

THE CONSTITUTION OF THE FACULTY SENATE OF FAIRMONT STATE UNIVERSITY

Revised: May 2024

ARTICLE I. Name, Purpose, and Jurisdiction

Section 1. The name of this society shall be the Faculty Senate of Fairmont State University.

Section 2. The Faculty Senate shall act as the principal agent of the Faculty of Fairmont State University in policy determination and communication with administration and the Board of Governors.

Section 3. Throughout this Constitution and Bylaws, the expression “University” shall denote Fairmont State University; the expression “Faculty” shall denote the full-time faculty of Fairmont State University, unless otherwise specified; the expression “Faculty member” shall denote a member of the same. Faculty Equivalent Academic Professional (FEAP) with full-time classroom instruction duties shall be considered full-time faculty for the purposes of voting in Senate elections (including academic unit elections for Senate representatives) but not eligible to serve as Senators. Dean, Chairs, and faculty with 50 percent or more administrative duties may not serve as Senators.

ARTICLE II. Membership

Section 1. Unless otherwise specified the term “election” shall denote election conducted by electronic secret ballot distributed through Fairmont State University’s official email system. Any academic unit may choose to elect unit representatives by other means.

Section 2. Each Academic Unit of the University shall elect one senator for each ten full-time faculty members or fractions thereof.

- a. For the purposes of this Constitution, the definition of academic unit shall be the same as set forth in the Bylaws of the Faculty Senate and such definition is incorporated herein by reference. The term of senators so elected shall be two years.
- b. Academic Units with five or fewer full-time faculty members (as defined in this Constitution) may choose to cede representation on one or more elected committees and/or on Senate to faculty from the College in which the Unit resides. The Academic Unit faculty must agree by a majority to cede representation; the College faculty as a whole must agree to provide representation; the Unit must inform the President of the Senate in writing of the decision. The period of ceding representation is two years.
- c. To be eligible for election to the Senate, a candidate shall have been a Faculty member at Fairmont State University for at least two complete academic years by the September following their election. However, this requirement may be waived if no qualified person is available. If a vacancy in an unexpired term of an elected Senator occurs, it shall be filled by a special election in the appropriate Academic Unit.
- d. The Library is designated as an academic support unit and is permitted to elect one senator.
- e. Senator elections shall be conducted by the Academic Unit’s meeting of the academic year that falls prior to the penultimate Senate meeting of the academic year. Deans and Chairs shall neither be eligible to vote, except in case of a tie, nor be elected at such

elections. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as Senators.

Section 3. Academic Affairs shall elect two Senators who meet the time qualifications for Senate membership stated in Article II, Section 2.c (above).

- a. The term of office for Senators so elected shall be two years. The election of these Senators shall be conducted at Academic Affairs meeting that falls prior to the penultimate Senate meeting of the academic year. Senators representing Academic Affairs may include deans, chairs, or faculty with 50 percent or more administrative duties.
- b. The President of the University and the Provost and Academic Vice-President shall not be eligible to be elected to the Senate by Academic Affairs.
- c. If a Senator elected by Academic Affairs should relinquish the position on Academic Affairs for any reason, that person's name shall be removed from the Senate roll immediately, and a vacancy shall be considered to exist. If a vacancy in an unexpired term of a Senator from Academic Affairs occurs, the vacancy shall be filled by a special election conducted by Academic Affairs.

Section 4. The Fairmont State University representative to the Advisory Council of Faculty (ACF) shall be elected by the full faculty. The representative to the ACF is responsible for representing the interests of the faculty to the ACF and reporting on ACF meetings to the Faculty Senate.

- a. The representative shall be a full, voting member of Senate.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative. No person shall serve as both a Senator from an academic unit and the ACF representative.
- c. In accordance with West Virginia Code §18B-6-2(b)(2), the term of office for the representative will be two years. Representatives shall be eligible to succeed themselves.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year. The election of the representative will occur in odd-numbered years. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Faculty Senate Executive Committee.

Section 5. The Fairmont State University faculty representative to the Fairmont State Board of Governors (BOG) shall be elected by the full faculty. The representative is responsible for representing the interests of the faculty to the BOG and reporting on BOG meetings to the Faculty Senate.

- a. The representative shall be a full, voting member of Senate. In accordance with West Virginia Code Section §18B-2A-1(d)(2), the term of office for the faculty representative will be two years. The faculty representative is eligible to succeed himself or herself for three additional terms, not to exceed a total of eight consecutive years.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.

- c. No person shall serve as both a Senator from an academic unit and the BOG representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year. The election of the representative will occur in odd-numbered years. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Executive Committee.

Section 6. Two members of the student body of Fairmont State University serve as members-at-large in the Faculty Senate.

- a. Student members shall be selected by the entire student body in a manner determined by Student Government. Such selection shall occur at the first meeting of the Student Government for the current academic year. The term of office for student members shall be one academic year.
- b. To be eligible to serve in the Faculty Senate a student must be a full-time student. The student must have an overall grade point average of at least two and two tenths (2.2) at the time of election.
- c. No student shall be eligible to serve on the Executive Committee.
- d. A vacancy in an unexpired student term shall be filled by Student Government.

Section 7. Any duly elected member of the Senate who is temporarily appointed to an acting administrative position should not be removed from Senate membership unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, that member shall resign the Executive Committee position and a replacement member shall be appointed by the Senate President.

ARTICLE III. Officers

Section 1. The Senate shall biennially elect a President. The President of the Senate may not serve more than two consecutive terms in office. The Senate shall annually elect the following officers: Vice President, Secretary, a Webmaster, and two at-large members of the Executive Committee. These officers may not serve more than three consecutive one-year terms. The Senate shall biennially elect a treasurer, who may serve no more than two consecutive two-year terms.

Section 2. The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, distribute the Senate agenda, and serve as ex-officio member of all Faculty Senate committees.

- a. The President may select a Parliamentarian from the full-time faculty to serve during that term of office, but such Parliamentarian shall not vote in the Senate unless the Parliamentarian is also a Senator.
- b. The President, or appointee(s), shall provide orientation for all newly elected members of the Senate.

Section 3. If the President of the Senate shall resign or for any reason be removed from the office during an academic year, the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President.

- a. The new president shall complete the term of the previous president.
- b. If the new president presides at the entirety of two or fewer regular meetings of the Senate, they shall be eligible for re-election twice. Otherwise, they shall be eligible for re-election to the office of the president only once.

Section 4. The Vice President of the Senate shall preside in the absence of the President and shall serve as a member of the Executive Committee of the Senate.

Section 5. The Secretary of the Senate shall record the proceedings of each meeting of the Senate and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty.

Section 6. The Webmaster shall maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member. The Webmaster shall also maintain appropriate files for retaining Senate records.

ARTICLE IV. Meetings

Section 1. Regular meetings of the Senate shall be held monthly at times to be decided by the Senate Executive Committee.

Section 2. Special meetings may be called by the President of the Senate, the President of the University, or upon the written petition to the President of the Senate by any five Senators or any twenty members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each Senator at least forty-eight hours in advance of each meeting.

ARTICLE V. Amendments

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate followed by the approval of a two-thirds (2/3) vote of the Faculty members present at a General Faculty meeting. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.

Addenda

In the event that any provision of this Constitution shall conflict with the Policies of the Fairmont State Board of Governors, such BOG Policies shall govern.

Unless otherwise provided in this Constitution, all proceedings shall be governed by Robert's Rules of Order.