Budget
 - a) The Committee on the Budget shall consist of the Chair of the Faculty Senate, five members elected by the Senate from its elected membership, and the administrative member elected by the Dean's Unit. Elected members shall serve for the duration of their current term. The Vice President for Financial Affairs shall serve as a non-voting member of the Committee.
 - b) The Committee on the Budget shall elect annually a chair from among its membership.
 - c) The chair of the Committee on the Budget shall serve as a member of the President's Administrative Council.
 - d) The purpose of the Committee on the Budget shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget.
 - e) The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process. The Committee shall meet with the President at least once each semester to receive information about budgetary matters.
 - ~~f) The Chair or Secretary of the Committee will send approved written minutes to the Secretary of the Senate for permanent filing. When applicable, the Chair of the Committee should submit to the Secretary of the Senate any actionable items, reports, or important information so that it may be added to the agenda of the upcoming Senate meeting for consideration by the Senate. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration. One week before each Executive Committee meeting the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.~~
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5. Committee on Faculty Rights and Responsibilities
 - a) The Committee on Faculty Rights and Responsibilities shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term. The American Association of University Professors ECU Chapter President, or designee, shall serve as a non-voting member of the committee.
 - b) The Committee Chair shall be elected annually from among its membership.
 - c) The Committee on Faculty Rights and Responsibilities shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.
 - ~~d) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.~~
 - d) The Chair or Secretary of the Committee will send approved written minutes to the Secretary of the Senate for permanent filing. When applicable, the Chair of the Committee should submit to the Secretary of the Senate any actionable items, reports, or important information so that it may be added to the agenda of the upcoming

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6. Committee for Faculty Welfare
 - a) The Committee on Faculty Welfare shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of the elected senator's current term. The Director of Human Resources shall serve as a non-voting member of the committee.
 - b) The Committee shall elect a chair annually from among its membership.
 - c) The purpose of the Committee for Faculty Welfare shall be to:
 - (1) Review and make recommendations to the Senate on matters including but not limited to, merit/pay policies, faculty salary inequities, health insurance benefits, market salary issues, compression, as well as other university benefit policies; and
 - (2) Provide a channel of communication between the Faculty Senate and the Administration on matters relating to faculty compensation and benefits.
 - d) The Committee shall be available as an advisory agency to the President of the University and/or Provost of the University on those matters relating to compensation and benefits for the faculty-at-large. The Committee shall meet with the President and/or Provost at least once each semester to receive information about faculty compensation and benefits.
 - e) Members of the Faculty Welfare Committee shall serve as voting members on the University Benefits Committee.
 - ~~f) The Chair or Secretary of the Committee will send approved written minutes to the Secretary of the Senate for permanent filing. When applicable, the Chair of the Committee should submit to the Secretary of the Senate any actionable items, reports, or important information so that it may be added to the agenda of the upcoming Senate meeting for consideration by the Senate. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and/or comments to the Committee for subsequent Committee consideration. One week before each Executive Committee meeting the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.~~
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7. Committee on Academic Quality

- a) The Committee on Academic Quality shall consist of the Vice Chair of the Faculty Senate and five members elected by the Senate from its elected membership. Elected members shall serve for the duration of their current term.
 - b) The Committee on Academic Quality shall elect annually a chair from among its membership.
 - c) The Committee on Academic Quality shall provide a channel of communication among the Faculty Senate, the faculty-at-large, and the Administration on academic matters and the formulation of academic policy.
 - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on academic matters. The Committee shall meet with the President and/or Provost at least once each semester to share information about academic affairs and policies.
 - e) The Committee shall serve as a channel of communication with the Student Government Association on matters concerning student academic responsibility and students' role within the academic community.
 - f) The Committee shall make recommendations to the Senate on matters including, but not limited to, the teaching and learning environment (e.g. may survey faculty regarding their academic concerns), the responsibility of students in the learning process, advising, academic calendar issues, and student records and assessment.
 - g) One member of the Academic Quality Committee shall serve on the Council of Academic Affairs, and one member shall serve on the Academic Affairs Work Group.
 - h) The Chair or Secretary of the Committee will send approved written minutes to the Secretary of the Senate for permanent filing. When applicable, the Chair of the Committee should submit to the Secretary of the Senate any actionable items, reports, or important information so that it may be added to the agenda of the upcoming Senate meeting for consideration by the Senate. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and/or comments to the Committee for subsequent Committee consideration. One week before each Executive Committee meeting the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
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8. Information Technology Committee
- a) The Information Technology Committee shall consist of five members elected by the Senate from its elected membership. Elected members shall serve for the duration of their current term.
 - b) The Information Technology Committee shall elect annually a chair from among its membership. The elected chair shall also serve on the University's Academic Technology Advisory Committee as the Faculty Senate Representative to that committee.
 - c) The Information Technology Committee shall provide a channel of communication among the Faculty Senate, the faculty-at-large, and the Administration on faculty perspectives regarding information technology services and policy.
 - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters. The Committee may meet with the President and/or Provost as necessary to share information about faculty perspectives regarding information technology.
 - e) The Committee shall make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.
 - ~~— One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.~~
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9. Ad Hoc Committees

The Faculty Senate may establish such ad hoc committees as are deemed necessary. One week before each Executive Committee meeting, the Chair of each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward that to the Secretary of the Senate for permanent filing. The Chair of each ad hoc committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and/or comments to each ad hoc committee for subsequent Committee considerations.

~~a) One week before each Executive Committee meeting, the Chair of each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.~~

One week before each Executive Committee meeting the Chair each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of each ad hoc committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the each ad hoc committee for subsequent Committee consideration. The

b) Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting.

F. Special Rules of Order and Standing Rules

The Faculty Senate may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its functions.

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VIII. AMENDMENTS

Amendments to this organization may be proposed by a member of the Faculty Senate or by petition of 10 percent of the Faculty-at-Large. Proposed amendments shall be presented to the Chair of the Faculty Senate. If a proposed amendment is approved by a two-thirds vote of the Faculty Senate, the proposed amendment and a link to a petition will be distributed electronically by the Faculty Senate Chair to the Faculty-At Large who shall have 30 business days to review the proposed amendment. In the event that 10 percent of the members of the Faculty-at-Large dissent by electronically signing the petition to initiate a vote by the Faculty-at-Large on the proposed amendment, the Chair of the Faculty-at-Large (President of the University) shall direct that the petition of the proposed amendment be considered at the next regular or specially called meeting of the Faculty-at-Large. In order for the amendment to be enacted, a two thirds majority of those present at the meeting of the Faculty-at-Large must approve the proposed

amendment, which shall be submitted to the Board of Regents through the President of the University and shall become effective upon ratification by the Board of Regents. A proposed amendment not petitioned by the Faculty-at-Large must be approved by a two thirds majority of the Faculty Senate before submission to the Board of Regents through the President of the University and shall become effective upon ratification by the Board of Regents.