

Wright State University Faculty Constitution

Adopted by the Faculty Senate May 2, 2005 and the General Faculty June 10, 2005. Approved by the Provost July 1, 2005. Revised and Adopted by the Faculty Senate February 7, 2011 and the General Faculty May 25, 2011. Accepted by the Board of Trustees

Preamble

The University Faculty support the Wright State University mission to transform the lives of our students and the communities we serve by providing innovative, high quality programs, by conducting scholarly research, and by engaging in significant community service.

The chief purposes of Wright State University shall be the achievement of excellence in teaching, the achievement of substantial contributions to human knowledge, the achievement of major service to humanity, and the maintenance of a free and cosmopolitan environment for the work toward such achievements.

This Constitution is established in order that the University Faculty (as defined by Article II) may participate in the achievement of these purposes through shared governance and the principle of academic freedom.

Article I. Authority

Subject to the approval of the Board of Trustees, the authority to establish, implement, and govern educational and academic policies of the University is vested in the University Faculty, as defined in the Code of Regulations promulgated by the Board of Trustees, within the constraints of any Collective Bargaining Agreement between Wright State University and American Association of University Professors (AAUP-WSU) and all pertinent government regulations.

Section 1. Powers and Duties

- A. The University Faculty, in consultation with the University President and the University Provost, shall formulate codes of operating procedures governing all aspects of the academic program, admissions, academic standards, student affairs, faculty affairs not covered by the bargaining agreement, and other fields of university operation composed of academic and professional subject matter. The University President shall present such recommended operating procedures to the Board of Trustees for their consideration, amendment, confirmation, or rejection.
- B. The University Faculty shall determine the curricula leading to all degrees and certification programs offered by the university and shall determine the content of all courses in such curricula.

- C. The University Faculty shall determine the requirements for each degree and certificate offered by the university.
- D. The University Faculty shall make recommendations to the University President or Provost and to the AAUP-WSU concerning the annual academic calendar of the university.
- E. The University Faculty shall nominate all students to whom degrees shall be granted. Such nominations shall be submitted to the Board of Trustees through the University President.
- F. The University Faculty can:
 - 1. Initiate and consider policy proposals and express its judgment on those policy proposals submitted to it by the University President or officers of the various academic and administrative divisions of the university;
 - 2. Investigate, discuss, and make recommendations to any appropriate body within the university regarding any matter of interest to the university;
 - 3. Request information through appropriate channels from any member of the university.
- G. The powers and duties of the University Faculty are delegated to the Faculty Senate in Article 3, Section 2.

Article II. University Faculty

Section 1. Membership

The University Faculty shall be comprised of persons who hold the following academic ranks within the university: university professor, professor, associate professor, assistant professor, senior lecturer, lecturer, instructor or clinical assistant professor and clinical instructor in the College of Nursing and Health.

- A. A member of the University Faculty shall be considered fully-affiliated with Wright State University if:
 - 1. The person is under full-time contract with the university requiring a majority of the member's professional efforts; and
 - 2. The contractual obligation to Wright State University has first call on the person's time and effort; or
 - 3. The person is on a tenure track or is fully-affiliated as defined by their contract.
- B. A member of the University Faculty shall be considered partially-affiliated with Wright State University if:
 - 1. The person's rank includes an additional modifier such as: voluntary, adjunct, research, visiting, acting, clinical (except as noted in Article II, Section 1), part-time, fellow; or
 - 2. The person's professional activities cannot fulfill the criteria of Article II, Section 1.A., above; or
 - 3. The person is a member of the School of Medicine or the School of Professional Psychology and does not hold a fully-affiliated appointment as defined in the Bylaws of the Faculty of Medicine, or in the Bylaws of the Faculty of Professional Psychology.

- C. Both fully-affiliated and partially-affiliated members may attend and participate in faculty meetings; however, only fully-affiliated members may vote on issues before the faculty.
- D. In consultation with the Human Resources Department, the Faculty Office shall prepare annually a list of fully-affiliated faculty. Final authority for determining the nature of the affiliation lies with the University President.

Section 2. Officers

The officers of the University Faculty shall be as follows:

A. The Faculty President shall:

1. Chair special meetings of the University Faculty;
2. Chair all meetings of the Faculty Senate;
3. Report to the Faculty Senate and also be the responsible correspondent to the university regarding all decisions made by the Executive Committee;
4. Be the representative and spokesperson for the University Faculty, and the liaison and coordinator between the faculty and the administration, the committees, the students, and the general faculty;
5. Attend the meetings of the Board of Trustees Academic Affairs Committee as an ex-officio member and in appropriate capacities on other Board of Trustees' committees; and shall serve on any other committee or council as directed by the Faculty Senate;
6. Convene all committee chairs at the beginning of the academic year to review responsibilities and procedures;
7. Serve as an ex-officio member and meet regularly with the Council of Deans and the President's Cabinet at the invitation of the President or Provost;
8. Chair the Executive Committee of the Faculty Senate;
9. Be responsible for the Faculty Office;
10. Preside as Grand Marshal of commencement exercises, Freshman Convocation and University Convocation;
11. Serve as a member and attend meetings of the Ohio Faculty Council and report to the Executive Committee;
12. Meet regularly with the President and the Provost;
13. Give the Faculty President Report at the Board of Trustees public meetings.
14. Chair the Faculty Budget Priority Committee.

B. The Faculty President-Elect shall:

1. Assume the duties of the Faculty President in his/her absence;
2. Be a member of the Faculty Senate and the Senate Executive Committee;
3. Serve as Marshal of the Graduate School during commencement exercises;
4. Attend the meetings of the Board of Trustees Academic Affairs Committee and the Board of Trustees Student Affairs Committee as an ex-officio member and in appropriate capacities on other Board of Trustees' committees; and shall serve on any other committee or council as directed by the Faculty Senate;
5. Serve as a member and attend meetings of the Ohio Faculty Council and report to the Executive Committee about whatever topics are covered.

6. If the Faculty President-Elect and the Faculty President are one in the same, the Faculty President will designate a member from the Executive Committee to serve on the Ohio Faculty Council in his or her stead.

C. The Secretary of Senate shall be the Assistant to the Faculty President.

Section 3. Qualifications and Elections

A. Faculty President

1. Qualifications

- a. The Faculty President shall be a fully-affiliated faculty member of the University Faculty having been granted tenure by the Board of Trustees; or, if in an academic unit where tenure is not policy, otherwise shall have met successfully the probationary requirements; and
- b. Have met the initial probationary requirements for professor or associate professor in the appropriate academic unit, or have met the initial probationary requirements for assistant professor and have been promoted; or
- c. Have seven years of continuous service on the University Faculty

2. Election of the Faculty President

- a. The Faculty Senate shall adopt procedures governing the conduct of the election (given in Attachment A of this document), the filling of a vacancy, and a procedure for recall. These procedures may be modified by the Faculty Senate.
- b. The Executive Committee shall solicit nominations, including self-nominated candidates, for the office and submit their names to the Office of the Faculty President. The Executive Committee shall confirm the willingness of each nominee to run and, if elected, to serve.
- c. The Secretary of the University Faculty, who is also the Secretary of the Faculty Senate, working with the Executive Committee of the Faculty Senate, shall conduct an election with a ballot distributed to all fully-affiliated faculty. If no nominee receives a majority of the votes cast on the first ballot, a run-off election will be held to decide between the candidates receiving the highest number of votes on the first ballot. The results of the election will be announced electronically.
- d. The Faculty President-Elect will assume the office of the Faculty President at the final Senate Meeting in the year following election.
- e. The succession to the Faculty President if the President-Elect is one in the same as the President, or if the President-Elect is unable to serve shall be determined by the Executive Committee. The Parliamentarian will convene the Executive Committee as soon as possible to select a Faculty President from current qualified members of the Faculty Senate. The Parliamentarian shall chair the Executive Committee until a Faculty President has been selected by a majority of the Executive Committee.

B. Faculty Senators

1. Qualifications

- a. Senators shall be fully-affiliated members of the University Faculty; elected from mutually exclusive constituencies as described in Article III, Section 4.A.

- b. Senators shall hold the rank of university professor, professor, associate professor, assistant professor, senior lecturer, lecturer, instructor, or clinical assistant professor and clinical instructor in the College of Nursing and Health, A Senator shall have been a fully-affiliated member of the University Faculty for a minimum of two academic years. Chairs, but not deans, assistant deans, or associate deans, are eligible for election to the Faculty Senate.
2. Election of Senators
- a. All elections shall be conducted prior to the last regularly scheduled Faculty Senate meeting of each year following these guidelines:

Third week of Spring Semester	Faculty President determines what Senate seats need to be filled.
Fourth week of Spring Semester	Faculty Office secures the list of eligible faculty from Human Resources.
Fifth week of Spring Semester	Faculty Office contacts eligible faculty, informing them of eligibility and soliciting candidate nominations, including self-nominations.
Seventh week of Spring Semester	Faculty return nominating forms to the Faculty Office, which contacts nominees to secure approval of their candidacy.
Eight and Ninth week of Spring Semester	Ballots distributed; elections held.
Tenth and Eleventh week of Spring Semester	Time allocated for possible run-offs.
Twelfth week of Spring Semester	Faculty Office announces election results.

Note: There shall be at least one candidate per constituency for each open Senate seat. If there are not the required number of candidates, the Faculty President will inform the constituency Executive Committee representative there is such a lack, seeking his/her help in securing the minimum number of required candidates.

- b. A plurality of votes is necessary for constituency elections. Should a tie exist, a run-off election shall be held to determine a winner.
 - c. The Faculty Senate shall adopt regulations governing the conduct of elections, the filling of vacancies, and the recall of representatives from constituencies.
 - d. The Executive Committee will appoint a replacement for any vacancy. The replacement must come from the same constituency as the original representative and will serve until the next election. Runners up in descending order are contacted for willingness to serve; if no replacements are appointed in this manner, volunteers are sought.
3. Terms of Office
- a. Senators are elected for two-year terms with approximately one-half of the representatives in each constituency being elected each year. Prior to each election, the constituencies will be advised by the Faculty Senate Secretary of the number of Senators each constituency is entitled to elect.

Article III. Faculty Senate

Section 1. Authority

- A. The business of the faculty is addressed through the Faculty Senate, which shall meet at least eight times a year: September, October, November, December, January, February, March, and April
- B. The Faculty Senate shall have and exercise such authority as may be delegated to it by the University Faculty as limited by Article I regarding collective bargaining agreements. No provisions of this constitution shall abridge the right of any member of the University Faculty to communicate that member's views in full to the Faculty Senate, to the University President, or to the Board of Trustees through the University President.
- C. All motions approved by the Faculty Senate shall be transmitted by the Faculty President to the University President and the University Provost.
- D. Special meetings of the University Faculty can be called by the Faculty President to address specific Senate decisions. The Faculty President must call a meeting upon receipt of a petition signed by fifty fully-affiliated members of the University Faculty. A call for a special meeting shall specify the time and objectives thereof, and no business other than that specified in the call shall be transacted at such meeting unless otherwise agreed upon by a two-thirds majority of all present and voting members of the University faculty. A quorum of one-hundred faculty members must be present for business to be conducted at this meeting.

Section 2. Powers and Duties

- A. The powers and duties of the University Faculty, as described in Article I, Section 1, are hereby delegated to the Faculty Senate. In the discharge of its duties, the Faculty Senate can form such committees, councils, etc., as it deems necessary. By regulation adopted by the Faculty Senate, such committees may involve persons from outside Faculty Senate and the University Faculty. The authority of such committees, councils, etc., shall not exceed the authority of the Faculty Senate, and such committees/councils, etc., shall remain accountable to the Faculty Senate.

Section 3. Composition

- A. The total voting membership of the Faculty Senate shall be the sum of items 1. and 2. following:
 - 1. Elected faculty; one (1) from each constituency for every 30 fully-affiliated faculty or fraction thereof;
 - 2. The Faculty President and Faculty President-Elect.
- B. The University President and the University Provost shall be ex-officio, non-voting members.

Section 4. Constituencies

- A. The constituencies of Faculty Senate will be as follows:
- Raj Soin College of Business
 - College of Education and Human Services
 - College of Engineering and Computer Science
 - College of Liberal Arts
 - College of Nursing and Health
 - College of Science and Mathematics
 - Lake Campus
 - Boonshoft School of Medicine
 - School of Professional Psychology
- B. Only fully-affiliated members of the University Faculty may vote for representatives from their constituency. No person shall vote in or be considered a member of more than one constituency at each election. The Faculty Senate Secretary shall maintain lists of fully-affiliated faculty in each constituency with assistance from the Human Resources department. The Executive Committee of the Faculty Senate, in consultation with the appropriate departments, shall assign a faculty member to a constituency in cases where there is doubt.

Section 5. Officers and General Duties

- A. The Faculty President or Faculty President-Elect or the Faculty President's designee from the Executive Committee presides at Senate meetings, Executive Committee meetings and special meetings.
- B. The Faculty President shall transmit all Senate actions to the appropriate persons, including the University President and the University Provost.
- C. The Secretary of the Faculty, who is not eligible to be a member of the Faculty Senate, shall be the Assistant to the Faculty President. The Secretary shall be responsible for creating the minutes of Faculty Senate meetings within seven working days after the meeting. The Office of the Faculty President will be responsible for distributing the minutes of Faculty Senate meetings to members of Faculty Senate and the University Faculty within ten working days after each meeting.
- D. The University Parliamentarian shall be appointed annually by the Faculty President. The Parliamentarian shall not be a member of the Faculty Senate. That same person shall also serve as Parliamentarian to special meetings of the University Faculty.
- E. The Faculty Senate can elect such other officers from its membership as are deemed necessary to discharge the duties of the Faculty Senate.

Section 6. Conduct of Meetings

- A. All meetings of the Faculty Senate shall be conducted in accordance with the latest edition of Robert's Rules of Order, insofar as it is consistent with this Constitution.
- B. The agenda for each meeting of the Faculty Senate will be prepared by the Executive Committee of the Faculty Senate and distributed to members of the Faculty Senate and the University at least seven working days prior to the meeting. The order of business shall be: (1) Call to Order; (2) Approval of Minutes; (3) Report of the University President or University Provost; (4) Senate Executive Committee Report; (5) Old Business; (6) New Business; (7) Written Committee Reports including attendance roll and a report on Board of Trustees committee meetings; (8) Council Reports; (9) Announcements (10) Adjournment. Items of new business will not be voted on until they appear on the agenda as old business, which normally will be at the next regularly scheduled meeting of the Faculty Senate. Exceptions to this rule can be made by a two-thirds majority of Faculty Senate members present and voting, when an immediate vote is needed
- C. The Faculty Senate shall conduct at least eight meetings annually. Meetings can be held with any number of Senators of the Senate present; however, a quorum for transacting business shall be a majority of the voting membership of the Senate.
1. Members who are unable to attend a Faculty Senate meeting may designate a replacement from their constituency who is a fully-affiliated faculty member. The replacement may participate in discussions but may not make motions or vote on issues before the Faculty Senate.
 2. Members who do not attend or designate a replacement for three Faculty Senate meetings during any given academic year will be considered to have vacated their position. The Executive Committee may declare a vacancy and either appoint a runner-up or order a new election within 30 days to elect a replacement to represent that constituency for the rest of the original occupant's term.
- D. Any university faculty, staff, or student may attend meetings of the Faculty Senate. The Faculty Senate may regulate the attendance of other persons. Participation in the deliberations of the Faculty Senate by persons who are not members of the Faculty Senate is allowed if approved by a majority of the members present and voting, or if requested by the presiding officer.
- E. At the seventh Faculty Senate meeting of the academic year, the Faculty Senate shall propose a schedule of meetings for the next thirteen-month period, and the Faculty Senate shall accept, or amend and accept, such a schedule.
- F. In addition to regularly scheduled meetings of the Faculty Senate, a special meeting may be called by the Faculty President. The Faculty President shall call a special meeting of the Senate upon submission of a petition signed by at least fifty fully-affiliated members of the University Faculty, or upon majority vote of or petition by a majority of the Faculty Senate.
- G. At each Faculty Senate meeting, the University Provost will report to the faculty steps taken in response to Faculty Senate actions.

Section 7. Executive Committee

- A. The Executive Committee shall consist of the following persons:
1. The Faculty President.
 2. The Faculty President-Elect.
 3. One representative of the elected members of the Faculty Senate from each constituency, chosen through college election by April 1st by the fully-affiliated faculty of each constituency. If chosen in first term as senator, the Senator elected to EC membership would carry over to second year, if elected for EC membership in second term there would be no carry over to a new term even in the event of reelection unless the constituency only has one representative.
- B. The chair of the Executive Committee shall be the Faculty President.
- C. The Executive Committee meets before each Faculty Senate meeting and shall:
1. Charge all standing and administrative committees and councils.
 2. Advise the Faculty Senate on the establishment or elimination of committees.
 3. Appoint or remove the members of standing and special committees, and the chairs of such committees, subject to ratification by the Faculty Senate. The Executive Committee shall request the name of a representative and an alternate from Student Government
 4. Appoint members of the Tenure Removal Committee. Members of this committee will be bargaining unit faculty holding the rank of professor.
 5. Conduct annual reviews of the structure of the constituencies and adjust the number of Faculty Senate representatives to meet the requirements of Article III, Section 3.A.1.
 6. Prepare and approve the agendas for Faculty Senate.
 7. Create ad-hoc committees to address special topics outside the scope of the Faculty Senate standing committees.
- D. Members of the Executive Committee shall:
1. Communicate with their college or school's constituency.
 2. Serve as Marshal for their college or school (or find an alternate from their constituency) for all commencements.

Section 8. Standing and Administrative Committees of the Faculty Senate

- A. The standing committees of the Faculty Senate are the Undergraduate Curriculum and Academic Policies (UCAP), the Information Technology Committee, Faculty Affairs Committee, the Faculty Budget Priority Committee, the Buildings and Grounds Committee and the Undergraduate Student Petitions Committee.
- B. Committee responsibilities include meeting at least once per term, keeping minutes and attendance, providing Faculty Senate Executive Committee with a copy of meeting minutes within seven working days of meetings, and submitting other reports to the Faculty Senate as requested.

C. Description of Standing Committees

Undergraduate Curriculum and Academic Policies Committee UCAP Charge: (1)The committee shall have the responsibility for recommending to the Faculty Senate the following:

- a. General education requirements.
 - b. University-wide undergraduate academic requirements, programs, and policies.
 - c. Approval of changes in college academic requirements.
2. UCAP shall also be responsible for:
- a. Approval of changes (additions, modifications, deletions) for all undergraduate courses and programs.
 - b. Mediation of undergraduate curricular disputes between colleges or schools.

UCAP Committee Membership: An Undergraduate Curriculum and Academic Policies Committee (UCAP) shall recommend action and policy to the Faculty Senate for all undergraduate study involving credit. Each college or school with Faculty Senate constituency representation that offers undergraduate courses shall be represented with the colleges of Liberal Arts and Science & Mathematics having two representatives. The Chairs of the Writing Across the Curriculum Committee and the University General Education Committee (both appointed by the Undergraduate Curriculum and Academic Policy Committee) (or their designees), and two undergraduate student representatives selected by Student Government shall serve as non-voting members of this committee.

UCAP Subcommittees (members recommended to Faculty Senate by UCAP):

1. Writing Across the Curriculum Committee (WACC)

WACC Charge: The WACC is responsible for oversight of the Writing Across the Curriculum (WAC) program, recommending action and policy for WAC requirements in General Education and in the Major, approving criteria for independent Writing Projects, and monitoring and assessing WAC, including faculty development programs and activities.

WACC Membership: The WACC is composed of one faculty member representative from each undergraduate college with Faculty Senate constituency representation who teaches or who has taught Writing Intensive courses. The Coordinator of Writing Across the Curriculum, with faculty status, will serve as his or her college's faculty voting representative. Non-voting members include the Director of the University Writing Center; the Director of Writing Programs (or department designee); a representative from the English as a Second Language (ESL) program (Department of English Language and Literatures); a representative from the University General Education Committee (UGEC); and an undergraduate student representative selected by Student Government. UCAPC recommends and the Faculty Senate confirms faculty member appointments.

2. University General Education Committee (UGEC)

UGEC Charge: The UGEC reviews all General Education new course proposals, course modification proposals and General Education requirements (including General Education substitution proposals); develops assessment guidelines and implements assessment of the General Education Program; reviews all General Education course syllabi periodically to see if they generally reflect the approved sample syllabi and reflect the approved General

Education goals; communicates with departments concerning any problems with particular courses as they relate to General Education and may take appropriate action to resolve such problems, including a request that the course in question be removed from the list of approved General Education courses; develops, updates and disseminates a list of equivalencies to WSU General Education courses for transfers from other colleges and universities; reviews periodically General Education substitutions; and reviews and makes proposals on any aspect of General Education (e.g., transfer guidelines, use of adjunct faculty and course availability).

UGEC Membership: The UGEC is composed of two faculty representatives each from the College of Science and Mathematics and the College of Liberal Arts and one faculty representative from each of the other undergraduate colleges with Faculty Senate constituency representation. The Director of General Education, with faculty status, will serve as his or her college's faculty voting representative. The Coordinator of Writing Across the Curriculum, the University Provost, the Director of the Honors Program, a representative of University College or their designees and an undergraduate student representative selected by Student Government serve as non-voting members. UCAPC recommends and the Faculty Senate confirms faculty member appointments.

3. Service Learning Committee (SLC)

SLC Charge: The SLC reviews applications for service-learning course designations and reports to the Registrar which courses should receive a designation and what designation is appropriate for each course (service-learning/service-learning intensive); communicates with departments concerning any problems with courses as they relate to service-learning and may take appropriate action to resolve such problems, including a request that the course in question be adjusted in order to receive a service-learning designation; reviews student applications for and renders decisions regarding the awarding of the Citizen Scholar Certificate, including approval of service-learning capstone projects and the handling of appeals for course substitutions (i.e. reviewing syllabi for service-learning courses taught prior to the existence of such designations); develops assessment guidelines for service-learning courses and conducts assessment of the Service-Learning program; and reviews and makes proposals on any aspect of Service-Learning.

SLC Membership: The SLC consists of a representative from each of the colleges and schools. The Director of General Education, the Director of the University Honors Program, the Director of Service-Learning and an undergraduate student representative selected by Student Government serve as non-voting members. UCAPC recommends and the Faculty Senate confirms faculty member appointments.

4. Undergraduate Academic Program Review Committee

University Academic Program Review Charge: To review, on a seven-year cycle, all undergraduate degree programs on the Dayton and Lake campuses.

The primary purpose of academic program review of undergraduate programs is to give the program faculty the opportunity to conduct a self-study that will: a) describe program mission, strengths and weaknesses relative to appropriate benchmarks, including best

practices; b) develop an appropriate plan and timeline for program improvement; and c) request the resources necessary to make those improvements.

Undergraduate Academic Program Review Committee will review the program self-study relative to the requisite program review template, and within the context of ongoing program assessment; request additional information where needed; and either endorse the plan for improvement and/or make alternative suggestions for the program's consideration. Outcomes of the Committee's review would be shared annually with the Faculty Senate, the Council of Deans, the Provost, and the faculty.

Programs that have been or will be reviewed by external agencies for the purposes of accreditation within the regular seven-year cycle will be exempt from the above academic program review process. Such programs will still be asked, however, to submit their self-study and plans for improvement to the Undergraduate Academic Program Review Committee. They will also be asked to respond to questions from the template related to online degree programs, where applicable, and they will be given the opportunity to request resources for program improvements.

Undergraduate Academic Program Review Committee membership:

One faculty representative from each degree-granting undergraduate college, including the Lake Campus; the chair or designated representative of University Curriculum and Academic Policy Committee (UCAPC), the University General Education Committee (UGEC), and the Writing Across the Curriculum (WAC) Committee; a representative from the University College and from Student Government; a representative from the Provost's Office; and one ex-officio faculty liaison for each program being reviewed.

5. Multicultural Competence Committee (MCC)

MCC Charge: This committee will have oversight responsibility for reviewing and approving the Multicultural (MC) designation for Wright State Core and major courses; assessing the development of multicultural competence in Wright State students; and increasing opportunities to foster multicultural competence in the curriculum. The MCC will follow the reporting process recommended by UCAPC.

MCC Membership: This committee will be composed of one faculty member representative from each undergraduate college with Faculty Senate constituency representation. UCAPC will recommend and the Faculty Senate will confirm faculty member appointments. The co-chairs of the UDAC Cultural Competence Subcommittee, a representative from the University College, a representative from UGEC, and an undergraduate student representative selected by Student Government will serve as non-voting members.

2. Information Technology Committee

Information Technology Committee Charge: The Information Technology Committee shall study policies, consider requests for changes, and recommend appropriate action to the Faculty Senate concerning information technology issues. The Information Technology

Committee shall review requests and make recommendations to CATS on all issues affecting academic and research computing and technology policies.

Information Technology Committee Membership: The Committee shall be composed of one (1) faculty member from each college or school with Faculty Senate constituency representation. The University Librarian, the Director of Computing and Telecommunications Services (CATS), University Registrar, one (1) undergraduate student, and one (1) graduate student selected by Student Government shall serve as ex-officio, non-voting members.

3. Faculty Affairs Committee

Faculty Affairs Committee Charge: The Faculty Affairs Committee for senior lecturers, lecturers, instructors, clinical assistant professors, clinical instructors, and visiting faculty shall prepare and recommend action and policy to the Faculty Senate on all matters dealing with those fully-affiliated faculty (excluding faculty from SOM and SOPP).

Faculty Affairs Committee Membership: Each college and school (excluding SOM and SOPP) shall be represented on the Faculty Affairs Committee by faculty members not represented by the bargaining agreement. The committee shall have responsibilities for the following:

- a. Formulating standards, including scholarship, teaching, and/or service for the appointment of faculty not represented by the bargaining agreement, and procedures for obtaining recognition of these standards;
- b. Acting on all matters dealing with welfare, discipline, due process, and academic freedom for faculty not represented by the bargaining agreement.
- c. Appointing a Salary Inequity Investigation subcommittee for faculty not represented by the bargaining agreement, when necessary, as determined by the Salary Inequity Appeals process.

4. Faculty Budget Priority Committee

Faculty Budget Priority Committee Charge: The Committee will be responsible for:

- a. Requesting information from the university budget director and the university administration regarding university income and expenditures and all other items of budgetary concern, including projected and actual budget reports.
- b. Examining all fiscal affairs of the university.
- c. Recommending fiscal priorities to the Faculty Senate and university administration. The chair of the Budget Priority Committee shall attend the Board of Trustee's Finance and Audit Committee meetings.

Faculty Budget Priority Committee Membership: The Committee shall be comprised of the Faculty President, Faculty President-Elect, and one (1) faculty member from each college or school with Faculty Senate constituency representation selected by the Senate Executive Committee.

5. Building and Grounds Committee

Building and Grounds Committee Charge: The Committee shall study and recommend action to Faculty Senate on issues relating to the status of instructional space, campus physical planning, building priorities, space allocation and campus beautification. The Committee will participate in the development of plans related to major campus renovation projects and construction of new facilities, review the proposed list of capital projects, request faculty input, recommend modifications to the plan and issue an annual report to the Faculty Senate before the capital plan is presented to the Board of Trustees. The Committee shall monitor the status of the instructional space and issue an annual report to Faculty Senate. The chair of the Buildings and Grounds Committee shall attend the Board of Trustee's Buildings and Grounds Committee meetings to report faculty concerns and to share Board of Trustee concerns with faculty.

Building and Grounds Committee Membership: The Committee shall consist of a faculty representative and an alternate from each college and school with Faculty Senate constituency representation. Ex-officio, non-voting members of this committee shall be the University Registrar, the Associate Vice-President for Facilities Planning and Development, the Director of Computing and Telecommunications (CATS), the Director of the Physical Plant (or designee), and a student member appointed by Student Government.

Building and Grounds Subcommittees

1. Parking Services and Traffic Appeals Subcommittee

Parking Services and Traffic Appeals Subcommittee Charge: The Subcommittee shall:

- a. Study and make recommendations on the impact of new building projects and the planning process on parking;
- b. Study, plan, and recommend improvements to the existing parking system to improve space location and allocation and to alleviate congestion;
- c. Study and make recommendations on means to allocate space for special requirements;
- d. Recommend parking fees for faculty, staff and students;
- e. Receive and process complaints about parking;
- f. Receive and process appeals of parking and traffic violations;
- g. Report to the Building and Grounds Committee.

Parking Services and Traffic Appeals Subcommittee Membership: The Subcommittee shall be composed of one (1) faculty member from each college, one (1) member from classified staff and one (1) member from unclassified staff, one (1) student representing residential students and one (1) student representing commuter students (selected by Student Government). Ex-officio members shall include the Faculty President and the Director or other representative from Parking Services. The Building and Grounds Committee shall appoint one (1) member from the Buildings and Grounds Committee and select one (1) member from Disability Services to also serve as ex-officio members.

6. Undergraduate Student Petitions Committee

Undergraduate Student Petitions Committee Charge: The Committee shall review the actions of the colleges' and schools' undergraduate petitions committees (or counterparts) and shall have the authority to confirm or change such actions to ensure an equitable application of academic regulations for all undergraduate students. Responsibilities include a monthly meeting except for July during the calendar year, keeping minutes and attendance, providing the Faculty Senate Executive Committee with a copy of meeting minutes within seven working days of meetings, and submitting other reports to the Faculty Senate as requested. All changes to charges and policies of the committee must be approved by Faculty Senate.

Committee Membership: The Committee shall be composed of a representative of each college's petitions committee forwarded by: the Raj Soin College of Business, the College of Liberal Arts, the College of Nursing and Health, the College of Engineering and Computer Science, the College of Science and Mathematics, the College of Education and Human Services, University College and Lake Campus to the Faculty Senate Executive Committee by the end of the spring term. In addition, two(2) undergraduate students are to be appointed by Student Government by the beginning of the fall term. Also, two representatives from the Office of the University Registrar shall be ex-officio, non-voting members of the committee. Alternate representation from each of the aforementioned entities should also exist. Each member of the committee or alternate is responsible for attending a monthly meeting scheduled prior to the beginning of the academic year by the registrar's office. The chairperson of the committee shall be appointed by the Faculty Senate Executive Committee and shall be one of the members of the eight units delineated above. The committee also shall be empowered to examine other university issues relating to its areas of concern and contribute opinions and suggestions concerning these issues as desired.

7. Undergraduate Student Success Committee

Undergraduate Student Success Committee Charge: The Committee shall plan, develop, provide ongoing evaluation and improve the effectiveness of first year seminars, and learning communities, as well as other aspects of the first-year experience. This includes, but is not limited to, long-term oversight of first-year outcomes and remediation strategies for conditionally admitted students. The Committee will also review and assess outcomes to increase the preparedness of students from local and area high schools to enter Wright State University.

Undergraduate Student Success Committee Membership: One faculty member from each undergraduate college (appointed by the Faculty Senate) and up to three University College faculty/staff directly involved with the first-year experience (appointed by the Dean of University College). A faculty representative may designate an alternate faculty representative who has voting privileges when the regular member is absent. Committee members shall serve two-year staggered terms.

- D. The administrative committees of the Faculty Senate are the Academic Integrity Hearing Panel, the Commencement Committee, the Honors Committee, the Judicial Review Panel, and the University Appeals Panel.
1. Chairs and faculty representatives of all committees shall be appointed by the Executive Committee of Faculty Senate. Faculty requests for committee appointments shall be solicited during spring semester via the Faculty Office. Committee appointments are for a one-year period unless otherwise stated.
 2. Attendance requirements for committee members will be the same as for Faculty Senate Representatives with vacancies being filled consistent with provisions of Article III, Section 6.C.2. Committee members may designate a substitute when they cannot attend a committee meeting. The substitute does not have voting rights.
 3. The committees shall include the Faculty President as an ex-officio, non-voting member.
 4. The Faculty Office will maintain the respective committee charges and policies.
 5. Other committees can be established or abolished by action of the Faculty Senate.
- E. Administrative Committee Responsibilities
1. Meet at least once per semester during the academic year.
 2. Keep minutes and attendance.
 3. Prepare an agenda that includes approval of minutes.
 4. Provide Faculty Senate Executive Committee with a copy of meeting minutes within seven working days of meetings.
 5. Provide a final report to the Faculty Senate at the last official meeting that summarizes what the committee accomplished and what issues should be taken up the next academic year. These issues will be on the agenda of the first meeting of the committee the next academic year.
 6. Submit other reports to the Faculty Senate as requested.
 7. All changes to charges and policies must be approved by Faculty Senate.

Article IV. Councils

Section 1. Authority

The Faculty Senate may delegate any portion of its powers and duties to other councils.

Section 2. Powers and Duties

Certain of the powers and duties of the Faculty Senate are hereby delegated to other councils. The Faculty Senate reserves to itself the right of referendum over all matters adopted by a council with a simple majority vote of the members present and voting at a meeting of the Faculty Senate.

Section 3. Councils

A. Graduate Council

A.1. Charge. The Graduate Council shall represent the University Graduate Faculty in setting all academic policies related to post baccalaureate study and degree programs. The Dean of the Graduate School is responsible for administering all policies and procedures affecting graduate students and programs.

A.2. Authority. The Faculty Senate delegates the following authority to the Graduate Council:

1. Appointment of graduate faculty;
2. Establishment of graduate admission policies;
3. Establishment of criteria and standards for courses and degree programs;
4. Approval of new courses pursuant to the Graduate Council Policies and Procedures;
5. Approval of new concentrations in existing programs that involve less than 50% of curriculum changes;
6. Approval of changes in Graduate School's degree requirements;
7. Approval of changes in existing courses pursuant to the Graduate Council Manual;
8. Review of new graduate degree programs, new combined or joint degree programs and recommend to the Faculty Senate for action;
9. Establishment of English and foreign language requirements;
10. Establishment of other requirements for advanced degrees;
11. Establishment and maintenance of the Graduate Council Policies and Procedures Manual, informing of the Faculty Senate of any changes.

The Faculty Senate, on behalf of the University Faculty, reserves the authority to:

1. Review and recommend to the Board of Trustees new graduate degree programs, new combined or joint degree programs, and new concentrations in existing programs that involve more than 50% of curriculum changes, or refer back to Graduate Council;
2. Review and recommend all policy and curricular proposals requiring Board of Trustee approval.

The Graduate Council will report within ten (10) working days of meeting to the Faculty Senate on the actions of the Graduate Council.

A.3. Membership. The Graduate Council shall consist of the following voting members: three (3) elected members from each graduate degree granting college or school, elected through college election by April 1st by the fully-affiliated graduate faculty of each constituency, from among faculty with regular graduate faculty status; of these, one member will be a doctoral program director (from colleges that have doctoral programs), one will be a graduate program director, if possible, and no more than one may be below the rank of Assistant Professor; eligible voters are Wright State faculty with regular graduate faculty status. Each unit providing a member shall also provide an alternate member using the same criteria and procedures as for the members. Alternate members may always attend Graduate Council meetings but may only vote in the absence of the respective member. The dean of each college/school offering graduate programs, or the associate or assistant dean with primary responsibility for graduate education in that college, the Provost, the Vice President for Research and Graduate Studies, the University Librarian, the Faculty Senate President or designee, a graduate student representative, the doctoral program directors, the Dean of the Graduate School the associate and/or assistant deans

of the Graduate School, and administrative staff of the Dean of the Graduate School shall serve as ex officio non-voting members. The elected members of the council shall serve terms of three years, generally with one-third new members being appointed each year. An elected member who has served two consecutive terms on the council as a voting member may not be renamed to the council until at least one year has elapsed following his or her preceding term. The Dean of the Graduate School shall serve as the chair and the Dean's administrative staff shall serve as the secretary of the Graduate Council.

A.4 Committees. The Graduate Council shall have five standing committees with the following responsibilities:

1. Graduate Education Policies Committee: Review and recommend policies and procedures to the Graduate Council.
2. Graduate Faculty Membership Committee: Review graduate faculty nominations and make recommendations to the Graduate Council.
3. Curriculum Committee A: Review proposals for new courses, new programs, and program revisions from College of Science and Mathematics, College of Engineering and Computer Science, Boonshoft School of Medicine, and College of Nursing and Health, and make recommendations to the Graduate Council.
4. Curriculum Committee B: Review proposals for new courses, new programs, and program revisions from Raj Soin College of Business, College of Education and Human Services, College of Liberal Arts, and School of Professional Psychology, and make recommendations to the Graduate Council.
5. Student Affairs Committee: Adjudicate student appeals, select awardees for graduate council scholarship and other graduate student awards, advise graduate student organizations.

Each Graduate Council member is assigned to one of these committees. Up to three graduate faculty members, in addition to the voting members of the council, can be appointed on an ad hoc basis to each curriculum committee to provide balance by discipline and/or subject matter expertise. The additional faculty members are appointed by the Dean of the Graduate School normally to serve terms of three years.

A.5 Meetings. The Graduate Council shall meet a minimum of four times per year.

B. Research Council

Charge: The Research Council's mission is to stimulate scholarly research activities throughout the University.

The Research Council identifies needs of the faculty, analyzes research services, and recommends policies and procedures to the Vice President for Research and Graduate Studies. The Research Council shall evaluate and recommend priorities for internal funds to stimulate innovative research efforts.

Membership: The membership of the Council will consist of the Dean or designee and one (1) faculty member from each college or school. The Vice President for Research and

Graduate Studies will serve as the chair of the Research Council. The faculty serving on the Research Council will be selected by the Faculty Senate Executive Committee for two-year staggered terms. The Research Council shall report to the Faculty Senate once per semester.

C. Athletics Council

Charge: The Athletics Council acts in an advisory capacity to the University President in all matters pertaining to intercollegiate athletics and carries out those functions assigned to the Council by the University President.

Membership: Faculty Senate shall appoint two (2) voting members, one each year to a two-year term, at least one of whom will be a member of Faculty Senate. The chair of the Athletics Council will report to the Faculty Senate once per semester on the actions of the Athletics Council.

Article V. Amendments

- A. This Constitution may be amended by a two-thirds affirmative vote of those responding with a total vote of at least 100 of the University Faculty conducted either by e-mail or through a secure web page.
- B. Amendments can be initiated by the Faculty Senate, or by submission to the Executive Committee of a petition signed by at least fifty fully-affiliated members of the University Faculty.
- C. The University Faculty will be given the opportunity to meet and discuss an amendment at least 20 working days prior to a faculty vote thereon. Copies of the proposed amendment shall be distributed to all members of the University Faculty at least ten (10) working days in advance of the meeting. Modifications to the wording of an amendment can be made by majority vote of the University Faculty present at the meeting.
- D. At least ten (10) working days prior to a faculty vote on any amendment, all members of the University Faculty will have access to a web page that posts the proposed amendment and summarizes the discussion of the University Faculty meeting. No changes in the wording of any amendment can occur after it is posted.
- E. Voting on any amendment will occur over a time period of three (3) consecutive working days.
- F. The Executive Committee will oversee the voting process to insure that each member of the University Faculty has the opportunity to vote and that no one is able to vote more than once.

Article VI. Quadrennial Review

This Constitution shall be reviewed every four years by an ad hoc committee nominated by the Executive Committee of the Faculty Senate. The committee shall submit a report with recommendations to Executive Committee. The Faculty Senate shall appoint such a committee every fourth year, starting in the year 2014.