

**CONSTITUTION (GUIDELINES)
SNOW COLLEGE FACULTY SENATE**

1. PURPOSE

In large measure, the responsibility for the quality and integrity of the institution rests with the faculty*. This responsibility is primarily in the areas of instruction, curricula and other academic affairs. While other functions of the College are the prime responsibility of other entities, every decision with regard to the direction, purpose, scope or budget of any program in the institution has an impact on the College as a whole and therefore on instruction in particular. The role of the Faculty Senate will be advisory and legislative. The Faculty Senate will also serve as a forum for voicing faculty opinions on pending issues across campus.

*The term faculty shall mean all full-time tenure-track employees of Snow College whose contracted services involve at least one-half time in classroom teaching.

2. ORGANIZATION

The Senate shall consist of seven voting members. One each shall be elected by the six teaching divisions; namely, Business and Technology, Humanities, Fine Arts, Natural Science and Math, Social and Behavioral Science, and Applied Technology Education at Snow South. The Faculty Association President shall also serve as a voting member. The President of Snow College and the Vice President for Academic Affairs shall be non-voting members. The members of the Senate shall elect a voting member of the Senate to serve as Senate President for a one year (renewable) term at or before the first meeting each fall. The Senate shall appoint a secretary who may or may not be a member of the Senate. The secretary shall not be a voting member unless he/she is an elected member of the Senate.

To be eligible for election to the office of Senate President, a Senator shall have been a member of the Senate during the year (August-May) previous to his or her election.

A Senate term of office shall be two years (renewable). The division dean is not eligible for election to the Senate. If a Senator is unable to complete his or her term of office, the division involved shall elect a replacement to complete the term. Temporary vacancies shall be filled by election or appointment by the division Dean, as determined within each division. If necessary, the Faculty Association President shall designate a temporary replacement for his/her position.

3. MEETINGS

The Senate shall meet on a regular basis as determined by the members. The time, place and agenda of such meetings shall be posted at least 24 hours before each meeting. Meetings shall be conducted by the Senate President or his/her delegate. Any person or persons may request to be placed on the agenda for the purpose of addressing the Senate on an issue. Each member of the committee will have one vote on motions made by committee members. A motion passed by a majority of the voting members (not just a majority of those present) will constitute policy. All meetings are open except executive sessions, which may be called by the

Senate President at the request of any member of the Senate. Such executive sessions shall be open only to the seven elected members of the Senate (or appointed replacements) or to the full nine-member Senate at the discretion of the Senate President. Official action may not be taken at an executive session. Minutes of all regular meetings shall be kept and posted.

4. FUNCTIONS OF THE SENATE

4.0 The Senate shall determine the need for standing committees and shall approve all governing documents for such committees.

4.0.1. Issues not clearly under the purview of any standing committee shall be Senate business.

4.1 The Senate will coordinate the election and appointment of members to the following standing committees. (Details of this process may be found in Appendix #1.) Approved minutes of the meetings of each standing committee shall be submitted to the Senate as soon as they are approved by the committee. One or more members of the Senate shall attend the meetings of each committee, either as an active member or as a visitor.

4.1.1 Scholarships

4.1.2 Curriculum

4.1.3 Advancement and Tenure

4.1.4 Library

4.1.5 Student Development

4.1.6 Cultural Arts Committee (on inactive status as of 1998/99)

4.1.7 International Committee (on inactive status as of 1998/99)

The role and responsibilities of each of these committees are described in other documents.

4.2 The Faculty Salary and Benefit Committee is appointed by the administration and is advisory to the Senate.

4.3 The Senate will counsel with the College President and the Vice Presidents to ensure that the faculty and/or members of the Senate are represented on important institutional committees.

5. APPELLATE PROCESS

5.1 Any appeals of committee processes shall be resolved by the Senate.

5.2 Any appeals of committee decisions (except advancement and tenure recommendations) shall be reviewed by the Senate and may be directed to the faculty at large by the Senate.

6. AMENDMENTS

Amendments to the Faculty Senate guidelines may be approved by at least five of the voting members of the Senate voting for the amendments.

7. RECALL

Any elected members of the Senate may be recalled by a petition containing the names of two-thirds of that Senator's constituency.

8. REFERENDUM

8.1 A call for a referendum of a Senate decision shall require a petition containing signatures of a simple majority of the faculty.

8.2 A repeal of a Senate decision shall require a vote of two thirds of the faculty.

APPENDIX #1

ELECTION AND APPOINTMENT PROCESSES

1. The Faculty Senate, Advancement and Tenure, Curriculum, Library, and Scholarship Committees require elections from the teaching divisions as well as Senate appointments. Such elections shall be according to the following schedule:

	NS	SS	HU	FA	B&T	ATE
SENATE	ODD	ODD	EVEN	EVEN	EVEN	ODD
ADVANCEMENT & TENURE	ODD	ODD	EVEN	EVEN	EVEN	ODD
CURRICULUM	ODD	ODD	EVEN	EVEN	EVEN	ODD
LIBRARY	ODD	ODD	EVEN	EVEN	EVEN	ODD
SCHOLARSHIP	ODD	ODD	EVEN	EVEN	EVEN	ODD

LEGEND: NS = NATURAL SCIENCE DIVISION
 SS = SOCIAL AND BEHAVIORAL SCIENCE DIVISION
 HU = HUMANITIES DIVISION
 FA = FINE ARTS DIVISION
 B&T = BUSINESS & TECHNOLOGY DIVISION
 ATE = APPLIED TECHNOLOGY EDUCATION DIVISION @ SNOW SOUTH

ODD = ODD NUMBERED YEARS
 EVEN = EVEN NUMBERED YEARS
 (determined by the month of **April**)

During the first week in April, each teaching division shall elect, as necessary, Senators and members of the standing committees. The specifics of this process are at the discretion of the teaching divisions respectively.

Finally, all remaining committee vacancies shall be filled by the Senate so that each committee is at full strength to begin in July.