

Section III. Aspects of Faculty Organization

Many elements of faculty membership and faculty organization are included in the Faculty Constitution and Bylaws (Section II of the Faculty Handbook). Only the additional elements that are not part of the constitution or bylaws and whose origin and status instead are faculty legislation or administrative policy are included in this section.

SPECIAL RULES OF ORDER

According to Article IV, Section 1, paragraph g of the Faculty Bylaws, Robert's Rules of Order, Newly Revised is the governing authority of the Faculty Assembly. Robert's Rules of Order Newly Revised, 10th ed., p. 15, l. 17 - 25 provides that an organization is free to adopt rules of procedure that add to or vary from the rules of parliamentary law as stated in their parliamentary authority. Accordingly, PLU Faculty have adopted the following special rule(s) of order:

1. A motion for an informal discussion, with a specified time limit, is in order when no other motion is pending.

AFFILIATE FACULTY

The affiliate faculty consists of persons holding academic appointments other than the regular faculty ranks eligible for tenure. They are appointed to perform some but not all of the duties associated with the function of regular, tenure eligible faculty. Affiliate categories include, but are not limited to, the following:

- A. **Lecturers** are appointed to teach specific courses or sections in a given academic term. Their course load is normally less than half-time over a full academic year, and they are paid on a per-course bases. They may be reappointed as needed by the institution. Lecturers should not normally teach more than ten percent (10%) of a department or school's credit hours in a given year, except in unusual circumstances and where the affected department or school agrees. Senior Lecturers, appointed to teach multiple semesters, have considerable teaching experience at PLU or elsewhere. Their course load is normally at least half time over a full academic year. They may be reappointed as needed by the institution.
- B. **Faculty Fellows** are practicing professionals appointed for a given academic term or year. They may be further identified as artist-in-residence, clinical faculty fellows, or other appropriately descriptive designations.
- C. **Clinical Faculty** are non-tenure-track instructors, assistant professors, or associate professors who, like visiting professors, are at least half-time. They may be reappointed for more than the normal maximum of two years for visiting professors and are used to fill non-permanent needs of professional programs such as nursing and social work.
- D. **Visiting Professors** (Associate Professors, Assistant Professors, and Instructors) are at least half-time and are appointed and salaried for a specific length of time, usually from one semester to a maximum of two years FTE. Visiting positions are designed to meet temporary needs of the university (for example, sabbatical leave replacements).
- E. **Visiting Scholars** are appointed to provide service to academic programs. They hold no other rank, receive no compensation, and teach no courses. Usually, they will be faculty on leave from other institutions of higher education.
- F. **Administrative Faculty Associates** hold university appointments which are not intrinsically related to a recognized academic field or discipline, but which entail substantial involvement with academic programs and faculty-related responsibilities. Whether such involvement is sufficiently constant and substantial in any given case to warrant this designation is to be decided by the provost and the president.

Affiliate faculty are not eligible for tenure. They have the privilege of voice, but not the right to vote, in the Faculty Assembly, except that full-time teachers at Pacific Lutheran University, regardless of the rank they hold, are members of the faculty, and are entitled to vote in Faculty Assembly and other faculty elections. "Full-time," for these purposes, means an employee with a 1.00-FTE contract with the university in a given academic year. A department, division, or school may confer voting privileges on some or all of its affiliate faculty, except that affiliate faculty shall not vote on matters of personnel (e.g., the election of chair and dean, and hiring of new faculty). (PROV rev. 11-1-01, GOV rev. 4-16-04)

[Page 52 and 52-A of the Faculty Handbook, 6th ed., revised October 14, 2005, by the Faculty Assembly, replacing page 52, dated February 2003]

FACULTY ELECTIONS

Faculty elections are conducted by mail or e-mail ballot, designated by an official symbol. Ballots are normally to be returned to the Governance Committee within 96 hours after distribution. Elections are conducted jointly by the Governance Committee and the faculty secretary, who acts as ballot keeper and official notary for the faculty regarding election results. After each ballot a statement is issued to inform the faculty of the names of candidates who have been elected and of the positions still to be filled. At its discretion the Governance Committee may inform the faculty of the total ballot count and of the rate of return of ballots.

(See AB-8-1973, Legislative Annual, 1972-73, p. 8--4-13-73; edited 7-19-95, 11-1-01)

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