

# MAYVILLE STATE UNIVERSITY

## FACULTY ASSOCIATION AND SENATE CONSTITUTION

### Article VII. Faculty Senate

#### *Section A. Membership*

The voting membership of the Faculty Senate is composed of the elected officers of the Faculty Association, and five (5) elected senators--one from each academic division. The representative to the Council of College Faculties serves in an ex officio status.

The term of office for elected senators is two (2) years. Terms are staggered. Members from the Divisions of Teacher Education and Learning Resources; Science and Mathematics; and Business and Computer Information Systems are elected in even-numbered years. Members from the Divisions of Health, Physical Education, and Recreation; and Liberal Arts are elected in odd-numbered years. During the initial formation of the Faculty Senate, those senators elected in their division's non-election year shall serve a term of one (1) year. No senator may serve two continuous terms.

To serve as an elected senator, a faculty member A) must be a full-time faculty member for the duration of his/her term; B) must have one (1) academic year of membership in the Faculty Association prior to the semester in which they are elected; and C) must not be a divisional chairperson.

The senators representing the five (5) academic divisions shall be elected by their respective divisions at a division meeting to take place prior to the August Faculty Association meetings. Each division shall announce its elected senator at the August Faculty Association meeting.

Vacancies among the elected senators shall be filled following the same procedure. Divisions must elect a replacement to serve the remainder of the vacated term. The newly-elected senator inherits all the rights, responsibilities, and privileges of the office of senator upon divisional election. The division shall immediately notify the President of the Faculty Senate of the newly- elected senator's identity and announce the newly-elected senator at the next meeting of the Faculty Association.

The President, Vice President, and Secretary of the Faculty Association shall respectively serve as President, Vice President, and Secretary of the Faculty Senate.

The President and/or Dean/Vice President for Academic Affairs of the University may attend Senate meetings upon the invitation of the President of the Faculty Senate.

#### *Section B. Meetings*

Regular meetings of the Faculty Senate shall be held monthly during the nine-month academic year. Special meetings may be called by the President of the Association/Senate by giving written notice to the members twenty-four (24) hours in advance of such a meeting.

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## *Section C. Duties and Responsibilities*

Activities shall include, but not be limited to, the following:

1. To receive and act upon proposals, suggestions, and information from committees, students, individuals.

When such proposals and suggestions are supported by a unanimous vote, they will be reported to the Association as action taken. When such proposals and suggestions are not supported by a unanimous vote, they will be referred to their source with a recommendation, or they will be placed on the agenda for action by the Association.

2. To prepare the agenda for the Association meetings that shall include a review of action taken.
3. To appoint members to committees as called for in this constitution or establish temporary committees as deemed necessary.
4. To receive reports from the administration on the proceedings of the Board of Higher Education or legislative bodies concerning the University and to keep the Association informed regarding pertinent actions by these groups.
5. To express and convey to the Association opinions and resolutions on any questions relating to Mayville State University and joint programs with other higher education institutions.
6. To function as an advisory committee to the President of the University in the preparation of the biennial budget and payroll. When acting in such an advisory capacity, the Senate shall meet in session with the President and/or Dean/Vice President for Academic Affairs and the State Salary Committee Representative.
7. To research, recommend, and report to the Faculty Association on any budgetary and salary matters as directed by the President of the University, the Faculty Association, or the Faculty Senate, itself.
8. To act in an advisory capacity to any persons representing Mayville State University on an inter- institutional budgetary and salary matter.
9. To make recommendations in the following financial and buildings related areas: long-range building and equipment policies, including the internal structure and use of facilities; priority of building projects; policies on purchasing equipment; location of new buildings; campus maintenance and beautification; and, policies on matters of finance in operation.

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10. To act as a forum for the exploration of faculty-related issues, including problems related to teaching and working at Mayville State University.