

## **FACULTY SENATE CONSTITUTION**

### Article I–Authority

The Faculty Senate is a legislative body established for the purpose of formation and review of all policy delegated to the Faculty Assembly. Its actions are subject to ratification by the Faculty Assembly, approval by the vice president for Academic Affairs and the president of the university, and ultimately by the Board of Trustees. Its legislative authority can be delegated to any committee of the senate, with the stipulation that a report be made at the senate session following a decision. Its authority does not extend over the internal affairs of departments except where these affairs affect another department or the university as a whole.

### Article II–Purpose

The Faculty Senate, with its committees, is designed to bring into close working relationship spokespersons representing the major interest segments of the Faculty Assembly and students; to facilitate their participation in fulfilling the mission and carrying out the institutional objectives; to promote and encourage an intelligent understanding of the problems of the university; to foster a spirit of mutual esteem and cooperation among administration, faculty, and students; and to make the university a competent, progressive, and vital force in the development of mature Christian men and women.

### Article III–Functions

The Faculty Senate is empowered to establish policy relating to those functions specifically delegated to the Faculty Assembly. To carry out this responsibility, the senate (a) reviews the overall functioning of the academic life of the university; (b) identifies and assigns priority to questions, concerns, and requests which it is to address or to delegate to faculty committees for consideration and action; (c) recommends appointments to senate committees and coordinates their work; (d) studies and prepares recommendations to the vice president for Academic Affairs of Oakwood University concerning the welfare of the students and faculty, departmental responsibilities, educational standards, curricula, and academic budget.

### Article IV–Membership

The Faculty Senate shall be composed of twenty-one faculty members. The president of the university and the vice president for Academic Affairs are ex-officio members of the senate.

#### A. Faculty

The twenty-one faculty members shall be composed of regular, full-time teaching faculty. Each academic department, including the library and the Center for Academic Success, should select a first choice and may select a second choice from volunteers or nominations during a departmental meeting. The first choice will automatically be the representative of the department, and the second choice as well if the department has ten or more members. The remaining senators shall be selected by the Faculty Assembly from the second choices of the departments.

## B. Officers

The three officers of the Faculty Senate are the president, the vice president, and the secretary. They shall be chosen by secret ballot at the organizational meeting of the senate every two years, providing they are faculty senators and the president and vice president have the rank of assistant professor or above and have been at Oakwood at least three years.

### Article V--The Faculty Assembly

Minutes of the Faculty Senate will be distributed to faculty members the week before the monthly Faculty Assembly meeting. All voted actions of the senate will be reviewed by the Faculty Assembly in session, and any action not readily acceptable will be decided by majority vote of the Faculty Assembly.

### Article VI--Departments

In the event of a dispute between the senate and a department as to whether a proposed senate action would improperly affect a department's jurisdiction, the vice president for Academic Affairs and the president of the university shall make a ruling on the disputed issue after consulting with the department head and the Executive Committee of the Senate.

### Article VII--The University Board

The university board may review the actions of the Faculty Senate. It may also refer matters to the senate for restudy through the secretary of the board.

### Article VIII--Committees

The four standing committees of the Faculty Senate, with their membership requirements and purpose, are listed below. Members of each of these committees must be senators and are elected for two-year terms which may be renewable. The president of the university, the vice president for Academic Affairs, and the president of the Faculty Senate are ex-officio members of all senate committees. Each committee will meet and make a report to the senate at least once each semester.

#### Executive Committee

##### A. Membership:

The Executive Committee shall consist of the three senate officers and the three other standing committee chairperson. The president and the secretary of the Faculty Senate will serve as the chairperson and secretary of the Executive Committee, respectively.

##### B. Purpose:

1. To plan the agenda for Faculty Senate meetings at least one week in advance.
2. To handle routine senate business during the summer months.

3. To handle urgent senate business between senate meetings.
4. To assist in the election of senators and the appointment of senators to the other senate committees and any ad hoc committees.
5. Review the policy recommendations of the subcommittees of the senate.

## Budget and Efficiency

- A. Membership:  
The Budget and Efficiency Committee shall consist of six members, one of whom will serve as the chairperson.
- B. Purpose:
1. To make a continuous study of the academic and financial efficiency of the total academic program and each academic department, considering such items as:
    - a. Academic efficiency, teacher load, productivity, student/teacher ratio, class size/sections, and classroom space allocation
    - b. Financial efficiency, cost per student hour generated, class size break-even point, and equipment needs.
  2. To assist the vice president for Academic Affairs in reviewing the budget requests of academic departments and recommend allocation of financial resources for both operations and equipment.

## Curriculum

- A. Membership:  
The Curriculum Committee shall consist of eight members, one of whom will serve as the chairperson, and the president of the United Student Movement.
- B. Purpose:
1. To review the academic programs of the university in light of our Adventist philosophy as well as current educational models.
  2. To conduct a continuous study of the university's educational program in general, including long-range considerations and specific plans for improvement.
  3. To conduct a continuous study of the degree requirements, majors, courses, and other academic programs offered.
  4. To study and recommend desirable additions or deletions, using qualitative as well as quantitative approaches to determine the need for certain courses and majors.
  5. Review the policy recommendations of the Academic Policies and Teacher Education Committees of the Faculty Assembly upon the request of the vice president for Academic Affairs.

## Faculty Affairs

- A. Membership:  
The Faculty Affairs Committee shall consist of six members, one of whom will serve as the chairman.
- B. Purpose:
1. Study matters dealing with faculty welfare.
  2. Review and suggest changes to the *Faculty Handbook*.
  3. Serve as a grievance committee for faculty complaints.

Article IX - Amendments

This constitution may be amended as follows:

Proposed amendments must be approved by a two-thirds majority of the membership of the Faculty Senate.

1. Proposed amendments approved by the senate must be ratified by a two-thirds majority vote of the Faculty Assembly.
2. Proposed amendments approved by the senate and ratified by the faculty must then be approved by the vice president for Academic Affairs and the president of the university, who may request approval by the Board of Trustees of the university.

Article X - Bylaws

The Faculty Senate shall adopt bylaws as necessary. They may be adopted or amended by a two-thirds majority vote at any regular senate meeting, provided that the proposed bylaws or amendments have been submitted in writing to the senate at the previous meeting or appear on the previously-circulated written agenda for the present meeting.