

The Constitution of the General Faculty

of

The University of North Carolina at Greensboro



(Approved by the Faculty Council,¹ Spring Semester 1991)

(Revised by the General Faculty on the following dates:

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¹The UNCG Faculty Council predates the Faculty Senate, which was established in the Fall of 1991.

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PREAMBLE

The faculty of The University of North Carolina at Greensboro acknowledges the principle of shared-governance, and recognizes the responsibility of the faculty in advising the Chancellor with respect to questions of academic policy, institutional governance, and any other matters pertaining to the institution that are of interest and concern to the faculty (*The Code of the Board of Governors of University of North Carolina, Section 502 D(2)*). This Constitution establishes procedures whereby this responsibility shall be discharged, and it defines the functions of the following governing bodies: the General Faculty, the Faculty Senate, the Senate Executive Committee, and the committees of the Faculty Senate.

The electoral divisions (see: [Article II.B.2](#)) shall establish governance structures in accordance with the provisions of *The Code of the Board of Governors, the Promotion, Tenure, Academic Freedom, and Due Process Regulations of The University of North Carolina at Greensboro*, applicable professional accreditation agencies, and this Constitution. In adopting these structures, the electoral divisions shall recognize the right of the faculty to elect their own representatives.

ARTICLE I: THE GENERAL FACULTY

I.A. Composition of the General Faculty

1. The General Faculty of the University of North Carolina at Greensboro consists of voting and nonvoting members.
2. Voting members of the General Faculty are tenured and tenure-track faculty, faculty on leave, all full-time lecturers, full-time clinical faculty, full-time academic professional faculty, full-time research faculty, the President of the University of North Carolina, the Chancellor, the Provost, all Vice Chancellors, all Vice Provosts, and such other officials having responsibility for making and administering educational, research, and student welfare policies as shall be approved by the General Faculty.²
3. The nonvoting members of the General Faculty consist of faculty emeriti, visiting faculty, writers-in-residence, artists-in-residence, part-time faculty, adjunct faculty, and such other officials having responsibility for making and administering educational, research, and student welfare policies as shall be approved by the General Faculty, and a representative of the Association of Retired Faculty.
4. The official roster of the General Faculty shall be maintained in the Senate office, and it shall be open for inspection by any member of the University community.

I.B. Authority of the General Faculty

1. *The Code of the Board of Governors of The University of North Carolina, Section 502.D(2)* gives the

²The Chancellor, Provost, or any Vice Chancellor or Vice Provost may propose that positions on their staff be approved for General Faculty membership as “such other officials having responsibility for making and administering educational, research, and student welfare policies.” The Faculty Government Committee shall study the proposal and recommend action to the Senate.

Chancellor the responsibility for ensuring that UNC Greensboro has a faculty council or senate to “advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty.” UNC Greensboro has elected to establish a faculty Senate to advise the Chancellor regarding questions of academic policy and institutional governance with emphasis on matters of the undergraduate curriculum, degree requirements, instructional standards and grading criteria.

2. Amendments to this Constitution shall be forwarded to the Chancellor for review only after they have been approved by the General Faculty, as described in [Article IV](#). All other action items passed by the General Faculty or by the Senate shall be forwarded immediately to the Chancellor.

I.C. Governance Powers of the General Faculty

The governance powers of the General Faculty are vested in a Faculty Senate (the Senate), whose powers are defined and members are elected according to the provisions in [Article II](#).

I.D. Functions of the General Faculty

1. The General Faculty shall:
 - a) advise the Chancellor on any matters pertaining to the institution that are of interest and concern to the faculty;
 - b) request and hear reports from the Senate, the Chancellor, or any member of the administration;
 - c) approve all promotion and tenure policies and regulations recommended by the Senate;
 - d) consider any matter relating to the welfare of The University of North Carolina at Greensboro or of the members thereof;
 - e) modify or rescind actions of the Senate in accordance with the provisions of this Constitution; and
 - f) amend this Constitution in accordance with the provisions in [Article IV](#).

I.E. Officers of the General Faculty

1. The officers of the General Faculty shall consist of two Executive Officers (the Chair and Associate Chair), a Secretary, and a Parliamentarian.
 - a. The Executive Officers shall be tenured members of the General Faculty.
 - b. Voting members of the General Faculty who do not hold an administrative position higher than department head or chair and who have been employed at UNCG for two years may be elected to serve as an officer of the General Faculty during their second or later year of employment; they are eligible to begin service as an officer of the General Faculty beginning in the fall of their third year.
2. Executive Officers serve four-year terms: one year as the Chair-Elect Associate Chair, two years as the Chair, and one year as the Past-Chair Associate Chair. No person may serve more than four consecutive years as an Executive Officer. Executive Officers are voting members of the Senate and the General Faculty but shall vote when presiding over meetings of the Senate or General Faculty only in cases of a tie.
3. The General Faculty shall elect the Chair³, Chair-Elect, and Secretary by the following

³ A Chair is normally only elected under conditions spelled out in [Article I.E.12](#).

procedures:

- a. The Elections and Appointments Committee shall solicit nominations for the Executive Officers and the Secretary from the voting Senators. Each voting Senator may nominate one candidate for each open position at a time and in a manner determined by the Elections and Appointments Committee. The Committee shall send an announcement about the nomination process to the Voting Faculty no fewer than two weeks before the deadline, encouraging the Voting Faculty to forward their recommendations to their Senators.
 - b. The top four nominees who the Elections and Appointments Committee have determined meet the qualifications stated in I.E.1 shall be selected by the Committee to be included in a run-off election held by the Senate to narrow down the field of candidates to the top two whose names shall be placed on final ballots. In the event of ties, another run-off election among the top three candidates will be held by the Senate to determine the names to be placed on each ballot.
 - c. The list of the Senate's nominees for the open positions along with a paragraph describing the nominees' qualifications and, if so desired, a copy of their *curriculum vitae*, shall be assembled by the Elections and Appointments Committee and made available to the General Faculty no less than one week prior to the election.
 - d. The General Faculty shall elect the Executive Officer(s) and Secretary by a simple majority vote from among the candidates nominated for this position.
4. Senators elected or appointed as officers of the General Faculty shall resign their seats on the Senate at the time that they assume their official duties.
 5. **Chair**
After serving a one-year term as Chair-Elect Associate Chair, an Executive Officer will serve a two-year term as the Chair. The Chair shall preside over the Senate and the business portion of the General Faculty Meetings, chair the Senate Executive Committee, serve as a delegate to the University of North Carolina Faculty Assembly, chair the University Promotion and Tenure Committee, serve as a non-voting member of the Promotions and Tenure Guidelines Committee, and perform other duties as required by this Constitution. The Chair shall represent the General Faculty at all meetings of the Board of Trustees. The Chair is a voting member of the General Faculty and the Senate, but may vote only in case of a tie.
 6. **Associate Chair**
Executive Officers shall serve the first year of their four-year terms as the Chair-Elect Associate Chair and serve the last year of their four-year terms as the Past-Chair Associate Chair. The Associate Chair shall advise and assist the Chair on matters related to General Faculty and Senate business, serve as a member of the Senate Executive Committee, as a delegate to the Faculty Assembly, and as a nonvoting member of the University Promotion and Tenure Committee. The Associate Chair is a voting member of the General Faculty and the Senate, but when presiding in lieu of the Chair shall vote only in case of a tie.
 7. **Secretary**
The Secretary shall serve a two-year term, to commence in the same year as the Chair-Elect. The Secretary may be re-elected to one additional term of two years. The Secretary shall record and oversee the distribution of the minutes of the General Faculty and Senate meetings, maintain an accurate copy of the Constitution, and serve as a member of the Senate Executive Committee. The Secretary is a voting member of the General Faculty and the Senate.
 8. **Parliamentarian**
The Chair shall appoint the Parliamentarian, who serves at the pleasure of the Chair, and may be removed by the Chair or by the procedures specified in Article I.E.11. The Parliamentarian advises the Chair on parliamentary procedures and serves as the Chair's liaison to the Government Committee as a nonvoting member. The Parliamentarian is a voting member of the

General Faculty but a nonvoting member of the Senate.

9. In the absence of the Chair at a meeting of the General Faculty or the Senate, the Associate Chair will preside and may vote only in the case of a tie. In the absence of the Chair and the Associate Chair at a meeting of the General Faculty or the Senate, the Secretary will preside, may vote only in the case of a tie, and shall appoint a voting member of the General Faculty to serve as Secretary for the duration of that meeting. In the absence of the Chair at a meeting of the Board of Trustees, the Associate Chair or another person designated by the Chair will represent the General Faculty.
10. In the absence of the Secretary or Parliamentarian at a meeting of the General Faculty or the Senate, the presiding Executive Officer may appoint any member of the General Faculty to perform the function of that office during the meeting.
11. Any officer of the General Faculty may be removed from office at a regularly scheduled General Faculty meeting by a three-quarters vote of a quorum of 9/10 of the voting Members. Officers so removed will be replaced as if they had resigned their position.
12. Should Chairs be unable or unwilling to serve out their terms, then the Chair-Elect Associate Chair shall be elevated to the position of Chair and shall serve out the remainder of the Chair's term, followed by the term to which the officer was originally elected. If the Chair's resignation occurs during a year in which there is no Chair-Elect, a special election shall be held to elect a new Chair.
13. Should Chair-Elect Associate Chairs or Secretaries be unable or unwilling to serve out their terms, then the Chair shall inform the General Faculty of this fact, and a special election shall be held to elect a new Chair-Elect Associate Chair or Secretary.
14. Should Past-Chair Associate Chairs be unable or unwilling to serve out their terms, then the Chair shall inform the Senate of this fact, and at its next scheduled meeting the Senate shall elect from its voting members an Associate Chair to serve out the remainder of the Past-Chair's term.
15. Should the Parliamentarians be unable or unwilling to serve out their terms, then the Chair shall appoint a new Parliamentarian and inform the General Faculty and the Senate of this fact.

I.F. Meetings of the General Faculty

1. Meetings of the General Faculty shall be held whenever there is business that requires General Faculty action or consultation, but they shall take place not fewer than once every academic year. Meetings may be called by the Chancellor, by the Chair of the General Faculty, or by a petition to the Secretary signed by at least twenty-five members of the General Faculty.
2. The Chancellor shall convene the meetings of the General Faculty and shall make opening remarks on such matters as the Chancellor deems appropriate. In the absence of the Chancellor, the Provost shall convene the meetings. In the absence of both the Chancellor and the Provost, the Chair of the General Faculty shall convene the meetings.
3. The Chair of the General Faculty shall preside over the business section of the General Faculty meetings.
4. The latest edition of *Robert's Rules of Order* shall be followed in the conduct of the business of the General Faculty.
5. The General Faculty may go into executive session at any meeting by a majority vote of those members present and voting.
6. Gallery privileges at General Faculty Meetings shall be extended to all members of the University community.
7. The General Faculty, by majority vote of the members present and voting, may grant speaking privileges to members of the gallery.

I.G. Agendas, Motions and Resolutions of the General Faculty

1. The Chair, in consultation with the Chancellor, the Provost, and the officers of the General Faculty shall organize the agenda for each meeting.
2. Items may be placed on the agenda by the Chancellor, Provost, Chair, the officers of the General Faculty, the Senate, and by committees of the Senate. Any member of the General Faculty may request that an item be placed on the agenda. This request must be honored if accompanied by a petition signed by 15 voting members of the General Faculty.
3. All items to be placed on the agenda, including those proposed or petitioned by members of the General Faculty and by committees of the Senate must be submitted in writing to the Secretary of the General Faculty at least ten working days before the meeting at which they are to be scheduled.
4. Motions or resolutions proposing General Faculty action may be introduced from the floor without previous inclusion on the agenda only by consent of two-thirds of the General Faculty members present and voting. However, motions to modify or rescind Senate action may not be introduced from the floor.
5. The Secretary of the General Faculty shall post the agenda for each meeting of the Senate website, notify the voting members of the General Faculty via email that the agenda has been posted, and circulate an electronic copy of the agenda to Senators, Department Heads/Chairs, and Deans, at least five working days prior to the meeting.

I.H. Voting at General Faculty Meetings

1. Only voting members of the General Faculty as defined in [Article I.A.2](#) shall be entitled to vote at General Faculty meetings.
2. Quorums
 - a. A quorum of 135 voting members of the General Faculty is required for modifying or rescinding Senate action, except that a quorum of 45 voting members of the General Faculty is required for amending this Constitution and a quorum of nine-tenths of the voting members is required for removing an officer (see [I.E.11](#)).
 - b. For all other actions of the General Faculty a quorum shall consist of the voting members present.
3. A simple majority is sufficient to decide all matters that come before the General Faculty, except that a two-thirds majority is required for modifying or rescinding Senate action and for amending this Constitution, and a three-quarters vote is required to remove an officer (see [I.E.11](#)).
4. Voting shall ordinarily be *viva voce* vote, but a standing ballot or secret ballot may be called for by the Chair, or by any member of the voting membership of the General Faculty. When the quorum is not met by the members present for actions or resolutions that require a quorum (see [I.E.11](#) and [I.H.2.a](#)), so long as the resolutions are not amended during the meeting of the vote, the Chair may rule that *in absentia* ballots may be accepted and may count toward the required quorum, provided they were submitted to the Secretary at least three working days prior to the date of the meeting for which the vote is scheduled, and by a method approved by the Elections and Appointments Committee. In such cases, when called upon by the Chair prior to the vote, the Secretary shall remove any *in absentia* votes made by those present at the meeting, then announce the number of eligible *in absentia* votes cast. If this number added to the number of voting members present creates a quorum, the vote may proceed. After the members present at the meeting have voted, the Secretary shall announce the results of the *in absentia* votes and these shall be added to the results of the votes of those members present. The Secretary shall keep all

in absentia votes sealed unless used to meet a quorum.

5. When a required quorum is not reached at a regularly scheduled meeting, or when a face-to-face meeting of the General Faculty cannot occur, voting may be conducted through secure electronic means. The electronic voting must be preceded by an electronic discussion. Electronic discussions will be held according to *Robert's Rules*, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for a minimum of 48 hours for discussion and 48 hours for voting, unless the Chair of the General Faculty determines that a shorter period is necessary and announces it prior to the vote.

I.I. Minutes of General Faculty Meetings

1. The minutes of General Faculty meetings shall contain the essence of all viewpoints expressed and a report of actions rejected as well as actions approved, with a record of the vote when a count is made.
2. The minutes will be distributed after each meeting as an attachment to the subsequent agenda, of which an order of business shall be the approval of the minutes. Corrections of the minutes of each meeting shall be included in the minutes of the next regular meeting of the General Faculty.
3. The Secretary shall ensure that an official file of the minutes of General Faculty meetings is maintained in the Senate Office, and on the Senate website.
4. The Secretary shall ensure the deposit of the General Faculty records in the University Archives.

ARTICLE II: THE SENATE

II.A. Composition of the Senate

1. The voting members of the Senate shall consist of those elected by the electoral divisions, plus the Secretary. The Chair and Associate Chair are voting members but shall vote only in case of a tie when presiding. Nonvoting members shall consist of the Parliamentarian, the Chancellor, Provost, all Vice Chancellors, all Vice Provosts, Dean of the Graduate School, a representative from the Deans Council appointed by the Provost, Chair of the Staff Senate or the Chair's designee, two graduate students appointed by the President of the University Graduate Student Association, two undergraduate students appointed by the President of the Student Government Association, and a representative of the Association of Retired Faculty.
2. Voting members of the General Faculty who do not hold an administrative position higher than department head or chair and who have been employed at UNCG for two years may be elected to the Senate during their second or later year of employment, and they are eligible to begin service on the Senate beginning in the fall of their third year.
3. If any positions on the Senate or its committees are not filled for any reason, these bodies may still function.

II.B. Election of Senators

1. The voting members of the Senate elected from the electoral divisions defined below are apportioned among them in the same ratio as the number of voting members of the General

Faculty in each electoral division to the number of voting members of the General Faculty in the University.

2. The electoral divisions are:
 - a. the College of Arts and Sciences,
 - b. the Joseph M. Bryan School of Business and Economics,
 - c. the School of Education,
 - d. the School of Health and Human Sciences,
 - e. the College of Visual and Performing Arts,
 - f. the School of Nursing,
 - g. the University Libraries,
 - h. the Joint School of Nanoscience and Nanoengineering.
3. The number of Senators to be elected from each electoral division shall be established by the Elections and Appointments Committee according to the following procedure:
 - a. An apportionment factor shall be computed by dividing the total number of voting members of the General Faculty into the target number of Senate members to be elected, as determined by a majority vote of the Senate.
 - b. The number of Senators from each electoral division shall be computed by multiplying the number of voting members of the General Faculty in that division by the apportionment factor, and then rounding the product to the nearest integer.
 - c. If the integer generated by the process in II.B.3. b (above) for any electoral division is less than or equal to two, that electoral division will be represented by two Senators. If the integer is less than or equal to one, that electoral division will be represented by one Senator. The above adjustments to the total number of Senators allocated to the electoral divisions shall not require a corresponding adjustment to the apportionment factor, and therefore the total number of elected Senators may exceed the target number.
 - d. The total number of voting members of the General Faculty used in these calculations shall be the number of voting General Faculty employed by the University at the beginning of the fall semester.
4. Approximately one-third of the Senate shall be elected each year.
5. The normal term of elected service shall be three years beginning July 1 and ending on June 30, although, as determined by the Division Elections Committees and approved by the Elections and Appointments Committee, the terms of some seats may be reduced at the time of election if this is necessary to assure that approximately one-third of the Senate is elected each year. When deciding which seats should be given shorter terms, the general principle that seats from electoral divisions with more Senators should be given shorter terms should be followed, provided that each division retains a mix of terms in its seats (1, 2, and 3 years).
6. All voting members of the General Faculty are eligible to vote for Senators in their electoral division.
7. The Senate may decide at any time, by simple majority vote, to adjust the target number of Senators elected by the electoral divisions⁴ used to determine the appointment factor.

⁴ The current target number is 36.

8. Each electoral division shall, by majority vote of its voting General Faculty, elect a committee responsible for determining the eligibility of the candidates (Division Elections Committee) and for conducting the elections of its Senators and Alternates. The Division Elections Committee shall announce the results to its electorate and report them to the Elections and Appointments Committee. Before a date established by the Elections and Appointments Committee, and prior to conducting its elections, each Division Elections Committee shall write its election procedures and submit them to the Elections and Appointments Committee for its review and submission to the Chair of the Senate for final approval. These written procedures must express the following:
 - a. how candidates are solicited;
 - b. the method the electoral division uses for electing Senators and Alternates;
 - c. if the method involves combinations of departments as voting constituencies within the division, which departments are formed or combined to form voting constituencies and how many Senators and Alternates are elected by each voting constituency; and
 - d. the committee's method for staggering its elections to meet the requirements of II.B.4 and II.B.5.

Any subsequent changes to the election procedures must also be so reviewed and approved. Senators elected by procedures that have not been approved by the Chair of the Senate shall not be admitted to the Senate.

9. By a majority vote among the voting members of the General Faculty within each electoral division (the Voting Faculty), an electoral division may distribute its Senate representation by any method it chooses so long as its Division Elections Committee ensures that
 - a. Senators and their Alternates are elected by their assigned constituencies, and never appointed by administrators;
 - b. it includes in its written procedures submitted to the Senate Elections and Appointments Committee rules which specify how the electoral divisions' Senate representation will be reapportioned in the event of (1) changes in the number of Senate positions it receives, (2) changes in the number of Voting Faculty within departments, or (3) the discontinuation of departments or other restructurings of the division's departments;
 - c. all voting members of the General Faculty in the electoral division always have senatorial representation in a designated voting constituency, and may vote in and stand for office in the Senate elections for that constituency, but for no other;
 - d. it assigns Voting Faculty to the voting constituency of the department or program which determines their academic rank (home department);
 - e. if electoral divisions allow or assign departments and programs to combine with other departments and programs for the purposes of Senate representation, each department or program involved must agree, by a majority vote, to so combine;
 - f. when departments have agreed to combine to form a Senatorial District or other voting constituency, they may also, by a majority vote of the Voting Faculty of each of the departments involved, agree to rotation rules, affirmed by a memorandum of understanding between the departments involved submitted to the Division Elections Committee; and
 - g. prior to elections, the Division Elections Committee shall provide Senatorial candidates of their potential constituencies, listed by name and primary departmental affiliation.

10. Each electoral division may elect either an Alternate for each Senator or a pool of Alternates elected at-large, and it shall forward the names of the Alternates to the Elections and

Appointments Committee, as described in II.B.8. Qualifications for Alternates will be the same as those for Senators. An Alternate who is representing an absent Senator in Senate meetings or, when eligible, Senate committee meetings, will have the same rights and privileges afforded that Senator. Voting by proxy is not permitted.

II.C. Duties of the Senate

1. The university's undergraduate curriculum is the responsibility of the faculty. The Senate as a body must give approval to academic policies concerning undergraduate curriculum and instruction prior to their implementation, including but not limited to those policies regarding the following:
 - a. the minimum general University degree requirements;
 - b. the undergraduate curriculum;
 - c. the establishment, merger, or discontinuation of departments, schools, and colleges;
 - d. the establishment of new degree programs (including online programs);
 - e. the establishment of or substantive changes to majors;
 - f. the elimination or consolidation of degree programs;
 - g. the establishment of individual new courses;
 - h. admissions;
 - i. attendance and grading;
 - j. grade-appeal procedures;
 - k. drop/add regulations;
 - l. course-repeat regulations;
 - m. honors programs;
 - n. academic honor and honor-code.
 - o. the conditions under which the instruction of students takes place.
2. In addition, the Senate as a body shall:
 - a. act on reports and recommendations from the committees of the Senate and its Executive Committee;
 - b. approve the academic calendar for the University;
 - c. review and recommend to the General Faculty for its approval all promotion and tenure policies and regulations, including policies and regulations regarding the collection and use of any data used in annual faculty evaluations and promotion and tenure decisions.
 - d. act upon any matters presented by the administration when action is appropriate;
 - e. amend its Bylaws when it deems necessary;
 - f. maintain and promote the welfare of all members of the University community; and
 - g. establish, review, evaluate, and restructure the committees of the Senate.
3. In accordance with their charges and the provisions of this *Constitution*, and reporting their actions or forwarding their recommendations to the Senate as a body for its action, the Senate's committees shall:
 - a. promote high educational standards at the University;
 - b. review, evaluate, and recommend the restructuring of the committees of the Senate;
 - c. advise and counsel the Administration and the Senate upon any matters that the Administration or the Senate may wish to present;
 - d. advise members of the Administration regarding standards of admission to the University;
 - e. review policies and regulations pertaining to faculty appointments, development, teaching, and research;
 - f. make recommendations to the Administration and Senate regarding faculty salaries and

- benefits;
 - g. review and recommend policies governing continuing education, extension services, summer school and distance learning;
 - h. regulate the undergraduate curriculum according to existing policy, including but not limited to the review and approval of all proposals for new courses, existing courses in which substantial changes have been made, new majors, programs, concentrations, and degrees which have been approved by the curriculum committees of the various electoral divisions;
 - i. review and recommend policies regarding faculty workload;
 - j. review the provisions of *The Constitution of the General Faculty* at least every five years and make recommendations to the Senate and General Faculty; and
 - k. seek the advice and counsel of any member of the General Faculty on any matter.
4. The Senate shall convey to the General Faculty for its approval all Senate resolutions pertaining to promotion and tenure policies and regulations, and all resolutions pertaining to the amendment to this Constitution. No other actions taken by the Senate require the formal approval of the Senate, but the General Faculty may modify or rescind any action of the Senate or its committees in accordance with the provisions of this Constitution.
5. All actions taken by the Senate that require administrative action must be approved by the Chancellor or the Provost, as appropriate.
6. For joint committees or task forces charged to advise the administration on issues and areas that concern the faculty's primary responsibilities—especially those of curriculum, instruction, and research—faculty representation must appropriately reflect the degree of the faculty's stake in the issue or area, and the faculty members of these committees should be selected in consultation with the Chair of the Senate with the advice of the Executive Committee.
7. The faculty has an appropriate interest but not primary responsibility regarding issues such as the following:
- a. the university mission, emphases, and goals;
 - b. budget;
 - c. campus master plan or strategic plan;
 - d. building construction;
 - e. enrollment growth;
 - f. tuition policy;
 - g. student discipline;
 - h. intercollegiate athletics;
 - i. faculty and staff benefits;
 - j. libraries and other research operations.
8. All Senators are expected to perform the following duties to best of their ability:
- a. attend all meetings of the Senate, meetings of Senate committees of which they are members, and all Senate forums, and inform their eligible Alternates when unable to attend;
 - b. adhere to this Constitution's and the Senate's rules of order;
 - c. participate fully on those committees to which they are appointed;
 - d. solicit regularly the advice and opinions of their constituents regarding Senate issues;
 - e. ensure that their constituents are advised and informed on issues and upcoming Senate

- votes; and
- f. report their votes to their constituents.

Senators who seriously neglect these duties will be warned by the Chair, and if the neglect continues, may be asked by the Chair to resign. If Senators who are asked to resign refuse, the Chair may notify the Senators that they may be charged and censured or removed from office in an executive session of the Senate, by a two-thirds majority.

II.D. Officers of the Senate

1. The officers of the General Faculty shall be the officers of the Senate.

II.E. Terms of Senators

1. Senators may not serve more than two consecutive terms.
2. A member of the Senate who has served two consecutive terms shall be ineligible for re-election until one year following the last term of office shall have elapsed.

II.F. Filling Vacancies on the Senate and its Committees

1. If a person elected or appointed to a position or office under this Constitution should temporarily or permanently withdraw from that office or position, the Chair of the Senate shall fill the vacancy by an appointment to continue until the said member resumes the position or office or until their term has expired. The Chair shall make such appointments except under the following conditions:
 - a. If an officer resigns, the officer shall be replaced in accordance with the rules of [II.E.11-15](#).
 - b. If a member of the University Promotion and Tenure Committee resigns or is unable to serve on the committee, the Chair shall consult with the Provost and appoint a tenured Senator as a replacement.
 - c. If persons, other than senators who have an Alternate, who have been elected or appointed by electoral divisions should resign, the electoral divisions shall make the replacement appointments.
 - d. If a Senator resigns, the Senator shall be replaced by the elected Alternate, both in the Senate and in all committee of which the Senator is a member.
 - e. If a person appointed to a committee resigns, that person's replacement shall be appointed by the same person, office, or group that appointed the person being replaced.
2. Any person elected or appointed by the Senate or an electoral division to fill a vacancy, temporary or permanent, on the Senate or a committee is eligible to be nominated for a full term when the next regular election is held.

II.G. Scheduling and Conduct of Senate Meetings

1. The Senate shall schedule regular monthly meeting during the academic year. However, if no agenda items are submitted, then the Chair of the Senate may cancel the meeting.
2. The Chair of the Senate may schedule additional Senate meetings during any month of the academic year.
3. All members of the General Faculty shall have the right to attend and speak at Senate meetings.

4. Gallery privileges shall be extended to all other members of the University community, and the Chair of the Senate may grant speaking privileges to members of the gallery.
5. The Senate may go into executive session at any meeting, by a majority vote of Senators present and voting. An executive session shall consist of all voting and nonvoting members of Senate, as defined in [II.A.1](#), present at the meeting.
6. In all cases not covered by this Constitution, the procedures in the latest edition of *Robert's Rules of Order* shall be followed.

II.H. Senate Agenda

1. The Chair of the Senate shall prepare the agenda in consultation with the Chancellor and the Executive Committee.
2. Any member of the Senate may request that an item be placed on the agenda by submitting a written request to the Secretary at least ten working days in advance of the Senate meeting.
3. The agenda for all Senate meetings shall be circulated to the Senators, the Deans, and posted on the University website, at least five working days in advance of the meeting.
4. The agenda shall be followed unless modified by consent of a majority of the Senators present and voting.

II.I. Voting at Senate Meetings

1. Only voting members of the Senate, as defined in [Article II.B.1](#), shall be entitled to vote at Senate meetings.
2. Unless otherwise specifically provided in the Constitution, all votes of the Senate shall be decided by majority vote of those present. Voting shall ordinarily be *viva voce*, but a standing vote or secret ballot may be called for by the Chair, or by any member of the Senate. At the discretion of the Chair, votes may be conducted through the use of an Audience Response System (clickers).
3. At times when a face-to-face meeting of the Senate cannot occur, it may be useful or necessary to conduct business and vote on motions electronically. In such situations, voting will be conducted through secure means. The electronic voting will be preceded and accompanied by an electronic discussion. Electronic discussions will be held according to *Robert's Rules*, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for specified periods with a minimum duration of 48 hours for discussion and 48 hours for voting, unless the Chair of the Senate determines that a shorter period is necessary and announces it prior to the vote.

II.J. Minutes of Senate Meetings

1. The minutes of Senate meetings shall be kept according to the same provisions as those for the minutes of General Faculty meetings (see [Article I.I](#)).

II.K. Committees of the Senate

1. The Senate shall establish standing and *ad hoc* committees as it deems necessary or useful for the effective and expeditious conduct of its business.
2. *Ad hoc* committees may be appointed by the Chair of the Senate or established by a majority vote

of the Senate, for a fixed term. When a committee is appointed by the Chair, the Senate shall be formally notified of such action at its next meeting.

3. Standing committees may be established only by a majority vote of the Senate.
4. Types of standing committees
 - a. An Executive Committee composed of the officers of the Senate and the chairs of certain committees elected at-large.
 - b. Committees composed solely of Senators.
 - c. Committees composed of elected members of the General Faculty, either at-large or by the electoral divisions, with the addition of one Senator having full membership rights appointed by the Chair of the Senate to serve as a Senate liaison.
 - d. Advisory committees elected or appointed by the electoral divisions, with the addition of one Senator having full membership rights appointed by the Chair of the Senate to serve as a Senate liaison.
5. Restrictions on committee service
 - a. Senators may not serve on more than one elected committee.
 - b. No member of the General Faculty may
 - i. hold more than one elective office, including election to the Senate or to membership on a committee, except as indicated in Article II.K.5.b.iv (below);
 - ii. serve as an appointed member on more than two committees at a time, except for reasons of special competence; or
 - iii. serve more than two consecutive terms on one committee. Re-election or re-appointment to the same committee is not possible until one year after the expiration of the second term, except as indicated in Article II.K.5.c (below).
 - iv. Article II.K.5.b.ii and II.K.5.b.iii (above) do not apply to membership on a committee held by virtue of being chair of a committee within an electoral division, or to membership on the Executive Committee.
 - c. All committee assignments begin on July 1 and end on June 30 of year in which the term ends. Election and appointments to all committees shall be made no later than the last regular meeting of the Senate in the spring semester.

Consistent with the powers and duties enumerated in their charges, all boards and committees shall report to the Senate for action, and they shall submit annual reports to the Senate.

6. Each committee is empowered to appoint *ad hoc* sub-committees to conduct assignments relevant to its work.
7. Committees will normally conduct their business during regularly scheduled times, but they may do so electronically in exigent circumstances at the chair's discretion. Proxy voting is not allowed, but senators' Alternates, when eligible to serve on the committee, have full rights when representing an absent senator.
8. Evaluation of Committees
 - a. The Senate shall establish written procedures for the review and evaluation of all committees.

- b. The Chair of the Senate may appoint an *ad hoc* committee of the Senate to conduct a review of its committees, or it may assign this duty to one of the standing committees.
- c. After its review and evaluation, upon consultation with the constituencies advised by the committees (if any), and with the recommendation of the Government Committee, the Senate may terminate, consolidate, restructure, expand, or create committees by amending the Senate Bylaws.

ARTICLE III: BYLAWS OF THE SENATE

III.A. Policies on Committee Elections and Appointments

1. Terms of Office

All terms of office are for three years with the exception of the Promotions and Tenure Guidelines Committee and the Executive Committee: terms for the Promotions and Tenure Guidelines Committee are determined by virtue of being chairs of their electoral divisions' promotion and tenure committees (see [III.B.3.b.iii](#)); terms for the Executive Committee, are commensurate with the terms of the office they represent on the Executive Committee. When multiple members of a committee are elected from one electoral division, the terms of these members shall be staggered.

2. Elections

a. The Division Elections Committees responsible for conducting the elections of their Senators and Alternates, as specified in [II.B.10](#), shall also conduct the election of their members on the Senate committees, determine the eligibility of the candidates, and inform the Elections and Appointments Committee of the results. These Division Elections Committees shall devise procedures for the election of their divisions' members to the elected committees, and they shall inform the Elections and Appointments Committee and Government Committee of these procedures. These written procedures must express the following:

- i. how candidates are solicited;
- ii. how candidates' eligibility is determined;
- iii. how elections are conducted;
- iv. the committee's method for staggering its elections in order to meet the requirements of [III.A.1](#).
- v. how committee vacancies shall be filled, as required by [II.K.7](#).

b. All other elections shall be conducted by the Elections and Appointments Committee, as specified in its charge ([III.B.3.b.ii](#)).

3. Appointments

a. The Division Elections Committees shall appoint their divisions' members to the Advisory (Appointed) Committees by the deadline set by the Elections and Appointments Committee. Upon appointing faculty to serve on the advisory committees, the Division Elections Committees shall inform the Elections and Appointments

Committee of their chosen representatives so that the Committee can compile and disseminate the information. The Division Elections Committees are responsible for filling any vacancies that occur after the initial appointments have been made and must inform the Elections and Appointments Committee of these appointments.

- b. All other appointments to Senate Committees shall be made by the Chair of the Senate with the advice of the Executive Committee and the Elections and Appointments Committee.

4. Voting Rights

Unless specifically designated as a nonvoting member or special member in a committee's membership rules, all members of all committees, including those designated as *ex officio* members and Senate liaisons, have full voting rights. Nonvoting members may attend and participate as established by a committee's membership rules. Special members, elected or appointed, may have limited voting rights, as established by a committee's membership rules.

5. Selection of Committee Chairs

The chairs of the appointed and elected committees shall be selected before the last Senate meeting of the year by the members of each committee from among their continuing members. New chairs will be named in the committee annual reports to the Senate and will take office July 1 annually.

6. Annual Reports

Annual reports of all committees shall be submitted to the Chair of the Senate by the end of April each year. With the assistance of the Executive Committee, the Chair will review the reports, distribute a summary of the reports to the Senate, and determine which recommendations should be action items for the Senate agenda. A copy of each committee's annual report shall be forwarded to the next chair of the committee. Copies of all annual reports shall be kept on file for three years in the Senate Office. At the end of three years the copies shall be forwarded to the University Archives.

7. Proposed Resolutions and Recommendations

Committees must forward all proposed resolutions involving changes to *The Constitution of the General Faculty* to the Government Committee for its review and presentation to the Senate. Committees must forward resolutions and recommendations related to the policies and regulations subject to adoption by the General Faculty to the Government Committee for its review and comment before submitting them along with the Government Committee's comments to the Chair of the Senate to place on the agenda. All other proposed resolutions and reports should be submitted directly to the Chair of the Senate.

8. All committees must keep attendance records and minutes and establish annual agendas and submit them to the Chair and Secretary at a time designated by the Chair.

III.B. Standing Committee Structure and Charges

1. Executive Committee

Charge: The Executive Committee of the Senate shall have the power to transact all regular business of the Senate during the interim between Senate Meetings and during summer and winter recessions, so long as such action or actions are not in conflict with the expressed policies or bylaws of the Senate. In addition to the broad, plenary power set forth in subsection 1, it is specifically provided that the Executive Committee shall have the following powers:

- a. setting the agenda for meetings of the Senate and for Senate Forums;
- b. appointing Senators to be members of *ad hoc* committees as required by the committees' membership rules;
- c. monitoring the activities of Senate committees and establishing committee priorities where necessary to ensure committee responsibilities are discharged in a timely fashion;
- d. recommending to the Administration the appointment of faculty to task forces and joint committees;
- e. recommending to the Chancellor the names of five (5) faculty to serve on the University Committee on Honorary Degrees, who shall serve as the designated faculty representatives with regard to the approval of the award of honorary degrees;
- f. reviewing, amending, and approving the elections procedures of the Division Elections Committees submitted through the Elections and Appointments Committee, as specified in Article II.B.8;
- g. directing requests from the Administration, the faculty, student bodies, etc., to the appropriate Senate body to ensure prompt and effective resolution of matters within its jurisdiction.

The Chair may, at the Chair's discretion, delegate certain administrative or advisory functions of the Chair to the Associate Chair, any member of the Executive Committee, or any member of the Senate.

Limitations: Notwithstanding the Executive Committee charge above, the Executive Committee may advise the Senate regarding policies concerning undergraduate curriculum and instruction, as specified in Article II.C.1, but shall not have the authority to act on behalf of the Senate regarding such policies.

Chair: The Chair of the Senate shall serve as Chair of the Executive Committee. In the absence of the Chair at meetings, the Associate Chair shall preside.

Meetings: The Executive Committee shall meet at such times as it deems necessary to discharge its duties promptly and responsively and shall meet prior to each scheduled Senate meeting and at least once a month throughout the academic year. The Executive Committee may meet at any time upon the request of the Chair, or the request of the Chancellor or Provost, or at the request of any four members of the Executive Committee

Membership: The Chair, Associate Chair, and the Secretary of the Senate; the lead delegate of the UNCG Delegation to the UNC Faculty Assembly; the chair of the Government Committee; the chair of the Budget Committee; the chair of the Equity, Diversity, and Inclusion Committee; and the chair of the Academic Policies and Regulations Committee; plus one (1) Senator elected by the Senate. Nonvoting: the Provost; and a representative from the Graduate Council.

2. Committees Composed Solely of Senators

a. University Promotion and Tenure Committee

Charge: The major purpose of the Committee is to provide faculty counsel to the Chancellor in accordance with the *Promotion, Tenure, Academic Freedom, and Due Process Regulations* (*The*

Regulations) Section 4.B.iii.b. The Committee will also annually review *The Regulations* as mandated in *The Regulations* Section 10.

Membership: The Chair of the Senate and six tenured Senators elected to two-year staggered terms by a majority vote of the Senate. Nonvoting and nonparticipating: the Associate Chair of the Senate. The Chair of the Senate shall serve as the chair of the Committee and shall be a voting member. No department may have more than one member on the Committee at the same time, with the exception of the Chair of the Senate. No member, other than the Chair of the Senate, may serve successive terms on the Committee. No faculty member who is a candidate for promotion may be a member of the Committee during their year of candidacy. In the event that there are not enough tenured faculty members on the Senate to serve on the Committee, nominations for the remaining members will be solicited by the Elections and Appointments Committee from the General Faculty and elected to the Committee by the Senate.

3. Committees Composed of Elected Members of the General Faculty

By notifying the Chair of the Senate before the beginning of any academic year, any electoral division having fewer voting members of the General Faculty than there are Senate Committees that require members from each electoral division may exclude itself for that year from representation on any of the committees below which require a member from each electoral division.

a. Committees Elected At-Large

i. Employment Hearings

Charge: The Faculty Employment Hearings Committee shall exercise the following duties and responsibilities:

(1) Hear all appeals from tenured faculty arising under Section 603 of *The Code of The University of North Carolina* (“Due Process Before Discharge or the Imposition of Serious Sanctions”). These appeals shall be heard by the full committee.

(2) In all other appeals arising from administration decisions involving termination of nontenured faculty employment, and non-reappointment under the Committee’s jurisdiction, the Committee may establish an *ad hoc* panel of at least three Committee members appointed by the chair to conduct these hearings, receive evidence, and report to the full committee for the Committee’s deliberation and recommendation. The panel report shall include records, transcripts, all other written material, and the panel’s recommendation.

No Committee member may participate in the discussion or decision on his or her own appeal or in any other case in which that committee member has participated in the recommendations from departments, the electoral divisions, or other University committees.

For all appeals, the Committee shall receive evidence, conduct hearings, and report its findings and recommendations to the department head and the department head’s immediate supervisor or to the Chancellor, as required by relevant policy, and, as appropriate, to the Chair of the Senate, on appeals from administration decisions involving discharge or the imposition of serious sanctions, termination of faculty employment, and non-reappointment. In exercising its responsibility, the Committee shall use the definition of terms and the procedures for such hearings which are established by *The Code of The University of North Carolina*, and the *Promotion, Tenure, Academic Freedom and Due Process Regulations of The University of North Carolina at Greensboro*.

Membership: Four (4) tenured voting General Faculty members elected at-large by a vote of the General Faculty; plus one (1) Senator appointed by the Chair of the Senate.

ii. Government

Charge: The primary function of the Government Committee is to recommend to the Senate all changes to *The Constitution of the General Faculty*. Recommendations related to the policies and regulations subject to adoption by the General Faculty shall be forwarded to the Committee for consideration and review before presentation to the Senate. The Committee may, at a dean's request, review the governance structures adopted by the electoral divisions to determine that they are consistent with *The Code of The University of North Carolina*, the *Promotion, Tenure, Academic Freedom, and Due Process Regulations*, and *The Constitution of the General Faculty*. The Committee shall also recommend to the Senate for its approval procedures for conducting its business. At least every five years, the Committee shall oversee the review of the provisions of *The Constitution of the General Faculty*, and make recommendations to the General Faculty, as required by **II.C.2.o**. The chair of the Committee shall serve as a member of the Executive Committee.

Membership: Four (4) members elected at-large from the voting members of the General Faculty by a vote of the General Faculty; plus one (1) Senator appointed by the Chair of the Senate. Nonvoting: the Parliamentarian.

iii. UNC Faculty Assembly Delegation

Charge: The UNCG Delegation to the UNC Faculty Assembly shall (1) gather and exchange information on behalf of the faculties of the constituent institutions of The University; and (2) advise, through appropriate channels, the Board of Governors, the General Assembly, and other governmental agencies and officers on matters of University-wide import; and advise and communicate with the President of The University regarding matters of importance to the faculties as well as the whole University. The lead delegate shall serve as a member of the Executive Committee.

Membership: The UNCG Delegation to the UNC Faculty Assembly shall consist of four delegates: the Senate Chair, the Senate Associate Chair, and two voting members of the General Faculty elected at-large by a vote of the General Faculty. The lead delegate shall be elected annually by the Delegation and shall be one of the delegates elected at-large. The two faculty members elected at-large shall serve three-year terms. Three alternates to the Delegation shall be elected at-large, each of whom shall serve three-year terms. The lead delegate will arrange for one of the alternates to attend UNC Faculty Assembly meetings in place of a delegate who is unable to attend. In addition, should regular at-large delegates be unable or unwilling to complete their terms, the Chair of the Senate shall appoint alternates to serve out the terms of those delegates.

b. Committees Elected by Senate Electoral Divisions

i. Academic Policies and Regulations

Charge: The Committee shall develop policies governing the academic calendar, summer session, class scheduling, academic advising, and undergraduate regulations and requirements, and it shall review all other University and Academic policies developed by the administration insofar as they fall under the Senate's authority, as expressed in **II.C.1-2**, and report its recommendations to the Senate. The chair of the Committee shall serve as a member of the Executive Committee.

Membership: One (1) voting General Faculty member elected from each electoral division; plus one (1) Senator appointed by the Chair of the Senate. Nonvoting: one representative appointed by the Student Government Association, one representative appointed by the Graduate Student Association, and others as appointed by the Provost.

ii. **Elections and Appointments**

Charge:

Elections: For all elections to fill all elected offices and elected committee positions of the General Faculty and Senate, other than those conducted by the Division Elections Committees (see II.B.9 and III.A.2), the Committee shall (1) determine the nomination processes, (2) receive the nominations, (3) determine the eligibility of the nominees in conformity with the *Constitution*, and (4) conduct the election processes and oversee the elections. For the elections conducted by the Division Elections Committees, the Committee shall (1) review the election and appointment procedures of the electoral divisions (see II.B.8.10 and III.A.2-3) and recommend their approval to the Chair of the Senate, with revisions where appropriate; (2) periodically adjust the apportionment factor used to allocate senate seats to the electoral divisions, as described in Article II.B.3; (3) set a date near the beginning of each year by which it will submit to each Division Elections Committee a full list of the electoral division's departments, with the names and number of voting members in each department, the number of senate seats it has been apportioned, and the elections for which that division will be responsible that year; (4) set a date each year by which the electoral divisions shall report their results to the Committee and inform the Chair of the Senate of this deadline; and (5) facilitate the elections and approve the appointments made by the Division Elections Committees.

Appointments: When requested, the Committee shall advise the Chair of the Senate on the committee member appointments for which the Chair of the Senate is responsible. For committees with student representation, the Vice Chancellor for Student Affairs shall submit to the Committee the names of students recommended by the President of the Student Government Association to the Committee for inclusion on the committees that have undergraduate representation. The Dean of the Graduate School shall submit names of students recommended by the Graduate Student Association to the Committee for inclusion on the committees that have graduate representation.

Reporting: The Committee shall collate and report all election and appointment results to the Senate; and it shall recommend replacements of elected officers and committee members when vacancies occur.

Membership: One (1) voting General Faculty member elected from each electoral division; plus one (1) Senator appointed by the Chair of the Senate and one (1) member of the General Faculty appointed by the Chair of the Senate to serve as Elections Officer to supervise the technical aspects of electronic voting. Nonvoting: the chair of the Government Committee.

iii. **General Education Council**

Charge: The General Education Council is charged with the review and recommendation of changes to General Education policy, ongoing review and maintenance of the General Education Program goals and outcomes, assessment of student achievement of those goals and outcomes, oversight of the Program requirements, and the approval of requests for General Education designations. The Council shall establish an effective

structure for certification, recertification, and assessment that may include the establishment and oversight of ad hoc committees or the involvement of faculty consultants, as needed.

Membership: Voting members of the General Faculty elected from the electoral divisions—six (6) from the College of Arts and Sciences, and one (1) from each of the other electoral divisions--plus one (1) Senator appointed by the Chair of the Senate. Nonvoting members may be appointed by the Provost as requested by the Committee.

iv. **Grievance**

Charge: The Grievance Committee shall hear, mediate, and advise with respect to the adjustment of faculty grievances concerned with matters directly related to a faculty member's employment status and institutional relationships on this campus in accordance with the provisions of *The Code of The University of North Carolina*. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another Senate committee, may be considered by the Committee.

Membership: One (1) voting General Faculty member elected from each electoral division, of whom at least one (1) is, but no more than three may be, a non-tenure track member; one (1) is an assistant professor; one (1) is an associate professor; and two (2) are professors; plus one (1) Senator appointed by the Chair of the Senate. The chair of the Committee must be a tenured associate professor or professor. (No officer of the administration, including department heads and division chairs, shall be eligible to serve on the Committee.)

v. **Online Learning**

Charge: The Online Learning Committee shall study issues pertaining to the development, delivery, assessment and enhancement of online learning courses and programs at UNCG. It shall also facilitate the development, delivery, and taking of online learning courses and programs, and work to enhance the quality of distance learning courses.

Membership: One (1) faculty member elected by each electoral division; plus one (1) Senator appointed by the Chair of the Senate. Nonvoting; one representative each from: UNCG Online; the Office of the Registrar; Undergraduate Admissions; Business Affairs; the Deans Council; the Staff Senate; the Student Government Association; the University Teaching and Learning Commons; and Information Technology Services.

vi. **Promotion and Tenure Guidelines**

Charge: The Committee shall review the electoral divisions' documents and exchange information about the general guidelines and expectations that the electoral divisions have developed for the evaluation of teaching, research and creative activity, service, and directed professional activity for promotions and tenure.

Membership: Chairpersons of the eight (8) electoral division committees on promotions and tenure. Nonvoting: the Chair of the Senate.

vii. **Undergraduate Curriculum**

Charge: The Undergraduate Curriculum Committee shall be the agency of the Senate responsible for reviewing the undergraduate curriculum, making policy recommendations to the Senate on curricular matters, and performing such other duties as approved by the Senate, including the following: (1) To review and approve all

proposals for new courses; existing courses in which substantial changes have been made; new majors, programs, concentrations, and degrees which have been approved by the curriculum committees of the various electoral divisions; the discontinuation of courses and programs; routine changes as previously approved by the Provost's Office. When the Provost gives preliminary consideration to a plan to establish or discontinue one or more undergraduate degree programs, for example, during the early stages of the University's strategic planning process, the Provost will consult with the Committee; the Committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan; (2) To review and approve student proposals under Plan II (Specially Designed Programs of Study); (3) To take up for study or action matters referred by the Senate and General Faculty or any other matters deemed important to the work of the Committee.

Membership: One (1) voting member of the General Faculty elected from each electoral division, except three (3) from the College; plus one (1) Senator appointed by the Chair of the Senate. Nonvoting: the Director of Assessment, Accreditation, and Academic Program Planning, and additional members appointed by the Provost.

4. Advisory Committees Appointed or Nominated by the Electoral Divisions

a. Academic Computing

Charge: The Academic Computing Committee investigates and makes recommendations on information technology issues of concern to faculty and major technology initiatives and changes proposed by Information Technology Services. The committee solicits direct faculty input regarding information technology. The committee will forward its recommendation(s) to the Senate, the Provost, and the Vice Chancellor of Information Technology Services. The chair of the ACC or designee serves as a member of other computing committees: Academic Technology Coordinating Committee, Administrative Information Security Committee, and the Faculty Senate Professional Development Committee.

Membership: One (1) voting member of the General Faculty from each unit, plus one (1) Senator appointed by the Chair of the Senate. Nonvoting: One (1) or more representatives from Information Technology Services (ITS), one representative from the University Teaching and Learning Center, and one member from the Office of the Provost. Committee members are expected to bring to the ACC the academic computing needs of faculty from their unit and to communicate the results of discussions and suggestions of the ACC to the faculty.

b. Budget

Charge: The Budget Committee shall make recommendations to the Vice Chancellor for Business Affairs, the Provost, and other appropriate administrators and to the Senate regarding strategic planning related to the University budget. These recommendations should seek to promote the University's instructional, scholarly, and service missions. The Committee shall meet regularly with the Vice Chancellor for Business Affairs, the Provost, and other appropriate administrators during the process of the budgetary cycle, its revision, and allocation of University resources. The Committee shall also educate the General Faculty about both the University and UNC System budgetary process and provide forums as needed for issues related to this process. The chair of the Committee shall serve as a member of the Executive Committee.

Membership: One (1) voting member of the General Faculty from each electoral division; plus one (1) Senator appointed by the Chair of the Senate. Nonvoting: Vice Chancellor for

Business Affairs and the Provost or their designees.

c. Compensation and Welfare

Charge: The Compensation and Welfare Committee shall support the role of faculty members as learned professionals. The Committee shall review and make recommendations on matters concerning professional status and effectiveness in the areas of teaching, research and creative activities, service, and directed professional activity. All matters—including but not limited to salary and benefits; standards of professional performance; professional rights and privileges; working conditions; standards for teaching loads and reduction in load for research and service assignments; and research and other leaves of absence—are relevant. Concerning salaries, the Committee may collaborate with the Office of the Provost to provide periodic and timely reports to the Senate regarding items such as salary comparisons among the electoral divisions, gender and ethnic differences in salaries, and salary inequities between new appointments and continuing appointments in similar disciplines. Such reports should be based on current and credible data and made in compliance with industry standards.

Membership: One (1) voting member of the General Faculty from each electoral division; plus one (1) Senator appointed by the Chair of the Senate and one (1) member of the Non-Tenure Track Committee, appointed by the chair of that committee, to ensure that there is always a non-tenure track faculty member represented.

d. Equity, Diversity, and Inclusion

Charge: The Committee on Equity, Diversity, and Inclusion shall address ongoing planning and implementations of the University's equity, diversity, and inclusive excellence initiatives from a faculty perspective. The Committee specifically shall focus on:

(a) hiring practices to grow and develop a diverse faculty (i.e., as related to recruitment, retention, and mentoring under-represented faculty); (b) cultural competence and responsiveness across the community and within curricula; and (c) discrimination based on age, race, gender, disability, religion, socio-economic status, national or ethnic origin, or sexual orientation. The Committee shall collaborate with the Chancellor's Advisory Committee for Equity, Diversity, and Inclusive Excellence. This collaboration shall focus on issues that adversely impact the university community regarding equity, diversity and inclusive excellence policies and practices in the interacting areas of faculty and student development, scholarship/research, and curriculum. Identified possible changes to policies and practices shall be reported to the Senate with recommendations, thereby providing opportunities for communication and discussions among faculty regarding UNCG's equity, diversity and inclusion issues and initiatives.

Membership: One (1) voting General Faculty member from each electoral division, plus one (1) Senator appointed by the Chair of the Senate. Nonvoting: Chair of the Chancellor's Advisory Committee for Equity, Diversity, and Inclusive Excellence; Director of Intercultural Engagement; Director of the University Teaching and Learning Commons; and the Provost or appointed representative.

e. Intercollegiate Athletics

Charge: The Intercollegiate Athletics Committee shall be responsible for monitoring and reporting on intercollegiate athletics to the Senate. Of primary concern to the Committee shall be the academic well-being of the student athletes and the overall integrity of the intercollegiate athletics program. The Committee shall be available to hear and act on complaints and suggestions about intercollegiate athletics from the faculty, students, and

other members of the University community. The committee may also be responsible for recommending names of candidates for the Chancellor to consider as the Faculty Representative to the NCAA.

Membership: One (1) voting General Faculty member from each electoral division; plus 1 Senator appointed by the Chair of the Senate. Nonvoting: three (3) students (one from the Student Athletes Advisory Committee, one from the Student Government Association, and one from the Graduate Student Association); the Faculty Representative to the NCAA; the Director of Athletics; the Senior Associate Athletics Director; and the Assistant/Associate Director of Athletics for Spartan Academic Support Services.

f. Non-Tenure Track

Charge: The Non-Tenure Track Committee shall review existing policies and practices governing NTT faculty and recommend changes to improve NTT working conditions at UNCG.

Membership: One (1) voting General Faculty member from each electoral division, plus one (1) Senator appointed by the Chair of the Senate. Tenure track and/or tenured faculty shall comprise no more than 25% of the membership of the committee.

g. Professional Development

Charge: In consultation with the Associate Vice Provost of the University Teaching and Learning Commons and other campus entities, the Committee shall provide recommendations to the University Teaching and Learning Commons, the Senate, and the University administration regarding matters of faculty professional development and programs for the enhancement of faculty professional abilities and effectiveness, including participation in seminars, workshops, colloquia, and other professional development programs, professional travel and similar activities. The Committee Chair shall serve as liaison to the University Teaching and Learning Commons Advisory Board.

Membership: One (1) voting General Faculty member from each electoral division; plus one (1) Senator appointed by the Chair of the Senate. Nonvoting: A representative of the University Teaching and Learning Commons; and the Chair of the Academic Computing Committee.

h. Research Grants

Charge: The primary functions of the Committee are to: (1) receive, evaluate, and act on applications for funding of faculty research grants; and (2) set policies and procedures deemed necessary.

Membership: Eight voting members of the General Faculty—two each from the arts and humanities, creative and performing arts, social and behavioral Sciences, and physical and natural sciences—nominated by the electoral divisions and appointed by the Vice Chancellor for Research and Engagement, who will report the names of the appointees to the Elections and Appointments Committee; plus one (1) Senator appointed by the Chair of the Senate and the Vice Chancellor for Research and Engagement. Nonvoting: a representative from University Libraries.

i. Research Policies

Charge: The Research Policies Committee shall make advisory recommendations to the Senate and/or to the Vice Chancellor for Research and Engagement, acting for the Provost, about new policies or changes in existing policies that affect research conducted by faculty at the University. The overall goal for the committee is to enhance the research climate of the

University.

Membership: One (1) voting General Faculty member from each electoral division; plus one (1) Senator appointed by the Chair of the Senate; the University-wide Institute or Center Director; the Chair of the Institutional Review Board for Human Subjects; the Chair of the Institutional Animal Care and Use Committee; and the Vice Chancellor for Research and Engagement.

j. Scholarly Communications

Charge: The Scholarly Communications Committee will support the University's research and teaching missions by consulting with and advising the University faculty in matters relating to the dissemination, use, and archiving of information and knowledge. The Committee will work collaboratively with campus administrators and faculty members to develop and implement a program offering leadership and direction toward altering the current course of scholarly communications, so that it is economically sustainable and ensures the widest possible access to the scholarly record. The Committee will (1) analyze issues of scholarly publishing, communication, open scholarship, and research data as they apply to academic research institutions like UNCG; (2) propose short-term and long-term strategies to inform UNCG faculty about these issues; (3) provide faculty with guidance on fair use, intellectual property rights, and management of their creative works; (4) suggest and endorse avenues for individual and collective action, including actions that faculty members can take to contribute to an open and sustainable system of scholarly communication; and (5) promote initiatives and practices that encourage faculty to explore the challenges and opportunities associated with disseminating research, creative works, and teaching materials through new methods and electronic means.

Membership: Two (2) voting General Faculty members from the University Libraries; two (2) members from the College; one (1) from each of the other electoral divisions; and one (1) Senator appointed by the Chair of the Senate. Nonvoting: one (1) member from the Office of Research and Engagement; one (1) member from the Office of University Counsel; and one (1) member from UNCG Online.

k. Student Learning Enhancement

Charge: The purposes of the Student Learning Enhancement Committee are as follows: (1) to review the assessment plans for all undergraduate and graduate programs to assure that they are designed to improve student learning based on evidence and to meet accreditation requirements; (2) to report annually to the Senate on the current status of academic program assessment at UNCG; (3) to advise the deans of electoral divisions or their designees on how departments might enhance their academic program assessment plans to improve opportunities for student learning; and (4) to make recommendations to the Associate Vice Provost for Assessment, Accreditation, and Academic Program Planning for actions to be taken to improve UNCG's efforts to enhance student learning. This committee is also charged to celebrate successful examples of student learning enhancement resulting from assessment activities and to sponsor presentations and workshops to familiarize faculty with assessment practices and benefits.

Membership: One (1) Senator appointed by the Chair of the Senate and nine (9) voting members of the General Faculty appointed by the deans of the electoral divisions for staggered three-year terms: two (2) from the College of Arts and Sciences; and one (1) from each of the other electoral divisions. (Deans should appoint excellent teachers and faculty with expertise in undergraduate, graduate, and distance education.) *Ex officio:* The Director of Assessment, Accreditation, and Academic Program Planning, who will support the

committee's work to ensure that opportunities for student learning are enhanced and compliance with SACS academic program assessment mandates is achieved. Nonvoting: a liaison from the General Education Council; an undergraduate student appointed by the Student Government Association; and a graduate student appointed by the Graduate Student Association.

ARTICLE IV: AMENDMENTS TO THIS CONSTITUTION

IV.A. Amendments to Articles I, II, and IV

1. Any member of the General Faculty may submit amendments to the *Constitution* to the Chair of the Senate.
2. The Chair of the Senate shall forward all suggested amendments to the Government Committee for review and approval before they are sent to the Senate for a vote.
3. After review by the Government Committee and approval by the Senate, amendments to Articles I, II, and IV, along with their rationale, shall be submitted for approval to the General Faculty.
4. The General Faculty shall act on any amendments at the General Faculty meeting in which they are introduced, provided that a copy of the amendment shall have been circulated to the voting General Faculty members and posted on the Senate website with notification via email to the voting members. This process of circulation, posting, and notification must occur at least five working days prior to the General Faculty meeting at which the amendments are to be considered.
5. Amendments to the *Constitution* Articles I, II, and IV must receive the approval of two-thirds of the required quorum of 45 voting members of the General Faculty.
6. After their approval by the General Faculty, the Secretary of the General Faculty shall forward all amendments to the Chancellor for final approval.
7. On an annual basis the Government Committee will review *The Constitution of the General Faculty*, including the Bylaws of the Senate, for clerical or typographical errors and/or changes necessitated by approved changes to the University. Any such changes will be reported to the Senate and General Faculty.

IV.B. Amendments to Article III: Bylaws of the Senate

1. Amendments to Article III: Bylaws of the Senate shall be in accordance with this *Constitution*, and they shall be reviewed and approved by the Government Committee before being presented to the Senate for a vote.
2. Article III: Bylaws of the Senate may be amended by a majority vote of Senators present and voting at a regular Senate meeting.
3. Amendments to Article III by the Senate need not be approved by the General Faculty to take effect, but they must be reported to the General Faculty and the Chancellor and may be modified or rescinded by the General Faculty or the Chancellor in accordance with the provisions of this *Constitution*.