CONSTITUTION OF THE FACULTY ASSEMBLY OF XAVIER UNIVERSITY

Amended November 28, 2011

Article I: NAME
The representative body of the University Faculty shall be known as the Faculty Assembly of Xavier University.

Article II: PURPOSE
The Faculty Assembly shall exist to foster the collegiality necessary to promote the common good of Xavier University. Such collegiality shall be nurtured through the coordination, collaboration, and communication of the unique contributions of each person engaged in this educational enterprise.

The Faculty Assembly shall serve as an agency through which the faculty participate in the formulation and implementation of basic academic policy. To this end the Faculty Assembly shall initiate and/or participate in the development of academic policies, share in University decisions that affect academic life, and follow closely the implementation of academic policies.

The Faculty Assembly further exercises its responsibility for participating in shared governance by communicating with the President’s Cabinet through the Faculty Committee’s representing its interests and concerns to the Provost and Chief Academic Officer.

Article III: PRIMARY RESPONSIBILITIES
The Faculty Assembly has the responsibility of initiating and participating in the development of policies concerning academic matters. In these endeavors, the Faculty Assembly’s purview shall include:

A. Academic quality and integrity.
B. Curricula, degree requirements, new academic programs, academic calendar, grading, and honors.
C. Standards for admission of students.
D. The development, use, and improvement of learning resources.
E. Recommending faculty appointments, reappointments, promotions, tenure, and dismissals.
F. Educational innovations, including the technological support system.
G. At the request of the President or Provost and Chief Academic Officer, participation in the evaluation of academic administrators.
Article IV: MEMBERSHIP

SECTION 1. All full-time Principal Faculty (non-temporary), Academic Staff, and full-time Professional Librarians, full-time Clinical Faculty, and Instructors, as defined in the Faculty Handbook of Xavier University (2000) are members with voting rights in the Faculty Assembly. Chairs of academic departments are members of the Faculty Assembly, while other faculty members in primarily administrative positions (for example, Assistant or Associate Deans, Deans, Assistant or Associate Vice Presidents) are not members of the Faculty Assembly. In the spirit of collegiality, Faculty Assembly invites temporary, visiting and adjunct faculty to attend Faculty Assemblies and Forums; however, only Principal Faculty, Professional Librarians, Clinical Faculty and Instructors as defined in the Faculty handbook may vote on issues raised at assemblies or in written ballots.

SECTION 2. The Faculty Assembly will elect annually a Faculty Committee to serve as the executive committee of the Faculty Assembly. The composition of the Faculty Committee shall consist of nine (9) members who shall be tenured or tenure-track faculty so as to provide two and no more than four members from any single College. Each member of the Faculty Committee shall have a term of office of three years with a one-year interim before one is eligible for re-election. The elections to the Faculty Committee shall be carried out in a staggered fashion to insure continuity within the Committee. (At the time of the Faculty Committee’s initial formation, three faculty will be assigned one-year terms, three faculty will be assigned two-year terms, and three faculty will be assigned three-year terms. These assignments will be determined by lot.) The Faculty Committee elects its own chair. Due to the time requirements of the position, ordinarily the Chair of the Faculty Committee will be provided with a three-hour course reduction per semester in office.

Article V: MEETINGS

SECTION 1. The Faculty Assembly shall meet at least once each semester during the Academic Year. Attendance at Faculty Assembly meetings is limited to members of the Faculty Assembly and other individuals invited by the Faculty Committee.

SECTION 2. The Agenda for the Regular Meetings of the Faculty Assembly shall be established by the Faculty Committee. Any Agenda item may be proposed to the Faculty Committee by any member of the Faculty Assembly. An agenda item requested by petition of ten (10) or more members of the Faculty Assembly shall be included in the Agenda of the next Regular Meeting following receipt of the petition, provided the petition is received at least two weeks prior to the date of the scheduled Regular Meeting. The Agenda must be submitted to the members of the Faculty Assembly one week prior to the date of each Regular Meeting. Regular Meetings will be conducted according to Robert’s Rules of Order Newly Revised. In those matters that are determined to be of special importance either by the Faculty Committee or by a majority of those members of the Assembly present at the Meeting, there will be written ballots of the entire voting
Faculty Assembly. All ballots must be returned to the Faculty Committee within a specified, reasonable time.

SECTION 3. The Chair of the Faculty Committee shall preside over all Meetings of the Faculty Assembly.

SECTION 4. Special Meetings of the Faculty Assembly shall be called by the Chair of the Faculty Committee in response to any of the following:

   A. A request of the majority of the Faculty Committee.
   B. A written request from one-fourth of the Faculty Assembly.
   C. A written request from the President or Provost and Chief Academic Officer of the University.

SECTION 5. The Agenda for Special Meetings shall be determined by a majority vote of the Faculty Committee. The agenda must be approved at the outset of any Special Meeting by majority vote of the membership in attendance. Voting shall occur in the manner prescribed for Regular Meetings.

SECTION 6. The Procedures for conducting business at Special Meetings shall be the same as prescribed for Regular Meetings.

SECTION 7. Any action of the Faculty Committee may be reviewed at a Regular or Special Meeting of the Faculty Assembly.

Article VI: COMMITTEES

SECTION 1. The Faculty Committee

As elected representatives of the Faculty Assembly in participating in the formulation and implementation of basic academic policies, the Faculty Committee shall meet regularly and shall advise and collaborate with the Provost and Chief Academic Officer and the Deans and shall have access to the President. In these endeavors, the Faculty Committee’s purview shall include:

   A. The setting of Agenda for Regular and Special Meetings of the Faculty Assembly.
   B. Concerns related to academic matters, and of policy decisions that touch on academic freedom, as well as advising the Provost and Chief Academic Officer on interpretations of the Faculty Handbook. (To these ends, the Chair of the Faculty Committee and the Provost and Chief Academic Officer shall meet regularly to discuss any concerns expressed by members of the Faculty Assembly that academic policies and/or procedures are not being properly followed. If mutually satisfactory resolutions of such matters are not achieved, the issues may be referred to the President.)

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C. The routing of questions, issues, ideas, etc., to appropriate University committees and/or offices.

D. Communicating with academic committees through:
   1. Programs designed to familiarize faculty with committee workings and the responsibilities of the committee members.
   2. The reception and review of committee minutes, annual committee reports, and communications of urgent business.
   3. The designation each year of liaisons from the membership of committees to the Faculty Committee.

E. The recommendations for the establishment and revision of Academic Committees

F. The recommendation of faculty membership on University Committees such as the University Planning and Resourcing Council, the Benefits Committee, the Athletic Advisory Board, the University Harassment Hearing Board, and the Grievance Committee. The designation of liaisons from the faculty membership of the University Planning and Resourcing Council, Benefits Committee, and the Athletic Advisory Board to report regularly to the Faculty Committee.

G. The recommendations of the appointments of replacements to University Committees during the Academic Year.

H. The maintenance and timely distribution of Faculty Committee Minutes to the Faculty and appropriate Administrators. (The Faculty Committee Minutes are to be located, along with other Committee Minutes and reports, in the University Library and online.)

I. The submission of an Annual Report to the Faculty Assembly and to the Provost and Chief Academic Officer.

J. At the request of the President or Provost and Chief Academic Officer, participation in the design and review of the evaluation procedures of academic administrators.

SECTION 2. Through the University committee structure, the Faculty Assembly exercises its responsibilities for participating in the shared governance of the University. There are academic committees wherein the Faculty Assembly exercises its responsibilities for primary policy initiation and recommendation. There are University committees where cooperative efforts among divisions of the University are necessary to achieve the purposes of the committees. These committees are described and defined in the Annual Document of University Committees

A. Academic Committees.

These are committees where the faculty exercises its responsibilities for primary policy initiation and recommendation.
Actual Academic Committees 2011-2012:

1. Academic Assessment and Planning Committee
2. Academic Technology Committee
3. Admissions Committee
4. Board of Graduate Studies
5. Board of Undergraduate Studies
6. College of Arts and Sciences Curriculum Committee
7. College of Social Sciences, Health and Education Curriculum Committee
8. Williams College of Business Curriculum Committee
9. Diversity Curriculum Requirement Committee
10. Ethics/Religion and Society (E/RS) Committee
11. Faculty Committee
12. Faculty Development Committee
13. Faculty Hearing Committee
14. Financial Aid and Scholarship Committee
15. Institutional Review Board
16. Library Committee
17. University Rank and Tenure Committee

In those instances where the recommendations of these Committees are not followed or adopted by the Administration, reasons will be communicated by the Provost and Chief Academic Officer to the appropriate committees in a timely manner.

B. University Committees

These are committees whose purview extends beyond academics to the general good and welfare of the entire University community.

Actual University Committees:

1. Athletic Advisory Board
2. Benefits Committee
3. Commencement Committee
4. University Conduct Board
5. Diversity and Equity Committee
6. Grievance Committee
7. Marketing Coordinating Committee
8. Parking Committee
9. University Harassment Hearing Board
10. University Calendar Committee
11. University Committee on Public Honors
12. University Committee on the Status of Women

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13. University Planning and Resourcing Council
14. University Technology Committee

The following committees will have co-chairs, at least one of whom must be a faculty member: Parking, Benefits, Admissions, University Technology, Financial Aid and Scholarship, Public Honors and the UPRC Space Subcommittee (an advisory committee to the UPRC charged to assist the UPRC in making informed and timely decisions regarding the allocation and repurposing of existing space).

SECTION 3. In addition to the responsibilities described in the Annual Document of University Committees Academic Committees of Primary Policy Initiation and Recommendation are responsible for the following:

A. Reporting and communicating, for public record Minutes, to the appropriate University Offices and to the Faculty Committee and the timely communication of matters of urgency to the Faculty Committee.

B. Annual Reports to the President, Provost and Chief Academic Officer, and the Faculty Committee. These Reports will be a matter of public record and will be maintained for the University Community in the University Library and online.

SECTION 4. Eligibility for Membership on Committees

All members of the Faculty Assembly, if they meet the established criteria, are eligible to be nominated and recommended through the Faculty Committee to any appropriate committee. The terms of office for faculty membership on each committee will be three years (unless otherwise specified).

Article VII: RATIFICATION AND AMPMENDMENT

SECTION 1. This Constitution shall be in effect when recommended by a simple majority of the University Faculty voting by written ballot and when approved by the President of the University.

SECTION 2. Proposed amendments to the Constitution of the Faculty Assembly should be submitted in writing to the Faculty Committee and in exact forms for consideration at least thirty (30) days prior to the next Regular Meeting of the Faculty Assembly, at which time all proposed amendments received since the previous meeting will be considered. Copies of the proposed amendments will be mailed to members of the Faculty Assembly at least two weeks before the Regular Meeting at which they will be considered. If a proposed amendment is to be considered at a Special Meeting, a copy of the proposed amendment will be distributed ten (10) days prior to the Special Meeting at which it will be considered.

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SECTION 3. Amendments must be passed by a simple majority of all those voting. This vote will be by written ballot and must be returned by a reasonable, specified date. Amendments will become effective when approved by the President of the University.