

1 WEST VIRGINIA UNIVERSITY

2
3 FACULTY CONSTITUTION

4
5 Preamble

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7 Traditions of the academic community in general and of West Virginia University in particular demand
8 that the faculties of the colleges, schools, and divisional campuses of West Virginia University
9 participate fully in the governance of the University. It is recognized that legal authority to guide and
10 regulate the University is vested by the West Virginia Legislature in the Higher Education Policy
11 Commission and the Board of Governors through the President of the University. Campus Provosts at
12 Potomac State College of WVU and the WVU Institute of Technology report to the President of the
13 University through the Provost and Vice President for Academic Affairs. It is recognized that the
14 faculties of the divisional campuses of WVU will pursue their own governance as needed, consistent
15 with University policies and practices, but will be represented in the Faculty Senate. It is further
16 recognized that as a corollary of academic freedom, the faculty has a responsibility for guiding the
17 academic pursuits of the University as well as for guiding the academic pursuits of each campus,
18 college, school, or their equivalent in the University. The University faculty acknowledges
19 responsibility to communicate its views on matters bearing upon the academic program to those
20 exercising legal authority over the institution. To that end, this Constitution is established to facilitate a
21 meaningful flow of information and to further understanding among the faculty, administration,
22 students, and staff; and to assist the President and the governing and policy boards in developing
23 University policy.

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25 Article I
26 The University Assembly

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28 1. Composition

- 29
30 a. The University Assembly shall include those faculty employed full time by West Virginia
31 University, those who report to an academic Dean, and those who perform activities responsive to
32 the academic obligation of the University. Voting members of the University Assembly shall
33 include:
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35 • All tenured and tenure-track faculty with the title of Instructor and above;
36 • Librarian-track faculty;
37 • Clinical-track faculty;
38 • Non-tenure-track faculty with titles bearing the prefix of “Teaching,” “Research,” or
39 “Clinical,” with the title of Lecturer and above; and
40 • Faculty equivalents or academic professionals (FEAPS) who are in academic units.
41
42 b. Fully retired faculty shall be represented in the University Assembly by a University-recognized
43 committee of retired faculty. Two representatives of this committee of retired faculty who are
44 former full-time WVU faculty members shall be voting members of the University Assembly. No

45 other retired faculty members are considered voting members of the University Assembly, and
46 these other retired faculty shall not be included for purposes of determining quorum.

47 48 2. Functions

- 49
- 50 a. The voting members of the University Assembly shall elect Senators to represent constituent
51 groups as provided in this Constitution.
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 - 53 b. Members of the University Assembly may express, by formal resolution, their opinion on any
54 question relating to policy or administration of the University.
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 - 56 c. Any action of the Senate must be reconsidered by that body, if within three weeks after
57 distribution of the minutes reporting such action, petitions submitted by at least five percent (5 %)
58 of the voting members of the University Assembly and stating reasons for objection to the Senate
59 action are filed with the Faculty Secretary. If the Senate reaffirms the action so challenged, the
60 issue must be submitted, along with appropriate documents summarizing the opposing views, to
61 the University Assembly. The majority of ballots received by the Faculty Secretary by a specified
62 deadline will decide the issue.

63 64 3. Regular Meetings

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66 The University Assembly shall hold one regular meeting during each academic year (typically on the
67 second Monday of October) at which time the President shall report in detail on the state of the
68 University. The President may make such recommendations to the University Assembly and call such
69 problems to their attention as the President deems pertinent to its responsibility as a faculty. There shall
70 be free discussion of any subject relating to the policy or administration of the University until such
71 time as a majority of the voting members present pass a motion to limit discussion.

72 73 4. Special Meetings

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75 Special meetings of the University Assembly may be called by the President of the University or the
76 Faculty Senate Chair or by petition to the Faculty Senate Office of five percent (5 %) of the voting
77 members of the University Assembly.

78 79 5. Presiding Officer

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81 The Chair of the Faculty Senate shall serve as the Chair of Faculty and shall preside over the University
82 Assembly. In his/her absence, the Faculty Senate Chair-Elect shall preside.

83 84 6. Parliamentarian

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86 The Senate Parliamentarian shall serve as the Parliamentarian of the University Assembly.

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88 7. Notice of Meetings

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90 Except in case of an emergency, the Faculty Senate Office shall notify members of the University
91 Assembly at least seven (7) calendar days in advance of the date of a regular or special meeting.
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93 8. Procedural Rules

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95 Meetings of the University Assembly shall be conducted according to Robert's Rules of Order. A
96 quorum for purposes of passing binding motions and resolutions shall be twenty-five percent (25 %) of
97 voting members of the University Assembly, participating at locations designated by the Executive
98 Committee, and linked by electronic media through which participants can hear each other and be heard
99 if recognized. The Faculty Senate Office and Faculty Secretary, in co-operation with the Provost's
100 office, shall be responsible for monitoring credentials of participants at each University Assembly to
101 insure the validity of any actions taken therein.
102

103 **Article II**
104 **The Faculty Senate**

105
106 1. Composition

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108 A constituency for the purposes of this Constitution is defined as an academic unit reporting directly to
109 the WVU Morgantown campus, including divisional or satellite campuses. The basic criterion for a
110 constituency is that it shall be under the direction of an administrative officer who is directly
111 responsible to the WVU Provost and Vice President for Academic Affairs or WVU Vice President &
112 Executive Dean for Health Sciences. Any group seeking status as a separate constituency shall present a
113 petition signed by twenty-five percent (25 %) of its members to the Committee on Committees,
114 Membership and Constituencies. That Committee shall review that petition and shall within six (6)
115 months recommend to the Senate whether the new constituency should be recognized. The affirmation
116 of a new constituency shall be by not less than two-thirds of the members of the Senate, present and
117 voting.
118

119 2. Review of Constituencies

120
121 The Committee on Committees, Membership and Constituencies shall, every three years, review the
122 constituencies then electing members to the Senate. If the committee finds that a constituency is no
123 longer under the direction of an academic officer who is directly responsible to the WVU Provost and
124 Vice President for Academic Affairs or WVU Vice President & Executive Dean for Health Sciences,
125 the Committee shall recommend to the Senate that that constituency be abolished, possibly to be
126 incorporated into another constituency. The abolition of a constituency shall be by not less than two-
127 thirds of the members of the Senate, present and voting.
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129 3. Representation

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131 There shall be at least one elected Senate member from each constituency as designated above.

132 The number of Senators elected from each constituency shall be based upon one elected Senator for
133 each twenty (20) or fraction of twenty (20) members of the University Assembly who are responsible to
134 that particular constituent administrative unit.

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136 4. Role of Senators

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138 Senators must be committed to the importance of faculty governance. As elected representatives of
139 faculty, the Senator's role is to represent the interests of his/her constituency and to communicate those
140 interests to the Senate. Senators also have a responsibility to inform their constituents of Senate
141 activities and decisions and provide for a meaningful flow of information as called for in the Preamble
142 of this constitution. Senators must be prepared to take a leadership role in carrying out the functions of
143 the Senate.

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145 5. Functions

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147 The Senate shall have authority, as the recognized body representing faculty, to recommend general
148 policies to the President and the governing and policy boards with regard to:

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150 a. Objectives and academic standards for the University, its divisional campuses, and its
151 components;

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153 b. Addition, modification, and deletion of all academic programs, curricula, and courses; especially
154 with regard to those affecting more than one college, school, or other academic division; the
155 common course numbering system requires that course offerings on all campuses be coordinated
156 through committees of the WVU Faculty Senate;

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158 c. The organizational structure of the University with reference to academic matters;

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160 d. Admissions, transfers, scholastic achievement and graduation requirements of the University;

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162 e. Responsibilities, rights and duties of faculty members, such as standards of appointments and
163 conduct, criteria for tenure and promotion, retirement, academic freedom, salary, and the nature
164 and conditions of their work and all matters of faculty welfare;

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166 f. Student life, such as standards of conduct, discipline, health, living conditions, organizations,
167 publications, financial aid, and student participation in extracurricular activities and athletics;

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169 g. University convocations, lectures, entertainment, publications, and radio and television
170 broadcasts;

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172 h. The academic calendar and the scheduling of classes;

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174 i. The operation and administration of the libraries;

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176 j. Equipment and physical facilities;

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k. Academic recognition, including honorary degrees – subject, when relevant, to policies and procedures adopted on each of the respective divisional campuses. Procedure: There will be two parts to the discussion of candidates in the Closed Session before a vote. First, the representative of the nominating committee would stand for questions and discussion. Then the nominating committee member shall leave while the Senate discusses the nominees in a Closed Session with only the Senators and Faculty Secretary present. The vote shall be a confidential written ballot.

l. Such other matters as shall be referred to it for study and recommendation.

6. Election of Senators

The Faculty Senate Office with oversight from the Faculty Secretary shall be responsible for the conduct of Senate elections.

- a. The Faculty Senate Office shall advise members of each constituency which has an upcoming vacancy or vacancies of their opportunity to nominate candidates not later than February 1st. Candidates for a position on the Faculty Senate may be nominated by one or more colleagues or may be self-nominated. Candidates may write a paragraph of their interests and qualifications to be distributed by the Faculty Senate Office with the election materials if they so desire.
- b. On all campuses, elected Senators for each constituency shall be chosen from those nominated under Paragraph a by mail or electronic ballot by the voting members of that constituency, no later than March 15th.
- c. Two representatives elected by the governing board of a University recognized committee of retired faculty will serve as Senators to represent retired faculty in the Senate. Typically, those elected would be the Chair and Chair-Elect of the committee of retired faculty. Faculty in phased retirement shall be represented by Senators from their respective constituencies.

7. Continuity

Approximately one-third of the elected Senate members shall be elected each year from each constituency where there is more than one representative. At the first election, which shall be conducted by the existing Senate Executive Committee, one third plus whatever fraction is necessary to round off to a whole number shall be elected for a term of one year; another one third plus the fraction necessary to round off to a whole number shall be elected for a term of two years and the remainder shall be elected for three years except where there are only two representatives, these shall be elected for two and three year terms; and where there is only one representative, he/she shall be elected for a three year term.

8. Term of Senators

The term of a Senator shall begin on July 1st of the year in which he/she is elected and end on June 30th of the third year of service. Elected members of the Faculty Senate shall normally serve for a term of

222 three years and until successors have been elected and have taken office. They shall be eligible to serve
223 two consecutive full terms but shall then be ineligible for re-election until a period of one year has
224 elapsed. The Committee on Membership and Constituencies may recommend that some Senators be
225 elected for terms of one or two years in order that, as nearly as possible, an equal number of
226 representatives will be elected annually within a constituency. Senators who have served five or more
227 years of the previous six years without a one year break in service shall be ineligible for re-election
228 until a period of one year has elapsed. This could occur as a result of serving a full term and being
229 elected to a shortened term or named to fill a vacancy.

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231 9. Vacancies

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233 Should a vacancy occur, the nominee of that constituency with the next highest vote in the most recent
234 election shall be named to serve the remainder of the unexpired term.

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236 10. Senate Meetings

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238 The Senate shall meet regularly no less than once per month, except in July and August, at a time and
239 place which it shall establish. Special meetings of the Senate may be held upon call of the Faculty
240 Senate Chair, or upon written request of ten percent (10 %) of all Senators. An emergency meeting may
241 be called only on petition of at least twenty-five (25) Senators, by the Faculty Senate Chair, or by the
242 President of the University.

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244 Except in the case of an emergency meeting, the Faculty Senate Office shall notify Senators of any
245 meetings at least seven (7) calendar days in advance of the date of any such meeting. In case of an
246 emergency, the Faculty Senate Office shall take all necessary means to notify the members of the
247 Senate in advance of such an emergency meeting.

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249 11. Presiding Officer

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251 The Faculty Senate Chair shall preside over the Senate. In the absence of the Chair, the Chair-Elect
252 shall preside.

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254 12. Parliamentarians

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256 There shall be one or more Parliamentarian(s) appointed annually by the Senate Executive Committee
257 with the consent of the Senate. The Parliamentarians are not required to be members of the Senate, but
258 any Senator appointed as Parliamentarian shall not lose his or her right to participate and vote in Senate
259 proceedings. The Parliamentarian(s) shall assume office July 1st of each year. The duties and
260 responsibilities of the Parliamentarian(s) are to advise on the application of the rules of order to the
261 proceedings of the Senate; to advise committees and committee chairs with regard to procedural
262 questions or rules of order; to advise the Senate, or any of its officers or members, with regard to
263 interpretation of the Constitution, rules, or policies of the Senate; and to perform such other functions as
264 may be designated by the Chair of the Senate. In the absence of the appointed Parliamentarian(s) the
265 Chair-Elect will fill that role. One or more of the Parliamentarians shall serve as a non-voting advisor to
266 the Senate Executive Committee.

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13. Quorum

At any regular, special, or emergency meeting of the Senate, forty percent (40 %) of the elected Senators shall constitute a quorum.

14. Observers

All Senate meetings are open meetings except those portions of meetings in which the Senate can go into Executive session to discuss matters of a sensitive or confidential nature. Any member of the University Assembly or University community may be present at Senate meetings as an observer. Any observer present at a meeting of the Senate may address the Senate upon being recognized by a Senator.

15. Attendance

All Senators shall be expected to attend regularly the meetings of the Senate. There shall be a roll taken at each meeting and published in the minutes. A matrix of Senators vs. meetings attended for the previous year and the current year shall be distributed with the call for nominations of candidates for Senate. This matrix also will be provided with the Senate election ballot each year. The matrix shall be cumulative over the Senate year, July through June.

16. Rules of Procedure

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the Constitution and/or special rules of order that the Senate may adopt.

The Senate shall have the authority to adopt, implement, and modify any policies, procedures, rules, etc. which are not inconsistent with this Constitution in order to carry forth any of the provisions contained herein, and to provide for the most effective operations of the University Assembly, the Senate, Senate Committees, and any related bodies.

Article III Committees

1. Creation and Classification

The Senate shall have the power to establish committees to carry out its functions. Certain committees created by this constitution may only be established or abolished by constitutional amendment.

2. Executive Committee

The Executive Committee is a constitutional committee composed of the Faculty Chair who shall be its chair, the Faculty Secretary who shall be its secretary, Faculty Chair-Elect, the immediate past Chair,

312 the faculty representative to the University governing board elected from either the extension service or
313 the health sciences, and seven elected members who shall be chosen by the Senate. All are voting
314 members. The seven elected members must be Faculty Senators when they stand for election to the
315 Executive Committee, but may serve on the Committee the year following the end of their Senate term.
316 The seven members shall serve terms of one year, and may stand for reelection to the Executive
317 Committee as long as they remain Faculty Senators. No more than one Senator may be elected to the
318 Executive Committee from any one constituency. The President of the University, the Provost and Vice
319 President for Academic Affairs, the Vice President & Executive Dean for Health Sciences, and the
320 Faculty Senate Representative to State Government, if he/she is not an elected member of the Executive
321 Committee, shall be ex-officio voting members. The chairs of two standing Faculty Senate committees
322 primarily involved in curriculum decisions shall be ex-officio voting members. It shall be the duty of
323 the Executive Committee to:

- 324
- 325 a. Carry out executive functions, including but not limited to:
 - 326
 - 327 i. Accept, review, advise, recommend, and initiate reports, policies, and issues relating to the
 - 328 functions set forth in Article II, Section 5;
 - 329
 - 330 ii. Serve as a channel through which any member of the University Assembly may introduce
 - 331 matters for consideration by the Senate;
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 - 333 iii. Assist in carrying into effect the rules, regulations, and actions of the Senate;
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 - 335 iv. Appoint the Faculty Secretary subject to confirmation by the Senate;
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 - 337 v. Appoint the Faculty Senate Representative to State Government, subject to confirmation by
 - 338 the Senate;
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 - 340 vi. Appoint both standing and special committees of the Senate and the chairs thereof with such
 - 341 appointments subject to confirmation by the Senate, and to maintain liaison with these
 - 342 committees to insure the expeditious fulfillment of charges to the various committees, and to
 - 343 make appointments to other entities as appropriate;
 - 344
 - 345 vii. Prepare and submit reports on the work of the Senate to the University, to the President, and
 - 346 to the University Assembly; and
 - 347
 - 348 viii. Prepare the agenda for Senate meetings including a time for the University President, or for
 - 349 his/her designated representative, to address the Senate, provide information or comments,
 - 350 and stand for questions;
 - 351
- 352 b. Act for the Senate in emergencies and report such actions to the Senate; and
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- 354 c. Appoint the members of the University wide Promotion and Tenure Advisory Panel.
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- 356 3. Committee on Committees, Membership and Constituencies

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The Committee on Committees, Membership and Constituencies is a constitutional committee. Its size and membership shall be determined by the Senate Executive Committee subject to the approval of the Senate. It shall be the duty of the Committee on Committees, Membership and Constituencies to:

- a. Annually review and report to the Senate upon the constituencies to be represented within the University Assembly per Article II, Sections 2 and 3, and to recommend such changes as it deems necessary; and
- b. Secure capable committee members and committee chairs who have experience on their respective committees and to achieve a balance between senior and junior faculty members and among the various schools and colleges as much as possible.

4. Standing and Special Committees

The Senate shall establish by resolution such other Standing and Special Committees as it deems necessary. The resolution establishing any committee shall describe the subject matter jurisdiction of the committee and designate a reporting schedule for it. A Standing Committee continues until abolished by the Senate or for a maximum of five (5) years unless expressly renewed by the Senate. A Special Committee expires at the end of one year unless renewed by the Senate. Any committee not specifically designated as a Standing Committee shall be a Special Committee.

5. Committee Personnel

The Chair-Elect of standing and special committees shall be a member of the Senate. The Chair shall be a member of the Senate or have served as Chair-Elect the previous year. A Chair who is not a Senator may address the Senate without having to be recognized by a Senator. Other committee members need not be members of the Senate, but must be members of the University Assembly. Students and non-University persons may be asked to serve on appropriate committees as ex-officio members. The composition of committees and the voting status of ex-officio members will be established by the Committee on Committees, Membership, and Constituencies. Appointment to any committee shall be for one year; members may be reappointed.

Article IV Faculty Chair and Chair-Elect

1. Eligibility

Any full-time member of the University Assembly who is serving or has served in the last three years as a Senator in the WVU Faculty Senate is eligible to be nominated for the position of Chair-Elect and stand before the Senate for election.

2. Duties

- 401 a. The Chair of the Senate shall preside over all meetings of the Senate, its Executive Committee
402 and the University Assembly. The Chair shall serve as an ex-officio voting member of the
403 Committee on Committees, Membership and Constituencies. The Chair shall discharge such other
404 duties as may be necessary to conduct that office.
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- 406 b. In the absence of the Chair, the Chair-Elect shall preside over the Senate, its Executive
407 Committee and the University Assembly. Along with the Chair, the Chair-Elect shall also serve as
408 an ex-officio voting member of the Committee on Committees, Membership and Constituencies.
409
- 410 c. Each Chair of the Senate whose term begins in an odd-numbered year shall serve as a faculty
411 representative to the University governing board for a term of two years. The term on the
412 governing board shall commence on July 1st of the odd-numbered year in which the Senate term
413 begins.
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415 3. Term

416
417 The term of the Chair shall be from July 1st to June 30th.
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419 4. Election

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421 Declared candidates for the Chair-Elect position will be introduced at the March meeting of the Senate.
422 Chair-Elect nominations from the floor also may be made at the March meeting. At the April meeting
423 of the Senate, the Chair-Elect candidates will be given an opportunity to present a brief statement to the
424 Senate. Immediately following the April meeting, the Faculty Senate Office will transmit ballots to all
425 Senators. Ballots, in order to be counted, must be submitted to the Faculty Senate Office by the
426 deadline stated on the ballot, which will be at least seven days after the start of voting. The results of
427 the election will be announced at the May meeting. The Chair-Elect shall serve one year in that capacity
428 and in July of the following year shall assume the duties of the Chair.
429

430 5. Vacancies

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432 If during the term of the Chair or Chair-Elect either of those officers is unable to carry out the function
433 of the Office for more than two months, the Senate shall forthwith elect a new Chair-Elect. If the Chair
434 is the officer unable to discharge his/her duties, the Chair-Elect shall begin immediately to perform
435 those duties, including representation to the University governing board when applicable, and shall
436 continue to discharge them throughout the remainder of the predecessor's unexpired term and the term
437 that would otherwise have followed. If the Chair-Elect is unable to discharge his/her duties, a newly
438 elected Chair-Elect shall immediately perform those duties and shall continue to discharge them
439 throughout the remainder of the predecessor's unexpired term. For vacancies of less than two months,
440 the function of the Chair shall be discharged by the Chair-Elect and the functions of the Chair-Elect will
441 be discontinued. Such short-term vacancies will not alter the terms of either officer.
442

443 6. Administrative Support

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445 The education and research responsibilities of the Faculty Chair shall be reduced to one-fourth (1/4) the
446 normal amount to permit him/her to adequately perform the assigned duties. The education and research
447 responsibilities of the Faculty Chair-Elect shall be reduced to three-fourths (3/4) the normal amount to
448 permit him/her to adequately perform the assigned duties.
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450 **Article V** 451 **Faculty Secretary**

452 453 1. Office

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455 The Senate Executive Committee shall appoint a Faculty Secretary subject to confirmation by the
456 Senate. Each candidate for the position of Faculty Secretary must be a member of the University
457 Assembly. All voting members of the University Assembly shall have the opportunity to apply for the
458 position. The normal term of office shall be three years, but the Faculty Secretary may succeed
459 himself/herself indefinitely. The Faculty Secretary shall take office on July 1st, except when filling an
460 unexpired term.
461

462 2. Duties

463
464 The Faculty Secretary shall perform the following duties:
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- 466 a. Serve as secretary at all meetings of the University Assembly, the Senate, and the Senate
467 Executive Committee;
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469 b. Keep permanent minutes of all of such meetings;
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471 c. Distribute to the University Assembly, agenda for and minutes of, meetings of the University
472 Assembly and the Faculty Senate. (This may be by posting minutes and agenda to the Faculty
473 Senate Web page and e-mailing the appropriate faculty list of the availability on the web site of
474 such minutes or agenda.) As necessary, distribute any other documents or papers needed to keep
475 the University Assembly informed;
- 476
477 d. Keep and maintain the official roster of the University Assembly, determine questions of
478 eligibility for membership in the Assembly, and report the names of Assembly members within
479 each constituency group;
- 480
481 e. Maintain a roll and matrix of attendance at all Senate meetings;
- 482
483 f. Supervise the Faculty Senate Office in the conduct of elections. Determine a calendar of election
484 to adjust redistribution of representatives to the Senate so that an equal number of Senators will be
485 elected annually. Contact faculty members who need to fill vacancies because of Senate
486 resignations.
- 487
488 g. Prepare and defend an annual budget for the Faculty Senate Office;
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490 h. Serve as an ex-officio member of the Executive Committee and the Committee on Committees,
491 Membership and Constituencies; and

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493 i. Supervise the Faculty Senate office staff.

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495 3. Administrative Support

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497 The education and research responsibilities of the Faculty Secretary shall be reduced sufficiently to
498 permit the Faculty Secretary to perform his/her duties adequately not to exceed the equivalent of one-
499 course release per semester. The Faculty Secretary shall be provided with an office and adequate staff
500 for the performance of these duties.

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Article VI Faculty Senate Representative to State Government

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505 1. Office

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507 The Senate Executive Committee shall appoint a Faculty Senate Representative to State Government,
508 subject to confirmation by the Senate. The Faculty Senate Representative to State Government must be
509 a voting member of the University Assembly. Eligible University Assembly members may apply for the
510 position by submitting a statement of interest seven (7) calendar days before the April Senate Executive
511 Committee meeting. The normal term of office shall be one year, but the Faculty Senate Representative
512 to State Government may succeed herself/himself indefinitely. The Faculty Senate Representative to
513 State Government shall take office on July 1st, except when filling an unexpired term.

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515 2. Duties

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517 The Faculty Senate Representative to State Government shall perform the following duties:

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519 a. Represent the entire WVU Faculty as the “West Virginia University” representative to higher
520 education advisory groups established by the West Virginia Legislature. The Legislature may
521 provide divisional or satellite campuses with individual representatives on such advisory groups.
522 These representatives shall be selected by and serve as liaison with their respective campus
523 faculty assemblies;

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525 b. Provide reports on governmental matters related to higher education at all meetings of the Senate
526 and its Executive Committee. As appropriate, urgent governmental issues shall be communicated
527 through digital media to Senate officers, the Executive Committee, or the entire Senate;

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529 c. Aid and assist faculty representatives in reporting to and advising the West Virginia University
530 governing board and administration on issues pertaining to higher education;

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532 d. Serve as a liaison between the legislative branch of state government and WVU faculty;

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534 e. Advocate for the entire University and its faculty with branches of state government; and

535
536 f. Serve as a voting ex-officio member of the Executive Committee.

537
538 3. Administrative Support

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540 The education and research responsibilities of the Faculty Senate Representative to State Government
541 shall be reduced to three-fourths (3/4) the normal amount to permit her/him to adequately perform the
542 assigned duties. The University shall provide the Faculty Senate Representative to State Government
543 with adequate travel funds for the performance of these duties.

544
545 **Article VII**
546 **Representation on the West Virginia University Governing Board**

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548 1. Composition

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550 In recognition that governance of higher education institutions is a responsibility shared by faculty,
551 administrators, and trustees, West Virginia code states that the governing board of the University shall
552 include two faculty representatives. Each representative represents the entire faculty of the whole
553 University.

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555 2. Election

- 556
557 a. One governing board member shall be the Faculty Senate Chair serving a term that begins in an
558 odd-numbered year. Election to this position is described in Article IV, Section 4.
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560 b. A second governing board member shall be elected by the entire Faculty Senate, selected from
561 full-time faculty with the rank of instructor or above, drawn from either the extension service or
562 the health sciences. To be eligible to serve, the faculty member must have at least 60% of his or
563 her time assigned to either extension or health sciences.
- 564
565 c. Declared candidates for the governing board member from extension service or health sciences
566 will be introduced at the April Faculty Senate meeting in each even calendar year. Nominations
567 from the floor may be made by any member of the University Assembly at that meeting, or
568 through submission of a nomination to the Faculty Senate Office no later than seven calendar days
569 prior to the next meeting of the Faculty Senate in May. At the May meeting, the governing board
570 member candidates will be given an opportunity to present a brief statement to the Senate. The
571 Faculty Senate Office will transmit ballots to all Senators immediately following the May
572 meeting. Ballots, in order to be counted, must be submitted to the Faculty Senate Office by the
573 deadline stated on the ballot, which will be at least seven days after the start of voting. The results
574 of the election will be announced at the June Senate meeting.

575
576 3. Terms

- 577
578 a. Terms for both governing board members shall last two years. Terms of the two representatives
579 shall be staggered to assure continuity in faculty membership on the governing board.

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- b. The term on the University governing board for Senate Chairs whose terms begin in an odd-numbered year shall begin on the same day the term of the Chair begins (July 1st) and end on 30th June, two years thereafter.
- c. The term for the University governing board Faculty representative from either the extension service or the health sciences shall begin on July 1st of an even-numbered year and end on June 30th, two years thereafter.

4. Vacancies

- a. If the Faculty Senate Chair elected to a term that begins in an odd-numbered year is unable or unwilling to complete the full two-year term as governing board representative for any reason, then succession to fill the remainder of the two-year term on the governing board position shall pass in the same manner as the Faculty Senate Chair position, as discussed in Article IV, Section 5.
- b. If the faculty representative chosen from either extension service or health sciences is unable to serve on the governing board for a full two-year term, then a new election to complete the remainder of the two-year board representative term shall be held by the Faculty Senate.

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Article VIII
Impeachment of Officers

Any officer of the Faculty Senate, including Chair, Chair-Elect, Faculty Secretary, and Faculty Senate Representative to State Government; any committee chair; or any university governing board member elected by the Faculty Senate can be removed by a vote for removal by at least sixty percent (60 %) of the entire Faculty Senate membership.

A vote for removal from office can only be made if a motion to impeach has been presented to Faculty Senate at least seven (7) calendar days prior to the vote on the impeachment motion. The impeachment motion must either be included in the Faculty Senate meeting agenda or introduced by a Senator through formal notification of the whole Senate through the Faculty Senate Office.

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Article IX
Amending Procedure

1. Proposing Amendments

Amendments to this Constitution shall first be approved by the Senate and then submitted to the University Assembly. Any member of the University Assembly may submit a suggested amendment in writing to the Senate by filing it with the Faculty Senate Office. The Senate shall act either to approve

623 or reject the proposed amendment no later than the third meeting following such filings. Approval of
624 any amendment shall require a two-thirds (2/3) vote of the Senators present and voting in order to
625 submit the amendment to the University Assembly.

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627 **2. Publicizing Proposed Amendments**

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629 Any amendment approved by the Senate shall be distributed to every member of the University
630 Assembly at least two weeks before a meeting of the University Assembly by campus mail or by email.
631 The amendment also shall be made available on the faculty senate web site.

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633 **3. Discussion of Amendments**

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635 Opportunity for debate at a regular or special meeting of the University Assembly shall be provided for
636 every amendment approved by the Senate.

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638 **4. Ratification of Amendments**

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640 Within one week following the meeting of the University Assembly, ballots shall be prepared by the
641 Faculty Senate Office and distributed by postal mail or electronically to all voting members of the
642 University Assembly. Voters shall submit their ballots to the Faculty Senate Office within one week of
643 the original date of distribution. Ratification of a proposed amendment shall require a two-thirds
644 majority of those responding to the vote.

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646 **5. Effective Date of Amendments:**

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648 New amendments shall be effective immediately upon ratification.

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650 This Constitution became effective October 28, 2016.

651
652 **Amendments:**
653 **Amendments to date**

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655 A major rewrite of the West Virginia University Faculty Constitution took place over the 1999-2000-
656 2001-2002 school years. The rewritten Constitution was passed by the WVU Faculty Senate on
657 September 9th, 2002 and by the WVU Faculty Assembly on October 14th, 2002. It became effective July
658 1st, 2003.

659
660 Revision of the West Virginia University Faculty Constitution took place over the 2009-2010 and 2010-
661 2011 academic years. The revised constitution was approved by the WVU Faculty Senate on April 12th,
662 2010. It was presented to the WVU University Assembly on October 11th, 2010 and was approved in
663 mail balloting that was counted on November 3rd, 2010.

664
665 An amendment to Article VII that pertained to the schedule for the election of the extension
666 service/health sciences faculty representative on the WVU Board of Governors was approved at the
667 May 13, 2013 meeting of the Faculty Senate. The amendment was presented to the WVU University

668 Assembly on October 7, 2013 and was approved in on-line balloting that was counted on October 29,
669 2013.

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671 Revision of the West Virginia University Faculty Constitution took place over the 2015-2016 and 2016-
672 2017 academic years. The revised constitution was approved by the WVU Faculty Senate on June 13,
673 2016. It was presented to the WVU University Assembly on October 10, 2016 and was approved in on-
674 line balloting that was counted on October 28, 2016.

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