

1.7 FACULTY GOVERNANCE STRUCTURE

Policies of the University provide for faculty participation in the formulation of academic policies through the Faculty Senate, University committees and academic units. The role of the faculty of the academic units is described elsewhere in this *Handbook*. The *Faculty Senate Constitution* appears in Appendix A and the *University Committee Structure* appears in Appendix D of this *Handbook*.

1.7.1 Faculty Senate

1.7.1.1 Authority

The powers of the Faculty Senate emanate from the power of the general faculty and from delegation of authority and responsibility by the Board of Regents.

1.7.1.2 Purpose

The purpose of the Faculty Senate of Kentucky State University is:

To recommend broad academic policies for the University and to make regulations to implement the academic policies established by the Board of Regents.

To approve all academic courses, except in those instances where accrediting agencies require approval of an autonomous curriculum committee.

To recommend all new graduate, baccalaureate, and associate degree programs and the abolition or suspension of such programs.

To establish policies for the academic calendar and to approve the annual academic calendar.

To advise the President on criteria and procedures for faculty appointments, reappointments, promotions, and the granting of tenure.

To make recommendations to the President on the establishment, alteration, composition, and abolition of educational units.

To advise the President on the planning for physical facilities and staff when these may affect the attainment of educational objectives.

To recommend to the President conditions for admission to the University and to specific academic programs.

To recommend to the President the requirements for specific graduate, baccalaureate and associate degrees.

To provide a forum for the expression of opinion on matters relating to the well-being of the University, to provide a means for dissemination of information of interest to the faculty, and to provide structure for study, planning, and the evaluation of academic programs and practices.

1.7.1.3 Faculty Senate Operational Structure

Membership, elections, officers, committee structure, and other operational rules of the Faculty Senate appear in the *Faculty Senate Constitution* in Appendix A of this *Handbook*.

1.7.1.4 Faculty Election Procedures

a. Eligibility Criteria

All persons holding a faculty appointment in an educational unit, excluding visiting and adjunct faculty, are eligible to vote in faculty elections. All faculty members who are eligible to vote in faculty elections are eligible to serve in an elected faculty position, excluding academic administrators. Chairs and Deans may be granted eligibility to serve on specific elected committees by other eligibility policies, such as Section 2.7.7.4. Based on KRS 164.321(6), only faculty members holding the rank of Assistant Professor or higher are eligible to vote for the Faculty Regent or to serve in that position.

b. University-wide Elections

The Faculty Senate President shall send an announcement of a University-wide election and a call for nominations, through campus mail, to all full-time faculty members at least five working days prior to the date of the meeting at which nominations will be requested.

The announcement shall include a description and term of office, eligibility criteria of candidates, eligibility criteria of voters, the date, time, and place of the meeting at which nominations for the position will be requested, and the dates, time, and place of the election.

The meeting at which nominations are to be made shall be scheduled to allow sufficient time for the election to be held and for the elected person to assume his/her duties as specified by Kentucky Revised Statutes or University policy. The election will be scheduled so that a minimum of five working days notice can be provided prior to balloting, and balloting will precede the term of office.

c. College-wide Elections

Nominations for a college position shall be made at a regular or called meeting of all full-time faculty members of the college. Notification of such meetings shall

be sent through the campus mail to each college faculty member by the Dean of the College. Notification shall be provided to the faculty at least five working days prior to the meeting and shall clearly state the request for nominations as an agenda item along with the qualifications for nominees and voters, and the dates, time, and place of the election.

The meeting at which nominations are to be made shall be scheduled so that there will be sufficient time for the election to be held and for the elected person to assume his/her duties. The election will be scheduled so that a minimum of five working days notice can be provided prior to balloting, and balloting will precede the term of office.

d. Elections

At least two members of a three member Standing Elections Committee composed of Faculty Senators appointed by the Faculty Senate Executive Committee and a representative appointed by the Office of Academic Affairs shall be responsible for maintaining the integrity of all Notification of Elections and Call for Nominations

University-wide and College-wide elections: A member of the Election Committee may not simultaneously serve on the committee and be a nominee for election. The Faculty Senate Executive Committee shall appoint a temporary replacement(s) to the Election Committee for any member who is a nominee for election.

The Standing Elections Committee shall be responsible for:

1. Preparing ballots within two working days after nominations are made.
2. Certifying that the ballot is correct; checking the number of ballots printed; and determining that ballots are securely stored.
3. Checking the accuracy of the roster of eligible voters.
4. Checking the location and security of the ballot box.
5. Reconciling the number of used ballots with the number of signed-in voters.
6. Reconciling the number of used and unused ballots with the total number printed.

All University-wide and College-wide elections shall be conducted in the Office of the Registrar between the hours of 8:00 A.M. and 4:30 P.M. no sooner than five working days after the meeting at which nominations were made.

The Provost/Vice President of Academic Affairs shall be responsible for preparing a list of eligible voters for each University-wide and College-wide election and, at least two days prior to the first day of voting, shall provide a copy to the Registrar, and to the Faculty Senate President. The latter shall give the copy to the Standing Elections Committee who shall certify its accuracy and contact the Registrar attesting its accuracy. In the event that the list is considered inaccurate, the Faculty Senate President shall contact the Provost/Vice President of Academic Affairs to resolve the matter. The Faculty Senate President shall immediately apprise the Standing Elections Committee of the resolution.

Voters shall be required to present photo-bearing identification to the staff member in the Office of the Registrar handling the voting procedure. The Office of the Registrar will maintain the unmarked ballots in a secure location and will release the ballot to qualified voters after they have signed the voting register list. The voter shall write his or her signature beside his or her printed name in the presence of the above noted staff member. Each voter shall be provided a "private" area within the Office of the Registrar to mark the ballot. A secure ballot box shall be available into which the voter shall deposit the ballot.

Vote tabulation shall begin at 4:30 P.M. on the last day of voting. Prior to tabulation, the Registrar shall pick up any absentee ballots from the mail room. Tabulation shall be done by the Registrar and an assistant designated by the Registrar. Tabulation shall be verified by at least two members of the Standing Elections Committee. Following tabulation, all ballots, used and unused, shall be, under the supervision of at least two members of the Standing Elections Committee, returned to a locked file for storage in the Faculty Senate office for one month.

The results of the election, showing the number of votes received by each candidate, shall be mailed to all eligible voters, the University President, and the Provost/Vice President for Academic Affairs within three working days after the close of the election. This mailing shall be the responsibility of the Faculty Senate President for University-wide elections and the Dean of the appropriate College for College-wide elections.

e. Absentee Ballots

Absentee ballots shall be available, upon request, to any eligible voter unable to participate in the election because of absence due to annual, medical, or official leave during the election period. This privilege shall be extended to those on sabbatical leave or leave of absence who can be notified. A request for an absentee ballot and a copy of the approved leave request must be sent to the President of the Faculty Senate for University-wide elections or to the Dean for college-wide elections. The President of the Faculty Senate or the Dean of the College will notify the Registrar of the persons who are eligible to vote by

absentee ballot. Ballots will be mailed by the Office of the Registrar to all eligible persons who have requested them as soon as that office receives the names of nominees and prepares the ballots. Ballots must be returned by 4:30 P.M. on the second day of the election. The absentee voter assumes all responsibility for returning the ballot to the Registrar.

Absentee ballots must be returned to the Office of the Registrar in the double envelopes which will have been provided with the ballot. The marked ballot shall be placed in a sealed inner envelope which shall bear no identifying marks. This sealed envelope shall then be placed in a second envelope addressed to the Office of the Registrar, and shall bear the signature and return address of the absentee voter. To be counted, an absentee ballot, following the above procedures, must be received before 4:30 P.M. on the second day of voting. The Registrar will count the number of absentee ballots and record this number so the total votes cast will include the absentee votes.

f. Recount of Ballot

A losing candidate may request a recount of the ballots. A request for a recount must be submitted in writing to the Faculty Senate President within two working days following the announcement of the election. The recount shall be conducted by the Registrar in the presence of two faculty members one designated by the Faculty Senate President and one designated by the individual requesting the recount.

g. Calendar of Elections

General University Faculty-Wide Elections:

Faculty Regent (every three years) for a three year term

Notify faculty at beginning of academic year

Nominating meeting at a general faculty meeting last week of March

Election during the second week of April

Faculty Regent assumes office July 1

Tenure and Promotion Committee and University Faculty Appeals Committee (every year for expired two year terms)

Nominating meeting at a general faculty meeting last week of March

Election during the second week of April

h. College Elections

Distinguished Professor Committee (in those years in which representatives' terms have expired).

Notify faculty at beginning of academic year.

Nominating meeting at a college faculty meeting last week of March

Election during the second week of April

1.7.2 Faculties of Academic Units

1.7.2.1 Faculties of Colleges and Schools

The faculty of a College consists of the Dean, any assistants or associates, and all full-time faculty members assigned to the College. Consistent with the Bylaws of the Board of Regents and the Constitution of the Faculty Senate, the College faculty establishes its own rules, including any committee structure necessary for the performance of the faculty functions. The faculty is required to hold regularly scheduled meetings and may meet in special sessions.

Within the limits established by the regulations of the University and the rules of the Faculty Senate, the faculty determines the educational policies of that College. It makes recommendations to the Faculty Senate on such matters as require the final approval of that body and may make recommendations on other matters to the President or other appropriate administrative officials.

1.7.2.2 Faculties of Divisions or Schools

The faculty of a Division or School consists of the Chairperson and all full-time faculty members assigned to it. The faculty is required to hold regularly scheduled meetings and may meet in special session.

Consistent with University regulations, the rules of the Faculty Senate, and the rules of the College of which it is a part, the faculty establishes rules for the conduct of its business, including any committee structure necessary to carry out its functions.

The faculty has jurisdiction over matters concerning its internal policies as long as it does not conflict with rules of the University. It has primary responsibility for the development of policies on such matters as academic requirements, courses of study, class schedules and research programs.

Jointly with the Chairperson, the faculty establishes:

- a. Procedures to be used in the division or school in making recommendations on appointments, reappointments, promotions, terminal appointments, decisions not to reappoint, and the granting of tenure;
- b. Procedures to be used within the division or school in faculty performance evaluation, and
- c. Procedures to be used in the preparation of budget requests.

1.7.3 The University Faculty

1.7.3.1 Authority

The general faculty, meeting in regular or called session, has the authority to overrule, modify, or negate any action or recommendation of the Faculty Senate (Faculty Senate Constitution, Appendix A).

1.7.2.2 Meetings

The University Faculty meets in regular session at least once each academic semester as called by the University President or a designated representative. The University Faculty may meet in special session upon the call of the Executive Committee of the Faculty Senate (see Article VII.A.4, p. A-8, Appendix A) or upon petition by 20% of the University Faculty. Emergency meetings may be called by the University President or a designated representative (Faculty Senate Constitution, Appendix A).

1.7.2.3 Responsibilities

Consistent with University regulations, the rules of the Faculty Senate, and the rules of the College of which it is a part, the faculty establishes rules for the conduct of its business including any committee structure necessary to carry out its functions.

The faculty has jurisdiction over matters concerning its internal policies as long as it does not conflict with the rules of the University.

1.8 UNIVERSITY COMMITTEE STRUCTURE

Faculty members are expected to participate in committee assignments as made by the University Committee Council or by the Faculty Senate. Conditions of appointment and the responsibilities of each of these committees can be found either in the *Constitution of the Faculty Senate (Appendix A)* or in the *University Committee Structure (Appendix D)*.

Any committee that considers matters of a personal and/or confidential nature, such as the Unit Tenure and Promotion Committee, the University Tenure and Promotion Committee, the Faculty Appeals Committee, the Faculty Recognition Committee and Search Committees shall conduct their business in closed meetings. If deemed appropriate by its vote, the committee may invite a witness to appear. No one other than the elected or appointed committee members should attend a meeting where a final decision is being made.

1.8.1 University Standing Committees

A listing of University standing committees appears in Appendix D.

1.8.2 Faculty Senate Committees

Committees of the Faculty Senate are set forth in the *Faculty Senate Constitution, Article VI (Appendix A)*.

1.8.3 Ad Hoc Committees

Ad hoc committees may be appointed by the University Committee Council, the Faculty Senate, or the President of the University.

1.8.4 Graduate Council Membership

The Graduate Council shall be composed of coordinators of each graduate program, three at large members, the Director of Graduate Studies, and ex officio members to include the Deans of the Colleges and the Registrar. If the program Chair is not the coordinator of the program, then that chair shall be an ex officio member. The Provost/Vice President for Academic Affairs, in consultation with the Director of Graduate Studies, will recommend the initial at-large members to the Faculty Senate for approval. The at-large members will serve for three years in rotating terms and must qualify as a full member of the graduate faculty. Future appointments of at-large members will be made by the Faculty Senate based on a list of qualified faculty provided by the Provost/Vice President for Academic Affairs and the Graduate Council.