

**CONSTITUTION OF THE FACULTY  
NORTHERN ARIZONA UNIVERSITY  
February 25, 2002**

**PREAMBLE**

Essential to the character and mission of a mature university is the faculty's primary responsibility to develop, sustain, and enhance the intellectual quality and reputation of the institution and to maintain its academic integrity. The Constitution of the Faculty of Northern Arizona University provides for institutional governance as a shared process with faculty predominance in policy decisions relating to curricula, to student admissions and academic standards, and to the faculty personnel process, with active faculty participation in many other areas of institutional policy and operations, including student services, University facilities, and administration where these elements affect the academic program. In addition, to ensure effective faculty involvement in University governance, the Constitution of the Faculty of Northern Arizona University establishes a Faculty Senate as the representative body of the faculty. The purposes of the Faculty as a whole are to:

- Promote academic freedom for all faculty of the University;
- Advance the instructional mission of the University by maintaining an optimal learning environment throughout the institution;
- Encourage research, scholarly activity, and creative effort as well as application of the intellectual values of the arts, the humanities, the sciences, and the professions;
- Define and establish standards and procedures of accountability concerning professional Faculty ethics and responsibilities, and promote adherence to those standards and procedures; and
- Encourage an informed, continuing, and academically responsible participation in those Faculty governance roles defined in the Constitution and Bylaws of the Faculty.

## **1.0 MEMBERSHIP, STRUCTURE AND PARTICIPATION OF THE FACULTY**

### **1.1 ORIGINS OF AUTHORITY AND RESPONSIBILITY**

**1.1.1 Board of Regents Charge.** The Faculty derives its authority and responsibility by delegation from the Arizona Board of Regents. The Arizona Board of Regents assigns to the Faculty primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and other aspects of university life that relate to the educational process, subject to the authority of the Arizona Board of Regents, the administrative authority of the President of the University, and the limitations imposed by the Faculty Constitution.

**1.1.2 Role of the Faculty.** As the most durable and stable of the constituencies immediately involved with the operation of the institution, the Faculty is the primary trustee of academic freedom and the other traditional values of the University. The power to initiate, review, formulate, recommend enactment of, and oversee policy and procedures in the areas identified in 1.1.1 rests with the Faculty. These powers and duties must be exercised in accordance with the laws and constitutions of the United States and Arizona, the Arizona Board of Regents, and the policies of Northern Arizona University.

### **1.2 MEMBERSHIP AND VOTING**

**1.2.1 Membership.** The Faculty shall consist of employees of the University holding the ranks of professor, associate professor, assistant professor, instructor, senior lecturer, lecturer, part-time faculty teaching a minimum of 12 credit hours of course work in each of the three preceding years, clinical faculty meeting these ranks or teaching requirements, and full-time librarians holding academic professional rank.

**1.2.2 Voting.** Those named in 1.2.1 shall have the power to vote in meetings of the General Faculty, on Faculty referenda, in elections for representatives to the Faculty Senate and its committees, and on other items dealing with issues affecting the Faculty as a whole.

### 1.3 NATURE OF PARTICIPATION

A guiding principle of the shared governance recognized by the Arizona Board of Regents is that the faculty shall be consulted in the formulation of educational policy and the governance of the universities. Accordingly the faculty shall participate in all major decisions affecting the welfare of the University, individual colleges, schools and other academic units, in a manner consistent with the Faculty Senate Constitution, Faculty Senate Bylaws, and Faculty Handbook.

**1.3.1 Curriculum.** In the vital areas of curriculum and other academic policy matters, the Faculty has the primary role in decision-making subject to the approval of the University Provost, the President of the University and the Board of Regents. Faculty must approve through the action of appropriate standing elected, representative university committees, all academic policy related to on- and off-campus instruction, including but not limited to curriculum, mode of instructional delivery and continuing education, and all policy regarding research, scholarly and creative activity, and other related Faculty concerns. Given the mandate for shared governance, the appropriate elected university committee or the Faculty Senate must approve, by majority vote, any policy concerning significant changes in the University's mission, curriculum, and academic structure. When no appropriate university-level committee exists to consider such matters, then they must be brought to the Faculty Senate. If any significant policy change is implemented without prior review and approval by the appropriate university standing committee or by the Faculty Senate, then the Faculty Senate has the right to review it and to hold hearings to determine an appropriate course of action for the Faculty Senate and identify an appropriate course of action for the University.

**1.3.2 Budgets.** Although the initial responsibility for preparation of budgets and other plans for resource allocation is that of the administrative officers, active faculty participation must be invited while such documents are still in their formative stages. The Faculty also has a role in monitoring and making public the decisions made in this area and the outcome of such decisions. Information necessary to carry out this important role will be provided to the faculty when the faculty requests it.

**1.3.3 University Organization and Administration.** In matters concerning non-academic student affairs and University organization, services, and facilities, the Faculty shall provide input and advice to the Administration.

**1.3.4 Long-Range Planning.** The Faculty shall provide advice on procedures for long-range planning and program implementation.

### 1.4 MEETINGS OF THE GENERAL FACULTY

**1.4.1 Meetings.** A meeting to which all faculty are invited to discuss or deliberate is henceforth called a meeting of the General Faculty. The General Faculty shall meet at least once each semester, and the President of the University will be invited to address that meeting. The President of the Faculty Senate shall preside at all meetings of the General Faculty. Other meetings of the General Faculty may be called as necessary by the President of the Faculty Senate, the President of the University, or action of the General Faculty.

**1.4.2 Agenda.** The President of the Faculty shall set the agenda for meetings of the General Faculty and shall invite advice from the President of the University.

- 1.4.3 Quorum.** Thirty percent (30%) of the members of the Faculty as defined in 1.2.1 shall constitute a quorum for the purposes of taking official action on any matter brought before it either at meetings of the General Faculty or by mail ballot.
- 1.4.4 Notice of Meetings.** Written or electronic notice shall be given to members of the Faculty and the President of the University at least one week in advance of any regular or special meetings of the Faculty, and such notice shall contain a description of all matters to be presented for Faculty action at the meeting.
- 1.4.5 Method of Voting.** The method of voting in meetings of the General Faculty shall be at the discretion of the presiding officer. Voting shall be by secret ballot if requested by the chair of the meeting or by five Faculty members. All voting by ballot shall be supervised by the Senate Elections Committee (as defined in the Bylaws).
- 1.4.6 Parliamentary Authority.** Unless otherwise specified, the rules contained in the current edition of *Robert's Rules of Order* shall govern the parliamentary procedures of the General Faculty, the Faculty Senate, and the Faculty Senate committees.

## **1.5 THE FACULTY SENATE**

- 1.5.1 Purpose.** The General Faculty shall exercise its powers through the Faculty Senate of the University, hereinafter referred to as “the Senate.” The Senate is the highest legislative, representative assembly of the Faculty and is subject to its review.
- 1.5.2 Membership.** The Senate consists of members elected from and by the Faculty and the Officers of the Faculty Senate as specified in 2.1 below.
- 1.5.3 Relationship to the Faculty.** The Senate provides a forum for free discussion, decision-making, and independent statements of Faculty concerns and judgment. It is also the main vehicle through which the Faculty discharges its role in shared governance at the University, within the scope of its authority as established by Arizona law and the policies of the Arizona Board of Regents. Whenever the Senate is acting within its province as herein designated, its actions shall be effective without further approval by the Faculty. Its actions shall be subject to appeal and review by the Faculty in accordance with Section 1.6 and the relevant sections of the Bylaws.
- 1.5.4 Consideration of Issues.** The General Faculty shall consider such policy matters as are brought before it by the Senate. Faculty may bring issues of concern to the Senate through their representatives or by a petition signed by twenty-five (25) faculty members as defined in 1.2.1.

## **1.6 APPEAL OF SENATE ACTIONS**

Any resolution or action of the Senate shall be subject to review upon written request from the Faculty as specified below. The request must be made within two weeks of the date of official publication of the minutes which record the adoption of the resolution or action.

- 1.6.1 Review by the Senate.** An action or a resolution can be remanded to the Senate for reconsideration. This procedure is initiated by the President of the Faculty

on the written request of: (1) six elected members of the Senate, or (2) twenty-five Faculty members.

The petition of appeal must state the action to be appealed as well as recommended changes. The President of the Faculty shall submit this petition to the Executive Committee either as a priority item on the agenda of the next regular Senate meeting or as an agenda item for a special Senate meeting called for that purpose. Such a meeting shall be conducted within four weeks of the initial receipt of the petition by the President of the Faculty.

- 1.6.2 Review by the Faculty.** A petition by fifty faculty members as defined in 1.2.1 is sufficient to have an action of the Senate reviewed by the Faculty in a referendum. Such a petition shall state the Senate action to be appealed and shall be addressed to the President of the Faculty. The referendum shall be conducted consistent with the elections procedures described in the Bylaws and within eight weeks after the initial receipt of the petition by the President of the Faculty. The vote shall be conducted by secret mail ballot. The ballots must contain the statement of the Senate action to be reviewed. At least two weeks must be allowed between the issuance of ballots and the deadline for their return. A majority of the Faculty members voting shall be necessary to repeal a Senate action, provided at least thirty percent (30%) of the Faculty vote on the issue.

## **2.0 OFFICERS AND EXECUTIVE COMMITTEE OF THE FACULTY SENATE**

### **2.1 OFFICERS**

Elected officers of the Faculty Senate shall be the President, the Vice-President, the Secretary, the Treasurer, and the Parliamentarian. The Past-President of the Senate shall serve as an ex-officio officer of the Faculty Senate. The duties and responsibilities of the officers are prescribed in the Bylaws. Officers of the Faculty Senate may also be referred to as “officers of the Faculty” or “officers of the Senate.”

- 2.1.1 Election of Officers.** The election of President, Vice-President, Secretary, Treasurer, and Parliamentarian of the Faculty Senate shall be as stipulated in the Bylaws.
- 2.1.2 Role of the President.** The President of the Senate shall represent the Faculty as a whole and preside over the Faculty Senate.

### **2.2 EXECUTIVE COMMITTEE**

- 2.2.1 Membership.** The Executive Committee is made up of the officers of the Senate and others as specified in the Bylaws.
- 2.2.2 Role.** The Executive Committee organizes and coordinates the committee structure of the Senate and manages the Senate’s affairs between Senate meetings. Additional duties and responsibilities of the Executive Committee shall be as described in the Bylaws.
- 2.2.3 Role of the President.** The President of the Senate shall serve as Chair of the Executive Committee.

## **3.0 ORGANIZATION AND FUNCTIONS OF THE FACULTY SENATE**

### **3.1 ROLE OF THE FACULTY SENATE**

The Faculty Senate normally functions as the forum for faculty deliberation and consent in the introduction, approval, or revision of all academic policy in any matter concerning the governance structures it sponsors directly, in the form of Faculty Senate committees; or in the university committees it oversees, including those defined by the Conditions of Faculty Service or described elsewhere in the Faculty Handbook.

### **3.2 FUNCTIONS OF THE SENATE**

**3.2.1 Governance Responsibilities.** The Faculty Senate must approve any new policies, changes, amendments, or additions to University governance structures or committees described in the Faculty Handbook in any area affecting:

- policy where the faculty exercise primary responsibility, including undergraduate and graduate curriculum, program design or academic and research policies;
- policy where faculty exercise shared governance in matters related to university mission or internal governance; and
- policy where faculty exercise shared governance, including hiring, promotion, annual review, retention, grievance, long-range planning and budgeting, or University organization.

To these ends, the Senate:

**3.2.1.1** formulates, recommends, and oversees policies and procedures related to faculty rights and responsibilities;

**3.2.1.2** carries out binding votes on issues related to curriculum and climate put to it by faculty committees;

**3.2.1.3** establishes appropriate standing committees and ad hoc committees as necessary to perform its functions in the broad areas enumerated in section 3.2.1;

**3.2.1.4** advises the administration and the Arizona Board of Regents to provide them with its collective wisdom and experience;

**3.2.1.5** promotes communication between faculty, administration, staff, and students of the University.

**3.2.2 Procedures.** All procedural decisions, guidelines and clarifying statements necessary for the Senate's internal organization and functions shall be described in the "Bylaws of the Faculty."

### **3.3 ELECTIONS OF SENATE MEMBERS**

For the purpose of nomination of and voting for Faculty Senators, the faculty shall be divided into voting units by colleges, schools, or comparable units as defined in the relevant section of the Bylaws. The number of Senate seats assigned to each voting unit shall be proportionate to the total number of full-time equivalent Faculty members in the unit; each voting unit is entitled to at least one Senator. Each academic unit shall be certified for Senate representation by a two-thirds vote of the Senate.

### **3.4 EX-OFFICIO MEMBERS**

The non-voting Ex-Officio members of the Senate shall be:

- The President of the University,
- The Provost of the University, and
- The President of the Associated Students of Northern Arizona University.

## **4.0 BYLAWS OF THE FACULTY**

### **4.1 INTRODUCTION**

The term “Bylaws of the Faculty,” hereinafter abbreviated to “Bylaws,” refers to the most current compilation of procedural decisions, guidelines, and clarifying statements required by the Senate to provide for its internal organization and to implement this Constitution. The Bylaws shall be clearly stated and indexed, shall be in conformity with this Constitution, and shall be free from either self- or mutual contradictions. If any portion of the Bylaws is determined to be inconsistent with this Constitution, the policies and procedures set forth in this Constitution shall prevail. A set of current approved Bylaws shall be maintained by the Secretary of the Faculty; these shall be available to faculty, administration and other interested members of the University community. A print copy will be made available upon request to the Senate office.

## **4.2 AMENDMENTS TO THE BYLAWS**

Any changes to the Bylaws by enactment, revision, or repeal shall be referred to as “Amendments to the Bylaws.” An amendment to the Bylaws may be proposed in writing by:

- (1) the Executive Committee,
- (2) petition of ten Senators, or
- (3) petition of twenty-five faculty members.

A proposed amendment to the Bylaws shall be submitted to the President of the Faculty. The President will present the petition at the next Faculty Senate Executive Committee meeting. The Executive Committee will review the proposed amendment to determine whether or not it contradicts any section of the Constitution. If the Executive Committee determines the proposed amendment is in compliance with the Constitution, it shall be placed on the Agenda of the next regular meeting of the Senate for ratification. A copy of the proposed amendment’s wording shall be made available to all Senate members at least one week in advance of the meeting where the vote is to occur.

Should the Executive Committee determine that a proposed amendment to the Bylaws is not in compliance with provisions of the Constitution, the proposed amendment shall be returned to its originator, together with a written statement as to why the proposed amendment was determined to be in violation of the Constitution.

## **4.3 RATIFICATION OF AMENDMENTS**

The ratification of an amendment to the Bylaws shall require a two-thirds vote of approval by the elected Senators present at a regular or a special Senate meeting where a quorum is present.

# **5.0 AMENDMENTS TO THE CONSTITUTION, GENERAL PROVISIONS, RATIFICATION**

## **5.1 AMENDMENTS TO THE CONSTITUTION**

Any change in the Constitution shall be referred to as an “Amendment to the Constitution” and can be initiated in either of the following ways:

- (1) by an action of the Senate, approved by an affirmative majority vote of the elected members at a regular or special meeting of the Senate where a quorum is present, or
- (2) by a petition to the President of the Faculty signed by fifty Faculty members. This petition shall state the proposed amendment.

After an amendment has been initiated, the President of the Faculty shall place the proposed amendment on the agenda at a regular Faculty meeting, or the President of the Faculty may call a special meeting of the General Faculty for that purpose.

Copies of the proposed amendment shall be distributed to the faculty at least two weeks in advance of the Faculty meeting at which it is to be discussed; this Faculty meeting shall be held within four weeks of the initial receipt of the proposed amendment.

A favorable vote by at least two-thirds of the faculty members voting shall be required to approve the amendment, provided that at least thirty percent (30%) of the faculty (as defined in 1.2.1) are voting. Voting shall be by secret mail ballot and supervised by the Elections Committee of the Senate as described in the Bylaws. Election results will be certified and announced within four weeks after the Faculty meeting at which the amendment was discussed. At least two weeks must be allowed between the issuance of ballots and the deadline for their return. If approved by the Faculty, this amendment shall become effective upon its approval in the manner prescribed by the Arizona Board of Regents.

## **5.2 GENERAL PROVISIONS**

The Arizona Board of Regents, having ultimate authority in the control and governance of Northern Arizona University, retains the right to review this Faculty Constitution or any action of the Faculty or Senate authorized thereby, and in this regard it may enact such changes as it deems proper. Such actions of the Board of Regents shall always prevail.

If any part of this Constitution shall be determined to be illegal or contrary to the rules, regulations, and policies of the Arizona Board of Regents, such decision shall not affect the validity of the remaining portion of the Constitution.

## **5.3 RATIFICATION**

This Constitution shall be submitted to the University Faculty and if approved by a majority of the Faculty voting, shall become effective upon approval in the manner prescribed by the Arizona Board of Regents. Faculty voting is to be by secret ballot and supervised by the Elections Committee of the Senate. *(This Constitution shall supersede and abrogate the Faculty Organization Constitution approved by the Board of Regents on December 11, 1982; and modified on October 8, 1983 and April 19, 1994.)*