

**SOUTHERN ARKANSAS UNIVERSITY TECH
FACULTY SENTATE
CONSTITUTION**

ARTICLE I. NAME

The name of the organization shall be the Southern Arkansas University Tech Faculty Senate.

ARTICLE II. PHILOSOPHY AND OBJECTIVES

SECTION 1. The Southern Arkansas University Tech Faculty Senate exists to provide faculty with a means of expressing their ideas. It serves as a vehicle for maintaining a complete working relationship between members of the faculty and between faculty and administration.

SECTION 2. The objectives of this organization are as follows:

- a. To provide a means of unity and support among faculty,
- b. To serve as a means of communication from the faculty to the administration and the SAU President and SAU Board of Trustees,
- c. To express faculty concerns and interests,
- d. To consider and make recommendations on issues of academic freedom,
- e. To consider and make recommendations on faculty and student welfare,
- f. To consider and make recommendations in the creation and implementation of institutional policy,
- g. To elect faculty representatives to serve as members of institutional and standing committees, and
- h. To promote professional development.

ARTICLE III. FUNCTIONS OF THE FACULTY SENATE

SECTION 1. Within the limitations stated in the remainder of this Article, the Faculty Senate shall have the responsibility to review university policies in all areas which directly pertain to the academic function of Southern Arkansas University Tech, including but not limited to:

- a. Admission's requirements;
- b. Curriculum and courses;
- c. Degrees and requirements for degrees;
- d. Calendars and schedules;
- e. Awards and honors;
- f. Student Affairs;
- g. Continuing education;
- h. Facilitation of teaching and research;
- i. Faculty conduct and discipline;
- j. Faculty appointment, retention, and promotion;
- k. Freedom of expression and academic freedom;
- l. Interpretation of the Senate's legislation and policies; and
- m. The necessary and proper implementation for the foregoing powers.

SECTION 2. The Senate shall have the authority to make recommendations to the college Chancellor, SAU President, and SAU Board of Trustees in all institutional matters of direct faculty concern, including, but not limited to:

- a. Policies regarding faculty status, including appointments, promotions, retirement, non-reappointment, and dismissal;
- b. Policies affecting the general welfare, working conditions, and the services performed by and for the faculty;
- c. Policies relating to academic and professions research, development, and other scholarly and creative activities;
- d. Selection and removal of the principal administrative officers have college-wide responsibilities, as well as the creation and abolition of such offices;
- e. University budgets; and
- f. The academic calendar.

SECTION 3. To facilitate timely review of the policy proposals which pertain to the academic function of the college, each faculty standing committee shall forward copies of its minutes to the Senate membership and shall make available to the Senate for its review any proposals which emanate from said standing committee. The Senate may call on the chairs of the standing committees to discuss policy proposals which the Senate may wish to review.

SECTION 4. The Senate shall establish such committees as it deems necessary to carry out its functions.

SECTION 5. The Senate shall consider all matters placed on its agenda by college and Senate committees, by individual faculty members, by the Vice Chancellor for Academics, by the Chancellor of SAU Tech, or by the President of SAU.

SECTION 6. The elected officers of the Senate shall serve as the Faculty Committee on Committees. Each member on the Committee on Committees shall maintain a list of faculty interests and abilities for possible service on college committees.

ARTICLE IV. MEMBERSHIP

SECTION 1. The membership of the SAU Tech Faculty Senate will be open to all faculty teaching six or more credit hours per semester (or the equivalent amount of instructional time) who have no responsibility for supervising faculty.

SECTION 2. Membership and participation are voluntary.

ARTICLE V. OFFICES

SECTION 1. The Faculty Senate Executive Council shall be comprised of three positions:

- a. President
- b. Vice President (formerly Administrative Liaison)
- c. Secretary

SECTION 2. Qualifications for a position on the Executive Council shall be limited to members of the Faculty Senate who are employed as full-time instructors by Southern Arkansas University Tech.

ARTICLE VI. ELECTION OF OFFICERS

SECTION 1. Members of the Faculty Senate will elect a three-member nominating committee annually. This committee will submit a slate of officers to be voted upon by the Senate during the April meeting.

SECTION 2. Nominations from the floor will be accepted during the April meeting. Votes will be cast by ballots provided by the Nominating Committee.

ARTICLE VII. DUTIES OF OFFICERS

SECTION 1. The duties of the Faculty Senate President will be:

- a. To preside at all Senate meetings.
- b. To call Senate meetings when business within its jurisdiction is pending.
- c. To attend meetings of the Administrative Council.
- d. To attend or send a representative of the Faculty Senate to Board of Trustee meetings.
- e. To maintain responsibility of the Faculty Senate travel budget.

SECTION 2. The duties of the Vice President (formerly Administrative liaison) will be:

- a. To assist the President in planning and coordinating the meetings of the Faculty Senate.
- b. To assume the duties of the President of the Faculty Senate in the absence of the Chair.
- c. To maintain parliamentary procedure according to the current edition of *Robert's Rules of Order*.
- d. To assume responsibility of the travel budget when the president is unable.
- e. To sign travel documents in the absence of the President.

SECTION 3. The duties of the Secretary will be:

- a. To keep written records of all meetings of the Senate.
- b. To prepare for each member a copy of the minutes of the preceding meeting.
- c. To prepare recommendations for presentation to the parties involved in any matter of action by the Senate.
- d. To maintain a membership role.

SECTION 4. The duties of elected members to institutional and standing committees will be:

- a. To attend all meetings of these respective committees, and
- b. To bring information from these meetings back to the Faculty Senate.

ARTICLE VIII. MEETINGS AND CONDUCT OF MEETINGS

SECTION 1. There shall be a monthly meeting of the senate during the fall and spring semesters, with the exception of December and May. The meetings shall be open except for special sessions.

SECTION 2. Special meetings of the Senate shall be called

- a. By the President of the Senate or
- b. At the request of the SAU Tech Chancellor or
- c. Upon the receipt of a petition signed by at least four of the Senate members.

SECTION 3. All petitions and requests shall state the reason for scheduling a special meeting.

SECTION 4. Special meeting petitions submitted to the President of the Senate shall be acted upon within 10 working days.

SECTION 5. All meetings shall be conducted and business shall be decided

- a. With Parliamentary Authority—The faculty Senate shall be guided by the current edition of *Robert's Rules of Order* in all points not expressly provided for in the constitution or by-laws.
- b. By Quorum—Thirty percent (30%) of voting members of the Faculty Senate must be present to constitute a quorum.
- c. According to Voting Procedures—Members on the membership role may vote. A majority vote of members is binding unless otherwise stipulated within the constitution and by-laws. Voting will be by voice, absentee, or electronic submission except when any member requests that voting be done by secret ballot.
- d. With consideration of Absentee Voting—any absentee voting must be done by secret ballot or electronic submission and must be turned in to the President of the Faculty Senate prior to the actual vote.

SECTION 6. The Executive Council shall meet as needed before the scheduled Faculty Senate meetings.

ARTICLE IX. DISTRIBUTION OF TRAVEL FUNDS

SECTION 1. Only active members of the Faculty Senate will be eligible to receive travel funds.

SECTION 2. Active membership in the Faculty Senate may include any or all of the following:

- a. Regular attendance at monthly Faculty Senate meetings
- b. Regular email contact with the President regarding Faculty Senate business when unable to attend regular meetings.
- c. Voting via email when unable to attend regularly scheduled meetings.

ARTICLE X. AMENDMENTS

SECTION 1. This constitution may be amended by two-thirds of the members voting at any regular or called meeting of the Faculty Senate held during the regular academic year, provided

- a. The text of the proposed amendment has been submitted in writing to the Executive Council at least ten working days prior to the Faculty Senate meeting, and
- b. At least five working days' notice has been given to the Faculty Senate membership that the proposal will appear on the agenda of the meeting, and
- c. A copy of the amendment under consideration will be included for the members to review.

SECTION 2. Amendments may also be proposed by a majority of the membership of the Faculty Senate voting in a regular or called meeting or may be initiated by petition of one-fourth of the members of the Faculty Senate.

- a. Such petitions should be filed with the Executive Council of the Faculty Senate at least ten working days prior to a regular or called meeting of the Faculty Senate.
- b. Final approval must be made by a two-thirds vote of the Faculty senate voting at a regular or called meeting.

ARTICLE XI. RATIFICATION

SECTION 1. This constitution shall become effective immediately following the approval by two-thirds of the prospective members present and voting in a meeting called for that purpose.

SECTION 2. Following approval of the constitution, the acting President of the Faculty Senate shall immediately take steps to call such elections as will be necessary to put it into operative.