

CENTRAL MICHIGAN UNIVERSITY

ACADEMIC SENATE

CONSTITUTION

Adopted 1972
Amended October, 1972
Amended October, 1974
Amended January, 1976
Amended September, 1976
Amended October, 1977
Amended May, 1978
Amended May, 1979
Amended May, 1983
Editorially Revised January 16, 1996

PREAMBLE

In order to provide a legislative body in the University in which representatives of the faculty can deliberate in the determination of academic policies, we, the members of the faculty of Central Michigan University, ordain and establish this Constitution. In doing this, we recognize the responsibilities and authorities of the students, the office of the President, the Board of Trustees, and the Legislature of the State of Michigan, but we assert the right of the Academic Senate to act, with varying degrees of authority, in the areas cited in this Constitution.

ARTICLE I

The name of this organization shall be the Central Michigan University Academic Senate.

ARTICLE II

Functions

The Academic Senate, serving as the primary legislative body of the faculty for the enactment of policies authorized by this Constitution, subject to the approval of the President of the University and the Board of Trustees, shall:

- Sec. 1** Consider any matter relevant to the general welfare of the faculty and will receive, render advice, or otherwise act upon all matters referred to it by the President of the University, administrative officers and department chairpersons, administrative boards, committees and councils, Senate committees, schools, colleges, departments, students, and faculty members of the University.
- Sec. 2** Define functions and establish and discharge Senate committees dealing with academic matters. The Senate may establish any committee it deems appropriate.
- Sec. 3** Deliberate and legislate upon matters of concern to the faculty, involving students, staff, instruction, financial policies, University planning, and University organization when related to academic affairs, including, but not limited to, the following:
- A.** Encourage and approve the establishment of a democratic organization of the faculty of each school or college with the commonly acknowledged right of that organization to speak for the faculty of that school or college;
 - B.** Standards for admission, selection, and retention applicable to all students of the University;
 - C.** Requirements for granting of degrees applicable to all students of the University;
 - D.** Standards and policies for the granting of honorary degrees recommend candidates for honorary degrees;
 - E.** All curricular requirements applicable to all students of the University;
 - F.** Policies pertaining to instructional standards throughout the University;
 - G.** Promotion and facilitation of academic and instructional research;

- H. Procedures for faculty participation in the selection and retention of chairpersons of departments, deans, and President;
- I. Standards for public information programs dealing with educational matters;
- J. Endorsement and preservation of standards of academic freedom throughout the University;
- K. Standards for student rights, privileges, discipline, and probation;
- L. Standards for appointment, promotion, tenure, and dismissal of faculty members; except as covered by collective bargaining agreements.
- M. Programs of faculty welfare such as salaries, insurance, and leaves of absence, and other collateral benefits; except as covered by collective bargaining agreements.
- N. Financial policies and University planning, when it becomes necessary and proper.

Sec. 4 Serve as a forum for free discussion of questions of common concern.

Sec. 5 Report its actions to the faculty by distribution of minutes, and/or by announcements, and/or reports.

Sec. 6 Determine its own rules of procedure within the scope of this Constitution and its Bylaws.

ARTICLE III

Membership

Sec. 1 Representation:

- A. The President of the University, the Provost of the University, all deans, and the Assistant Vice President for Diversity shall be members of the Senate.
- B. All academic departments shall be represented in the Senate. For purposes of representation, the Counseling Center and the Library shall be treated as academic departments as well as the School of Accounting and the School of Music. The number of Senators shall be proportionate to the number of full-time equated faculty (FTE) allocated to each department except that there shall be at least one (1) Senator from each department. No department shall elect more than one (1) Senator for every twenty (20) FTE or major portion thereof.
- C. Six students, at least one of whom will be a graduate student, shall be elected by a procedure established by the student government.

Sec. 2 Senators shall take office at the first regular meeting of the Senate after the beginning of the academic year.

Sec. 3 Senate meetings shall be open to persons who are not members of the Senate. They shall not have the privilege of voting but may have permission to speak with the consent of the Senate.

Sec. 4 Upon vote of the Senate or the Executive Board, non-members of the Senate may be invited to appear before the Senate to present information or testimony.

ARTICLE IV

Officers and the Executive Board

Sec. 1 A. The officers of the Senate shall be the Chairperson, Chairperson-Elect, Immediate-Past Chairperson, and the Secretary. The Chairperson-Elect shall automatically succeed to the office of the Chairperson at the beginning of the succeeding fall semester.

B. Duties of the Officers:

(1) The Chairperson:

- a. The Chairperson of the Senate shall preside at meetings of the Academic Senate and of the Executive Board.
- b. The Chairperson shall present to the Executive Board all appropriate matters which come to his/her attention.
- c. The Chairperson shall appoint special Senate committees.

(2) The Chairperson-Elect:

- a. The Chairperson-Elect shall preside in the absence of the Chairperson at the meetings of the Senate and Executive Board.
- b. If the office of the Chairperson becomes vacant, the Chairperson-Elect shall assume the duties for the Chairperson for the unexpired term.

(3) The Immediate-Past Chairperson:

- a. The Immediate-Past Chairperson shall serve in an advisory capacity to the Chairperson.
- b. The Immediate-Past Chairperson shall preside in the absence of the Chairperson at the meetings of the Senate and Executive Board which occur during the period in which the office of the Chairperson-Elect is vacant.

(4) The Secretary:

- a. The Secretary shall keep minutes of all meetings of the Senate and of the Executive Board. These minutes shall include all actions, divisions of vote when taken, recommendations, resolutions, and major topics of deliberation.
- b. The Secretary shall supervise the distribution of the minutes of the Executive Board and Senate to all members of the Senate.
- c. The Secretary shall keep a record of attendance of the Senate.
- d. At least five (5) days before each regular meeting of the Senate, the Secretary shall prepare the agenda for distribution to each member of the Senate.

Sec. 2 The Executive Board of the Senate:

- A.** The Executive Board of the Senate shall consist of the Chairperson, the Chairperson-Elect, the Immediate-Past Chairperson, and the Secretary of the Senate; the President and the Provost/Vice-President for Academic Affairs of the University; and an additional three Senators, at least one of whom shall be a student, to be elected by the Senate.
- B.** Duties of the Executive Board:
 - (1) The Executive Board shall schedule all meetings of the Senate.
 - (2) The Executive Board shall meet at least one week before each scheduled meeting of the Senate, and at such other times as called for by the Chairperson of the Senate or by the President of the University.
 - (3) The Executive Board shall prepare the agenda for meetings of the Senate.
 - a. The agenda prepared by the Executive Board for a regular meeting of the Senate may be modified or replaced by a two-thirds vote of the members present and voting.
 - b. Any items on the agenda not considered at a meeting of the Senate shall appear on the agenda of a subsequent meeting in a position determined by the Executive Board.

Sec. 3 Election of Officers and Executive Board Members:

- A.** The Chairperson-Elect, the Secretary, and the members of the Executive Board of the Senate shall be elected at the first meeting of the Senate in October and shall take office at the beginning of the next academic semester.
- B.** The nominees for these positions need not be members of the ensuing Senate, and if they are not, they shall be considered Senators-At-Large during their term of office.
- C.** The Committee to Nominate Officers and Executive Board Members:
 - (1) The Senate shall elect a Nominating Committee composed of five (5) Senators, including the Senate Chairperson and at least one (1) student Senator. The Chairperson of the Senate shall chair the committee. Members, other than the Chairperson of the Senate, shall be elected in the spring term for an annual term of office beginning in August.
 - (2) Duties of the Nominating Committee:
 - a. The Nominating Committee shall present the names of at least two candidates for each office (except for the Immediate-Past Chairperson) and position on the Executive Board and shall have the consent of each person nominated. The slate of nominees shall be presented to each Senator at least one week before the date of the election.
 - b. The Senate and/or the Executive Board may assign the Nominating Committee other associated duties.
- D.** Election Procedures shall include:

- (1) Nominations for any office may be made from the floor by any Senator provided the consent of the person has been obtained.
- (2) Election of officers shall be by ballot.
- (3) A majority of the ballots cast for any office shall be required for election to that office. If a second vote is required, it shall be conducted at the same meeting between the two candidates, plus ties with the highest number of votes on the first ballot.
- (4) An election to fill an unexpired term, other than that of the Chairperson, shall take place at one of the next two regular meetings of the Senate following the creation of a vacancy.

ARTICLE V

Elections

Sec. 1 Eligibility:

- A. All faculty on regular appointment with the rank of instructor or higher in an academic department shall have the right to vote in Senate elections and to be elected to the Senate.
- B. An individual sharing equally in two or more departments shall choose that in which he or she will vote and be eligible for Senate elections.
- C. Eligibility of students for election to the Academic Senate shall be determined by the student government.

Sec. 2 Term:

- A. The term of members elected by academic departments shall be three (3) years except for the first Senate elected under this Constitution. This Senate shall assign terms so that approximately one-third (1/3) of the representatives of academic departments may be replaced prior to the beginning of each of the first three academic years subsequent to its initial organization. Members may not be elected to more than two (2) consecutive terms from the same constituency.
- B. The term of student members shall be one year. Student members may serve up to three (3) consecutive terms.

Sec. 3 Election Procedures:

- A. Elections to the Senate shall be conducted in April.
- B. Nomination Procedures:
 - (1) Departments may choose their own nominating procedures.
 - (2) Student organizations electing representatives may choose their own nominating procedures.
- C. All elections shall be by ballot and shall be conducted at a regularly scheduled meeting of the constituency.
- D. Election shall require a majority of the votes cast. When a majority is not obtained on the first ballot, the number of nominees to be considered on succeeding ballots shall be twice the number of positions to be filled and they shall be those who received the highest number of

votes on the preceding ballot. In the case of ties, all those receiving the highest number of votes shall be nominees. Voting shall continue by ballot until a majority vote is obtained.

- E. The results of each election shall be reported immediately following the election to the Chairperson and the Secretary of the Senate by the presiding officer of each constituency.

Sec. 4 Vacancies caused by retirement, resignation, departure, or death of a Senator prior to the end of his/her term of office shall be filled by election at the first meeting of the constituency following notification to the constituency by the Chairperson of the Senate. In case of authorized leave or extended illness, a substitute may be elected by the appropriate constituency to replace the absent Senator until he/she returns or until his/her term expires, whichever comes first.

ARTICLE VI

Senate Procedure

Sec.1 A quorum shall consist of a majority of the members of the Academic Senate.

Sec. 2 The latest edition of *Robert's Rules of Order* shall be followed in meetings of the Academic Senate, except where other procedures are adopted, provided a quorum is present, by two-thirds majority of Senators present and voting.

Sec. 3 The Senate may write its own Bylaws, consistent with this Constitution.

ARTICLE VII

Amendments

Sec. 1 An amendment to the Constitution may be initiated by either of the following ways:

- A. Any group composed of five percent of the faculty on regular appointment, to the nearest whole number, may initiate an amendment. Before an amendment can be submitted to the Executive Board of the Senate, it must be reviewed in an editorial capacity by the Drafting Committee of the Senate.
- B. The Senate may initiate an amendment by approval of two-thirds of the members present and voting on two successive regular meetings of the Senate.
- C. An amendment proposed under either procedure shall be deposited with the Executive Board of the Senate.

Sec. 2 The Executive Board shall refer the proposed amendment to the faculty on regular appointment.

Sec. 3 Each proposed amendment shall be discussed in a meeting of each college's faculty (with exception of Professional Education Services and the College of Graduate Studies) within sixty (60) days after its referral by the Executive Board. The proposed amendment shall be submitted for vote by ballot through the University mail sixty (60) days after its submission to the faculty on regular appointment. Ballots shall be counted ten (10) days after submission of the ballot.

Sec. 4 No proposed amendment may be submitted between May 1 and September 1.

Sec. 5 Amendments shall be effective upon approval either by a two-thirds majority of those voting or by an absolute majority of the faculty on regular appointment.

ARTICLE VIII

Ratification

This revised Constitution shall become effective January 1 following approval by a majority of the electorate (in accord with the definition of "faculty" as adopted by the University Senate on January 6, 1969), by the University President and by the governing board of Central Michigan University and shall apply to all elections and organizations of the Senate for the succeeding academic year.