Preamble

Since the primary purpose of Clarkson University is to preserve, transmit, and advance knowledge, the faculty, as an integral part of the University, is properly concerned with the formulation and review of the educational policies of the University and with any other policies that might directly affect this primary purpose. The faculty is also properly concerned with all matters relating to the well being of the University and its role and responsibilities in the academic and civic communities. In order that a means may be provided for giving the faculty formal representation in exercising its resultant responsibilities, an organization shall be established and be known as the Faculty Senate, and this Senate shall henceforth be the official representative voice of the faculty. It is the intended purpose of the Faculty Senate to establish and maintain a working relationship between the administration and the faculty, in an atmosphere of mutual respect and confidence, thereby promoting the welfare of the University.

Article I. Responsibilities

1. The Faculty Senate, as a body, shall possess the responsibility and authority to review and discuss all matters that it shall deem as within its legitimate concern, and it may initiate recommendations or take other appropriate action on matters, subject to review by the president and/or the Board of Trustees. The Faculty Senate shall have primary responsibility for recommending policy in such fundamental areas as curriculum, standards, research, faculty status, and those aspects of student activity that relate directly to the educational process. On these matters the power of review or final decision lodged in the Board of Trustees or delegated by it to the president should be exercised adversely only in exceptional circumstance, and for reasons communicated to the faculty. The Faculty Senate shall prepare the agenda for all meetings of the full faculty, and the chair of the Senate shall preside at these meetings.

2. The Senate must call at least one meeting of the faculty each semester inclusive of the full faculty meeting before graduation to determine whether requirements for degrees in courses have been met and to authorize the president and the Board of Trustees to grant the degrees thus achieved.

3. Further, the chair of the Senate must call a special meeting of the faculty upon written petition by one-third or more of those holding faculty rank.

4. All standing committees of the Faculty Senate shall be appointed by the Senate and will report to the Senate.

Article II. Composition and Method of Election

A. Composition

1. The Faculty Senate shall consist of members of the faculty, members of the professional staff of the Physical Education Department and the Educational Resources Center, and such ex-officio members as are hereinafter designated.

2. The elected representation shall consist of:
   a. Two members at large elected by the full Faculty Senate constituency; and
   b. School representatives elected by the schools with each school having one representative. In addition, there shall be nine school representatives with the number from each school determined by the proportionate size of the faculty of each school.

3. Consistent with the above provision, the specific number to represent each school and the frequency of reapportionment shall be determined by the Senate.

4. At no time shall all senators from a school be members of the same department. Further, the maximum number of school senators from one department shall be two.

5. To qualify for membership on the Faculty Senate, an individual must hold faculty rank (professor, associate professor, assistant professor, instructor) or be a member of the professional staff of the Physical Education Department or the Educational Resources Center and not be a vice president, a dean, an associate dean, or a department chair, with the exception of the Administrative Council chair.

6. The President, or his designee, and the chair of the Administrative Council will hold ex-officio membership on the Faculty Senate.
B. Methods of Nomination and Election

1. Nomination of at large senators shall be by written petition of at least 10% of the full Faculty Senate constituency. This petition must be submitted to the secretary of the Senate not earlier than March 1 nor later than April 1.
   a. Nomination of school senators shall be by written petition of at least 10% of the school constituency. This petition must be submitted to the secretary of the Senate not earlier than March 1 nor later than April 1.

2. Election shall be by secret mail ballot according to the procedures outlined in the Senate Bylaws. In the election of senators, the candidate must receive a majority of all votes cast to be elected.
3. Notice of election date and candidates must be given in writing at least one week in advance of the elections.
4. New senators will assume office immediately following the final faculty meeting of the spring semester. Their term of office shall be three years.
5. Unexpired terms shall be filled by election as soon as practicable after notification is received that a vacancy does or will exist. The term of office shall begin on the date that the vacancy exists. Vacancies occurring during the academic year may be handled by a mail ballot with petition and election dates set by the Senate.
6. If a senator accepts a leave of absence or sabbatical leave, a vacancy shall be deemed to exist as of the effective date of the leave. An election shall be held as in (5) above to fill the remainder of the senator’s term

C. Other Members

In addition to the elected senators, the chair of the Administrative Council shall be a member of the Senate

back to top

Article III. Officers and Executive Committee

The Faculty Senate shall elect its own officers consisting of a chair, a vice chair, and a secretary. These officers shall be chosen from the elected senators and these elections shall take place at a special senate meeting immediately following the final faculty meeting of the year.

An executive committee of four members of the Faculty Senate shall be formed at the first meeting of the Senate following the elections, and its membership shall consist of the following:

1. The chair of the Faculty Senate (who shall be the chair of the Executive Committee);
2. The chair of the Administrative Council;
3. The vice chair of the Senate; and
4. The secretary of the Senate

back to top

Article IV. Procedures for Amending the Constitution

A. An amendment to the constitution of the Faculty Senate must receive a first reading at a regular meeting of the Senate. At its second reading, which must be at a subsequent regular meeting, it must be approved by a majority of the Senate. Finally, it must be approved by a majority vote of those in attendance at a faculty meeting. At this meeting a majority of the faculty shall constitute a quorum.

or

B. The Senate shall submit any proposed amendment approved by a majority vote of the faculty of two-thirds of the departments to the faculty at the first subsequent regular faculty meeting. The adoption procedures by the faculty shall be those stated in the last two sentences of Section (A) above.

back to top

Article V. Procedures

The Senate shall have the power to adopt procedures necessary to carry out its responsibilities.

back to top

Bylaws

1. Bylaws may be amended by a two-thirds vote of the Faculty Senate at a regular meeting subsequent to the regular meeting in which the amendment was proposed.
2. The Senate shall meet at least once per month during the academic year.
3. A quorum for a meeting of the Faculty Senate shall be two-thirds of the elected senators.
4. Duties of the executive committee:
   a. Act as the nominating committee for all standing committees of the Faculty Senate and ad hoc committees of the Senate in accordance with any membership requirements stated in specific committee guidelines.
   b. Prepare the agenda for the Senate meetings and instruct the Senate secretary to distribute it at least five calendar days prior to each regularly scheduled meeting.
Refer, when appropriate and desirable, items to the Administrative Council for its consideration, advice, and possible action prior to, or after, consideration by the Senate.

d. The vice chair shall have the responsibility to develop and implement procedures for calling of the first committee meeting in each academic year for the committees of the Senate.

5. **Standing Committees of the Faculty Senate**

   a. Academic Integrity
   b. Academic Standards
   c. Awards
   d. Curriculum and Academic Policy
   e. Research and Intellectual Property
   f. Honorary Degrees
   g. Information Technology
   h. Library
   i. Teaching Excellence
   j. Promotions
   k. Tenure

A description of these committees and their functions can be found in Section 2.10.1 of this manual.

Initially, committees will be constituted with membership terms of three, two, and one year(s). All future appointments shall be for three-year terms with the Senate filling unexpired terms as necessary. Normally after completing a period of service of two or more terms on a committee, a faculty member shall not be reappointed to the committee for a period of one year.

6. A roll call vote shall be taken and recorded at the request of any senator.

7. For the purpose of apportionment and representation, the schools shall be considered to be Engineering, Business, and Arts & Sciences. The professional staff of the Educational Resources Center and the Physical Education Department, faculty of the Military Science and Aerospace Studies Departments, and faculty holding appointments in Institutes shall as a group be entitled to collective representation on the same basis as a school.

8. In all matters not covered by its constitution and bylaws, the Senate shall be governed by Robert’s Rules of Order: newly revised. C.1970.

9. If any office of the Senate becomes vacant, the vacancy shall be filled by election at the next regularly scheduled meeting of the Faculty Senate following notification of the vacancy.

10. The executive committee shall be directed to call a special meeting of the Faculty Senate by a petition signed by one half of the elected senators.

11. **Election Procedure**

   a. Elections will begin the first Monday of classes in April. To be valid, ballots must be returned to the secretary of the Senate by 4:00 p.m. on the seventh day following the beginning of the elections.

   b. If no candidate receives a majority on the first ballot, runoff elections will be held. All candidates with less than a proportionate share of the votes cast on the preceding ballot shall be eliminated from succeeding ballots with the exception that in no case shall the number of candidates on the ballot be reduced to one by this method. In cases where only one candidate has a proportionate share of the votes cast, but nevertheless, is lacking a majority, an election will be held between that candidate and the person(s) with the next highest vote total.

   c. In the event any elections are not settled by the time of the final faculty meeting of the spring semester the Faculty Senate shall arrange for an election to be conducted on that day.

   d. The results of all Senate elections shall be announced to the faculty as soon as the election results become available.

12. **Professional Staff**

    For purposes of Faculty Senate representation, the following criteria will be used for designating professional staff members in the Physical Education Department and the Educational Resources Center:

    a. An education to the bachelor’s level as a minimum; and

    b. Participation in the educational process of the University defined as providing educational services to students and/or members of the faculty.

13. **Emergency Procedure**

    In emergency situations or in situations when a special meeting of the Senate cannot be convened, the executive committee may take action on behalf of the Senate. Such action must be approved by at least three members of the Executive Committee. Such action must be reviewed by the Senate at its next regular meeting or at a special meeting called for that purpose.

---

**History**

Approved by the Faculty Senate January 1968
Approved by the Faculty February 1968
Revised by the Faculty Senate: September 1970; January, May 1972
Amended by the Faculty Senate February 1973
Editorial Revision August 1974 (Bylaws IV-D, XI-E)
Amended by Faculty Senate November 1976
Standing Committees revised: January 1978, July 1987
Amended by the Faculty Senate November 1981
Approved by the Faculty May 1982
Amended by the President July 1982
Editorial Revision December 1986
Article II amended May 1989
Editorial Revision January 1992
Approved by Faculty Senate October 1992
Editorial Revision May 2003
Revised November 2010