

The Citadel

Charter of the Faculty Senate

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I. Preamble

The purpose of the Faculty Senate of The Citadel is to serve as the representative body of the Faculty for College governance, including all academic policies and procedures. The Faculty Senate is a mechanism that allows effective faculty participation in institutional development to support the mission of The Citadel “to educate and develop our students to become principled leaders in all walks of life by instilling the core values of The Citadel in a disciplined and intellectually challenging environment.” The Faculty Senate therefore creates, maintains, and protects an environment that is conducive to the growth of teaching, scholarship, and service. The Faculty Senate is a forum for communication, discussion, review, and consideration of initiatives and proposals in any area of policy or other matter that affects the college as a whole; it is an autonomous body that reports to the Provost and represents the collective views of the faculty to the administration and the community.

II. Procedure for Ratification and Transition

A) Ratification of the Charter of the Faculty Senate.

The Charter of the Faculty Senate shall be ratified and the Faculty Senate will begin serving as the representative body of the Faculty in college governance upon approval by majority vote of the Faculty Council, the Academic Board, and the Faculty.

B) Transition

Until the appropriate changes in the College Regulations are approved by the Board of Visitors, the Provost may call a special meeting of the Faculty Council, Academic Board or Graduate Council as defined in the 2013 Faculty Manual if necessary to fulfill any duties ascribed to the Faculty Senate by this Charter that require timely action and that the College Regulations specify as the responsibility of those specific bodies. Faculty Council will conduct the initial election for the Chair of the Faculty Senate.

III. Duties, Powers, and Responsibilities of the Faculty Senate

A) Faculty Senate serves as the representative body of the Faculty for College governance and speaks as the collective voice of the faculty. Its duties, powers and responsibilities include decisions and recommendations regarding the following:

- 1) College tenure and promotion process.
- 2) Coordination of academic programs across the various units.
- 3) Approval of curriculum proposals.
- 4) Establishment and evaluation of the core curriculum requirements common to each program.
- 5) Reviewing the Faculty Manual according to the schedule in College Regulations and recommending changes to the Provost of the College.

- B) Meetings of the Faculty Senate.
 - 1) The Faculty Senate shall approve the times, places and dates of its regular meetings by resolution at the recommendation of the Chair.
 - 2) The initial meeting of the Faculty Senate after the ratification of these policies and procedures will be on the third Tuesday of the month at 11:00 AM.
 - 3) All meetings of the Faculty Senate shall be open to the public.
 - 4) The quorum for a vote of the Faculty Senate shall be a majority of all Senators.
 - 5) Senators who are unable to attend a meeting may send as a substitute a member of the Faculty qualified to represent their department, school or program. A written proxy must be provided. Any exception must be approved by the Senate.
- C) Standing Committees of the Faculty and Committees of the Faculty Senate.
 - 1) The standing committees of the Faculty report to the Faculty Senate.
 - 2) The Faculty Senate may create new standing committees of the Faculty or dissolve existing standing committees. Any change in the charter of a standing committee of the Faculty must be approved by the Faculty Senate.
 - 3) The Executive Committee of the Faculty Senate shall include the chair, the vice chair, the recording secretary, and the immediate past chair and is responsible for preparing the agenda for regular meetings of the Faculty Senate and publishing meeting minutes.
 - 4) The Faculty Senate may create additional committees of the Faculty Senate.
 - 5) The Faculty Senate may from time to time create *ad hoc* committees made up of Senators or other members of the Faculty.
 - 6) Notwithstanding 1) and 2) above, nothing in section C) shall apply to committees peculiar to specific schools or departments or standing or *ad hoc* committees created by the administration that may include members of the faculty.

IV. Membership of the Faculty Senate.

- A) Qualification of Senators.
 - 1) Voting Senators must be tenured members of the teaching faculty as defined by the Faculty Manual.
 - 2) Notwithstanding subsection 1) above, any exception deemed necessary to provide representation for a n department, school, or program shall require approval of the Faculty Senate.
- B) The Faculty Senate shall determine the most effective manner of allocating seats and will review the allocations as necessary to ensure broad representation of the academic departments, schools, and programs. The following will be represented:
 - 1) Biology
 - 2) Business
 - 3) Chemistry
 - 4) Civil and Environmental Engineering
 - 5) Criminal Justice

- 6) Education
- 7) Electrical and Computer Engineering
- 8) Engineering Leadership and Program Management
- 9) English
- 10) Health, Exercise, and Sport Science
- 11) History
- 12) Leadership Studies
- 13) Library
- 14) Mathematics and Computer Science
- 15) Mechanical Engineering
- 16) Modern Languages, Literatures, and Cultures
- 17) Physics
- 18) Political Science
- 19) Psychology
- 20) Department of Military Science
- 21) Department of Naval Science
- 22) Department of Aerospace Studies

C) Elected Senators.

The Faculty in each represented academic department, school or program shall elect one or more Senators based on the number of faculty eligible to vote for Senator in the represented department, school or program:

- 1) 2-12 members – one elected Senator
- 2) 13-24 members – two elected Senators.
- 3) 25 or more members – three elected Senators.
- 4) The Faculty of the Department of Military Science, Department of Naval Science, and the Department of Aerospace Studies are not represented by elected Senators.
- 5) All tenured, tenure-track, and full time non-tenure track faculty with appointments of one year or more are eligible to vote for Senator.
- 6) A member of the Faculty with a joint appointment shall choose only one represented academic department, school or program in which the joint appointment is held for the purpose of eligibility to vote and serve as Senator as well as be counted for purposes of determining the number of elected Senators, subject to the approval of the Faculty Senate.

D) Appointed Senators.

The department head, dean or director of each represented academic department, school, or program will appoint one Senator.

- 1) Department heads and directors may appoint themselves.
- 2) The dean of a school is not eligible to serve as Senator.

E) Associate Provosts shall serve as ex officio, non-voting Senators.

F) Terms of Office

- 1) Appointed Senators may serve no more than six full consecutive two-year terms. However, for the first year after this Charter, all appointed Senators will serve a one-year term.

- 2) Elected Senators may serve no more than three full consecutive two-year terms. However, to provide for staggered terms, any academic department or school electing two or more Senators shall elect at least one to a one-year term for the first year after the ratification of this Charter. An elected Senator initially serving a one-year term shall be eligible for an additional three consecutive two-year terms.
- 3) If an appointed or elected Senator is unable to complete the term of office, the represented school, department, or program shall appoint or elect a Senator to complete the remainder of the unfinished term.

V. Officers of the Faculty Senate.

A) The Chair of the Faculty Senate

- 1) The Chair shall be elected at large by members of the faculty eligible to vote for Senator. Any tenured member of the faculty eligible to vote for Senator is eligible to serve as Chair.
- 2) The term of office of the Chair shall be two years, and the Chair may serve no more than two consecutive terms.
- 3) The election of the Chair shall be conducted by the Faculty Senate. The ballot shall be an electronic secret ballot. Any candidate with a plurality of the votes cast shall be declared the winner.

B) Duties of the Chair of the Faculty Senate.

- 1) Preside over meetings of the Faculty Senate.
- 2) Serve as a member of the President's Senior Cabinet
- 3) The outgoing Chair shall serve as an ex-officio non-voting Senator for the year immediately following the completion of service in the office.
- 4) The Chair may call a general meeting of the Faculty when deemed appropriate. The Chair must call a general meeting of the Faculty if directed by resolution of the Faculty Senate, a written request from the Provost of the College, or by petition by twenty percent of members of the Faculty eligible to vote for Senator. All such resolutions, requests, or petitions must include an agenda for the meeting.
- 5) The Chair may call a special meeting of the Faculty Senate when deemed appropriate. The Chair must call a special meeting of the Faculty Senate at the request of the Provost of the College or upon petition by at least ten Senators. All such requests or petitions must include an agenda for the special meeting.

C) Vice Chair of the Faculty Senate

- 1) The Vice Chair is elected annually from the membership of the Senate, fulfills the duties of the Chair when the Chair is temporarily absent and replaces the Chair for the remainder of the Chair's term should the Chair be unable to complete the full term of office.

D) Recording Secretary of the Faculty Senate

- 1) The Recording Secretary is elected annually from the Senate membership and is responsible for preparing the minutes of regular and special meetings of the Faculty Senate, the Executive Committee of the Faculty Senate, and general meetings of the Faculty.

VI. Amendments to the Charter of the Faculty Senate

- A) The Faculty Senate may amend its Charter by majority vote at two consecutive meetings. Specific language for any proposed change must be included with the agenda for the meetings.