Faculty Senate Meeting Agenda

Virginia Dare Room, Alumni House

3:00 Convene Meeting and Remarks
   Andrea Hunter, Faculty Senate Chair

3:05 Approval of March 14, 2018 Minutes
   Brad Johnson, Faculty Senate Secretary
   [Enc. A]

3:10 Provost Remarks
   Dana Dunn, Provost and Executive Vice Chancellor

3:20 Resolution #FS04042018/1: To Approve the Elimination of the A+ Grade Option
   Wade Maki, Senator & Liaison to the Academic Policies and Regulation Committee
   [Enc. B]

3:45 Resolution #FS04042018/2: To Revise and Combine the Constitution of the General Faculty and the Bylaws of the Faculty Senate into a Single Document
   Steve Yarbrough, Chair, Faculty Government Committee
   [Enc. C]

4:20 Resolution #FS04042018/3: To Amend and Approve the Faculty Accessibility Policy
   Wade Maki, Senator & Liaison to the Academic Policies and Regulation Committee
   [Enc. D]

4:50 Announcements and Adjournment

Upcoming Events:

PARTY! Faculty Senate Celebrates 25 Years
   Tuesday, April 10, 2018, 5-7pm
   Chancellor’s Residence
   Shuttle Provided from Weatherspoon Art Museum
   RSVP by April 3

Meeting of the General Faculty
   Wednesday, April 18, 2018, 3-5p
   Alumni House, Virginia Dare Room
   (Quorum Needed)

Next Meeting of the Faculty Senate:
   Wednesday, May 2, 2018, 3-5p
   Alumni House, Virginia Dare Room

Refreshments are available at 2:30 p.m. for Senators to meet and greet faculty colleagues

NOTE: We encourage Senators, non-voting faculty and visitors to speak upon being recognized by the Senate Chair

Sign Language Services provided as needed and requested (please allow 72 hours) by:
Communications Services for the Deaf and Hard of Hearing.
Contact: 336-275-8878, or the Faculty Senate Office, 336-334-5345/mlwolfe@uncg.edu
Convene Meeting and Opening Remarks
Andrea Hunter, Chair of the General Faculty and Faculty Senate

My name is Andrea Hunter, and I am affirmed by the pronouns she, her, and hers; and I am the Chair of the Faculty Senate and the General Faculty, and I now Call this Meeting to Order. Before we begin, please join me in welcoming Mr. David Sprinkler, member of the UNCG Board of Trustees.

With a full agenda, I will keep my opening remarks brief. First, thanks to all Faculty Senators who came out today to stand in solidarity with students against gun violence, and to hold in memory those who lost their lives in Parkland, Florida.

For today’s meeting, we will be hearing primarily from our Faculty Senate Committees: Academic Policies and Regulation and Faculty Government Committees. Today, is very much The APRC Show as we tackle several issues: we re-engage a multi-year process around the Faculty Accessibility Policy, and continue our intensive deliberation as we seek a final recommendation regarding meeting the BOG 120 credit-hour policy. The Faculty Government Committee has also been engaged in an intensive, year-long review of our Constitution which is the first phase of a two-year effort to update our patch-work 25-year-old Constitution of the General Faculty. These efforts are illustrative of an engaged, and vibrant Senate which includes our many Senate committees that we rely on to inform and support the legislative work we do. So, to the Academic Policies and Regulation Committee, Faculty Government Committee, and the General Education Council we are appreciative of your leadership and support for our legislative efforts within the Faculty Senate.

Provost Remarks
Dana Dunn, Provost & Executive Vice Chancellor

Provost Dunn welcomed the Senators back after spring break and remarked that Michael Gains would address the Senate today about the update to Banner 9. She informed the Senators of the extensive work that took place last week for the update transition. She congratulated the Banner Team and the IT staff that worked through the transition. Millions of student records had to be converted and long-standing errors are being cleaned up.

Michael Gains then addressed the Senate, informing the audience that 4 million records were converted. It is known that currently there are some small errors left in Degree Works Software post the conversion and the IT team is in the process of correcting those errors. The Senators were also informed that the goal is to have only one university catalogue for undergraduate and
graduate programs. It was anticipated that the catalogue should be completed in time for SOAR which starts in June, 2018.

Approval of February 7, 2018 Minutes [Enc. A]

Laurie Kennedy-Malone, Secretary of the General Faculty recording for Brad Johnson Secretary of the Faculty Senate

Laurie Kennedy-Malone who was recording the March 14 Senate minutes read a correction to the February 7, 2018 minutes recommended by Anne Wallace, Immediate Past Chair of the Faculty Senate that pertained to issues of Promotion and Tenure and the Constitution. The following words were read aloud “Anne responded while the General Faculty may consider and vote on many other issues and actions, the only actions that actually require discussion and approval by the General Faculty, after review by the Faculty Senate, are University level P&T documents/policies, and changes to the General Faculty Constitution.” No additional corrections were added to the minutes.

Minutes from February 7, 2018 passed.

Constitutional Review: Phase 1. [Enc. B]

Stephen Yarbrough, Chair Faculty Government Committee

Steven Yarbrough discussed the procedure that began in Phase 1 of the reorganization and renumbering of The University of North Carolina at Greensboro Constitution of the General Faculty. In a detailed power point presentation, he explained why the need occurred to revisit that status of the UNCG Constitution given that in the current edition of the Constitution it is difficult to locate specific passages that are relevant to governance issues. It is hoped that an updated, streamlined edition with accurate numbering, hyperlinks to specific sections of the constitution and removal of redundant statements will produce a Constitution that accurately reflects the governance at UNCG. He discussed the initial step of merging the Senate Bylaws with the constitution, the renumbering of sections to reflect the removal of the Bylaws and any reference to the Bylaws of the Constitution. The next step to be changed is proposing merging the officers of the General Faculty with the Officers of the Senate. Currently the Chair of the Senate is also the Chair of the General Faculty and there is a Secretary of the Senate and Secretary of the General Faculty. The proposed change recommends only one Secretary who would serve in both capacities. He discussed changes to the election of the Officers; in the proposed change the Senate Elections Committee would conduct the elections of the two officers, Chair-Elect and the Secretary. The Senate was informed on how changes to the Amendments of the Constitution would occur. A schematic of the changes was depicted on how sections would be moved. Senators were asked to send any concerns about the proposed changes presented today to send to Steve Yarbrough by March 18. Senators were also if they were going to recommend any changes to the proposed resolution that will be presented at the April 4 Senate meeting to have a written motion ready.

Faculty Accessibility Survey Report

Joi Bulls, Chair, Academic Policies and Regulations Committee (APRC)
Joi Bulls through a power point presentation gave a background as to history behind the reason the Faculty Accessibility Survey was conducted. In the fall 2016, in response to student complaints pertaining to faculty accessibility, the Provost brought the issue to the Faculty Senate leadership, and the APRC was tasked with developing a faculty accessibility policy. The PARC reviews policies from peer institutions and sought feedback from Senators, Chairs, and faculty. In spring 2017 the APRC developed a resolution which was tabled as there was disagreement about indicating specific office hour policies. In fall 2017 the Provost instituted the Faculty Accessibility Policy, as a pilot. Following the implementation of the policy, the UNCG Faculty Accessibility Pilot Survey was sent out to all faculty and department/program heads, and 20% sample of undergraduate students (stratified by class level). in December/January. Of the students’ who responded (n = 27), 77% indicated that their instructors already had listed office hours; ½ of those students indicated that they attended at least one session of office hours in the fall, most frequently at mid-semester. About 2/3 of the respondents noted that they attended at least one scheduled office hour. When students were asked about how they preferred to contact their faculty, 74% indicated email, 48% preferred making an appointment, and 40% like to attend before or after class and only 33% indicated a preference at the scheduled office hours. The main reasons for attending were academic concerns (80%), additional instructions (69%), instructor required (41%) and personal concerns (15%). There were 291 faculty who responded to the survey. 70.4% indicated that they met the accessibility policy, 21% indicated that they made changes to their accessibility to students. Seventy-one percent of faculty met accessibility for the on-line courses and 13% made changes towards their accessibility for students in online courses. Joi Bulls emphasized that 76% of the faculty indicated that given the recommendations for specific times, there were no changes in the number of student visits during the specific time allocated for students to contact professors. In the open-ended set of questions for the faculty, faculty indicated that it is important to be accessible, and is an expectation of being a faculty member. They indicated that office hours are already implemented. However, comments did include that a set schedule versus open appointment is a waste of time and that it is an antiquated policy. Faculty recommended that availability be set for 3 hours/week instead of a set day/time each week.

The survey was sent to Department/Program Heads; 13 responded to the survey. They were asked how faculty notified students of accessibility. Responses included a schedule posted outside of the office, written on the syllabus and advertised in department. With the implementation of the student faculty accessibility policy, department heads indicated that the number of “complaints” was about the same, most complaints actually were noted as zero. About 1/3 of department heads indicated that the policy had a positive impact, the remaining indicated that there was no impact because faculty accessibility was already the norm. The question did arise from the department chairs about what to do with practicum/hybrid courses and it was unclear regarding online courses and what is means to provide “alternative means of access to students.”

Joi Bulls then presented the APRC recommended change for Faculty Accessibility Policy. The change to the existing policy would read “The minimum requirement for face-to face office hours
is 1 hour per every 3 face-to-face credit hours taught. The maximum is 3 office hours for faculty who teach 9 or more face-to-face credit hours. Faculty teaching online courses will choose means of access as appropriate for these courses for their students. An addition to the policy would read “if there is a face-to-face requirement in the course schedule then the expectation is that the policy applies.” It was further clarified that faculty who teach online courses choose a means of access as appropriate for these courses for their students.

Senators raised concerns about the low response rate from the students, 27 out of the 700. Many Senators noted that it is rare that a student comes during the designated office hours, rather they contact the faculty at times or means that is convenient to them. The question raised is this a matter of actual designated office hours or faculty being available when students need to meet with them? Senators acknowledged remaining in their office during the designated hours and not having any students come to see them is what often occurs. The Provost reminded the Senators that the student representatives on the Academic Affairs committee remain concerned. There are students she reminded us that prefer seeing faculty during the designated office hours instead of contacting the faculty member and requesting an appointment time.

**Resolution #FS03142018/1 Reduction in General Credit Hours to Facilitate Alignment with Board of Governors 120-Credit-Hour Policy [Enc. C]**

_Joi Bulls, Chair Academic Policies and Regulation Committee; David Carlone Chair General Education Council._

Joi Bulls reminded Senators about the background to this resolution and the work that has been undertaken by the General Education Council in trying to find a way to facilitate the alignment of the undergraduate curriculum to be in compliance with the Board of Governors (BOG) 120 credit hour policy. The BOG expects every campus to comply with this mandatory requirement for the 4-year baccalaureate programs by 2019.

Joi Bulls read in entirety Resolution #FS03142018/1 Reduction in General Credit Hours to Facilitate Alignment with Board of Governors 120-Credit-Hour Policy. [Enc. C]. Following the reading of the resolution, there was open opportunity to discuss the resolution.

Questions and concerns from the floor:

- A concern was raised about the ability for students to have coursework in all of the required markers
- A question was raised are markers going to be eventually eliminated?
- David Carlone reminded the Senators that the means in which UNCG adheres to the 120-credit hour policy will be revisited no later than by spring 2020 when the general education requirements are revisited via the general education self-study.
- While the resolution specifies Humanities and Fine Arts as one of the areas listed for a 3-hour reduction, Senators were reminded that courses under this category actually meet a number of different markers (GLT, GFA, GPR).
- Concerns about the “productivity of departments” that may depend on students taking courses with specific markers.
An amendment to the resolution was introduced by Senator Robert Guttentag. The introduction of the amendment was seconded. Andrea Hunter asked for the exact language of the amendment to be written down. The amendment reads: Retain all requirements currently listed with the exception that we delete the requirement in the humanities and fine arts of “one additional course from any of the above.”

Continued discussion from the floor:

- Senator questioned the unintended consequences of the change suggested by the amendment.
- From a non-Senator, courses may meet multiple marker goals
- Senator raised concern about the language in the resolution as it pertains to the natural sciences and that the additional course must have a different prefix from the first (GNS) course. David Carlone clarified that this is the current language and is not a change in the general education requirements.
- Multiple Senators addressed the importance of a strong liberal studies background in that more than one course in an area is needed.
- It was also noted the importance of keeping separate the discussion of the proposal, and the concerns with general education requirements and the self-study.
- And that the resolution allows for a consideration of any recommendations from the General Education Self-Study Task Force.

With no further discussion, Andrea Hunter asked for the vote on accepting the amendment as written. The Parliamentarian asked for a show of hands; she counted the votes. The number of Ayes were recorded as 14, the Nayes as 10 and the Abstentions as 1.

Following the vote, one Senator stated feeling concerned about having a resolution with an added amendment that she would not have time to discuss with faculty from her unit. She asked and received clarification on what impact this amendment would have.

Clarification was sought from the Parliamentarian if there could be continued discussion on the resolution given the vote on the amendment. The Parliamentarian indicated there could be a motion to rescind the amendment, but it must be carried with 2/3 majority vote. There was a motion to rescind the amendment, but the 2/3s majority standard was not met. The discussion continued on the main motion with the resolution as amended.

Point of order was raised to set the clock and that the resolution as amended be voted on by 4:55 pm. A motion was made and seconded. The Ayes carried the motion to call for the vote for the resolution with the amendment by 4:55 pm.

Discussion continued:

- One Senator suggested that all programs just be reduced to 120 credits; Senator was reminded of past options considered, and that we were wrestling with that challenge.
- One Senator asked the Provost what would happen if a vote is not taken today. The Provost indicated that a timely decision needs to be made because of the impending deadline. Her preference would be that the Senate reach a decision today.
Andrea Hunter reminded the Senate that it had deliberated over three months, nearing 4 hours of discussion, and with information from multiple sources; and though the policy was thrust upon us was now important to decide on this matter.

Clarification was being sought is the vote now to include the amendment that just passed in resolution.

The vote was called by Senate Chair Andrea Hunter for Resolution #FS03142018/1 Reduction in General Credit Hours to Facilitate Alignment with Board of Governors 120-Credit-Hour Policy with the added amendment noted above. The Parliamentarian again asked for a show of hands and she counted the votes. The Ayes 22, the Nays 5, and Abstentions, 0. The resolution with the amendment was passed.

It was necessary to revise the amendment to be consistent with the policy language of the general education requirements. The revised language was reviewed by the author of the amendment, Robert Guttentag, to ensure it was consistent with the original intent. Andrea Hunter informed The Faculty Senate of this revision in a March 19, 2018 email memo, with the approved resolution attached. The revised language was as follows:

“BE IT RESOLVED that the Faculty Senate approves a 3-hour credit reduction in general education requirements that eliminates the one additional course in Humanities and Fine Arts from one of the following: Literature (GLT), Fine Arts (GFA), Philosophical/Religious/ Ethical Perspectives (GPR).”

Consideration of the A+ Grade Policy

Joi Bulls, Chair Academic Policies and Regulation Committee

Given that the time for holding the Senate meeting was approaching the end of the two hours, Andrea Hunter tabled the discussion on this policy until the next Senate meeting.

Announcements and Adjournment

Andrea Hunter

Andrea Hunter reminded us that of upcoming events that were posted on the screen: the Joint Meeting of the UNCG-AAUP and NC State Conference on Saturday, March 24, 2018 in the Alumni House, Virginia Dare Room, the next meeting of the Faculty Senate on April 4, 2018 and the meeting of the General Faculty on April 18, 2018. At 505 pm she called for adjournment of the meeting. Senator Elizabeth Van Horn moved to adjourn, Senator Judith Adams seconded the motion. The meeting was adjourned at 5:05pm.

Respectively submitted,

Laurie Kennedy-Malone, Secretary of the General Faculty
Resolution #FS040418/1:

Resolution to approve elimination of A+ Grade Option

Joi Bulls, Chair, Academic Policies and Regulations Committee

WHEREAS, Faculty Senate passed a resolution in 2006 to alter the grading scale to include an A+, which equals to 4.3 while capping the GPA at 4.0 in order to assist high achieving students with maintaining a 4.0 GPA by having A+ grades offset A- grades, and

WHEREAS, the university is updating their system that pertains to the grade scale, which provides an opportunity to review previous policies, and

WHEREAS, the existing system involves customized software with additional costs estimated at 20 to 30 thousand dollars per year to maintain, and

WHEREAS, the existing grading scale applies to undergraduates but not graduate students resulting in two different grading systems at UNCG, and

WHEREAS, the APRC reviewed options and determined that for consistency and cost effectiveness the A+ grade should be eliminated, therefore

BE IT RESOLVED, that the Faculty Senate endorses the letter grade A (4.0) as the highest-grade option for undergraduates at UNCG, which eliminates the letter grade option of A+ (4.3).

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A+ policy background

In 2006, Faculty Senate passed a resolution to alter the grading scale to include A+ worth 4.33 points and the overall cumulative GPA is capped at a 4.0 (see original resolution). For example, if a student in her first year received an A+ in two classes, she technically has earned a 4.33 GPA but the system will cap her cumulative GPA to a 4.0. This capping method is a customization in Banner. In moving to Banner 9, there is a financial concern of creating and maintaining an add-on to utilize these capping methods.
Therefore, the Registrar’s Office and Provost asked the APRC to evaluate the A+ calculation, which has given the APRC an opportunity to evaluate this 2006 policy. In considering the A+ policy, the APRC evaluated four main options:

- Eliminate A+ and keep the rest of the grading scale the same (in essence how graduate school grading is done)
- Keep A+ but have it valued at 4.0 quality points (which in essence is an A)
- Keep the A+ and change our grading scale from a 4.0 to a 4.3
- Or continue with the current grading scale

In reviewing each option, the following points were raised:

- The Registrar’s Office did a cost analysis and noted that it will take $20,000 - $30,000/year to maintain the 4.33 A+ grade while capping the GPA to a 4.0.
- There were concerns raised that the reasons behind the original resolution and the purpose for adding the A+ can look like grade inflation
- We have two different grading systems, one for graduate students and one for undergraduate students. It seems that it would be best to have one grading scale.
- Based on our peer institutions there is only one university (Georgia State University) that has a 4.3 scale and no UNC institutions that have a 4.3 for an A+

Based on this information, the APRC recommends eliminating the A+ option and follow the grading scale below:

<table>
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<tr>
<th>Grade</th>
<th>Grade Pts.</th>
<th>Grade</th>
<th>Grade Pts.</th>
<th>Grade</th>
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<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>B</td>
<td>3.0</td>
<td>C</td>
<td>2.0</td>
<td>D</td>
<td>1.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>B-</td>
<td>2.7</td>
<td>C-</td>
<td>1.7</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>C+</td>
<td>2.3</td>
<td>D+</td>
<td>1.3</td>
<td>F/WF</td>
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</table>
Resolution #FS04042018/2:
To Revise and Combine the Constitution of the General Faculty and the Bylaws of the Faculty Senate into a Single Document
Stephen Yarbrough, Chair, Faculty Government Committee

WHEREAS the Constitution of the General Faculty establishes the Faculty Senate as its “legislative arm” (ARTICLE I, Section 2.2) and asserts that “the legislative powers of the General Faculty are vested in a Faculty Senate, whose power is defined and members elected according to the principles set forth in ARTICLE II, Section 3”; and

WHEREAS the current Bylaws of the Faculty Senate are written as a separate document from the Constitution, so that an Article I and Article II exists in each document, and reference to the provisions of the two documents is difficult and confusing; and

WHEREAS the Senate Bylaws and the Constitution often cross-reference one another, but the numbering and lettering of the Constitution and Bylaws of the Faculty Senate are in different styles, making the reference to the documents difficult and confusing; therefore,

BE IT RESOLVED that (1) the Bylaws of the Faculty Senate shall be merged with the Constitution of the General Faculty, so that the current Bylaws of the Faculty Senate shall become Article III of the revised version of the Constitution, and Article III: Amendments to this Constitution of the current version shall become Article IV: Amendments to this Constitution of the revised version; and (2) that the headings and subheadings of the revised version shall be renumbered so that they are consistent throughout; and

BE IT FURTHER RESOLVED that (1) all internal references within the revised Constitution shall be altered to match its new organization; and (2) other minor changes shall be made to maintain internal consistency with the changes listed above and to reduce redundancy (e.g. phrases such as “Constitution and Senate Bylaws” shall become simply “Constitution”); and

WHEREAS Article I, Section 9, of the Constitution makes provisions for the adoption of Bylaws of the General Faculty “for the purpose of conducting its business,” yet no Bylaws of the General Faculty exist or have ever existed, and references to such Bylaws occurring in the Constitution may be easily misread as references to the Bylaws of the Faculty Senate; therefore,

BE IT RESOLVED that (1) all references to Bylaws of the Constitution, including (2) Article II, Section 12: Faculty Senate Bylaws, which allows the Senate to adopt Bylaws, shall be removed; and

WHEREAS one provision for the amendment of the Faculty Senate Bylaws resides in Article II, Section 12, of the Constitution, and no further provisions for its amendment reside in the Faculty Bylaws, while provisions for the amendment of the Constitution reside in Article III of the Constitution; therefore,

BE IT RESOLVED that (1) the revised Article IV: Amendments to this Constitution shall be divided into two sections, one on amending the Constitution proper (revised Articles I, II, and IV) and one on amending the Bylaws of the Faculty Senate (revised Article III); and (2) that the provisions in the current
Constitution’s Article II, Section 12, concerning amendments to the Bylaws of the Faculty Senate shall be moved to the revised Article IV.B and one provision to IV.B shall be added to make it clear that Senate amendments to the revised Article III: Bylaws of the Faculty Senate go into effect without the approval of the General Faculty but remain subject to subsequent modification or rejection by the General Faculty; and

WHEREAS the current Constitution provides that the Chair of the General Faculty shall be the Chair of the Faculty Senate (I, Section 5.2) and be elected by the Senate according to the provisions of the Faculty Senate Bylaws, but the Secretary of the General Faculty shall be elected from its own membership (I, Section 5.3) and the Parliamentarian of the General Faculty shall be appointed by the Chair (I, Section 5.4), yet it provides that “the Faculty Senate shall elect the Chair, Chair-Elect, and Secretary” (II.4.2) of the Senate and the Chair shall appoint the Parliamentarian of the Senate (II.1.4), making it possible for there to be two Secretaries and two Parliamentarians, one each for Senate and General Faculty meetings; and

WHEREAS the current Constitution provides that the Officers of the General Faculty “shall consist of a Chair, a Secretary, and a Parliamentarian” (I, Section 5.1), but that the officers of the Senate “shall consist of a Chair, Chair-Elect, Past-Chair, and Secretary” (II, Section 4.1) so that the Parliamentarian of the General Faculty is an officer, but the Parliamentarian of the Senate is not an officer; and the General Faculty has no Chair-Elect or Past-Chair; and

WHEREAS the current Constitution was amended in 2013 to provide a two-year term for the Chair, without specifying who shall fulfill the duties of the Chair-Elect during the second year of the Chair’s two-year term; therefore,

BE IT RESOLVED that the officers of the Faculty Senate shall be made identical to the officers of the General Faculty, and (1) the current Article II, Section 4: Officers of the Faculty Senate shall be moved to the revised Constitution’s Article I.E: Officers of the General Faculty; and (2) the roles of the Chair-Elect and the Past-Chair shall be clarified, so that in the second year of the Chair’s term the Past-Chair shall fulfill the same duties that the Chair-Elect now performs in the first year of the Chair’s two-year term, and (3) the roles of the Senate and Parliamentarian shall be clarified to reflect that they now serve both the Senate and the General Faculty; and (4) the section on Officers of the Senate in the revised II.D shall be reduced to state simply that the officers of the General Faculty shall be the officers of the Faculty Senate; and

BE IT FURTHER RESOLVED that (1) “Filling Vacancies on the Faculty Senate” (in the current Faculty Senate Bylaws, Article II, Section 6.1 and 2; in the revised Constitution, Article II.F) shall be revised so that it is clear that these provisions don’t apply to officers, and that (2) provisions for replacing officers (in the current Article II, Section 6.3 and 4) to the revised Article I.E: Officers of the General Faculty, shall be moved to Article II of the revised Constitution, clarifying the provisions for the replacement of resigned officers, now that the Chair has a two-year term and there is not always a Chair-Elect; and

WHEREAS neither the Constitution nor the Bylaws of the Faculty Senate make provisions for who shall preside over meetings of the General Faculty or the Faculty Senate in the absence of the Chair;
BE IT RESOLVED that text shall be added to the revised I.E. to indicate that the Chair-Elect or the Past-Chair may preside over meetings of both the General Faculty and the Faculty Senate in the absence of the Chair; and

WHEREAS it has been resolved above that the officers of the Senate and the officers of the General Faculty shall be identical, and

WHEREAS the current Bylaws of the Faculty Senate provide for the Faculty Senate Elections Committee to “conduct elections to fill all elected offices and elected committee positions of the Faculty Senate” (Article II, Section 1), yet they also provide for the Committee on Committees to “preside over elections for the Secretary of the General Faculty” (Article II, Section 2), so that if the officers of the General Faculty and the officers of the Senate are made identical, a conflict will exist; therefore,

BE IT RESOLVED that the charge to the Committee on Committees (revised III.B.2.b.ii) shall be altered so that it no longer presides over the election of the Secretary of the General Faculty, leaving the Senate Elections Committee (revised III.B.1.a) to conduct the elections of all the officers; and

WHEREAS the current Bylaws of the Faculty Senate have provisions for taking minutes at Senate meetings, but the current Constitution has no provisions for taking minutes at General Faculty meetings;

BE IT RESOLVED that the provisions in the current Bylaws of the Faculty Senate for taking minutes of Senate meetings (Article II, Section 10) be moved to the new Article I.J: Minutes of General Faculty Meetings (changing references to the Senate to references to the General Faculty) and the provisions for taking minutes for Senate meetings (ILJ) shall be reduced to say simply that they are the same as for the General Faculty meetings; and

WHEREAS technology not available at the time the Constitution was first produced now allows the use of hyperlinks within a document; therefore,

BE IT RESOLVED that a table of contents shall be added to the revised Constitution having hyperlinks to the major headings of the Constitution, that references made within the Constitution to documents external to the Constitution may be hyperlinked, and that such a table of contents and such hyperlinks shall not be considered part of the Constitution, and therefore shall not require approval through amendment by the Faculty Senate, General Faculty, or the Chancellor, but may be amended by the Secretary upon the approval of the Faculty Government Committee; therefore,

BE IT FINALLY RESOLVED that the Constitution of the General Faculty and the Bylaws of Faculty Senate shall be revised to become a single, more consistently structured document, as follows (see attached document):

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The Constitution of the General Faculty
The University of North Carolina at Greensboro
(Approved by the Faculty Council, Spring Semester 1991)

(Revised by the General Faculty on the following dates:
3/2/94, 10/14/96, 1/21/98,
3/10/99, 3/8/00, 3/14/01, 4/2/03, 4/25/12, 4/24/13, 9/17/14, 4/19/17, 9/20/17)

Table of Contents

PREAMBLE

ARTICLE I: THE GENERAL FACULTY
A. Composition of the General Faculty
B. Authority of the General Faculty
C. Legislative Powers of the General Faculty
D. Functions of the General Faculty
E. Officers of the General Faculty
F. Meetings of the General Faculty
G. Agendas, Motions and Resolutions of the General Faculty
H. Voting at General Faculty Meetings
J. Minutes of General Faculty Meetings

ARTICLE II: THE FACULTY SENATE
A. Composition of the Faculty Senate
B. Election of Senators
C. Duties of the Faculty Senate
D. Officers of the Faculty Senate
E. Terms of Senators
F. Filling Vacancies on the Faculty Senate
G. Scheduling and Conduct of Faculty Senate Meetings
H. Faculty Senate Agenda
I. Voting at Faculty Senate Meetings
J. Minutes of Faculty Senate Meetings
K. Committees of the Faculty Senate

ARTICLE III: BYLAWS OF THE FACULTY SENATE
A. Policies on Committee Elections and Appointments
B. Standing Committee Structure and Charges

ARTICLE IV: AMENDMENTS TO THIS CONSTITUTION
A. Amendments to Articles I, II, and IV
B. Amendments to Article III: Bylaws of the Faculty Senate

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1 The UNCG Faculty Council predates the Faculty Senate, which was established in the Fall of 1991.
PREAMBLE

The faculty of The University of North Carolina at Greensboro acknowledges the principle of shared-governance, and recognizes the responsibility of the faculty in advising the Chancellor with respect to questions of academic policy, institutional governance, and any other matters pertaining to the institution that are of interest and concern to the faculty (The Code of the Board of Governors of University of North Carolina, Section 502 D(2)). This Constitution establishes procedures whereby this responsibility shall be discharged, and defines the functions of the following governing bodies: the General Faculty, the Faculty Senate, and committees of the Faculty Senate.

The electoral divisions (see: ARTICLE II.B.2) shall establish governance structures in accordance with the provisions of The Code of the Board of Governors, the Promotion, Tenure, Academic Freedom, and Due Process Regulations of The University of North Carolina at Greensboro, applicable professional accreditation agencies, and this Constitution. In adopting these structures the electoral divisions shall recognize the right of the faculty to elect their own representatives.

ARTICLE I: THE GENERAL FACULTY

1.A. Composition of the General Faculty

1. The General Faculty of the University of North Carolina at Greensboro consists of voting and nonvoting members.

2. Voting members of the General Faculty are tenured and tenure-track faculty, faculty on leave, all full-time lecturers, full-time clinical faculty, full-time academic professional faculty, full-time research faculty, the President of the University of North Carolina, the Chancellor, the Provost, all Vice Chancellors and such other officials having responsibility for making and administering educational, research and student welfare policies as shall be approved by the General Faculty.  

3. The nonvoting members of the General Faculty consist of faculty emeriti, visiting faculty, writers-in-residence, artists-in-residence, part-time faculty, adjunct faculty, and such other officials having responsibility for making and administering educational, research and student welfare policies as shall be approved by the General Faculty.

4. The official roster of the General Faculty shall be maintained in the Faculty Senate office, and shall be open for inspection by any member of the University community.

1.B. Authority of the General Faculty

1. The authority of the General Faculty established herein derives from The Code of the Board of Governors of The University of North Carolina, Section 502.D(2) giving the Faculty the right to “advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty,” and charging the Chancellor to define the scope of authority of faculties, councils, committees and officers of the institution. This Constitution is the means by which this authority is defined.

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2 The Chancellor, Provost, or any Vice Chancellor may propose that positions on their staff be approved for General Faculty membership as “such other officials having responsibility for making and administering educational, research, and student welfare policies.” The Faculty Government Committee shall study the proposal and recommend action to the Senate.
2. All action items passed by the General Faculty or by its legislative arm, the Faculty Senate, shall be forwarded to the Chancellor for approval.

1.C. Legislative Powers of the General Faculty

The legislative powers of the General Faculty are vested in a Faculty Senate, whose power is defined and members elected according to the principles in Article II.

1.D. Functions of the General Faculty

1. The General Faculty shall:
   a) Advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty;
   b) Request and hear reports from the Faculty Senate, the Faculty Assembly, the Chancellor, or any member of the administration;
   c) Approve all promotion and tenure policies and regulations recommended by the Faculty Senate;
   d) Consider any matter relating to the welfare of The University of North Carolina at Greensboro or of the members thereof;
   e) Modify or rescind actions of the Faculty Senate in accordance with the provisions of this Constitution.
   f) Amend this Constitution in accordance with the provisions in Article IV.

1.E. Officers of the General Faculty

1. The officers of the General Faculty shall consist of a Chair, Chair-Elect, Past-Chair, Secretary, and Parliamentarian and may not hold an administrative position higher than department head/chair.
   a. The Chair, Chair-Elect, and Past Chair shall be tenured members of the General Faculty.
   b. The Secretary and Parliamentarian shall be members of the General Faculty.
   c. Voting members of the General Faculty who do not hold an administrative position higher than department head or chair and who have been employed at UNCG for two years may be elected to serve as an officer of the General Faculty during their second or later year of employment, and are eligible to begin service as an officer of the Faculty Senate beginning in the fall of their third year.

2. The Faculty Senate shall elect the Chair, Chair-Elect, and Secretary by the following procedures:
   a. The Faculty Senate Elections Committee shall solicit nominations for Chair, Chair-Elect, and Secretary.
   b. The list of nominees for the positions of Chair, Chair-Elect and Secretary, along with a paragraph describing each nominee's qualifications and, if so desired, a copy of their curriculum vitae, shall be assembled by the Faculty Senate Elections Committee and made available to the Senate no less than one week prior to the election.
   c. The Chair, Chair-Elect, and Secretary shall be elected by the Faculty Senate by a simple majority vote from among the candidates nominated for this position.

3. A senator who is elected or appointed as an officer of the General Faculty, shall resign his or her seat on the Senate at the time that he or she assumes his or her official duties.

3 A Chair is normally only elected under conditions spelled out in Article I.E.1.
4. **Chair**

The Chair shall preside over the Faculty Senate, and the business portion of the General Faculty Meetings. The Chair shall represent the General Faculty at all meetings of the Board of Trustees; in the absence of the Chair, the Chair-Elect or other person designated by the Chair will represent the General Faculty. The Chair shall serve a two-year term, but may not serve two consecutive terms as Chair-Elect/Chair/Past-Chair, or any combination of these offices separately or in aggregate. The Chair is a voting member of the Faculty Senate, but shall vote only in cases of a tie.

5. **Chair-Elect**

The Chair-Elect shall be a non-voting member of the Faculty Senate. The term of the Chair-Elect shall be one year, alternating with the term of the Past-Chair. The Chair-Elect shall succeed the Chair upon expiration of the Chair's term. In the absence of the Chair, the Chair-Elect shall preside over meetings of the General Faculty and Faculty Senate.

6. **Past-Chair**

The Past-Chair shall be a non-voting member of the Faculty Senate, and shall advise the Chair on matters related to General Faculty and Faculty Senate business. The term of the Past-Chair shall be one year, alternating with the term of the Chair-Elect. During the year in which the office of Chair-Elect is empty, the Past-Chair shall fulfill all the duties of the Chair-Elect.

7. **Secretary**

The Secretary shall serve a two-year term, staggered with the term of the Chair. The Secretary may be re-elected to one additional term of two years. The Secretary shall record and oversee the distribution of the minutes of the General Faculty and Faculty Senate meetings. The Secretary shall maintain an accurate copy of the Constitution.

8. **Parliamentarian**

The Chair shall appoint the Parliamentarian, who serves at the pleasure of the Chair, and may be removed by the Chair or by the procedures specified in Article I.E.9. The Parliamentarian advises the Chair on parliamentary procedures.

9. In the absence of the Chair at a meeting of the General Faculty or the Faculty Senate, the Chair-Elect will preside, and may vote in the case of a tie; in the absence of both the Chair and Chair-Elect, the Past-Chair will preside, and may vote in the case of a tie. In the absence of the Chair at a meeting of the Board of Trustees, the Chair-Elect or other person designated by the Chair will represent the General Faculty.

10. Any officer of the General Faculty may be removed from office at a regularly scheduled General Faculty meeting by a three-quarters vote of a quorum of 9/10 of the voting Members. Any officer so removed will be replaced as if they had resigned their position.

11. If the Chair be unable or unwilling to serve out his or her term, then the Chair-Elect shall be elevated to the position of Chair and shall serve out the remainder of the Chair's term, followed by the term to which they were originally elected. If the Chair's resignation occurs during a year in which there is no Chair-Elect, a special election shall be held to elect a new Chair.

12. Should the Chair-Elect or Secretary be unable or unwilling to serve out his or her term, then the Chair shall inform the General Faculty of this fact, and a special election shall be held to elect a new Chair-Elect or Secretary.
13. Should the Parliamentarian be unable or unwilling to serve out his or her term, then the Chair shall appoint a new Parliamentarian and inform the General Faculty of this fact.

1.F. Meetings of the General Faculty

1. Meetings of the General Faculty shall be held whenever there is business that requires General Faculty action or consultation, but shall take place not less than once every academic year. Meetings may be called by the Chancellor, by the Chair of the General Faculty, or by a petition to the Secretary signed by at least twenty-five members of the General Faculty.

2. The Chancellor shall convene the meetings of the General Faculty and shall make opening remarks on such matters as he or she deems appropriate. In the absence of the Chancellor, the Chair of the Faculty Senate shall convene the meetings.

3. The Chair of the General Faculty shall preside over the business section of the General Faculty meetings.


5. The General Faculty may go into executive session at any meeting by a majority vote of those members present and voting.

6. Gallery privileges at General Faculty Meetings shall be extended to all members of the University community.

7. The General Faculty, by majority vote of the members present and voting, may grant speaking privileges to members of the gallery.

1.G. Agendas, Motions and Resolutions of the General Faculty

1. The Chair, in consultation with the Chancellor, the Provost, and the officers of the General Faculty shall organize the agenda for each meeting.

2. Items may be placed on the agenda by the Chancellor, by the Faculty Senate, and by committees of the Faculty Senate. Any member of the General Faculty may request that an item be placed on the agenda. This request must be honored if accompanied by a petition signed by 15 voting members of the General Faculty.

3. All items to be placed on the agenda including those proposed or petitioned by members of the General Faculty must be submitted in writing to the Secretary of the General Faculty at least ten working days before the meeting at which they are to be scheduled.

4. Motions or resolutions proposing General Faculty action may be introduced from the floor without previous inclusion on the agenda only by consent of two-thirds of the General Faculty members present and voting. However, motions to modify or rescind Faculty Senate action may not be introduced from the floor.

5. The Secretary of the General Faculty shall post the agenda for each meeting of the Faculty Senate website, notify the voting members of the General Faculty via email that the agenda has been posted, and circulate an electronic copy of the agenda to Senators, Department
Heads/Chairs, and Deans, at least five working days prior to the meeting.

1.H. Voting at General Faculty Meetings

1. Only voting members of the General Faculty as defined in Article I, Section 1.2 shall be entitled to vote at General Faculty meetings.

2. Quorums

   a) A quorum of 135 voting members of the General Faculty is required for modifying or rescinding Faculty Senate action, except that a quorum of 45 voting members of the General Faculty is required for amending this Constitution.

   b) For all other actions of the General Faculty a quorum shall consist of the voting members present.

3. A simple majority is sufficient to decide all matter that come before the General Faculty, except that a two-thirds majority is required for modifying or rescinding Faculty Senate action, and for amending this Constitution.

4. Voting shall ordinarily be *viva voce* vote, but a standing ballot or secret ballot may be called for by the Chair, or by any member of the voting membership of the General Faculty.

5. At times when a face-to-face meeting of the General Faculty cannot occur, voting may be conducted through secure electronic means. The electronic voting must be preceded by an electronic discussion. Electronic discussions will be held according to Robert's Rules, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for a minimum of 48 hours for discussion and 48 hours for voting, unless the Chair of the General Faculty determines that a shorter period is necessary and announces it prior to the vote. Electronic voting and discussion will be conducted in accordance with the provisions of the North Carolina Open Meetings Act.

1.J. Minutes of General Faculty Meetings

1. The minutes of General Faculty meetings shall contain the essence of all viewpoints expressed and a report of actions rejected as well as actions approved, with a record of the vote when a count is made.

2. The minutes will be distributed after each meeting as an attachment to the subsequent agenda. Corrections of the minutes of each meeting shall be included in the minutes of the next regular meeting of the General Faculty.

3. The Secretary shall ensure that an official file of the minutes of General Faculty meetings is maintained in the Faculty Senate Office, and on the Faculty Senate website.

4. The Secretary shall ensure the deposit of the General Faculty records in the University Archives.

ARTICLE II: THE FACULTY SENATE

II.A. Composition of the Faculty Senate

1. The Faculty Senate shall consist of elected (voting) and nonvoting members.
2. Voting members of the General Faculty who do not hold an administrative position higher than department head or chair and who have been employed at UNCG for two years may be elected to the Faculty Senate during their second or later year of employment, and are eligible to begin service on the Faculty Senate beginning in the fall of their third year.

3. Nonvoting members of the Faculty Senate shall consist of the Chair-Elect, Past-Chair, and Parliamentarian, the Chancellor, Provost, all Vice Chancellors, Dean of the Graduate School, Dean of Undergraduate Studies, a representative from the Deans Council appointed by the Provost, Chair of the Staff Senate or the Chair's designee, two graduate students appointed by the President of the University Graduate Student Association, and two undergraduate students appointed by the President of the Student Government Association.

4. If any positions on the Faculty Senate or its committees are not filled for any reason, these bodies may still function.

II.B. Election of Senators

1. The voting members of the Faculty Senate shall consist of Senators elected from the electoral divisions defined below, and apportioned among them in the same ratio as the number of voting members of the General Faculty in each electoral division to the number of voting members of the General Faculty in the University.

2. The electoral divisions are:
   a. the College of Arts and Sciences,
   b. the Joseph M. Bryan School of Business and Economics,
   c. the School of Education,
   d. the School of Health and Human Sciences,
   e. the College of Visual and Performing Arts,
   f. the School of Nursing,
   g. the University Libraries,
   h. the Joint School of Nanoscience and Nanoengineering.

3. The number of Senators to be elected from each electoral division shall be established according to the following procedure:
   a. An apportionment factor shall be computed by dividing the total number of voting members of the General Faculty into the number 36.
   b. The number of Senators from each electoral division shall be computed by multiplying the number of voting members of the General Faculty in that division by the apportionment factor, and rounding the product to the nearest integer.
   c. If the integer generated by the process in II.B.3. b (above) for any electoral division is less than or equal to two, that electoral division will be represented by two Senators. If the integer is less than or equal to one, the electoral division may, by majority vote of all voting members of the General Faculty belonging to that electoral division, choose to be represented by one Senator. This choice may be reversed at any time by another majority vote of all voting members of the General Faculty belonging to that electoral division, returning that electoral division's representation to two Senators.
   d. The total number of voting members of the General Faculty used in these calculations shall be the number of voting General Faculty employed by the University at the beginning of the fall semester.
   e. The percent of tenured or tenure track faculty elected from each electoral division shall
be a minimum of 50%.

4. Approximately one-third of the Faculty Senate shall be elected each year.

5. The normal term of elected service shall be three years beginning July 1 and end on June 30, although the terms of some seats may be reduced at the time of election if this is necessary to assure that approximately one-third of the Faculty Senate is elected each year. When deciding which seats should be given shorter terms, the general principle that seats from electoral divisions with more Senators should be given shorter terms should be followed, provided that each division retains a mix of terms in its seats (1, 2, and 3 years).

6. Each electoral division shall establish written procedures for electing its Senators, conducting the elections, and announcing the results.

7. All voting members of the General Faculty are eligible to vote for Senators in their electoral division.

8. The Faculty Senate may decide at any time, by simple majority vote, to adjust the number used to determine the appointment factor (currently 36).

II.C. Duties of the Faculty Senate

1. The Faculty Senate shall:

   a. Promote high educational standards at the University;
   b. Establish, review, evaluate and restructure the committees of the Faculty Senate;
   c. Act on reports and recommendations from the committees of the Faculty Senate;
   d. Approve the academic calendar for the University;
   e. Approve the minimum general University degree requirements;
   f. Recommend the establishment or discontinuation of degrees;
   g. Approve policies and regulations governing the conditions under which the instruction of students takes place;
   h. Approve the academic honor policy;
   i. Advise members of the administration regarding standards of admission to the University;
   j. Recommend to the General Faculty for approval promotion and tenure policies and regulations;
   k. Review policies and regulations pertaining to faculty appointments, development, teaching and research;
   l. Make recommendations to the administration regarding faculty salaries and benefits;
   m. Review and recommend policies governing continuing education, extension services, summer school and distance learning;
   n. Maintain and promote the welfare of all members of the University community;
   o. Advise and counsel the administration upon any matters that the administration or the Faculty Senate may wish to present, and to act upon any matters presented by the administration when action is appropriate; and
   p. Review the provisions of “The Constitution of the General Faculty” at least every five years and make recommendations to the General Faculty.
   q. Determine what matters are to be delegated to other bodies established by this Constitution;
   r. Seek the advice and counsel of any member of the General Faculty on any matter.
II.D. Officers of the Faculty Senate

1. The officers of the General Faculty shall be the officers of the Faculty Senate.

II.E. Terms of Senators

1. Senators may not serve more than two consecutive terms.

2. A member of the Faculty Senate who has served two consecutive terms shall be ineligible for re-election until one year following the last term of office shall have elapsed.

II.F. Filling Vacancies on the Faculty Senate

1. If a person other than an officer of the General Faculty (see I.E.9-12) elected or appointed to a position or office under this Constitution should temporarily or permanently withdraw from that office or position, the vacancy shall be filled by an appointment to continue until the said member resumes the position or office or until their term has expired. The Faculty Senate shall make such appointments, by majority vote of the Faculty Senate, for persons elected or appointed by the General Faculty or the Faculty Senate, except under the following conditions:

   a. If the Chair of the Faculty Senate resigns, he or she shall be replaced by the Chair-Elect, or by a special election if there is no currently serving Chair-Elect.

   b. If a member of the University Promotion and Tenure Committee resigns or is unable to serve on the committee, the Chair shall consult with the Provost and appoint a tenured Senator as a replacement.

   c. The electoral divisions shall make such replacement appointments for persons elected or appointed by that electoral division.

2. Any person elected or appointed by the Faculty Senate or an electoral division to fill a vacancy, temporary or permanent, on the Faculty Senate or a committee is eligible to be nominated for a full term when the next regular election is held.

II.G. Scheduling and Conduct of Faculty Senate Meetings

1. The Faculty Senate shall schedule a regular monthly meeting. However, if no agenda items are submitted, then the Chair of the Faculty Senate may cancel the meeting.

2. The Chair of the Faculty Senate may, at his or her discretion, schedule additional Faculty Senate meetings during any month. If any senator objects to the extra meeting(s) then the Faculty Senate shall vote on the matter, with a simple majority vote.

3. All members of the General Faculty shall have the right to attend and speak at Faculty Senate meetings.

4. Gallery privileges shall be extended to all other members of the University community, and the Chair of the Faculty Senate may grant speaking privileges to members of the gallery.

5. The Faculty Senate may go into executive session at any meeting, by a majority vote of Senators present and voting. An executive session shall consist of all members of the voting General Faculty present at the meeting.

6. In all cases not covered by this Constitution, the procedures in the latest edition of Robert's Rules...
of Order shall be followed.

II.H. Faculty Senate Agenda

1. The Chair of the Faculty Senate shall prepare the agenda in consultation with the Chancellor, the Provost, and the officers of the Faculty Senate.

2. Any member of the Senate may request that an item be placed on the agenda by submitting a written request to the Secretary of the Senate at least ten working days in advance of the meeting.

3. The agenda for all Senate meetings shall be circulated to the Senators, the Deans, and posted on the University website, at least five working days in advance of the meeting.

4. The agenda shall be followed unless modified by consent of a majority of the Senators present and voting.

II.I. Voting at Faculty Senate Meetings

1. Only elected members of the Faculty Senate, as defined in Article II.B.1, shall be entitled to vote at Faculty Senate meetings.

2. Unless otherwise specifically provided in the Constitution, all votes of the Faculty Senate shall be decided by majority vote. Voting shall ordinarily be viva voce, but a standing vote or secret ballot may be called for by the Chair, or by any member of the Faculty Senate. At the discretion of the Chair, votes may be conducted through the use of an Audience Response System (clickers).

3. At times when a face-to-face meeting of the Faculty Senate cannot occur, it may be useful or necessary to conduct business and vote on motions electronically. In such situations, voting will be conducted through secure means. The electronic voting will be preceded and accompanied by an electronic discussion. Electronic discussions will be held according to Robert's Rules, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for specified periods with a minimum duration of 48 hours for discussion and 48 hours for voting, unless the Chair of the Faculty Senate determines that a shorter period is necessary and announces it prior to the vote. Electronic voting and discussion will be conducted in accordance with the provisions of the Open Meetings Act.

II.J. Minutes of Faculty Senate Meetings

1. The minutes of Faculty Senate meetings shall be kept according to the same provisions as those for the minutes of General Faculty meetings (see Article I.J).

II.K. Committees of the Faculty Senate

1. The Faculty Senate shall establish standing and ad hoc committees as it deems necessary or useful for the effective and expeditious conduct of its business.

2. Ad hoc committees may be appointed by the Chair of the Faculty Senate, or established by a majority vote of the Faculty Senate, for a fixed term. When a committee is appointed by the Chair, the Faculty Senate shall be formally notified of such action at its next meeting.
3. Standing committees may be established only by a majority vote of the Faculty Senate.

4. Types of committees
   a. Committees composed solely of members of the Faculty Senate, whether elected or appointed. *Ex-officio* members may also be appointed by the Faculty Senate as appropriate.
   b. Committees composed solely of voting members of the General Faculty, whether elected or appointed, with the addition of one Senator appointed by the Chair of the Faculty Senate to serve as a Faculty Senate liaison. *Ex-officio* members may also be appointed by the Faculty Senate as appropriate.

5. Restrictions on committee service
   a. Senators may not serve on more than one elected committee.
   b. No member of the General Faculty may
      - hold more than one elective office, including election to the Faculty Senate or to membership on a committee, except as indicated in Article II.K.5.b.iv (below),
      - serve as an appointed member on more than two committees at a time, except for reasons of special competence,
      - serve more than two consecutive terms on one committee. Re-election or re-appointed to the same committee is not possible until one year after the expiration of the second term, except as indicated in Article II.K.5.b.iv (below).
      - Article II.K.5.b.ii and II.K.5.b.iii (above) do not apply to membership on a committee held by virtue of being chair of a committee within an electoral division.
   c. All committee assignments begin on July 1 and end on June 30 of year in which the term ends. Election and appointments to all committees shall be made no later than the last regular meeting of the Faculty Senate in the spring semester commencement.

6. Consistent with the powers and duties enumerated in their charges, all boards and committees shall report to the Faculty Senate for action, and shall submit annual reports to the Faculty Senate.

7. Vacancies on appointed committees shall be filled according to rules established by the electoral divisions.

8. Each committee is empowered to appoint *ad hoc* sub-committees to conduct assignments relevant to its work.

9. Evaluation of Committees
   a. The Faculty Senate shall establish written procedures for the review and evaluation of all committees.
   b. The Chair of the Faculty Senate in consultation with the Chair-Elect may appoint an *ad hoc* committee of the Senate to conduct a review of its committees, or may assign this duty to one of the standing committees.
   c. During its review and evaluation, the Faculty Senate may, together with the constituencies advised by the committees (if any), terminate, consolidate, restructure, expand or create committees.
ARTICLE III: BYLAWS OF THE FACULTY SENATE

III.A. Policies on Committee Elections and Appointments

1. Terms of Office

All terms of office are for three years with the exception of the Committee on Committees, the Promotions and Tenure Guidelines Committee, and the Research Policies Committee. When multiple members of a committee are elected from one electoral division, the terms of these members shall be staggered. Terms for the Committee on Committees and the Faculty Promotions and Tenure Guidelines Committee are determined by virtue of being chairs of committees within electoral divisions. Terms for Research Policies Committee are specified in its charge.

2. Elections

The electoral divisions shall devise procedures for the election of members to the elected committees, and shall inform the Committee on Committees of these procedures.

3. Appointments

The electoral divisions shall appoint members to the Advisory (Appointed) Committees based on the recommendations of the Committee on Committees. Upon appointing faculty to serve on the advisory committees, the electoral divisions shall inform the Committee on Committees of their chosen representatives so that the Committee can compile and disseminate the information. If an unfilled position exists by the deadline given by the Committee on Committees, the Dean of the electoral division in which the vacancy exists is responsible for filling any vacancies that occur after the initial appointments have been made.

4. Selection of Committee Chairs

The chairs of the appointed and elected committees shall be selected by the last meeting of the year by the members of each committee from among their continuing members. New chairs will be named in the committee annual reports to the Faculty Senate and will take office July 1 annually.

5. Annual Reports

Annual reports of all committees shall be submitted to the Chair of the Faculty Senate by the end of April each year. Faculty Senate officers will review the reports, distribute a summary of the reports to the Faculty Senate, and determine which recommendations should be action items for the Faculty Senate agenda. A copy of each committee’s annual report shall be forwarded to the next chair of the committee. Copies of all annual reports shall be kept on file for three years in the Faculty Governance Office. At the end of three years the copies shall be forwarded to the University Archives.

6. Committee Procedures

Each Senate committee shall develop and submit in writing to the Faculty Senate for approval rules and procedures for conducting the business of the committee.
III.B. Standing Committee Structure and Charges

1: Committees Composed Solely of Senators

a. Faculty Senate Elections Committee
   Charge: The Faculty Senate Elections Committee shall receive nominations and conduct
elections to fill all elected offices and elected committee positions of the Faculty Senate.
It shall make recommendations regarding the replacement of elected officers and
committee members when vacancies occur. The Committee shall periodically adjust the
apportionment factor for conducting Faculty Senate elections, as described in Article
II.B.3. The Committee shall review the election procedures of the electoral divisions and
recommend to the Faculty Senate changes where appropriate. If the Faculty Senate
supports the changes, they shall be forwarded to the electoral divisions for their action.
Membership: The Faculty Senate Elections Committee shall consist of at least three
members of the Faculty Senate appointed by the Chair of the Faculty Senate. The Chair
of the Faculty Senate shall appoint the chair of the committee. There are no ex-officio
members of the committee.

b. University Promotion and Tenure Committee
   Charge: The major purpose of the committee is to provide faculty counsel to the
Chancellor in accord with the Promotion, Tenure, Academic Freedom, and Due Process
Regulations (The Regulations) Section 4.B.iii.b. The committee will also annually review The
Regulations as mandated in The Regulations Section 10.
Membership: The Committee on Promotions and Tenure shall consist of the Chair of the
Faculty Senate and six tenured Senators elected to two-year staggered terms by a majority
vote of the Faculty Senate. The Chair of the Faculty Senate shall serve as the chair of the
Committee and shall be a voting member. No department may have more than one
member on the Committee at the same time, with the exception of the Chair of the
Faculty Senate. No member, other than the Chair of the Faculty Senate, may serve
successive terms on the committee. No faculty member who is a candidate for
promotion may be a member of the Committee their year of candidacy. In the event that
there are not enough tenured faculty members on Faculty Senate to serve on this
committee, nominations for the remaining committee members will be solicited from the
General Faculty and elected to the committee by the Faculty Senate.

2. Committees Composed of Elected Members of the General Faculty and Ex-Officio
   Members

By notifying the Chair of the Faculty Senate before the beginning of any academic year, any electoral
division having fewer voting members of the General Faculty than there are Faculty Senate
Committees that require members from each electoral division may exclude itself for that year from
representation on any of the committees below which require a member from each electoral
division.

a. Committees Elected at Large

i. Committee on Due Process
   Charge: The Committee on Due Process shall exercise the following duties and
   responsibilities:
   (1) Receive evidence, conduct hearings, and report its findings and recommendations to
   the department head and the department head’s immediate supervisor or to the
   Chancellor and, as appropriate, to the Chair of the Faculty Senate, on appeals from
administration decisions involving discharge or the imposition of serious sanctions, termination of faculty employment, and non-reappointment. In exercising its responsibility, the committee shall use the definition of terms and the procedures for such hearings which are established by The Code of The University of North Carolina and the Promotion, Tenure, Academic Freedom and Due Process Regulations of The University of North Carolina at Greensboro.

(2) All appeals arising under Section 603 of The Code of The University of North Carolina shall be heard by the full committee. In all other appeals arising under the committee’s jurisdiction, the committee may establish an ad hoc panel of at least three committee members appointed by the chair to conduct hearings, receive evidence, and report to the full committee for the committee’s deliberation and recommendation. The panel report shall include records, transcripts, all other written material, and the panel’s recommendation. However, no committee member may participate in the discussion or decision on his or her own appeal or in any other case in which that committee member has participated in the recommendations from departments, the electoral divisions, or other University committees.

Membership: Four (4) tenured voting General Faculty members plus one (1) Senator.

ii. Faculty Grievance Committee

Charge: The Faculty Grievance Committee shall hear, mediate, and advise with respect to the adjustment of faculty grievances concerned with matters directly related to a faculty member’s employment status and institutional relationships on this campus in accordance with the provisions of The Code of The University of North Carolina. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another faculty committee, may be considered by the Faculty Grievance Committee.

Membership: Seven (7) voting members of the General Faculty [at least one (1) non-tenure track member, one (1) assistant professor, one (1) associate professor, and one (1) professor, and one (1) member from each electoral division, plus one (1) Senator. Of the seven (7) voting members of the General Faculty, only three (3) may be untenured, and at least two (2) must be professors. The chair of the committee must be a tenured associate professor or professor. (No officer of the administration, including department heads and division chairs, shall be eligible to serve on the committee.)

iii. Faculty Assembly Delegation

Charge: The Faculty Assembly Delegation shall
(1) gather and exchange information on behalf of the faculties of the constituent institutions of The University;
(2) advise, through appropriate channels, the Board of Governors, the General Assembly, and other governmental agencies and officers on matters of University-wide import; and advise and communicate with the President of The University regarding matters of importance to the faculties as well as the whole University.

Membership: The UNCG Delegation to the UNC Faculty Assembly shall consist of four delegates: the Faculty Senate Chair, the Senate Chair-Elect (or Past-Chair in the years in which there is no Chair-Elect), and two voting members of the General Faculty elected at-large by a vote of the General Faculty. The lead delegate shall be elected annually by the delegation, and shall be one of the delegates elected at-large. The two faculty members elected at-large shall serve three-year terms. Three alternates to the delegation shall be elected at-large, each of whom shall serve three-year terms. The Chair of the Delegation will arrange for one of the alternates to attend UNC Faculty Assembly meetings in place of a delegate who is unable to attend. In addition, should one of the
regular at-large delegates be unable or unwilling to complete his or her term, the Chair of
the Faculty Senate shall appoint one of the alternates to serve out the term of that
delegate.

iv. Faculty Government Committee

*Charge:* The primary function of the committee is to recommend to the Faculty Senate all
changes to The Constitution of the Faculty. Recommendations related to the policies
and regulations subject to adoption by the General Faculty shall be forwarded to the
Faculty Government Committee for consideration and review before presentation to the
Faculty Senate. The committee may also review the governance structures adopted by
the electoral divisions to determine that they are consistent with *The Code of The University
of North Carolina, the Promotion, Tenure, Academic Freedom, and Due Process Regulations, and
The Constitution of the Faculty.* The committee shall also recommend to the Faculty Senate
for its approval, procedures for conducting its business, and shall receive proposals from
the Chancellor, Provost, or any Vice Chancellor regarding positions on their staff to be
approved for General Faculty membership. The Committee shall study the proposal and
recommend action to the Faculty Senate.

*Membership:* Four (4) voting members of the General Faculty, plus one (1) Senator.

b. Committees Elected by Faculty Senate Electoral Divisions

i. Academic Policies and Regulations Committee

*Charge:* The committee shall develop policies governing the academic calendar, summer
session, class scheduling, academic advising, and undergraduate regulations and
requirements.

*Membership:* One (1) voting General Faculty member from each electoral division, plus
one (1) Senator. *Ex officio* and nonvoting members: as designated by the Provost. (The
President of the Student Government and the President of the Graduate Student
Association will be invited to attend or to send a representative.)

ii. Committee on Committees

*Charge:* The committee shall preside over elections for elected at-large members of
Faculty Senate committees. The committee shall conduct the nomination and elections
processes and determine the eligibility of the nominees in conformity with The
Constitution and the membership regulations of the committees; it shall also collate
results from electoral division elections and appointments and General Faculty elections
and report all results to the Faculty Senate. As part of this duty it shall set a date each
year by which the electoral division shall report their results to the Chair of the Faculty
Senate and to the Chair of the Committee on Committees. This date should be early
enough so that results are known before University-wide elections are to be held. It shall
also, in consultation with the committee chairs, recommend replacement members to fill
vacancies on their respective appointed committees. For committees with student
representation, the Vice Chancellor for Student Affairs shall submit the names of
students recommended by the President of the Student Government Association to the
Committee for inclusion on the committees that have undergraduate representation. The
Dean of the Graduate School shall submit names of students recommended by the
Graduate Student Association to the Committee for inclusion on the committees that
have graduate representation. The committee shall recommend to the Chancellor, as
requested, names of faculty members to serve on specially appointed committees. In
addition to the above responsibilities, the committee, upon approval by the Faculty
Senate, shall recommend to the Chancellor the names of three tenured faculty members
from which the Chancellor may select the Faculty Representative to the National
Collegiate Athletic Association.

**Membership:** Chairpersons of the electoral division committees responsible for elections, plus one (1) Senator.

iii. **Promotions and Tenure Guidelines Committee**

**Charge:** The committee shall review the electoral divisions’ documents and exchange information about the general guidelines and expectations that the electoral divisions have developed for the evaluation of teaching, research and creative activity, service, and directed professional activity for promotions and tenure.

**Membership:** Chairpersons of the seven (7) electoral division committees on promotions and tenure. *Ex officio* and nonvoting members: the Chair of the Faculty Senate.

iv. **Graduate Studies Committee**

**Charge:** The Graduate Studies Committee shall be an agency of the Faculty Senate devoted to studying aspects of graduate education. Its basic duties and responsibilities are as follows:

1. Establish criteria for the selection and review of members of the Graduate Faculty;
2. Review proposals for all new courses, revised courses, and modifications to current courses taking one of the following actions: approve, disapprove, approve with modification. Review and act on all proposals for new graduate programs or major modifications to existing programs including the discontinuation of graduate programs. When the Provost gives preliminary consideration to a plan to establish or discontinue one or more graduate degree programs, for example, during the early stages of the University’s strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan;
3. Review and formulate policies and regulations related to graduate education admission, retention, and graduate requirements;
4. Hear student appeals related to Graduate School policies and regulations;
5. Call to the attention of the Graduate Faculty and the administration issues of concern relating to graduate education;
6. Act on matters referred by the Faculty Senate, Dean of the Graduate School, Graduate Faculty, and the Graduate Student Association on graduate education;
7. Report to the Faculty Senate on actions taken regarding graduate education policies and programs;
8. Advise the Faculty Senate on matters relating to graduate education.

**Membership:** The Graduate Studies Committee shall consist of eighteen (18) voting members, all Members, Research Members or Academic Professional Members of the Graduate Faculty, elected by members of the Graduate Faculty in each electoral division. Six (6) of these members shall be elected from the following electoral divisions (1 from each electoral division): Bryan School of Business and Economics; School of Education; School of Health and Human Sciences; College of Visual and Performing Arts; School of Nursing; and the Joint School of Nanosciences & Nanoengineering. The College of Arts and Sciences shall elect three (3) representatives with one each from the areas of the humanities, science and mathematics, and social and behavioral sciences. To achieve programmatic balance, four (4) additional members shall be appointed by the Committee Chair, in consultation with the Dean of the Graduate School, to serve one-year terms. In addition, the Faculty Senate will appoint one (1) Senator to the Graduate Studies Committee. Four (4) other voting members of the committee include the Dean and Associate Dean of the Graduate School, and two (2)
student representatives, with voting privileges on all issues except academic appeals, elected by the Graduate Students Association. Three (3) ex-officio and non-voting members serve on the GSC: the Registrar, a representative of the Office of Assessment and Accreditation, and a representative from the University Libraries.

v. Senate Online Learning Committee

**Charge:** The Faculty Senate Online Learning Committee shall study issues pertaining to the development, delivery, assessment and enhancement of online learning courses and programs at UNCG. It shall also facilitate the development, delivery and taking of online learning courses and programs, and work to enhance the quality of distance learning courses.

**Membership:** One (1) faculty member elected by each academic unit, and one (1) Senator, appointed by the Chair of the Faculty Senate. *Ex officio*, non-voting members: a representative from each of the following areas: the Division of Continual Learning, the Office of the Registrar, Admissions, Business Affairs, the Deans Council, the Staff Senate, the Student Government Association, the Faculty Teaching Learning Commons, and Information Technology Services.

vi. Research Grants Committee

**Charge:** The primary functions of the committee are to:

1. receive, evaluate, and act on applications for funding of faculty research grants, subsidies for book publication, referred publication page charges, submission fees, journal article reprints, and exhibition/performance charge; and
2. set policies and procedures deemed necessary.

**Membership:** Seven (7) voting members of the General Faculty [one (1) from each electoral division, excluding the University Libraries], plus one (1) Senator. Up to six (6) additional members may be appointed by the chair of the committee, after consultation with the Vice Chancellor for Research & Economic Development, in order to achieve programmatic balance, to serve one-year terms. *Ex officio* and nonvoting: Vice Chancellor for Research & Economic Development.

vii. Undergraduate Curriculum Committee

**Charge:** The Undergraduate Curriculum Committee shall be the agency of the Faculty Senate responsible for reviewing the undergraduate curriculum, making policy recommendations to the Faculty Senate on curricular matters, and performing such other duties as approved by the Faculty Senate, including the following:

1. To review and approve all proposals for new courses; existing courses in which substantial changes have been made; new majors, programs, concentrations, and degrees which have been approved by the College Council or the curriculum committees of the various electoral divisions; the discontinuation of courses and programs; routine changes as previously approved by the Provost’s Office. When the Provost gives preliminary consideration to a plan to establish or discontinue one or more undergraduate degree programs, for example, during the early stages of the University’s strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan;
2. To review and approve student proposals under Plan II (Specially Designed Programs of Study);
3. To take up for study or action matters referred by the Faculty Senate and General Faculty or any other matters deemed important to the work of the committee.

**Membership:** Nine (9) voting members of the General Faculty [one (1) from each electoral division, except three (3) from the College], plus one (1) Senator. Ex-officio
and nonvoting members: the Director of Planning and Assessment, and additional
members appointed by the Provost.

c. Advisory Committees Appointed by the Faculty Senate Electoral Divisions

i. Academic Computing Committee

*Charge:* This committee shall serve as a policy formulation body with respect to
academic computing and related activities. The committee shall act in an advisory
capacity to the Faculty Senate and to members of the University administration. The
committee shall report to the Vice Chancellor for Information Technology and
Planning and the Associate Vice Chancellor for Information Technology.

*Membership:* One (1) one voting General Faculty member from each electoral division,
plus one (1) Senator. *Ex officio* and nonvoting: Associate Vice Chancellor for Client
Services and the Director of the Faculty Teaching and Learning Commons.

ii. Budget Committee

*Charge:* The Budget Committee shall make recommendations to the Vice Chancellor for
Business Affairs, the Provost, and other appropriate administrators and to the Faculty
Senate regarding strategic planning related to the University budget. These
recommendations should seek to promote the University’s instructional, scholarly, and
service missions. The Budget Committee shall meet regularly with the Vice Chancellor
for Business Affairs, the Provost, and other appropriate administrators during the
process of the budgetary cycle, its revision, and allocation of University resources. The
Budget Committee shall also educate the General Faculty about both the University and
UNC System budgetary process and provide forums as needed for issues related to this
process.

*Membership:* One (1) faculty from each electoral division, plus one (1) Senator. *Ex officio:
Vice Chancellor for Business Affairs and the Provost or their designees.

iii. Faculty Professional Compensation and Welfare Committee

*Charge:* The purpose of the Faculty Professional and Welfare Committee shall be to
support the role of faculty members as learned professionals. The committee shall
review and make recommendations on matters concerning professional status and
effectiveness in the areas of teaching, research, and service. All matters, including salary
and benefits are relevant, including but not limited to standards of professional
performance; professional rights and privileges; working conditions; standards for
teaching loads and reduction in load for research and service assignments; research and
other leaves of absence. Regarding salaries, the committee shall make periodic and
timely reports to the Faculty Senate regarding items such as comparison of salaries
among the electoral divisions, gender differences in salaries, and salary inequities
between new appointments and continuing appointments in similar disciplines.

*Membership:* One (1) voting General Faculty member from each electoral division, plus
one (1) Senator. Among the membership, at least one non-tenure track faculty member
shall serve on the committee.

iv. Intercollegiate Athletics Committee

*Charge:* The committee shall be responsible for monitoring and reporting on
intercollegiate athletics to the Faculty Senate. Of primary concern to the committee
shall be the academic welfare of the student athletes and the overall integrity of the
intercollegiate athletics program. The committee shall be available to hear and act on
complaints and suggestions about intercollegiate athletics from the faculty, students,
and other members of the University community.
v. Research Policies Committee

**Charge:** The committee shall make advisory recommendations to the Faculty Senate and/or to the Vice Chancellor for Research & Economic Development, acting for the Provost, about new policies or changes in existing policies that affect research conducted by faculty at the University. The overall goal for the committee is to enhance the research climate of the University.

**Membership:** One (1) voting General Faculty member from each electoral division, plus one (1) Senator, one (1) University-wide Institute or Center Director, the Chair of the Institutional Review Board for Human Subjects, the Chair of the Institutional Animal Care and Use Committee, and the Vice Chancellor for Research and Economic Development.

vi. Professional Development Committee

**Charge:** In consultation with the Director of the University Teaching and Learning Commons and other campus entities, the Committee shall provide recommendations to the University Teaching and Learning Commons, the Faculty Senate, and the University administration regarding matters of faculty professional development and programs for the enhancement of faculty professional abilities and effectiveness, including participation in seminars, workshops, colloquia, and other professional development programs, professional travel and similar activities. The Committee Chair shall serve as liaison to the University Teaching and Learning Commons Advisory Board.

**Membership:** One (1) voting General Faculty member from each electoral division plus one (1) Senator. *Ex officio* and nonvoting: Director of the Faculty Teaching and Learning Commons and the Chair of the Academic Computing Committee.

vii. General Education Council

**Charge:** The General Education Council is charged with ongoing review and maintenance of the General Education goals, assessment of student achievement of those goals, oversight of the General Education requirements, and the approval of requests for GEC markers and designations. The Council shall establish an effective structure for marker and designation approvals that may include the establishment of ad hoc committees or the involvement of faculty consultants, as needed. The Writing Intensive and Speaking Intensive Committees are supervised by the Council.

**Membership:** Twelve (12) voting General Faculty members, six (6) from the College of Arts and Sciences, one (1) from each of the other electoral divisions. *Ex officio* and non-voting members may be appointed by the Provost as needed.

viii. Scholarly Communications Committee

**Charge:** The Scholarly Communications Committee will support the University’s research and teaching missions by consulting with and advising the University faculty in matters relating to the dissemination, use, and archiving of information and knowledge. The Committee will work collaboratively with campus administrators and faculty members to develop and implement a program offering leadership and direction toward altering the current course of scholarly communications, so that it is economically sustainable and ensures the widest possible access to the scholarly record. The
Committee will:
(1). Analyze issues of scholarly publishing and communication as they apply to academic research institutions like UNCG. Propose short-term and long-term strategies to inform UNCG faculty about these issues;
(2). Propose short-term and long-term strategies to inform UNCG faculty about these issues;
(3). Provide faculty with guidance on fair use, intellectual property rights, and management of their creative works;
(4). Suggest and endorse avenues for individual and collective action, including actions that faculty members can take to contribute to an open and sustainable system of scholarly communication;
(5). Promote initiatives and practices that encourage faculty to explore the challenges and opportunities associated with disseminating research, creative works, and teaching materials through new methods and electronic means.

Membership: Two (2) voting General Faculty members from the University Libraries, two members from the College, one (1) from each of the other electoral divisions, one member from the Office of Research & Economic Development, one (1) member from the Office of University Counsel, and one (1) member from the Division of Continual Learning.

ix. Student Learning Enhancement Committee
Charge: The Student Learning Enhancement Committee was established for the following purposes:
(1). To review the assessment plans for all undergraduate and graduate programs to assure that they are designed to improve student learning based on evidence and to meet accreditation requirements,
(2). To report annually to the Faculty Senate on the current status of academic program assessment at UNCG,
(3). To advise the deans of electoral divisions or their designees on how departments might enhance their academic program assessment plans to improve opportunities for student learning, and
(4). To make recommendations to the Associate Provost for Planning and Assessment for actions to be taken to improve UNCG’s efforts to enhance student learning. This committee is also charged to celebrate successful examples of student learning enhancement resulting from assessment activities and to sponsor presentations and workshops to familiarize faculty with assessment practices and benefits.
Membership: The members of the Student Learning Enhancement Committee will be appointed by the deans of the electoral divisions for staggered three-year terms and consist voting General Faculty members: one (1) from the University Libraries, two (2) from the College of Arts and Sciences, and one (1) from each of the other electoral divisions. Additional members will include a liaison from the General Education Council, an undergraduate student, and a graduate student. Excellent teachers and faculty with expertise in undergraduate, graduate, and distance education will be sought as members. The Director of Academic Assessment will serve as an ex-officio member of this committee and support its work to ensure that opportunities for student learning are enhanced and compliance with SACS academic program assessment mandates is achieved.

x. Committee on Non-Tenure Track Faculty Issues
Charge: The Committee on Non-Tenure Track Faculty Issues shall review existing policies and practices governing NTT faculty and recommend changes to improve NTT working conditions at UNCG.
Membership: One (1) voting General Faculty member from each electoral division, plus
one (1) Senator. Tenure track and/or tenured faculty shall comprise no more than 25%
of the membership of the committee.

**ARTICLE IV: AMENDMENTS TO THIS CONSTITUTION**

**IV.A. Amendments to Articles I, II, and IV**

1. Any member of the General Faculty may submit amendments to the Constitution to the Chair of
the Senate.2. The Chair of the Faculty Senate shall forward all suggested amendments to the
Faculty Government Committee for review and approval before they are sent to the Faculty
Senate for a vote.

3. After review by the Faculty Government Committee and approval by the Faculty Senate,
amendments to the Constitution, Articles I, II, and IV, along with their rationale, shall be
submitted for approval to the General Faculty.

4. The General Faculty shall act on any amendments at the General Faculty meeting in which they
are introduced, provided that a copy of the amendment shall have been circulated to the voting
General Faculty members and posted on the Faculty Senate website with notification via email to
the voting members. This process of circulation, posting, and notification must occur at least five
working days prior to the General Faculty meeting at which the amendments are to be
considered.

5. Amendments to the Constitution Articles I, II, and IV must receive the approval of two-thirds of
the required quorum of 45 voting members of the General Faculty.

6. The Secretary of the General Faculty shall forward all amendments to the Chancellor for
approval.

7. On an annual basis the Faculty Government Committee will review the Constitution of the
Faculty, including the Bylaws of the Faculty Senate, for clerical or typographical errors and/or
changes necessitated by approved changes to the University. Any such changes will be reported
to the Faculty Senate and General Faculty.

**IV.B. Amendments to Article III: Bylaws of the Faculty Senate**

1. Amendments to Article III: Bylaws of the Faculty Senate shall be in accordance with this
Constitution, and shall be reviewed and approved by the Faculty Government Committee before
being presented to the Faculty Senate for a vote.

2. Article III: Bylaws of the Faculty Senate may be amended by a majority vote of Senators present
and voting at a regular Senate meeting.

3. Amendments to Article III by the Senate need not be approved by the General Faculty to take
effect, but must be reported to the General Faculty and may be modified or rescinded by the
General Faculty in accordance with the provisions of this Constitution.
The Constitution of the General Faculty
The University of North Carolina at Greensboro

(Approved by the Faculty Council, Spring Semester 1991)

(Revised by the General Faculty on the following dates: 3/2/94, 10/14/96, 1/21/98, 3/10/99, 3/8/00, 3/14/01, 4/2/03, 4/25/12, 4/24/13, 9/17/14, 4/19/17, 9/20/17)

Table of Contents

PREAMBLE

ARTICLE I: THE GENERAL FACULTY
A. Composition of the General Faculty
B. Authority of the General Faculty
C. Legislative Powers of the General Faculty
D. Functions of the General Faculty
E. Officers of the General Faculty
F. Meetings of the General Faculty
G. Agendas, Motions and Resolutions of the General Faculty
H. Voting at General Faculty Meetings
J. Minutes of General Faculty Meetings

ARTICLE II: THE FACULTY SENATE
A. Composition of the Faculty Senate
B. Election of Senators
C. Duties of the Faculty Senate
D. Officers of the Faculty Senate
E. Terms of Senators
F. Filling Vacancies on the Faculty Senate
G. Scheduling and Conduct of Faculty Senate Meetings
H. Faculty Senate Agenda
I. Voting at Faculty Senate Meetings
J. Minutes of Faculty Senate Meetings
K. Committees of the Faculty Senate

ARTICLE III: BYLAWS OF THE FACULTY SENATE
A. Policies on Committee Elections and Appointments
B. Standing Committee Structure and Charges

ARTICLE IV: AMENDMENTS TO THIS CONSTITUTION

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1 The UNCG Faculty Council predates the faculty Senate, which was established in the Fall of 1991.
9.9.14 revisions
A. Amendments to Articles I, II, and IV

B. Amendments to Article III: Bylaws of the Faculty Senate

PREAMBLE

The faculty of The University of North Carolina at Greensboro acknowledges the principle of shared-governance, and recognizes the responsibility of the faculty in advising the Chancellor with respect to questions of academic policy, institutional governance, and any other matters pertaining to the institution that are of interest and concern to the faculty. This Constitution establishes procedures whereby this responsibility shall be discharged, and defines the functions of the following governing bodies: the General Faculty, the Faculty Senate, and committees of the Faculty Senate.

The electoral divisions shall establish governance structures in accordance with the provisions of The Code of the Board of Governors of the University of North Carolina, applicable professional accreditation agencies, and this Constitution. In adopting these structures the electoral divisions shall recognize the right of the faculty to elect their own representatives.

ARTICLE I: THE GENERAL FACULTY

SECTION I. Composition of the General Faculty

1. The General Faculty of the University of North Carolina at Greensboro consists of voting and nonvoting members.

2. Voting members of the General Faculty are tenured and tenure-track faculty, faculty on leave, all full-time lecturers, full-time clinical faculty, full-time academic professional faculty, full-time research faculty, the President of the University of North Carolina, the Chancellor, the Provost, all Vice Chancellors and such other officials having responsibility for making and administering educational, research and student welfare policies as shall be approved by the General Faculty.

3. The nonvoting members of the General Faculty consist of faculty emeriti, visiting faculty, writers-in-residence, artists-in-residence, part-time faculty, adjunct faculty, and such other officials having responsibility for making and administering educational, research and student welfare policies as shall be approved by the General Faculty.

4. The official roster of the General Faculty shall be maintained in the Faculty Senate office, and shall be open for inspection by any member of the University community.

2 The Chancellor, Provost, or any Vice Chancellor may propose that positions on their staff be approved for General Faculty membership as “such other officials having responsibility for making and administering educational, research, and student welfare policies.” The Faculty Government Committee shall study the proposal and recommend action to the Senate.

9.9.14 revisions
SECTION 2: Authority of the General Faculty

1. The authority of the General Faculty established herein derives from *The Code of the Board of Governors of The University of North Carolina, Section 502.D(2)* giving the Faculty the right to “advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty,” and charging the Chancellor to define the scope of authority of faculties, councils, committees and officers of the institution. This Constitution is the means by which this authority is defined.

2. All action items passed by the General Faculty or by its legislative arm, the Faculty Senate, shall be forwarded to the Chancellor for approval.

SECTION 3: Legislative Powers of the General Faculty

The legislative powers of the General Faculty are vested in a Faculty Senate, whose power is defined and members elected according to the principles in *ARTICLE II:Article II*.

SECTION 4: Functions of the General Faculty

1. The General Faculty shall:
   a) Advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty;
   b) Request and hear reports from the Faculty Senate, the Faculty Assembly, the Chancellor, or any member of the administration;
   c) Approve all promotion and tenure policies and regulations recommended by the Faculty Senate;
   d) Consider any matter relating to the welfare of The University of North Carolina at Greensboro or of the members thereof;
   e) Modify or rescind actions of the Faculty Senate in accordance with the provisions of this Constitution.
   f) Amend this Constitution in accordance with the provisions in *Article III:Article IV*.

SECTION 5: Officers of the General Faculty

2: The officers of the General Faculty shall consist of a Chair, Chair-Elect, Past Chair, Secretary, and a Parliamentarian and may not hold an administrative position higher than department head/chair.

4a. The Chair, Chair-Elect, and Past Chair shall be tenured members of the General Faculty. The Chair shall be the Chair of the Faculty Senate.

b. The Secretary and Parliamentarian shall be members of the General Faculty.

c. Voting members of the General Faculty who do not hold an administrative position higher
than department head or chair and who have been employed at UNCG for two years may be
elected to serve as an officer of the General Faculty shall be elected from its own membership to
serve for a two-year term during their second or later year of employment, and are eligible to
begin service as an officer of the Faculty Senate beginning in the fall of their third year.

2. The Faculty Senate shall elect the duty of the Chair, Chair-Elect, and Secretary by the
following procedures:
   a. The Faculty Senate Elections Committee shall solicit nominations for Chair, Chair-Elect,
      and Secretary.
   b. The list of nominees for the positions of Chair, Chair-Elect, and Secretary, along with a
      paragraph describing each nominee’s qualifications and, if so desired, a copy of their
      curriculum vitae, shall be assembled by the Faculty Senate Elections Committee and made
      available to the Senate no less than one week prior to the election.
   c. The Chair, Chair-Elect, and Secretary shall be elected by the Faculty Senate by a simple
      majority vote from among the candidates nominated for this position.

3. A senator who is elected or appointed as an officer of the General Faculty shall resign his or her
seat on the Senate at the time that he or she assumes his or her official duties.

4. Chair
   The Chair shall be a tenured member of the General Faculty and preside over the Faculty
   Senate, and the business portion of the General Faculty Meetings; to record and to certify the
   minutes of The Chair shall represent the General Faculty at all meetings of the Board of
   Trustees; in the absence of the Chair, the Chair-Elect or other person designated by the Chair
   will represent the General Faculty. The Chair shall serve a two-year term, but may not serve two
   consecutive terms as Chair-Elect/Chair/Past-Chair, or any combination of these offices
   separately or in aggregate. The Chair is a voting member of the Faculty Senate, but shall vote
   only in cases of a tie.

5. Chair-Elect
   The Chair-Elect shall be a tenured member of the General Faculty and a non-voting member of
   the Faculty Senate. The term of the Chair-Elect shall be one year, alternating with the term of
   the Past-Chair. The Chair-Elect shall succeed the Chair upon expiration of the Chair’s term,
   and to oversee the distribution of the agenda and Chair, the minutes of all General
   Faculty Chair-Elect shall preside over meetings of the General Faculty and Faculty Senate.

6. Past-Chair
   The Past-Chair shall be a tenured member of the General Faculty and a non-voting member of
   the Faculty Senate, and shall advise the Chair on matters related to General Faculty and Faculty
   Senate business. The term of the Past-Chair shall be one year, alternating with the term of the
   Past-Chair. During the year in which the office of Chair-Elect is empty, the Past-Chair shall
   fulfill all the duties of the Chair-Elect.

7. Secretary

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3. A Chair is normally only elected under conditions spelled out in Article I.E.1.1.
9.9.14 revisions
5. The Secretary shall be a member of the General Faculty and serve a two-year term, staggered with the term of the Chair. The Secretary may be re-elected to one additional term of two years. The Secretary shall record and oversee the distribution of the minutes of the General Faculty and Faculty Senate meetings. The Secretary shall maintain an accurate set of copy of the General Faculty Bylaws, if any. Constitution.

8. **Parliamentarian**

The Chair shall appoint the Parliamentarian of the General Faculty to a two-year term, who serves at the pleasure of the Chair, and may be removed by the Chair or by the procedures specified in Article I.E.9. The Parliamentarian shall advise the Chair on parliamentary procedures.

6-9. In the conduct of the General Faculty meetings or the Faculty Senate, the Chair-Elect will preside, and may vote in the case of a tie; in the absence of both the Chair and Chair-Elect, the Past-Chair will preside, and may vote in the case of a tie. In the absence of the Chair at a meeting of the Board of Trustees, the Chair-Elect or other person designated by the Chair will represent the General Faculty.

10. Any officer of the General Faculty may be removed from office at a regularly scheduled General Faculty meeting by a three-quarters vote of a quorum of 9/10 of the voting Members. Any officer so removed will be replaced as if they had resigned their position.

11. If the Chair be unable or unwilling to serve out his or her term, then the Chair-Elect shall be elevated to the position of Chair and shall serve out the remainder of the Chair’s term, followed by the term to which they were originally elected. If the Chair’s resignation occurs during a year in which there is no Chair-Elect, a special election shall be held to elect a new Chair.

12. Should the Chair-Elect or Secretary be unable or unwilling to serve out his or her term, then the Chair shall inform the General Faculty of this fact, and a special election shall be held to elect a new Chair-Elect or Secretary.

7-13. Should the Parliamentarian be unable or unwilling to serve out his or her term, then the Chair shall appoint a new Parliamentarian and inform the General Faculty of this fact.

1.F. Meetings of the General Faculty

1. Meetings of the General Faculty shall be held whenever there is business that requires General Faculty action or consultation, but shall take place not less than once every academic year. Meetings may be called by the Chancellor, by the Chair of the General Faculty, or by a petition to the Secretary signed by at least twenty-five members of the General Faculty.

2. The Chancellor shall convene the meetings of the General Faculty and shall make opening remarks on such matters as he or she deems appropriate. In the absence of the Chancellor, the Chair of the Faculty Senate shall convene the meetings.

3. The Chair of the General Faculty shall preside over the business section of the General Faculty meetings.

9.9.14 revisions

5. The General Faculty may go into executive session at any meeting by a majority vote of those members present and voting.

6. Gallery privileges at General Faculty Meetings shall be extended to all members of the University community.

7. The General Faculty, by majority vote of the members present and voting, may grant speaking privileges to members of the gallery.

**SECTION 7. G. Agendas, Motions and Resolutions of the General Faculty**

2.1. The Chair, in consultation with the Chancellor, the Provost, the Chair-Elect of the Faculty Senate, and the Secretary officers of the General Faculty shall organize the agenda for each meeting.

3.2. Items may be placed on the agenda by the Chancellor, by the Faculty Senate, and by committees of the Faculty Senate. Any member of the General Faculty may request that an item be placed on the agenda. This request must be honored if accompanied by a petition signed by 15 voting members of the General Faculty.

4.3. All items to be placed on the agenda including those proposed or petitioned by members of the General Faculty must be submitted in writing to the Secretary of the General Faculty at least ten working days before the meeting at which they are to be scheduled.

5.4. Motions or resolutions proposing General Faculty action may be introduced from the floor without previous inclusion on the agenda only by consent of two-thirds of the General Faculty members present and voting. However, motions to modify or rescind Faculty Senate action may not be introduced from the floor.

6.5. The Secretary of the General Faculty shall post the agenda for each meeting of the Faculty Senate, notify the voting members of the General Faculty via email that the agenda has been posted, and circulate an electronic copy of the agenda to Senators, Department Heads/Chairs, and Deans, at least five working days prior to the meeting.

**SECTION 8. H. Voting at General Faculty Meetings**

1. Only voting members of the General Faculty as defined in Article I, Section 1.2 shall be entitled to vote at General Faculty meetings.

2. Quorums
a) A quorum of 135 voting members of the General Faculty is required for modifying or rescinding Faculty Senate action, except that a quorum of 45 voting members of the General Faculty is required for amending this Constitution.

b) For all other actions of the General Faculty a quorum shall consist of the voting members present.

3. A simple majority is sufficient to decide all matter that come before the General Faculty, except that a two-thirds majority is required for modifying or rescinding Faculty Senate action, and for amending this Constitution.

4. Voting shall ordinarily be *viva voce* vote, but a standing ballot or secret ballot may be called for by the Chair, or by any member of the voting membership of the General Faculty.

5. At times when a face-to-face meeting of the General Faculty cannot occur, voting may be conducted through secure electronic means. The electronic voting must be preceded by an electronic discussion. Electronic discussions will be held according to Robert's Rule’s, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for a minimum of 48 hours for discussion and 48 hours for voting, unless the Chair of the General Faculty determines that a shorter period is necessary and announces it prior to the vote. Electronic voting and discussion will be conducted in accordance with the provisions of the North Carolina Open Meetings Act.

SECTION 9. Bylaws

I. Minutes of the General Faculty Meetings

1. The minutes of General Faculty may adopt Bylaws for the purpose of conducting its business. Such Bylaws shall be in accordance with this Constitution, contain the essence of all viewpoints expressed and shall be reviewed and a report of actions rejected as well as actions approved by, with a record of, the Faculty Government Committee before being presented to the Faculty Government Committee for a vote when a count is made.

2. The minutes will be distributed after each meeting as an attachment to the subsequent agenda. Corrections of the minutes of each meeting shall be included in the minutes of the next regular meeting of the General Faculty.

3. The Secretary shall ensure that an official file of the minutes of General Faculty for a vote.

4. The General Faculty meetings is maintained in the Faculty Bylaws may be amended by a majority vote of Senate Office, and on the Faculty Senate website.

5. The Secretary shall ensure the deposit of the General Faculty members present and voting records in the University Archives.

9.9.14 revisions
ARTICLE II: THE FACULTY SENATE

SECTION II.A. Composition of the Faculty Senate

1. The Faculty Senate shall consist of elected (voting) and nonvoting members.

2. Voting members of the General Faculty who do not hold an administrative position higher than department head or chair and who have been employed at UNCG for two years may be elected to the Faculty Senate or serve as an officer of the Faculty Senate (Chair, Chair-Elect, Secretary) during their second or later year of employment, and are eligible to begin service on the Faculty Senate or as an officer of the Faculty Senate beginning in the fall of their third year.

3. Nonvoting members of the Faculty Senate shall consist of the Chair-Elect, Past-Chair, and Parliamentarian of the Faculty Senate, the Chancellor, Provost, all Vice Chancellors, Dean of the Graduate School, Dean of Undergraduate Studies, a representative from the Deans Council appointed by the Provost, Chair of the Staff Senate or the Chair’s designee, two graduate students appointed by the President of the University Graduate Student Association, and two undergraduate students appointed by the President of the Student Government Association.

4. The Chair of the Faculty Senate shall appoint the Parliamentarian, who serves at the pleasure of the Chair, and may be removed by the Chair or by the procedures specified in Section 4, Part 8 of Article II. The Parliamentarian advises the Chair on parliamentary procedures.

6. If any positions on the Faculty Senate or its committees are not filled for any reason, these bodies may still function.

SECTION II.B. Election of Senators

2-1. The voting members of the Faculty Senate shall consist of Senators elected from the electoral divisions defined below, and apportioned among them in the same ratio as the number of voting members of the General Faculty in each electoral division to the number of voting members of the General Faculty in the University.

3-2. The electoral divisions are:

a. the College of Arts and Sciences,
b. the Joseph M. Bryan School of Business and Economics,
c. the School of Education,
d. the School of Health and Human Sciences,
e. the college of Visual and Performing Arts,
f. the School of Nursing,
g. the University Libraries,
h. the Joint School of Nanoscience and Nanoengineering.

4-3. The number of Senators to be elected from each electoral division shall be established according to the following procedure:

9.9.14 revisions
a. An apportionment factor shall be computed by dividing the total number of voting members of the General Faculty into the number 36.

b. The number of Senators from each electoral division shall be computed by multiplying the number of voting members of the General Faculty in that division by the apportionment factor, and rounding the product to the nearest integer.

c. If the integer generated by the process in II.2b.3. above for any electoral division is less than or equal to two, that electoral division will be represented by two Senators. If the integer is less than or equal to one, the electoral division may, by majority vote of all voting members of the General Faculty belonging to that electoral division, choose to be represented by one Senator. This choice may be reversed at any time by another majority vote of all voting members of the General Faculty belonging to that electoral division, returning that electoral division's representation to two Senators.

d. The total number of voting members of the General Faculty used in these calculations shall be the number of voting General Faculty employed by the University at the beginning of the fall semester.

e. The percent of tenured or tenure track faculty elected from each electoral division shall be a minimum of 50%.

4. Approximately one-third of the Faculty Senate shall be elected each year.

5. The normal term of elected service shall be three years beginning July 1 and end on June 30, although the terms of some seats may be reduced at the time of election if this is necessary to assure that approximately one-third of the Faculty Senate is elected each year. When deciding which seats should be given shorter terms, the general principle that seats from electoral divisions with more Senators should be given shorter terms should be followed, provided that each division retains a mix of terms in its seats (1, 2, and 3 years).

6. Each electoral division shall establish written procedures for electing its Senators, conducting the elections, and announcing the results.

7. All voting members of the General Faculty are eligible to vote for Senators in their electoral division.

8. The Faculty Senate may decide at any time, by simple majority vote, to adjust the number used to determine the appointment factor (currently 36).

SECTION 3II.C. Duties of the Faculty Senate

1. The Faculty Senate shall:

   a) Promote high educational standards at the University;
   b) Establish, review, evaluate and restructure the committees of the Faculty Senate;
   c) Act on reports and recommendations from the committees of the Faculty Senate;
   d) Approve the academic calendar for the University;
   e) Approve the minimum general University degree requirements;
   f) Recommend the establishment or discontinuation of degrees;
g. Approve policies and regulations governing the conditions under which the instruction of students takes place;

h. Approve the academic honor policy;

i. Advise members of the administration regarding standards of admission to the University;

j. Recommend to the General Faculty for approval promotion and tenure policies and regulations;

k. Review policies and regulations pertaining to faculty appointments, development, teaching and research;

l. Make recommendations to the administration regarding faculty salaries and benefits;

m. Review and recommend policies governing continuing education, extension services, summer school and distance learning;

n. Maintain and promote the welfare of all members of the University community;

o. Advise and counsel the administration upon any matters that the administration or the Faculty Senate may wish to present, and to act upon any matters presented by the administration when action is appropriate; and

p. Review the provisions of “The Constitution of the General Faculty” at least every five years and make recommendations to the General Faculty.

q. Determine what matters are to be delegated to other bodies established by this Constitution;

r. Seek the advice and counsel of any member of the General Faculty on any matter.

SECTION 4. Officers of the Faculty Senate

1. The officers of the Faculty Senate shall consist of a Chair, Chair-Elect, Past-Chair, and Secretary, and may not hold an administrative position higher than department head/chair.

b. The chair and chair-elect shall be tenured members of the General Faculty and shall be the officers of the Faculty Senate.

b. The secretary shall be a member of the General Faculty.

The Faculty Senate shall elect the Chair, Chair-Elect, and Secretary by the following procedures:

- The Faculty Senate Elections Committee shall solicit nominations for Chair, Chair-Elect and Secretary.
- The list of nominees for the positions of Chair, Chair-Elect and Secretary, along with a paragraph describing each nominee’s qualifications and, if so desired, a copy of their curriculum vitae, shall be assembled by the Faculty Senate Elections Committee and made available to the Senate no less than one week prior to the election.
- The Chair, Chair-Elect, and Secretary shall be elected by the Faculty Senate by a simple majority vote from among the candidates nominated for this position.

A senator who is elected as an officer of the Faculty Senate, or who is appointed Parliamentarian, shall resign his or her seat on the Senate at the time that he or she assumes his or her official duties.

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4 A Chair is normally only elected under conditions spelled out in Article II, Section 6.
3.1 Chair
The Chair shall be a tenured member of the General Faculty and shall preside over the Faculty Senate, and the business portion of the General Faculty Meetings. The Chair shall represent the General Faculty at all meetings of the Board of Trustees. The Chair shall serve a two year term, but may not serve two consecutive terms as Chair/Elect/Chair/Past-Chair, or any combination of these offices separately or in aggregate. The Chair is a voting member of the Faculty Senate, but shall vote only in cases of a tie.

3.1 Chair-Elect
The Chair-Elect shall be a tenured member of the General Faculty and a non-voting member of the Faculty Senate. The term of the Chair-Elect shall be one year, alternating with the term of the Past-Chair. The Chair-Elect shall succeed the Chair upon expiration of the Chair's term.

3.1 Past-Chair
The Past-Chair shall be a tenured member of the General Faculty and a non-voting member of the Faculty Senate, and shall advise the Chair on matters related to Faculty Senate business. The term of the Past-Chair shall be one year, alternating with the term of the Chair-Elect.

3.1 Secretary
The Secretary shall be a member of the General Faculty, and shall serve a two year term, staggered with the term of the Chair. The Secretary may be re-elected to one additional term of two years. The Secretary shall record and oversee the distribution of the minutes of the Faculty Senate. The Secretary shall maintain an accurate set of Faculty Senate Bylaws.

II.E.
Any officer of the Faculty Senate, or the parliamentarian, may be removed from office at a regularly scheduled Faculty Senate meeting by a three-quarters vote of a quorum of 9/10 of the voting Senators. Any officer so removed will be replaced as if they had resigned their position.

SECTION 5. Terms of Senators
1. Senators may not serve more than two consecutive terms.
2. A member of the Faculty Senate who has served two consecutive terms shall be ineligible for re-election until one year following the last term of office shall have elapsed.

SECTION 6II.E. Filling Vacancies on the Faculty Senate
1. If a person other than an officer of the General Faculty (see I.E.9-12) elected or appointed to a position or office under this Constitution or its General Faculty or Senate Bylaws should
9.9.14 revisions
temporarily or permanently withdraw from that office or position, the vacancy shall be filled by an appointment to continue until the said member resumes the position or office or until their term has expired. The Faculty Senate shall make such appointments, by majority vote of the Faculty Senate, for persons elected or appointed by the General Faculty or the Faculty Senate, except under the following conditions: (4)

a. If the Chair of the Faculty Senate resigns, he or she shall be replaced by the Chair-Elect, or by a special election if there is no currently serving Chair-Elect. (2)

b. If a member of the University Promotion and Tenure Committee resigns or is unable to serve on the committee, the Chair of the Faculty Senate shall consult with the Provost and appoint a tenured Senator as a replacement. (3)

c. The electoral divisions shall make such replacement appointments for persons elected or appointed by that electoral division.

2. Any person elected or appointed by the Faculty Senate or an electoral division to fill a vacancy, temporary or permanent, on the Faculty Senate or a committee is eligible to be nominated for a full term when the next regular election is held.

2. If the Chair resigns his or her position, the Chair-Elect shall be elevated to the position of Chair and shall serve out the remainder of the Chair's term, followed by the term to which they were originally elected. If the Chair's resignation occurs during a year in which there is no Chair-Elect, a special election shall be held to elect a new Chair. (1)

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Should the Chair-Elect be unable or unwilling to serve out his or her term, then the Chair shall inform the Faculty Senate of this fact, and the Faculty Senate shall elect a new Chair-Elect at its next meeting.

SECTION 7. Scheduling and Conduct of Faculty Senate Meetings

1. The Faculty Senate shall schedule a regular monthly meeting. However, if no agenda items are submitted, then the Chair of the Faculty Senate may cancel the meeting.

2. The Chair of the Faculty Senate may, at his or her discretion, schedule additional Faculty Senate meetings during any month. If any senator objects to the extra meeting(s) then the Faculty Senate shall vote on the matter, with a simple majority vote.

3. All members of the General Faculty shall have the right to attend and speak at Faculty Senate meetings.

4. Gallery privileges shall be extended to all other members of the University community, and the Chair of the Faculty Senate may grant speaking privileges to members of the gallery.

5. The Faculty Senate may go into executive session at any meeting, by a majority vote of Senators present and voting. An executive session shall consist of all members of the voting General
Faculty present at the meeting.

6. In all cases not covered by this Constitution or by the Bylaws adopted by the Faculty Senate, the procedure in the latest edition of Robert’s Rules of Order shall be followed.

SECTION 8.11. Faculty Senate Agenda

1. The Chair of the Faculty Senate shall prepare the agenda in consultation with the Chancellor, the Provost, the Chair-Elect, and the Secretary officers of the Faculty Senate.

2. Any member of the Senate may request that an item be placed on the agenda by submitting a written request to the Secretary of the Senate at least ten working days in advance of the meeting.

3. The agenda for all Senate meetings shall be circulated to the Senators, the Deans, and posted on the University website, at least five working days in advance of the meeting.

4. The agenda shall be followed unless modified by consent of a majority of the Senators present and voting.

SECTION 9.11. Voting at Faculty Senate Meetings

1. Only elected members of the Faculty Senate, as defined in Article II, Section 2.A. Article II.B.1, shall be entitled to vote at Faculty Senate meetings.

2. Unless otherwise specifically provided in the Constitution or Senate Bylaws, all votes of the Faculty Senate shall be decided by majority vote. Voting shall ordinarily be viva voce, but a standing vote or secret ballot may be called for by the Chair, or by any member of the Faculty Senate. At the discretion of the Chair, votes may be conducted through the use of an Audience Response System (clickers).

3. At times when a face-to-face meeting of the Faculty Senate cannot occur, it may be useful or necessary to conduct business and vote on motions electronically. In such situations, voting will be conducted through secure means. The electronic voting will be preceded and accompanied by an electronic discussion. Electronic discussions will be held according to Robert’s Rules, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for specified periods with a minimum duration of 48 hours for discussion and 48 hours for voting, unless the Chair of the Faculty Senate determines that a shorter period is necessary and announces it prior to the vote. Electronic voting and discussion will be conducted in accordance with the provisions of the Open Meetings Act.

SECTION 10.11. Minutes of Faculty Senate Meetings

4—1. The minutes of Faculty Senate meetings shall contain the essence of all viewpoints expressed and a report of actions rejected as well as actions approved, with a record of the vote when a count is made.
Corrections of the minutes of each meeting shall be included in the minutes of the next regular meeting of the be kept according to the same provisions as those for the minutes of General Faculty Senate.

8. The Secretary shall ensure that an official file of the minutes of Faculty Senate Meetings is maintained in the Faculty Senate Office, and on the Faculty Senate website. (see Article I.J).

8. The Secretary shall ensure the deposit of the Faculty Senate records in the University Archives.

SECTION 111.K. Committees of the Faculty Senate

1. The Faculty Senate shall establish standing and ad-hoc committees as it deems necessary or useful for the effective and expeditious conduct of its business.

2. Ad-hoc committees may be appointed by the Chair of the Faculty Senate, or established by a majority vote of the Faculty Senate, for a fixed term. When a committee is appointed by the Chair, the Faculty Senate shall be formally notified of such action at its next meeting.

3. Standing committees may be established only by a majority vote of the Faculty Senate.

4. Types of committees
   a. Committees composed solely of members of the Faculty Senate, whether elected or appointed. Ex-officio members may also be appointed by the Faculty Senate as appropriate.
   b. Committees composed solely of voting members of the General Faculty, whether elected or appointed, with the addition of one Senator appointed by the Chair of the Faculty Senate to serve as a Faculty Senate liaison. Ex-officio members may also be appointed by the Faculty Senate as appropriate.

5. Restrictions on committee service
   a. Senators may not serve on more than one elected committee.
   b. No member of the General Faculty may
      i. hold more than one elective office, including election to the Faculty Senate or to membership on a committee, except as indicated in Article II, Section 111.K.5.b.iv (below),
      ii. serve as an appointed member on more than two committees at a time, except for reasons of special competence,
      iii. serve more than two consecutive terms on one committee. Re-election or re-appointed to the same committee is not possible until one year after the expiration of the second term, except as indicated in Article II, Section 111.K.5.b.iv (below).
      iv. Article II, Sections 111.5b.K.5.b.ii & 111.5b.iii (above) do not apply to membership on a committee held by virtue of being chair of a committee within an
§74 electoral division.
§75 c. All committee assignments begin on July 1 and end on June 30 of year in which the term ends. Election and appointments to all committees shall be made no later than the last regular meeting of the Faculty Senate in the spring semester commencement.

6. Consistent with the powers and duties enumerated in their charges, all boards and committees shall report to the Faculty Senate for action, and shall submit annual reports to the Faculty Senate.

7. Vacancies on appointed committees shall be filled according to rules established by the electoral divisions.

8. Each committee is empowered to appoint ad hoc sub-committees to conduct assignments relevant to its work.

9. Evaluation of Committees
   a. The Faculty Senate shall establish written procedures for the review and evaluation of all committees.
   b. The Chair of the Faculty Senate in consultation with the Chair-Elect may appoint an ad hoc committee of the Senate to conduct a review of its committees, or may assign this duty to one of the standing committees.
   c. During its review and evaluation, the Faculty Senate may, together with the constituencies advised by the committees (if any), terminate, consolidate, restructure, expand or create committees.

-SECTION 12. Faculty Senate Bylaws

0. The Faculty Senate shall adopt Bylaws for the purpose of conducting its business. Such bylaws shall be in accordance with this Constitution, and shall be reviewed and approved by the Faculty Government Committee before being presented to the Faculty Senate for a vote.

0. The Faculty Senate Bylaws may be amended by a majority vote of Senators present and voting.

ARTICLE III: AMENDMENTS TO THIS CONSTITUTION

2. Any member of the General Faculty may submit amendments to the Constitution, or to the Bylaws of the General Faculty, to the Chair of the Senate.

2. After review by the Faculty Government Committee and approval by the Faculty Senate, amendments to the Constitution, along with their rationale, shall be submitted for approval to the General Faculty.

2. Amendments to the Constitution must receive the approval of two-thirds of the required
quorum of 45 voting members of the General Faculty.

On an annual basis the Faculty Government Committee will review the Constitution of the Faculty and the Bylaws of the General Faculty and the Faculty Senate for clerical or typographical errors and/or changes necessitated by approved changes to the University.
ARTICLE I: POLICIES ON COMMITTEE ELECTIONS AND APPOINTMENTS

SECTION III.A. Policies on Committee Elections and Appointments

1. Terms of Office

All terms of office are for three years with the exception of the Committee on Committees, the Promotions and Tenure Guidelines Committee, and the Research Policies Committee. When multiple members of a committee are elected from one electoral division, the terms of these members shall be staggered. Terms for the Committee on Committees and the Faculty Promotions and Tenure Guidelines Committee are determined by virtue of being chairs of committees within electoral divisions. Terms for Research Policies Committee are specified in its charge.

SECTION 2. Elections

The electoral divisions shall devise procedures for the election of members to the elected committees, and shall inform the Committee on Committees of these procedures.

SECTION 3. Appointments

The electoral divisions shall appoint members to the Advisory (Appointed) Committees based on the recommendations of the Committee on Committees. Upon appointing faculty to serve on the advisory committees, the electoral divisions shall inform the Committee on Committees of their chosen representatives so that the Committee can compile and disseminate the information. If an unfilled position exists by the deadline given by the Committee on Committees, the Dean of the electoral division in which the vacancy exists is responsible for filling any vacancies that occur after the initial appointments have been made.

SECTION 4. Selection of Committee Chairs
The chairs of the appointed and elected committees shall be selected by the last meeting of the year by the members of each committee from among their continuing members. New chairs will be named in the committee annual reports to the Faculty Senate and will take office July 1 annually.

SECTION 5. Annual Reports

Annual reports of all committees shall be submitted to the Chair of the Faculty Senate by the end of April each year. Faculty Senate officers will review the reports, distribute a summary of the reports to the Faculty Senate, and determine which recommendations should be action items for the Faculty Senate agenda. A copy of each committee’s annual report shall be forwarded to the next chair of the committee. Copies of all annual reports shall be kept on file for three years in the Faculty Governance Office. At the end of three years the copies shall be forwarded to the University Archives.

SECTION 6. Committee Procedures

Each Senate committee shall develop and submit in writing to the Faculty Senate for approval rules and procedures for conducting the business of the committee.

ARTICLE II: STANDING COMMITTEE STRUCTURE AND CHARGES

SECTION III.B. Standing Committee Structure and Charges

1: Committees Composed Solely of Senators

a. Faculty Senate Elections Committee

Charge: The Faculty Senate Elections Committee shall receive nominations and conduct elections to fill all elected offices and elected committee positions of the Faculty Senate. It shall make recommendations regarding the replacement of elected officers and committee members when vacancies occur. The Committee shall periodically adjust the apportionment factor for conducting Faculty Senate elections, as described in Article II, Section 2.3, Article II.B.3. The Committee shall review the election procedures of the electoral divisions and recommend to the Faculty Senate changes where appropriate. If the Faculty Senate supports the changes, they shall be forwarded to the electoral divisions for their action.

Membership: The Faculty Senate Elections Committee shall consist of at least three members of the Faculty Senate appointed by the Chair of the Faculty Senate. The Chair of the Faculty Senate shall appoint the chair of the committee. There are no ex-officio members of the committee.

b. University Promotion and Tenure Committee

Charge: The major purpose of the committee is to provide faculty counsel to the Chancellor in accord with the Promotion, Tenure, Academic Freedom, and Due Process Regulations (The Regulations) Section 4.B.iii.b. The committee will also annually review The Regulations as mandated in The Regulations Section 10.
Membership: The Committee on Promotions and Tenure shall consist of the Chair of the Faculty Senate and six tenured Senators elected to two-year staggered terms by a majority vote of the Faculty Senate. The Chair of the Faculty Senate shall serve as the chair of the Committee and shall be a voting member. No department may have more than one member on the Committee at the same time, with the exception of the Chair of the Faculty Senate. No member, other than the Chair of the Faculty Senate, may serve successive terms on the committee. No faculty member who is a candidate for promotion may be a member of the Committee their year of candidacy. In the event that there are not enough tenured faculty members on Faculty Senate to serve on this committee, nominations for the remaining committee members will be solicited from the General Faculty and elected to the committee by the Faculty Senate.

SECTION 2. Committees Composed of Elected Members of the General Faculty and Ex-Officio Members

By notifying the Chair of the Faculty Senate before the beginning of any academic year, any electoral division having fewer voting members of the General Faculty than there are Faculty Senate Committees that require members from each electoral division may exclude itself for that year from representation on any of the committees below which require a member from each electoral division.

1. Committees Elected at Large

a. Committee on Due Process

Charge: The Committee on Due Process shall exercise the following duties and responsibilities:

(1) Receive evidence, conduct hearings, and report its findings and recommendations to the department head and the department head's immediate supervisor or to the Chancellor and, as appropriate, to the Chair of the Faculty Senate, on appeals from administration decisions involving discharge or the imposition of serious sanctions, termination of faculty employment, and non-reappointment. In exercising its responsibility, the committee shall use the definition of terms and the procedures for such hearings which are established by The Code of The University of North Carolina and the Promotion, Tenure, Academic Freedom and Due Process Regulations of The University of North Carolina at Greensboro.

(2) All appeals arising under Section 603 of The Code of The University of North Carolina shall be heard by the full committee. In all other appeals arising under the committee’s jurisdiction, the committee may establish an ad hoc panel of at least three committee members appointed by the chair to conduct hearings, receive evidence, and report to the full committee for the committee’s deliberation and recommendation. The panel report shall include records, transcripts, all other written material, and the panel’s recommendation. However, no committee member may participate in the discussion or decision on his or her own appeal or in any other case in which that committee member has participated in the recommendations from departments, the electoral divisions, or other University committees.

Membership: Four (4) tenured voting General Faculty members plus one (1) Senator.
ii. Faculty Grievance Committee

*Charge:* The Faculty Grievance Committee shall hear, mediate, and advise with respect to the adjustment of faculty grievances concerned with matters directly related to a faculty member's employment status and institutional relationships on this campus in accordance with the provisions of *The Code of The University of North Carolina*. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another faculty committee, may be considered by the Faculty Grievance Committee.

*Membership:* Seven (7) voting members of the General Faculty, at least one (1) non-tenure track member, one (1) assistant professor, one (1) associate professor, and one (1) professor, and one (1) member from each electoral division, plus one (1) Senator. Of the seven (7) voting members of the General Faculty, only three (3) may be untenured, and at least two (2) must be professors. The chair of the committee must be a tenured associate professor or professor. (No officer of the administration, including department heads and division chairs, shall be eligible to serve on the committee.)

iii. Faculty Assembly Delegation

*Charge:* The Faculty Assembly Delegation shall gather and exchange information on behalf of the faculties of the constituent institutions of The University; advise, through appropriate channels, the Board of Governors, the General Assembly, and other governmental agencies and officers on matters of University-wide import; and advise and communicate with the President of The University regarding matters of importance to the faculties as well as the whole University.

*Membership:* The UNCG Delegation to the UNC Faculty Assembly shall consist of four delegates: the Faculty Senate Chair, the Senate Chair-Elect (or Past-Chair in the years in which there is no Chair-Elect), and two voting members of the General Faculty elected at-large by a vote of the General Faculty. The lead delegate shall be elected annually by the delegation, and shall be one of the delegates elected at-large. The two faculty members elected at-large shall serve three-year terms. Three alternates to the delegation shall be elected at-large, each of whom shall serve three-year terms. The Chair of the Delegation will arrange for one of the alternates to attend UNC Faculty Assembly meetings in place of a delegate who is unable to attend. In addition, should one of the regular at-large delegates be unable or unwilling to complete his or her term, the Chair of the Faculty Senate shall appoint one of the alternates to serve out the term of that delegate.

iv. Faculty Government Committee

*Charge:* The primary function of the committee is to recommend to the Faculty Senate all changes to The Constitution of the Faculty, including changes to the Bylaws. Recommendations related to the policies and regulations subject to adoption by the General Faculty shall be forwarded to the Faculty Government Committee for consideration and review before presentation to the Faculty Senate. The committee may also review the governance structures adopted by the electoral divisions to determine that they are consistent with *The Code of The University of North Carolina*, the Promotion,
Tenure, Academic Freedom, and Due Process Regulations, and The Constitution of the Faculty. The committee shall also recommend to the Faculty Senate for its approval, procedures for conducting its business, and shall receive proposals from the Chancellor, Provost, or any Vice Chancellor regarding positions on their staff to be approved for General Faculty membership. The Committee shall study the proposal and recommend action to the Faculty Senate.

Membership: Four (4) voting members of the General Faculty, plus one (1) Senator.

2b. Committees Elected by Faculty Senate Electoral Divisions

i. Academic Policies and Regulations Committee

Charge: The committee shall develop policies governing the academic calendar, summer session, class scheduling, academic advising, and undergraduate regulations and requirements.

Membership: One (1) voting General Faculty member from each electoral division, plus one (1) Senator. Ex officio and nonvoting members: as designated by the Provost. (The President of the Student Government and the President of the Graduate Student Association will be invited to attend or to send a representative.)

ii. Committee on Committees

Charge: The committee shall preside over elections for the Secretary of the General Faculty and for elected at-large members of Faculty Senate committees. The committee shall conduct the nomination and elections processes and determine the eligibility of the nominees in conformity with The Constitution and the membership regulations of the committees; it shall also collate results from electoral division elections and appointments and General Faculty elections and report all results to the Faculty Senate. As part of this duty it shall set a date each year by which the electoral division shall report their results to the Chair of the Faculty Senate and to the Chair of the Committee on Committees. This date should be early enough so that results are known before University-wide elections are to be held. It shall also, in consultation with the committee chairs, recommend replacement members to fill vacancies on their respective appointed committees. For committees with student representation, the Vice Chancellor for Student Affairs shall submit the names of students recommended by the President of the Student Government Association to the Committee for inclusion on the committees that have undergraduate representation. The Dean of the Graduate School shall submit names of students recommended by the Graduate Student Association to the Committee for inclusion on the committees that have graduate representation. The committee shall recommend to the Chancellor, as requested, names of faculty members to serve on specially appointed committees. In addition to the above responsibilities, the committee, upon approval by the Faculty Senate, shall recommend to the Chancellor the names of three tenured faculty members from which the Chancellor may select the Faculty Representative to the National Collegiate Athletic Association.

Membership: Chairpersons of the electoral division committees responsible for elections, plus one (1) Senator.

iii. Promotions and Tenure Guidelines Committee

Charge: The committee shall review the electoral divisions’ documents and exchange
information about the general guidelines and expectations that the electoral divisions
have developed for the evaluation of teaching, research and creative activity, service, and
directed professional activity for promotions and tenure.

**Membership:** Chairpersons of the seven (7) electoral division committees on promotions
and tenure. *Ex officio* and nonvoting members: the Chair of the Faculty Senate.

### iv. Graduate Studies Committee

**Charge:** The Graduate Studies Committee shall be an agency of the Faculty Senate
devoted to studying aspects of graduate education. Its basic duties and responsibilities
are as follows:

1. Establish criteria for the selection and review of members of the Graduate
   Faculty;
2. Review proposals for all new courses, revised courses, and modifications to
current courses taking one of the following actions: approve, disapprove, approve with
modification. Review and act on all proposals for new graduate programs or major
modifications to existing programs including the discontinuation of graduate programs.
When the Provost gives preliminary consideration to a plan to establish or discontinue
one or more graduate degree programs, for example, during the early stages of the
University’s strategic planning process, the Provost will consult with the committee; the
committee will make recommendations to the Provost regarding the general advisability
of pursuing such a plan;
3. Review and formulate policies and regulations related to graduate education
admission, retention, and graduate requirements;
4. Hear student appeals related to Graduate School policies and regulations;
5. Call to the attention of the Graduate Faculty and the administration issues of
concern relating to graduate education;
6. Act on matters referred by the Faculty Senate, Dean of the Graduate School,
   Graduate Faculty, and the Graduate Student Association on graduate education;
7. Report to the Faculty Senate on actions taken regarding graduate education
   policies and programs;
8. Advise the Faculty Senate on matters relating to graduate education.

**Membership:** The Graduate Studies Committee shall consist of eighteen (18) voting
members, all Members, Research Members or Academic Professional Members of the
Graduate Faculty, elected by members of the Graduate Faculty in each electoral
division. Six (6) of these members shall be elected from the following electoral divisions
(1 from each electoral division): Bryan School of Business and Economics; School of
Education; School of Health and Human Sciences; College of Visual and Performing
Arts; School of Nursing; and the Joint School of Nanosciences & Nanoengineering.
The College of Arts and Sciences shall elect three (3) representatives with one each
from the areas of the humanities, science and mathematics, and social and behavioral
sciences. To achieve programmatic balance, four (4) additional members shall be
appointed by the Committee Chair, in consultation with the Dean of the Graduate
School, to serve one-year terms. In addition, the Faculty Senate will appoint one (1)
Senator to the Graduate Studies Committee. Four (4) other voting members of the
committee include the Dean and Associate Dean of the Graduate School, and two (2)
student representatives, with voting privileges on all issues except academic appeals,
elected by the Graduate Students Association. Three (3) ex-officio and non-voting members serve on the GSC: the Registrar, a representative of the Office of Assessment and Accreditation, and a representative from the University Libraries.

v. Senate Online Learning Committee

Charge: The Faculty Senate Online Learning Committee shall study issues pertaining to the development, delivery, assessment and enhancement of online learning courses and programs at UNCG. It shall also facilitate the development, delivery and taking of online learning courses and programs, and work to enhance the quality of distance learning courses.

Membership: One (1) faculty member elected by each academic unit, and one (1) Senator, appointed by the Chair of the Faculty Senate. Ex officio, non-voting members: a representative from each of the following areas: the Division of Continual Learning, the Office of the Registrar, Admissions, Business Affairs, the Deans Council, the Staff Senate, the Student Government Association, the Faculty Teaching Learning Commons, and Information Technology Services.

vi. Research Grants Committee

Charge: The primary functions of the committee are to: (a) receive, evaluate, and act on applications for funding of faculty research grants, subsidies for book publication, referred publication page charges, submission fees, journal article reprints, and exhibition/performance charge; and (b) set policies and procedures deemed necessary.

Membership: Seven (7) voting members of the General Faculty [one (1) from each electoral division, excluding the University Libraries], plus one (1) Senator. Up to six (6) additional members may be appointed by the chair of the committee, after consultation with the Vice Chancellor for Research & Economic Development, in order to achieve programmatic balance, to serve one-year terms. Ex officio and nonvoting: Vice Chancellor for Research & Economic Development.

vii. Undergraduate Curriculum Committee

Charge: The Undergraduate Curriculum Committee shall be the agency of the Faculty Senate responsible for reviewing the undergraduate curriculum, making policy recommendations to the Faculty Senate on curricular matters, and performing such other duties as approved by the Faculty Senate, including the following:

(1) To review and approve all proposals for new courses; existing courses in which substantial changes have been made; new majors, programs, concentrations, and degrees which have been approved by the College Council or the curriculum committees of the various electoral divisions; the discontinuation of courses and programs; routine changes as previously approved by the Provost’s Office. When the Provost gives preliminary consideration to a plan to establish or discontinue one or more undergraduate degree programs, for example, during the early stages of the University’s strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan;

(2) To review and approve student proposals under Plan II (Specially Designed Programs of Study);
(3.) To take up for study or action matters referred by the Faculty Senate and
General Faculty or any other matters deemed important to the work of the committee.
Membership: Nine (9) voting members of the General Faculty [one (1) from each
electoral division, except three (3) from the College], plus one (1) Senator. Ex-officio
and nonvoting members: the Director of Planning and Assessment, and additional
members appointed by the Provost.

3. Advisory Committees Appointed by the Faculty Senate Electoral Divisions

i. Academic Computing Committee
   Charge: This committee shall serve as a policy formulation body with respect to
   academic computing and related activities. The committee shall act in an advisory
capacity to the Faculty Senate and to members of the University administration. The
committee shall report to the Vice Chancellor for Information Technology and
Planning and the Associate Vice Chancellor for Information Technology.
Membership: One (1) one voting General Faculty member from each electoral division,
plus one (1) Senator. Ex officio and nonvoting: Associate Vice Chancellor for Client
Services and the Director of the Faculty Teaching and Learning Commons.

ii. Budget Committee
   Charge: The Budget Committee shall make recommendations to the Vice Chancellor for
Business Affairs, the Provost, and other appropriate administrators and to the Faculty
Senate regarding strategic planning related to the University budget. These
recommendations should seek to promote the University’s instructional, scholarly, and
service missions. The Budget Committee shall meet regularly with the Vice Chancellor
for Business Affairs, the Provost, and other appropriate administrators during the
process of the budgetary cycle, its revision, and allocation of University resources. The
Budget Committee shall also educate the General Faculty about both the University and
UNC System budgetary process and provide forums as needed for issues related to this
process.
Membership: One (1) faculty from each electoral division, plus one (1) Senator. Ex officio:
Vice Chancellor for Business Affairs and the Provost or their designees.

iii. Faculty Professional Compensation and Welfare Committee
   Charge: The purpose of the Faculty Professional and Welfare Committee shall be to
support the role of faculty members as learned professionals. The committee shall
review and make recommendations on matters concerning professional status and
effectiveness in the areas of teaching, research, and service. All matters, including salary
and benefits are relevant, including but not limited to standards of professional
performance; professional rights and privileges; working conditions; standards for
teaching loads and reduction in load for research and service assignments; research and
other leaves of absence. Regarding salaries, the committee shall make periodic and
timely reports to the Faculty Senate regarding items such as comparison of salaries
among the electoral divisions, gender differences in salaries, and salary inequities
between new appointments and continuing appointments in similar disciplines.
Membership: One (1) voting General Faculty member from each electoral division, plus
one (1) Senator. Among the membership, at least one non-tenure track faculty member

9.9.14 revisions
shall serve on the committee.

iv. **Intercollegiate Athletics Committee**

*Charge:* The committee shall be responsible for monitoring and reporting on intercollegiate athletics to the Faculty Senate. Of primary concern to the committee shall be the academic welfare of the student athletes and the overall integrity of the intercollegiate athletics program. The committee shall be available to hear and act on complaints and suggestions about intercollegiate athletics from the faculty, students, and other members of the University community.

*Membership:* One (1) voting General Faculty member from each electoral division, plus 1 Senator and 3 students (1 from the Student Athletic Association, 1 from the Student Government Association, 1 from the Graduate Student Association). *Ex officio:* Faculty Representative to the NCAA. *Adjunct:* Director of Athletics, Chair of the Chancellor’s Advisory Committee on Intercollegiate Athletics, and the Associate Director of Athletics for Student Welfare.

v. **Research Policies Committee**

*Charge:* The committee shall make advisory recommendations to the Faculty Senate and/or to the Vice Chancellor for Research & Economic Development, acting for the Provost, about new policies or changes in existing policies that affect research conducted by faculty at the University. The overall goal for the committee is to enhance the research climate of the University.

*Membership:* One (1) voting General Faculty member from each electoral division, plus one (1) Senator, one (1) University-wide Institute or Center Director, the Chair of the Institutional Review Board for Human Subjects, the Chair of the Institutional Animal Care and Use Committee, and the Vice Chancellor for Research and Economic Development.

vi. **Professional Development Committee**

*Charge:* In consultation with the Director of the University Teaching and Learning Commons and other campus entities, the Committee shall provide recommendations to the University Teaching and Learning Commons, the Faculty Senate, and the University administration regarding matters of faculty professional development and programs for the enhancement of faculty professional abilities and effectiveness, including participation in seminars, workshops, colloquia, and other professional development programs, professional travel and similar activities. The Committee Chair shall serve as liaison to the University Teaching and Learning Commons Advisory Board.

*Membership:* One (1) voting General Faculty member from each electoral division plus one (1) Senator. *Ex officio* and nonvoting: Director of the Faculty Teaching and Learning Commons and the Chair of the Academic Computing Committee.

vii. **General Education Council**

*Charge:* The General Education Council is charged with ongoing review and maintenance of the General Education goals, assessment of student achievement of those goals, oversight of the General Education requirements, and the approval of requests for GEC markers and designations. The Council shall establish an effective structure for marker and designation approvals that may include the establishment of ad hoc committees or the involvement of faculty consultants, as needed. The Writing
Intensive and Speaking Intensive Committees are supervised by the Council.

**Membership:** Twelve (12) voting General Faculty members, six (6) from the College of Arts and Sciences, one (1) from each of the other electoral divisions. Ex-officio and non-voting members may be appointed by the Provost as needed.

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**viii. Scholarly Communications Committee**

**Charge:** The Scholarly Communications Committee will support the University’s research and teaching missions by consulting with and advising the University faculty in matters relating to the dissemination, use, and archiving of information and knowledge. The Committee will work collaboratively with campus administrators and faculty members to develop and implement a program offering leadership and direction toward altering the current course of scholarly communications, so that it is economically sustainable and ensures the widest possible access to the scholarly record. The Committee will:

1. Analyze issues of scholarly publishing and communication as they apply to academic research institutions like UNCG. Propose short-term and long-term strategies to inform UNCG faculty about these issues;
2. Propose short-term and long-term strategies to inform UNCG faculty about these issues;
3. Provide faculty with guidance on fair use, intellectual property rights, and management of their creative works;
4. Suggest and endorse avenues for individual and collective action, including actions that faculty members can take to contribute to an open and sustainable system of scholarly communication;
5. Promote initiatives and practices that encourage faculty to explore the challenges and opportunities associated with disseminating research, creative works, and teaching materials through new methods and electronic means.

**Membership:** Two (2) voting General Faculty members from the University Libraries, two members from the College, one (1) from each of the other electoral divisions, one member from the Office of Research & Economic Development, one (1) member from the Office of University Counsel, and one (1) member from the Division of Continual Learning.

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**ix. Student Learning Enhancement Committee**

**Charge:** The Student Learning Enhancement Committee was established for the following purposes:

1. To review the assessment plans for all undergraduate and graduate programs to assure that they are designed to improve student learning based on evidence and to meet accreditation requirements,
2. To report annually to the Faculty Senate on the current status of academic program assessment at UNCG,
3. To advise the deans of electoral divisions or their designees on how departments might enhance their academic program assessment plans to improve opportunities for student learning, and
4. To make recommendations to the Associate Provost for Planning and Assessment for actions to be taken to improve UNCG’s efforts to enhance student learning. This committee is also charged to celebrate successful examples of student learning.
enhancement resulting from assessment activities and to sponsor presentations and workshops to familiarize faculty with assessment practices and benefits.

**Membership:** The members of the Student Learning Enhancement Committee will be appointed by the deans of the electoral divisions for staggered three-year terms and consist voting General Faculty members: one (1) from the University Libraries, two (2) from the College of Arts and Sciences, and one (1) from each of the other electoral divisions. Additional members will include a liaison from the General Education Council, an undergraduate student, and a graduate student. Excellent teachers and faculty with expertise in undergraduate, graduate, and distance education will be sought as members. The Director of Academic Assessment will serve as an ex-officio member of this committee and support its work to ensure that opportunities for student learning are enhanced and compliance with SACS academic program assessment mandates is achieved.

### viiiX. Committee on Non-Tenure Track Faculty Issues

**Charge:** The Committee on Non-Tenure Track Faculty Issues shall review existing policies and practices governing NTT faculty and recommend changes to improve NTT working conditions at UNCG.

**Membership:** One (1) voting General Faculty member from each electoral division, plus one (1) Senator. Tenure track and/or tenured faculty shall comprise no more than 25% of the membership of the committee.

### ARTICLE IV: AMENDMENTS TO THIS CONSTITUTION

#### IV.A. Amendments to Articles I, II, and IV

1. Any member of the General Faculty may submit amendments to the Constitution to the Chair of the Senate.

2. The Chair of the Faculty Senate shall forward all suggested amendments to the Faculty Government Committee for review and approval before they are sent to the Faculty Senate for a vote.

3. After review by the Faculty Government Committee and approval by the Faculty Senate, amendments to the Constitution, Articles I, II, and IV, along with their rationale, shall be submitted for approval to the General Faculty.

4. The General Faculty shall act on any amendments at the General Faculty meeting in which they are introduced, provided that a copy of the amendment shall have been circulated to the voting General Faculty members and posted on the Faculty Senate website with notification via email to the voting members. This process of circulation, posting, and notification must occur at least five working days prior to the General Faculty meeting at which the amendments are to be considered.

5. Amendments to the Constitution Articles I, II, and IV must receive the approval of two-thirds of the required quorum of 45 voting members of the General Faculty.

9.9.14 revisions
6. The Secretary of the General Faculty shall forward all amendments to the Chancellor for approval.

7. On an annual basis the Faculty Government Committee will review the Constitution of the Faculty, including the Bylaws of the Faculty Senate, for clerical or typographical errors and/or changes necessitated by approved changes to the University. Any such changes will be reported to the Faculty Senate and General Faculty.

IV.B. Amendments to Article III: Bylaws of the Faculty Senate

1. Amendments to Article III: Bylaws of the Faculty Senate shall be in accordance with this Constitution, and shall be reviewed and approved by the Faculty Government Committee before being presented to the Faculty Senate for a vote.

2. Article III: Bylaws of the Faculty Senate may be amended by a majority vote of Senators present and voting at a regular Senate meeting.

3. Amendments to Article III by the Senate need not be approved by the General Faculty to take effect, but must be reported to the General Faculty and may be modified or rescinded by the General Faculty in accordance with the provisions of this Constitution.

9.9.14 revisions
Resolution #FS04042018/3:
Resolution to Amend and Approve the Faculty Accessibility Policy
Joi Bulls, Chair, Academic Policies and Regulations Committee

WHEREAS, in response to student concerns about faculty accessibility the Provost brought the issue to Faculty Senate leadership and in Fall 2016 the Academic Policies and Regulations Committee (APRC) was asked to prepare a policy to be implemented by Fall 2017, and

WHEREAS, in Fall 2016, APRC provided Senators with sample policies from peer institutions, sought feedback during the Dec 2016 Senate meeting, polled the faculty, and used the feedback to prepare a faculty accessibility policy for a vote in Spring 2017, and

WHEREAS, The Faculty Senate was divided on the question of required office hours and tabled the Faculty Accessibility resolution from APRC, and additional feedback was sought from Senators and department heads/chairs, and

WHEREAS, The Provost utilized the APRC resolution, Senate discussion, and APR survey data to implement a pilot faculty accessibility policy in August 2017, and

WHEREAS, APRC collected additional survey data from faculty, heads/chairs, and students at the end of Fall 2017 in order to evaluate the implementation of the pilot faculty accessibility policy, and

WHEREAS, APRC has identified areas of improvement to the existing pilot policy based upon the survey data collected and recommends that the Faculty Senate endorse the revised policy, therefore

BE IT RESOLVED, the Faculty Senate recommends the following amendments to the Faculty Accessibility Policy:

Change #1:

“The minimum requirement for face-to-face office hours is 1 hour per every 3 face-to-face credit hours taught up to nine credit hours.” to:

“The minimum requirement for face-to-face office hours is 1 hour per every 3 face-to-face credit hours taught. The maximum requirement is 3 office hours for faculty who teach 9 or more face-to-face credit hours.”

Change #2:

“Faculty teaching online courses will provide alternative means of access to students,” to:

“Faculty teaching online courses will choose means of access as appropriate for these courses for their students,”
Change #3:

“In addition, full-time faculty teaching face-to-face, organized courses will include face-to-face office hours in the syllabus for these courses and place this information on file in the department/program office.” to:

“In addition, full-time faculty teaching organized courses that include a face-to-face requirement is expected to have face-to-face office hours specified in the syllabus and placed on file in the department/program office.”

BE IT FURTHER RESOLVED, that the Faculty Senate endorses the revised Faculty Accessibility Policy, as stated below, effective August 2018:

UNC Greensboro faculty are committed to being accessible to students outside the classroom. Every syllabus will include information about the methods students can use to access faculty outside of class. Faculty will respond to students seeking access via these methods in a timely fashion. In addition, full-time faculty teaching organized courses that include a face-to-face requirement is expected to have face-to-face office hours specified in the syllabus and placed on file in the department/program office. Organized courses are lecture, seminar, and other course types that enroll multiple students per section.

The minimum requirement for face-to-face office hours is 1 hour per every 3 face-to-face credit hours taught. The maximum requirement is 3 office hours for faculty who teach 9 or more face-to-face credit hours. In instances where student schedules conflict with established office hours faculty will arrange to meet with students by appointment.

Faculty teaching online courses will provide means of access as appropriate for these courses for their students, including details on the syllabus for each online course and placing the information on file in the department or program office.

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<thead>
<tr>
<th>Faculty Senate Action/Date:</th>
<th>Effective Immediately following all required approvals.</th>
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<tr>
<td>Chancellor Action/Date:</td>
<td>Implementation of Resolution: The Faculty Senate will collaborate with the Office of the Provost to notify affected persons and offices to Coordinate the update of printed, electronic forms, and publications.</td>
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<tr>
<td>General Faculty Action/Date:</td>
<td>Present to GF 04/18/2018</td>
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<tr>
<td>Board of Trustees Action/Date:</td>
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<td>UNC GA Action/Date: / BOG Action/Date:</td>
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