

**PAUL SMITH'S COLLEGE
FACULTY CONSTITUTION 1985
Revised July 2018**

We, the Faculty of Paul Smith's College, in order to fulfill our responsibilities, carry out our duties, and ensure recognition of our role, all with regard to the general welfare of the College, do establish and enact this Constitution.

Section 1. The Faculty shall be organized as a Committee of the Whole (herein referred to as the Faculty Congress, consisting of the full membership, including executive officers elected there from. Such officers shall be: President, Vice-President/Parliamentarian, and Secretary.

Membership in the Faculty Congress shall include the following:

- a. The President of the College (ex-officio);
- b. The Provost (ex-officio);
- c. All full-time Faculty;
- d. All part-time, pro-rated, ranked Faculty;
- e. All full-time Support Faculty
- f. All full-time Non Faculty Academic Support Personnel
- g. All part-time per course Faculty, Support Faculty, and Non Faculty Academic Support Personnel may, by annual invitation of or written petition to, the Faculty Senate become members of the Faculty Congress.

Section 2. The Faculty Congress recognizes its responsibilities and duties as involving a concern for all actions affecting the welfare of the College. In those areas which are traditionally and normally considered to fall within the academic classification, and operating within the scope of its authority delegated by the Board of Trustees, the Faculty Congress shall consider its interest to be primary and major. Such areas include the following:

- a. curricula;
- b. academic and admissions standards and practices;
- c. awarding of degrees;
- d. standards for faculty selection, promotion, and dismissal;
- e. standards for faculty salaries and benefits;
- f. faculty development.

College-wide areas of concern for the Faculty Senate shall include:

- g. changes in the role and mission of the College;
- h. accreditation status;
- i. student life matters; and
- j. academic resources.

Section 3. Amendments to this Constitution may be proposed by any member of the Faculty Congress, provided such amendments be submitted to the Membership in writing. When such amendments are approved by three-fourths of the Faculty Congress, they will be presented to the President for formal action by the Board of Trustees. Upon formal approval by the Board, they shall become part of this Constitution.

Section 4. Approval by two-thirds of the Faculty and Academic Support Personnel, and formal approval by the Board of Trustees, shall be sufficient for the ratification and establishment of this Constitution.

Section 1. Officers:

- A. FACULTY CONGRESS PRESIDENT:** The President shall hold office during the term of two years and shall be limited to a maximum of two consecutive terms during any tenure in that office. In case of resignation of the President, or inability to discharge his/her duties for other reasons, the duties of the office shall devolve upon the Vice-President who shall serve the remainder of the unexpired term as President.

The President, as chief executive officer, shall preside at regularly scheduled meetings of the Faculty Congress, which shall be at a time and place of the Faculty's choosing. The President also may call such meetings of the Faculty Congress as he/she deems necessary. He/She shall prepare and distribute an agenda for meetings not less than five days prior to regular meetings and as early as practicable prior to special meetings.

The President, by virtue of his/her office, serves as Chair of the Faculty Senate. In order to fulfill the duties of the office, the President normally shall receive a reduction in teaching load.

The President shall be responsible for supervision of affairs falling within the province of the Faculty Senate, and for that purpose may appoint such ad-hoc committees as he/she or the Faculty Senate deem necessary.

In the temporary absence of the President, the Vice President/Parliamentarian shall preside at regularly scheduled meetings of the Faculty Congress and shall carry out such other tasks as the President may delegate to him/her.

- B. VICE-PRESIDENT/PARLIAMENTARIAN:** Election of the Vice-President/ Parliamentarian will be done by members of the Faculty Senate at the beginning of each academic year. In the case that no Senate member agrees to a nomination, the Senate Chair will appoint this position.

Should the Vice-President/Parliamentarian succeed to the office of President, he/she shall call for a special election within thirty calendar days to elect a Vice-President/ Parliamentarian to complete the unexpired term. In no instance should a Vice-President/ Parliamentarian filling an unexpired term of a President and being then elected to additional terms in that office serve more than Four (4) consecutive years as President. He/She shall, when requested, preside at regularly scheduled meetings of the Faculty Senate, be the authority on matters relating to rules of conduct and order at regular or special meetings of the Faculty Congress.

- C. SECRETARY:** Election of the Secretary will be done by members of the Faculty Senate at the beginning of each academic year. In the case that no senate member agrees to a nomination, the Senate Chair will appoint this position.

He/she also shall keep a journal of the proceedings of the Faculty Congress, conduct correspondence, and keep available for members a record of such correspondence and proceedings.

Section 2. Recall of Officers: An officer of the Faculty Senate may be recalled from office under the following procedures:

- a. when at least 10% of the Faculty Congress petitions the Faculty Senate in writing for such an action;
- b. when within 10 working days a meeting of the Faculty Congress is called to consider such a recall; and
- c. when a secret ballot vote of three-quarters of a quorum votes to support such an action.

Section 3. Faculty Congress Meetings:

1. The Faculty Congress will hold regular meetings during the academic year, the days and times to be determined by the President of the Faculty Senate.
2. The Chair of the Faculty Senate shall call a special session of the Faculty Congress at any time during the academic year to consider only such items as are presented to him/her by signed petition either from five (5) or more members of the Faculty, or by written petition by one-third or more of the Faculty Senate. Special sessions must be convened within ten (10) working days of the receipt of the petition.
3. The President and/or the Provost may, at their discretion, call a meeting of the Faculty Congress.

Section 4. Quorum:

A quorum shall be defined as one-half plus one of the members of the Faculty Congress. Formal actions of the Faculty Congress, in the form of resolutions and/or recommendations, shall be made by a simple majority of the said quorum.

Section 5. Election/Selection of the Faculty Senate Officers

For the purpose of the election of Faculty Congress President, a quorum shall consist of one-half plus one member (simple majority) of the Faculty Congress. Further, the candidate for Faculty President shall be elected by a majority of the quorum present. If the quorum of the Faculty Congress is not achieved by count of members in attendance, the Faculty Senate shall expeditiously pursue other methods to achieve a quorum of members of the Faculty Congress for the purpose of electing the Faculty President.

The terms of officers elected under this section shall conform to the limits set forth in Section I., except that such terms shall be considered to have begun in September of the academic year in which elected.

Election of the Congress President shall be held not later than **the end of the academic year**-for terms beginning the following academic year. Nomination for the office of Congress President shall be solicited by Faculty Senate Secretary on or before April. **1** Nominations shall be returned to Faculty Senate Secretary on or before April 8.

Selection of the Vice-President/Parliamentarian and Secretary will be made by members of the Faculty Senate at the beginning of each academic year.

The terms of the officers elected/selected under this section shall conform to the limits set forth in Section I., except that such terms shall be considered to have begun in September of the academic year in which elected/selected.

Section 6. Recommendations and Resolutions:

When a formal recommendation submitted under the provisions of the Constitution and Bylaws is not agreed upon by the President of the College, in consultation with the Provost, the part that is not agreed upon shall be returned within thirty days with an explanation. In these cases, the Faculty Senate may reconsider and resubmit the item upon approval by two-thirds of the Faculty Congress. If, after this step, the matter remains unresolved, the Faculty Senate may refer it to the Academic Policy Committee of the Board of Trustees, who may in turn refer it to the full Board, whose decision shall be final. Such appeals shall be made in writing and shall be forwarded to the President of the College, who shall forward it to the Academic Policy Committee no later than the next regularly scheduled meeting of the Board.

Section 7. Meetings:

Robert's Rules of Order, Newly Revised, shall be the authority on all matters of procedure not covered by the By-Laws.

Section 8. Faculty Senate:

The Faculty Congress shall authorize and preserve a standing Faculty Senate to consist of the President, **and membership as detailed in the Faculty Handbook Section 1.13.2.3.1.**

Section 9. Committee on Grievances and Appeals:

When needed, The Faculty Senate will randomly choose two full-time ranked Faculty members on multi-year or standard appointments to the committee, as set forth in the Faculty Handbook, 2.16.6.

Section 10. Curriculum and Standards Committee:

Curriculum and Standards shall ensure that faculty, to the greatest extent possible, carry out its primary academic responsibilities (standards and practices) in a manner that: a) represents fair input of all faculty concerns and perspectives; b) is unambiguous in its process and lines of communication, and c) produces efficient and practical approaches to academic program delivery and assessment.

Section 11. Ad Hoc Committees:

The Faculty Senate, as a body or through its Faculty Congress, shall authorize such ad hoc committees, as it requires, to fulfill its duties and responsibilities within the scope of its delegated authority.

Section 12. Amendments to the Bylaws:

Amendments to the Bylaws of the Faculty Senate may be approved by a two-thirds majority of those members eligible to vote, and with the formal concurrence of the President of the College, providing such amendment is not in conflict with the Constitution of the Faculty Senate.