

1 WEST VIRGINIA UNIVERSITY

2
3 FACULTY CONSTITUTION

4
5 Preamble

6
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

27
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.

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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.

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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.

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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.

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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.

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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 Chancellor for
112 Health Sciences. Any group seeking status as a separate constituency shall present a petition signed by
113 twenty-five percent (25 %) of its members to the Committee on Committees, Membership and
114 Constituencies. That Committee shall review that petition and shall within six (6) months recommend
115 to the Senate whether the new constituency should be recognized. The affirmation of a new
116 constituency shall be by not less than two-thirds of the members of the Senate, present and voting.
117

118 2. Review of Constituencies

119
120 The Committee on Committees, Membership and Constituencies shall, every three years, review the
121 constituencies then electing members to the Senate. If the committee finds that a constituency is no
122 longer under the direction of an academic officer who is directly responsible to the WVU Provost and
123 Vice President for Academic Affairs or WVU Chancellor for Health Sciences, the Committee shall
124 recommend to the Senate that that constituency be abolished, possibly to be incorporated into another
125 constituency. The abolition of a constituency shall be by not less than two-thirds of the members of the
126 Senate, present and voting.
127

128 3. Representation

129
130 There shall be at least one elected Senate member from each constituency as designated above.

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

134
135 4. Role of Senators

136
137 Senators must be committed to the importance of faculty governance. As elected representatives of
138 faculty, the Senator's role is to represent the interests of his/her constituency and to communicate those
139 interests to the Senate. Senators also have a responsibility to inform their constituents of Senate
140 activities and decisions and provide for a meaningful flow of information as called for in the Preamble
141 of this constitution. Senators must be prepared to take a leadership role in carrying out the functions of
142 the Senate.

143
144 5. Functions

145
146 The Senate shall have authority, as the recognized body representing faculty, to recommend general
147 policies to the President and the governing and policy boards with regard to:

- 148
- 149 a. Objectives and academic standards for the University, its divisional campuses, and its
150 components;
 - 151
 - 152 b. Addition, modification, and deletion of all academic programs, curricula, and courses; especially
153 with regard to those affecting more than one college, school, or other academic division; the
154 common course numbering system requires that course offerings on all campuses be coordinated
155 through committees of the WVU Faculty Senate;
 - 156
 - 157 c. The organizational structure of the University with reference to academic matters;
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 - 159 d. Admissions, transfers, scholastic achievement and graduation requirements of the University;
 - 160
 - 161 e. Responsibilities, rights and duties of faculty members, such as standards of appointments and
162 conduct, criteria for tenure and promotion, retirement, academic freedom, salary, and the nature
163 and conditions of their work and all matters of faculty welfare;
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 - 165 f. Student life, such as standards of conduct, discipline, health, living conditions, organizations,
166 publications, financial aid, and student participation in extracurricular activities and athletics;
 - 167
 - 168 g. University convocations, lectures, entertainment, publications, and radio and television
169 broadcasts;
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 - 171 h. The academic calendar and the scheduling of classes;
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 - 173 i. The operation and administration of the libraries;
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 - 175 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. 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. 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

221 three years and until successors have been elected and have taken office. They shall be eligible to serve
222 two consecutive full terms but shall then be ineligible for re-election until a period of one year has
223 elapsed. A term of less than two years shall not be considered a full term for purposes of this provision;
224 a term of two years or more shall be considered a full term for purposes of this provision. The
225 Committee on Membership and Constituencies may recommend that some Senators be elected for
226 terms of one or two years in order that, as nearly as possible, an equal number of representatives will be
227 elected annually within a constituency.

228

229 9. Vacancies

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

233

234 10. Senate Meetings

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

241

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

246

247 11. Presiding Officer

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249 The Faculty Senate Chair shall preside over the Senate. In the absence of the Chair, the Chair-Elect
250 shall preside.

251

252 12. Parliamentarian

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254 There shall be a Parliamentarian appointed annually by the Senate Executive Committee with the
255 consent of the Senate. The Parliamentarian shall assume office July 1st of each year. The duties and
256 responsibilities of the Parliamentarian are to advise the Chair on how to apply Robert's Rules of Order
257 to the proceedings of the Senate. In the absence of the appointed Parliamentarian the Chair-Elect will
258 fill that role.

259

260 13. Quorum

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

264

265 14. Observers

266

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

271

272 15. Attendance

273

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

279

280 16. Rules of Procedure

281

282 Senate meetings shall be conducted according to Robert's Rules of Order. Voting procedures will
283 follow the provisions of those rules. Observers to the Senate shall be clearly segregated and sit in a
284 section different than the section reserved for Senators.

285

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Article III
Committees

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288

289 1. Creation and Classification

290

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

293

294 2. Executive Committee

295

296 The Executive Committee is a constitutional committee composed of the Faculty Chair who shall be its
297 chair, the Faculty Secretary who shall be its secretary, Faculty Chair-Elect, the immediate past Chair,
298 the faculty representative to the University governing board elected from either the extension service or
299 the health sciences, and seven elected Senators who shall be chosen by the Senate. The seven elected
300 members shall serve terms of one year, and may stand for election to the Executive Committee as long
301 as they remain Faculty Senators. No more than one Senator may be elected to the Executive Committee
302 from any one constituency. The President of the University, the Provost and Vice President for
303 Academic Affairs, the Chancellor for Health Sciences, the Faculty Senate Representative to State
304 Government, if he/she is not an elected member of the Executive Committee, shall be ex-officio voting
305 members. The chairs of two standing Faculty Senate committees primarily involved in curriculum
306 decisions shall be ex-officio voting members. It shall be the duty of the Executive Committee to:

307

308 a. Carry out executive functions, including but not limited to:

309

- 310 i. Accept, review, advise, recommend, and initiate reports, policies, and issues relating to the
311 functions set forth in Article II, Section 5;
312
313 ii. Serve as a channel through which any member of the University Assembly may introduce
314 matters for consideration by the Senate;
315
316 iii. Assist in carrying into effect the rules, regulations, and actions of the Senate;
317
318 iv. Appoint the Faculty Secretary subject to confirmation by the Senate;
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320 v. Appoint the Faculty Senate Representative to State Government, subject to confirmation by
321 the Senate;
322
323 vi. Appoint both standing and special committees of the Senate and the chairs thereof with such
324 appointments subject to confirmation by the Senate, and to maintain liaison with these
325 committees to insure the expeditious fulfillment of charges to the various committees, and to
326 make appointments to other entities as appropriate;
327
328 vii. Prepare and submit reports on the work of the Senate to the University, to the President, and
329 to the University Assembly; and
330
331 viii. Prepare the agenda for Senate meetings including a time for the University President, or for
332 his/her designated representative, to address the Senate, provide information or comments,
333 and stand for questions;
334
335 b. Act for the Senate in emergencies and report such actions to the Senate; and
336
337 c. Appoint the members of the University wide Promotion and Tenure Advisory Panel.
338

339 3. Committee on Committees, Membership and Constituencies
340

341 The Committee on Committees, Membership and Constituencies is a constitutional committee. Its size
342 and membership shall be determined by the Senate Executive Committee subject to the approval of the
343 Senate. It shall be the duty of the Committee on Committees, Membership and Constituencies to:
344

- 345 a. Annually review and report to the Senate upon the constituencies to be represented within the
346 University Assembly per Article II, Sections 2 and 3, and to recommend such changes as it deems
347 necessary; and
348
349 b. Secure capable committee members and committee chairs who have experience on their
350 respective committees and to achieve a balance between senior and junior faculty members and
351 among the various schools and colleges as much as possible.
352

353 4. Standing and Special Committees

354

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

361

362 5. Committee Personnel

363

364 The Chair and Chair-Elect of standing and special committees shall be members of the Senate. Other
365 committee members need not be members of the Senate, but must be members of the University
366 Assembly. Students and non-University persons may be asked to serve on appropriate committees as
367 ex-officio members without vote. Appointment to any committee shall be for one year; members may
368 be reappointed.

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Article IV
Faculty Chair and Chair-Elect

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373 1. Eligibility

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

378

379 2. Duties

380

381 a. The Chair of the Senate shall preside over all meetings of the Senate, its Executive Committee
382 and the University Assembly. The Chair shall serve as an ex-officio voting member of the
383 Committee on Committees, Membership and Constituencies. The Chair shall discharge such other
384 duties as may be necessary to conduct that office.

385

386 b. In the absence of the Chair, the Chair-Elect shall preside over the Senate, its Executive
387 Committee and the University Assembly. Along with the Chair, the Chair-Elect shall also serve as
388 an ex-officio voting member of the Committee on Committees, Membership and Constituencies.

389

390 c. Each Chair of the Senate whose term begins in an odd-numbered year shall serve as a faculty
391 representative to the University governing board for a term of two years. The term on the
392 governing board shall commence on July 1st of the odd-numbered year in which the Senate term
393 begins.

394

395 3. Term

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397 The term of the Chair shall be from July 1st to June 30th.

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4. Election

Declared candidates for the Chair-Elect position will be introduced at the March meeting of the Senate. Chair-Elect nominations from the floor also may be made at the March meeting. At the April meeting of the Senate, the Chair-Elect candidates will be given an opportunity to present a brief statement to the Senate. Immediately following the April meeting, the Faculty Senate Office will transmit ballots to all Senators. Ballots, in order to be counted, must be submitted to the Faculty Senate Office by April 30th. The results of the election will be announced at the May meeting. The Chair-Elect shall serve one year in that capacity and in July of the following year shall assume the duties of the Chair.

5. Vacancies

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

6. Administrative Support

The education and research responsibilities of the Faculty Chair shall be reduced to one-fourth (1/4) the normal amount to permit him/her to adequately perform the assigned duties. The education and research responsibilities of the Faculty Chair-Elect shall be reduced to three-fourths (3/4) the normal amount to permit him/her to adequately perform the assigned duties.

Article V Faculty Secretary

1. Office

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

441 2. Duties

442

443 The Faculty Secretary shall perform the following duties:

444

445 a. Serve as secretary at all meetings of the University Assembly, the Senate, and the Senate
446 Executive Committee;

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448 b. Keep permanent minutes of all of such meetings;

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450 c. Distribute to the University Assembly, agenda for and minutes of, meetings of the University
451 Assembly and the Faculty Senate. (This may be by posting minutes and agenda to the Faculty
452 Senate Web page and e-mailing the appropriate faculty list of the availability on the web site of
453 such minutes or agenda.) As necessary, distribute any other documents or papers needed to keep
454 the University Assembly informed;

455

456 d. Keep and maintain the official roster of the University Assembly, determine questions of
457 eligibility for membership in the Assembly, and report the names of Assembly members within
458 each constituency group;

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460 e. Maintain a roll and matrix of attendance at all Senate meetings;

461

462 f. Supervise the Faculty Senate Office in the conduct of elections. Determine a calendar of election
463 to adjust redistribution of representatives to the Senate so that an equal number of Senators will be
464 elected annually. Contact faculty members who need to fill vacancies because of Senate
465 resignations.

466

467 g. Prepare and defend an annual budget for the Faculty Senate Office;

468

469 h. Serve as an ex-officio member of the Executive Committee and the Committee on Committees,
470 Membership and Constituencies; and

471

472 i. Supervise the Faculty Senate office staff.

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474 3. Administrative Support

475

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

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481 **Article VI**
482 **Faculty Senate Representative to State Government**

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484 1. Office

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

493
494 2. Duties

495
496 The Faculty Senate Representative to State Government shall perform the following duties:

- 497
498 a. Represent the entire WVU Faculty as the “West Virginia University” representative to higher
499 education advisory groups established by the West Virginia Legislature. The Legislature may
500 provide divisional or satellite campuses with individual representatives on such advisory groups.
501 These representatives shall be selected by and serve as liaison with their respective campus
502 faculty assemblies;
- 503
504 b. Provide reports on governmental matters related to higher education at all meetings of the Senate
505 and its Executive Committee. As appropriate, urgent governmental issues shall be communicated
506 through digital media to Senate officers, the Executive Committee, or the entire Senate;
- 507
508 c. Aid and assist faculty representatives in reporting to and advising the West Virginia University
509 governing board and administration on issues pertaining to higher education;
- 510
511 d. Serve as a liaison between the legislative branch of state government and WVU faculty;
- 512
513 e. Advocate for the entire University and its faculty with branches of state government; and
- 514
515 f. Serve as a voting ex-officio member of the Executive Committee.

516
517 3. Administrative Support

518
519 The education and research responsibilities of the Faculty Senate Representative to State Government
520 shall be reduced to three-fourths (3/4) the normal amount to permit her/him to adequately perform the
521 assigned duties. The University shall provide the Faculty Senate Representative to State Government
522 with adequate travel funds for the performance of these duties.

523

524 **Article VII**
525 **Representation on the West Virginia University Governing Board**

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527 1. Composition

528
529 In recognition that governance of higher education institutions is a responsibility shared by faculty,
530 administrators, and trustees, West Virginia code states that the governing board of the University shall
531 include two faculty representatives. Each representative represents the entire faculty of the whole
532 University.

533
534 2. Election

- 535
536 a. One governing board member shall be the Faculty Senate Chair serving a term that begins in an
537 odd-numbered year. Election to this position is described in Article IV, Section 4.
538
539 b. A second governing board member shall be elected by the entire Faculty Senate, selected from
540 full-time faculty with the rank of instructor or above, drawn from either the extension service or
541 the health sciences.
542
543 c. Declared candidates for the governing board member from extension service or health sciences
544 will be introduced at the April Faculty Senate meeting in each even calendar year. Nominations
545 from the floor may be made by any member of the University Assembly at that meeting, or
546 through submission of a nomination to the Faculty Senate Office no later than seven calendar days
547 prior to the next meeting of the Faculty Senate in May. At the May meeting, the governing board
548 member candidates will be given an opportunity to present a brief statement to the Senate. The
549 Faculty Senate Office will transmit ballots to all Senators immediately following the May
550 meeting. Ballots, in order to be counted, must be submitted to the Faculty Senate Office by May
551 31. The results of the election will be announced at the June Senate meeting.
552

553 3. Terms

- 554
555 a. Terms for both governing board members shall last two years. Terms of the two representatives
556 shall be staggered to assure continuity in faculty membership on the governing board.
557
558 b. The term on the University governing board for Senate Chairs whose terms begin in an
559 odd-numbered year shall begin on the same day the term of the Chair begins (July 1st) and end on
560 30th June, two years thereafter.
561
562 c. The term for the University governing board Faculty representative from either the extension
563 service or the health sciences shall begin on July 1st of an even-numbered year and end on June
564 30th, two years thereafter.
565

566 4. Vacancies

567

568 a. If the Faculty Senate Chair elected to a term that begins in an odd-numbered year is unable or
569 unwilling to complete the full two-year term as governing board representative for any reason,
570 then succession to fill the remainder of the two-year term on the governing board position shall
571 pass in the same manner as the Faculty Senate Chair position, as discussed in Article IV, Section
572 5.

573

574 b. If the faculty representative chosen from either extension service or health sciences is unable to
575 serve on the governing board for a full two-year term, then a new election to complete the
576 remainder of the two-year board representative term shall be held by the Faculty Senate.

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**Article VIII
Impeachment of Officers**

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

586

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

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**Article IX
Amending Procedure**

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594

595 1. Proposing Amendments

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597 Amendments to this Constitution shall first be approved by the Senate and then submitted to the
598 University Assembly. Any member of the University Assembly may submit a suggested amendment in
599 writing to the Senate by filing it with the Faculty Senate Office. The Senate shall act either to approve
600 or reject the proposed amendment no later than the third meeting following such filings. Approval of
601 any amendment shall require a two-thirds (2/3) vote of the Senators present and voting in order to
602 submit the amendment to the University Assembly.

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604 2. Publicizing Proposed Amendments

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606 Any amendment approved by the Senate shall be distributed to every member of the University
607 Assembly at least two weeks before a meeting of the University Assembly by campus mail in addition
608 to an electronic mail notice that the amendment is available on the faculty senate web site.

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3. Discussion of Amendments

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

4. Ratification of Amendments

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

5. Effective Date of Amendments:

New amendments shall be effective immediately upon ratification.

This Constitution became effective October 29, 2013.

Amendments: Amendments to date

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

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

An amendment to Article VII that pertained to the schedule for the election of the extension service/health sciences faculty representative on the WVU Board of Governors was approved at the May 13, 2013 meeting of the Faculty Senate. The amendment was presented to the WVU University Assembly on October 7, 2013 and was approved in on-line balloting that was counted on October 29, 2013.