

THE CONSTITUTION OF THE LE MOYNE COLLEGE FACULTY SENATE

PREAMBLE

We, the faculty of Le Moyne College, regard ourselves as a Faculty Senate to function as the instrument whereby we may properly discharge our professional responsibilities in the governance of the College. Among the components of the College community the governing Board of Trustees is understood to exercise the final institutional authority in the interpretation and preservation of the traditional goals outlined in the charter of the College and to protect the mission of the College. The President, as Chief Executive Officer, is responsible for leadership, operation and administration, policy, procedure, communication between faculty and Board, and creation and preservation of institutional resources. The faculty has responsibility to propose, deliberate and recommend the implementation of academic policy, procedures and programs consistent with the mission of the College in such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

ARTICLE ONE: PURPOSE

Realizing that the variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students and others, we wish by this Senate to achieve a more effective means of faculty contribution to the cooperative formulation of policies and procedures applicable to the total educational effort of the College. We bear in mind not only the welfare of the faculty itself, but also the best interests of students and alumni, and the corresponding prerogatives and obligations, in these matters, of the administration. Working through the Faculty Senate, then, in the spirit of mutual assistance and cooperation with all other bodies and agencies of Le Moyne College, we address ourselves and our labors to the general welfare of the College and the goal of excellence toward which it strives.

ARTICLE TWO: POWERS. RIGHTS AND DUTIES

1. Subject to limitations contained in the By-Laws or Statutes of the College and/or any limitation imposed by law, the Faculty Senate is responsible for academic policies and for rules and regulations pertaining to the curriculum of the College. This includes setting academic standards for admission, continuance in the College, and the attainment of degrees; approving the institution, amendment or abolition of all academic programs and approving curriculum requirements in the field of general studies and in the Honors Program; approving the establishment of new departments or programs and the realignment or discontinuance of existing ones; and reviewing the departmental requirements in each major.

2. The Faculty Senate has responsibility in establishing the procedures for determining the norms for appointment and the procedures and academic norms for the granting of tenure, the promotion and the reappointment of all faculty.
3. There shall be seven standing committees of the Faculty Senate: Academic Relations, Policies and Procedures, Curriculum, Elections, Faculty Research and Development, Finance, Professional Rights and Welfare, and Rank and Tenure.
4. Faculty Senate members who serve on College committees which are not committees of the Faculty Senate, but which function to implement, interpret, or establish policies pertaining to the general welfare of the faculty, or to the powers, rights, and duties of the Faculty Senate, shall represent the faculty in sharing collective responsibility for the welfare of the College. (*See By-Laws Article Two, Section II: Faculty Membership on Other College Committees*)

ARTICLE THREE: MEMBERSHIP

1. All full-time members of the teaching faculty and full-time academic librarians are voting members of the Faculty Senate.
2. Adjunct faculty who teach a minimum of nine (9) contact hours per academic year, and have a minimum of three (3) years continuous teaching service at Le Moyne College, will obtain full voting membership in the Faculty Senate for one academic year upon submitting a written application to the Elections Committee who shall certify eligibility.
3. All members and other faculty may attend meetings and participate in deliberations.
4. The Chief Academic Officer of the College and the Academic Deans are non-voting members of the Faculty Senate.

ARTICLE FOUR: OFFICERS

1. The Officers of the Faculty Senate shall be a President, President-Elect, Past-President, and Secretary-Treasurer.
2. The President, President-Elect and Past-President must be full-time members of the faculty with a minimum of three years of full-time continuous service to the College.
3. The Secretary-Treasurer must be a voting member of the Faculty Senate.
4. The officers of the Faculty Senate shall be elected by the Senate from among those voting members who meet the qualifications set forth in Article Three,

Paragraphs 1 and 2 above. All elections shall be conducted by the Elections Committee by secret ballot and shall be decided by a simple plurality.

5. The President shall be the Chief Executive Officer of the Faculty Senate and shall preside at all business meetings, including those of the Executive Board. The President shall be responsible for implementing the decisions, policies and resolutions of the Senate.
6. The President shall be the official spokesperson for the Senate, a duty which he/she may delegate as the occasion demands. The President shall be elected by the individual Members to serve a term of one year. He/she shall not be eligible to serve another consecutive term but shall instead serve one term as the Past-President., as a voting member of the Executive Committee in the capacity of Senior Advisor.
7. The President Elect shall be elected by the Individual Members to serve a term of one year. In the following term he/she shall assume the office of President. The President-Elect shall assist the President and serve on the Executive Board as well as other committees at the request of the President. In the absence of both the President and Past-President, the President-Elect shall preside over business meetings of the Senate.
8. The Past-President shall serve a term of one year. He/she shall advise and assist the President and serve on the Executive Committee and other committees at the request of the President. In the absence of the President, the Past-President shall preside over business meetings of the Senate.

ARTICLE FIVE: THE EXECUTIVE BOARD

1. The Executive Board of the Faculty Senate shall consist of eighteen (18) faculty members and the academic administrators as follows: the officers of the Senate (3), chairpersons of all standing committees of the Senate or their temporary designee (7), one elected representative from each of the six academic divisions of the College (6) (*See By-Laws, Article One, Section III, Paragraph 1*), two at-large members (2), and the Chief Academic Officer of the College and the Academic Deans, who shall be non-voting members.
2. The President, President-Elect, Past-President and Secretary-Treasurer of the Faculty senate shall hold the same respective offices on the Executive Board and shall not be elected to chair any standing committee of the Senate.
3. The Executive Board is the ordinary body through which Senate resolutions are adopted. As such, it shall act for the full Senate in matters prescribed in Article Two, Paragraphs 1 and 2, and in all other matters determined by a majority vote of the voting membership of the Senate. The officers shall determine the agenda for Executive Board meetings and for meetings of the Senate. It is the prerogative of the Executive Board to call for a referendum of the Senate in matters it judges to be of extreme urgency to the Senate. It is the responsibility of the Executive

Board to call for a referendum on any resolution it has passed at the written request of at least one-fourth of the voting membership of the Senate. Any referendum under this paragraph shall be conducted by the Elections Committee. The Executive Board shall determine whether a simple majority of those voting in the referendum or a majority of the Senate is needed and the time period in which the referendum is conducted.

4. The Executive Board of the Faculty Senate shall be the body which interprets all provisions of the Constitution and By-Laws of the Faculty Senate.

ARTICLE SIX: TERMS OF OFFICE

1. The terms of office of the President, President-Elect, and Secretary-Treasurer shall be one year, and shall begin on the final day of class of the academic term in which they have been elected.
2. The terms of office of the divisional and at-large representatives on the Executive Board shall be two years and shall begin on the final class day of the academic term in which they have been elected.
3. The terms of office of all elected committee members shall begin on the final class day of the academic term in which they have been elected.
4. The terms of office of all appointed committee members shall begin upon formal approval of their appointments by the Executive Board.

ARTICLE SEVEN: DUTIES AND FUNCTIONS OF OFFICERS

1. The President of the Senate shall call all meetings of the Senate and preside at those meetings. The President of the Senate shall be responsible for communicating actions of the Senate and its standing committees to other bodies within the College and for maintaining liaison with those bodies. Without prejudice to the roles of the College's President, Chief Academic Officer and Academic Deans, as recognized in this Constitution (Preamble; Article Ten), the President of the Senate shall be the official representative of the Faculty Senate in all dealings with the Board of Trustees and its committees. The President of the Senate shall teach no more than two classes in each semester of his/her term.
2. The Past-President or President-Elect (in that order) of the Senate shall exercise all of the powers and duties, of the President in his/her absence if the President is unable to serve or resigns.
3. The Secretary-Treasurer of the Senate shall send out notices of all meetings of the Senate, keep a record of the minutes of all meetings of the Senate and an additional separate record of adopted resolutions, and make available copies of the minutes to all members of the Senate, the Chief Academic Officer, Academic

Deans, and the Le Moyne College Archives. The record of resolutions shall be delivered to a newly-elected Secretary-Treasurer by the outgoing Secretary-Treasurer. The Secretary-Treasurer shall also maintain a record of the finances of the Senate.

4. The representatives of the divisions shall consult with the members of their respective divisions and report to them after each meeting of the Executive Board. In addition, divisional representatives shall seek to communicate with department representatives on Senate issues throughout the semester.

ARTICLE EIGHT: DUTIES AND FUNCTIONS OF STANDING COMMITTEES

1. The Academic Relations, Policies and Procedures Committee shall review and evaluate all academic policies which do not relate directly to additions, changes, or deletions in the College curriculum. It shall make recommendations about such matters as admission policies, grading policies, student evaluations, outcomes assessment, library resources, physical space (as it relates to instructional matters), and academic scheduling.
2. The Curriculum Committee shall review and evaluate all academic policies and programs directly related to the College curriculum. Any addition, deletion or change in the College curriculum is subject to the Committee's approval.
3. The Elections Committee shall solicit nominations for all Senate positions to be filled by election, shall insure that there is at least one nominee for each position, and shall conduct all Senate elections and referenda.
4. The Faculty Research and Development Committee shall review and administer all programs of institutional support for faculty research, development and sabbatical leaves, shall encourage and assist faculty in securing outside funding for research and development activities, and shall propose faculty development programs to the Chief Academic Officer and Academic Deans.
5. The members of the Finance Committee shall serve as the faculty's representatives on the College Budget Committee. Each year, the members of the Finance Committee shall study matters concerning the financial welfare of the faculty and make appropriate recommendations to the Executive Board. Without prejudice to their collective responsibility for the welfare of the College, they shall work to secure the inclusion in the College budget of those financial proposals which are approved by the Executive Board.
6. The Professional Rights and Welfare Committee shall review and administer all faculty grievance procedures, shall represent the Faculty Senate in matters concerning faculty rights and welfare, and shall periodically review the relevant sections of the Faculty Handbook, proposing changes where appropriate. Changes

to the Faculty Handbook shall be submitted to a referendum of the Faculty Senate except that, if a provision in the Faculty Handbook becomes illegal, the Committee is authorized to propose a change which can be effected through a majority vote of the Executive Board of the Faculty Senate.

7. The Committee on Rank and Tenure shall implement the norms and procedures relative to promotion and tenure of full-time faculty members, and shall periodically review these norms and procedures, proposing changes where appropriate.

ARTICLE NINE: MEETINGS

1. Regular meetings of the Faculty Senate shall be held at least once each semester, one being within the first three weeks of the beginning of the Fall semester, that meeting to consult with members about their priority of issues to influence the business of Faculty Senate for the new academic year. Regular meetings of the Executive Board shall be scheduled and held for at least four times each semester, or more frequently at the discretion of the President.
2. Special meetings may be called by the President of the Senate as the business of the Senate might require. A special meeting must be called by the President of the Senate when it is petitioned in writing by ten voting members of the Senate or at the written request of the Chief Academic Officer of-the College.
3. The Secretary-Treasurer of the Senate shall send out notices of meetings of the Senate to all the faculty not less than five class days in advance. This notice should include the agenda of that meeting.
4. The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these and other rules adopted by this organization.
5. The President of the Faculty Senate, at his/her discretion, may appoint a parliamentarian.

ARTICLE TEN: PROCEDURES FOR RESOLUTIONS OF THE SENATE

1. Any member of the Senate may initiate a proposal. Any member of the Le Moyne College community may ask a Senate member to initiate a proposal, so long as the matter pertains to the responsibility of the Faculty Senate.
2. All proposals submitted to the Officers of the Faculty Senate will be placed on the agenda of the next regularly scheduled or special meeting as the case may be, returned to the initiator for further clarification, or referred to a Senate or ad-hoc committee. The Officers of the Faculty Senate have the responsibility to inform

- the initiator of their action no less than five class days before the meeting at which the matter is or could have been presented.
3. All meetings of the Executive Board shall be open to all Senate members and other faculty, who shall have a voice in the deliberations but not a vote.
 4. In order for the Executive Board to conduct business a quorum must be present. A quorum is defined as three-fourths of the voting members of the Executive Board.
 5. Passage of resolutions shall require a majority vote of those present and voting.
 6. All resolutions passed by any standing committee of the Faculty Senate shall be submitted to the Officers of the Faculty Senate for appropriate further action.
 7. All resolutions passed by the Faculty Senate, the Executive Board, or any of the standing committees shall be communicated in writing by the President of the Faculty Senate to the Chief Academic Officer of the College, who shall have veto power over the resolutions of the Faculty Senate. The Chief Academic Officer must notify the President of the Faculty Senate of his/her intention to veto the resolution and the reasons for it, within one calendar month after receiving the resolution. The Chief Academic Officer, together with any other administrators he/she believes would be helpful, shall informally meet with the Faculty Senate Executive Leadership Team, together with other members of the Faculty Senate the Senate President believes would be helpful, to seek a way to resolve the concerns of the Chief Academic Officer and find a mutually acceptable solution. If no mutually acceptable solution is found within two calendar months, the Chief Academic Officer may veto the resolution.
 8. Any resolution of the Senate, the Executive Board, or of its standing committees, duly communicated by the President of the Faculty Senate, not vetoed by the Chief Academic Officer in the time allotted, as stated above, will be considered as accepted for implementation by the Chief Academic Officer.
 9. When the Chief Academic Officer exercises the veto and communicates it and the reasons for it to the President of the Faculty Senate, the President of the Senate must call a meeting of the Faculty Senate for open discussion with the Chief Academic Officer in an effort to seek a resolution of the issue. The meeting must be held within ten class days of the notification of the veto. The President must give written notice to all members of the Faculty Senate of the date five class days in advance of the meeting. If the process cannot be implemented before the last day of class in each semester, the meeting must be held in the first ten class days of the next semester.
 10. After the Senate has listened to the arguments on the issue, it can move to uphold the Chief Academic Officer's veto, or it can uphold the resolution and move that it be submitted to a referendum of all the voting members of the Senate. If two-thirds of the voting members of the Faculty Senate vote to uphold the resolution,

that will be communicated in writing to the President of the College, with a copy to the Chairperson of the Board of Trustees. At any time during this process the Chief Academic Officer and/or the President of the College and the President of the Faculty Senate may meet informally to seek a mutually acceptable solution.

ARTICLE ELEVEN: AMENDMENTS

1. Submission: Proposals to amend this Constitution may be submitted by any member of the Senate in writing to the Secretary-Treasurer of the Senate.
2. Certification: At the next regular meeting of the Executive Board, the proposal shall be offered for discussion and certification. A majority vote of the Executive Board shall be required to certify the proposal.
3. Deliberation: The certified proposal must be offered to the full membership of the Senate for discussion within ten class days of the certification. The Secretary-Treasurer of the Senate must provide copies of the proposal to all members five class days prior to the discussion meeting.
4. Adoption: The Elections Committee must conduct a referendum of the Senate on the proposal. A favorable majority of the members shall be required for adoption of the proposal as an amendment to this Constitution.
5. Ratification: The Executive Board must submit the amendment to the Board of Trustees for ratification within ten class days after adoption. The amendment will be considered ratified if, by the completion of a full semester following the semester in which it was adopted, no action has been taken by the Board of Trustees.
6. In recognition of the responsibilities vested in the Trustees by the Charter of the College, this Constitution can also be changed, altered, modified, or revoked by resolution of the Board of Trustees.

ARTICLE TWELVE: BY LAWS

The Executive Board has the authority to propose, modify and amend the By-Laws of this Constitution, to be ratified by a majority vote of the full membership of the Faculty Senate.