

1 WEST VIRGINIA UNIVERSITY
2
3 FACULTY CONSTITUTION
4

5 Preamble
6

7 Traditions of the academic community in general and of West Virginia University in particular demand
8 that the faculties of the colleges, schools, and divisional campuses of West Virginia University
9 participate fully in the governance of the University. It is recognized that legal authority to guide and
10 regulate the University is vested by the West Virginia Legislature in the West Virginia University
11 Board of Governors through the President of the University. Campus Presidents at Potomac State
12 College of WVU and the WVU Institute of Technology report to the President of the University
13 through the Provost and Vice President for Academic Affairs. It is recognized that the faculties of the
14 divisional campuses of WVU will pursue their own governance as needed, consistent with University
15 policies and practices, but will be represented in the Faculty Senate. It is further recognized that as a
16 corollary of academic freedom, the faculty has a responsibility for guiding the academic pursuits of the
17 University as well as for guiding the academic pursuits of each campus, college, school, or their
18 equivalent in the University. The University faculty acknowledges responsibility to communicate its
19 views on matters bearing upon the academic program to those exercising legal authority over the
20 institution. To that end, this Constitution is established to facilitate a meaningful flow of information
21 and to further understanding among the faculty, administration, students, and staff; and to assist the
22 President and the governing and policy boards in developing University policy.
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24 Article I
25 The University Assembly
26

27 1. Composition
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- 29 a. The University Assembly shall include those faculty employed full time by West Virginia
30 University, as defined by Board of Governors Rule 4.2 with the exception of those “Other Non-
31 Tenure-Track” faculty who do not report to an academic dean or who hold appointments that are
32 considered to be temporary in nature. Voting rights are conveyed to anyone considered to be a
33 member of the University Assembly.
34
- 35 b. Fully retired faculty shall be represented in the University Assembly by a University-recognized
36 committee of retired faculty. Two representatives of this committee of retired faculty who are
37 former full-time WVU faculty members shall be voting members of the University Assembly. No
38 other retired faculty members are considered voting members of the University Assembly, and
39 these other retired faculty shall not be included for purposes of determining quorum.
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44 2. Functions

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

48

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

51

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

59

60 3. Regular Meetings

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

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69 4. Special Meetings

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

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75 5. Presiding Officer

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

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80 6. Parliamentarian

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

83

84 7. Notice of Meetings

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

88 8. Procedural Rules

89

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

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Article II
The Faculty Senate

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101 1. Composition & Constituencies

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

108

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

119

120 2. Review of Constituencies

121

122 The Committee on Committees, Membership and Constituencies shall, every three years, review the
123 constituencies then electing members to the Senate. If the committee finds that a constituency, as
124 defined above in Article II, Section 1, no longer exists, the Committee shall recommend to the Senate
125 that that constituency be abolished. The abolition of a constituency shall be by not less than two-thirds
126 of the members of the Senate, present and voting.

127

128 3. Representation

129

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

131 The number of Senators elected from each constituency shall be based upon one elected Senator for
132 each twenty (20) or fraction of twenty (20) members of the University Assembly who are responsible to
133 that particular constituent administrative unit, provided that no constituency shall comprise more than
134 39% of the overall membership of the Senate. It shall be the responsibility of the Faculty Senate Office
135 to ensure accurate representation of faculty in constituencies, and of the faculty populations the
136 constituencies represent.

137

138 4. Role of Senators

139

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

146

147 5. Functions

148

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

151

- 152 a. Objectives and academic standards for the University, its divisional campuses, and its
153 components;
- 154
- 155 b. Addition, modification, and deletion of all academic programs, curricula, and courses; especially
156 with regard to those affecting more than one college, school, or other academic division; the
157 common course numbering system requires that course offerings on all campuses be coordinated
158 through committees of the WVU Faculty Senate;
- 159
- 160 c. The organizational structure of the University with reference to academic matters;
- 161
- 162 d. Admissions, transfers, scholastic achievement and graduation requirements of the University;
- 163
- 164 e. Responsibilities, rights and duties of faculty members, such as standards of appointments and
165 conduct, criteria for tenure and promotion, retirement, academic freedom, salary, and the nature
166 and conditions of their work and all matters of faculty welfare;
- 167
- 168 f. Student life, such as standards of conduct, discipline, health, living conditions, organizations,
169 publications, financial aid, and student participation in extracurricular activities and athletics;
- 170
- 171 g. University convocations, lectures, entertainment, publications, and radio and television
172 broadcasts;
- 173
- 174 h. The academic calendar and the scheduling of classes

- 175 i. The operation and administration of the libraries;
176
177 j. Equipment and physical facilities;
178
179 k. Academic recognition, including honorary degrees – subject, when relevant, to policies and
180 procedures adopted on each of the respective divisional campuses. Procedure: There will be two
181 parts to the discussion of candidates in the Closed Session before a vote. First, the representative
182 of the nominating committee shall stand for questions and discussion. Then the nominating
183 committee member shall leave while the Senate discusses the nominees in a Closed Session with
184 only the Senate and Faculty Senate Office staff present. The vote shall be a confidential written
185 ballot.
186
187 l. Such other matters as shall be referred to it for study and recommendation.
188

189 6. Election of Senators

190
191 The Faculty Senate Office with oversight from the Faculty Secretary shall be responsible for the
192 conduct of Senate elections.
193

- 194 a. The Faculty Senate Office shall, not later than February 1st, advise members of each constituency
195 that has an upcoming vacancy or vacancies of their opportunity to nominate candidates.
196 Candidates for a position on the Faculty Senate may be nominated by one or more colleagues or
197 may be self-nominated. Candidates may write a paragraph of their interests and qualifications to
198 be distributed by the Faculty Senate Office with the election materials if they so desire. Only
199 members of the University Assembly are eligible to stand for election to the Faculty Senate from
200 their respective constituencies.
201
202 b. On all campuses, elected Senators for each constituency shall be chosen from those nominated
203 under Paragraph a by mail or electronic ballot by the members of that constituency, no later than
204 March 15th.
205
206 c. Two representatives elected by the governing board of a University-recognized committee of
207 retired faculty will serve as Senators to represent retired faculty in the Senate. Typically, those
208 elected would be the Chair and Chair-Elect of the committee of retired faculty. Faculty in phased
209 retirement shall be represented by Senators from their respective constituencies.
210

211 7. Continuity

212
213 Approximately one-third of the elected Senate members shall be elected each year from each
214 constituency where there is more than one representative. At the first election, which shall be conducted
215 by the existing Senate Executive Committee, one third plus whatever fraction is necessary to round off
216 to a whole number shall be elected for a term of one year; another one third plus the fraction necessary
217 to round off to a whole number shall be elected for a term of two years and the remainder shall be
218 elected for three years except where there are only two representatives, these shall be elected for two

219 and three year terms; and where there is only one representative, he/she shall be elected for a three year
220 term.

221

222 8. Term of Senators

223

224 The term of a Senator shall begin on July 1st of the year in which he/she is elected. Elected members of
225 the Faculty Senate shall normally serve for a term of three years and until successors have been elected
226 and have taken office. They shall be eligible to serve two consecutive full terms but shall then be
227 ineligible for re-election until a period of one year has elapsed. Senators who have served five or more
228 years of the previous six years without a one-year break in service shall be ineligible for re-election
229 until a period of one year has elapsed. This could occur as a result of serving a full term and being
230 elected to a shortened term or named to fill a vacancy.

231

232 9. Vacancies

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

238

239 10. Senate Meetings

240

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

246

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

251

252 11. Presiding Officer

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

256

257 12. Parliamentarians

258

259 There shall be one or more Parliamentarian(s) appointed annually by the Senate Executive Committee
260 with the consent of the Senate. The Parliamentarians are not required to be members of the Senate, but
261 any Senator appointed as Parliamentarian shall not lose his or her right to participate and vote in Senate
262 proceedings. The Parliamentarian(s) shall assume office July 1st of each year. The duties and

263 responsibilities of the Parliamentarian(s) are to advise on the application of the rules of order to the
264 proceedings of the Senate; to advise committees and committee chairs with regard to procedural
265 questions or rules of order; to advise the Senate, or any of its officers or members, with regard to
266 interpretation of the Constitution, rules, or policies of the Senate; and to perform such other functions as
267 may be designated by the Chair of the Senate. In the absence of the appointed Parliamentarian(s) the
268 Chair-Elect will fill that role. One or more of the Parliamentarians shall serve as a non-voting advisor to
269 the Senate Executive Committee.

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271

272 13. Quorum

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

276

277 14. Observers

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

284

285 15. Attendance

286

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

294

295 16. Rules of Procedure

296

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

300

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

305

306

307 **Article III**
308 **Committees**

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310 1. Creation and Classification

311
312 The Senate shall have the power to establish committees to carry out its functions. Certain committees
313 created by this constitution may only be established or abolished by constitutional amendment.
314

315 2. Executive Committee

316
317 The Executive Committee is a constitutional committee composed of the Faculty Chair who shall be its
318 chair, the Faculty Secretary who shall be its secretary, Faculty Chair-Elect, the immediate past Chair,
319 the faculty representative to the University governing board elected from either the extension service or
320 the health sciences, and seven elected members who shall be chosen by the Senate. All are voting
321 members. The seven elected members must be Faculty Senators when they stand for election to the
322 Executive Committee, but may serve on the Committee the year following the end of their Senate term.
323 The seven members shall serve terms of one year, and may stand for reelection to the Executive
324 Committee as long as they remain Faculty Senators. No more than one Senator may be elected to the
325 Executive Committee from any one constituency. The President of the University, the Provost and Vice
326 President for Academic Affairs, the Vice President & Executive Dean for Health Sciences, and the
327 Faculty Senate Representative to State Government shall be ex officio voting members. The Faculty
328 Senate Executive Committee shall annually designate one or more incoming standing committee chairs
329 to be ex officio voting members of the Executive Committee. It shall be the duty of the Executive
330 Committee to:

331
332 a. Carry out executive functions, including but not limited to:

- 333
334 i. Accept, review, advise, recommend, and initiate reports, policies, and issues relating to the
335 functions set forth in Article II, Section 5;
336
337 ii. Serve as a channel through which any member of the University Assembly may introduce
338 matters for consideration by the Senate;
339
340 iii. Assist in carrying into effect the rules, regulations, and actions of the Senate;
341
342 iv. Appoint the Faculty Secretary, subject to confirmation by the Senate;
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344 v. Appoint the Faculty Senate Representative to State Government, subject to confirmation by
345 the Senate;
346
347 vi. Appoint both standing and special committees of the Senate and the chairs thereof with such
348 appointments subject to confirmation by the Senate, and to maintain liaison with these
349 committees to insure the expeditious fulfillment of charges to the various committees, and to
350 make appointments to other entities as appropriate;

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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 for 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 committee must be a member of the Senate or have served in the last three years as a member of the respective committee. The Chair of each standing and special committee must be a Senator or have served as Chair-Elect the previous year. 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 will be established by the Committee on Committees, Membership, and Constituencies. The voting status of ex officio members of each committee will be

395 established by the committee itself, with the concurrence of the Committee on Committees,
396 Membership, and Constituencies. Appointment to any committee shall be for one year; members may
397 be reappointed.

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Article IV Faculty Chair and Chair-Elect

402 1. Eligibility

403

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

407

408 2. Duties

409

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

414

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

418

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

423

424 3. Term

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

427

428 4. Election

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430 Declared candidates for the Chair-Elect position will be introduced at the March meeting of the Senate.
431 Chair-Elect nominations from the floor also may be made at the March meeting. At the April meeting
432 of the Senate, the Chair-Elect candidates will be given an opportunity to present a brief statement to the
433 Senate. Immediately following the April meeting, the Faculty Senate Office will transmit ballots to all
434 members of the Senate. Ballots, in order to be counted, must be submitted to the Faculty Senate Office
435 by the deadline stated on the ballot, which will be at least seven days after the start of voting. The
436 results of the election will be announced at the May meeting. The Chair-Elect shall serve one year in
437 that capacity and in July of the following year shall assume the duties of the Chair.

438

439 5. Vacancies

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441 If during the term of the Chair or Chair-Elect either of those officers resigns, leaves the University, is
442 removed, or otherwise is unable to carry out the function of the Office for more than two consecutive
443 months, the office shall be considered vacant. If the Chair is the officer unable to discharge his/her
444 duties, the Chair-Elect shall assume the role of Chair and shall begin immediately to perform those
445 duties, including representation to the University governing board when applicable, and shall continue
446 to discharge them throughout the remainder of the predecessor's unexpired term and the term that
447 would otherwise have followed. If either the Chair or Chair-Elect is unable to discharge his/her duties,
448 the Senate shall forthwith elect a new Chair-Elect who shall immediately perform those duties and shall
449 continue to discharge them throughout the remainder of the predecessor's unexpired term. If the
450 previous Chair-Elect assumes the role of Chair, then the new Chair-Elect shall continue to serve as
451 Chair-Elect throughout the duration of the Chair's term. If the Chair is unable to discharge the duties of
452 the position for less than two consecutive months, the function of the Chair shall be discharged by the
453 Chair-Elect until such time as the Chair can resume the duties of the position. Such short-term
454 vacancies will not alter the terms of either officer.

455

456

457 6. Administrative Support

458

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

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465 **Article V**
466 **Faculty Secretary**

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1. Office

The Senate Executive Committee shall appoint a Faculty Secretary subject to confirmation by the Senate. 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 is responsible for the following duties:

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

- 483
484 b. Keep permanent minutes of all of such meetings;
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486 c. Distribute to the University Assembly, agenda for and minutes of, meetings of the University
487 Assembly and the Faculty Senate. (This may be by posting minutes and agenda to the Faculty
488 Senate Web page and e-mailing the appropriate faculty list of the availability on the web site of
489 such minutes or agenda.) As necessary, distribute any other documents or papers needed to keep
490 the University Assembly informed;
491
492 d. Keep and maintain the official roster of the University Assembly, determine questions of
493 eligibility for membership in the Assembly, and report the names of Assembly members within
494 each constituency group;
495
496 e. Maintain a roll and matrix of attendance at all Senate meetings;
497
498 f. Supervise the Faculty Senate Office in the conduct of elections. Determine a calendar of election
499 to adjust redistribution of representatives to the Senate so that an equal number of Senators will be
500 elected annually. Contact faculty members who need to fill vacancies because of Senate
501 resignations.
502
503 g. Prepare and defend an annual budget for the Faculty Senate Office;
504
505 h. Serve as an ex officio member of the Executive Committee and the Committee on Committees,
506 Membership and Constituencies; and
507
508 i. Supervise the Faculty Senate office staff.
509

510 3. Administrative Support
511

512 The education and research responsibilities of the Faculty Secretary shall be reduced sufficiently to
513 permit the Faculty Secretary to perform his/her duties adequately not to exceed the equivalent of one-
514 course release per semester. The Faculty Secretary shall be provided with an office and adequate staff
515 for the performance of these duties.
516

517 **Article VI**

518 **Faculty Senate Representative to State Government**
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520 1. Office
521

522 The Senate Executive Committee shall appoint a Faculty Senate Representative to State Government,
523 subject to confirmation by the Senate. The Faculty Senate Representative to State Government must be
524 a member of the University Assembly. Eligible University Assembly members may apply for the
525 position by submitting a statement of interest seven (7) calendar days before the April Senate Executive
526 Committee meeting. The normal term of office shall be one year, but the Faculty Senate Representative

527 to State Government may succeed herself/himself indefinitely. The Faculty Senate Representative to
528 State Government shall take office on July 1st, except when filling an unexpired term.

529

530 2. Duties

531

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

533

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

539

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

543

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

546

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

548

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

550

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

552

553 3. Administrative Support

554

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

559

560

Article VII

561

Representation on the West Virginia University Governing Board

562

563 1. Composition

564

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

569

570 2. Election

571

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

574

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

579

580 c. Declared candidates for the governing board member from extension service or health sciences
581 will be introduced at the April Faculty Senate meeting in each even calendar year. Nominations
582 from the floor also may be made by any member of the University Assembly at that meeting. At
583 the May meeting, the governing board member candidates will be given an opportunity to present
584 a brief statement to the Senate. The Faculty Senate Office will transmit ballots to all members of
585 the Senate immediately following the May meeting. Ballots, in order to be counted, must be
586 submitted to the Faculty Senate Office by the deadline stated on the ballot, which will be at least
587 seven days after the start of voting. The results of the election will be announced by the Faculty
588 Secretary as soon as practical after the completion of the election.

589

590 3. Terms

591

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

594

595 b. The term on the University governing board for Senate Chairs whose terms begin in an odd-
596 numbered year shall begin on the same day the term of the Chair begins (July 1st) and end on 30th
597 June, two years thereafter.

598

599 c. The term for the University governing board Faculty representative from either the extension
600 service or the health sciences shall begin on July 1st of an even-numbered year and end on June
601 30th, two years thereafter.

602

603 4. Vacancies

604

605 a. If the Faculty Senate Chair elected to a term that begins in an odd-numbered year is unable or
606 unwilling to complete the full two-year term as governing board representative for any reason,
607 then succession to fill the remainder of the two-year term on the governing board position shall
608 pass in the same manner as the Faculty Senate Chair position, as discussed in Article IV, Section
609 5.

610

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

614

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616

617

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

622

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

629

630

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632

Article IX Amending Procedure

1. Proposing Amendments

634

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

641

2. Publicizing Proposed Amendments

643

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

647

3. Discussion of Amendments

649

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

652

4. Ratification of Amendments

654

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

660

661 5. Effective Date of Amendments:

662

663 New amendments shall be effective immediately upon ratification.

664

665 This Constitution became effective October 19, 2018.

666

667

Amendments: Amendments to date

668

669

670 A major rewrite of the West Virginia University Faculty Constitution took place over the 1999-2002
671 school years. The rewritten Constitution was passed by the WVU Faculty Senate on September 9th,
672 2002 and by the WVU Faculty Assembly on October 14th, 2002. It became effective July 1st, 2003.

673

674 Revision of the West Virginia University Faculty Constitution took place over the 2009-2010 and 2010-
675 2011 academic years. The revised constitution was approved by the WVU Faculty Senate on April 12th,
676 2010. It was presented to the WVU University Assembly on October 11th, 2010 and was approved in
677 mail balloting that was counted on November 3rd, 2010.

678

679 An amendment to Article VII that pertained to the schedule for the election of the extension
680 service/health sciences faculty representative on the WVU Board of Governors was approved at the
681 May 13, 2013 meeting of the Faculty Senate. The amendment was presented to the WVU University
682 Assembly on October 7, 2013 and was approved in on-line balloting that was counted on October 29,
683 2013.

684

685 Revision of the West Virginia University Faculty Constitution took place over the 2015-2016 and 2016-
686 2017 academic years. The revised constitution was approved by the WVU Faculty Senate on June 13,
687 2016. It was presented to the WVU University Assembly on October 10, 2016 and was approved in on-
688 line balloting that was counted on October 28, 2016.

689

690 A revision of the West Virginia University Faculty Constitution was approved at the September 10,
691 2018 meeting of the Faculty Senate. It was presented to the WVU University Assembly on October 8,
692 2018 and was approved in on-line balloting that was counted on October 19, 2018.

693