**CONSTITUTION OF THE FACULTY SENATE OF NORTH CAROLINA CENTRAL UNIVERSITY**

Revised: April 27, 2019

**PREAMBLE**

The faculty of North Carolina Central University bears a major share of responsibility for the growth, development, and maintenance of the academic, scholarly, and extracurricular programs of the University and, believing that shared governance is vital to the well-being of

the University considers open lines of communication with the administration of the University

on all activities and functions within the concern of the faculty to be one of its essential tasks. Consequently, this constitution is based upon and guided by the *Standards of Shared Governance on the 16 UNC Campuses* adopted by the Faculty Assembly of the University of North Carolina

in April, 2005.

**ARTICLE I: NAME, PURPOSE, AND AIMS**

**Section 1: Name**

The name of the organization for faculty participation in shared governance at North Carolina Central University will be the “Faculty Senate of North Carolina Central University,” hereinafter called the “Senate.”

**Section 2: Purpose**

The Senate is charged by the UNC Board of Governors to implement the role of the faculty in shared governance by participating fully in advising the administration of the University on the formulation, implementation, review, and application of the policies and regulations governing North Carolina Central University that fall within the faculty’s area of concern.

**Section 3: Aims**

The Senate will work diligently to promote and encourage an atmosphere of understanding, trust, and unity of purpose among faculty, staff, students, administrators, and Board of Trustees of the University that will foster the maintenance of an effective and enlightened University.

**ARTICLE II: MEMBERSHIP**

**Section 1: Categories of Members**

The Senate will consist of two categories of members, elected and ex-officio.

**Section 2: Eligibility for Membership**

a. Any full-time, faculty member, with at least 2 years of years of service on the faculty at North Carolina Central University, including chairs of departments or other academic programs, but excluding currently serving ex-officio members, will be eligible for election to the

Senate. This eligibility is to include (i) all members of the General Faculty having tenured or probationary-term appointments, (ii) librarians who are members of the General Faculty, and (iii)

fixed-term faculty whose positions satisfy the following criteria:

1. the position is for not less than 75% of an equivalent full-time position and is not a visiting appointment; and

2. the duties of the position include teaching, research, or both; and

3. the actual or anticipated length of service in the position is at least two years.

b. The ex-officio members of the Senate will be the Chancellor, the Provost, the vice chancellors, and the deans of the various schools and colleges. Ex-officio members cannot vote on Faculty Senate matters.

**Section 3: Responsibilities and Privileges**

a. All elected and ex-officio members of the Senate or their alternates or representatives are expected to attend each monthly meeting of the full Senate.

b. Elected members must serve on at least one committee of the Senate.

c. The privilege of voting, either on parliamentary proposals or in elections of officers, is reserved to Elected Members of the Senate or, in their absence, to their designated Alternates. Voting by proxy is not permitted.

**Section 4: Election of Members**

a. The faculty members of each department or school comprising the University will vote to elect members to represent them in the Senate by the end of February of each academic year. The number of full-time faculty members of a department or school will be used to determine the proportional representation to the Faculty Senate as outlined in Article I, Section 2 of the Faculty Senate Bylaws.

b. Names of all Senators or Senators-elect and their Alternates will be sent to the Chair of the Senate no later than the first week of March in every year. Names will be sent even if no changes will occur in representation for the following year.

**Section 5: Alternates for Elected Members**

a. Each department or school will choose an Alternate for each Senator whom it elects to the

Senate.

b. Qualifications for Alternates will be the same as those for elected members of the Senate.

**Section 6: Terms of Members**

An elected member of the Senate will serve a term of three consecutive years, upon the completion of which s/he will be ineligible to serve again as an elected member until one year has passed. Should a Senator be elected to fill a vacancy due to resignation, departure from the university or removed by the unit’s faculty, the newly elected Senator will serve out the remainder of the departing Senators term.

An exception can occur for a Senator from a department or academic program consisting of only one eligible faculty member. The unit’s Senator will continue to serve in the Senate. The term of an Alternate should coincide with that of the Senator with whom the Alternate serves. Alternates are eligible to serve as an elected Senator upon completion of his or her term without having to wait for the passing of one year.

**ARTICLE III: OFFICERS**

**Section 1: Officers**

Officers of the Senate will be a Chair, Vice-Chair, Secretary, and Parliamentarian.

**Section 2: Election of Officers**

Officers will be elected annually by secret ballot, according to the procedures specified in Article II

of the Bylaws. Only elected Faculty Senators are eligible to serve as Officers in the Faculty Senate.

**Section 3: Terms of Office**

The Chair, Vice-Chair, Secretary, and Parliamentarian each will serve a term of two years (July 1 to June 30) and may be reelected for one additional term.

**Section 4: Election of Member to Replace a Newly Elected Chair**

After a Chair-elect has begun his or her term of office, the department or school represented by

the Chair will elect a replacement to serve the remainder of the Chair elect’s original term as Senator in order to assure full voting representation for that department or school. This term will count toward the person’s maximum of three continuous years of service as a Senator if the person continues as an elected Senator to represent her or his unit.

**Section 5: Vacancies**

The Vice-Chair will assume the duties of the Chair in the event of a vacancy in that position during the term of office of the Chair. A new Vice-Chair will then be elected at the next regular meeting following the announcement of such a vacancy.

**Section 6: Released Time for Officers**

The University will provide a minimum of one-quarter release from her/his academic duties to the Faculty Senate Chair and a maximum of one-quarter release from his/her academic duties to the Secretary of the Faculty Senate.

**ARTICLE IV: EXECUTIVE COMMITTEE Section 1: Members**

The Executive Committee will consist of all the officers of the Senate in accordance with Article III above. In addition, the outgoing Chair of the Senate will serve as an ex-officio member for one year.

**Section 2: Quorum**

Three members of the Executive Committee will comprise a quorum for conducting business of the committee.

**Section 3: Meetings**

The Executive Committee will meet at least once every month during the academic year.

**Section 4: Responsibilities**

a. The Executive Committee will act on behalf of the Senate when the full Senate is not in session.

b. Members of the Executive Committee will function as official representatives of the

Senate in open committee meetings of the NCCU Board of Trustees.

c. The Executive Committee will report on any actions taken by the Executive Committee at the next full meeting of the Senate.

**ARTICLE V: DUTIES OF OFFICERS**

**Section 1: Chair**

a. The Chair will preside over meetings of the Senate, the Executive Committee, and the Advisory

Council.

b. After consulting with the Executive Committee, the Chair will appoint members of all standing and ad hoc committees.

c. The Chair will prepare an annual budget request for the funding of Senate operations and submit this request to the Chancellor.

d. The Chair serves as one of NCCU’s three representatives to the Faculty Assembly during her/his term as Faculty Senate Chair.

e. Other responsibilities include attending meetings of the University Planning Council, Academic Planning Council, Council of Deans, University Budget Committee, University Honors and Memorials Committee, and University Planning Committee. The Chair may ask members of the Executive Committee to represent the Faculty Senate at these meetings if the Chair has a schedule conflict.

**Section 2: Vice-Chair**

a. The Vice-Chair will preside over meetings of the Faculty Senate and the Executive Committee in the absence of the Chair.

b. The Vice-Chair serves as the Faculty Senate Chair’s alternate as representative to the

Faculty Assembly.

**Section 3: Secretary**

a. The Secretary will keep and prepare all minutes of meetings of the full Senate and the

Executive Committee.

b. The Secretary will send the agenda of each regular meeting of the full Senate to all faculty members prior to the meeting.

c. The Secretary will send minutes of Faculty Senate meetings to the Chancellor, Provost, Deans, Senators, and all members of the General Faculty.

d. The Secretary will provide all members of the General Faculty and all ex-officio members of the Senate with timely written notice of all meetings of the full Senate.

e. In the absence of both the Chair and Vice-Chair, the Secretary will preside over meetings of the full Senate.

**Section 4: Parliamentarian**

The Parliamentarian will guide the proceedings of the Senate in accordance with the latest edition of Robert’s *Rules of Order,* and the current version of the Faculty Senate’s Constitution and Bylaws.

**ARTICLE VI: MEETINGS**

**Section 1: Interval of Meetings**

The Senate will convene regular meetings, as specified in the Bylaws. Special meetings may be called by the Chair after consultation with the Executive Committee. The Chancellor may call a special meeting after consultation with the Chair.

**Section 2: Quorum**

A quorum, which is a simple majority of Senators or their Alternates, must be present in order for a Senate meeting to proceed.

**Section 3: Agenda**

Any Senator, Alternate, General Faculty member, or Administrator may submit agenda items in compliance with the Bylaws.

**Section 4: Participation in meetings by the General Faculty**

Any full-time, permanent, probationary or fixed-term, member of the General Faculty will be free to participate in floor discussions during any meeting of the Senate.

**ARTICLE VII: REPRESENTATION ON THE FACULTY ASSEMBLY OF THE**

**UNIVERSITY OF NORTH CAROLINA**

The Senate will conduct annual elections at a meeting of the General Faculty for the purpose of naming representatives and alternates to the Faculty Assembly of the University of North Carolina in accordance with Article VI of the Bylaws.

**ARTICLE VIII: COMMITTEES**

**Section 1: Standing Committees**

Standing committees of the Senate will be the following: Academic Policies Committee; Beautification Committee; Campus Relations and Welfare Committee; Committee on Committees; Curriculum and Academic Programs Committee; Faculty Handbook Committee; Faculty Research and Professional Development Committee; Governance Committee; Honorary Degrees,

Memorials, and Special Awards Committee; Intellectual Climate Committee; and International

Affairs Committee.

**Section 2: Membership on Committees**

Members of committees will be elected members of the Senate. Alternates may, at the discretion of the Executive Committee, serve on committees.

**Section 3: Chairs of Committees**

The members appointed to each standing committee will elect a chair and a secretary.

**Section 4: Attendance of General Faculty at Committee Meetings**

Members of the General Faculty may attend committee meetings.

**Section 5: Ad Hoc Committees**

The Senate may establish *ad hoc* committees for special purposes. These committees need not be

limited to Senators or Alternates but may include members of the General Faculty or the Administration (non-voting) with a special interest or having expertise in the work of the committee.

**Section 6: Reports of Committees**

Each committee will summarize its deliberations and recommendations in regular reports to the Senate, will send an annual written report to the Secretary of the Senate, and will make reports and/or recommendations to the faculty and to appropriate University officials at least once every year. Reports may be submitted electronically.

**Section 7: Advisory Council**

Chairs of the standing committees shall serve as members of the Executive Committee’s Advisory Council. The Council shall meet a minimum of two times during the fall and spring semesters and elect a secretary. The chair of the Faculty Senate shall preside over the Council.

The purpose of the Council shall be to consult on matters of mutual interest, share information as appropriate, and advise the Executive Committee on matters before the Senate as well as agenda items.

**Section 8: Legality of Actions**

The Office of Legal Affairs will advise committee members on questions of policies and practices.

**ARTICLE IX: AMENDMENTS TO THE CONSTITUTION**

**Section 1: Proposal of Amendments**

Any full-time member of the General Faculty, as designated in Article II, Section 2 (a) may propose an amendment to the Constitution by submitting it, accompanied by a rationale for its adoption, to the Secretary of the Senate, who will transmit it to the Governance Committee.

**Section 2: Approval by the Senate**

a. Any proposed amendment to the Constitution will be circulated to all Senators and

Alternates at least 10 calendar days prior to Senate debate.

b. Senate approval of an amendment will require an affirmative vote of 2/3 of the

Senators or Alternates present and voting at the meeting.

**Section 3: Approval by the General Faculty**

After approval by the Senate, an amendment must be approved by a simple majority of the General Faculty that participates in voting for the amendment in accordance with procedures contained in Article X, Section 3 of the Bylaws.

**APPENDIX B**

**Bylaws of the Faculty Senate**

**BYLAWS OF THE FACULTY SENATE OF NORTH CAROLINA CENTRAL UNIVERSITY**

**Revised April 11, 2014**

**ARTICLE I: REPRESENTATION IN THE FACULTY SENATE**

**Section 1: Criteria for Eligibility**

For the purpose of representation in the Faculty Senate of North Carolina Central University, hereinafter called the “Senate,” a member of the faculty of a department or school is defined as a person with a full-time, permanent, probationary or fixed-term appointment, exclusive of non- teaching administrators.

**Section 2: Proportional Representation**

A department or school consisting of one to seven full time faculty members will be represented in the Senate by one elected member, a department or school consisting of eight to fourteen full time faculty members will be represented in the Senate by two elected members, and a department or school consisting of fifteen or more full time faculty members will be represented in the Senate by three elected members.

**ARTICLE II: ELECTION OF OFFICERS**

**Section 1: Nominating Committee**

A Nominating Committee, consisting of five senators, will be elected by the Senate during its October meeting. Nominations to the committee will be made from the floor. Voting will be by secret ballot. The five members of the committee will be determined by a plurality (i.e., the five nominees receiving the highest number of votes) by the Senators (or their Alternates) present at the October meeting. Once elected, the Nominating Committee will select a chairperson from among its members.

**Section 2: Nominations**

a. The Nominating Committee will prepare a slate of nominees for offices of the Senate and present it at the March meeting of the Senate.

b. The slate will consist of the names of nominee(s) for each office who agree to serve in the

position; nominations for each office may be made from the floor of the Senate at the time when elections are held.

**Section 3: Time and Place of Elections**

Annual elections for offices will be conducted by the Nominating Committee during the April meeting of the Senate after a quorum has been achieved. If a quorum is not present at this meeting, a special meeting must be called for the purpose of elections.

**Section 4: Balloting**

Election of one nominee for each office will be determined by a plurality of elected members present at the April meeting and voting by secret ballot.

**Section 5: Irregularities in Elections**

a. In the event that any election of an officer is found to be invalid owing to noncompliance with any of the sections above or Articles II–IV of the Constitution, a special election for only that office will be conducted by the Nominating Committee during a called meeting of the Senate after a quorum has been achieved.

b. The slate for the special election will consist of the eligible nominees who participated in the election during the April meeting, if they still agree to serve, with nominations being allowed from the floor.

c. Election of one nominee for the office will be determined by a plurality of elected members present at the meeting and voting by secret ballot.

**ARTICLE III: RELATIONSHIP OF THE CHANCELLOR TO THE SENATE**

As an ex-officio member of the Senate and in accordance with Section 502 D2 of *The Code* of the Board of Governors of the University of North Carolina, the Chancellor may preside over meetings of the Senate.

**ARTICLE IV: MEETINGS OF THE SENATE**

The Senate will hold 8 regular meetings, averaging one per month between September 1 and April 30 on dates and at times to be set by the Executive Committee. An end of the year, a Senate meeting can be held in May at the discretion of the Executive Committee. The place at which any meeting will be held will be sent in writing to all Senators by the Secretary at least one week prior to the date of the meeting, with the exception of special meetings called to address urgent matters.

**ARTICLE V: AGENDA FOR MEETINGS**

Written copies of items proposed for inclusion on the agenda should be submitted to the Chair and Secretary of the Senate at least two weeks prior to the next scheduled meeting. Any items

submitted for the agenda but not included in the next meeting must be described briefly at that meeting by the Chair of the Senate.

**ARTICLE VI: REPRESENTATION ON THE FACULTY ASSEMBLY OF THE**

**UNIVERSITY OF NORTH CAROLINA**

**Section 1: Election**

Delegates from North Carolina Central University to the Faculty Assembly of the University of

North Carolina, hereinafter called the “Faculty Assembly,” are to be elected at the first General Faculty meeting held during the Faculty Institute at the beginning of the academic year. One alternate for each delegate will be elected also. The election will be supervised by the Chair of the Faculty Senate and conducted by secret ballot. Nominees may be solicited in advance or nominated from the floor. The Chair of the NCCU Faculty Senate serves as one of the university’s delegates to the assembly. The Vice Chair of the NCCU Faculty Senate serves as Alternate for the Senate Chair.

**Section 2: Term of Service**

Delegates and their Alternates are to be elected to terms of three years and may serve no more than two consecutive terms, with the exception of the Faculty Senate Chair and Vice Chair, whose terms on the Faculty Assembly are limited to the length of their terms as Faculty Senate officers. No faculty member is eligible for election as a Delegate who has served as a Delegate more than six (6) of the preceding nine (9) years. Time spent while serving as an Alternate will not be counted in the above limitation.

**Section 3: Eligibility**

Membership in the Senate is not a criterion for eligibility to serve as a Delegate to the Faculty Assembly. Any full-time, tenured, tenure-track or fixed-term faculty member is eligible for election to the Faculty Assembly subject to the limitations contained in Section 2 above.

**Section 4: Duties**

Delegates are to make a full report to the Senate about meetings of the Faculty Assembly.

**ARTICLE VII: COMMITTEES OF THE GENERAL FACULTY**

**Section 1: Committees and their Duties**

The following committees are composed of members of the General Faculty, serve the interests of the General Faculty, and report to the Chair of the Faculty Senate or her/his designee. They are to be under the care of the Senate as far as the verification of elections of members and alternates and the facilitation of their initial meeting of the year:

a. ***Faculty Portfolio Review Committee*** (formerly *Faculty Personnel Committee*). Its purpose is to review all portfolios for conferral of tenure and/or promotion that are submitted from members of the faculty each year and recommend approval or disapproval of each personnel action based on

whether portfolios meet the basic criteria established by the academic unit in which the respective faculty member serves.

b. ***Faculty Reappointment, Promotion, and Tenure Appeal Committee*** (formerly *Faculty Tenure Committee*). Its purpose is to consider all appeals of denials of reappointment, promotion, or tenure.

c. ***Faculty Grievance Committee***. Its purpose is to consider all formal grievances filed by members of the faculty of the University which do not involve denial of reappointment, tenure, or promotion.

**Section 2: Membership**

a. The Committees will each be composed of faculty members with at least one member from each of the professorial ranks. For purposes of these procedures, professorial ranks are to be defined as *tenured* assistant professor, *tenured* associate professor, and *tenured* professor.

b. The College of Behavioral and Social Sciences and the College of Arts and Sciences will each be represented by two (2) members with no more than one member from one department. The School of Business, the School of Education, the School of Law, the School of Library and Information Sciences, and the Department of Nursing will each be represented by one (1)

member.

c. The College of Behavioral and Social Science, the College of Arts and Sciences and the Schools of Business, Education, and Law will each be represented by one alternate. The School of Library and Information Sciences and the Department of Nursing will each be represented by one alternate when the number of eligible faculty members is sufficient for this to be done. In the College of Behavioral and Social Sciences and the College of Arts and Sciences alternates will not be from the same department as elected members of the Committee.

d. Any member of the General Faculty Committees who becomes an Officer of Administration will thereafter be ineligible to serve as a member of the Committee and a vacancy will be created that is to be filled in accordance with the provisions of Section 4 D herein. The definition of an "Officer of Administration" includes deans, department chairpersons, assistant deans, associate deans, and academic program directors.

e. Any member desiring to resign from a Committee of the General Faculty is to submit a resignation in writing to the chairperson of the Committee. The chairperson is to notify the faculty of the resignation through the Faculty Senate. The vacancy created by the resignation of a member of the Committee is to be filled in accordance with the provisions of Section 4d herein.

f. A member of the Committee may request a leave of absence for a specific period of time from serving as a member of the Committee at any time when the member has or will have a temporary incapacity to serve. The request must be submitted to the chairperson of the Committee in writing and must state the reason for the request and the term for which the leave of absence is requested. If the temporary vacancy makes it impossible for the committee to convene a quorum of the Committee,

the chairperson must notify the faculty of the temporary vacancy through the Faculty Senate, and the Executive Committee of the Faculty Senate must name one of the elected alternates to fill the vacancy in accordance with the provisions of Section 4d herein.

g. The Committee may decide that a member of the Committee has a temporary incapacity to participate in the deliberations of the Committee if the Committee determines that the member has a conflict of interest with respect to the application (grievance, portfolio review, or RPT appeal) before the Committee. The Committee's determination that a member has a conflict of interest must be made in writing and must be supported by specific findings of fact and conclusions. The Committee's written determination will become part of the record with respect to which the conflict of interest was found. A temporary incapacity to serve based on the Committee's determination that a conflict of interest exists will not create a vacancy on the Committee unless the absence of the member found to have a conflict of interest makes it impossible to convene a quorum of the Committee. In such event, the chairperson of the Committee will notify the faculty through the Faculty Senate that a temporary vacancy exists, and the Executive Committee of the Faculty Senate must name one of the elected alternates to fill the temporary vacancy in accordance with the provisions of Section 4d herein.

**Section 3: Terms of Office**

a. Terms of office for members and alternates of the three Committees of the General Faculty will be a three (3) year term.

b. Commencement and Expiration of Terms: Terms of office will commence upon approval at the Faculty Institute in the following August by the faculty of a faculty member eligible to serve as a member or alternate of the Committee. Terms of office will expire upon the election of a successor to fill the office held by the member or alternate or automatically when the member becomes ineligible to serve, upon the effective date of resignation from membership on the Committee, or upon the effective date of termination of a temporary appointment, whichever occurs first. If a vacancy is created before the term for which a member was elected expires, the vacancy will be filled for the unexpired term by an alternate chosen by the Executive Committee of the Faculty Senate from the group of elected alternates for that Committee.

**Section 4: Election of Members**

a. The faculty will elect members and alternates of the three General Faculty Committees in each unit (the Colleges of Behavioral and Social Sciences, and of Arts and Sciences, the Schools of Business, Education, Law, and Library and Information Sciences, and the Department of Nursing) in April of each year. Approval of members and alternates thus elected will be voted by the General Faculty of the University at the Faculty Institute to be held at the beginning of each academic year. All full-time tenured, tenure-track or fixed-term faculty are eligible to vote for positions on the three Committees of the General Faculty.

b. Upon the election of new members and alternates, the Provost/Vice Chancellor for Academic Affairs will certify to the Chancellor that each faculty member elected is eligible to serve. In the event a faculty member is elected and is ineligible to serve, the College, School, or Nursing Department will elect another faculty member to fill the vacancy prior to the Faculty

Institute in August.

c. The Executive Committee of the Faculty Senate is to name an elected Alternate to fill a vacancy that may occur on any of the three General Faculty Committees as soon as practicable after notice that such a vacancy exists. If the vacancy is for an unexpired term, the Alternate so named will serve on the committee for the remainder of the unexpired term. If a temporary vacancy is created pursuant to the provisions of Sections 2f and 2g herein, the Alternate so named will serve during the period of the temporary vacancy.

**Section 5: Officers**

a. The Chair of the Senate will call the initial meeting of each committee at the beginning of the academic year so that the committee may elect its officers and commence its activities. Each committee will elect a chairperson, a vice-chairperson, and a secretary at its first meeting held during the fall semester of each year; this meeting is to be held no more than two weeks after the approval of new members. Each officer will serve a term of one year.

b. At the initial meeting of each committee at the beginning of the academic year, the members of the committee will choose three meeting dates and times during the fall semester, being careful to take into account the teaching schedules of all members. At a meeting during the first two weeks of January, three meeting dates and times during the spring semester will be selected, taking into account the teaching schedules of all members. It is understood that it may be necessary for each committee to hold additional meetings as dictated by the work of the committee.

c. The chairperson will serve as the official convener of the committee and will perform all functions necessary for the committee to conduct its business.

d. The vice-chairperson will serve as chairperson in the absence of the chairperson.

e. For each Committee the secretary will be the official record keeper and will be the official custodian of the records of the committee. The secretary is responsible for conveying copies of all committee minutes and other records to the Faculty Senate Office, which serves as a permanent repository of these sensitive documents. The secretary will serve as the chairperson in the absence of both the chairperson and the vice-chairperson.

The secretaries of the Faculty Grievance Committee and the Faculty Reappointment, Promotion, and Tenure Appeal Committee are responsible for reporting to the Chair of the Faculty Senate or her/his designee each appeal within 5 business days from the date that it is received by the chair of the committee. The chair of these committees will make progress reports every 10 business days thereafter to the Chair of the Faculty Senate or her/his designee, who will maintain a

register of active appeals and work with the committee chairs to avoid undue delays in processing appeals.

The Secretary of the Portfolio Review Committee will maintain a log in which committee members are to record the time spent reviewing portfolios and participating in other committee business and will provide this information to the Chair of the Faculty Senate or her/his designee

by the end of December each year.

f. The Chair of the Faculty Senate or her/his designee will maintain a record of time spent by the members or alternates of the General Faculty Committees and prior to July 1 each academic year will write a letter to the supervisors of committee members and alternates to be placed in their personnel files to be considered in Performance Evaluations, Promotion and Tenure Reviews, and Post Tenure Review Recommendations.

**ARTICLE VIII: RESOLUTIONS, RECOMMENDATIONS, AND ACTIONS**

**Section 1: Status of Actions, Resolutions, or Recommendations**

An action, resolution, or recommendation will be considered an official action, resolution, or recommendation of the Faculty Senate upon its adoption or approval by the Faculty Senate.

**Section 2: Reports of Actions, Resolutions, or Recommendations**

Immediately upon adoption or approval, the Chair of the Senate will report all official senate actions, resolutions, or recommendations to the Chancellor. Furthermore, the Chair will report to the Senate any action taken by the administration on any official Senate action, resolution, or recommendation.

**ARTICLE IX: DUTIES OF COMMITTEES**

Consistent with its general purpose and the Senate Bylaws, the committees will work alone or in appropriate formal or informal collaboration with other committees to address matters that fall within areas of concern to the faculty. The duties of the standing committees will be the following:

a. **The *Academic Policies Committee*** will recommend new academic policies or changes in existing policies. The Committee will also recommend solutions for problems involving the academic standards of the University covered by existing policies.

b. **The *Beautification Committee*** will advocate for the appearance of the facilities and grounds of the North Carolina Central University campus. The Committee will solicit and contribute ways to improve the usefulness and appearance of the physical plant; will show leadership concerning environment, conservation, recycling, and energy efficiency; will facilitate communication; and

will assess the attitudes of stakeholders periodically relative to improving our campus.

c. **The *Campus Relations and Welfare Committee*** will review matters related to the well- being of students and faculty or relations between faculty, students, staff, and administrators. The Committee will make recommendations for actions that will contribute to the satisfaction of faculty and students within the University environment.

d. **The *Committee on Committees*** will determine the need for new committees, changes in

function and/or names of existing committees, and the dissolution of committees. This Committee will meet at least once a year with the Governance Committee to ensure consistency between the two committees.

**e. The *Curriculum and Academic Programs Committee*** will participate in the development of the academic strategic planning and will review recommendations in matters concerning the establishment, merger, or discontinuation of departments, schools, and colleges; the establishment of new degree programs (including online programs); the elimination or consolidation of degree programs; and the establishment or discontinuation of majors and minors and certification programs. The Committee will also review policy as well as recommend policy in the aforementioned areas.

f. **The *Faculty Handbook Committee*** will annually receive and review proposed changes to the Faculty Handbook. The process for submitting and approving changes to the Faculty Handbook is described in Chapter 1, Section 1.5. In addition, the Faculty Handbook Committee will make changes to the Faculty Handbook as necessary because of changes in *The Code* or *Policy Manual* that are enacted by the University of North Carolina’s Board of Governors.

g. **The *Faculty Research and Professional Development Committee*** will review policies related to professional growth in the areas of research, teaching and service and will recommend new policies or changes in existing policies. The Committee will also examine specific issues of professional development such as funding for research and professional development, provision of released time, library resources, course loads, professional leaves, support staff, on-and-off campus seminars, and the development of promotion/tenure portfolios.

h. **The *Governance Committee*** will review the Constitution and Bylaws of the Senate at least once in every year, propose amendments when necessary, and manage all aspects of submission and approval of amendments. It will oversee all other matters that pertain to the structure and function of the Senate. In addition, the Committee will ensure that a record of the terms and tenures of officers and Senators is maintained and plan a recognition service for them during the April meeting of the Senate. The Committee will meet at least once a year with the Committee on Committees to ensure internal consistency between the two committees.

i. **The *Honorary Degrees, Memorials, and Special Awards Committee*** will nominate and recommend approval of individuals as recipients of honorary degrees, memorials, and special awards. In addition, this Committee will make recommendations for approval or disapproval of the naming of buildings or other facilities of the University in honor of individuals or other entities, such as the Golden Leaf Foundation. The consideration and recommendations made by this committee will in accordance with established criteria.

j. **The *Intellectual Climate Committee*** will review policies and activities related to academic climate, diversity, and intellectual quality. The Committee will also examine specific issues of diversity at the University and the inclusion of women and minority groups as speakers, in student activities, and as part of NCCU events.

k. **The *International Affairs Committee*** will review policies and make recommendations related to global studies and study abroad working in concert with the Office of International

Affairs. The Committee will examine specific issues of international research and education, exchange and study abroad programs, and the status and welfare of international students and scholars.

**ARTICLE X: AMENDMENTS**

**Section 1: Proposal of Amendments**

Any full-time, tenured, tenure-track or fixed-term member of the General Faculty may propose an amendment to the Bylaws by submitting it, accompanied by a rationale for its adoption, to the Secretary of the Senate, who will transmit it to the Governance Committee.

**Section 2: Approval of Amendments to the Bylaws**

The Senate may approve any amendment to the Bylaws by vote of a simple majority following presentation of the amendment during a regular meeting of the Senate at which a quorum is achieved.

**Section 3: Procedures for Approval of Amendments to the Constitution by the Faculty**

a. All full-time, tenured, tenure-track, or fixed-term members of the General Faculty will be eligible to participate in voting for approval or disapproval of amendments to the Constitution or Bylaws.

b. Balloting will be done by secret ballot and will be managed by the Governance Committee in such a way as to ensure that only one vote is cast by each member of the faculty eligible to vote. The schedule and procedure for balloting will be reported to the Senate in advance for its approval.

c. Proposals for amendments that have been approved by the Senate and ballots for voting will be presented to the faculty by the Governance Committee in such manner as to ensure that all members eligible to vote receive them.

d. Faculty members will have 10 calendar days to examine the amendments and submit their vote.

Verified ballots will be counted within 72 hours after the close of voting, and a written report of the results of the voting will be distributed to all faculty members immediately afterward.