

# **Articles of Governance of Adelphi University**



Core Document, Amended by Adelphi University Faculty, November 7, 2007,  
Approved by Adelphi University Board of Trustees, December 10, 2007;  
Amended & Restated by Adelphi University Faculty, May 16, 2024 and Approved by Adelphi  
University Board of Trustees, June 14, 2024.

## Articles of Governance of Adelphi University

### Table of Contents

ARTICLE I: Faculty Involvement and Participation in University Governance.....	Page 3
ARTICLE II: The Full Faculty.....	Page 3
ARTICLE III: The Faculty Senate .....	Page 5
ARTICLE IV: The Faculty Committee on Retention, Tenure & Promotion (FCRP) .....	Page 9
ARTICLE V: General Education Committee .....	Page 10
ARTICLE VI: Chairpersons .....	Page 10
ARTICLE VII: Faculty Hearing Committee.....	Page 11
ARTICLE VIII: Bylaws .....	Page 12
ARTICLE IX: Amendments.....	Page 12

## 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 Full Faculty

#### A. Faculty Membership:

1. Voting Members: The voting members of the Full Faculty shall consist of the President, Provost, the Academic Deans, full-time University Professors and full-time Professors, Associate Professors, Assistant Professors, with Clinic, Teaching, tenure track, or Visiting appointments in the various Colleges and Schools, and the Libraries. .
2. Non-Voting Members: Professors Emeriti, Adjunct Professors, part-time Clinic faculty, are entitled to attend full faculty meetings but shall not have voting privileges.
3. Members of the Administration and Faculty not identified above holding tenured Faculty status shall be considered Faculty members with voting privileges, as outlined in II.A.1.

#### B. Authority of the Faculty:

1. 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:
  - a. Determine entrance requirements and the curriculum for each degree offered;

- b. Assess and recommend the qualifications of its members in matters of appointment, tenure, and promotion;
- c. Participate in determining the criteria, and participate in the process and selection of academic administrative officers;
- d. Undertake or consult with the administration on any other actions necessary to carry out the Faculty's professional responsibilities. Consultation will be determined to have occurred when appropriate elected faculty bodies have provided input.

C. Officers: The University President or their designee shall be the presiding officer at all Full Faculty meetings. A Secretary shall be elected and a Parliamentarian shall be appointed pursuant to III.F.2 The Faculty Senate Secretary shall serve as the Secretary of the Faculty at all Full Faculty meetings and shall take minutes of each meeting and transmit the minutes to the Office of the Provost in advance of the following meeting.

D. Meetings:

1. The Full Faculty shall meet at least twice each semester, normally at the beginning and end of each semester. Notice of all meetings shall be provided to all voting and non-voting members of the Faculty, as well as to all staff and administrators, by the Office of the Provost. The Office of the Provost, in consultation with the President and the Senate Executive Committee, shall establish and distribute the schedule of meetings of the Full Faculty and provide written notice of all regular meetings at the end of the prior academic year.
2. Special meetings may be called by the University President or Faculty Senate, or by petition to the University President or the Faculty Senate of at least thirty (30) full-time members of the faculty. Notice of special meetings of the Full Faculty shall be provided to all voting and non-voting members of the Full Faculty by the Office of the Provost at least two (2) business days prior to the date of the meeting, unless the Senate Executive Committee, together with the President or their designee, determine that the circumstances require a shorter notice period.
3. The President of the University or their designee shall be the presiding officer of all Full Faculty meetings.
4. The agenda shall be determined by the Faculty Senate Executive Committee, or its designee, in consultation and with the approval of the President.
5. A quorum shall consist of fifty percent (50%) of the Faculty eligible to vote. The number and identities of the Voting Members of the Full Faculty shall be jointly established and maintained by the Faculty Senate and the Office of the Provost before the first Full Faculty meeting of each semester, and shall constitute the official roll of voting members. If a

Faculty member teaches in more than one academic entity, the faculty member's letter of appointment defines which is the primary entity for purposes of voting and representation.

6. Robert's Rules of Order Revised shall be the parliamentary authority for meetings of the Full Faculty, including for determining whether motions have passed or not passed, and shall govern where not addressed herein.

7. Attendance and participation in all Full Faculty meetings shall be open to all voting and non-voting members of the Faculty; all University staff and administrators also may attend all Full Faculty meetings. Voting at Full Faculty meetings shall be limited to voting members of the Faculty.

### 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 in the University;
2. Requirements for granting degrees offered by the University;
3. Curricula of the University, including, but not limited to, curriculum emanating from a department, school or college, center, program or academic entity;
4. Instructional and research standards and policies throughout the University;
5. Selection of faculty for participation in the selection of academic administrative officers;
6. Standards for those aspects of student life which relate to the educational process, including student discipline;
7. Rules and policies of, including but not limited to, any department, unit, school or college, center, or program, 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 University Administration shall consult with the Faculty Senate, through its elected leadership, on:

1. The creation or abolition of academic administrative offices;
2. Plans and yearly priorities, as it relates to the University's discharge of its educational mission;
3. Major issues affecting current or projected budget matters.

C. Composition of the Faculty Senate representatives shall be elected on the following basis:

1. Faculty Representatives of Departments, Schools/Colleges and the Libraries: one (1) Senator for every ten (10) full-time Faculty members or fraction thereof in each academic

Department, School, College, the Libraries, or other academic entity that has at least one full-time faculty member, to be elected by the full-time members of the respective academic entity. If a faculty member teaches in more than one academic entity, see II.D.5.

2. Senators-at-Large: Ten (10) Senators shall be elected by and from the full-time Faculty. These ten (10) Senators shall be elected as follows: five (5) from the College of Arts and Sciences and five (5) from at least three of the remaining Schools, Colleges, and/or the Libraries.

3. The President and the Provost shall be non-voting ex-officio members of the Senate.

#### D. Terms of Office:

1. Faculty representatives shall serve for one (1) year and may be reelected.
2. Senators-at-large shall be elected for two (2) years. Senators-at-large may serve no more than two consecutive terms.

#### E. Election of Senators:

1. Eligibility to Serve: Only full time members of the Bargaining Unit or Chairs can serve on the Faculty Senate.
2. Faculty Representatives of Departments, Schools, and the Libraries shall be elected by their respective academic entities under the supervision of the Credentials and Election Committee of the Faculty Senate (SCEC). Elections for Senators-at-large shall be conducted and supervised by the SCEC.
3. Regular elections shall be held in the Spring Semester each year following the elections of the Faculty Committee on Retention, Tenure, and Promotion (FCRTP). Members-elect shall be seated at the last regular meeting of the academic year. Special elections shall be held as necessary and overseen by the SCEC.
4. If a Faculty member teaches in more than one academic entity, see II.D.5.
5. Eligible Faculty members on authorized leave of absence may vote for their Senate representatives in Senate elections but will not be eligible for election unless they are returning to the University in the semester that they are to begin the term of office.
6. For the election of Senate officers, which shall take place at a regular Senate meeting at which a quorum is present, only current Senators shall vote.
7. The SCEC shall supervise and certify the election of Senate officers at the regular meeting as per III.E.6.

#### F. Officers of the Faculty Senate:

1. The Faculty Senate shall elect the following officers from its membership: a Chairperson, a Vice Chairperson, and a Secretary, whose terms of office shall be one (1) year and who shall be eligible for reelection.

2. The officers may 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 their knowledge of parliamentary procedure and need not be a member of the Senate.

3. All voting members of the Senate shall be eligible to vote for Senate officers. Nomination and election of officers shall take place at the initial 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 their office. Should this not be possible after three (3) successive ballots, a run-off election shall be held between the two (2) top candidates.

4. The Chairperson may be elected for two consecutive one (1) year terms and shall be eligible to serve again after a gap of one year.

5. Other officers shall be elected for a term of one (1) year and shall be eligible for reelection.

6. Duties and Functions of Officers:

a. Chairperson: The Chairperson of the Senate shall call all meetings of the Senate and preside at those meetings. The Chairperson shall also be responsible for communicating with University Administration, and, in turn, the Board of Trustees, about the actions of the Senate and its committees.

b. Vice Chairperson: The Vice Chairperson shall exercise all powers and duties of the Chairperson in the Chairperson's absence and shall have such other powers and duties as may be assigned to them from time to time by the Chairperson or the Executive Committee.

c. Secretary: The Secretary shall keep the minutes of all meetings of the Senate as well as minutes of the meetings of the full Faculty.

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 (SCEC): 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 cochairs 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 (FCRTP)

A. The Faculty Committee on Retention, Tenure, and Promotion shall consist of at least ten (10) elected tenured members of the faculty who 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 one (1) member elected from the following six (6) units of the University; the Robert B. Willumstad School of Business, the College of Nursing and Public Health, the School of Social Work, the Gordon F. Derner School of Psychology, the Library, and the Ruth S. Ammon College of Education and Health Sciences, at least two (2) members elected by the College of Arts and Sciences and two (2) representatives elected at large. In addition to the ten (10) individuals listed above, the FCRTP shall also include at least one (1) elected Teaching Faculty with Associate or higher rank and one (1) elected Clinical Faculty with Associate or higher rank. Additional members may be added with the consent of the Provost. Only tenured faculty members of the FCRTP can review tenure and/or promotion cases for tenure-track faculty.

B. Any FCRTP committee member can recuse themselves from a review of a faculty member. In such case, the committee member shall notify the committee chair before the review begins and shall not participate in the review in any manner.

C. The term of office shall be three (3) years, excepting that a member who at any time before the expiration of this term finds themselves under consideration for promotion in rank shall immediately resign from the Committee and their place be filled for the duration of the unexpired term by another tenured member of the faculty, who whenever possible should be elected from the same unit of the University as the member who resigned.

D. 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 two (2) years from the date of the expiration of their service on the committee.

E. In cases where a member of the Committee has applied for sabbatical leave, they shall recuse themselves from all proceedings pertaining to sabbatical leaves.

F. The FCRTP may invite any person, including the Provost and/or the appropriate Administrative Officer, the candidate and/or the Chair of the UPRC whom it considers helpful to its deliberations, to meet with it at any time.

G. Membership on the FCRTP does not preclude a faculty member from participating on any other University/Department/School committees.

In conducting their reviews, the members of the Faculty Committee on Retention, Tenure, and Promotion shall be guided by that Committee's operating procedures, which shall be established in concurrence with the Provost, and reviewed periodically. The Committee's operating procedures and any revisions of those procedures shall be distributed to all full-time faculty through posting on the Faculty web portal.

## ARTICLE V General Education Committee

The General Education Committee is a University committee that oversees the common curriculum of the University's undergraduate students. The specific charge for this Committee is set forth by the Committee membership and approved by the Provost.

The Committee shall establish Operating Procedures to set forth the committee membership and terms, election procedures, organization and operation of the Committee, including meetings, and other procedures as determined by the membership.

## ARTICLE VI 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 a 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, they 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 academic entity or the University by the regular search process.

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 their 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 their 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 their third year of service.

## ARTICLE VII

### Faculty Hearing Committee

Any full-time or part-time faculty member (or members) may petition the Faculty Hearing Committee (FHC) 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 Provost. 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 Provost 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. Election of FHC members shall be supervised by the SSEC. 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 entity) or from the Libraries. In addition, the Schools, College of Arts and Sciences and the Libraries 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 entity 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 VIII

### 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 School, College and the Libraries of the University may modify, amend, or adopt 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 IX

### Amendments

At a regular meeting of the Full Faculty at which a quorum is present, the Faculty may propose amendments to this document by a two-thirds affirmative vote of those present, eligible and voting. The Faculty Senate will make recommendations to the Faculty regarding any proposed amendments, which will subsequently be considered at a regular, full faculty meeting. Amendments shall be forwarded to the Faculty at least two weeks before a vote. The Faculty Senate will make provisions to ensure an opportunity for all eligible voting faculty members to participate in the vote. Amendments approved by the Faculty will be forwarded to the Board of Trustees for its consideration and approval.

To the extent that any provision of this document conflicts with any provision of the current Collective Bargaining Agreement (CBA), then the terms of the CBA shall prevail.