

- 3) A candidate shall evidence a potential to carry out professional teaching and administrative responsibilities effectively.
- 4) A candidate shall exhibit traits and qualities of mind suited to continuing scholarship and professional growth.
- 5) A candidate shall not be excluded from membership in the faculty on the basis of sex, race, ethnic background, or familial relationship to another member of the faculty.

ARTICLE IV - GOVERNANCE

SECTION 1. The Faculty Assembly

- a) The chair of the faculty shall cause to be prepared an agenda for each of the meetings of the Faculty Assembly. The agenda shall include any matter proposed by any faculty committee or university committee or by three or more members of the faculty. The agenda shall also include complete written statements of any proposals to be made. Reports, other than the president's report, ordinarily shall be in written form and not read before the assembly. The agenda shall be distributed to each member of the faculty at least three (3) days in advance of the meeting for which the agenda applies exclusive of weekends and holidays. The organization of the agenda for a regular meeting of the faculty shall be as follows:
 - 1) Announcement of a quorum
 - 2) Devotions
 - 3) Minutes
 - 4) Announcements and communications
 - 5) The president's report
 - 6) Unfinished business
 - 7) New business
 - 8) Adjournment
- b) Requests for a special meeting of the Faculty Assembly shall specify the nature of the business to be considered. Only those items of business named in the request shall be considered at the special meeting of the Faculty Assembly. The agenda for a special meeting shall include written statements of any proposals to be made. The agenda ordinarily shall be distributed to each member of the faculty at least three (3) days in advance of the special meeting for which the agenda applies exclusive of weekends and holidays.

SECTION 2. Faculty Officers

- a) Chair of the Faculty
 - 1) The chair of the faculty shall perform the following duties:
 - a. To call and preside at meetings of the Faculty Assembly.
 - b. To appoint a member of the Faculty Assembly to serve as Parliamentarian for a term concurrent with that of the chair. The appointee shall retain voice and voting privileges in the Faculty Assembly.
 - c. To call and preside at meetings, coordinate the agenda, and direct the work of the Faculty Executive Committee.
 - d. To represent the faculty to the Board of Regents
 - e. To represent the faculty to the administration, including but not limited to monthly meetings with the officers of the university.
 - f. To provide leadership to promote the mission of the university.
 - 2) The chair of the faculty shall retain voting privileges in the Faculty Assembly and in the Faculty Executive Committee.

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3) Term and Conditions

- a. The chair of the faculty shall serve a term of two years and shall not be eligible for a second successive term. The chair is ineligible for any other elective faculty position while serving as chair.
- b. Excepting the first chair of the faculty elected after the adoption of this amendment, chairs will succeed to the position following a term as vice-chair of the faculty. In the event that the positions of chair and vice-chair become vacant simultaneously, simultaneous elections shall be held to fill the positions for the unexpired terms with the chair being regarded as having succeeded to the position for purposes of serving a subsequent full term.
- c. Candidates for chair and vice-chair of the faculty shall be tenured faculty members at the rank of associate professor or professor.
- d. The term of office of the chair of the faculty shall begin on July 1 and end on June 30.
- e. The chair of the faculty shall receive a teaching load reduction of two (2) courses or the equivalent per academic year.

b) Vice-chair of the Faculty

1) The vice-chair of the faculty shall perform the following duties:

- a. To assume the duties of the chair of the faculty when the chair is unable to perform them or as designated by the chair.
- b. To serve as a voting member of the Faculty Executive Committee.
- c. To represent the faculty to the Board of Regents.
- d. Upon completion of a term as vice-chair, to succeed to the position of chair of the faculty.
- e. To succeed to the position of chair of the faculty upon the vacancy of the position before the end of the term and for the remainder of that term. If the vice-chair succeeds to the chair position to fulfill an unexpired term and if one year or less than one year remains in that unexpired term, the new chair may serve a subsequent consecutive full term. If more than one year remains in the unexpired term, the new chair may fulfill the term, but may not succeed to a full term.

2) Selection, Term, and Conditions

- a. The term of office of the vice-chair shall be two years.
- b. The election shall be conducted by the Governance Committee at the same time as other committee and faculty position elections.
- c. The nomination of candidates must be made in writing to the Governance Committee. Nominations may be made by any member of the faculty and must be supported in writing by at least ten faculty members who have not supported the nomination of any other candidates for the position. The Governance Committee shall obtain written consents to run and to serve from nominees.
- d. If more than two candidates are nominated and if no candidate receives a majority of the votes cast for the position, a run-off election shall be held between the candidates with the two largest number of votes. The run-off election shall be concluded no later than three weeks after the conclusion of the general election, and the winner shall be the candidate with the largest number of votes cast. The faculty shall be informed of the results and vote totals in each election.
- e. Upon a vacancy in the position of vice-chair, the Governance Committee shall conduct a special election to fill the vacancy, such election to take place no later than one month after the creation of the vacancy and under conditions of nomination and eligibility as normally apply to the position.
- f. If a vice-chair is elected to the position to fill an unexpired term and if one year or less than one year remains in the unexpired term, the new vice-chair may serve the subsequent full term without the necessity of re-election.

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c) Secretary of the Faculty

1) The faculty secretary shall perform the following duties:

- a. To prepare and maintain a list of voting members of the faculty.
- b. To keep accurate records of all meetings of the Faculty Assembly and the Faculty Executive Committee and distribute to faculty members a copy of the minutes within one week after each meeting.
- c. To be responsible for codification and custody of all faculty legislation, amendments to the Faculty Constitution and Bylaws, and Rules of Order.
- d. To be responsible for the transmission of the current file to the permanent file.
- e. To serve as a voting member of the Faculty Executive Committee.

2) Election and Term

- a. The term of office of the faculty secretary shall be two years. The secretary shall be ineligible for a second consecutive term except as provided in subsections b) and c).
- b. The faculty shall elect a faculty secretary during the regular committee elections in the spring of each year in which the term of office expires. The faculty secretary's term of office begins on July 1 and expires on June 30. Nominations for the faculty secretary shall be made by the Governance Committee subject to established procedures.
- c. If a faculty secretary is elected to fill an unexpired term and if one year or less than one year remains in the unexpired term, the new secretary may be elected to the subsequent full term.
- d. The faculty secretary first elected after the adoption of these amendments shall serve a one-year term only, but shall be eligible to serve the subsequent full two-year term.

SECTION 3. Faculty Executive Committee

- a) The Faculty Executive Committee shall consist of the chair, vice-chair, and secretary of the faculty, the chairs of the faculty standing committees, the president, and the provost.
- b) The Faculty Executive Committee shall perform the following duties:
 - 1) To coordinate the work of standing committees and to assist the chair of the faculty in preparing agendas for meetings of the Faculty Assembly.
 - 2) To oversee the implementation of faculty legislation.
 - 3) To review and make recommendations to the faculty regarding all proposals for the establishment of *ad hoc* faculty committees and other *ad hoc* committees involving faculty membership and which transcend division or school lines, including joint faculty-student or faculty-administration committees. Such recommendations may include conditions regarding duration and membership as the executive committee finds appropriate.
 - 4) To consider and to refer to appropriate faculty organs such matters of faculty interest and importance as it deems proper.

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