

1 WEST VIRGINIA UNIVERSITY SYSTEM
2 FACULTY CONSTITUTION
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5 **Preamble**

6 Traditions of the academic community in general and of West Virginia University in particular
7 demand that the faculties of the colleges, schools, and divisional campuses of West Virginia
8 University participate fully in the governance of the University. It is recognized that legal
9 authority to guide and regulate the University is vested by the West Virginia Legislature in the
10 West Virginia University Board of Governors through the President of the University. Campus
11 Presidents at Potomac State College of WVU and the WVU Institute of Technology report to the
12 President of the University through the Provost and Vice President for Academic Affairs. It is
13 recognized that the faculties of the divisional campuses of WVU will pursue their own
14 governance as needed, consistent with University policies and practices but will be represented
15 in the Faculty Senate. It is further recognized that as a corollary of academic freedom, the faculty
16 has a responsibility for guiding the academic and scholarly pursuits of the University as well as
17 for guiding the academic and scholarly pursuits of each campus, college, school, and their
18 equivalent in the University. Shared governance at West Virginia University is a responsibility
19 that extends across all levels of the institution, requiring the active engagement of faculty, staff,
20 students, administrators, and governing boards in shaping the mission, priorities, and policies of
21 the University. To that end, this Constitution is established to facilitate a meaningful flow of
22 information and to further understanding among the faculty, administration, students, and staff;
23 and to assist the President and the governing and policy boards in developing University policy.
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26 **Article I**

27 **The Shared Role of Faculty in University Governance**
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29 Shared governance is the set of practices through which the University faculty, in collaboration
30 with staff, students, and administrators, participate in significant decisions concerning the
31 institution's operation while upholding administrative accountability. As Olson (2009) stated
32 "True shared governance attempts to balance maximum participation in decision making with
33 clear accountability." At WVU, shared governance is a collective responsibility in which all
34 University constituencies contribute to decision-making in ways appropriate to their roles and
35 expertise.
36

37 WVU faculty have shared responsibility for the establishment and execution of the mission of
38 the University including internal matters such as academics, research and service, and external

39 matters such as government relations, student, faculty and staff recruitment, and alumni
40 engagement.

41
42 At an operational level, faculty have shared responsibility in all matters dealing with the courses,
43 curricula and academic programs offered by the University. Faculty also have shared
44 responsibility for the establishment of policies and procedures related to academic standards,
45 faculty affairs, the granting of degrees, student affairs, the organizational structure, and fiscal
46 management of the institution. In brief, decisions related to faculty welfare, promotion and
47 tenure, and academic freedom must be made with the consent of the Faculty Senate.

48
49 Shared responsibility from the faculty perspective is defined as administrative engagement and
50 consultation with faculty, transparent sharing of information, and faculty input and feedback on
51 educational and operational decisions. Given that important educational and operational
52 decisions are made at the college, school, and campus levels, shared-governance bodies should
53 be active at those levels. This may involve, in addition to Faculty Senate, college-level or
54 campus-level bodies that include peer-selected representatives of the faculties of those colleges
55 or campuses.

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58 **Article II** 59 **The University Faculty Assembly**

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A. Composition

- 63 1. The University Faculty Assembly shall include full-time faculty in non-temporary
64 employment by West Virginia University on all campuses and holding an academic rank
65 of instructor or above, with the exclusion of:
 - 66 a. The President
 - 67 b. The Provost
 - 68 c. Chancellors and Regional Campus Presidents
 - 69 d. Vice presidents of all levels
 - 70 e. Personnel assigned to the Office of the President
 - 71 f. Personnel assigned to the Office of the Provost
 - 72 g. Academic deans and school chairs (department chairs and division chairs are not
73 excluded)
 - 74 h. Individuals with courtesy appointments
 - 75 i. Other significant administrative roles in which the person retains their faculty
76 appointment but is not receiving an annual P&T evaluation. Those who are not
77

78 subject to the annual evaluation, promotion and tenure process are excluded from the
79 University Faculty Assembly

80
81 This section defines University Faculty Assembly members as those who have active
82 primary assignments in teaching, research, and/or service. Voting rights are conveyed to
83 anyone considered to be a member of the University Faculty Assembly.

84
85 2. Fully retired faculty shall be represented in the University Faculty Assembly by a
86 University-recognized committee of retired faculty. Two representatives of this
87 committee of retired faculty who are former full-time WVU faculty members shall be
88 voting members of the University Faculty Assembly. No other retired faculty members
89 are considered voting members of the University Faculty Assembly, and these other
90 retired faculty shall not be included for purposes of determining quorum.

91
92 B. Functions

- 93
94 1. The members of the University Faculty Assembly shall elect Senators to represent
95 constituent groups as provided in this Constitution.
96 2. Members of the University Faculty Assembly may express, by formal resolution, their
97 opinion on any question relating to policy or administration of the University.
98 3. Any action of the Senate must be reconsidered by that body, if within three weeks after
99 distribution of the minutes reporting such action, petitions submitted by at least five
100 percent (5%) of the members of the University Faculty Assembly and stating reasons for
101 objection to the Senate action are filed with the Faculty Senate Secretary. If the Senate
102 reaffirms the action so challenged, the issue will be put before the University Faculty
103 Assembly for an electronic vote. A simple majority (50%+1) of University Faculty
104 Assembly members must vote to decide the issue. If a sufficient number of ballots are not
105 received, the vote is not valid. A simple majority of the voting members would validate
106 the vote.

107
108 C. State of the University

109
110 The University Faculty Assembly shall hold one meeting during each academic year (typically
111 on the second Monday of October) at which time the President shall report in detail on the state
112 of the University. The President may make such recommendations to the University Faculty
113 Assembly and call such problems to their attention as the President deems pertinent to its
114 responsibility as a faculty. There shall be free discussion on any subject relating to the policy or
115 administration of the University until such time as a majority of the members present pass a
116 motion to limit discussion.

117

118 D. Seeking Senate Action

119
120 Members of the University Faculty Assembly are expected to bring concerns, needs, issues to a
121 Senator and/or a Senate Committee for consideration. Should an Assembly member wish to
122 further pursue an issue after seeking remedies through those mechanisms, the following routes
123 may be taken:

124
125 1. Special Actions

126
127 The University Faculty Assembly may compel the Faculty Senate to debate and vote on a
128 resolution by submitting a petition to the Faculty Senate Office reflecting signatures of at
129 least five percent (5%) of the members of the University Faculty Assembly. If
130 successfully petitioned, the Faculty Senate must address the resolution at a regular or
131 special meeting of the Senate within 14 calendar days. At that meeting, the resolution
132 having been petitioned will move directly to debate, with a vote taken no later than thirty
133 calendar days from the date of receipt of the petition by the Faculty Senate Office. If the
134 Faculty Senate fails to conduct a final vote on the resolution within thirty calendar days
135 from the receipt date of the petition, the resolution will automatically revert to the
136 University Faculty Assembly for an electronic vote requiring a simple majority (50%+1)
137 of the membership to decide the issue. Before any vote of the University Faculty
138 Assembly, an open forum to discuss the issue will be held virtually. A quorum will not be
139 required at such a forum.

140
141 2. Special Meetings

142
143 Special meetings of the University Faculty Assembly may be called by the President of
144 the University, the Faculty Senate Chair, or by petition of at least fifteen percent (15%) of
145 the members of the University Faculty Assembly including at least fifteen percent (15%)
146 of more than one constituent body of the Faculty Senate. Should an action be brought
147 before the University Faculty Assembly at a special meeting the vote of the University
148 Faculty Assembly on a resolution will subsequently be held electronically and require a
149 simple majority (50%+1) of the votes cast to decide the issue.

150
151 This section reserves Special Meetings of the University Faculty Assembly for unusual
152 and extraordinary circumstances that damage or threaten the university's ability to carry
153 out its mission. Members of the University Assembly are advised to seek Senate action
154 through their elected representatives, or by using procedures listed in Section D.1 of this
155 Article.

156
157 E. Presiding Officer

158
159 The Chair of the Faculty Senate shall serve as the Chair of Faculty and shall preside over the
160 University Faculty Assembly. In their absence, the Faculty Senate Chair-Elect shall preside.

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162 F. Parliamentarian

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164 The Senate Parliamentarian shall serve as the Parliamentarian of the University Faculty
165 Assembly.

166
167 G. Notice of Meetings

168
169 Except in an emergency, the Faculty Senate Office shall notify members of the University
170 Faculty Assembly at least seven (7) calendar days in advance of the date of a meeting.

171
172 H. Procedural Rules

173
174 Meetings of the University Faculty Assembly shall be conducted according to the current edition
175 of Robert's Rules of Order, Newly Revised at a location designated by the Faculty Senate Office
176 and linked by interactive virtual media for faculty with remote assignments or with special
177 circumstances that prohibit face to face attendance. The Faculty Senate Office and Faculty
178 Senate Secretary, in cooperation with the Provost's Office, shall be responsible for monitoring
179 credentials of participants at each University Faculty Assembly to ensure the validity of any
180 actions taken therein.

181
182 This section directs the Faculty Assembly to conduct face-to-face meetings whenever
183 circumstances allow.

184
185 **Article III**
186 **The Faculty Senate**

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188 A. The Role of Faculty Senate

189
190 Shared governance is critical to the success and viability of West Virginia University. The
191 Faculty Senate is the elected body representing the faculty of West Virginia University. The
192 primary purpose of the Faculty Senate is to facilitate consequential participation of faculty in
193 the establishment of university policies and in the formulation of procedures for their
194 implementation. Shared governance shapes the purpose and character of the university and
195 defines its future direction and missions.

196

197 B. Composition & Constituencies

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199 The Faculty Senate shall include all Senators elected in accordance with this Constitution and, if
200 not already serving as Senators, the Chair, Chair-Elect, Immediate Past Chair, Faculty Senate
201 Secretary, Faculty Representative to the Board of Governors, Faculty Representative to State
202 Government, the Chair of the Committee on Committees, and standing and special committee
203 chairs. Voting rights are conveyed to anyone considered to be a member of the Faculty Senate.

204

205 A constituency for the purposes of this Constitution shall be the group of faculty within the
206 WVU system making up a degree granting college, campus, or school, WVU Libraries, and
207 WVU Extension.

208

209 Such constituencies may be designated according to procedures established by the Committee on
210 Committees, Membership, and Constituencies, and approved and published by the Faculty
211 Senate.

212

213 C. Representation

214

215 There shall be at least two elected Senate members from each constituency as designated above.
216 The number of Senators elected from each constituency shall be based upon one Senator for each
217 twenty (20) or fraction of twenty (20) members of the University Faculty Assembly who are
218 assigned to that constituency, provided that no constituency shall comprise more than twenty-
219 five percent (25%) of the overall membership of the Senate. It shall be the responsibility of the
220 Faculty Senate Office to ensure an accurate point-in-time count of faculty in constituencies, and
221 an accurate calculation of Senate seats based upon that count.

222

223 D. Role of Senators

224

225 Senators must be committed to and participate in faculty governance and the shared governance
226 of the University. As elected representatives of faculty, the Senator's role is to represent the
227 interests of the University from the perspective of their constituency and to communicate those
228 interests to the Senate. Senators are required to do the following:

229

- 230 1. Attend and participate in Faculty Senate meetings.
- 231 2. Regularly inform their constituents of Senate activities and decisions and encourage
232 engagement of all faculty with the Senate.
- 233 3. Meet with their constituency's Caucus of Senators on a regular basis.
- 234 4. Serve on one or more Faculty Senate committees per year and attend and participate in
235 committees for which they are serving.

236 5. Senators are expected to participate in college level shared governance committees if
237 applicable.

238

239 E. Jurisdiction and Functions

240

241 The Senate, as the recognized body representing faculty, shall have shared responsibility for the
242 governance of the University as outlined in Article I. The Senate shall share responsibility for:

243

244 1. Academic Affairs

245

a. Educational objectives and academic standards for the WVU system

246

b. Admissions and enrollment

247

c. Addition, modification, and deletion of all academic programs, curricula, and courses;
248 especially regarding those affecting more than one college, school, or other academic
249 division; the common course numbering system requires that course offerings on all
250 campuses be coordinated through committees of the WVU Faculty Senate

251

d. The organizational structure of the University with reference to academic matters

252

e. Admissions, transfers, scholastic achievement, and graduation requirements of the
253 University

254

f. The academic calendar and the scheduling of classes

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256 2. Faculty Affairs

257

a. Policies and professional standards concerning the responsibilities, rights, duties of
258 faculty members

259

b. Standards for qualifications, employment, appointments, retirement, and conduct of
260 faculty

261

c. Criteria and processes for evaluation, tenure, and promotion

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d. Criteria for equitable distribution of workload

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e. Salary

264

f. The nature and conditions of faculty work

265

g. Evaluation and improvement of teaching methods

266

h. Academic freedom, and all matters of faculty welfare

267

268 3. Student Affairs

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a. Student life, student organizations, student participation in extracurricular activities
270 and athletics

271

b. Standards of conduct, academic integrity, professionalism, and discipline

272

c. Health and living conditions

273

d. Financial aid and scholarships

274

275 4. Technology

- 276 a. Acquisition, application, distribution, and evaluation of academic, scientific and
277 information technology
278 b. Development of policy related to the application of technology that supports the
279 collective interests of the University while not infringing upon academic freedom
280

281 5. University Planning

- 282 a. Participate in shared governance in determining mission-related academic, research,
283 and service priorities at the institutional level.
284 b. Participate in shared governance by which distribution of appropriated resources in
285 support of the university's teaching, research and service missions are determined.
286 c. Participate in shared governance related to campus development and planning,
287 including equipment and physical facilities.
288

289 6. University Affairs

- 290 a. The evaluation and selection of candidates for senior University-level administrative
291 positions
292 b. University commencements, convocations, lectures, entertainment, publications,
293 public relations, and radio and television broadcasts
294 c. The operation and administration of the libraries
295

- 296 7. Academic, honorary, and other university recognition. Selection of honorary degree
297 recipients subject, when relevant, to policies and procedures adopted on each of the
298 respective divisional campuses. Discussion of candidates will occur in Executive Session,
299 as defined in the latest version of Robert's Rules of Order, followed by a vote of the Senate
300 in open session.
301

- 302 8. Such other matters referred to the Faculty Senate for study and recommendation.
303

304 F. Election of Senators

305
306 The Faculty Senate Office with oversight from the Faculty Senate Secretary shall be responsible
307 for conducting Senate elections.
308

- 309 1. The Faculty Senate Office shall, on or around February 1st, advise members of each
310 constituency that has an upcoming vacancy or vacancies of their opportunity to nominate
311 candidates. Candidates for a position on the Faculty Senate may be nominated by one or
312 more colleagues or may be self-nominated. Candidates may write a paragraph of their
313 interests and qualifications to be distributed by the Faculty Senate Office with the election
314 materials if they so desire. Only University Faculty Assembly members are eligible for
315 election to the Faculty Senate from their respective constituencies.

- 316 2. Senators for each constituency shall be elected from those nominated under Paragraph F.1
317 by electronic ballot by the members of that constituency, on or around March 15th.
318 3. Two representatives elected by the governing board of a University-recognized
319 committee of retired faculty will serve as Senators to represent retired faculty in the
320 Senate. Typically, those elected would be the Chair and Chair-Elect of the committee of
321 retired faculty. Faculty in phased retirement shall be represented by Senators from their
322 respective constituencies.

323

324 G. Continuity

325

326 Approximately one-half of the elected Senate members shall be elected every other year from
327 each constituency where there is more than one representative. For new constituencies, at the
328 first election, one half plus whatever fraction is necessary to round off to a whole number shall
329 be elected for a term of two years; the other half plus the fraction necessary to round off to a
330 whole number shall be elected for a term of three years.

331

332 H. Term of Senators

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334 The term of a Senator shall begin on July 1st of the year in which they are elected. Elected
335 members of the Faculty Senate shall normally serve for a term of three years and until successors
336 have been elected and have taken office. They shall be eligible to serve two consecutive full
337 terms but shall then be ineligible for re-election until a period of two years has elapsed. Senators
338 who have served six or more consecutive years shall be ineligible for re-election until a period of
339 two years have elapsed.

340

341 I. Vacancies

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343 Should a vacancy occur, the nominee of that constituency with the next highest vote in the most
344 recent election shall be named to serve the remainder of the unexpired term. Normally, if there is
345 no other nominee, new nominations shall be sought and an election held to fill the vacancy.
346 However, the Office of Faculty Senate Secretary may, with the advice of the remaining Senators
347 from that constituency, determine the method of filling the vacancy for the remainder of the
348 unexpired term.

349

350 J. Senate Meetings

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352 The Senate shall meet regularly no less than once per month, except in July and August, at a time
353 and place which it shall establish. A special meeting of the Senate may be called by the Faculty
354 Senate Chair or upon written petition of ten percent (10%) of all members of the Senate.

355

356 Normally, the Faculty Senate Office shall notify the Senate of any meetings at least seven (7)
357 calendar days in advance of the date of any such meeting. In case of emergency, the Faculty
358 Senate Office shall take all necessary means to notify the members of the Senate in advance of
359 such an emergency meeting.

360

361 K. Presiding Officer

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363 The Faculty Senate Chair shall preside over the Senate. In the absence of the Chair, the Chair-
364 Elect shall preside.

365

366 L. Parliamentarians

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368 There shall be one or more Parliamentarian(s) appointed annually by the Senate Executive
369 Committee. Parliamentarian duties are an expectation of the Faculty Senate Office but may be
370 drawn from other sources. Any Senator appointed as Parliamentarian shall not lose their right to
371 participate and vote in Senate proceedings. The Parliamentarian(s) shall assume office on July
372 1st of each year. The duties and responsibilities of the Parliamentarian(s) are to advise on the
373 application of the rules of order to the proceedings of the Senate; to advise committees and
374 committee chairs with regard to procedural questions or rules of order; to advise the Senate, or
375 any of its officers or members, with regard to interpretation of the Constitution, rules, or policies
376 of the Senate; serve as a non-voting advisor to the Senate Executive Committee; and to perform
377 such other functions as may be designated by the Chair of the Senate.

378

379 M. Quorum

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

383

384 N. Guests

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386 All Senate meetings are open meetings except those portions of meetings in which the Senate
387 may enter executive session to discuss matters of a sensitive or confidential nature.

388

389 Without objection, the chair may at their discretion recognize a non-Senator to address the
390 Senate. Additionally, a Senator who has the floor may request that the chair recognize a non-
391 Senator to address the Senate on matters pertaining to Senate business. The President and the
392 Provost are permitted to speak at the discretion of the chair.

393

394 O. Attendance

395

396 All members of the Senate shall be expected to regularly attend meetings of the Senate. The roll
397 shall be taken at each meeting and published in the minutes. A matrix of Senators vs. meetings
398 attended for the previous year and the current year shall be distributed with the call for
399 nominations of candidates for Senate. This matrix also will be provided with the Senate election
400 ballot each year. Senators must attend a minimum of two Faculty Senate Meetings in an
401 academic semester. Any Senator who fails to attend at least two meetings in an academic
402 semester can be removed per the procedure outlined in Article VIII of this constitution.

403

404 P. Rules of Procedure

405

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

409

410 The Senate shall have the authority to adopt, implement, and modify any policies, procedures,
411 rules, etc. that are consistent with this Constitution to carry forth any of the provisions contained
412 herein, and to provide for the most effective operations of the University Faculty Assembly, the
413 Senate, Senate Committees, and any related bodies.

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415

415 **Article IV** 416 **Committees**

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418 A. Creation and Classification

419

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

423

424 Any committee established by the Senate shall govern itself and determine its own agenda,
425 procedures, and practices subject to oversight by the Senate. It is each committee's purview in
426 collaboration with the Committee on Committees, Membership and Constituencies to establish
427 the number of committee members and the committee composition, including ex officio
428 members.

429

430 B. Constitutional Committees

431

432 Constitutional Committees are permanent committees that serve to provide core functions for the
433 Senate. Four constitutional Committees are established: Leadership Council, Executive
434 Committee, Committee on Committees, Membership and Constituencies, and Curriculum
435 Committee.

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1. Leadership Council

The Leadership Council is a constitutional committee whose membership shall be at the discretion of the Chair and should generally be composed of the Faculty Senate Chair, Chair-Elect, immediate past Chair, Secretary, Faculty Representative to the University Governing Board, and the Faculty Senate Representative to State Government. It shall be the duty of the Leadership Council to:

- a. Provide counsel and support to the Faculty Senate Chair.
- b. Invite the President of the University to meet with the Leadership Council no less than monthly to discuss and provide constructive input on current issues related to University governance, organizational structure, operations, finance, academics, research, policies, legislative priorities, faculty concerns, and other pertinent subjects.
- c. Invite the University Provost to meet with the Leadership Council no less than monthly to discuss and provide constructive input on current issues related to academics, including but not limited to curriculum, faculty workloads, the evaluation/promotion/tenure processes, faculty recruitment/retention/well-being, research, faculty concerns and other pertinent subjects.

2. Executive Committee

The Executive Committee is a constitutional committee. The Executive Committee shall be composed of the Faculty Senate Chair who shall be its chair, the Faculty Senate Secretary who shall be its secretary, the Faculty Senate Chair-Elect, the immediate past Faculty Senate Chair, the Faculty Representative to the University Board of Governors, the Faculty Representative to State Government, the Faculty Assembly Chair from WVU Institute of Technology, a senator from Potomac State College as elected by the Potomac State Faculty Assembly, and seven elected members who shall be chosen by the Senate. All are voting members. The seven elected members must be Senators when they stand for election to the Executive Committee but may serve on the Committee the year following the end of their Senate term. The Executive Committee may annually designate one or more standing committee chairs to be voting members of the Executive Committee.

The seven members shall serve terms of one year and may stand for reelection to the Executive Committee as long as they remain Senators. No more than one Senator may be elected to the Executive Committee from any one constituency. The President of the University, the Provost and Vice President for Academic Affairs, and the Vice President

476 and Executive Dean for Health Sciences shall be non-voting ex-officio members. It shall
477 be the duty of the Executive Committee to:

- 478
- 479 a. Carry out executive functions, including but not limited to:
- 480 i. Accept, review, advise, recommend, and initiate reports, policies, and issues
481 relating to the functions set forth in Article II, Section 5.
 - 482 ii. Serve as a channel through which any member of the University Faculty
483 Assembly may introduce matters for consideration by the Senate.
 - 484 iii. Assist in carrying into effect the rules, regulations, and actions of the Senate.
 - 485 iv. Appoint the Faculty Senate Secretary, subject to confirmation by the Senate.
 - 486 v. Appoint the Faculty Senate Representative to the State Government, subject to
487 confirmation by the Senate.
 - 488 vi. Appoint individuals to fill unexpired terms of Faculty Senate Secretary and
489 Faculty Representative to State Government.
 - 490 vii. Prepare and submit reports and/or documents, as needed, on the work of the
491 Senate to the University, to the President, to the University Faculty Assembly, or
492 other groups as needed.
- 493 b. Act for the Senate in emergent and/or time sensitive situations and report such actions
494 to the Senate.
- 495 c. Appoint the members of the University Promotion and Tenure Advisory Panel.
- 496

497 3. Committee on Committees, Membership and Constituencies

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499 The Committee on Committees, Membership and Constituencies is a constitutional
500 committee. The Committee shall determine its size and membership, including any ex
501 officio members, which must include at least four members of the Senate Leadership
502 Council. It shall be the duty of the Committee on Committees, Membership and
503 Constituencies to:

504

- 505 a. Annually review and report to the Senate upon the constituencies to be represented
506 within the University Faculty Assembly per Article III, Sections B, and recommend
507 such changes as it deems necessary.
- 508 b. In collaboration with the Senate Leadership Council, populate committees with
509 members and committee chairs reflecting a balance between senior and junior faculty
510 members and among the various schools and colleges as much as possible. Every
511 committee must have members who are current Senators.
- 512 c. In collaboration with the Faculty Senate Office, maintain committee membership,
513 including removal of inactive members, and ensure the on-going functioning of each
514 committee.
- 515 d. Regularly report to the Senate any changes to the membership of committees.

516 e. Annually review Senator attendance in the spring semester as per Article VIII and
517 present a slate to the Senate for consideration of removal of Senators who have failed
518 to meet minimum attendance requirements as outlined in Article III, Section O.

519
520 4. Curriculum Committee

521
522 The Curriculum Committee is a constitutional committee. The Curriculum Committee
523 shall determine its size and membership in consultation with the Committee on
524 Committees, Membership and Constituencies, including any ex officio members, and
525 shall be composed of faculty from a variety of disciplines, tracks, ranks and
526 constituencies.

527
528 It shall be the duty of the Curriculum Committee to review and recommend curricular
529 needs as defined in Article III, Section E.1.c for approval by the Senate utilizing clearly
530 defined requirements for course and program proposals and without consideration of
531 broader staffing, funding or other business factors in its deliberations. The Curriculum
532 Committee may establish or modify the committee charge as needed following the
533 established procedure for modifying a committee charge.

534
535 C. Standing and Special Committees

536
537 The Senate shall establish by resolution such other Standing and Special Committees as it deems
538 necessary. The resolution establishing any committee shall describe the subject matter
539 jurisdiction of the committee (the committee’s “charge”) and designate a reporting schedule for
540 it. A Standing Committee continues until abolished by the Senate or for a maximum of five (5)
541 years unless expressly renewed by the Senate. A Special Committee expires at the end of one
542 year unless renewed by the Senate. Any committee not specifically designated as a Standing
543 Committee shall be a Special Committee.

544
545 D. Committee Personnel

546
547 The Chair-Elect of each standing committee must be a member of the Senate or have served for
548 at least one year in the last three years as a member of the respective committee. Committee
549 Chairs may serve a maximum of two consecutive years and may return as Chair after one year
550 out of the role. Other committee members need not be members of the Senate but must be
551 members of the University Faculty Assembly. Students, Staff, Administrators, and non-
552 University persons may be asked to serve on appropriate committees as ex officio members to
553 provide relevant expertise, ensure transparency, and strengthen the University’s culture of shared
554 governance. These members do not have voting privileges and may not chair the committee. The
555 composition of committees will be established by the Committee on Committees, Membership,

556 and Constituencies. Appointments to any committee shall be for one year; regular members may
557 be reappointed indefinitely. Ex officio members may serve indefinitely.

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560 **Article IV** 561 **Faculty Chair and Chair-Elect**

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A. Eligibility

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

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B. Duties of the Chair

- 571 1. The Chair of the Senate shall preside over all meetings of the Senate, its Executive
572 Committee, and the University Faculty Assembly. The Chair shall discharge such other
573 duties as may be necessary to conduct that office.
- 574 2. In the absence of the Chair, the Chair-Elect shall preside over the Senate, its Executive
575 Committee, and the University Faculty Assembly.
- 576 3. Each Chair of the Senate whose term begins in an odd-numbered year shall serve as a
577 faculty representative to the University Board of Governors for a term of two years. The
578 term on the governing board shall commence on July 1st of the odd-numbered year in
579 which the Senate term begins.

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C. Term

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

D. Election

586

587 Declared candidates for the Chair-Elect position will be introduced at the March meeting of the
588 Senate. Chair-Elect nominations from the floor may also be made at the March meeting. At the
589 April meeting of the Senate, the Chair-Elect candidates will be given an opportunity to present a
590 brief statement (2 minutes or less) to the Senate. Immediately following the April meeting, the
591 Faculty Senate Office will transmit ballots to all members of the Senate. Ballots, to be counted,
592 must be submitted to the Faculty Senate Office by the deadline stated on the ballot, which will be
593 at least seven (7) calendar days after the start of voting. The candidate receiving a majority of the
594 votes cast shall be declared the winner. Should no candidate receive a majority of the votes, a
595 second ballot of the top two candidates will be conducted to determine the winner. The results of

596 the election will be announced at the May meeting. The Chair-Elect shall serve one year in that
597 capacity and in July of the following year shall assume the duties of the Chair.

598

599 E. Vacancies

600

601 If during the term of the Chair or Chair-Elect either of those officers resigns, leaves the
602 University, is removed, or otherwise is unable to carry out the function of the Office for more
603 than two (2) consecutive months, the office shall be considered vacant.

604

605 If the Chair is the officer unable to discharge their duties, the Chair-Elect shall assume the role of
606 Chair and shall begin immediately to perform those duties, including representation to the
607 University governing board when applicable, and shall continue to discharge them throughout
608 the remainder of the predecessor's unexpired term and the term that would otherwise have
609 followed.

610

611 If the Chair-Elect is unable to discharge their duties or the Chair-Elect position becomes vacant
612 due to the Chair-Elect needing to assume the role of Chair, the Senate shall forthwith elect a new
613 Chair-Elect who shall immediately perform those duties and shall continue to discharge them
614 throughout the remainder of the predecessor's unexpired term and shall continue to serve as
615 Chair-Elect throughout the duration of the Chair's term.

616

617 If the Chair is unable to discharge the duties of the position for less than two consecutive months,
618 the function of the Chair shall be discharged by the Chair-Elect until such time as the Chair can
619 resume the duties of the position. Such short-term vacancies will not alter the terms of either
620 officer.

621

622 F. Release Time and Stipends

623

624 The positions of Chair and Chair-Elect assume University-recognized duties in the areas of
625 service and administrative oversight. To facilitate the ability for these officers to adequately meet
626 these responsibilities, the colleges and units of the serving individuals are expected to provide a
627 reduction in teaching and research responsibilities by 75% for the Chair and 25% for the Chair-
628 Elect. Nominees for the position of chair-elect shall notify their administration and negotiate the
629 indicated release time. Service as Chair-Elect and Chair shall be acknowledged as service in the
630 evaluation, promotion and tenure process.

631

632 In addition to the college-supported release time, the Chair-Elect and Chair shall each receive a
633 set stipend funded by the Office of the Provost and coordinated by the Executive Director of
634 Academic Personnel.

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Article V

Faculty Senate Secretary

A. Office

The Senate Executive Committee shall appoint a Faculty Senate Secretary subject to confirmation by the Senate. The Faculty Senate Secretary must be a voting member of the University Faculty Assembly. In those years that the Faculty Senate Secretary is to be appointed, eligible University Faculty Assembly members may apply for the position by submitting a statement of interest seven (7) calendar days before the April Executive Committee meeting.

The normal term of office shall be three years, and the Faculty Senate Secretary the Faculty Senate Secretary may serve a maximum of four consecutive terms if duly appointed. The Faculty Senate Secretary shall take office on July 1st, except when filling an unexpired term. The Faculty Senate Secretary shall be a voting member of the Senate while serving their term.

B. Duties of the Faculty Senate Secretary

The Faculty Senate Secretary is responsible for the following duties:

1. Serve as secretary at all meetings of the University Faculty Assembly, the Senate, and the Executive Committee.
2. Keep permanent minutes of all such meetings.
3. Distribute to the University Faculty Assembly, agenda for and minutes of meetings of the University Faculty Assembly and the Faculty Senate (this duty may be met by the agenda and minutes to the Faculty Senate website and notifying faculty of the availability on the website of such minutes or agenda).
4. Distribute any other information and/or documents as necessary to keep the University Faculty Assembly informed.
5. Keep and maintain the official roster of the University Faculty Assembly, determine questions of eligibility for membership in the Assembly, and report the names of Assembly members within each constituency group.
6. Maintain a roll and matrix of attendance at all Senate meetings.
7. Supervise the Faculty Senate Office in the conduct of elections. Determine a calendar of election to adjust redistribution of representatives to the Senate so that an equal number of Senators will be elected annually. Contact faculty members who need to fill vacancies because of Senate resignations.
8. Prepare and defend the annual budget for the Faculty Senate Office.
9. Serve as an ex officio member of the Executive Committee and the Committee on Committees, Membership and Constituencies.
10. Provide support and consultation to the Chair and Chair-Elect, as needed.

676 11. Supervise the Faculty Senate Office staff.

677

678 The Faculty Senate Secretary may delegate any or all of these duties to the Faculty Senate
679 Office.

680

681 C. Release Time and Office Space

682

683 The position of Faculty Senate Secretary assumes University-recognized duties in the areas of
684 service and administrative oversight. To facilitate the ability for the Secretary to adequately meet
685 these responsibilities, the college and unit of the serving individual are expected to provide the
686 equivalent of a three-credit course release per semester. Service as Secretary shall be
687 acknowledged as service in the evaluation, promotion and tenure process.

688

689 The Secretary shall be provided with an office and adequate staff for the performance of these
690 duties.

691

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Article VI

Faculty Representative to State Government

694

695 A. Office

696

697
698 The Faculty Senate Executive Committee shall appoint a Faculty Representative to the State
699 Government, subject to confirmation by the Senate. The Faculty Representative to the State
700 Government must be a member of the University Faculty Assembly. Eligible University Faculty
701 Assembly members may apply for the position by submitting a statement of interest seven (7)
702 calendar days before the April Executive Committee meeting.

703

704 The normal term of office shall be two years, and the Faculty Representative to State
705 Government may serve a maximum of four consecutive terms if duly appointed.. The Faculty
706 Representative to State Government shall take office on July 1st, except when filling an
707 unexpired term.

708

709 B. Duties Faculty Representative to State Government

710

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

712

713 1. Represent the entire WVU Faculty as the “West Virginia University” representative to
714 higher education advisory groups established by the West Virginia Legislature. The
715 Legislature may provide divisional or satellite campuses with individual representatives

- 716 on such advisory groups. These representatives shall be selected by and serve as liaison
717 with their respective campus faculty assemblies.
- 718 2. Provide reports on governmental matters related to higher education at all meetings of the
719 Senate and its Executive Committee. As appropriate, urgent governmental issues shall be
720 communicated to Senate officers, the Executive Committee, and/or the entire Senate.
 - 721 3. Aid and assist faculty representatives in reporting to and advising the West Virginia
722 University governing board and administration on issues pertaining to higher education.
 - 723 4. Serve as a liaison between the legislative branch of state government and WVU faculty.
 - 724 5. Advocate for the entire University and its faculty with branches of state government.
 - 725 6. As a Faculty Senate officer, serve as a voting member of the Executive Committee.

726
727 C. Release Time and Travel Funds
728

729 The position of Faculty Representative to State Government assumes University-recognized
730 duties in the areas of service and administrative oversight. To facilitate the ability for the
731 Representative to adequately meet these responsibilities, the college and unit of the serving
732 individual are expected to provide a reduction of teaching and research responsibilities by 25%.
733 Service as Faculty Representative to State Government shall be acknowledged as service in the
734 evaluation, promotion and tenure process.

735
736 The University shall provide the Faculty Representative to the State Government with adequate
737 travel funds for the performance of these duties.
738

739

740 **Article VII**
741 **Representation on the West Virginia University Governing Board**

742
743 A. Composition
744

745 In recognition that governance of higher education institutions is a responsibility shared by
746 faculty, Staff, students, administrators, and trustees, West Virginia code §18B-2A-1 states that
747 the governing board of the University shall include two faculty representatives. Each
748 representative acts on behalf of the University's entire faculty.

749
750 B. Election
751

- 752 1. One governing board member shall be the Faculty Senate Chair serving a term that
753 begins in an odd-numbered year. Election to this position is described in Article IV,
754 Section D.

- 755 2. A second governing board member shall be elected by the Faculty Senate, selected from
756 full-time faculty with the rank of instructor or above, drawn from either Extension or
757 Health Sciences. To be eligible to serve, the faculty member must have at least 60% of
758 their time assigned to either Extension or Health Sciences.
- 759 3. Declared candidates for the governing board member from Extension or Health Sciences
760 will be introduced at the April Faculty Senate meeting in even calendar years.
761 Nominations from the floor also may be made by any member of the University Faculty
762 Assembly at that meeting. At the May meeting, the governing board member candidates
763 will be given an opportunity to present a brief statement to the Senate. The Faculty
764 Senate Office will transmit ballots to all members of the Senate immediately following
765 the May meeting. To be counted, ballots must be submitted to the Faculty Senate Office
766 by the deadline stated on the ballot, which will be at least seven (7) calendar days after
767 the start of voting. The results of the election will be announced by the Faculty Secretary
768 as soon as practical after the completion of the election.

769

770 C. Terms

771

- 772 1. Terms for both governing board members shall last two years. The terms of the two
773 representatives shall be staggered to assure continuity in faculty membership on the
774 governing board.
- 775 2. The term on the University governing board for Senate Chairs whose terms begin in an
776 odd-numbered year shall begin on the same day the term of the Chair begins (July 1st)
777 and end on June 30th, two years thereafter.
- 778 3. The term for the University governing board Faculty representative from either the
779 Extension or Health Sciences shall begin on July 1st of an even-numbered year and end
780 on June 30th, two years thereafter. This representative may serve a maximum of four
781 consecutive terms if duly reelected.

782

783 D. Vacancies

- 784 1. Per the WVU Board of Governors Bylaws Article I, Section 1.10, if the Faculty Senate
785 Chair is unable to complete their service on the BOG during the first year of their BOG
786 term, the Faculty Senate Chair-Elect will assume the faculty BOG seat.

787

788 If the Immediate Past Faculty Senate Chair is unable to complete their service to the
789 BOG during the second year of their BOG term, the Faculty Senate Chair will assume
790 the faculty BOG seat.

791

- 792 2. If the faculty representative chosen from either Extension or Health Sciences is unable to
793 serve on the governing board for a full two-year term, then a new election to complete the
794 remainder of the two-year board representative term shall be held by the Faculty Senate.

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Article VIII
Removal of Members of the Senate

Any member of the Faculty Senate, including Chair, Chair-Elect, Faculty Senate Secretary, 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 two-thirds (2/3) of the entire Faculty Senate membership.

A vote for removal from the Senate can only be made if a motion to remove has been presented to Faculty Senate at least seven (7) calendar days prior to the vote on the removal motion. The removal motion must be included in the next Faculty Senate meeting agenda. If a motion to remove the Chair has been presented, the Chair-Elect will preside over that part of the meeting, rather than the Chair.

Article IX
Amending Procedure

A. Consideration of Proposed Amendments by Faculty Senate

Amendments to this Constitution shall first be approved by the Senate and then submitted to the University Faculty Assembly. Any member of the Faculty Senate may introduce an amendment by submitting it in writing to the Faculty Senate Office at least seven (7) calendar days in advance of the next scheduled Faculty Senate meeting. The proposed amendment shall be placed on the agenda for discussion at two Faculty Senate meetings prior to a vote by the Senate. The Senate shall act on the proposed amendment no later than the third meeting following such a filing. Approval of any amendment shall require a two-thirds (2/3) vote of the members of the Senate present.

B. Ratification of Amendments by the University Faculty Assembly

Within seven (7) calendar days following approval by the Faculty Senate, an electronic ballot shall be prepared by the Faculty Senate Office and distributed by email to all members of the University Faculty Assembly. Assembly members shall submit their electronic votes to be accumulated by the Faculty Senate Office within seven (7) calendar days of the original date of distribution. Ratification of proposed amendments shall require a simple majority (50%+1) of the membership of the University Faculty Assembly.

C. Effective Date of Amendments

835
836 New amendments shall be effective immediately upon ratification.

837
838 This Constitution became effective on February 24, 2026.

839
840 **Amendments to Date**

841
842 A major rewrite of the West Virginia University Faculty Constitution took place over the 1999-
843 2002 school years. The rewritten Constitution was passed by the WVU Faculty Senate on
844 September 9th, 2002 and by the WVU Faculty Assembly on October 14th, 2002. It became
845 effective July 1st, 2003.

846
847 Revision of the West Virginia University Faculty Constitution took place over the 2009-2010
848 and 2010-2011 academic years. The revised constitution was approved by the WVU Faculty
849 Senate on April 12th, 2010. It was presented to the WVU University Assembly* on October
850 11th, 2010 and was approved in mail balloting that was counted on November 3rd, 2010.

851
852 An amendment to Article VII that pertained to the schedule for the election of the extension
853 service/health sciences faculty representative on the WVU Board of Governors was approved at
854 the May 13, 2013 meeting of the Faculty Senate. The amendment was presented to the WVU
855 University Assembly* on October 7, 2013 and was approved in on-line balloting that was
856 counted on October 29, 2013.

857
858 Revision of the West Virginia University Faculty Constitution took place over the 2015-2016
859 and 2016-2017 academic years. The revised constitution was approved by the WVU Faculty
860 Senate on June 13, 2016. It was presented to the WVU University Assembly* on October 10,
861 2016 and was approved in on-line balloting that was counted on October 28, 2016.

862
863 A revision of the West Virginia University Faculty Constitution was approved at the September
864 10, 2018 meeting of the Faculty Senate. It was presented to the WVU University Assembly* on
865 October 8, 2018 and was approved in on-line balloting that was counted on October 19, 2018.

866
867 A major revision of the West Virginia University Faculty Constitution took place over the 2023-
868 2025 school years and was approved at the December 1, 2025, meeting of the WVU Faculty
869 Senate. The amended Faculty Constitution was presented to the WVU University Faculty
870 Assembly* on February 2, 2026, and was ratified via online voting which was counted and
871 finalized on February 24, 2026.

872
873 * The name “University Assembly” was changed to “University Faculty Assembly” in the
874 Constitution revision of February 2026.

875

876 **References:**

877

878 Olson, G. A. (July 23, 2009). Exactly what is 'Shared Governance'? *Chronicle of Higher*
879 *Education*. <https://www.chronicle.com/article/exactly-what-is-shared-governance/>