Delaware State University

Faculty Senate

Constitution and Bylaws

Revised: May 2004
PREAMBLE

The primary purposes of the University are as follows: (1) to provide quality educational programs; (2) to engage in scholarly research; and (3) to provide outreach. In order to fulfill these purposes, the faculty is properly concerned with the review and formulation of the University's educational policies. In order to ensure the continued development of the University, to ensure effective faculty participation in the governance of the institution, and to provide the means for the faculty to exercise its responsibilities, we, the faculty of Delaware State University, do hereby subscribe to this Constitution as the statement of the function and responsibilities of the Faculty Senate.

ARTICLE I. NAME, FUNCTIONS AND RESPONSIBILITIES

Section 1. Name: The name of this organization shall be the Faculty Senate of Delaware State University.

Section 2. Function: The Faculty Senate is the primary governing body of the faculty. It shall serve as a channel of communication between the faculty and the administration and, through the administration, to the Board of Trustees. It shall seek means to raise the level of all aspects of professional performance. It shall be the instrument by which the faculty carries out its responsibilities under the Charter and Bylaws of the Board of Trustees of Delaware State University.

Section 3. Responsibilities: The Faculty Senate is the chief governing body under the authority of the faculty. It shall possess the primary responsibility and authority to review, discuss, and make policy recommendations in such areas as curriculum, standards, research, faculty status, honorary degrees, and student activities related to the academic life of the University. Specific authority of the Faculty Senate shall include the responsibility to:

A. Establish departmental curricula and courses.
B. Develop rules, regulations and discipline of the student body;
C. Determine educational academic policies and of admissions.
D. Determine requirements for degrees and recommend candidates for degrees, which shall be conferred by the President of the University under the authority of the Board of Trustees.
E. Recommend to the Board of Trustees the establishment of any degree to be awarded and the disestablishment of any degree.
F. Consider matters of general interest to the university and make recommendations to the President of the University for presentation to the Board of Trustees.

ARTICLE II. MEMBERSHIP AND ELECTIONS

Section 1. Eligibility: All permanent (faculty who occupy a budget line, are tenure track, and are not visiting or adjunct) full-time and half-time faculty members whose major responsibility is teaching and/or research, and the professional staff of the library are
eligible for membership in the Faculty Senate through their respective Departments or areas.

Section 2. Membership:
A. The Faculty Senate shall consist of its elected Officers and Senators, the Chairs of Standing Committees, the President of the University, the Provost and Vice President for Academic Affairs, Academic Deans, Graduate School Dean and such ex-officio members as herein designated.
B. Each academic department shall be entitled to one elected faculty member for the first five members of the department or less, and one additional elected member for each additional five members of the department or fractional part thereof.
C. Each elected Faculty Senator shall serve for a term of two years, from 1 July to 30 June.
D. A faculty member with a joint appointment can be eligible for membership from only one department. Unless otherwise specified, a faculty member shall be eligible for membership from that department of his/her major teaching responsibilities.

Section 3. Election of Senators
A. Annual departmental elections by secret ballot shall occur in March of each Academic Year.
B. The results of this election shall be forwarded to the Secretary of the Senate.
C. Challenges may be made until the end of April to any member-elect whose election was: (1) not by secret ballot; (2) not supervised by an incumbent Senator and one other faculty member; (3) illegal, in terms of having already served two successive terms. Challenged members will not be seated until after the Officers of the Faculty Senate have submitted a written report to the senators disposing of the challenge, which must be completed within 30 working days.
D. Vacancies shall be filled by departmental election within 30 days after the vacancy exists; and the representative shall serve the unexpired term without penalty of ineligibility for formal election for two successive terms.
E. Each department shall elect one alternate for each Senator.

Section 4. Duties and Responsibilities of Faculty Senators
A. Faculty Senators are expected to attend all Faculty Senate meetings.
B. Faculty Senators are expected to communicate to their respective departments all actions of the Faculty Senate.
C. Faculty Senators are expected to communicate to the full Senate any of their respective departmental concerns.

Section 5. Other Representatives
A. The Chair of the Faculty Senate may invite University representatives or guests to attend meetings of the Faculty Senate, with the approval of the Faculty Senate. These
persons may take part in the discussion, upon recognition of the Chair, but shall have no voting privileges. From time to time, the Faculty Senate may request the presence of certain officers of the University at the meeting of the Faculty Senate. Faculty members who are not members of the Senate may attend the meeting of the Faculty Senate, and may participate in the discussion with prior approval and recognition of the Chair, but may not vote.

B. The ex-officio (non-voting) members of the Faculty Senate are the Registrar, the Vice President for Enrollment Management and Student Affairs, the Vice President for Business and Finance, the Vice President for Development and University Relations, the Vice President for Human Resources and Legislative Affairs, and the Assistant Vice Presidents for Academic Affairs.

ARTICLE III. OFFICERS AND DUTIES
Section 1. The elected Officers of the Faculty Senate are Chair and Vice Chair. Appointed Officers are Secretary and Parliamentarian.

Section 2. Officers: All faculty are eligible to be officers of the Senate. The Chair and Vice Chair shall be elected by secret ballot at the May meeting of every other academic year for a term of office of two years, extending from July 1 to June 30. A majority of the faculty present and voting shall elect. The Registrar is herein designated as Secretary of the Faculty Senate. The Parliamentarian shall be appointed by the Chair of the Faculty Senate before the first Faculty Senate meeting of each year.

Section 3. Duties of Officers
A. The Chair of the Faculty Senate shall preside at all meetings of the Senate.
B. The Vice Chair shall fulfill the duties of the Chair when the Chair is absent.
C. The Secretary shall keep minutes of all regular meetings of the Senate, maintain the important papers of the Senate, and maintain a roster of all elected members. The Secretary shall distribute copies of the minutes to all members of the Senate at least one week before the next meeting. Prior to the first faculty meeting of the academic year, the Secretary shall prepare and distribute to each faculty member summary minutes of the actions taken by the Faculty Senate during the preceding year. The summary minutes shall be reviewed by the full faculty at that meeting.
D. The Parliamentarian shall rule on matters of parliamentary procedure and ensure that the business of the Faculty Senate is conducted in an orderly and procedurally correct manner.

ARTICLE IV. BUSINESS OF FACULTY SENATE
Section 1. Meetings: The Faculty Senate shall meet once a month. The Chair of the Faculty Senate may call special meetings at anytime with at least forty-eight hours notice. The forty-eight hour requirement is to be waived when the President of the University or Provost and Vice President for Academic Affairs requests the Chair to call a special meeting.
Section 2. Quorum: A simple majority of all members of the Faculty Senate shall constitute a quorum.

Section 3. Agenda: The agenda of each meeting shall be prepared by the Chair of the Faculty Senate and circulated to all faculty members prior to each meeting.

Section 4. Initiation of Action: The Faculty Senate may receive items for the agenda from any member of the Faculty, Administration, Staff or Student Government. Such items shall be presented in writing to the Chair of the Faculty Senate for assignment to a committee of the Senate for review and recommendation before presenting them to the Faculty Senate. A record of such items and their dispositions shall be kept by the Secretary and become a part of the published minutes. The President of the University and the Provost and Vice President for Academic Affairs may present matters directly to the Senate. In emergency situations, any faculty member may have items added to the agenda provided that the request is made to the Chair of the Faculty Senate at least forty-eight hours prior to the meeting. Exceptions to the time limit may be made in extreme cases.

Section 5. Review: Any action of the Faculty Senate may be subject to review of the full faculty on the basis of a written petition signed by not less than ten percent of the faculty representing at least two departments and presented to the Provost and Vice President for Academic Affairs and the Chair of the Faculty Senate within seven days of the publication of the minutes.

Section 6. Authority of Faculty: The full faculty in session has authority over the Faculty Senate and its committees. At its end of the year meeting in May, the full faculty shall act on all motions/actions by the Faculty Senate for the end of the academic year. Actions of the Faculty Senate requiring Board review and approval will be transmitted to the Provost and Vice President for Academic Affairs. The Provost will add a cover letter with comments and recommendations, which s/he will then send to the President. The Provost’s comments and recommendations will also be sent to the Chair of the Faculty Senate. If the President of the University approves the recommended action, then s/he will add comments and recommendations and send the entire matter to the Chairperson of the Educational Policy Committee of the Board of Trustees. The President then informs the faculty of the Board’s disposition. If, however, the President does not approve the recommended action, then he will so inform the Chair of the Faculty Senate, who may request the President or the Provost to arrange a hearing before the Educational Policy Committee. It is within this Committee that a full hearing of Faculty matters should take place. The Chair of the Faculty Senate would be responsible for presenting Faculty Senate matters to the committee. However, s/he may invite other faculty members to appear. After full consideration by the committee, the Educational Policy Committee makes its recommendation to the Board of Trustees. The Chair of the Faculty Senate may request
to speak on the matter before the full Board. The Board of Trustees then takes its action. The action of the Board is final.

In matters that do not require Board approval, all Faculty Senate recommendations are to be transmitted to the President through the Provost and Vice President for Academic Affairs. In the event of a rejection by the President, the President will inform the Senate in writing of his/her reasons for the rejection. The Senate may appeal to the President to reconsider his decision, at which point the Provost will arrange a meeting between the President and the Chair of the Faculty Senate and his/her representatives.

Section 7. Hearings: Any committee of the Senate may request persons to appear before it for consultation or advice in the areas of faculty responsibility as specified in the Charter. When appropriate, committees may hold hearings open to the faculty to discuss issues which are of concern to the faculty.

Section 8. Other Meetings: A meeting of the entire faculty must be called if ten percent of the faculty, representing at least two departments, make a signed written request to the Provost and Vice President for Academic Affairs. A copy of the petition must be filed with the Chair of the Faculty Senate.

ARTICLE V. COMMITTEES OF THE SENATE

Section 1. Selection of Committees: The Faculty Senate shall have standing committees to consider the broad problems of faculty concern within its jurisdiction. These committees will review, study, and report their recommendations to the Faculty Senate for action. The Faculty Senate shall have the power to create or dissolve standing committees of the Senate. Ad Hoc committees may be created and appointed by the Chair of the Faculty Senate for the purpose of expediting temporary business.

Section 2. General Structure and Operation

A. The Standing Committees of the Faculty Senate are the following: Academic Affairs, Admissions, Faculty Affairs, Faculty Research, Library, Student Affairs, Finance, General Education Program, School Curriculum Committees, Council for Professional Education, Teaching Effectiveness, Graduate Council, and the Committee on Committees. In addition, there are six Joint Committees: the Athletics Council, Excellence Awards Committee, Professional Development Committee, Awards and Honorary Degrees Committee, and the Cultural and Special Events Committee.

B. Within these major committees, subcommittees can and should be formed.

C. All standing committees shall be chaired by permanent full time faculty, except in those cases where the senate by-laws specify a particular position as chair.

D. No one shall be chair of more than one standing committee; this does not preclude a standing committee chair from serving as chair of a subcommittee or an ad hoc committee.

E. The majority of each committee shall consist of faculty members elected or appointed from the full permanent Faculty. Students will serve on the appropriate committees.
The standing committees shall act on instructions from the Senate or Faculty and initiate proposals for Senate or Faculty action. Standing committees shall establish and coordinate meeting dates at the beginning of the academic year and provide such dates to the Chair of the Faculty Senate. Any person who fails to carry out the assigned responsibilities can be removed by petition of a majority of the committee members and a two-thirds vote of the Senate. All committees shall keep reports and minutes. At the May Faculty Senate Meeting, each standing, joint, and sub-committee shall submit a final report (including a list of attendees) detailing all major business conducted during that academic year. A copy of each committee’s report shall be distributed to faculty senators. The minutes, official papers, and documents of each standing committee, subcommittee, and the Faculty Senate shall be bound and filed in the Office of Records by academic year and in chronological order for easy access. Committees requiring budgets shall manage those budgets according to University financial procedures. Subcommittee chairs must be members of the standing committee.

Section 3. Eligibility
All permanent faculty, students, and those administrative staff deemed necessary by the Senate are eligible to serve on the standing or ad hoc committees of the Faculty Senate. No faculty member shall be required to serve on more than one, nor be allowed to serve on more than two standing committees of the Faculty Senate.

Section 4. Term of Office
The term of office of members of Faculty Senate standing committees shall be three years with staggered terms, with the right to be re-elected. Terms will begin 1 July and end 30 June. Student members shall be selected through the Student Government. The secretary of each committee shall be elected by the committee.

Section 5. Election of the Committee Chairperson:
Only permanent full time faculty (as explained in Article II, Section 1) are eligible for election as chairs of standing committees. The chairs shall be elected by the Faculty Senate, except in those cases where the Senate Bylaws specify a particular position as chairperson. The Committee on Committees shall provide at least two nominees for the chairs of each committee. The election of chairs shall be held at the April Faculty Senate meeting.

Section 6. Vacancies
Vacancies on standing committees shall be filled by the committee chairperson. Appointments to the vacancies which occur shall be to fill the unexpired term.
Section 7. Meetings
Each committee shall meet each semester. Additional meetings may occur at the call of the chairperson, the request of at least three members of the committee, or the request of the Chair of the Faculty Senate.

Section 8. Committees--Membership and Duties
The standing committees of the Faculty Senate shall be those that are deemed necessary. All members of the permanent faculty and professional library staff are eligible for election and appointment to committees. Committee members have one vote.

Section 9. Meetings When the Faculty Senate is not in Session
When the Faculty is not in session, the Faculty Senate will approve an Ad Hoc Committee at its last meeting consisting of one member each selected by the departments. The Ad Hoc Committee of the Senate will be available during the months of June, July, and August.

Section 10. Faculty Senate Ad Hoc Committee
During the summer session, the functions of the committees will be delegated to the Faculty Senate Ad Hoc Committee. During the month of May each department shall submit the names of the Ad Hoc Faculty Senator and Alternate to the office of the Provost and Vice President for Academic Affairs. This committee shall act only on necessary matters and any actions shall be reviewed and voted on by the full faculty at its next regular meeting.

Section 11. Authority of Committees: The Faculty Senate relies on standing committees to facilitate its work. The recommendations developed by these committees are presented first to the Faculty Senate, then the Provost and Vice President for Academic Affairs submits these recommendations to the President of the University, who then may submit them to the Board of Trustees. The recommendations become effective when approved by the Board of Trustees.

Section 12. Nominations and Elections to Committees
A. In February, the Committee on Committees will poll in writing the permanent faculty and faculty administrators for nominees to fill the vacancies on the various faculty committees.
B. In March of each year, the Committee on Committees will distribute to the Faculty Senate nominations for the various committees. In April, the Faculty Senate will elect faculty to three-year staggered terms, and these newly elected committee members will take office 1 July. Voting shall be by secret ballot. A majority of those present and voting shall elect.
Section 13. Composition and Function

A. ACADEMIC AFFAIRS COMMITTEE

Membership: Provost and Vice President for Academic Affairs, Academic Deans, Assistant Academic Vice Presidents, Registrar, chairs of the subcommittees, seven faculty members (at least one from each school), and two students.

Functions: To conduct a continuous study of the policies of all phases of academic programs; to develop and interpret academic policies; to seek means of evaluation and improvement of academic programs; to encourage the use of new methods and technology in teaching; to develop guidelines for all remedial and honors programs; to consider problems related to academic standards and to assist the Provost and Vice President for Academic Affairs in the preparation of the Faculty Institute and recommendations of priorities for the use of financial resources in instructional matters.

Subcommittees:
The subcommittees of the Academic Affairs Committee are as follows: Continuing Education, Honors Council, Comprehensive Learning Program, International Education, and Distance Education.

(1) Continuing Education

Membership: Director of Continuing Education, Associate Vice President for Enrollment Management, seven faculty members, and two students.

Functions: To review the Continuing Education Program and make recommendations to the Academic Affairs Committee.

(2) Honors Council

Membership: Chairperson of the Honors Council, Assistant Vice President for Instructional Support, six faculty members, and two students.

Functions: To provide a program of motivation, inspiration, and guidance for students in the Honors Program; to publish a student journal, and to provide advice and counsel to honors students.

(3) Comprehensive Learning Program

Membership: Dean of the College Arts and Sciences (Chair), Director of the Comprehensive Learning Program; Director of Testing and Assessment, Director of General Education, five faculty members and two students.

Function: To study all aspects of the Comprehensive Learning Program; to determine the impact of participation in the Comprehensive Learning Program on success in the University;

(4) International Education

Membership: Director of International Programs, Chairperson, Department of Foreign Languages, Director of International Students, one faculty member from each College or School, Director of Global Education, Director of Distance Education, Director of Global Societies, Registrar, one undergraduate and graduate student. Department Chairpersons will serve as ex-officio members.

Functions:
- To make internationalization an integral part of the University’s
identity and Vision
- To develop and facilitate academic departments’ efforts to establishing a Minor and (when appropriate a Major) in international studies
- To develop, implement and/or facilitate appropriate language requirements for students.
- To recognize and reward international competence and activity in the hiring, tenure, promotion and merit processes.
- To ensure that education abroad does not constitute a perceived or real obstacle to fulfilling the requirements of the major.
- To support international students’ and resident scholars’ curricular and co-curricular activities on campus.
- To provide on-campus faculty workshops on international issues
- To recruit international visiting faculty.
- To establish and implement a system for international institutional linkages.

(5) Distance Education
Membership: Director of Distance Education and Learning Technologies, Assistant Provost for Technology and Information Systems, Director of Center for Excellence in Teaching, Directors of DSU satellite sites, one faculty member from each College or School, one student from each DSU site.
Functions: To recommend policies and procedures for the use of computer, satellite, and media-based instructional systems, thereby fully employing existing and emerging technologies.

B. ADMISSIONS COMMITTEE
Membership: Vice President for Enrollment Management and Student Affairs, Assistant Vice President for Enrollment Management, Registrar, Director of Admissions, seven faculty members, alumni representative, and two students.
Functions: To study and recommend to the Faculty Senate policies governing recruitment, selection, admission, and readmission of students; to develop and execute, in conjunction with the Admissions Office, a program for recruitment of students; and to advise and aid the Director of Admissions and the Registrar.
Subcommittee:
Scholarship and Financial Aid
Membership: Assistant Vice President for Enrollment Management, Director of Financial Aid, five faculty members and two students.
Functions: To study and recommend financial aid and scholarship criteria and policy to the Admissions Committee.

C. SCHOOL CURRICULUM COMMITTEES
Each school will have its own curriculum committee.
Membership: Academic Dean (Chairperson), Department Chairs and Academic Directors, two at-large faculty members, and two student representatives.
Functions: To hold hearings on curriculum changes and proposals for the addition and deletion of programs and courses; to recommend to the Faculty Senate changes in the curriculum; and to deal with any matters referred to it by the Faculty Senate.

D. FACULTY AFFAIRS COMMITTEE

Membership: Eight full-time faculty members (at least one representative from each school), plus the chairs of the subcommittees.

Functions: To develop policies that promote the interests and welfare of the faculty; to maintain working relationships among the faculty.

Subcommittees:
(1) Committee on Policies and Procedures

Membership: A minimum of five full-time faculty members, secretary of the Faculty Senate and two students.

Functions: To review the minutes of the Faculty Senate, the Administrative Council and the University Board of Trustees for the purpose of maintaining and updating the Faculty Handbook.

(2) Faculty Welfare

Membership: A minimum of three full-time faculty members.

Functions: To promote the social welfare of the faculty.

E. LIBRARY COMMITTEE

Membership: The Dean of Library Services and the Provost and Vice-President for Academic Affairs shall serve as ex-officio members; the Assistant Provost for Technology and Information Systems, the Vice President for Business and Finance (or designee), and the Vice-President for Student Affairs (or designee) shall also serve as ex-officio members; along with a representative from the Office of the Vice-President for Development and the Office of Title III Programs; a faculty representative shall serve from each of the schools and colleges, with two representatives (once to include the University’s 1890 USDA Liaison) from the College of Agriculture and Natural Resources; Director of Distance Education; two faculty representatives from the Graduate Council (designated by the Chair of the Graduate Council; at least one director from the satellite campuses; one undergraduate student from each DSU campus; one student at-large from graduate student body. The Library Committee shall be chaired by a permanent full-time member of the faculty.

Functions: To serve in an advisory capacity to the Dean of Library Services in the development of policies impacting the University in the areas of services, collections, staffing, technology/virtual enhancements, and administrative support; specifically, to advocate increased institutional and support collaborative and consortia strategic directions for non-recurring funding for library development in support of new programs and program review needs for accreditation/reaffirmation, in all formats and on all levels, for both undergraduate and graduate as required, as per the current standards of the Association of College and Research Libraries of the American Library Association, in support of the vision and mission of the Delaware State
University and the University Library and its satellite centers in its desire to realize an engaged research agenda as a model research library in support of its emerging role necessary to support the University’s goal of becoming a comprehensive doctoral-granting institution. To recommend policy where appropriate.

E. FACULTY RESEARCH COMMITTEE

**Membership:** Director of University Research, Vice President for Institutional Advancement (or designee), Director of Sponsored Programs, and one faculty member from each school.

**Functions:** To develop and recommend to the Faculty Senate policies governing faculty research and to promote and encourage research by members of the Faculty.

**Subcommittee:**

**Sponsored Research**

**Membership:** Chaired by the Director of Sponsored Programs, Director of Institutional Research and five faculty members.

**Functions:** To assist faculty members in obtaining and conducting sponsored research.

F. STUDENT AFFAIRS COMMITTEE

**Membership:** Vice President for Enrollment Management and Student Affairs (or designee), Director of Counseling, Director of Orientation Mentoring and Advising, and the following all ex-officio: Assistant Vice-President for Student Affairs, Director of Judicial Affairs, Director of Residence Life, Director of Student Leadership and Activities, Director of Student Health Services, Chief of DSU Police Department (or designee); eight faculty members (at least one representative from each school), and five students.

**Functions:** To serve as the central oversight and advisory body for student life on campus; to advise the Vice President for Enrollment Management and Student Affairs on matters involving student life on campus; and to formulate policy and procedures involving orientation, disciplinary problems, student activities, health services, counseling, and student housing.

**Subcommittees:**

(1) **Student-Faculty Judiciary Council**

**Membership:** Six faculty members and five students.

**Functions:** To hear all student disciplinary cases referred to it by the Vice President for Enrollment Management and Student Affairs; to recommend the disciplinary action to be taken on each case; and to serve as an appeals body for the Residence Hall Judiciary Councils.

(2) **Student Disciplinary Appeals**

**Membership:** Four faculty members and three students.

**Functions:** To serve as an appellate body to hear student appeals of disciplinary action and to submit a report of the hearing and the subcommittee's decision in an appeal case to the Vice President for Enrollment Management and Student Affairs.
G. FINANCE COMMITTEE

**Membership:** Provost and Vice President for Academic Affairs (or designee), Vice President for Business and Finance (or designee), five members of the faculty and two student representatives.

**Functions:** This committee shall monitor the views and concerns of the faculty and Faculty Senate regarding the financial operation and status of the University. It shall regularly monitor the formation, presentation, and allocation of the operating and capital budgets of the University. In consultation with the Provost and Vice President for Academic Affairs and Vice President for Business and Finance, it will make recommendations to the Faculty Senate concerning financial matters.

H. GENERAL EDUCATION COMMITTEE

**Membership:** Director of General Education, Chair; Provost and Vice President for Academic Affairs (or designee); and one faculty member from each of the following academic areas:
1. Visual and Performing Arts or Philosophy
2. History
3. Economics or Political Science or Psychology or Sociology
4. Foreign Languages
5. Mathematics
6. Biology or Chemistry or Physics
7. Health and Human Performance
8. Global Societies
9. Computer and Information Sciences or Comprehensive Learning Center or Mass Communications
two faculty members from English,two faculty member from each of the schools/colleges outside the College of Arts and Sciences, and three students.

**Functions:** To assess the General Education requirements in order to determine their relevance to current societal and educational trends and report to the Faculty Senate at least once year.

I. COUNCIL FOR PROFESSIONAL EDUCATION (CPE) MEMBERSHIP:

**Membership:** The Chairperson of each Department in the Professional Education unit. The Faculty member(s) responsible for teacher education program(s) in each Department in the Professional Education Unit. The Chair of Education Department shall Chair the CPE.

- The Coordinator of Content Area Education
- The Coordinator of Early Care and Education
- The Coordinator of Middle Level Education
- The Coordinator of Primary Education
- The Coordinator of Science Education
- The Coordinator of Special Education
- The Coordinator of Early Field Experiences
- The Director of Clinical and Field Experience
The Director of Graduate Education Programs
The Director of Student Services
The Director of General Education
The Registrar
The Director, or Associate Director, of Career Planning and Placement

Three teacher candidates in educational programs representing different disciplines, with at least one representative from outside the Department of Education

The Dean of the College of Education and Human Performance
The Dean of the College of Arts and Sciences

Ex officio:
The Provost and Vice President for Academic Affairs
The Dean of Graduate Studies and Research
The Director for Testing and Assessment
The Coordinators of Education at off-campus sites

Functions: The Council derives its authority from the Faculty Senate for the operation of the Teacher Education Unit of Delaware State University. It has the following responsibilities: Establishment of criteria for admission, readmission, retention, and transfers relating to Teacher Education Program; approval of all candidates for admission to Teacher Education Program; establishment of criteria for admission to Teacher Education Program; approval of all candidates for admission to Student Teaching; and establishing policy governing Teacher Education Program.

J. TEACHING EFFECTIVENESS COMMITTEE

Membership: Director of the Center for School Change, Provost and Vice President for Academic Affairs, Academic Deans, nine faculty members (at least one from each school), and three students.

Functions: The committee seeks to increase faculty understanding of innovative teaching procedures and effective teaching-learning procedures.

K. GRADUATE COUNCIL

Membership: Academic Deans, Assistant Vice President for Enrollment Management, Dean of the Library, Registrar, Chairs of Departments offering Graduate Programs, Chair of the Faculty Senate, Chairpersons of the Faculty Senate Academic Affairs Committee and Faculty Affairs Committee, four faculty members, and a student representative from each department offering graduate programs.

Functions: To recommend policies and standards for all graduate programs; and to recommend all graduate curricular and program changes to the Faculty Senate.

L. COMMITTEE ON COMMITTEES

Membership: One member of the Subcommittee on Policies and Procedures; one member of the Academic Affairs Committee; the Secretary of the Senate; and two faculty members at-large. The Chair of the Faculty Senate is ex-officio.

Functions: To provide the Faculty Senate each year with the nominees to fill the vacancies on the various Faculty Senate committees; to provide at least two nominations for the Chair of each standing committee (drawn from the entire
permanent faculty); and to match faculty interests as closely as possible with the goals and objectives of the Faculty Senate committees.

ARTICLE VI. JOINT COMMITTEES
Section 1. ATHLETICS COUNCIL
The Athletics Council shall be a standing committee of the University that reports directly to the President.

Membership: One Trustee of the University, five faculty members, one student representative, one alumni representative and two administrative officers of the University. The Vice President for Enrollment Management and Student Affairs and the Athletics Director are ex-officio members of the Council. The President of the University shall appoint the Chairman and members of the Council.

Functions: The Council shall consider all matters relating to intercollegiate athletics and shall advise the Athletic Director and the Vice President for Student Affairs on the development of the intercollegiate athletics program within the framework of the athletics policy of the University. The Faculty may make recommendations to the Council concerning athletic matters through the Faculty Senate. The Council shall make recommendations to the President on policy matters concerning the athletics council. In order to conduct business, the faculty and administrative members of the Council shall be of at least sufficient number to constitute the majority of members present.

Section 2. TRUSTEE/FACULTY/STUDENT COMMITTEE
Membership: Four Trustees (appointed by the Chair of the Board of Trustees), four faculty members and six students.

Function: Serves as a means of communication among the various segments of the University community.

Section 3. EXCELLENCE AWARDS COMMITTEE
Membership: The President of the University and the Chair of the Faculty Senate shall each name four representatives to the committee. Members shall elect their own Chairperson.

Function: Review and recommend recipients for each category.

Section 4. PROFESSIONAL DEVELOPMENT COMMITTEE
The Committee shall be chaired by a Dean selected by the Provost and Vice President of Academic Affairs. The composition of the committee shall be as follows: six unit members, at least one from each school, three of whom shall be elected by the Faculty Senate and three of whom shall be appointed by the Provost and Vice President of Academic Affairs. At least one of the two unit members appointed by the Provost and Vice President of Academic Affairs shall be non-teaching.

Function: Review, evaluate and rank recommendations for faculty travel and other professional projects under this Development fund.
Submit the ranked recommendations to the appropriate Vice President no later than December 1 for Spring awards and April 1 for Summer and Fall awards.

Section 5. AWARDS AND HONORARY DEGREES COMMITTEE

Membership: One member from the administration, four faculty members (two named by the President of the University and two named by the Chair of the Faculty Senate), two members of the senior class, and two members of the Board of Trustees.

Function:
A. The committee will oversee all matters pertaining to awards and honorary degrees and make recommendations to the Board of Trustees through the Faculty Senate and the President.
B. The committee will
   (1) solicit and receive nominations for honorary degrees and awards,
   (2) evaluate candidates who have been nominated and make appropriate recommendations, and
   (3) review policy relating to awards and honorary degrees and recommend appropriate changes.

Section 6. CULTURAL AND SPECIAL EVENTS COMMITTEE

This is a standing committee that will report directly to the President of the University.

Membership: The President of the University will appoint 10 members of this committee, and the Chair of the Faculty Senate will appoint three faculty members. Other members will consist of two resident and two non-resident students.

Functions: To develop and plan academic and cultural programs of interest to the student body and the community; to set up criteria to be used by the University's Scheduling and Activities Committee for scheduling events; to study problems related to publicizing campus activities and to propose possible solutions; to designate other offices or subcommittees to carry out functions such as scheduling and planning special programs (including Parents' Day, Founders' Day, Martin Luther King, Jr. Day, and Commencement); and to coordinate the scheduling of programs through the University's Scheduling and Activities Committee.

ARTICLE VII. AMENDMENTS

Section 1. Amendments: Amendments to the Constitution and Bylaws may be proposed by any faculty member. All proposed amendments to the Constitution and Bylaws shall be submitted in writing to the Chair of the Faculty Senate. The proposed amendments shall be submitted to all members of the Senate at least one month prior to the meeting in which they are to be acted upon. If two-thirds of the Senators present and voting approve the amendments, they shall then be submitted to the full faculty for ratification.
Section 2. Approval of Amendments: Amendments shall be ratified by a two-thirds majority of the faculty present and voting at the (May) year-end general meeting. The proposed amendments shall be submitted to all members of the faculty at least one (1) month prior to the meeting in which they are to be acted upon. Amendments approved by the faculty shall be transmitted by the Chairperson of the Faculty Senate via the Provost and Vice President for Academic Affairs and the President to the Board of Trustees. The Board shall vote on the measure at its next official meeting following receipt of the amendment. Upon approval of the ratification by the Board, the amendments shall become effective immediately unless otherwise specified by the language of the amendments.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. Rules of Procedure: Robert’s Rules of Order Revised shall be the governing rules of the Faculty Senate.

Revised: May 2004
          May 2003
          June 2001
          August 1999
          July 1996