

CONSTITUTION OF THE FACULTY ASSEMBLY OF XAVIER UNIVERSITY

Amended May 14, 2025

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: RESPONSIBILITIES

The Faculty Assembly has the responsibility of initiating and participating in the development of policies concerning academic matters.

SECTION 1: Primary Responsibilities. 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.

SECTION 2: SPECIAL RESPONSIBILITIES.

Faculty Assembly, under the leadership of Faculty Committee, is responsible for educating its members on the constitution, the rules and operations of Faculty Assembly, including an introduction to Robert's Rules of Order. Faculty Committee will appoint an experienced "education officer" to deliver at least one educational session each fall targeting new faculty; the session shall be open to, and its contents made available to, all members of the Faculty Assembly. Faculty Committee shall review as needed the curriculum for the educational session to determine it is up to date.

Article IV: MEMBERSHIP

SECTION 1. All full-time Principal Faculty, Participating Faculty, and Professional Librarians, as defined in the *Faculty Handbook* of Xavier University (2019) 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 (including, but not limited to, Assistant or Associate Deans, Deans, Assistant or Associate Vice-Presidents, or Associate Provosts, Provost, or the President) are not members of the Faculty Assembly. In the spirit of collegiality, Faculty Assembly invites visiting and adjunct faculty to attend Faculty Assemblies and Forums; however, only Principal Faculty, Participating Faculty and Professional Librarians as defined in the Faculty handbook may vote on issues raised at assemblies or in anonymous ballots.

SECTION 2. The Faculty Assembly will elect annually a Faculty Committee to serve as the executive committee of the Faculty Assembly.

- A. **Composition and Terms.** The composition of the Faculty Committee shall consist of nine (9) members elected by the Faculty Assembly (two from each college plus one at-large member). The at-large member must be tenured/tenure-track and the chair of the committee must be tenured/tenure tracked, and at least one member from each college must be a principal faculty member. 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 ensure continuity within the Committee.
- B. **Officers.** The Faculty Committee elects its own officers.
 - 1. **Chair:** The Chair of the Faculty Committee shall preside over all meetings of Faculty Committee, and the Chair 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. Due to the time requirements of the position, ordinarily the Chair of the Faculty Committee will be provided with a six-hour course reduction per semester in office.
 - 2. **Documentarian:** The documentarian will take minutes and ensure minutes are shared and archived appropriately.

3. Parliamentarian: Will enforce rules governing Faculty Assembly and Faculty Committee meetings.

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. Regular meetings of the Faculty Committee, to be held at least four times per semester during the academic year, with the agenda set by the Chair. To facilitate collaboration, Deans and the Provost and Chief Academic Officer and/or their representatives shall be invited to attend regular meetings and excused when the Faculty Committee goes into Executive Session. Issues of mutual concern, including any recent priorities of Faculty Committee or the Provost Area shall be raised in the first part of the meeting.
- C. 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.
- D. Conducting elections for faculty representatives to Faculty Committee and other committees which require faculty elections.
 1. Nominations for University and Academic committees will be initiated in January and elections will be held by the end of March each year.
 2. Nominations will be solicited from the faculty, and those who are nominated will be invited to write a brief statement of their goals and why they believe they should be chosen to serve.
 3. Ballots will be distributed in such a way that only constituents vote for their representatives, i.e., if the position is to represent a particular college, only faculty of that college can vote.
 4. For the Rank and Tenure Committee and Faculty Hearing Committee, all principal faculty will vote for all representatives, as specified in the Faculty Handbook.
- E. The routing of questions, issues, ideas, etc., to appropriate University committees and/or offices.
- F. 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.
- G. The recommendations for the establishment and revision of Academic Committees.

- H. 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.
- I. The recommendations of the appointments of replacements to University Committees during the Academic Year.
- J. 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.)
- K. The submission of an Annual Report to the Faculty Assembly and to the Provost and Chief Academic Officer.
- L. 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. 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.

The following University 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 AMENDMENT

SECTION 1. This Constitution shall be in effect when recommended by a simple majority of the University Faculty voting by an anonymous 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 sent 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.

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