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

Adopted 3/21/91

**Revised 2/10/95, 2/28/96, 11/6/96, 10/7/98, 9/15/04, 9/6/06, 3/4/09, 5/3/11,
7/20/11, 9/4/13, 10/2/13, 4/2/14, 11/5/14.**

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 Academic Dean, hereafter called the Dean and 2) advise the Chancellor, the Provost and Vice Chancellor for Academic Affairs, hereafter called the Provost, and the Dean on matters related to general college concerns including the educational mission of the College.

III. MEMBERS

The Faculty Senate shall comprise representatives from academic departments and from the Non-Tenure Track Teaching Faculty.*

Except as indicated below, all department Senators shall be members of the College Faculty and only College Faculty are eligible to vote in the elections for department Senators. Departments shall have two Senators. A department not having two eligible representatives from the College Faculty may elect Senators from among the Non-Tenure Track Teaching Faculty of that department. Non-Tenure Track department Senators should be replaced as soon as members of the College Faculty become eligible.

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

After two unjustified absences, the respective Department Chair will be notified. The seat of a Senator shall be deemed vacant by the Senate Executive Committee if the incumbent is absent for more than two regular meetings without just cause during the academic year. A

vacant seat shall be filled through election by the respective Department or College Faculty 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 or by College Faculty. Senators anticipating or expecting such absence shall notify the Chair of the Senate in writing.³⁷

* **Non-Tenure Track Teaching Faculty** are 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.

C. ELECTIONS

All elections shall be by secret ballot and accorded to the individual receiving a plurality of votes. Any Faculty member who anticipates being absent at the time of an election may request an absentee ballot no later than 10 days prior to the election. The ballot must be received by the faculty Senate Executive Officer no later than 48 hours prior to the election.

1. Department Senators

Elections of department representatives shall be held late in February and announced no later than March 10.

2. Non-Tenure Track Teaching Faculty Senators

The Chair of the Senate shall request all Non-Tenure Track Teaching Faculty to submit written nominations of candidates for Non-Tenure Track Teaching Faculty Senate seats by March 15. All nominees shall be contacted by the Executive Officer of the Senate to confirm their willingness and availability to serve prior to ballot distribution. 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 by conventional mail or using electronic format.³⁸ Ballots shall be returned to the Executive Officer 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 representative shall not be eligible for the Non-Tenure Track Teaching Faculty positions.

IV. OFFICERS

A. ELECTION OF OFFICERS

1. A Chair, Vice Chair, Secretary, and Executive Officer shall be elected by the Faculty Senate during the annual meeting on the first Wednesday of May unless otherwise ordered by the Senate, or via electronic method before May 10.³⁹ Terms of office will be one year and begin immediately following the

³⁷ Adopted by the Faculty Senate May 3, 2011

³⁸ Adopted by the Faculty Senate April 1, 2020

³⁹ Adopted by the Faculty Senate April 1, 2020

- 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 application for tenure approved by the Chancellor.⁴⁰
 3. Officers may be removed for non-performance of duties by a two-thirds vote of the Faculty 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. appoint tellers for general and special elections;
 - e. serve as delegate to the Faculty Senates of Virginia or designate a representative as necessary; and
 - f. 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. distribute copies of minutes, both draft and approved, to Senators, the Chancellor, the Provost, and the Academic Dean;

40 Adopted by the Faculty Senate Sept. 4, 2013

- d. place a copy of the minutes of the meeting in the College Library;
 - e. maintain Senate records and deposit them in the College archives at the close of each academic year; and
 - f. 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. fulfill other duties applicable to the office as prescribed by the Chair and *Robert's Rules of Order Newly Revised*;
 - c. serve as an advisor to the Senate Awareness Committee;
 - d. administer election of at-large senators; and
 - e. administer elections as designated in Faculty Handbook⁴¹

V. MEETINGS

- A. 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.
- B. The meeting in May shall be the annual meeting and shall be to elect officers, appoint committees, receive reports from officers and committees, and any other business that may arise. Newly elected, continuing, and retiring members may attend the annual meeting. Continuing and retiring members shall elect officers.
- C. Special meetings may be called by the Chair or the Executive Committee upon: 1) a motion passed by the Faculty Senate at a regular meeting or 3) the written request of 4 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:
 - 1. Call to order
 - 2. Reading and approval of the minutes
 - 3. Approval of the agenda
 - 4. Reports from Officers
 - 5. Reports from College Administrators
 - 6. Report from Student Government Association President
 - 7. Report from Honor Court Chair
 - 8. Reports of Standing Committees
 - 9. Reports of Special Committees
 - 10. Unfinished business
 - 11. New business
 - 12. Adjournment
- F. All meetings of the Senate shall be open to the public. Exceptions shall be in accord

41 Adopted by the Faculty Senate April 1, 2020

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

- G. All motions shall be submitted to the Secretary in writing.
- H. Faculty 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.
- I. Items not submitted in time for distribution to Senators may be discussed but will require a majority vote to amend the agenda.
- J. 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.⁴²

VI. COMMITTEES

- A. Standing committees of the Faculty Senate shall be:
 - 1. Executive Committee
 - 2. Academic Enhancement Committee
 - 3. Academic Program Committee
 - 4. Admissions and Financial Aid Committee
 - 5. Athletic Committee
 - 6. Faculty Development Committee
 - 7. Finance Committee
 - 8. Non-tenure Track and Adjunct Faculty Committee
 - 9. Promotion and Tenure Review Committee
 - 10. Teacher Education Admission 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 at least once a semester and shall submit minutes to the Chancellor, the Provost, the Dean, and the Secretary of the Senate, who shall place them on reserve in the Library.
- 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 the Senate at the annual meeting. 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.

42 Adopted by the Faculty Senate April 1, 2020

- G. The Chair of each Standing Committee will represent or designate a representative for the committee at each regular Faculty Senate meeting.
- H. The list of Senate Committee members shall be distributed to the Chancellor, Provost, Dean and all faculty by June 1.
- I. 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 additional standing committees or create or dissolve ad hoc committees of the Senate; and
 - f. appoint *ex officio* and non-voting members of Senate committees
- J. 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. The Academic Dean will serve ex-officio as a liaison between faculty and administration. 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:
 - 1. Review, rank, and recommend candidates to the provost, for one semester academic enhancement leave;
 - 2. Recommend funding to the Academic Dean for allocation of research stipend and/or relocation stipend;
 - 3. Review and evaluate follow-up documentation, matching accomplishments to goals; and
 - 4. Provide unsuccessful applicants with a justification statement.
- K. Academic Program Committee⁴³

The Committee shall be composed of five members and the Academic Dean, a non-voting *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:

 - 1. review proposals from departments, College administration, and individuals for new programs, modifications in programs, and deletion of programs and recommend action to the Senate.

43 Approved by the Faculty Senate Jan. 14, 2019

2. review departmental proposals for minor course changes; change in course number, course title, course description, pre- and co-requisites, and course credits.
3. review departmental proposals for new courses and deletion of existing courses and recommend action to the Senate;
4. review proposals for establishing special academic procedures such as honors programs and recommend action to the Senate;
5. review proposals for the renaming, addition, division or abolishment of a department and recommend action to the Senate; and
6. examine all proposals for curricular additions or changes for consistency with the College mission and goals, including implications for resource allocation.

L. Admissions and Financial Aid Committee

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

M. Athletic Committee

1. The Committee shall be composed of three faculty members appointed by the Faculty Senate, the Faculty Athletic Representative, 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 Faculty 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.⁴⁴

N. 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, Mini-Leaves, Summer Research, and General Research.
 - b. recommend allocation of resources for Summer Research Grants to the Provost;
 - c. oversee the nomination and selection of faculty members for faculty awards;
 - d. assist in planning faculty retreats and other activities related to faculty development; and
 - e. recommend changes in faculty development policies to the Faculty Senate.

O. Finance Committee

1. The Committee shall be composed of three members. The Vice Chancellor and Chief Operating Officer shall as serve *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.; and⁴⁵
 - d. review auditors' reports and discuss them with appropriate College officials.

P. Non-tenure Track and Adjunct Faculty Committee⁴⁶

1. The Committee will consist of two subcommittees: Non-tenure track faculty and Adjunct faculty. The committee will be chaired by the Vice-Chair of the Faculty Senate who will be responsible for convening meetings, communicating with sub-committee members, and reporting to the Faculty Senate.
2. Each sub-committee shall consist of five members, including both non-tenure track Senators. The other three members will be non-tenure track faculty for the Non-tenure track sub-committee and adjunct faculty for the Adjunct subcommittee. (To be eligible for adjunct seats, an adjunct must have taught at least one class during the current academic year.)
3. Each Committee shall:
 - a. review employment practices and policies regarding all non-tenure track

44 Approved by the Faculty Senate Feb. 7, 2018

45 Approved by the Faculty Senate Nov. 7, 2018

46 Approved by the Faculty Senate Sept. 4, 2013 and Sept. 5, 2018

- employees, 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 academic and professional development;
- d. develop uniform policies regarding adjunct employment practices for review by the Senate; and
- e. work to integrate all non-tenure track faculty fully into the academic community, raising awareness of their integral role in the College's mission

Q. Promotion and Tenure Review Committee⁴⁷

- 1. The Committee shall be composed of three tenured faculty. The Dean shall serve *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.

R. Teacher Education Admissions Committee

- 1. The Committee shall be composed of twelve⁴⁸ 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.⁴⁹ 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.

VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Faculty 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.

VIII. AMENDMENTS

⁴⁷ Approved by the Faculty Senate Oct. 2, 2013

⁴⁸ Approved by the Faculty Senate April 2, 2014

⁴⁹ Approved by the Faculty Senate Sept. 6, 2006 and March 4, 2009

These bylaws may be amended at any regular meeting of the Faculty Senate by a two-thirds vote, provided that the amendment has been submitted in writing one week prior to the regular meeting. Bylaws may be amended at any regular meeting of the Senate without prior notice by unanimous vote of those present. Any Senator may move that revisions to the Bylaws be ratified by the College Faculty. If passed, a simple majority of the College Faculty is required for ratification.