

This document was updated on August 31, 2021 by Rich Ford, Chair of the Constitution, Bylaws and Faculty Handbook Committee. Amendments since October 2019 are indicated in red.

CONSTITUTION of the WEST VIRGINIA STATE UNIVERSITY FACULTY

We, the members of the faculty of West Virginia State University, in order to establish an orderly process whereby the academically related groups of the University may share in the determination of educational policy so that the purposes of West Virginia State University may be fully realized, do hereby ordain and establish this constitution.

ARTICLE I: NAME

The name of this organization shall be the West Virginia State University Faculty and its governing body shall be termed the West Virginia State University Faculty Senate.

ARTICLE II: POWERS

The Senate shall be the delegate assembly of the faculty, through which the faculty shall normally exercise its powers, provided the Senate constitutes a quorum. Quorum is defined as "a simple majority of elected members of the Senate." The Senate shall be vested with executive, legislative, and judicial powers necessary to act for the faculty. Upon written request signed by 20% of the electorate and submitted to the Chairperson, the faculty shall be convened with power to act as a legislative body. Its actions, which must be consistent with the rules specified in this Constitution and Bylaws, supersede any actions taken by the Faculty Senate. Upon receiving the written request of 20% of the electorate, the Chairperson shall call a meeting of the electorate within two weeks of the request.

ARTICLE III: DUTIES

The Senate shall be empowered to take action on the following matters of educational policy, subject to review by the faculty, and by the President as so provided hereinafter.

- A.** It shall review established policies, consider new policies, and study matters of concern to the students and/or faculty members.
- B.** It shall recommend in matters relating to educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instructional standards and consider variations in policy in exceptional areas.
- C.** It shall recommend procedures for the selection and retention of department chairpersons and other educational matters pertaining to the university.
- D.** It shall advise the President in the recruitment, the appointment, promotion and tenure, and dismissal of faculty members.
- E.** It shall advise the President in budgetary matters and programs concerning faculty welfare, including salaries, leaves, sabbaticals, and other fringe benefits.
- F.** It shall provide the faculty with a digest of all Senate meetings and Senate and committee actions.
- G.** It shall be responsible for the maintenance of adequate communication between the faculty and the administration. Any member of the faculty may request any member of the Senate to transmit to the Senate for discussion and possible action, topics coming under the jurisdiction of the Senate.
- H.** It shall be responsible for the organization of faculty committees.

ARTICLE IV: ORGANIZATION and MEMBERSHIP

- A. Ex Officio Members:** The following *ex officio* members shall be non-voting members of the Senate: the Provost / Vice President of Academic Affairs, the President of the Student Body, the President of the University, and the Chair of the Council of Classified Staff.
- B. Elected Members**
1. All elected members of the Senate shall be full-time faculty members, including department chairpersons, other members of the faculty who would normally qualify except for special temporary assignments, and full-time librarians and counselors, ~~and personnel of the Gus R. Douglass Land Grant Institute (also known as GRDI) (amended May 2017).~~ Members shall be eligible for reelection.
 2. For the purposes of division/college representation, the librarians and counselors shall be considered as a division. Each division/college shall elect its Senators. Every division/college shall be represented by at least two Senators. Each division/college shall elect an additional Senator for each 15 members above the number of 14; so that a division/college with 16 to 30 members will elect a third Senator, a division/college with 31-45 members will elect a fourth Senator, and so on.
 3. One Senate alternate shall be elected from each division/college. Senate alternates may be called upon to serve during the summer school term and at any time when a quorum of regular senators cannot be assembled. Senate alternates may serve on Faculty Senate standing committees.
 4. The Faculty Representatives to the Advisory Council of Faculty, and to the Institutional Board of Governors of West Virginia State University, shall be, by virtue of election to these positions, voting members of the Faculty Senate.

ARTICLE V: ELECTORATE

The electorate is comprised of full-time members of the faculty, including department chairs, deans, and other members of the faculty who would normally qualify except for special temporary assignments, and full-time librarians and counselors, ~~and personnel of GRDI (amended May 2017).~~

ARTICLE VI: ELECTION

Elections shall be conducted by the faculty according to procedures set forth in the Bylaws to this Constitution.

ARTICLE VII: OFFICERS of the SENATE

- A.** The Chairperson of the Senate shall be an elected Senator and shall be the Faculty Chairperson; this Chairperson shall be elected annually by the majority of the elected Senators and shall preside at all meetings of the Senate.
- B.** The Vice Chairperson of the Senate shall be an elected Senator, elected annually by the majority of the Senate. The Vice Chairperson of the Senate shall function as the Chairperson of the Senate in the event that the Chairperson shall be absent or for any reason is unable to fulfill his/her duties.
- C.** The Secretary of the Senate shall be an elected Senator, elected annually by the majority of the Senate. The Secretary shall notify all Senators of all duly called Senate meetings. The Secretary shall cause to be transmitted to the President, the Provost / Vice President for Academic Affairs, the Chair of the Council of Classified Staff, and to the Faculty, a digest of all Senate meetings. The Secretary shall keep roll. The Secretary of the Senate shall forward all approved changes in the Constitution, Bylaws, and Faculty

Handbook to the person responsible for editing and publishing the Faculty Handbook by June 15 of each year.

- D. The Parliamentarian shall be appointed annually by the Executive Committee. The Parliamentarian shall advise the presiding officer on parliamentary procedure. The Historian shall be an elected Senator, elected annually by the majority of the Senate. The Historian will keep and maintain all Senate records and will update and record changes in the Constitution, Bylaws, and Handbook. The Historian shall be responsible for insuring the security and continuity of all Senate records.

ARTICLE VIII: AMENDMENTS

Amendments to this Constitution shall be proposed by a majority vote of the Senate, or by a written request signed by 10% of its electorate. Proposed amendments shall be submitted to the general faculty in writing. The Senate shall direct the Senate Executive Committee to conduct a written, mailed ballot vote of the faculty on all proposed amendments. An amendment is adopted by affirmative vote of a majority of those voting. **The term "written" includes electronic means, such as the University email system, to vote when necessary, as determined by the Chair of the Faculty Senate (amended April 21, 2021).**

BYLAWS to the CONSTITUTION of the WEST VIRGINIA STATE UNIVERSITY FACULTY

ARTICLE I: MEETINGS

A. Meetings of the General Faculty:

1. Regular meetings of the WVSU Faculty shall be held four times a year.
2. Special meetings of the faculty may be called under these conditions:
 - a. Upon the call of the Senate, at which time the Chairperson of the Senate shall preside.
 - b. Upon the call of the Chairperson of the Senate within two weeks of receiving a written request signed by 20% of the electorate to take up the matter(s) included in the faculty petition.
3. At both regular and special meetings, the Secretary of the Senate shall keep a systematic record of the proceedings, which shall be distributed to the faculty
4. Quorum: A majority of the total full-time membership of the faculty shall constitute a quorum. Meetings shall be open to the public and the news media.
5. Notwithstanding any provision of these Bylaws, the President may from time to time convene meetings of the Faculty upon his/her call. These meetings called by the President are not deemed regular or special meetings of the West Virginia State University Faculty.
6. At the first General Faculty Meeting of each semester the Senate Chair shall pay tribute to those West Virginia State University faculty who passed away since the beginning of the previous semester.

B. Meetings of the Senate:

1. The Senate shall meet regularly once a month during the academic year; it shall keep a systematic record of its proceedings. A digest of these records shall regularly be provided to all faculty members. The complete records shall be made available to all members of the University upon request.

2. Special meetings of the Senate may be called under these conditions:
 - a. They may be called by the Chairperson of the Senate at the Chairperson's discretion.
 - b. They shall be called by the Chairperson upon written petition of ten percent (10%) of the Senate membership.
 - c. They shall be called by the Chairperson upon written petition of ten (10%) of the electorate.
3. The agenda of each regular meeting shall be distributed to the members of the Senate and to the entire faculty by the Secretary at least three days prior to the meeting.
4. Written notice of each special meeting and its agenda shall be distributed to the members of the Senate by the Secretary at least three days prior to the meeting, unless the Chairperson or Vice Chairperson, with the concurrence of a majority of the Executive Committee, decides that the urgency of the occasion will not permit the usual three-day notice; in a meeting called under this provision, notice shall be given as far in advance as possible and action shall require an absolute majority of the membership of the Senate.
5. The meetings of the Senate shall be open to all members of the University community, the public, and the news media.

C. Terms Defined:

The word "college" used herein shall refer to the academically related areas of the university, including: Arts and Humanities, Business and Social Sciences, Natural Sciences and Mathematics, and Professional Studies. The word "Division" used herein shall refer to the academically-related area of the university, namely Librarians and Counselors, ~~and GRDI~~ (amended May 2017). The term shall relate to and identify the areas in which general elections will be held.

ARTICLE II: ELECTIONS

A. Senate:

1. The members of the four colleges, and the Librarians and Counselors ~~and GRDI~~ (amended May 2017) shall elect members of the Senate and Senate Alternates during the first week of March. The names of the elected members shall be submitted to the Senate and the general faculty. Newly elected Senators and Senate Alternates shall take office at an appropriate time during the regular Senate meeting in May, after which the newly constituted membership of the Senate will elect those of its officers who are to be elected, namely Chairperson, Vice Chairperson, Secretary, and Historian.
2. Each elected Senator shall be elected for a three (3) year term except for the first election. The first election shall be divided so as to have at least 1/3 of the Senators elected for one year terms, 1/3 for two-year terms, and 1/3 for three-year terms. The Executive Committee shall determine the specific terms for the first election. Senate alternates shall be elected for one-year terms. No Senator shall serve more than two (2) consecutive terms or more than seven (7) consecutive years.
3. The Senate alternate shall be the nominee receiving the next highest vote at the college or division elections. In cases where there is only one nominee, an alternate shall be elected.
4. The faculty shall elect, by its April meeting, a representative to the Advisory Council of Faculty and a representative to the Institutional Board of Governors. College deans may not serve as a representative to either body. The representative is eligible for re-election. The term of office is two years.

~~Senate bill 703 sets a two-year term for the Advisory Council of Faculty representative and that representative is eligible for re-election~~ (amended November 6, 2020. West Virginia Code Chapter 18B-2A-1.d.2 provides for re-election of the representative to the Board of Governors for up to three additional

two-year terms for a maximum of eight consecutive years. **West Virginia Code (Chapter 18B-6-2) does not specify any term limit for the representative to the Advisory Council of Faculty (amended November 6, 2020).**

B. Committees:

The faculty shall establish such operational committees as are needed to carry out the function and responsibilities of the faculty. All actions of faculty committees shall be subject to review by the Senate. All committee meetings shall be open to the public, with the exception of the Faculty Personnel Committee during the times it meets in executive session.

1. Committee members shall be elected during the fall week of faculty orientation.
2. The Chair of the Senate shall preside at the meeting at which elections are held.
3. Elections shall be by plurality vote of the faculty members present and voting at the regular meeting of the faculty.
4. Voting shall be by secret ballot.
5. All committee meetings shall be open to the public, with the exception of the Executive Session of the Faculty Personnel Committee, Retention Committee and Promotion and Tenure Committee. Such executive sessions are considered closed because matters relating to individual faculty members are under consideration.
6. Chairpersons of all committees shall use the following report structure:
 - a. name of Chair and members of the committee
 - b. times met and attendance of members
 - c. actions taken by the committee
 - d. recommendations of the committee
 - e. unfinished tasks
7. Calendar for standing committee reports.

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| February: | Program Review, Library, Cultural Activities, Faculty Athletic (amended April 2, 2021) |
| March: | Research and Development, Academic Appeals |
| April: | Teacher Education, Constitution and Bylaws, and Personnel |
| May: | Educational Policies, Promotion and Tenure, and Retention |
| September: | Faculty Scholarship Committee and General Education |
| October: | Honors |
| November: | Instructional and Academic Technology (amended May 3, 2019) |

ARTICLE III: COMMITTEE MEMBERSHIP and ORGANIZATION

A. Membership and length of term:

1. Faculty members, excluding members of the Senate, shall not serve on more than three standing committees except where membership is automatic by virtue of a Faculty member's rank or position. Members of the Senate shall not serve on any Faculty Committee other than the Executive, except that a Senate member may hold membership on a particular committee as designated elsewhere in the Bylaws, e.g., the Cultural Activities and Educational Assemblies Committee.

2. The Faculty Senate shall establish the terms of office for the first election to ensure proper rotation and continuity.
3. The term of office for all members of the faculty elected to standing committees shall begin upon election. The Vice Chairperson of the Senate shall designate a member to call the first meeting to elect a chair. The name of the chair shall be sent to the Vice Chairperson of the Faculty Senate by the Monday after Labor Day.
4. Student members of faculty committees shall be appointed to one-year terms, beginning September 1st.
5. The term of service for elected faculty members on the Educational Policies Committee, the Faculty Personnel Committee, the Honors Committee, the Retention Committee, the Promotion and Tenure Committee, the Faculty Scholarship Committee, the Program Review Committee and the Academic Appeals Committee shall be three (3) years. **Unless otherwise indicated**, all other committee members shall be elected for two (2) year terms
6. The term of service for an *ex officio* member of any committee shall expire when that person ceases to hold the office by which he/she automatically serves on a standing committee.
7. No faculty member shall serve more than two consecutive terms on any one standing committee.

ARTICLE IV: PARLIAMENTARY AUTHORITY

Roberts Rules of Order, current edition, and this Constitution shall be the authority on all questions of Parliamentary law and proceedings. The Parliamentarian shall interpret the rules and Constitution at the request of any member, and the rulings of the Parliamentarian shall be binding unless over-ruled by majority vote of those present and voting.

ARTICLE V: COMMITTEES

A. FACULTY STANDING COMMITTEES:

1. The Standing Committees of the West Virginia State University Faculty shall be as follows:

a. **EDUCATIONAL POLICIES COMMITTEE:** It shall be the function of this committee to periodically review the curriculum of the University regarding program and course change requests and to validate that submitted proposals are consistent with the University's academic policies and procedures. The Committee's recommendations shall be submitted to the Faculty Senate for its approval at its next monthly meeting. This committee shall elect four members from its body, for one year terms, to a group that shall be called "the subcommittee." This subcommittee is to recommend approval or disapproval of routine changes in the curriculum and the catalog. All recommendations of the subcommittee shall be presented, discussed, and voted on by members of the Educational Policies Committee at each monthly meeting. This subcommittee will consist of four (4) members elected for one-year terms. The Educational Policies Committee shall set forth procedures for conducting subcommittee elections. All actions of the subcommittee are subject to review by the Educational Policies Committee.

The Educational Policies Committee shall consist of one (1) faculty member from each College, elected by that College, and one (1) *ex officio* member from the library faculty, six (6) faculty elected at large, and two (2) students to be appointed under procedures specified by the Student Government Association. The Provost / Vice President for Academic Affairs, the Registrar, and the Chair of the General Education Committee shall serve as nonvoting, *ex officio* members of this committee. Elections and appointments to the committee shall be completed before the end of the spring semester.

b. **PROGRAM REVIEW COMMITTEE:** It shall be the function of this committee to establish program review criteria for the university, to review and evaluate the University's academic programs on a regular basis and to make recommendations regarding these programs to the Provost / Vice President for

Academic Affairs, via the Senate. This committee shall implement those reviews mandated by the Institutional Board of Governors.

This committee shall consist of four (4) members elected at large, plus two (2) faculty appointed by the Senate after consultation with the Provost / Vice President for Academic Affairs, plus one student. The Provost / Vice President for Academic Affairs, the Vice President for University Advancement, and the **Director of Institutional Research Coordinator of University Academic Assessment (amended November 6, 2020)** shall serve as non-voting, *ex officio* members of this committee. Elections and appointments to the committee shall be by the end of the spring semester.

c. **FACULTY PERSONNEL COMMITTEE:** It shall be the function of this committee to monitor the faculty evaluation process, oversee the procedural actions of the Retention and the Promotion and Tenure Committees, and periodically review the procedures and instruments for faculty evaluation.

This committee shall consist of five (5) faculty elected at large, excluding Librarians and Counselors, none of whom may serve on the Retention or the Promotion and Tenure Committees, **and the Director of the Center for On-Line Learning shall serve as an *ex-officio*, non-voting member (amended October 4, 2019)** The committee shall set the calendar for the following year before the end of the spring semester.

d. **RETENTION COMMITTEE:** The Retention Committee makes recommendations on all full-time probationary faculty. The department chairs gather self-reports, any available student evaluations, information from other faculty in the department and their own classroom observation reports and evaluations for each probationary faculty. These documents are then forwarded to the College Deans who add their evaluations and in turn, forward the documents to the Retention Committee. The committee is guided in its recommendations by the WVSU Policy on Retention and the timetable for notification of retention prescribed by HEPC Title 133, Procedural Rule Series 9. The committee may also request more information, observe the faculty members' teaching, and interview the Faculty members in question, as well as others. All tenure-track Faculty reviewed by the committee receive in writing a report of the committee's recommendation. The committee then forwards all documents pertaining to the Faculty, including its recommendation, to the Provost / Vice President for Academic Affairs, who will inform the President. Appeals of retention decisions are heard as mandated in Sections 15 and 16 of HEPC Title 133, Procedural Rule Series 9.

The Retention Committee is composed of nine (9) tenured faculty, two from each college and one at-large member, all elected in the fall Senate committee elections and for staggered three year terms. Department Chairs and college Deans are ineligible for election to the Retention Committee.

By September 15 of each year, faculty in the third year of a tenure track appointment are notified and asked to assemble for submission materials for the third year Pre-Tenure Review as specified for such submission by the current Faculty Personnel Committee calendar. A Departmental or College Review Committee shall be appointed by the college Dean and will follow the process under the Third Year Pre-Tenure Review under Section C of the West Virginia State University Faculty Handbook. All materials are then submitted to the Retention Committee, which will follow the standard procedure for forwarding documents.

e. **PROMOTION and TENURE COMMITTEE:** The Promotion and Tenure Committee makes recommendations on all applications from faculty members for promotion and tenure. The faculty member begins the process by notifying in writing his or her department Chair; a copy of the letter of application is also filed with the Dean of the faculty member's college, the Vice President for Academic Affairs, the Chair of the Faculty Personnel Committee, and the Chair of the Promotion and Tenure Committee. The faculty member provides his or her Chair with a documented self report and all evidence of the criteria for promotion and tenure set forth in HEPC Title 133, Procedural Rule Series 9 and WVSU policies. The department Chair reviews these materials, includes an evaluation and classroom observation report, information from other faculty in the department and makes a recommendation. The Chair notifies the faculty member of this recommendation. All documents are forwarded to the college Dean, who includes an evaluation and makes a recommendation. The college Dean notifies the faculty member of this recommendation. All documents are forwarded to the Promotion and Tenure Committee. The committee is guided in its recommendations by HEPC Title 133, Procedural Rule Series 9 and the WVSU criteria set forth in its policies. The committee may also request

more information, observe the Faculty member's teaching, interview the candidate and interview other faculty members. The committee notifies the faculty member of its recommendation. The committee then forwards all documents pertaining to the faculty, including its recommendation, to the Vice President for Academic Affairs, who will inform the President. Appeals of promotion and tenure decisions are heard as mandated by HEPC Title 133, Procedural Rule Series 9 Sections 15 and 16.

The Promotion and Tenure Committee is composed of six (6) tenured faculty, one from each academic college and two at-large members, all elected in the fall Senate elections and for staggered three year terms. Department Chairs and college Deans are ineligible for election to the Promotion and Tenure Committee. Members of the committee who are applying for promotion shall step down from the committee during the academic year in which they make their application. The Executive Committee of the Faculty Senate will ask the senior Senator from the member's college to conduct a special election to elect a tenured faculty member to serve as an interim committee member for that year. When the academic year concludes the original members will return to the committee to serve the remainder of their terms of office

All tenure-track and temporary faculty as well as those faculty requesting promotion and tenure complete self reports each academic year to be filed with the department Chair.

f. **EXECUTIVE COMMITTEE:** It shall be the function of this committee to consider such matters as fall within the jurisdiction of the Senate. The committee shall serve as an expediting group by referring items to the appropriate group or person for recommendations and/or action and thus shall include a specific deadline for receipt of a report on the subject. It shall provide the Secretary with the agenda to be distributed to the Senate, and instruct the Secretary to request the presence of such non-Senate personnel as may be needed to facilitate the business of the Senate.

The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, and Historian of the Senate, the faculty representative to the Advisory Council of Faculty and to the Board of Governors of West Virginia State University, and two (2) additional members-at-large to be elected by the faculty. Members-at-large of the Executive Committee shall be elected for a two-year term with no member-at-large serving more than two (2) consecutive terms, excluding unexpired terms. At-large members of the Executive Committee attend Faculty Senate meetings in a non-voting capacity. ~~They are not eligible to serve on other committees of the Faculty Senate.~~ At-large Executive Committee members are eligible to serve on one Standing Committee of the Faculty Senate (amended October 5, 2019). Senators may not be elected at large to the Executive Committee.

g. **RESEARCH and FACULTY DEVELOPMENT COMMITTEE:** It shall be the function of this committee to explore opportunities for research funds; to stimulate educational research plans and proposals from the faculty; to screen research proposals; and to make awards from its annual funds for research. It shall also be its function to encourage faculty growth and development by acquainting faculty with educational opportunities, screening requests for sabbaticals, and recommending faculty for sabbatical leave to the Vice President for Academic Affairs.

This committee shall consist of four (4) faculty members elected at large, and one (1) non-voting advisory member from GRDI who shall be appointed by the Vice President for Research and Public Service and shall serve for one year. The Vice President for Research and Public Service shall serve as an *ex officio*, non-voting member.

h. **LIBRARY COMMITTEE:** It shall be the function of this committee to assist the Library in making library resources available to the University and shall make recommendations to the Director of Library Services and the Senate on the best possible functioning of the Library.

This committee shall consist of the Director of Library Services as an *ex officio* member, ~~six (6)~~ five (5) (amended March 30, 2021) faculty members, one elected from the Librarian and Counselor division, one from each College, plus one (1) student, and an appointed, nonvoting advisory member from GRDI who shall be appointed by the Vice President for Research and Public Service and shall serve for one year.

i. **CULTURAL ACTIVITIES and EDUCATIONAL ASSEMBLIES COMMITTEE:** It shall be the function of this committee to plan, organize and develop programs for the university educational assemblies, and to

be responsible for the presentation each year of the Artists Series programs and other programs for the University.

This committee shall consist of ~~the (Cultural Activities) Program Coordinator, who shall serve as an *ex officio*, non-voting member, four (4) faculty members elected at large (one from each college), six (6) faculty members elected at large from any college, four (4) (one representing each college, appointed by the respective deans, and non-voting, advisory members from the Office of the Provost, the Office of University Relations and Operations, and the Chair of the General Education Committee.~~

four (4) faculty, one elected from each college; six (6) faculty elected at large; the Director of Campus Life; two (2) student members appointed by the Director of Student Life; four (4) student members, one appointed by each college dean; *ex officio* (non-voting) members are the General Education Coordinator, a representative from the Office of the Provost, the Gallery Director, the Theater Facilities Manager, and a representative from the Office of University Advancement (amended October 4, 2019).

j. **CONSTITUTION, BYLAWS and FACULTY HANDBOOK COMMITTEE:** It shall be the function of this committee to periodically review the Constitution and Bylaws, and the Faculty Handbook, and recommend to the Senate such changes that are, in its judgment, desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution, Bylaws, or Handbook submitted in writing, signed by the originators and referred to the committee by the Senate or the Senate Executive Committee.

It shall consist of one (1) representative from each college plus one (1) elected faculty member-at-large. The Chair of the committee shall be an *ex officio* member of the Faculty Senate and may be called upon by the Senate Executive Committee as needed.

k. **TEACHER EDUCATION COMMITTEE:** It shall be the function of this committee to examine and evaluate present teaching programs and to provide leadership in planning modifications of present programs and recommending new programs. Recommendations concerning curricula shall be sent to the Educational Policies Committee for approval and forwarding to the Senate.

This committee shall consist of the Chairperson of the Department of Education, five (5) elected faculty members, one elected from the Librarians and Counselor Division, one (1) from each college, and two (2) students, one of whom shall be elected by the students in the Department of Education.

l. **ACADEMIC APPEALS COMMITTEE:** It shall be the function of this committee to hear grade appeals, to hear cases of academic dishonesty, to hear appeals of academic suspension, to hear appeals of dismissal from a program of the University and to carry out other duties in accordance with the academic appeals procedures as stated in the WVSU Catalog.

This committee shall consist of three (3) faculty members elected at large (one of whom will serve as chairperson), two (2) alternates (to serve in the event of challenges to regular members), and two (2) students and one alternate (all selected by Student Government).

m. **FACULTY GRIEVANCE COMMITTEE:** It shall be the function of this committee to provide the President with an appropriate hearing committee in institutional-level grievance/conflict cases involving faculty members.

The committee is composed of three members from each of the institution's four academic ranks. One additional member shall be elected from the faculty at large. Neither members of the Faculty Personnel Committee nor members of the Retention Committee or Promotion and Tenure Committees shall serve on this committee. The entire committee of thirteen faculty members shall be elected annually. In the event of a vacancy for any cause, the Faculty Senate shall appoint a replacement to fill the vacancy.

If the President elects to utilize the Grievance Committee in instances where faculty members elect the institutional-level grievance process, the following procedures are recommended: The President shall furnish a list of nine members from the committee to the faculty grievant, who shall then strike four members and return the list to the President within fifteen days. The President shall then notify the selected members of the committee in writing, who will be responsible to elect a chairperson from among

their number, hold a hearing in accordance with proper procedures, and forward their decision to the President and the faculty member within fifteen days.

n. **FACULTY SCHOLARSHIP COMMITTEE:** It shall be the function of this committee to oversee the administration and awarding of scholarships from the Faculty Scholarship Fund, in accordance with the policy adopted by the Faculty Senate.

The committee shall consist of five (5) members elected to three-year terms. The terms shall be set so that two of the members' terms will end each year. The membership shall consist of one (1) faculty member elected by the faculty of each of the colleges of the University.

p. **GENERAL EDUCATION COMMITTEE:** The responsibility of the General Education Committee is to oversee the general education core curriculum, presenting proposals for revising it, and evaluating proposals from other faculty or departments/colleges, with reference to the common learning objectives and the component learning objectives. Second, the committee will assist the Chair (who is appointed by the Provost / Vice President for Academic Affairs) in administering the program of assessment of student learning in the general education core curriculum. Third, each academic year the committee shall select a "book of the year" to foster interdisciplinary dialogue within the academic intellectual community. Fourth, the committee shall work with the Coordinator of International Studies and relevant faculty to support the interdisciplinary minors in (a) African and African-American Studies, (b) Women's Studies, and (c) International Studies.

In addition to the standing chair, who shall be the Coordinator of General Education, the Committee's membership will consist of two representatives elected from each college of the University, and one representative from the division of Librarians/Counselors. Two at-large representatives will be elected at the general faculty meeting in August and a student will be elected by the Student Government Association to serve on the committee. The Director of Institutional Research will serve *ex officio* on the committee.

q. **HONORS PROGRAM COMMITTEE:** ~~The responsibility of the Honors Program Committee is to oversee the Honors Program of the University, evaluate courses proposed for it, advise on scheduling honors courses and to facilitate the work of the faculty honors advisors. In addition to the standing chair, who shall be the Coordinator of the Honors Program (appointed by the Provost / Vice President for Academic Affairs), the committee's membership shall consist of one (1) representative elected from each college of the University, four (4) at-large members elected by the faculty, and one (1) Honors Program student. Ex officio members are the Director of Registration and Records, and the Director of Admissions.~~

~~The responsibility of the Honors Program Committee is to assist the Honors Program Director in oversight of the Honors Program of the University. Duties include evaluation of courses proposed for the Honors Program, recruitment of qualified students for the program, and coordination with Honors Advisors within the individual Colleges.~~

~~In addition to the standing Chair, who shall be the Director of the Honors Program (appointed by the Provost / Vice President for Academic Affairs), the committee's membership will consist of: one (1) representative from each college of the University, appointed by the Faculty Senate Executive Committee in consultation with the Director. These individuals shall serve as the faculty liaison for the Honors Program to their individual Colleges. These individuals shall serve three-year terms: four (4) at-large members elected by the faculty. This individual shall serve a two-year term: one (1) Honors Program student. Ex officio, non-voting members are the Assistant Provost, Director of Registration and Records, and the Director of Admissions (amended September 6, 2019).~~

r. **INSTRUCTIONAL and ACADEMIC TECHNOLOGY COMMITTEE:** It shall be the function of this committee to oversee the planning, selection and administration of the instructional and academic technology (hardware, software and services) used in both face-to-face and online classroom instruction by the faculty or the academic departments.

The committee shall consist of five (5) members elected to three-year terms as follows: one (1) faculty member from each college elected by the faculty of that college, one (1) faculty member from the Library,

and one (1) faculty member elected at large. The Provost, the Vice President for Finance, the Director of Instructional Technology and the Director of the Center for Online Learning shall serve as *ex officio*, non-voting members. The Chair reports to the Senate at its November meeting.

s. FACULTY ATHLETIC COMMITTEE: The Faculty Athletic Committee is comprised of faculty, staff, and students, and acts in an advisory role to the President of the University and the University Provost in matters pertaining to intercollegiate athletics. The Faculty Athletic Committee will review the following area pertaining to athletics: governance and commitment to rules and compliance; academic integrity; fiscal integrity; commitment to equity; and student-athlete welfare.

The Faculty Athletic Committee will consist of the following membership: one (1) elected faculty member from each College, one (1) elected at-large member of the WVSU Faculty, the NCAA Faculty Athletic Representative (FAR), the NCAA Compliance Officer, a member of the Classified Staff, and a student athlete. A member of the coaching staff will be an *ex-officio*, voting member, and a member of the "W" Club will serve as an *ex-officio*, non-voting member. The WVSU Athletic Director will be an *ex-officio*, non-voting member of the committee. Terms are three (3) years. The committee Chair will report to the Senate at the Senate's February meeting (amended May 1, 2020, August 28, 2020, and April 2, 2021).

2. All standing committees of the West Virginia State University Faculty shall elect a chair by their final meeting of the spring semester. If a chair cannot be elected or if no one will accept the position, the Faculty Senate shall appoint a convener from the current members of the committee no later than August 31st.
3. The Senate will appoint a Senator to each of its standing committees who will serve as a nonvoting member of that committee. This Senator will act as a liaison between the committee and the Senate.

ARTICLE VI: AMENDMENTS

- A. Any Senate member may propose an amendment to these bylaws by submitting the proposed amendment at a regular meeting of the Senate. Any full-time faculty member may propose an amendment to these by-laws by submitting the proposed amendment in writing to the Secretary of the Senate.
- B. Upon approval of the majority of the Senate present and voting at a regular meeting, the proposed amendment will be sent to the Constitution, Bylaws, and Faculty Handbook Committee, which shall re-word or reorganize, without substantive change, such portions as are necessary to conform to the standard format. The Constitution, Bylaws, and Faculty Handbook Committee shall then send its recommendation on the proposed amendment to the Senate. The proposed amendment will become effective upon approval of the majority of the Senate present and voting at a regular meeting.

ARTICLE VII: WHO SHALL ADDRESS the FACULTY and the SENATE

The Faculty or Senate may be addressed by administrative officers of the University, by the members of the general electorate, by students and by representatives of the University staff upon request to the Executive Committee.

ARTICLE VIII: VACANCIES on COMMITTEES and in the SENATE

- A. In the event that faculty vacancies occur on standing committees, the Executive Committee shall either direct the unrepresented college to hold an election for replacement which shall be conducted by the senior senator or shall proceed as follows:
 1. The Executive Committee shall call to the attention of the Senate vacancies on standing committees.
 2. The Senate shall appoint members to fill those vacancies until the next faculty election at which time they shall be filled by regular means.

3. Procedures for filling vacancies will be facilitated by moving to the individual with the next highest number of votes received during the fall election, who is both eligible and available. When and if the fall election list is exhausted, the Senate Chairperson will appoint individuals who are both eligible and available in order to fill vacancies.

B. Vacancies in the Senate:

1. If a Senator fails to attend three consecutive regularly scheduled meetings, the Senate may by majority vote, expel the member and declare the seat vacant.
2. The Chairperson of the Senate shall appoint a member of the electorate. This person should have qualifications, which are similar to those of the previous occupant.

ARTICLE IX: POLICY FILE

- A.** All permanent policies and regulations adopted by the Senate and approved by the President shall be brought together in a central location. They shall be compiled and included in the Policy File. The first part of the Policy File shall be the Senate Constitution and Bylaws; the remainder shall consist of special adopted codes and other regulations and procedural matters of general interest to the faculty at large.
- B.** A subcommittee appointed by and responsible to the Constitution and Bylaws Committee shall review such additions and changes as are adopted by the Senate and approved by the President for the Policy File, and shall re-word or reorganize, without substantive change, such portions as are necessary to conform to the standard format of the file.
- C.** The Policy File, which shall include the Senate Constitution and Bylaws, shall be called the Faculty Handbook and shall be distributed to all members of the faculty and all administrative officers. Revision of this publication shall be made in accordance with changes made in the Policy File and shall be the responsibility of the Constitution and Bylaws Committee.