

**PROCEDURES AND RULES
COMMITTEE OF RETIRED FACULTY**

Article I

Name

The name of the committee is the Committee of Retired Faculty (CRF). The Committee of Retired Faculty is an on-going, ad hoc committee of the WVU Faculty Senate serving as representative of and advocating for retired faculty in the shared governance of the University.

Article II

Charge

The charge (1990/2015) to the Committee is as follows:

- To consider roles and stipends of retired faculty in graduate, undergraduate and extension/continuing education.
- To maintain a current list of retired faculty including names, postal and email addresses, telephone numbers, spouses, and widows/widowers;
- To provide representatives to committees, councils, boards, and panels where their experience or retiree status can most benefit the university.
- To research and recommend alternative retirement options including those presently available in the University and also recommend to the Senate all other relevant matters regarding retired faculty.
- To maintain communications with WVU retired faculty and elicit feedback on issues relevant to their welfare and university standing;
- To examine avenues of research support and scholarship of retired faculty in all areas of the University;
- To provide institutional memory of WVU history;
- To provide recommendations to the Faculty Senate on matters pertaining to retired faculty;
- To recommend two members of the Committee of Retired Faculty as voting members of the Senate and faculty welfare committee;
- To be an advocate for issues affecting retired faculty;
- To conduct monthly programs on topics of interest to retired faculty, their families and other interested individuals.

Article III

Calendar

The annual calendar of the Committee will begin on July 1 and end on June 30 of the following calendar year.

Article IV

Committee Structure

Section 1. Composition

The Committee consists of seven retired University faculty, from diverse schools and colleges, and five ex-officio members or designees from the following areas: the Office of the President, the Office of the Vice President for Human Resources, the WVU Foundation, Village at Heritage Point, and the West Virginia University Retirees Association.

Section 2. Election and Terms of Office

The members of the Committee shall serve three-year appointments with an option to continue based on mutual agreement. Initial terms will be staggered: Three-3-year; three-2-year; and one-1-year terms. New committee members will be subject to approval of the Committee.

The option to continue serving on the Committee will be determined by an annual March 15 commitment letter of interest in renewal or resignation with continued membership subject to annual review. A response to the committee letter will be due no later than 30 days following the receipt of the letter of interest.

The eligibility criteria for selection: A Retired WVU Faculty member who is familiar with University governance, interest in retirement issues, knowledge of community, and issues related to service on other retiree organizations in the community.

Section 3. Vacancies on the Committee

Vacancies shall be filled as quickly as possible by the Committee with the names of at least two candidates. Appointees will serve until the expiration of the term. Committee members are expected to attend the majority of Committee meetings. A Committee member not fulfilling this requirement shall be replaced by the remaining members. The person elected to fill such a vacancy will serve for the remainder of the term.

Section 4. Chairs, Officers and Duties

The committee will be a working body. The mode of operation is discussion and consensus. Officers serve a term of one year unless otherwise noted. There are no term limits.

- Chair
 - Prepares the monthly meeting agenda and chairs the Committee meeting
 - Signs official correspondence
 - Represents the Committee at various functions

- Chair-Elect
 - Notifies the WVU Foundation/WVU Human Resources of any changes to the membership of retired faculty

- Acts as the contact person for the Athletic Department, the Division of Human Resources, the WVU Retirees Association, and the Student Recreation Center.
- Maintains a record of Committee meetings and activities.

- Faculty Senators
 - Two members will represent the Committee of Retired Faculty at Senate meetings.
These representatives will prepare the annual Senate Committee Report for adoption and provide a copy to the Faculty Senate.

- Senate Welfare Committee
 - Two members will represent the Committee of Retired Faculty on the Senate Welfare Committee as ex-officio members. The Senate representatives and the Welfare committee representatives may share these roles.

One of these members will maintain and update the Retired and Senior Faculty Handbook

- Program Coordinator
 - Serves a two-year term
 - Arranges monthly and special event programs and venues.
 - The CRF presents speakers' programs each month on topics and issues of importance to retired faculty and their families.
 - When appropriate assigns speakers/duties to Board members and monitors dates, topics, etc.
 - Sends requested columns and program information for the quarterly newsletter to the ex-officio member from the WVU Foundation.

Section 5. Meetings

The Committee shall meet monthly. Meetings may be called at any time by the Chair or any other three members. At least five working days' notice of any meeting shall be given.

Article V

Revision of the Bylaws

These bylaws may be amended, altered, or replaced, and new bylaws will be authorized by Committee at any regular or special meeting at which a quorum is present by a vote of two-thirds of the members present.

Bylaws adopted: October 16, 2015

Bylaws revised: November 20, 2015

Bylaws revised: June 17, 2016

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APPENDIX I

Faculty Senate Constitution Amended June 13, 2016

The Chair and Chair-Elect of a University-recognized committee of retired faculty, having been elected by the governing board of that committee, will serve as Senators to represent retired faculty in the Senate. 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.