ARTICLES OF GOVERNANCE OF ADELPHI UNIVERSITY

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TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Faculty Involvement and Participation in University Governance</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>The Faculty</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>The Faculty Senate</td>
<td>2</td>
</tr>
<tr>
<td>IV</td>
<td>Faculty Committee on Retention, Tenure, and Promotion</td>
<td>5</td>
</tr>
<tr>
<td>V</td>
<td>Chairpersons</td>
<td>6</td>
</tr>
<tr>
<td>VI</td>
<td>Faculty Hearing Committee</td>
<td>7</td>
</tr>
<tr>
<td>VII</td>
<td>Bylaws</td>
<td>7</td>
</tr>
<tr>
<td>VIII</td>
<td>Amendments</td>
<td>8</td>
</tr>
</tbody>
</table>
ARTICLE I.  
Faculty Involvement and Participation in University Governance

The members of the Faculty are uniquely qualified to participate in the governance of the University, particularly with respect to academic matters and related educational policies and procedures. The Board of Trustees, the President, and the University Administration, recognize that faculty members shall participate integrally in decisions regarding the affairs of the University in the discharge of its educational mission.

In addition, the provisions, set forth herein, as understandings of University governance, shall ensure and maintain the right of faculty participation in the academic and educational affairs of the University. It is further recognized that the following provisions are not exclusive, and that faculty participation in University governance shall also be provided through a variety of standing and/or ad hoc bodies.

These bodies shall address the needs of the University and function in the following general areas: academic and faculty standards, academic practice and protocols (see Article III) and matters affecting the faculty, students, and the academy.

ARTICLE II  
The Faculty

A. Faculty Membership: The Faculty shall consist of the President, Provost, the Academic Deans, the Dean of Student Life and Development, full-time University Distinguished Professors and the full-time Professors, Associate Professors, Assistant Professors and Instructors of the various Colleges and Schools, all of whom shall be voting members. Visiting Faculty, Professors Emeriti, Adjunct and Clinical Professors and Lecturers are entitled to attend faculty meetings but shall not have voting privileges.

Members of the Administration not named above holding faculty status shall be considered faculty members with voting privileges.

B. Authority of the Faculty: Subject to the ultimate authority of the Board of Trustees, including the authority delegated to the President by the Board of Trustees, the Faculty shall be self-governing. As a whole the Faculty shall recommend qualified candidates for degrees and certificates. Through its designated bodies, the faculty shall:

1. Determine entrance requirements and the curriculum for each degree offered;
2. Pass upon the qualifications of its members in matters of appointment, tenure, and promotion;
3. Participate in the selection of academic administrative officers;
4. Undertake any other actions necessary to carry out its professional responsibilities.
C. **Officers:** The President or his/her designee shall be the presiding officer at all faculty meetings. A Secretary shall be elected and a Parliamentarian shall be appointed as follows:

1. The Faculty Senate Secretary shall serve as the Secretary of the Faculty at all faculty meetings during each academic year.
2. The Parliamentarian shall be appointed by the Chairperson of the Faculty Senate.

D. **Meetings:** The faculty shall meet at least twice each semester, normally at the beginning and end of each semester. Special meetings may be called by the President or Faculty Senate, or by petition to the President or the Faculty Senate of at least thirty (30) full-time members of the faculty. The President of the University or his/her designee shall preside. The agenda shall be determined by the Faculty Senate Executive Committee in consultation and with the approval of the President. *Robert's Rules of Order Revised* shall be the parliamentary authority for the meetings. A quorum shall consist of 50% (percent) of the Faculty entitled to vote. This number shall be established jointly by the Faculty Senate and the Office of the Provost before the first faculty meeting of each semester.

**ARTICLE III**

**The Faculty Senate**

A. **Authority:** The Faculty Senate is the representative governing body of the Faculty, and has primary responsibility for:

1. Standards of admission and retention of students;
2. Requirements for granting degrees offered by the University;
3. Curricula of the University;
4. Instructional and research standards and policies throughout the University;
5. Selection of appropriate faculty for participation in the selection. academic administrative officers;
6. Standards for those aspects of student life which relate to the education process, including student discipline;
7. Policies of any department, division, college, or individual profession personnel which conflict with these Articles;
8. Such other matters as may be delegated to the Faculty Senate by the Faculty, or by the President, and consistent with the Faculty's role; defined herein.

B. **Advisement:** The Faculty Senate shall advise on:

1. The creation or abolition of academic administrative offices.
2. Major issues affecting current or projected budget matters.
C. **Faculty Senate Membership:** Faculty representatives shall be elected on the following basis: one (1) member for every ten (10) full-time faculty or fraction thereof in each Department of Academic Unit, School, or the Library, to be elected by the full-time members of the respective units. In addition, ten (10) members shall be elected by and from the full-time faculty at large. These ten (10) members shall be elected as follows: five (5) from the College of Arts and Sciences and five (5) from the Schools and the Library. The President and the Provost shall be non-voting ex-officio members of the Senate.

D. **Terms of Office:** Representatives of Departments, Schools, and the Library shall serve for one (1) year and may be reelected. Senators-at-large shall be elected for two-year terms, except that at the first election, five (5) shall be elected for a one-year term. Senators-at-large may also be reelected.

E. **Election of Senators:** Representatives of Department, Schools, and the Library shall be elected by their respective units under the supervision of the Credentials and Election Committee of the Faculty Senate. Elections for Senators-at-large shall be conducted and supervised by the Credentials and Elections Committee of the Faculty Senate. Regular election shall be held in the Spring Semester each year following the elections of the Faculty Committee on Retention, Tenure, and Promotion. Members-elect shall be seated at the last regular meeting of the academic year. Special elections shall be held as necessary.

F. **Officers of the Faculty Senate:** The Faculty Senate shall elect the following officers: a Chairperson, Vice Chairperson, and a Secretary, whose terms of office shall be one (1) year and who shall be eligible for reelection. Other offices may be established. The officers shall be assisted by a Parliamentarian, who shall be appointed by the Chairperson for a period of one (1) year and may be reappointed. The Parliamentarian shall be selected on the basis of his/her knowledge of parliamentary procedure and need not be a member of the Senate. All members of the Senate shall be eligible to vote for Senate officers. Nomination and election of officers shall take place at the organizational meeting of the Faculty Senate at the close of each academic year.

To be elected to office a candidate must receive a majority of votes cast for his/her office. Should this not be possible after three (3) successive ballots, a run-off election shall be held between the two (2) top candidates.
G. **Committees of the Faculty Senate:** The Faculty Senate shall establish such committees as are needed to carry out the function and operation of the Faculty Senate. All actions of such committees are subject to review by the Faculty Senate.

1. **Executive Committee:** This committee shall consist of the officers of the Faculty Senate plus four (4) members elected by the Senate. The committee shall call Faculty Senate meetings, plan the agenda for such meetings, and discharge such other duties as may be delegated to it by the Faculty Senate. The Senate Executive Committee shall have the right to increase its membership.

2. **Credentials and Elections Committee:** This committee shall:
   a. Conduct and supervise all elections involving the Faculty Senate including Senate officers, Executive Committee, and the succeeding Credentials and Election Committee;
   b. Conduct and supervise all elections requiring the participation of the total eligible voting faculty;
   c. Examine the credentials, rule on the eligibility and recommend the seating of all Senators; and
   d. Discharge other duties delegated to it by the Faculty Senate.

3. **Standing and Ad Hoc Committees:** Each year the Faculty Senate shall select its standing committees and establish ad hoc committees if necessary. These committees shall have specific charges and will be constituted from members of the faculty as elected or designated through the Faculty Senate. Chairs or co-chairs of such committees shall be appointed by the Faculty Senate, and the committees shall file reports to the Faculty Senate each year. Each committee shall be evaluated and its charge shall be reviewed every two (2) years.

   Appropriate deans and other administrators may serve ex-officio on these committees at the request of or with the concurrence of the Senate Executive Committee.

H. **Operations and Procedures:** The Executive Committee shall, insofar as possible prepare and distribute the minutes of the previous meeting and the agenda for the next meeting of the Senate to each member of the Faculty, and of the Senate, including ex-officio members at least four (4) days prior to the date of the next meeting. All of its meetings shall be open to the Faculty. Any member of the University community may request of the Executive Committee reasonably in advance of a Faculty Senate meeting that he/she be heard at that meeting on the subject of concern to him/her. Furthermore, the Faculty Senate or its Executive Committee may invite any person to participate without vote in its deliberations. In addition, the following shall pertain:

1. All Faculty Senate Committees will submit their minutes and policy recommendations to the Executive Committee.

2. The Faculty Senate may, by majority vote of those present and voting under the quorum rule, bring up a matter for consideration on the floor of the Senate
without previous recommendation of the committee studying the matter, or of the Executive Committee.

3. Policy recommendations shall require a majority vote of those present and voting under the quorum rule, and then shall be transmitted to the appropriate officers and bodies of the University through the office of the Chief Academic Officer.

4. Regular meetings shall be held at least once each month during the academic year. The calendar shall be established and distributed by the Executive Committee.

5. A quorum shall consist of 60% of the membership eligible to vote.

6. Robert's Rules of Order Revised shall govern the conduct of all procedure: of the Senate not covered by its bylaws.

ARTICLE IV
Faculty Committee on Retention, Tenure, and Promotion

The Faculty Committee on Retention, Tenure, and Promotion shall consist of at least fourteen (14) elected, tenured members of the faculty who are not full-time administrators and are not at the time of their election being considered for promotion in rank or leave-of-absence, and shall be composed of at least eight (8) members elected by and from the combined faculties of the College of Arts and Sciences and the Graduate School of Arts and Sciences, no two (2) of whom shall be members of the same department, together with one elected representative of each of the following: the School of Business Administration and Banking, the School of Nursing, the School of Social Work, the Institute of Advanced Psychological Studies, the Library, and the School of Education. The term of office shall be three (3) years, excepting that a member who at any time before the expiration of this term finds himself/herself under consideration for promotion in rank or sabbatical leave shall immediately resign from the Committee and his or her place be filled for the duration of the unexpired term by another tenured member of the faculty. Whenever possible the new member should be elected from the same division of the University as the member who resigned. A faculty member who has served for at least eighteen (18) consecutive calendar months shall not be eligible for election to any term beginning less than five (5) years from the date of the expiration of his or her service on the Committee. No member of the Committee may serve concurrently on any other University committee. The Committee shall elect its own Chairperson and Secretary. It may invite any person, including the Chief Academic Officer and/or the appropriate Administrative Officer, whom it considers helpful to its deliberations, to meet with it at any time.
ARTICLE V
Chairpersons

Chairpersons are faculty members. Faculty members who accept appointments by the President as Chairpersons of their respective department are, in conjunction with their requisite primary teaching function, members of the University's academic administrative leadership. In this leadership position and in fulfilling their responsibilities Chairs play a unique and significant role in the educational mission of the University, since they are responsible not only for the administration of their office, but also for the academic affairs and concerns of their discipline and the faculty they directly serve.

Chairpersons are responsible for the approval, review, and administration of degree programs, curricula, and instructional offerings. Further, they review and recommend on the appointment, evaluation, and advancement of faculty and staff, prepare and monitor departmental budgets, facilitate sponsored faculty research activities, advise on and implement University policy and otherwise carry out functions which contribute to the general well-being of the University.

A chairperson shall serve for a term of three years and shall be eligible for reappointment as in “A.” below.

A. Appointment: Departmental Chairpersons are appointed by the President in consultation with the Dean of the respective School/College and the Provost, and upon the recommendation of the department through secret ballot of those full-time faculty who have been members of the department for at least one (1) academic year. Should the President decide not to accept the recommendation of the Faculty, he/she may after further consultation with the Faculty, Dean and Provost, approve a subsequent election or appoint an interim chair for a one-year term. Appointment of a chair, thereafter, shall proceed as provided for above.

If a department is unable, for whatever reason, to recommend a candidate for Chairperson, or if the President does not accept any recommended faculty member, the President may initiate a search for a Chairperson outside the unit or the University by the regular search means.

B. Resignations: In the event a Chairperson resigns during the prescribed term of office, the regular procedure for the appointment of a Chairperson shall occur as provided for in “A.” above.

C. Removal: It is expected that Chairpersons shall not be removed from office before their stated term of office has expired. The removal of a Chairperson by the President, initiated either by Faculty or by Administration, should be based solely on demonstrable and documentable evidence of administrative incompetence and/or failure to carry out the academic and educational responsibilities prescribed above. Furthermore, removal of a Chairperson shall only be an action of last resort after all other efforts for resolution of issues have been exhausted. If such a case occurs, the President shall state his/her reasons in writing to the removed Chairperson.
After consultation with the Faculty, Dean, and Provost, the President may approve an election, or appoint an interim Chairperson who shall serve for a one-year term in addition to the time remaining in the year of the removal.

D. Conditions: In general, Chairpersons of departments should have tenure as faculty members. No Chairperson may serve who does not have a term contract as a faculty member for at least three (3) years. Should the department or the President wish to continue a non-tenured Chairperson in office beyond his or her initial period of appointment as Chairperson, the Chairperson shall be evaluated for tenure by the Faculty Committee on Retention, Tenure and Promotion before the end of his/her third year of service.

ARTICLE VI

Faculty Hearing Committee

Any full-time or part-time faculty member (or members) may petition the Faculty Hearing Committee for redress in a matter not provided for in the Collective Bargaining Agreement. The petition shall set forth in detail the nature of the claim and shall state* against whom the claim is directed. It shall contain factual or other data which the petitioner deems pertinent to the case. The Committee shall have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition shall not automatically mean investigation or detailed consideration thereof. The Committee may seek to bring about settlement of the claim which is satisfactory to both parties. If in the opinion of the Committee such a settlement is not possible or is not appropriate, the Committee shall report its findings and recommendations to the petitioner and to whatever administrative officer or faculty body it deems appropriate. In the event that the claimant and/or Faculty Hearing Committee does not concur in the disposition of the claim by those concerned, either or both may exercise the right of an appeals conference with the President. The position of the appellant(s), the Faculty Hearing Committee and the Administration shall be presented in writing prior to any conference. Following the conference the President shall make final determination of the issue.

The Faculty Hearing Committee shall consist of three (3) members of the Faculty who have tenure and who are elected at large for three-year terms on a rotation basis. Three (3) alternate members shall be elected to the Faculty Hearing Committee annually. Alternates shall participate in the deliberations of the Committee only when, and to the extent that, any of its regular members are unable to participate in cases, either for personal reasons or because of a possible conflict of interest. No two (2) members of the Faculty Hearing Committee, regular or alternate, may be from the same Professional School or department (academic unit) or from the Library. In addition, the Schools, College of Arts and Sciences and the Library may have no more than (2) regular members on the Committee. The members shall be eligible for reelection. The Committee shall elect its own Chairperson and adopt its own procedures. No academic unit Chairperson, or any member of the University Academic Administration may serve on this Committee. Also, members of the Faculty Committee on Retention, Tenure, and Promotion may not serve on this Committee.

ARTICLE VII
Bylaws

Subject to the approval of the Board of Trustees, the Faculty may write such Bylaws as it may consider necessary to its operation. Each constituent unit of the Faculty of the University shall also establish its own Bylaws, which shall be in accord with the Articles of Governance of the University and its Bylaws and be approved by the Board of Trustees.

ARTICLE VIII
Amendments

By a two-thirds vote of all eligible faculty, the faculty may propose amendments to this document. The Faculty Senate will make recommendations to the faculty regarding any proposed amendments which will be considered at a full faculty meeting. Amendments should be forwarded to the faculty at least two weeks before a vote. The Faculty Senate will make provisions to insure an opportunity for all faculty members to participate in the vote. Should there be any conflict between this document and the CBA (Collective Bargaining Agreement), the CBA prevails. Amendments approved by the faculty will be forwarded to the Board of Trustees for its consideration. If the BOT concurs, the Articles of Governance will be amended.