

# Faculty Assembly Constitution

## Article 1. Purpose

The purpose of the Florida Polytechnic University Faculty Assembly is to ensure effective shared governance between the university's administration and faculty in all matters related to instruction, curriculum and program development, faculty hiring, research, academic advising, and other areas related to the university's academic mission. The assembly provides a collegial forum for open communication among faculty and between faculty and administration and advises the administration in all academic matters. The assembly is committed to promoting academic freedom, academic rigor, constructive dialogue, and the professional development of the faculty. The assembly is also committed to furthering the university's mission to prepare 21st century learners in advanced fields of science, technology, engineering, and mathematics (STEM) to become innovative problem-solvers and high-tech professionals through interdisciplinary teaching, leading-edge research, and collaborative local, regional and global partnership.

## Article 2. Officers

### Section 1. Eligibility

To be eligible to serve as an officer in the faculty assembly, an individual must be a voting member of the assembly. See Article 3. An individual may not serve concurrently in more than one faculty assembly office with the exception of the position of chair-elect. See Article 2, Section 6.

### Section 2. Terms of Service

The terms of service for all officers will extend from the day after the end of the spring semester's final exams to the last day of the spring semester's final exam one or two years after the beginning of their term, depending upon the office's designated length of service.

### Section 3. Chair

The chair of the faculty assembly serves a two-year term. The chair may serve other terms but they may not be contiguous. In the event that the chair resigns or is unable to finish the term, the chair-elect becomes chair. In a year with no chair-elect, the vice-chair becomes chair. The chair has four primary areas of responsibility:

- 1) The chair convenes and presides over faculty assembly meetings. See Article 5, Section 1 for frequency of meetings.
- 2) The chair serves as a trustee on Florida Polytechnic University's Board of Trustees.
- 3) The chair communicates the concerns and goals of the faculty assembly to the administration in regular leadership meetings with the president and provost.
- 4) The chair calls and presides over meetings of the executive council.

### Section 4. Vice-Chair

The vice-chair serves a two-year term. The vice-chair presides over the faculty assembly and executive council meetings when the chair is absent. The vice-chair attends regular leadership meetings with the president and the provost.

#### Section 5. Secretary

The secretary serves a one-year term. The secretary records and distributes the faculty assembly meeting minutes to assembly members, circulates the agenda prior to faculty assembly meetings, schedules faculty assembly meetings after the chair has called them, and attends regular leadership meetings with the president and the provost.

#### Section 6. Chair-Elect

The chair-elect serves a one-year term. The assembly only has a chair-elect during the final year of a chair's two-year term. Any voting member of the faculty assembly may serve as the chair-elect except for the current chair. A faculty member may serve concurrently as the chair-elect and vice-chair or secretary. The chair-elect becomes the chair at the end of the chair-elect's one-year term. The chair-elect attends regular leadership meetings with the president and the provost.

#### Section 7. Executive Council

The executive council will consist of all of the officers of the faculty assembly: the chair, vice-chair, secretary, and chair-elect. The purpose of the executive council is to provide a forum for the officers of the faculty assembly to discuss matters and make decisions that do not require the consent of the full faculty assembly. These matters and decisions include, but are not limited to, setting the agenda for assembly meetings, cancelling or calling meetings, and setting items to discuss with the administration. The council will meet as frequently as the chair deems necessary.

#### Section 8. Removal

Any officer may be removed for cause by a  $\frac{3}{4}$  vote of those voting members present. To initiate removal, a voting member will make a written motion giving cause for removal and another voting member will second the motion. This motion and second must take place in a regularly scheduled meeting. The officer will be allowed to respond to the removal motion in the meeting during which the motion is made and during the next regularly scheduled meeting. The officer will also be allowed to respond to the removal motion in writing. This written response will be distributed by the faculty assembly secretary. A vote on the removal motion will take place during the second regularly scheduled meeting after the initial motion was made and seconded. See Article 5, Section 1.

### Article 3. Membership

Voting members of the faculty include all full-time professors. Non-voting members include part-time professors, full-time instructors, adjunct instructors, visiting professors, administrators with faculty appointments, the university president, the provost, the registrar, and librarians. The faculty assembly, upon a majority vote of those voting members present, may admit other categories of faculty as voting members.

### Article 4. Elections

#### Section 1. General Rules

1. The first election under this constitution will be held under the following rules:
  - a. The first elections must be held by the end of April 2015 for officers and committee members to begin service in the academic year 2015-2016. Elections will be held in a specially scheduled faculty meeting. The current chair, Robert MacCuspie, will schedule this meeting.

- b. The current chair, Robert MacCuspie, will solicit nominations for officer and committee members beginning the day after this constitution is ratified. Any faculty member may nominate. Self-nominations will be accepted. Nominations will continue until the beginning of the meeting at which voting will occur, and further nominations may be made at the beginning of this meeting before voting begins. Nominations must be open for at least one week unless the time between ratification and the end of April precludes this.
  - c. Voting
    - i. Voting will be by secret ballot.
    - ii. A voting member attending remotely may e-mail her/his vote to either the chair or secretary.
    - iii. For positions with more than one member (such as committee memberships), voting members may vote for a number of individuals up to the number of individuals to serve in the position. For example, if a committee has six memberships up for election, voting members of the faculty assembly may vote for up to six individuals.
    - iv. For positions with two year terms that stagger, the positions will be divided between those standing for a full two-year term and those standing for a one-year term. This will allow the staggering of terms to begin immediately. Staggered terms only apply to the standing committees.
    - v. Votes will be counted immediately. Vote counting will be undertaken by the current chair, Robert MacCuspie, with the assistance of any voting member he might wish to designate. Vote counting will take place in full view of the assembled faculty.
    - vi. To be elected chair, vice-chair, or secretary a candidate must receive a majority of the votes cast for the given position. Runoffs will be held immediately between the two candidates receiving the most votes. If a tie means that three or more candidates finish in the top two positions, all these candidates will be included in the runoff election.
    - vii. In the case of committee memberships, the candidates will be ranked in order of votes received with the top vote-getters equal to the number of open positions on the committee being elected. Runoff elections will not be held for committee memberships.
2. Subsequent elections will be held under the following rules:
- a. Elections for all officers and committee members to begin service during the summer preceding the next academic year must be held by the last day of classes but no earlier than April 1. The chair, in consultation with the executive council, will schedule the elections.
  - b. The chair will solicit nominations for officers and committee members beginning on March 15. Nominations will continue until the beginning of the meeting at which voting will occur, and further nominations may be made at the beginning of this meeting before voting begins. Any member of the assembly may nominate. Self-nominations will be accepted.
  - c. Voting
    - i. Voting will be by secret ballot.
    - ii. A voting member attending remotely may e-mail her/his vote to either the chair or secretary.
    - iii. For positions with more than one member (such as committee memberships), voters may vote for a number of individuals up to the number of individuals to serve in the position. For example, if a committee has six memberships up for election, voting member of the faculty assembly may vote for up to six individuals.

- iv. Votes will be counted immediately. Vote counting will be undertaken by the members of the Executive Council with the assistance of any voting member the chair might wish to designate. Vote counting will take place in full view of the assembled faculty.
- v. To be elected chair-elect, vice-chair, or secretary a candidate must receive a majority of the votes cast for the given position. Runoffs will be held immediately between the two candidates receiving the most votes. If a tie means that three or more candidates finish in the top two positions, all these candidates will be included in the runoff election.
- vi. In the case of committee memberships, the candidates will be ranked in order of votes received. The top vote-getters equal to the number of open positions on the committee will be elected. Runoff elections will not be held for committee memberships.

## Section 2. Chair

With the exception of the first election, the chair is elected one year prior to the beginning of his/her term of service. During that year, he/she serves as the chair-elect.

## Section 3. Special Elections

If an office or committee seat is left vacant, the chair will call a special election to fill the remainder of the vacant office or committee seat's term provided at least four months remain in the term. This special election will be held at the next regularly scheduled faculty assembly meeting, and nominations will be solicited beforehand. Nominations must be open for at least one week prior to the vote. If the period between the vacating of the office and the next regularly scheduled faculty assembly meeting is less than a week, the special election will be held at the second regularly scheduled faculty assembly meeting after the office is vacated. Voting during a special election should follow the rules laid out in Article 4, Section 1.

## Article 5. Meetings

### Section 1. Frequency of Regular Meetings

The faculty assembly will meet at least once a month during the fall and spring semesters of each academic year. These meetings will adhere to the following schedule. During the months of September, November, January, and March, the meeting will occur on the first Tuesday of the month provided that the first Tuesday is a day on which class is scheduled; otherwise, the meeting will be moved to the second Tuesday. During the months of October, December, February, and April, the assembly will meet on the first Wednesday of the month provided that the first Wednesday is a day on which class is scheduled; otherwise, the meeting will be moved to the second Wednesday. With the concurrence of a majority of the executive council, the chair may cancel the monthly meeting.

### Section 2. Special Meetings

Meetings beyond the regularly scheduled meetings may be convened under the following circumstances:

1. With the concurrence of a majority of the executive council, the chair may call for a special meeting.
2. To initiate a special meeting, a faculty member must move for such a meeting and have it seconded. The meeting must then be approved by a majority of the voting members present.

### Section 3. Announcement

The secretary will publicize faculty assembly meetings at least one week prior to the meeting. The announcement of all faculty assembly meetings must be done in such a way that the entire university community has the opportunity to learn about upcoming meetings.

### Section 4. Quorum

A quorum of the faculty is considered present if 30%+1 of voting members of the faculty are present. A quorum must be present for votes of the faculty assembly to be binding.

### Section 5. Remote Attendance

A means will be provided for members to attend faculty assembly meetings remotely. Voting members attending remotely will be allowed to take part in all votes. In the case of officer elections, a voting member attending remotely may e-mail her/his vote to either the chair or secretary.

### Section 6. Open Meetings

All faculty assembly meetings are open to interested members of Florida Polytechnic University's administration, staff, and students. The chair must recognize any non-member who wishes to speak at an assembly meeting

### Section 6. Purpose

The purpose of meetings of the faculty assembly is to discuss and vote on issues related to shared governance, to discuss, consider, and vote on proposals made by the standing committees, and to address other relevant issues that impact the faculty.

## Article 6. Committees

### Section 1. Meetings

Regular committee meetings are publicly announced with at least 7 days' notice. Emergency committee meetings are publicly announced with at least 24 hours' notice. These public announcements will contain the planned agenda for the meeting. All committee meetings are open to faculty, administration, staff, and students. Each committee has a chair and a secretary, who takes meeting minutes. Each committee reports back to the faculty at regular assembly meetings. Committees should meet as often as committee members deem necessary but must meet at least once during each fall and spring semester. For a motion to be passed during a committee meeting, a majority of the committee's entire membership must vote in favor of the motion. Committees must provide a reasonable means for members to attend committee meetings remotely.

### Section 2. Academic Standards Committee

The Academic Standards committee functions as an advisory body to the administration and the faculty in order to ensure that the colleges and sections have educational goals consistent with Florida Polytechnic University's mission statement and that the colleges meet stated student learning outcomes through the use of appropriate curricula and teaching techniques. The committee develops procedures for assessing the university's progress toward its goals and uses the results to improve institutional programs, services, and operations. In overseeing academic programs, the committee initiates, evaluates, and recommends policies and procedures related to academic standards, suspensions, dismissals, grade appeals, and the awarding of academic honors and prizes.

Faculty members of the Academic Standards Committee are appointed by the provost with the approval of the faculty assembly through a majority vote. Each college has two members of this committee. Two members also serve from the general education faculty. Committee members serve two-year terms. The two members from each college and the general education faculty serve staggered terms. Upon ratification of this constitution, one member from each college and the general faculty serves a one-year term while the other member serves a full two-year term. The vice-provost and registrar will serve as *ex officio*, non-voting members of the Academic Standards Committee.

### Section 3. Curriculum Committee

The Curriculum Committee oversees all matters relating to undergraduate and graduate curriculum and instruction. The committee initiates, evaluates, monitors and recommends policies and procedures related to curricula and teaching techniques to the faculty and administration. The committee makes recommendations concerning degrees offered, graduation requirements, and course offerings in relation to the student learning outcomes in the various areas of study and examines the university's long-range educational policies.

Faculty members of the curriculum committee are elected by the faculty assembly to serve two-year terms. The composition of this committee may be changed at any time by a majority vote of the faculty assembly. If the assembly chooses to make such a change, the new structure will take effect at the next regular election. However, changes that affect *ex officio* members will take place immediately. Regardless of the new committee composition, all committee members with time remaining in their term will remain members of the committee. During its first meeting of each academic year, the committee will, if necessary, assign terms of service to committee members such that half of the committee will serve for one more year and half will serve for two more years.

Upon ratification of this amendment, the curriculum committee will consist of two general education faculty members; one faculty member from each degree program (currently computer engineering, mechanical & industrial engineering, electrical engineering, computer science & information technology, advanced technology, and science & technology management); and one faculty member chosen at large from each college (currently engineering and innovation & technology). The chair of the committee may choose to designate that one or both of these at-large seats from the colleges should instead come from a particular degree program in that college. Despite this change, any committee member currently serving on the committee will continue to serve to the end of their term. Due to the pressing need for the committee to do business, empty seats will be filled by self-nomination. These self-nominations should be sent to the chair of the curriculum committee. Empty seats will be filled by the first eligible faculty assembly member to self-nominate for each seat. In the future, empty seats will be filled via the election process laid out in this constitution. In addition, the registrar and director of institutional effectiveness will serve as *ex officio*, non-voting members of the Curriculum Committee. During its first meeting following the ratification of this amendment, the committee will assign terms of service to committee members such that half of the committee will serve to the end of the academic year during which this amendment was ratified and half of the committee will serve to the end of the next academic year after the one in which this amendment was ratified.

### Section 4. Faculty Professional Interests Committee

The Faculty Professional Interests Committee has two significant functions. First, as part of its charge to attend to issues of professional concern, the committee serves as an advisory body to the faculty and administration. The committee initiates, evaluates and recommend policies and procedures governing

academic freedom, promotion, sabbaticals, flexible schedule/assignment reduction requests, professional development, and other faculty opportunities and rights. Second, the committee also reviews and recommends portfolios, proposals, and requests with regard to: promotion, non-renewal of a faculty contract, sabbatical leaves, and flexible schedule/assignment reductions. If during its study of policies and procedures, the committee identifies general matters of concern to the faculty or issues a policy that affects the faculty, the committee will refer these matters directly to the faculty assembly, along with any questions, concerns, and recommendations.

Members of the Faculty Professional Interests Committee are elected by the faculty assembly to serve two-year terms. Each college has two members of this committee. Two members also serve from the general education faculty. The two members from each college and the general education faculty serve staggered terms. Upon ratification of this constitution, one member from each college and the general faculty serves a one-year term while the other member will serve a full two-year term.

#### Section 5. Dissolving and Adding Committees

The faculty assembly may create new standing or ad hoc committees initiated by a member or by the administration with the approval of a majority vote at a regular assembly meeting. The structure and the authority of new committees are determined on a case-by-case basis by voting members of the assembly. The assembly may also dissolve standing committees by majority vote.

#### Section 6. Administrative Search Committee

Should there be an opening for the position of Provost or Vice Provost, the voting members of the assembly will elect a committee to advise the President in the search. The committee will report back to the assembly and make candidate recommendations based upon a majority vote.

#### Section 7. Constitution Review Committee

By the end of September 2015, the voting members of the assembly will elect a committee to monitor the new constitution and recommend to the assembly amendments or new by-laws as they deem necessary. Committee members serve for two years. After two years, the assembly may choose to dissolve this committee and then periodically elect a new committee to review the constitution.

### Article 7. Ratification and Amendment process

Section 1. To be adopted, this constitution must be approved by three-quarters of the full voting members of the assembly. The voting on ratification is administered by the Ombuds and allows voting by proxy.

Section 2. Amendments may be proposed by the Constitution Review Committee and by any member of the assembly. To be adopted an amendment must be approved by three-quarters of voting members of the faculty assembly who vote on the amendment provided more than 50% of voting members of the faculty assembly vote on the amendment.

### Article 8. Compliance

The provisions of this Constitution shall not be construed in any manner so as to conflict with federal laws, the laws of the State of Florida, the policies of the Board of Governors of the State University System of Florida system, or the policies of the Board of Trustees.