

# Faculty Assembly

## FACULTY ASSEMBLY CONSTITUTION AND BYLAWS OF THE COLLEGE OF WILLIAM AND MARY

Approved by the Board of Visitors on April 22, 2005

Effective July 1, 2005; and as amended April 15, 2011

### ARTICLE I

#### Name

The name of this organization shall be the Faculty Assembly of the College of William and Mary in Virginia, hereinafter referred to as the Assembly.

### ARTICLE II

#### Purpose

The purpose of the Assembly shall be to advise the President and the Provost on matters affecting the welfare of the university and to ensure effective faculty participation in the governance of the university as a whole.

### ARTICLE III

#### Jurisdiction

Section 1. The Assembly shall regularly advise the President and the Provost on matters affecting the welfare of the university.

Section 2. The Assembly shall assess the impact of proposed programs and proposed changes in existing programs that affect more than one faculty or school or significantly affect the university's resource allocation or educational mission. The Assembly will evaluate the impact of university plans on educational policy, admissions policy, student affairs, personnel policy, and resource allocation within the university.

Section 3. The Assembly through its Executive Committee shall provide faculty liaison to the Board of Visitors and shall provide faculty representation to all long-range planning committees, including the Faculty University Priorities Committee (FUPC) and its successors.

Section 4. The Assembly shall recommend appointment of faculty representatives to all university-wide appointed committees.

Section 5. The Assembly may review and make its own recommendations on policy changes proposed by standing or ad-hoc university-wide committees.

Section 6. The Assembly shall review periodically the jurisdiction, composition, and activities of the university-wide committees; and shall recommend changes it deems necessary. Such a review will be conducted at least once every four years.

Section 7. The Assembly may formulate recommendations on matters that are not under the direct jurisdiction of standing or ad-hoc university-wide committees.

Section 8. The Assembly shall have timely access to the agendas of the Board of Visitors, reports of all university-wide committees, and preliminary drafts of the university budget.

Section 9. The Assembly's jurisdiction shall not supersede the authority of the constituent faculties as provided in their bylaws and approved by the Board of Visitors.

#### ARTICLE IV

##### Representation

The Assembly shall be composed of twenty-one members representing seven constituencies: the Areas I, II, and III of the Faculty of Arts and Sciences, the Schools of Business, Education, Law, and Marine Science. Each of the Arts & Sciences constituencies shall be assigned four seats; each of the Schools, two seats; the faculty representative to the Board of Visitors shall have one seat. Should the ratio of tenured and tenure-eligible faculty in Arts & Sciences to tenured and tenure-eligible faculty in the Schools fall below 11:9 or rise above 4:1, the allocation of seats between Arts & Sciences and the Schools shall be reconsidered and a recommendation made to the Assembly by the Executive Committee.

#### ARTICLE V

##### Membership

Section 1. The membership of the Assembly shall be limited to tenured and tenure-eligible faculty.

Section 2. The members of the Assembly shall serve for terms of three years so adjusted that the terms of approximately one-third of the members shall assume office at the first regular meeting of each academic year. A member shall be eligible for reelection to one additional consecutive term, following which two years must pass before he or she is again eligible. For purposes of eligibility, a partial term, to fill out the unexpired term of some other elected member or for any other reason, shall be counted as a full term.

Section 3. Vacancies shall be filled promptly through election by the original constituency.

Section 4. The faculty representative to the Board of Visitors shall be a member of the Assembly, ex officio.

## ARTICLE VI

### Voting Privileges

Each faculty shall determine who is a voting member of that faculty. Every voting member of a faculty is eligible to vote for Assembly representatives from that faculty. Voting members of more than one faculty may vote in only one faculty.

## ARTICLE VII

### Amendment of the Constitution

Section 1. Amendments to this constitution may be proposed by a two-thirds vote of the full Assembly membership.

Section 2. Ratification of amendments to this constitution shall be by approval of 5 out of the 7 of the constituencies of the Assembly, and by the Board of Visitors.

## ARTICLE VIII

### Dissolution of the Assembly

After a three year trial period, the Assembly may be dissolved by approval of 5 out of the 7 constituencies of the Assembly.

## BYLAWS OF THE FACULTY ASSEMBLY OF THE COLLEGE OF WILLIAM AND MARY

## ARTICLE I

### Elections of Representatives and Alternates

Regular elections for Assembly representatives and alternates shall be held by March 1 of each year, with elected members assuming their duties at the first regular meeting of the ensuing academic year. However, newly elected members shall attend the Annual Meeting (See Article II, Section 2)

**Comment [w1]:** I don't think we elect alternates any more. See article III section 7 below.

## ARTICLE II

### Election of Officers and Committees, and Duties of Officers

Section 1. The Officers of the Assembly shall be the President of the Assembly (hereafter, "the President"); the Vice-President and President-Elect (hereafter, "the Vice-President"), who shall succeed to the Office of President the July following his or her

assumption of the Vice-Presidential duties; and the Secretary. Each of the officers shall represent a different constituency.

Section 2. Each spring, after the election of the new members of the Assembly and prior to Commencement, the incumbent officers shall convene the following year's Assembly for the Annual Meeting. The purpose of the Annual Meeting shall be to elect the Executive Committee, the Committee on Academic Affairs, the Committee on Faculty Affairs, and the Committee on Planning and Resources (See Article IV and Article V, Section 5). Elections shall proceed in the following sequence: President (if necessary), Vice- President, Secretary, the remaining members of the Executive Committee, the Committee on Academic Affairs, the Committee on Faculty Affairs, and the Committee on Planning and Resources. The incumbent Officers shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's Assembly are eligible to vote in this meeting.

Section 3. In the event that more than two candidates are nominated for a position and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot, after each vote. In the event that there is no one candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes cast (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues).

Section 4. Officers shall serve one-year terms and shall assume their duties on July 1.

Section 5. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Assembly.

Section 6. The President shall preside over meetings of the Assembly and shall appoint a Parliamentarian. The Parliamentarian shall attend all Assembly meetings and advise the Chair on parliamentary procedure. The President shall serve on all long-range planning or long-range advisory committees of the university.

Section 7. The Vice-President shall perform the duties of the President during his or her absence and shall serve on all long-range planning or long-range advisory committees of the university.

Section 8. The Secretary shall: maintain the membership roster; prepare and distribute to each member of the faculty the agenda for regular meetings at least seven calendar days prior to the meetings; prepare and distribute the minutes of meetings of the Assembly, except for those of executive sessions, to members of the Assembly, to the President of the university, to the Provost and other concerned parties, and to the university Archivist; and shall have published in an appropriate publication a report to the faculty of the business conducted in each meeting.

Section 9. When the elected President, Vice-President, or Secretary is unable to take office, or is unable to complete a term of office, a replacement shall be elected, by the means described in Article II, Section 3, to complete the term.

Section 10. The faculty representative to the Board of Visitors shall not serve as an Officer of the Assembly nor as a member on the Committee on Academic Affairs, the Committee on Faculty Affairs, and the Committee on Planning and Resources.

### ARTICLE III

#### Meetings

Section 1. The regular meetings of the Assembly shall be held at least once per semester, and not more often than once per month. Regular meeting dates shall be published in advance in an appropriate university publication.

Section 2. Items may be placed on agendas for regular meetings by the President, by the Executive Committee, by any committee of the Assembly, or by any two members of the Assembly. Items to be placed on the agenda shall be submitted to the Secretary at least ten days prior to the next regular meeting.

Section 3. Special meetings of the Assembly may be called by the President of the Assembly or by the Executive Committee and may be called upon the written request of ten members of the Assembly. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least ten days notice shall be given.

Section 4. A majority of all voting members of the Assembly shall constitute a quorum.

Section 5. Meetings of the Assembly are open to attendance by all members of the university community. However, the Assembly may move into executive session by a majority vote of the Assembly members present.

Section 6. The Assembly may invite persons who are not members of the Assembly to speak. Non-members may also be granted the privilege of the floor by the presiding officer.

Section 7. Voting on motions shall normally be viva voce or by show of hands, but five members may require a roll call vote upon any motion. There shall be no proxy votes. A faculty member who will be absent from a meeting may appoint as an alternate member for that meeting any person from his or her constituency who recently has served on the Assembly. Such alternate members shall have the same debating and voting privileges as the regular members they replace.

### ARTICLE IV

#### Executive Committee

Section 1. The Executive Committee shall consist of eleven members, two each from the Areas of Arts & Sciences, one from each School, and the faculty representative to the Board of Visitors. It shall be chaired by the President of the Assembly. The Officers of the Assembly shall be members of the Executive Committee. Members shall serve one year terms and shall assume their duties on July 1.

Section 2. Except for the faculty representative to the Board of Visitors, the Executive Committee shall be nominated and elected by means of the procedures in Article II, Section 3.

Section 3. The Executive Committee shall administer the affairs of the Assembly between its meetings, fix the hour and place of meetings, make recommendations to the Assembly, and shall perform such other duties as are specified in these bylaws. The Committee shall be subject to the orders of the Assembly, and none of its acts shall conflict with action taken by the Assembly.

Section 4. The Executive Committee shall be the Faculty Liaison Committee to the Board of Visitors, to the President, and to the Provost and shall provide representation on such other policy committees of the university as the Assembly shall approve.

Section 5. The Executive Committee shall monitor all Assembly committees to assess their continuing usefulness; at least once every four years, review the jurisdiction, composition, and activities of University-wide committees to assess whether the committees, individually and collectively, meet the needs of the university; and present recommendations to the Assembly for modifying the University-wide committee structure. In addition, the Executive Committee shall recommend to the Assembly the members of its standing and special committees, and faculty members of campus-wide committees, except as provided in Article VII, Section 3.

Section 6. During the summer recess, the Executive Committee may act on behalf of the Assembly and shall report all such actions to the Assembly at its next meeting. During the summer recess the Executive Committee shall normally follow the operating procedures set forth in the bylaws and Assembly rules as to establishing Assembly Committees and nominating representatives.

## ARTICLE V

### Governing Assembly Committees

Section 1. Committees, standing or special, may be established as the Assembly deems necessary. The purpose and charges for new Assembly Committees shall be determined by the Assembly upon recommendation from the Executive Committee.

Section 2. Committee members may be drawn from the faculty, faculty emeriti, administration, professional staff, alumni, and student bodies of schools and such other constituencies as may be required or appropriate.

Section 3. Each committee shall formulate its own operating procedures, which shall include: the election of a chair from among the faculty members of the committee; provision for liaison with all appropriate councils and committees; and provision for sub-committees of the committee, if appropriate. Rules and operating procedures shall be filed with the Assembly secretary for distribution to new members of the Assembly along with the Constitution and Bylaws.

Section 4. The chair of each Assembly committee shall: hold open hearings on issues when appropriate; file minutes of all committee meetings and hearings, and annual reports with the Assembly Secretary; submit to the Assembly Secretary committee recommendations to be placed on the Assembly's agenda; and arrange for the distribution of a copy of committee reports to each representative in advance of the Assembly meeting at which action on its recommendations is to take place.

Section 5. The standing governing committees of the Assembly shall include:

a. The Committee on Academic Affairs. The Committee on Academic Affairs shall consist of ten members, two from each of the Areas of Arts & Sciences and one from each School. Members of the Committee shall be elected by the Assembly during the Annual Meeting by means of the procedures described in Article II, Section 3. Members shall serve one year terms and shall assume their duties on July 1. The Committee on Academic Affairs shall report to the Assembly on matters concerning educational policy, admissions policy, and student affairs, including athletic policy, within the University. It shall receive reports from the Admissions Policy Committee and the Library Policy Committee. The Committee will maintain liaison with FUPC and other long-range planning committees.

b. The Committee on Faculty Affairs. The Committee on Faculty Affairs shall consist of ten members, two from each of the Areas of Arts & Sciences and one from each School. Members of the Committee shall be elected by the Assembly during the Annual meeting by means of the procedures described in Article II, Section 3. Members shall serve one year terms and shall assume their duties on July 1.

The Committee on Faculty Affairs shall report to the Assembly on personnel matters, broadly conceived, including personnel policies, recruitment policies, faculty research and development programs, and the policy aspects of faculty compensation and benefits. It shall receive reports from the Faculty Research Committee.

c. The Committee on Planning and Resources. The Committee on Planning and Resources shall consist of ten members, two from each of the Areas of Arts & Sciences and one from each School. Members of the Committee shall be elected by the Assembly during the Annual Meeting by means of the procedures described in Article II, Section 3. Members shall serve one year terms and shall assume their duties on July 1.

The Committee on Planning and Resources shall report to the Assembly on matters concerning the development and allocation of resources, broadly conceived, including

budgeting, undergraduate enrollment policies, fund-raising and development, the development or renovation of the physical plant of the College, and financial aspects of faculty compensation and benefits. The Committee will maintain liaison with the Faculty Compensation Board and the Development Office. The members of the Committee on Planning and Resources serve as the faculty members on FUPC and its successors, and on other long-range planning committees.

Section 6. Membership of the standing governing committees. The three standing governing committees shall draw their members from the Executive Committee and from the rest of the Assembly membership.

a. As officers of the Executive Committee, the President, Vice President and Secretary of the Assembly are ineligible to serve as chair of the standing governing committees. The President and Vice President also serve on the Committee on Planning and Resources.

b. Each member of the Assembly shall serve either on two of the standing governing committees, or on the Executive Committee and one of the standing governing committees.

## ARTICLE VI

### Other Committees Reporting to the Assembly

Section 1. Standing committees of the Assembly, which are established by the Assembly and whose members are appointed by the Assembly, shall include:

a. The Admissions Policy Committee - helps to develop undergraduate admissions policy. The Committee advises the Admissions Office and acts as a review committee in special cases. The Committee submits to the Assembly an annual report that includes freshman profile developed by the Admissions Office.

b. Faculty Compensation Board - works with the Committee on Planning and Resources to improve compensation for all faculty of the College. It informs itself of evolving statutes and regulations that deal with matters of faculty compensation and discusses with the administration ways to present faculty concerns to state agencies including the General Assembly, Governor's Office, State Council for Higher Education, and the Department of Planning and Budget. The Board reports annually to the Assembly.

c. Faculty Liaison to the Board of Visitors - meets with the Academic Affairs Committee of the Board of Visitors or with the full Board, at its request, to discuss matters of interest to the Faculties. This Committee is composed of the Executive Committee of the Assembly and reports regularly to the Assembly.

d. Faculty Research Committee - fosters and promotes research activity at the College. It administers a program of subsidized faculty research, establishes procedures governing

the program, solicits applications, reviews them, and selects grant recipients for recommendation to the Provost. The Committee reports annually to the Assembly.

e. The Library Policy Advisory Committee - in consultation with the Librarian advises the Assembly, the President, and Provost on policy consistent with standards of accrediting agencies. It reports in writing at least once a year to the Assembly.

## ARTICLE VII

### University-wide Advisory Committees

Section 1. University-wide committees may be established as the Provost or other appropriate person deems necessary upon consultation with the Executive Committee. A University-wide committee is a committee which affects more than one faculty or school or significantly affects the University's resource allocation or education mission. Purposes and charges for such University-wide committees shall be determined by the Provost or other appropriate persons upon consultation with the Executive Committee.

Section 2. On the advice of the Executive Committee, the Assembly shall recommend to the appropriate appointing authority, in a timely manner, the individuals who represent the faculty on search committees for University-wide administrative positions including President, Provost, Vice Presidents, and University Librarian, and on all university-wide standing and ad hoc committees other than long-range planning and long-range advisory committees. Terms of office shall be recommended by the Assembly. Except as specified in Article VII, section 3 of these Bylaws, each constituency has the right of representation on every university-wide committee. Each constituency may recommend faculty, administrators, or professional staff to represent it on University-wide committees if appropriate.

Section 3. Long-range planning or long-range advisory committees of the university shall include the President, Vice-President and most recent past President of the Assembly. On the advice of the Executive Committee, other faculty members of any such committees shall be approved by the Assembly. (See Article IV, Section 4 of these Bylaws.)

## ARTICLE VIII

### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Assembly may adopt.

## ARTICLE IX

### Amendment of Bylaws

These bylaws may be amended by a two-thirds vote of the full Assembly membership and approval by the Board of Visitors.