

**BYLAWS OF THE FACULTY SENATE
OF THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE**

Adopted 3/21/91

Last Revised: 11/06/24

I. NAME

The name of this body shall be the Faculty Senate of The University of Virginia's College at Wise.

II. PURPOSE

The purpose of the Faculty Senate, hereafter called the Senate, by authority derived from the Faculty and Chancellor, shall be to: 1) recommend academic policy to the Provost and Vice Chancellor for Academic Affairs, hereafter called the Provost, and the Dean of Faculty, and 2) advise the Chancellor, Provost and Dean of Faculty on matters related to general college concerns including the educational mission of the College.

III. MEMBERS

The Senate shall comprise representatives from each academic department and from the Non-Tenure Track Teaching Faculty (members of the teaching faculty whose primary responsibility is teaching [minimum of eight hours per semester] and who are not in a tenure-track position).

All Department Senators shall be members of the College Faculty and only College Faculty are eligible to vote in the elections for Department Senators. Each department shall have two Senators.

Two Senators shall be elected from among the Non-Tenure Track Teaching Faculty. Only Non-Tenure Track Teaching Faculty are eligible to vote for these Senators. Faculty may not hold positions as Department Senator and Non-Tenure Track Teaching Faculty Senator concurrently.

A. TERM OF OFFICE

The regular term of office for Faculty Senators shall be three years beginning May of the year elected. Senators may serve two consecutive terms, after which they are ineligible for nomination for one year.

B. VACANCIES

Departments will provide a substitute representative when a Senator has a planned absence. The seat of a Senator shall be deemed vacant by the Senate Executive Committee if the Senator is absent for more than two regular meetings without just cause (as deemed by the Senate Executive Committee) during the academic year. After two unjustified absences, the respective Department Chair will be notified. A vacant seat shall be filled through election by the respective Department by the next regular meeting. The new Senator will complete the term of the vacated seat. If a Senator takes leave during the academic year a replacement shall be elected to serve during the leave by the respective Department. Senators anticipating or expecting such absence shall notify the Chair of the Senate in writing.

C. ELECTIONS

1. Department Senators

Elections of Department Senators shall be held in late February with results announced no later than March 10. This process will occur within each Department. Appeals may be made to the Executive Officer of the Senate regarding election procedures.

2. Non-Tenure Track Teaching Faculty Senators

The Chair of the Senate shall request all Non-Tenure Track Teaching Faculty to submit written (paper or electronic) nominations of candidates for Non-Tenure Track Teaching Faculty Senate seats by March 15. Prior to ballot distribution, all nominees shall be contacted by the Executive Officer of the Senate to confirm their willingness and availability to serve. The Executive Officer shall prepare a ballot of all such nominees and distribute a ballot to each Full-Time Non-Tenure Track Teaching Faculty member via electronic format. Ballots shall be completed by March 25. The Executive Officer shall announce the results of the election by the first of April.

Non-Tenure Track Teaching Faculty who are serving as a departmental Senator shall not be eligible for the Non-Tenure Track Teaching Faculty Senator positions concurrently.

IV. OFFICERS

A. ELECTION OF OFFICERS

1. A Chair, Vice Chair, Secretary, and Executive Officer shall be elected by the Senate during the annual meeting on the first Wednesday of May unless otherwise ordered by the Senate, or via electronic method before May 10. Terms of office will be one year and begin immediately following the meeting. Officers may not serve more than two consecutive terms in the same office.
2. At the time of their elections, the Chair and Vice Chair must have had their applications for tenure approved by the Chancellor.
3. Officers may be removed for non-performance of duties by a two-thirds vote of the Senate.
4. In the event that the Vice Chair must assume the Chair's position for the term of office, a special Senate election will be held at the next scheduled meeting for replacement of the Vice Chair.
5. All other Executive Committee positions, if vacated, will be filled immediately by special election.

B. DUTIES OF OFFICERS

1. The Chair shall:
 - a. call and conduct all regular and special meetings of the Senate and the Executive Committee;
 - b. present appropriate communications to the Senate;
 - c. sign and authenticate all resolutions, votes, and formal acts of the Senate and forward to the College archives;
 - d. serve as delegate to the Faculty Senate of Virginia or designate a representative as necessary; and

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- e. fulfill other duties applicable to the office as prescribed by the Senate and *Robert's Rules of Order Newly Revised*.
2. The Vice Chair shall:
 - a. preside at all meetings of the Senate and Executive Committee in the absence of the Chair;
 - b. assume the Chair's duties when the incumbent is absent or ill, or assume the Chair's position if the Chair takes leave or is otherwise unable to serve; and
 - c. fulfill other duties applicable to the office as prescribed by the Chair and *Robert's Rules of Order Newly Revised*.
 3. The Secretary shall:
 - a. record minutes of regular and special meetings of the Senate incorporating all documents, papers, reports, and communications introduced to the Senate;
 - b. prepare and distribute the agenda and attachments at least one week in advance of meetings;
 - c. electronically distribute copies of minutes, both draft and approved, in a timely manner to Faculty, Staff and Administration;
 - d. maintain Senate records and make them freely available through electronic means (e.g. web site or Cloud storage); and
 - e. fulfill other duties applicable to the office as prescribed by the Chair and *Robert's Rules of Order Newly Revised*.
 4. The Executive Officer shall:
 - a. advise the presiding officer of the Senate on questions of parliamentary procedure;
 - b. administer elections; and
 - c. fulfill other duties applicable to the office as prescribed by the Chair and *Robert's Rules of Order Newly Revised*.

V. MEETINGS

- A. The meeting in May shall be the annual meeting and shall be to elect officers, appoint committees, receive reports from officers and committees, and address any other business that may arise. Continuing and newly-elected members shall elect officers at this meeting.
- B. Days and times of regular Senate meeting will be selected by majority vote, for the upcoming academic year, at the annual Senate meeting in May.
- C. Special meetings may be called by the Chair or the Executive Committee upon a motion passed by the Senate at a regular meeting or the written request of four members of the Senate.
- D. A majority of the members of the Senate shall constitute a quorum.
- E. The standard order of business for regular meetings of the Senate, which may be changed as needed, shall be set by the Executive Committee in accordance with *Robert's Rules of Order Newly Revised*.
- F. All meetings of the Senate shall be open to the public. Exceptions shall be in accord

with the Virginia Freedom of Information Act and *Robert's Rules of Order Newly Revised*.

G. Individuals who wish to speak to the Senate, but who are not members, shall indicate their desire to do so and be recognized by the Chair.

H. Items not submitted in time for distribution to Senators may be discussed but a majority vote will be required to amend the agenda.

I. It shall generally be the practice of the Senate to vote on matters in person with the exception of matters explicitly discussed in the bylaws. Notwithstanding other sections of these bylaws, a vote may be taken online at the request of the movant, provided that the matter has been discussed at a meeting of the Senate prior to the online vote.

VI. COMMITTEE CHARACTERISTICS

A. Standing committees of the Senate shall be:

1. Executive Committee
2. Academic Enhancement Committee
3. Admissions and Financial Aid Committee
4. Athletic Committee
5. Faculty Development Committee
6. Faculty Relations Committee
7. Finance Committee
8. Graduate Studies Committee
9. Non-Tenure Track and Adjunct Faculty Committee
10. Promotion and Tenure Review Committee
11. Shared Governance Committee
12. Teacher Education Admission Committee
13. Undergraduate Studies Committee

B. The role of standing, special, and ad hoc committees shall be to make recommendations to the Senate unless otherwise designated in these Bylaws.

C. Standing committees shall meet and provide a report to the Senate at least once a semester.

D. Members of standing committees shall be selected by the Executive Committee and may include faculty who are not members of the Senate and who may not qualify for such membership. The membership of Senate Committees shall be coordinated with the membership of the College Committees.

E. Chairs of standing committees shall be elected by members of said committee. Faculty may not chair more than one Senate Standing Committee at a time. If the Chair of a committee is vacated it shall be filled at the next Senate meeting by special election.

F. Committee members shall be appointed to two-year terms and may serve two consecutive terms. One-half of the members shall be appointed in even-numbered years and one-half in odd-numbered years whenever possible.

G. The Chair of each Standing Committee will represent the committee or designate a representative for the committee at each regular Senate meeting.

H. The list of Senate Committee members shall be distributed to the Chancellor, Provost, Dean of Faculty and all faculty by June 1.

I. While *Robert's Rules of Order Newly Revised* states that *ex officio* members of committees

have voting rights, the Senate has chosen to deviate from that policy. *Ex officio* members of Senate committees do not vote on committee matters.

VII. COMMITTEES

A. **Executive Committee**

1. The Executive Committee shall be composed of the Officers of the Senate.
2. The Executive Committee shall:
 - a. place items of business on the agenda for any meeting of the Senate;
 - b. verify that the appropriate body has taken action on items placed on the Senate agenda;
 - c. conduct the business of the Senate between May and September;
 - d. appoint members to standing or ad hoc committees or may call for the election of a nominating Committee;
 - e. create and dissolve standing and ad hoc committees of the Senate;
 - f. appoint *ex officio* and other non-voting members of Senate committees; and
 - g. conduct an orientation for the incoming Executive Committee after an election. This orientation should include meeting with the Provost.

B. **Academic Enhancement Committee**

1. The Committee shall be composed of six members selected from the College Faculty with each academic department being represented on a defined rotational basis. Two members of the Committee will be replaced each year. When a vacancy arises, the new Committee member will be selected from the next unrepresented academic department, listed alphabetically.
2. The Committee shall:
 - a. review, rank, and recommend candidates to the Provost, for one-semester academic enhancement leave;
 - b. recommend funding to the Provost and Dean of Faculty for allocation of research stipend and/or relocation stipend;
 - c. review and evaluate follow-up documentation, matching accomplishments to goals; and
 - d. provide unsuccessful applicants with a justification statement.

C. **Admissions and Financial Aid Committee**

1. The Committee shall be composed of five members and Vice Chancellor for Enrollment Management (*ex officio*) and the Director of Financial Aid (*ex officio*).
2. The Committee shall:
 - a. review admission requirements, guidelines, and policies annually and recommend changes, if any, to the Senate;
 - b. review individual applications at the request of the Vice Chancellor for Enrollment Management and recommend actions;
 - c. review financial aid award policy and recommend changes, if any, to the Senate for action; and
 - d. review estimated costs for attending the College prepared by the Financial Aid Officer and recommend action to the Senate.

D. **Athletic Committee**

1. The Committee shall be composed of three faculty members appointed by the Senate, the Faculty Athletic Representative, and Athletic Administrators as necessary;
2. The Committee shall:
 - a. review and advise on internal guidelines and policies regarding student participation in intercollegiate programs;
 - b. recommend policy concerning the governance of intercollegiate athletic programs including such matters as academic progress of student athletes and other relevant issues;
 - c. serve as an intermediary for sharing information between the Senate and the Athletic Department; and
 - d. serve as members of the Chancellor's Intercollegiate Athletics Council, an advisory committee charged with oversight of the department of athletics and chaired by the Faculty Athletic Representative.

E. **Faculty Development Committee**

1. The Committee shall be composed of five members.
2. The Committee shall:
 - a. prepare guidelines, announce programs, and review applications for resources made available under the headings of Professional Travel, Sabbaticals, Summer Research, and General Research;
 - b. recommend allocation of resources for Summer Research Grants to the Provost;
 - c. assist in planning faculty retreats and other activities related to faculty development; and
 - d. recommend changes in faculty development policies to the Senate.

F. **Faculty Relations Committee**

1. The Committee shall be composed of fourteen full-time Academic Faculty members. Elections for the Faculty Relations Committee are conducted by the Faculty Senate as outlined in the charter and governing bylaws of the Faculty Relations Committee. The functions of the Faculty Relations Committee are to:
 - a. investigate and mediate disputes between members of the faculty and administrative officers; and
 - b. consider policy recommendations concerning faculty relations.

G. **Finance Committee**

1. The Committee shall be composed of three members and the Vice Chancellor of Finance and Operations (*ex officio*).
2. The Committee shall:
 - a. participate in discussions at all major steps in preparation of the College operating budget, including budget addenda;
 - b. present a general outline of the College operating budget to the faculty each fall and solicit faculty opinion; and
 - c. review auditors' reports and discuss them with appropriate College

officials.

H. Graduate Studies Committee

1. The Committee shall be composed of five members and the Associate Provost of Academic Programs and Curriculum (*ex officio*). The Committee shall have jurisdiction for all graduate academic matters at UVA Wise, including credit-bearing courses at off-campus sites. The Committee shall:
 - a. review proposals from Departments and the College administration for new graduate programs, modifications in graduate programs, and deletion of graduate programs, and recommend action to the Senate;
 - b. review departmental proposals for minor course changes; change in course number, course title, course description, pre- and co-requisites, and course credits;
 - c. review departmental proposals for new courses and deletion of existing graduate courses and recommend action to the Senate;
 - d. review proposals for establishing special graduate academic procedures such as honors programs and recommend action to the Senate; and
 - e. examine all proposals for curricular additions or changes to graduate programs for consistency with the College mission and goals, including implications for resource allocation.

I. Non-Tenure Track and Adjunct Faculty Committee

1. The Committee shall consist of five members, including both non-tenure track Senators. The other three members will be non-tenure track or adjunct faculty who have taught at least one course during the current academic year.
2. The Committee shall:
 - a. review employment practices and policies regarding all non-tenure track and adjunct faculty, and recommend changes to the Senate as needed;
 - b. review policies and practices regarding promotion, merit benefits, and job security, making recommendations to the Senate as necessary regarding non-tenure track and adjunct faculty;
 - c. develop resources for non-tenure track and adjunct faculty academic and professional development; and
 - d. work to integrate all non-tenure track and adjunct faculty fully into the academic community, raising awareness of their integral role in the College's mission.

J. Promotion and Tenure Procedures Committee

1. The Committee shall be composed of three tenured faculty and the Dean of Faculty (*ex officio*).
2. The Committee shall:
 - a. review criteria and procedures periodically for appointment, reappointment, promotion, and tenure of faculty;
 - b. review the application of appointment, tenure, and promotion criteria and procedures periodically for effectiveness and fairness; and
 - c. recommend changes in the criteria and procedures to the Senate.

K. Teacher Education Admissions Committee

1. The Committee shall be composed of twelve members including the Director of the Teacher Education Program. Additionally, the Chair of the Education Department will serve as an *ex-officio* member for conducting student interviews when another member is unable to serve. The Committee may divide into subcommittees for the purpose of interviewing candidates for the Teacher Education Program.
2. The Committee shall:
 - a. recommend criteria for admission to the Teacher Education Program; and
 - b. review applications and recommend approval or denial of admission to the Teacher Education Program.

L. Shared Governance Committee

1. The committee shall be composed of five members from the tenured Academic Faculty. Two members of the committee will be replaced in even-numbered years and three replaced in odd-numbered years by a vote of the faculty.
2. The Committee shall:
 - a. work to improve communication and foster helpful discourse between the faculty of the institution and other institutional entities;
 - b. act as a philosophically-based, mediating body on issues referred to it by the chair of the Faculty Senate on behalf of any institutional entity;
 - c. work with the College community to develop, maintain, and advocate for a culture that prizes shared governance; and
 - d. protect and defend the essential role of faculty in the development and implementation of policies that impact the ability to pursue the educational mission of the institution and the life of the College.

M. Undergraduate Studies Committee

1. The Committee shall be composed of five members and the Dean of Academic Programs and Curriculum (*ex officio*). The Committee shall have jurisdiction for all academic matters at UVA Wise, including credit-bearing courses at off-campus sites. The Committee shall:
 - a. review proposals from Departments and College administration for new programs, modifications in programs, and deletion of programs and recommend action to the Senate;
 - b. review departmental proposals for minor course changes; change in course number, course title, course description, pre- and co-requisites, and course credits;
 - c. review departmental proposals for new courses and deletion of existing courses and recommend action to the Senate;
 - d. review proposals for establishing special academic procedures such as honors programs and recommend action to the Senate;
 - e. review proposals for the renaming, addition, division or abolishment of a department and recommend action to the Senate; and
 - f. examine all proposals for curricular additions or changes for consistency with the College mission and goals, including implications for resource allocation.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Senate in all cases in which they are applicable and are not inconsistent with these bylaws, any special rules of order the Senate may adopt, or laws or regulations of the Commonwealth of Virginia.

IX. AMENDMENTS

These bylaws may be amended at any regular meeting of the Senate by two different means. If the amendment has been submitted in writing one week prior to the meeting, it can be approved by a two-thirds vote of the Senate. The bylaws may also be amended without prior notice, but this requires a unanimous vote of those present. In either case, any Senator may move that the given amendment to the Bylaws approved by the Senate be ratified by the College Faculty. If that motion is passed, a simple majority of the College Faculty is required for ratification of the amendment.