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FLORIDA TECHNOLOGICAL UNIVERSITY
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OFFICE OF THE PRESIDENT

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November 8, 1977

Chancellor E. T. York, Jr.
State University System of Florida
107 West Gaines Street
Tallahassee, Florida 32304

Dear E. T.,

Enclosed is a copy of the revised FTU Faculty Constitution. This is a matter which has been under consideration at FTU for quite some time. This revision is being recommended by the Faculty Senate and the Vice President for Academic Affairs; the Faculty Assembly of FTU unanimously endorsed it on November 3, 1977, and it has my endorsement.

Following consideration by the Faculty Senate, the Office of Academic Affairs, and me, the revision was announced at the annual fall Faculty Assembly meeting on September 23, 1977. In accordance with the Constitution, copies of the revised Constitution were distributed to the faculty along with meeting notices on September 30, 1977. On October 24, 1977, a reminder notice was sent to the faculty, and on October 25, an announcement was made at the Faculty Senate meeting. Copies of these notices and reminders are attached.

We request that you forward this Constitution to the appropriate committee of the Board of Regents and ultimately to the full Board for their action.

Sincerely yours,

A handwritten signature in black ink that reads "Charles N. Millican".

Charles N. Millican
President

Enclosures

cc: FTU Faculty Assembly

RECEIVED
F. T. U.

DEC 06 '77

Vice President
Academic Affairs

FACULTY CONSTITUTION

FLORIDA TECHNOLOGICAL UNIVERSITY

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PREAMBLE

Within the legal structure of the State University System of Florida and in cognizance of the reality that the University can only function properly when goodwill is nurtured and maintained by the President, administrators, and faculty, this Constitution establishes the means for faculty participation in the governance of Florida Technological University.

1.0 FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

Faculty participation in the governance of Florida Technological University shall be provided for by a constituent body, the Faculty Assembly and its representative body, the Faculty Senate.

2.0 THE FACULTY ASSEMBLY

2.1 Responsibilities. The Faculty Assembly shall address itself to academic matters which concern more than one college and to general educational policies. The Faculty Assembly is an advisory body to the President of Florida Technological University.

2.1.1 The Faculty Assembly shall normally exercise its responsibilities through the Faculty Senate.

2.1.2 Summaries of actions taken by the Faculty Assembly shall be sent to each member within one week following each meeting.

2.1.3 Records of proceedings of the Faculty Assembly shall be kept by the Secretary and shall be made public unless designated as closed by the membership or the President.

2.1.4 Special committees of the Faculty Assembly may be appointed by the President or may be elected by the Faculty Assembly. The President shall be an ex-officio member of all committees of the Faculty Assembly.

2.2 Membership. The Faculty Assembly shall consist of the following:

2.2.1 All members of the Faculty; i.e., all persons holding a regular or full-time visiting appointment.

2.2.2 The President, Vice Presidents, Deans of Colleges, Director of Libraries, University Registrar, Assistant Dean for Continuing Education, and Dean for Graduate Studies and Research.

2.3 Officers.

2.3.1 The presiding officer of the Faculty Assembly shall be the President of Florida Technological University or, in his absence, the Vice President for Academic Affairs. In the absence of both, the President shall designate the presiding officer. The President shall appoint a member of the Faculty Assembly to serve as Parliamentarian.

2.3.2 The Secretary of the Faculty Assembly shall be appointed by the President of the Faculty Assembly and shall keep the minutes of the proceedings and perform such other duties as are set forth in the Constitution or as shall be directed by the Faculty Assembly or its presiding officer.

2.4 Meetings. The Faculty Assembly shall meet as follows:

- 2.4.1 There shall be a regular meeting of the Faculty Assembly in the fall quarter of each academic year.
- 2.4.2 Special meetings may be called by any of the following:
 - 2.4.2.1 The President of the University
 - 2.4.2.2 The Faculty Senate
 - 2.4.2.3 Fifteen percent of the members of the Faculty Assembly, upon written request to the President.
- 2.4.3 The Secretary shall send the notice and agenda of each meeting to each member of the Faculty Assembly at least one week in advance of each meeting.
- 2.4.4 The agenda for any meeting at which an appeal of a Faculty Senate action is to be considered shall be accompanied by the proposal to be considered. The proposal to be considered shall be the first order of business of such a called meeting.
- 2.4.5 One third of the members shall constitute a quorum.
- 2.4.6 The method of voting to be used shall be at the discretion of the presiding officer. However, at the request of twenty-five members, a vote by secret ballot shall be mandatory.
- 2.4.7 Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

3.0 THE FACULTY SENATE

- 3.1 Responsibilities. The Faculty Senate shall address itself to academic matters which concern more than one college and to general educational policies. The Faculty Senate is an advisory and recommending group to the Vice President for Academic Affairs. Each recommendation made by the Faculty Senate is forwarded to the Vice President for Academic Affairs who shall act upon the recommendation prior to the next regularly scheduled Faculty Senate Meeting. If a recommendation is rejected, the Vice President for Academic Affairs and the Faculty Senate Steering Committee shall work jointly for resolution of the matter. If the matter cannot be resolved, the Steering Committee will return the matter to the Faculty Senate for reconsideration. If the original recommendation remains unmodified, then the Faculty Senate may, upon a two-thirds majority vote, send the matter to the President through the Vice President for Academic Affairs.
- 3.2 Membership. The Faculty Senate shall consist of the Vice President for Academic Affairs and elected members. The term of office for an elected member shall be two years, with approximately one half of the members being elected each year.

- 3.3 Apportionment. The number of elected members of the Faculty Senate will be apportioned among the Colleges as follows:

Number of Senators =

$$6 + \frac{(15) \times (\text{number of faculty members in the College})}{(\text{number of faculty members in the University})}$$

In the event that the formula does not produce a whole number, the number of Senators representing a College will be determined by rounding the calculated value to the nearest whole number.

- 3.3.1 Apportionment will be made only once each year, based on the number of individuals who are listed as faculty on official records of the University on March 1 of that year.

3.4 Eligibility

- 3.4.1 Only full-time Professors, Associate Professors, and Assistant Professors shall be eligible for election to the Faculty Senate.
- 3.4.2 Faculty members who hold administrative appointments as President, Vice President, Associate Vice President, Assistant Vice President, Dean, Associate Dean, or Assistant Dean, and persons acting in the above capacities are not eligible for election to the Faculty Senate.

3.5 Nominations and Elections

- 3.5.1 By the first Tuesday of April, the Steering Committee will provide each College with a list of faculty eligible for election to the Faculty Senate and the number of seats to be filled. On receiving this information, the College will conduct an election. Only members of the Faculty Assembly shall be eligible to vote.
- 3.5.2 Each College will forward the number of votes cast for each candidate to the Steering Committee not later than April 30 in order to provide a current list of alternates in each College.

3.6 Vacancies

- 3.6.1 Declaration of Vacancies. A Faculty Senate seat shall be declared vacant when the elected member is no longer eligible for election, associated with the University, or has resigned from the Faculty Senate.
- 3.6.2 Filling of Vacancies. A vacancy will be filled by a member from the same College in which the vacating member served. The Steering Committee will select the first alternate from the most recent list provided by the College. The individual appointed on an alternate basis will fill the vacated seat for

the remainder of the unexpired term. The Chairman of the Faculty Senate shall announce the Senators appointed on an alternate basis at the first meeting of the Faculty Senate following their selection.

- 3.7 Officers. The officers of the Faculty Senate shall consist of a Chairman, Vice Chairman, and Secretary.
 - 3.7.1 All officers will be elected annually during the month of May by and from the elected members of the Faculty Senate.
 - 3.7.2 The duties of the Faculty Senate Officers shall be as follows:
 - 3.7.2.1 The Chairman shall serve as presiding officer of the Faculty Senate. In his absence, the Vice Chairman will preside; in the absence of both, the Chairman shall designate the presiding officer. The Chairman shall appoint a member of the Faculty Senate to serve as Parliamentarian.
 - 3.7.2.2 The Secretary shall keep the minutes of the proceedings and perform such other duties as are set forth in the Constitution or as shall be directed by the Faculty Senate or its presiding officer.
- 3.8 Nomination and Election of Officers and Establishment of the Steering Committee
 - 3.8.1 The Faculty Senate will hold its May meeting on or before May 15 of each year.
 - 3.8.2 The first order of business at the May meeting will be the nomination and election of Faculty Senate officers for the coming year. Voting for officers will be by secret ballot.
 - 3.8.3 The second order of business at the May meeting will be the establishment of the Steering Committee.
- 3.9 Meetings
 - 3.9.1 There shall be a regular meeting of the Faculty Senate during each month of the fall, winter, and spring quarters, and it may meet in special session during the summer.
 - 3.9.2 Special meetings may be held at any time at the call of the Chairman, the President of the University, the Vice President for Academic Affairs, or by written request of five members of the Faculty Senate.
 - 3.9.3 Meetings of the Faculty Senate may be attended by the following:
 - 3.9.3.1 Representatives of the Student Government, administrators, or other interested parties may attend Faculty Senate meetings as non-participating observers unless the meeting is designated as a closed session.

- 3.9.3.2 Persons who by their training and experience are qualified to contribute to the discussion of particular items of business may be invited by the Chairman of the Faculty Senate or the Vice President for Academic Affairs.
- 3.9.3.3 One student, to be designated by the President of the Student Government prior to the May Faculty Senate meeting, and one librarian, to be elected by the librarians prior to the May Faculty Senate meeting, may serve annual terms as regular guests of the Faculty Senate. In this capacity, they shall only have the privilege of participating in debate.
- 3.9.4 A member of the Faculty Assembly who is not a Senator may request the privilege of addressing the Faculty Senate. Such a request should be made in writing to the Chairman of the Faculty Senate stating the nature and purpose of the request.
- 3.9.5 The notice and the agenda of each meeting shall be sent to each member of the Faculty Assembly by the Secretary of the Faculty Senate at least one week in advance of each meeting. Summaries of actions taken by the Faculty Senate shall be sent to each member of the Faculty Assembly within one week following each meeting and shall include the names and cumulative absences of all Senators.
- 3.9.6 A majority of the Faculty Senate membership shall constitute a quorum.
- 3.9.7 The method of voting shall be at the discretion of the presiding officer. However, at the request of ten members, a vote by secret ballot shall be mandatory.
- 3.9.8 Meetings shall be conducted according to the latest edition of Robert's Rules of Order.
- 3.9.9 The agenda for regular meetings of the Faculty Senate shall be as follows:
 - 3.9.9.1 Call to Order
 - 3.9.9.2 Roll Call
 - 3.9.9.3 Minutes
 - 3.9.9.4 Announcements and Recognition of Guests
 - 3.9.9.5 Unfinished Business
 - 3.9.9.6 Committee Reports
 - 3.9.9.7 New Business
 - 3.9.9.8 Adjournment

3.10 Standing and Special Committees of the Faculty Senate

- 3.10.1 Committees. The Faculty Senate will establish standing committees as enumerated below. Special committees may be appointed as required by the Chairman, Steering Committee, or the Faculty Senate. The Vice President for Academic Affairs shall be an ex-officio member of all committees of the Faculty Senate.
- 3.10.2 Membership. All Faculty Senate standing committees except the Steering Committee shall be appointed by the Chairman of the Faculty Senate from a list of nominees provided by the Steering Committee. Unless otherwise specified, a term of office will be for one year. Consecutive terms may be served. No Senator may serve on more than two standing committees. A chairman and a secretary will be elected by each committee, except the Steering Committee. Each committee will maintain minutes of its meetings and will submit a written annual report to the Faculty Senate.
- 3.10.3 Steering Committee
- 3.10.3.1 Membership. The Chairman, Vice Chairman, and Secretary of the Faculty Senate and one Senator from each College. College representatives will be elected by and from the elected Senators within a given College. Members of the Steering Committee are not eligible to serve on any other standing committee of the Faculty Senate. The immediate past Chairman of the Faculty Senate will serve as an ex-officio member of the Steering Committee.
- 3.10.3.2 Officers. The Chairman of the Faculty Senate will serve as Chairman of the Steering Committee. The Secretary of the Faculty Senate will serve as Secretary of the Steering Committee.
- 3.10.3.3 Duties
- 3.10.3.3.1 To monitor elections and maintain election records.
- 3.10.3.3.2 To provide the Chairman of the Faculty Senate with a list of nominees for all standing committees.
- 3.10.3.3.3 To develop Faculty Senate agendas.
- 3.10.3.3.4 To act as a Committee on Amendments to the Constitution and the By-laws.
- 3.10.3.3.5 To recommend guidelines regarding honorary degrees, graduation exercises, and other special awards.

- 3.10.3.3.6 To consult with the President and/or the Vice President for Academic Affairs on Faculty Senate matters.
- 3.10.3.3.7 To act as an Executive Committee when the Faculty Senate is not in session. In this capacity, a quorum shall consist of at least one member from each College. All recommendations made as an Executive Committee shall be subject to later review and approval by the Faculty Senate.

3.10.4 Curriculum Committee

3.10.4.1 Membership. Two Senators from each College.

3.10.4.2 Duties

- 3.10.4.2.1 To study and make recommendations on all curricula of the University, both undergraduate and graduate.
- 3.10.4.2.2 To make recommendations to facilitate cooperation and coordination among the colleges.
- 3.10.4.2.3 To study and make recommendations on the academic calendar.
- 3.10.4.2.4 To study and make recommendations on the Environmental Studies Program.

3.10.5 Personnel Committee

3.10.5.1 Membership. One Senator from each College and three Senators at large. The three at large Senators shall be, if possible, from different colleges.

3.10.5.2 Duties

- 3.10.5.2.1 To study and make general policy recommendations concerning promotions, tenure, and other matters relating to professional development.
- 3.10.5.2.2 To consider all other matters related to the general well-being of the faculty, including academic freedom.

3.10.6 Student Admissions, Standards and Activities Committee

3.10.6.1 Membership. One Senator from each College and three Senators at large. The three at large Senators shall be, if possible, from different colleges.

3.10.6.2 Duties

- 3.10.6.2.1 To recommend policies concerning student conduct and activities. Upon approval by the Faculty Senate, these recommendations will be forwarded to the Vice President for Student Affairs through the Vice President for Academic Affairs.
- 3.10.6.2.2 To recommend minimum standards for admission to, retention in, and graduation from the University.
- 3.10.6.2.3 To elect from its membership representatives to serve on the University-wide Admissions and Standards Committee.

3.10.7 Instruction Committee

3.10.7.1 Membership. Two Senators from each College.

3.10.7.2 Duties

- 3.10.7.2.1 To study and make general policy recommendations concerning the improvement of instruction throughout the University.
- 3.10.7.2.2 To encourage the development and use of new instructional techniques at Florida Technological University.
- 3.10.7.2.3 To investigate and evaluate instructional techniques proposed by or in use at other institutions.

3.10.8 State University System Faculty Senate Council. The Chairman and the immediate past Chairman of the Faculty Senate will represent the Faculty Senate on the State University System Faculty Senate Council.

4.0 COLLEGE GOVERNMENT

4.1 Each College of the University shall provide for non-administrative faculty representation in its government. This shall be accomplished by the establishment of an advisory council. Members of each advisory council shall be elected by and from the faculty of the College.

5.0 AMENDMENT PROCEDURE

5.1 Amendments to the Constitution may be considered by the Faculty Assembly upon (1) recommendation of the Faculty Senate or (2) written request of ten percent of the members of the Faculty Assembly. The text of a proposed amendment must be submitted in writing to the members of the

Faculty Assembly at least thirty days prior to the meeting at which it will be considered. For adoption, a proposed amendment must receive an affirmative two-thirds vote of the members of the Faculty Assembly who are present.

- 5.2 An amendment shall, upon adoption, be transmitted to the President of the University for action. Within thirty days the President shall either forward the amendment to the Board of Regents or refer the amendment back to the Faculty Assembly for reconsideration. If the latter action is taken and the Faculty Assembly again approves the amendment as originally proposed, it will be sent to the President who will forward it within fifteen days to the Board of Regents for action. An amendment shall become effective at such time as it receives the Board of Regents approval.
- 5.3 This Constitution may be amended or replaced at any time by the Board of Regents.