

Constitution of the Faculty Senate Of Chadron State College

Preamble

To enhance shared governance Faculty Senate structure and process aligns with [Board Policy 2030](#)

The basic philosophical principle of this Constitution is that Chadron State College, under the jurisdiction of the Board of Trustees of the Nebraska State Colleges, is a self-governing community of teacher scholars in which faculty, staff, administration, and students all have legitimate and meaningful roles to play in the achievement of their common goals.

The basic operational principle of the Constitution is that, under the Board of Trustees of the Nebraska State Colleges and the chief administrative officer of the College appointed by the Board, the Chadron State College Faculty Senate constitutes the primary recommending body within the College with regard to academic matters and other areas of faculty interest and concern. Faculty Senate constitutes the proper organ for faculty participation, especially in CSC and board policy recommendations.

ARTICLE 1. Name: The Faculty Senate of Chadron State College

Section A. Purpose

The purpose of the Faculty Senate of Chadron State College shall be:

1. To assure the orderly development of the educational programs and policies of the College; to facilitate communication and cooperation between officers of the administration and College faculty; to promote the continued improvement of higher education in the State of Nebraska; and to encourage the best conditions possible for faculty instruction, research, and service.
2. To review and consider policies pertaining to the general welfare of Chadron State College, the faculty, and the students.

Section B. Nature, Authority and Responsibility of the Faculty Senate

The Faculty Senate shall be the delegate assembly of the faculty through which the faculty shall exercise its powers. The Faculty Senate shall have the power to review, initiate, formulate, and recommend academic policy, and to represent faculty and staff positions on general issues affecting campus life. Faculty Senators shall report regularly to their respective constituencies.

Section C. Duties of the Faculty Senate

The Faculty Senate shall:

1. Be particularly responsible for the formulation and review of educational policy, including, but not limited to, admission, curricula, scholarships, instruction, and criteria for the granting of degrees.
2. At the request of the President of the College or Board of Trustees recommend faculty members for a search committee for the selection of President and/or Vice President for Academic Affairs of the College.
3. Consult with and advise the President of the College on general budgetary policy, on priorities in the allocation of funds, and on financial problems directly affecting the college community.
4. Do whatever lie within its power to maintain free communication between the faculty and the administration. Any member of the faculty may request that any member of the Faculty Senate transmit to the Faculty Senate, for discussion and possible action, topics under the jurisdiction of the Faculty Senate.
5. Establish rules and procedures for all sub-committees (hereafter as standing committees). The Faculty Senate shall establish direct communication links with each standing committee via the following order:
 - a. Should a Faculty Senator also serve on a standing committee they will serve as the direct communication link with the Faculty Senate and clarify actions of the standing committee beyond the communication afforded via the standing committee minutes.
 - b. If no faculty senator serves on a given standing committee, the Faculty Senate shall appoint a senator to attend all meetings of a given committee and clarify all minutes and actions as specified in Section (1) above. Such appointees are ex-officio, non-voting members of the standing committee.
6. Be responsible for construction of its own rules of operational procedure which shall be known as the Faculty Senate By-Laws. These rules shall not be contradictory to this Constitution.

Section D. Membership of Faculty Senate

The Faculty Senate shall consist of twenty-three (23) members.

Eighteen (18) Full-time Faculty. Refer to section D.1.	One (1) faculty member from each of the eighteen (18) academic departments.	Voting Members
One (1) CSCEA Representative	One (1) President or their designee from CSCEA.	Ex-Officio Non-voting Member

One (1) Student Representative	One (1) student elected by the Student Senate.	Ex-Officio Non-voting Member
One (1) PSA Representative	One (1) representative elected by the Professional Staff Association.	Ex-Officio Non-voting Member
One (1) CSSA Representative	One (1) representative elected by the College Support Staff Association.	Ex-Officio Non-voting Member
One (1) Administrator	One (1) CSC President or designee from the Administration.	Ex-Officio Non-voting Member

1. All full-time faculty of the college holding the rank of assistant professor, associate professor or professor whose initial Chadron State College teaching contract has been effective for at least 3 years shall be eligible to serve as senators. Ranked personnel currently serving in administrative positions are not eligible to serve as senators.
 - i. Temporary Vacancy: A senator’s absence from meetings of the senate, for a period less than one academic semester, associated with medical leave, family leave, incapacitation, personal needs, or other good and sufficient reasons, may be excused by the executive council. The senator shall inform the Faculty Senate President in writing of the temporary vacancy. A senator on leave of absence for not more than one academic semester shall be temporarily replaced.
 - ii. Vacancy: A senator absent longer than one academic semester will be replaced for the remainder of the unexpired term.
 - iii. Resignation: Senators desiring to resign shall inform the Faculty Senate President in writing, and resignations shall not be effective until they have been accepted by the executive committee.
 - iv. Filling a vacancy: If an elected senator position becomes vacant, the faculty of the position's department shall conduct a special election to fill the temporary vacancy or the remainder of the term for that position. The election shall conform to the principles in Article 1, Section D herein.

2. Removal of Senators
 - i. Removal for Cause: Any senator or officer may be removed for cause by a two-thirds majority vote of all senators at any Senate meeting whenever, in the judgment of the Senate, the best interests of the Senate would thereby be served, provided, however, that the proposal for removal is presented at one

meeting and acted upon at the next meeting. No senator or officer may be removed from office until the senator or officer shall have had the opportunity to appear before the Senate at its next scheduled meeting to defend their actions.

ii. Removal for Disqualification: A senator's membership is concurrent with their faculty appointment that is governed by contract. Thus, on termination of contract, Senate membership ends.

3. Faculty and Non-faculty guests may attend Faculty Senate but must be recognized by the Faculty Senate President to voice comments.
4. The term of the office for elected members of the Faculty Senate shall be two (2) years, elected on alternate years within each department or school.
5. All full-time faculty members, through their respective academic schools, shall have voting rights in the election of their Senators.
6. The Executive Committee of the Faculty Senate shall be comprised of the elected officers of the Faculty Senate.
7. The Faculty Senate from within its own membership shall elect the officers of the Faculty Senate.
8. Ex-officio members are entitled to all privileges of Faculty Senators except the right to initiate motions or to vote.

Section E. The President of the Faculty Senate:

1. Shall be elected to a term of one (1) year.
2. Shall not serve successive terms.
3. Will be a voting member.
4. Must be a full-time and tenured faculty member.
5. Shall preside at the Faculty Senate meetings.
6. Shall train the incoming President Elect/VP of Faculty Senate.
7. Shall serve as a liaison between the faculty and the administration with the responsibility of presenting the faculty "point of view" on those issues that are of direct concern to the faculty of Chadron State College. These "points of view" will be paraphrased at the next Faculty Senate meeting.
8. Shall transmit written recommendations to the President of the College and Vice President for Academic Affairs. The Faculty Senate Leadership

will arrange a meeting with the Vice President for Academic Affairs within thirty (30) days to discuss concerns. If concerns are not resolved another meeting will be arranged with the President of the College. In the event an impasse still exists, the President of the College shall have thirty (30) working days after the receipt of such report to exercise his/her privilege to veto. A policy decision vetoed by the President of the College or designee may be returned to him/her for reconsideration upon a vote to that effect by two-thirds majority of the Faculty Senate. When, after such two-thirds vote, an impasse still exists, the Faculty Senate Leadership shall request that the matter be placed on the agenda of the next regularly scheduled Board of Trustees meeting to voice their concerns. The faculty have the right to hold a "no confidence" vote.

Section F. The President Elect/Vice President of the Faculty Senate

1. Shall succeed the President upon expiration of the President's term or resignation.
2. Shall assume the office of the President of the Faculty Senate in his/her absence; shall fill out the term of the President when the President is unable to do so.
3. Shall be a voting member of the Faculty Senate (retains full voting and participation privileges).
4. Shall serve a term of one (1) year.
5. Must be a member who is starting the first year of a two-year term on the Faculty Senate.

Section G. The Secretary of the Faculty Senate

1. Shall record all deliberations and actions of the Faculty Senate.
2. Shall promptly distribute these records to each faculty member.
3. Shall distribute to all standing committees, the name of the faculty senator who will serve on or be appointed as ex-officio member from the Faculty Senate to the standing committee.
4. Shall be a voting member of the Faculty Senate (retains full voting and participation privileges).
5. Shall generally serve a term of one (1) year; however, may serve consecutive terms.

Section H. Standing Committees and Ad Hoc Committees

1. Standing committees shall have the obligation of performing the duties assigned them by this Constitution or by the Faculty Senate. Each committee shall have the authority to carry out its routine and prescribed duties. Each committee shall report in writing to the Faculty Senate President promptly after the standing committee meeting. Proceedings reflected in the minutes of each standing committee will be clarified by the faculty senator or ex-officio senator appointed by the Faculty Senate to attend the standing committee meetings. Minutes from Faculty Senate standing and ad hoc committees must have final acceptance and/or approval by Faculty Senate vote.
2. Standing Committees or Ad Hoc Committees may be created or disbanded by the Faculty Senate.
3. Terms of office for standing committee members shall be specified within the by-laws.

Section I. Meetings of the Faculty Senate

1. The Faculty Senate shall meet twice a month during the academic year.
2. A quorum shall consist of a majority of at least one more than half of the voting members of the Faculty Senate.
3. Special meetings of the Faculty Senate shall be called by the Faculty Senate President or Vice President for Academic Affairs or upon written request of twenty-five percent (25%) of the Faculty Senate or ten percent (10%) of the full-time Faculty.
4. The President of the College shall have the power to convene the Faculty Senate.
5. Faculty Senate meetings shall be open to all members of the faculty. Faculty other than members of the Faculty Senate may participate in Faculty Senate discussions by invitation only.
6. By majority vote of the quorum, the Faculty Senate may adjourn to an "Executive Session" which will consist of all voting members present at a particular meeting.
7. The standing committee minutes will be distributed to all Faculty Senators prior to the next Faculty Senate meeting when possible. The agenda shall be prepared by the Executive Committee of the Faculty Senate and distributed to all faculty, the week preceding each regularly scheduled meeting. Any issues or recommendations shall be placed on the agenda when proposed by:
 - a. Faculty Senate Executive Committee.

- b. The President of the College.
 - c. Faculty Senate Committees.
 - d. One-third of the Senators present and voting at a meeting (motion to place on agenda is not debatable).
 - e. A petition signed by no fewer than ten (10) faculty members.
8. The Faculty Senate while in session may change the order of the agenda by a majority vote.
9. Minutes of the Faculty Senate meeting shall be accessible by all faculty members prior to the next Faculty Senate meeting.
10. The order of business of each Faculty Senate meeting shall include a report from the Faculty Senate President on the disposition of all pending Faculty Senate decisions.
11. Faculty Senate and/or Sub-Committees may convene its regular or special meetings, executive officers, or membership in person and/or by audio and/or video teleconference (here after, virtual) provided that, before such body may convene such a virtual meeting, its officers shall adopt and adhere to the written policy contained in Appendix A of this Constitution. This virtual process may also be permitted for all-faculty voting and elections.

ARTICLE II. Parliamentary Procedure

- Section A.** The definitive authority governing the Faculty Senate and its various committees shall be Robert's Rules of Order. The presiding Faculty Senate Vice President shall serve as parliamentarian but is allowed full voting and participation privileges.
- Section B.** During the transition from Vice President to President Elect/Vice President, only the President shall be elected on or before the first of May. Thereafter the President Elect will assume the Presidency of the Senate at the start of the fall semester and the election of the new President Elect/Vice President and the Senate Secretary will occur on or before the first of September of the following fall session of the college.
- Section C.** The Dean of each school shall provide time for the election of representatives to Faculty Senate and its standing committees during a School meeting.
- Section D.** The Faculty Senate shall begin its duties at the start of the fall semester. The elected Faculty Senate officers (Faculty Senate President, President-

elect, and Secretary) and members from the previous academic year will continue in their role until the start of the fall semester (excluding the summer, unless under contract). The Faculty Senate President, if on a summer contract, shall communicate activities over the summer, within a reasonable time frame, to members from the previous academic year.

ARTICLE III. Amendments to this Constitution

Section A. Amendments to the Constitution may be initiated by the Faculty Senate by a majority vote or by a written request signed by ten percent (10%) of the full-time faculty.

Section B. Proposed amendments shall be submitted to every member of the full-time, ranked faculty in writing; a two-thirds majority of the members of the faculty who exercise their right to vote shall be sufficient to amend this Constitution.

APPENDIX A. Policy for Conducting Virtual Meetings of Senate and Committees

1. Regular and special meetings may be conducted virtually.
2. All equipment required to conduct the virtual meeting must be readily accessible, or made available, to all participating members.
3. The method of virtual meeting selected must provide members with the opportunity to hear and speak to each other simultaneously and shall allow for the accurate recording of meeting minutes.
4. Notice of any meeting conducted virtually shall include instructions on how each member is to participate in the meeting.
5. A majority of voting members present and participating virtually shall be considered a quorum. Prior to each vote on a motion, the presiding officer shall inquire as to the continued presence of those participating virtually. If members are no longer participating for any reason, including but not limited to because of equipment malfunction or voluntary discontinuance of the electronic connection, they shall no longer be considered as present or counted as part of the quorum.
6. All members participating in virtual meetings may raise points of order, seek recognition to speak and submit motions for consideration.
7. If the committee enters into Executive Session, at the outset the presiding officer shall require each person participating virtually to give assurance that no other person is present or able to hear the conversation.
8. Virtual Voting: Senate and its sub-committees may vote on motions and minutes through the email, following Roberts Rules of requiring a motion and second, proceeded by the voting members providing a positive or

negative or abstain indication by 'reply all' to the presiding officer for compilation and resolve.

9. Virtual Balloting: When Senate requires the vote of the campus-wide, full-time, eligible voting faculty, an internet-based voting software (such as Survey Monkey) will be put into service by the executive officers of Senate, offering levels of security and voting integrity for the efficiency and automated reporting of results. The time frame for active voting will be determined and specified by the executive officers; the usual time frame being 2 weeks. Those eligible members who exercise their right to vote within the specified time frame shall be considered the quorum, and a two-thirds majority of said eligible members will satisfactorily ratify constitutional and bylaw items and a simple majority on other issue(s) will be considered ratification or rejection of the item(s).