WEST VIRGINIA UNIVERSITY

FACULTY CONSTITUTION

Preamble

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

Article I

The University Assembly

1. Composition

a. The University Assembly shall include those faculty employed full time by West Virginia University, those who report to an academic Dean, and those who perform activities responsive to the academic obligation of the University as defined by Board of Governors Rule 4.2 with the exception of those “Other Non-Tenure-Track” faculty who do not report to an academic dean or who hold appointments that are considered to be temporary in nature. Voting members of the University Assembly shall include: Voting rights are conveyed to anyone considered to be a member of the University Assembly:

• All tenured and tenure track faculty with the title of Instructor and above;
• Librarian track faculty;
• Clinical track faculty;
• Teaching track faculty;
• Non tenure track faculty with titles bearing the prefix of “Teaching,” “Research,” or “Clinical,” with the title of Lecturer and above; and
• Faculty equivalents or academic professionals (FEAPS) who are in academic units.

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

2. Functions

a. The voting members of the University Assembly shall elect Senators to represent constituent groups as provided in this Constitution.

b. Members of the University Assembly may express, by formal resolution, their opinion on any question relating to policy or administration of the University.

c. Any action of the Senate must be reconsidered by that body, if within three weeks after distribution of the minutes reporting such action, petitions submitted by at least five percent (5%) of the voting members of the University Assembly and stating reasons for objection to the Senate action are filed with the Faculty Secretary. If the Senate reaffirms the action so challenged, the issue must be submitted, along with appropriate documents summarizing the opposing views, to the University Assembly. The majority of ballots received by the Faculty Secretary by a specified deadline will decide the issue.

3. Regular Meetings

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

4. Special Meetings

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

5. Presiding Officer

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

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

7. Notice of Meetings

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

8. Procedural Rules

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

Article II
The Faculty Senate

1. Composition & Constituencies

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

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

2. Review of Constituencies
The Committee on Committees, Membership and Constituencies shall, every three years, review the constituencies then electing members to the Senate. If the committee finds that a constituency is no longer under the direction of an academic officer who is directly responsible to the WVU Provost and Vice President for Academic Affairs or WVU Vice President & Executive Dean for Health Sciences, as defined above in Article II, Section 1, no longer exists, the Committee shall recommend to the Senate that that constituency be abolished, possibly to be incorporated into another constituency. The abolition of a constituency shall be by not less than two-thirds of the members of the Senate, present and voting.

3. Representation

There shall be at least one elected Senate member from each constituency as designated above. The number of Senators elected from each constituency shall be based upon one elected Senator for each twenty (20) or fraction of twenty (20) members of the University Assembly who are responsible to that particular constituent administrative unit, provided that no constituency shall comprise more than 39% of the overall membership of the Senate. It shall be the responsibility of the Faculty Senate Office to ensure accurate representation of faculty in constituencies, and of the faculty populations the constituencies represent.

4. Role of Senators

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

5. Functions

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

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

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

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

d. Admissions, transfers, scholastic achievement and graduation requirements of the University;
e. Responsibilities, rights and duties of faculty members, such as standards of appointments and conduct, criteria for tenure and promotion, retirement, academic freedom, salary, and the nature and conditions of their work and all matters of faculty welfare;

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

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

h. The academic calendar and the scheduling of classes;

i. The operation and administration of the libraries;

j. Equipment and physical facilities;

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, Senate and Faculty Senate Office staff 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. Only members of the University Assembly are eligible to stand for election to the Faculty Senate from their respective constituencies.

b. On all campuses, elected Senators for each constituency shall be chosen from those nominated under Paragraph a by mail or electronic ballot by the voting members of that constituency, no later than March 15th.
c. Two representatives elected by the governing board of a University-recognized committee of retiring faculty will serve as Senators to represent retiring faculty in the Senate. Typically, those elected would be the Chair and Chair-Elect of the committee of retiring faculty. Faculty in phased retirement shall be represented by Senators from their respective constituencies.

7. Continuity

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

8. Term of Senators

The term of a Senator shall begin on July 1st of the year in which he/she is elected and end on June 30th of the third year of service. Elected members of the Faculty Senate shall normally serve for a term of three years but shall then be ineligible for re-election until a period of one year has elapsed. The Committee on Membership and Constituencies may recommend that some Senators be elected for terms of one or two years in order that, as nearly as possible, an equal number of representatives will be elected annually within a constituency. Senators who have served five or more years of the previous six years without a one-year break in service shall be ineligible for re-election until a period of one year has elapsed. This could occur as a result of serving a full term and being elected to a shortened term or named to fill a vacancy.

9. Vacancies

Should a vacancy occur, the nominee of that constituency with the next highest vote in the most recent election shall be named to serve the remainder of the unexpired term. If there is no other nominee from the most recent election, the Faculty Secretary shall, with the advice of the remaining Senators from that constituency, determine the method of filling the vacancy for the remainder of the unexpired term.

10. Senate Meetings

The Senate shall meet regularly no less than once per month, except in June, July, and August, at a time and place which it shall establish. Special meetings of the Senate may be held upon call of the Faculty Senate Chair, or upon written request of ten percent (10%) of all Senators of the Senate. An emergency meeting may be called only on petition of at least twenty-five (25) Senators, by the Faculty Senate Chair, or by the President of the University.
Except in the case of an emergency meeting, the Faculty Senate Office shall notify the Senators of any meetings at least seven (7) calendar days in advance of the date of any such meeting. In case of an emergency, the Faculty Senate Office shall take all necessary means to notify the members of the Senate in advance of such an emergency meeting.

11. Presiding Officer

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

12. Parliamentarians

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

13. Quorum

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

14. Observers

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

15. Attendance

All Senators shall be expected to attend regularly the meetings of the Senate. There shall be a roll taken at each meeting and published in the minutes. A matrix of Senators vs. meetings attended for the previous year and the current year shall be distributed with the call for
nominations of candidates for Senate. This matrix also will be provided with the Senate election ballot each year. The matrix shall be cumulative over the Senate year, July through June. Any Senator who fails to attend at least one meeting per academic semester is failing their duties and can be removed by the procedure outlined in Article VIII of this constitution.

16. Rules of Procedure

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

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

Article III

Committees

1. Creation and Classification

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

2. Executive Committee

The Executive Committee is a constitutional committee composed of the Faculty Chair who shall be its chair, the Faculty Secretary who shall be its secretary, Faculty Chair-Elect, the immediate past Chair, the faculty representative to the University governing board elected from either the extension service or the health sciences, and seven elected members who shall be chosen by the Senate. All are voting members. The seven elected members must be Faculty 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 seven members shall serve terms of one year, and may stand for reelection to the Executive Committee as long as they remain Faculty 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, the Vice President & Executive Dean for Health Sciences, and the Faculty Senate Representative to State Government, if he/she is not an elected member of the Executive Committee, shall be ex officio voting members. The chairs of two standing Faculty Senate committees primarily involved in curriculum decisions shall be ex officio voting members. The Faculty Senate Executive Committee shall annually designate one or more incoming standing committee chairs to be ex officio voting members of the Executive Committee. It shall be the duty of the Executive Committee to:

a. Carry out executive functions, including but not limited to:
i. Accept, review, advise, recommend, and initiate reports, policies, and issues relating to the functions set forth in Article II, Section 5;

ii. Serve as a channel through which any member of the University Assembly may introduce matters for consideration by the Senate;

iii. Assist in carrying into effect the rules, regulations, and actions of the Senate;

iv. Appoint the Faculty Secretary subject to confirmation by the Senate;

v. Appoint the Faculty Senate Representative to State Government, subject to confirmation by the Senate;

vi. Appoint both standing and special committees of the Senate and the chairs thereof with such appointments subject to confirmation by the Senate, and to maintain liaison with these committees to insure the expeditious fulfillment of charges to the various committees, and to make appointments to other entities as appropriate;

vii. Prepare and submit reports and/or documents, as needed, on the work of the Senate to the University, to the President, to the University Assembly or other groups as needed; and

viii. Prepare the agenda for Senate meetings including a time for the University President, or his/her designated representative, to address the Senate, provide information or comments, and stand for questions;

b. Act for the Senate in emergencies and report such actions to the Senate; and

c. Appoint the members of the University-wide Promotion and Tenure Advisory Panel.

3. Committee on Committees, Membership and Constituencies

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

a. Annually review and report to the Senate upon the constituencies to be represented within the University Assembly per Article II, Sections 2 and 3, and to recommend such changes as it deems necessary; and

b. Secure capable committee members and committee chairs who have experience on their respective committees and to achieve a balance between senior and junior faculty members and among the various schools and colleges as much as possible.
4. Standing and Special Committees

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

5. Committee Personnel

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

Article IV

Faculty Chair and Chair-Elect

1. Eligibility

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

2. Duties

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

b. In the absence of the Chair, the Chair-Elect shall preside over the Senate, its Executive Committee and the University Assembly. Along with the Chair, the Chair-Elect shall also serve as an ex-officio voting member of the Committee on Committees, Membership and Constituencies.
c. Each Chair of the Senate whose term begins in an odd-numbered year shall serve as a faculty representative to the University governing board for a term of two years. The term on the governing board shall commence on July 1st of the odd-numbered year in which the Senate term begins.

3. Term

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

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 members of the Senate. Ballots, in order to be counted, must be submitted to the Faculty Senate Office by the deadline stated on the ballot, which will be at least seven days after the start of voting. 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 resigns, leaves the University, is removed, or otherwise is unable to carry out the function of the Office for more than two consecutive months, the office shall be considered vacant. 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 assume the role of Chair and 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 either the Chair or Chair-Elect is unable to discharge his/her duties, the Senate shall forthwith elect a newly elected Chair-Elect who shall immediately perform those duties and shall continue to discharge them throughout the remainder of the predecessor’s unexpired term. If the previous Chair-Elect assumes the role of Chair, then the new Chair-Elect shall continue to serve as Chair-Elect throughout the duration of the Chair’s term. For vacancies of less than two consecutive months, the function of the Chair shall be discharged by the Chair-Elect and the functions of the Chair-Elect will be discontinued until such time as the Chair can resume the duties of the position. 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 Faculty Secretary must be a voting member of the University Assembly. In those years that the Faculty Secretary is to be appointed, eligible University Assembly members may apply for the position by submitting a statement of interest seven (7) calendar days before the April Senate Executive Committee meeting. 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.

2. Duties

The Faculty Secretary shall perform the following duties:

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

b. Keep permanent minutes of all such meetings;

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

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

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

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

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

i. Supervise the Faculty Senate office staff.

3. Administrative Support

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

Article VI
Faculty Senate Representative to State Government

1. Office

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

2. Duties

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

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

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

c. Aid and assist faculty representatives in reporting to and advising the West Virginia University governing board and administration on issues pertaining to higher education;
d. Serve as a liaison between the legislative branch of state government and WVU faculty;

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

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

3. Administrative Support

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

Article VII

Representation on the West Virginia University Governing Board

1. Composition

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

2. Election

a. One governing board member shall be the Faculty Senate Chair serving a term that begins in an odd-numbered year. Election to this position is described in Article IV, Section 4.

b. A second governing board member shall be elected by the entire Faculty Senate, selected from full-time faculty with the rank of instructor or above, drawn from either the extension service or the health sciences. To be eligible to serve, the faculty member must have at least 60% of his or her time assigned to either extension or health sciences.

c. Declared candidates for the governing board member from extension service or health sciences will be introduced at the April Faculty Senate meeting in each even calendar year. Nominations from the floor also may be made by any member of the University Assembly at that meeting, or through submission of a nomination to the Faculty Senate Office no later than seven calendar days prior to the next meeting of the Faculty Senate in May. At the May meeting, the governing board member candidates will be given an opportunity to present a brief statement to the Senate. The Faculty Senate Office will transmit ballots to all Senators members of the Senate immediately following the May meeting. Ballots, in order to be counted, must be submitted to the Faculty Senate Office by the deadline stated on the ballot, which will be at least seven days after the start of voting. The results of the election will be announced at the June Senate meeting by the Faculty Secretary as soon as practical after the completion of the election.
3. Terms
   a. Terms for both governing board members shall last two years. Terms of the two representatives
      shall be staggered to assure continuity in faculty membership on the governing board.
   b. The term on the University governing board for Senate Chairs whose terms begin in an odd-
      numbered year shall begin on the same day the term of the Chair begins (July 1st) and end on 30th
      June, two years thereafter.
   c. The term for the University governing board Faculty representative from either the extension
      service or the health sciences shall begin on July 1st of an even-numbered year and end on June
      30th, two years thereafter.

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

Article VIII

Impeachment Removal of Officers Members of the Senate

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

A vote for removal from the Senate can only be made if a motion to impeach remove has been
presented to Faculty Senate at least seven (7) calendar days prior to the vote on the impeachment
removal motion. The impeachment removal motion must either be included in the Faculty Senate
meeting agenda or introduced by a Senator member of the Senate through formal notification of the
whole Senate through the Faculty Senate Office. If a motion to remove the Chair has been presented,
the Chair-Elect will preside over that part of the meeting(s), rather than the Chair.
Article IX
Amending Procedure

1. Proposing Amendments

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

2. Publicizing Proposed Amendments

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

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 one week 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 28, 2016.

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.

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