
Motions presented to the senate during 2014-15 academic year:

October:
- Change Faculty and Administration Manual to add Adjunct Representation to the Faculty Welfare Committee, Faculty Advisory Committee to the President, and the Faculty Compensation Committee
- Change Faculty and Administration Bylaws to add Adjunct Representation to the Faculty Senate

November:
- Change Faculty and Administration Manual to Remove Requirement of Distribution of Meeting Agenda in Printed Form

Notices of Intent presented to the senate during 2014-15 academic year:

December:
- To Change Faculty Administrative Manual to More Clearly Define Faculty Responsibilities with Regard to Students with Disabilities Policy 1.
- To Change Faculty Administrative Manual to More Clearly Define Faculty Obligations with Regard to Class Attendance Policy

April:
- To change Faculty/Administration Manual to more clearly define Graduate Faculty
- To change Faculty/Administrative Manual with Addition of University Professor as an Honorary Rank

Updates to FAM:

August 2014 Updates: excerpts from FAM Introduction August 2014 as prepared by Deanna Caveny-Noecker on behalf of the committee.

- Article V.1.K. to clarify that only “regular” faculty (and not including visiting roster faculty FAM, adjunct faculty, or academic administrators with faculty standing), are eligible to serve in faculty positions on faculty and Faculty Senate committees; change has no impact on the largely ex officio service of administrators on standing faculty and Faculty Senate committees
- Introduced Motion to More Clearly Define Faculty Eligibility for Committee Work, Change to By-laws Article V, Section 1, K
- Article V.3.B.15a.5. and V.3.B.7a.5. To amend the membership of the Post-Tenure Review Committee and the Advisory Committee on Tenure, Promotion, and Third-Year Review
- Change FAM Article V.3.B.15a.3. and V.3.b.7a.3.
Changes to the administration sections of the FAM: The following changes were proposed, presented, and endorsed by the appropriate faculty committees and offices, as required.

- Sections VI.E, III.A, VI.B, and VI.H. On amending the annual and merit evaluation processes, post-tenure review process, and Senior Instructor renewal calendars
- Section X.G. On amending the Faculty and Administrator’s Authority to Enter into Contractual Agreements on Behalf of the College
- Section IX.B. On amending the Faculty Awards to include the “College of Charleston Distinguished Adjunct Faculty Teaching Award”

Other administrative sections

- Update edition date
- Update College of Charleston logo
- Update Section I.A. “Approved College History”
- Update Section I.C. “Statement of Institutional Purpose (Mission Statement)”
- Non-substantive corrections of titles, punctuation, and capitalization. Other non-substantive corrections and clarifications.

January 2015 Updates: excerpts from FAM Introduction January 2015 as prepared by Deanna Caveny-Noecker on behalf of the committee

- Article V, Section 3. Institution of an Advisory Committee on the First-Year Experience
- Article V, Section 3, Part B.7.a(3). To make a correction to the guidelines for membership on the Advisory Committee on Tenure, Promotion, and Third-Year Review
- Article V, Section 3, Part B.15.a(3). To make a correction to the guidelines for membership on the Post-Tenure Review Committee
- Sections VI.D.7, VI.D.10, and VI.D.11: Update of three footnotes regarding status of procedural means to request corrections of errors of fact in Departmental Evaluation Panel, Dean, or Advisory Committee’s written recommendation, respectively.
- Section VIII.A.9 Amendments to the “Class Attendance” language to provide guidance to faculty regarding student absences as representatives of the College.
- Section VIII.C. Amendments to section on Students with Disabilities

Other administrative updates

- Update edition date
• Incorporation of Mission Statement (in Section I.C, Statement of Institutional Purpose)
• Correct numbering and formatting errors, including in Post-Tenure Review section.
• Correct miscellaneous typographical, capitalization, and editorial errors.

Unresolved issues, pending for discussion and possible action by the 2015-15 committee.

FAM insertion to regularize reapportionment of faulty senate.
Rationale: No reapportionment or review of a need for reapportionment of faculty senators has taken place since the size of the senate was reduced to 50. Insertion of defining language regarding this might serve to force the issue. (See end of this report for a potential start point on this.

FAM language regarding Faculty Hearing and Grievance committees.
Rationale: The administrative portion of the FAM supersedes the By-Laws section on conduct of any hearing. The Grievance committee is charged to conduct arbitration/remediation, but it is not afforded formal training in how to do that. Should Grievance and Hearing be separate committees or should it be a single committee with escalating procedures? Issues are currently under review by Legal Affairs and relevant committees.

Separation of Process/Procedure and Policy in FAM.
Rationale: There are changes to policy that are outside the scope of faculty control, but which faculty might need to know about. Where possible, working with legal Affairs, replace insertion of policy into the FAM with links in the FAM to the relevant policy web site(s).

FAM language regarding the titles for adjunct.
Rationale: This has been requested of Academic Affairs by adjunct faculty. The electronic notice on this issue submitted by email in late April of 2015 resulted in statements of concern by faculty senators. As promised when presented by the outgoing committee, the issue will be revisited by the incoming committee before any further FAM action or change is recommended by the By Laws committee.

FAM language regarding Deans and Schools:
Rationale: The School of Professional Studies not mentioned in FAM. There are now two types of deans, those with faculty lines and those with none. The FAM language regarding deans and schools needs to be cleaned up to reflect current situation.

FAM language on Committees:
Rationale: Concerns about shared governance and how to make clear each committees charge as result of confusion expressed at senate meeting over shifting purview or interests of different graduate education committees. Also some concern that committee might be too large in many cases. Speaker will ask committees to review their charges and to get with bylaws (2015-16 committee) if there needs to be a discussion about clarification

Consensual Relationships: not ready for this year (no discussion)
Rationale: Item of concern by Academic Affairs and Legal Affairs, pending item for consideration by 2015-16 By-Laws committee
TITLE: Motion to Change Faculty and Administration Manual for Reapportionment of Faculty Senate

With specific changes to FAM Bylaws:
Article IV, Section 2

INTENT: This series of suggested changes would result in clarification of the timing and procedure for reapportionment of faculty senators. There has been no reapportionment, nor any consideration of the need for a reapportionment since the senate was reduced to 50 senators (now 53 with the addition of Adjunct Faculty Senators) in .

For each proposed change single strike through text is a deletion, underlined text is new language.

Section 2. Composition and Election

A. Composition.

There shall be 50 Faculty Senators, apportioned by the percentage of faculty in each school (the library shall be considered a school for this purpose) and 3 Adjunct Faculty Senators with voting privileges. There shall be one Faculty Senator elected by each academic department, with the remainder of a school’s senators elected at-large by the faculty in that school. If a school should have more departments than its apportioned senators, then all of that school’s senators shall be elected at-large by the faculty in that school. (Ins. December 2009) The Adjunct Faculty Senators shall represent at least two different schools (including the library) and three different departments. (Rev. August 2015 to include Adjunct Faculty Senators)

B. Eligibility

1. A Faculty Senator must be a full-time tenured, tenure-track, Instructor, or Senior Instructor employee of the College who has completed at least three years of service at the College, and who normally teaches at least three contact hours per semester or the equivalent in assigned research or who is a full-time professional librarian. Without regard to teaching load, Department Chairs, Assistant Department Chairs, and Associate Department Chairs who otherwise would be members of the regular faculty are eligible to serve as Faculty Senators. (App. April 2005) Administrative officers, the Dean of the Graduate School, the Academic Deans, the Dean of the Honors College, Associate Deans, and Assistant Deans are not eligible to serve as Faculty Senators. Faculty members on Leave, teaching away from the Charleston campuses, or for other reasons unable to attend Senate meetings regularly, are not eligible to serve as Faculty Senators. (Rev. May 2009, Dec. 2011, Aug 2015)

2. An Adjunct Faculty Senator must have been employed as an adjunct faculty [as defined in Article III, Section A, 2, b, (4)] instructor of
record at least twice in the preceding three academic years prior to
election as an Adjunct Faculty Senator and must be currently
employed as an adjunct faculty (as defined above) at the time of
service as an Adjunct Faculty Senator. Election to the position of an
Adjunct Faculty Senator or service as an Adjunct Faculty Senator is
entirely voluntary, does not guarantee or in any way affect
departmental hiring of adjunct faculty, nor shall it affect rate of pay or
determination of hours of service for adjuncts. Concurrently serving
Adjunct Faculty Senators must represent at least two different
schools and three different departments. (Rev. Aug 2015)

C. The President of the College, the Provost, a student representing the
Student Government Association, and the Faculty Secretary are non-
voting ex-officio members of the Faculty Senate.

D. Election

1. Without regard to teaching load, all and only regular faculty members
   as defined in Art. I, Sect. 1, excluding all those qualifying as ex officio
   regular faculty members under provision (3), are eligible to vote in
elections for Faculty Senators. (Rev. Aug 2015)

2. Only adjunct faculty [as defined in Article III, Section A, 2, b, (4)] who
   are also currently listed as instructor of record for at least one course
   are eligible to vote in elections for Adjunct Faculty Senators. (Rev. Aug
   2015)

3. No later than February 15, vacancies from the group of at-large
   Faculty Senators will be filled by means of an election conducted
   among the eligible faculty of each school (as defined in Section 1
   above) through ballot. By February 1, any and all regular faculty of a
   school may forward nominations or self-nominations to the
   Committee on Nominations and Elections for the at-large Faculty
   Senators in that school. The candidates receiving the most votes cast
   in these elections shall be elected to the at-large seats allocated to
each school. Any tie shall be decided by lot. (Rev. December 2009, Aug
   2015)

4. No later than March 15, each of the academic departments and
   Library will elect its Faculty Senator(s) from among its eligible
   members (as defined in Section 2B above). (Rev. December 2009, Aug
   2015)

5. No later than April 15, the three Adjunct Faculty Senators shall be
   elected by the adjunct faculty in a manner consistent with the
   representation described in Section 2, B above. (Rev August 2015)

6. The Committee on Nominations and Elections shall oversee all Senate
   elections. (Rev. December 2009, August 2015)

7. All elections for at-large Faculty Senators and Adjunct Faculty
   Senators shall be conducted by secret ballot. Upon the receipt of a
   vote, the Committee on Nominations and Elections shall ensure that
   the vote was cast by an eligible voter. In case of a tie vote, the election
   is decided by lot. (Rev. December 2009, August 2015)
E. The term of office for Senators shall be two years; terms begin the day after spring commencement. A Senator shall be eligible for re-election to one additional consecutive term, following which one year must pass before he or she is again eligible. For purposes of eligibility, a partial term of service of one year or more shall be counted as a full term. Additionally, in order to maintain continuous service by departmental senators, any department with no eligible members may petition the Committee on Nominations and Elections for an exception at any time. One half of the Senators are elected each year. In the first year, election is for seats of one or two year terms, determined by lottery. A Senator elected in the first year to serve a one-year term is then eligible to be re-elected to two additional full terms. (Rev. April 2010)

F. Any Senator may be recalled from her/his position as the result of a special election initiated by a recall petition to the Speaker of the Faculty signed by 25% of her/his electorate as defined in Article IV, Section 2D. In the special election the Senator shall be recalled if at least 75% of those eligible to vote for the position have cast a ballot, and if a simple majority of those voting has voted in favor of recall.

G. Vacancies due to resignation, recall or any other reason may be filled by a special election by the appropriate electorate. Senators elected in such special elections will serve out the term of the Senators they replace. If an at-large Senator needs to be replaced, the faculty of that school shall elect the replacement by ballot. No Senator, including replacement Senators, shall serve for more than four consecutive years. (Rev. Jan. 2007, April 2007; Ins. April 2007; Rev. December 2009)

H. In the fall semester of each academic year, the Provost shall report to the Faculty Senate the current number of full-time tenured, tenure-track, Instructor, or Senior Instructor employees in each School. Based on those numbers, the Committee on Nominations and Elections shall work with the Speaker of the Faculty to determine and report, at the January meeting of the faculty senate, the allocation of Faculty Senators for each School to be effective at the start of the next fall semester. In the event that a School loses more at-large Faculty Senate seats than it is slated to elect in the spring elections then the at large senator who has the lowest seniority in term of service will be removed first; if two or more at-large senators have the same seniority in term of service, the order of removal shall be based on lowest numbers of votes when elected; in the event of a tie removal is to be decided by lot.