

1
2
3
4 **CONSTITUTION OF THE FACULTY OF THE UNIVERSITY OF NEW HAVEN**

5 **February 12, 2007 (Revised as of March 8, 2007)**

6 **Latest Revision: June 13, 2008 Latest Distribution: February 7, 2011**

7
8
9 **PREAMBLE**

10
11 The purpose of this constitution is to establish the faculty as a body, working with the administration to
12 provide the best possible educational experience to students as well as advance the stature and position of the
13 University of New Haven.

14 This constitution also establishes the principles and procedures of faculty governance and provides
15 mechanisms for cooperation and communication among the faculty and between the faculty and the
16 administration. Further, this constitution and the *Faculty Handbook* establish certain rights and privileges of
17 the faculty. Except as otherwise specified in this constitution, all members of the faculty shall have equal
18 rights and privileges.

19
20 **ARTICLE I: AUTHORITY OF THE BOARD AND PRESIDENT**

21
22 The faculty acknowledges the authority and fiduciary responsibility of the Board of Governors of the
23 University of New Haven under the laws of the State of Connecticut. Among its responsibilities, the Board
24 is responsible for appointing the President of the University of New Haven, and delegating to the president
25 the responsibility to govern the University in collaboration* with the faculty.

26
27
28 **ARTICLE II: THE FACULTY***

29 (*An asterisk denotes a word or phrase defined in the Glossary)

30
31 **Section 1. Faculty Appointments**

- 32
33 a. The faculty of the University of New Haven shall consist of those persons duly appointed to
34 positions concerned with instruction.
- 35 b. At the start of each semester, the provost shall provide the officers of the general faculty with the
36 faculty list*.

37
38
39 **Section 2. Faculty Rights and Responsibilities**

- 40
41 a. The faculty has primary responsibility for curriculum, subject matter, methods of instruction,
42 scholarly activity, and those aspects of student life that relate to the educational process.
- 43 b. The faculty has the primary responsibility for establishing requirements for academic credit and
44 earned degrees. The faculty determines when the requirements for earned degrees have been met and
45 certifies degree candidates to the president and the Board of Governors for the granting of earned
46 degrees.
- 47 c. The faculty has primary responsibility for recommending to the president and the Board of
48 Governors changes in faculty status, such as appointments and assignments, reappointments,
49 promotions, the granting of tenure, and dismissal in accordance with the *Faculty Handbook*. Final
50 decisions on faculty status matters are the responsibility of the Board of Governors.

Section 3. Faculty Governance Bodies

- a. Faculty governance shall be conducted by the general faculty, the Faculty Senate, its constitutional, standing, and such other committees* as the faculty may establish.
- b. Unless otherwise specified in this constitution, the quorum for any faculty body identified in this section shall consist of not less than a simple majority of its members.
- c. All faculty governance meetings shall proceed in general accordance with *Robert's Rules of Order*.
- d. Every faculty member shall have the right of attendance and discussion at meetings of the general faculty, the Faculty Senate, and all committees and other bodies of faculty governance, except as otherwise provided by this constitution, handbook, each committee's bylaws*, rules, and procedures.

ARTICLE III: ACADEMIC FREEDOM AND TENURE

Section 1. Professional Prerogatives

Faculty members, hired on the basis of verifiable valid credentials and teaching experience, are professionals fully equipped to discharge their academic responsibilities. Therefore, the individual instructor has the prerogative as well as the responsibility of making use of such methods, techniques, books, and materials as he or she considers useful to fulfill his or her objectives as an educator, and the intent and purpose of the course, within the parameters set by the department or program faculty.

Section 2. Academic Freedom

The Faculty of the University of New Haven have a right to academic freedom as it is commonly understood in American universities. This right is set forth in the following excerpt from the "1940 Statement of Principles on Academic Freedom and Tenure" endorsed by the American Association of University Professors.

- a. Teachers (the faculty) are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Teachers (the faculty) are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
- c. College and university teachers (the faculty) are citizens, members of learned professions, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Section 3. Academic Tenure

Tenure shall be granted to a faculty member by action of the Board of Governors only after proper review as described in the *Faculty Handbook*.

ARTICLE IV: THE GENERAL FACULTY

Section 1. Membership

The General Faculty shall consist of all full-time tenured and tenure-track faculty members plus full-time non-tenure-track faculty members who have served in faculty status for at least three consecutive years.

Section 2. Eligibility to Vote and to Hold Office

- a. Tenured and tenure-track faculty members shall have the right to vote in the meetings of the general faculty unless excluded as provided elsewhere in this constitution.
- b. Tenured and tenure-track faculty up to and including those serving as department chairs shall be eligible to hold, and to vote for, elective office under this constitution. Eligibility to vote begins upon appointment, and eligibility to hold office begins after one academic year of service at the university. Faculty whose appointments begin in September are eligible to assume elected office following the general elections*.
- c. Full-time non-tenure-track faculty with at least three years of continuous full-time faculty service and a multi-year contract at the University and who meet the criteria of Article II, section 1, unless excluded as provided elsewhere in this constitution or the *Faculty Handbook*, shall have the right to vote in the meetings of the general faculty, and to hold, and to vote for, elective office. Adjunct faculty, visiting faculty, professionals in residence, and practitioners in residence, may not vote or hold elective office.
- d. A member of the faculty while on sabbatical or other leave of one year or less retains the right to vote, but may not serve as an officer of the general faculty, and, if the leave shall require him/her to miss more than two meetings, may not continue to serve on elected or appointed committees. Any resulting vacancy shall be filled as described in the *Faculty Handbook* Section 4.6.2. A faculty member on leave beyond one year in duration shall forfeit the right to vote, hold office, or serve on elected or appointed committees.
- e. A faculty member on leave of absence or sabbatical leave shall be eligible to be a candidate for elective office, provided eligibility requirements for the office can be met when the term of office begins.
- f. Faculty members on disability leave shall have the same status as those on leave of absence.

Section 3. Authority and Functions

The general faculty shall:

- a. elect the faculty senators and members of constitutional and standing committees;
- b. discuss at a duly convened meeting any matter of importance to the faculty, including amendments and bylaws to this constitution as brought forward by the Faculty Senate or the appropriate Senate committee;
- c. participate in shared decision making on academic matters and policies as provided in the *Faculty Handbook*;

- d. make formal resolutions on any issue relating to academic affairs or to the policies or administration of the University;
- e. deliberate issues brought to the general faculty from the Faculty Senate or its committees, and other issues properly brought before it;
- f. discuss communications to the faculty from the president or his or her officers;
- g. adopt rules of procedure.

Section 4. Meeting Dates

- a. The general faculty shall be convened by the chair of the Faculty Senate in September and February of each academic year. At these times, the president shall be invited to address the faculty on the state of the University. A May meeting shall be held to allow the chairs of the constitutional committees to deliver reports of their committees' activities for the year preceding and to highlight projected activities to the faculty. Other meetings shall be called by (i) the chair of the Faculty Senate, (ii) the Faculty Senate's order to the chair of the Faculty Senate, (iii) upon petition to the chair of the Faculty Senate by at least one-fifth of all eligible voting full-time faculty, and within ten working days* of receipt of the petition, and (iv) as provided elsewhere in this constitution. The secretary of the faculty shall notify all faculty as well as the president of the University of any such meeting, the time of which shall be set by the officers of the general faculty no fewer than seven calendar days in advance of the meeting.
- b. An agenda shall be distributed in electronic and/or hardcopy form when a meeting is announced. Except in the case of an emergency, meetings must be announced at least seven calendar days before the scheduled meeting date.

Section 5. Quorum

The quorum shall be one fifth of the full-time faculty eligible to vote.

Section 6. Officers of the Faculty

- a. The officers and parliamentarian of the Faculty Senate shall also be the officers and parliamentarian of the general faculty and shall be selected as specified by the Faculty Senate Bylaws.
- b. The officers shall set the agenda for and conduct general faculty meetings and perform other functions as may be assigned from time to time by vote of the general faculty.

Section 7. Majority Vote

- a. A majority vote at a general faculty meeting or mailbox vote shall be a simple majority of those voting.
- b. Any agenda item presented for action at a general faculty meeting shall be forwarded to mailbox vote upon either (i) decision by a simple majority of those present and eligible to vote or (ii) a petition by at least 15% of the faculty eligible to vote or (iii) if the item is contractually binding.

Section 8. Faculty Veto

The general faculty shall have the authority to veto any action or decision of the Faculty Senate and its committees. The faculty veto may be exercised only through mailbox vote.

Section 9. The “Next-Meeting” Rule

Should an issue that is not on the published agenda be raised for the first time at a general faculty meeting, any member of the general faculty can invoke the “Next-Meeting” Rule, the effect of which is that no action shall be taken on that issue until the next meeting. This does not preclude continued discussion of the issue nor does it preclude setting up committees to examine the issue. The issue shall then be placed on the agenda of the next scheduled meeting. The “Next Meeting” Rule does not apply to issues directly related to agenda items nor to old business. A “Next-Meeting” Rule call may be overridden by a four-fifths (4/5) vote.

Section 10. Committees, Rules, and Quorum

Unless otherwise specified in this constitution:

- a. any faculty body may establish ad hoc* subcommittees as is deemed necessary and appoint members who may be faculty or non-faculty.
- b. all constitutional and standing faculty committees shall adopt rules of procedure*.
- c. a majority of the duly seated members shall constitute a quorum for faculty committee;
- d. the chair of the Faculty Senate shall announce and convene a meeting of any faculty committee upon petition of the majority of the members of that committee.

ARTICLE V: THE FACULTY SENATE

Section 1. Membership and Elections*

- a. Membership in the Faculty Senate is open to faculty eligible to hold office. Each college shall be annually apportioned* one representative for every six tenured and tenure-track faculty. Each college shall be entitled to at least one position on the Senate. Apportionment shall not diminish the term of office of any incumbent senator.
- b. For voting and representational purposes in the determination of Faculty Senate membership, a faculty member with contract load in more than one college shall be considered a member of that college in which the load is greater. Any member whose contract load is equally divided between two schools must designate the college in which he or she is to be identified for purposes of recording his or her vote.
- c. Senators shall be elected by the general faculty no later than one week before the end of the spring semester and assume office at the last regularly scheduled Senate meeting.

Section 2. Senate Bylaws.

The Faculty Senate shall propose bylaws for its operation.

Section 3. Officers

Officers shall be tenured faculty elected by the newly-elected Senate membership after the general election and assume office at the last regularly scheduled Senate meeting of the spring semester, which shall occur

within one week prior to spring commencement. The purpose of this last meeting is to seat the new Faculty Senate and to elect their new officers. All other committees shall be seated as of the beginning of the fall semester. The chair, vice chair and secretary of the Faculty Senate shall serve one-year renewable terms.

Section 4. Term of Office

The term of office of members of the Faculty Senate shall be three years, with approximately one-third of the senators being elected each year. Vacancies for unexpired terms shall be filled by special elections.

Section 5. Meetings

- a. The Senate shall establish a schedule of regular Senate meetings.
- b. Other meetings of the Faculty Senate may be called by the officers. Alternatively, the chair shall call a meeting within two weeks of receipt of a petition signed by 30% of the seated membership of the Senate.
- c. Notice and agenda for all Senate meetings must be distributed to all faculty in hard copy or electronically at least five working days prior to the time set for a meeting.

Section 6. Quorum

A majority of the members of the Faculty Senate shall constitute a quorum.

Section 7. Faculty Participation

- a. All faculty have the right of attendance and discussion at all meetings of the Faculty Senate and its committees. This right shall only be abridged by a non-debatable motion to go into executive session requiring approval by two-thirds of the members present at said meeting.
- b. Items for general faculty action may be submitted by any faculty member in the form of a signed request to the Senate chair at least five working days prior to the next Senate meeting. The chair shall place the item on the agenda of the Senate meeting. The Senate may act or may refer such matters to the general faculty with or without recommendation.

Section 8. Authority and Functions

The Faculty Senate shall:

- a. prepare bylaws and amendments to this constitution as they pertain to the Faculty Senate and its committees;
- b. prepare agenda items for the meetings of the general faculty;
- c. except as otherwise provided in this constitution, supervise faculty elections;
- d. adopt regulations and procedures consistent with *Robert's Rules of Order* to govern its meetings;
- e. establish Senate committees to function within the limits of Senate authority as provided in this constitution, and define the responsibilities and authority of such committees;

- f. serve as a channel of communication between the faculty and administration, and as an authorized representative of the faculty;
- g. collaborate with the administration in any endeavor to improve the functioning of the University, and to plan for the future development of the University;
- h. call general faculty meetings as necessary;
- i. evaluate and process proposals from its committees;
- j. serve as a board of appeal for those adversely affected by Senate committee actions; and
- k. certify candidates for earned academic degrees as recommended by the registrars.

Section 9. Committees

- a. The Faculty Senate may establish such standing or ad hoc committees in addition to those enumerated in the *Faculty Handbook* as it shall consider necessary and provide for election of members to the former and appointment of members to the latter.
- b. Both senators and other faculty members are eligible for election to the Faculty Senate committees. Members of appointed committees shall serve one-year renewable terms, concurrent with the academic year, and vacancies for unexpired terms shall be filled.
- c. Senate committees shall be responsible to and report to the Faculty Senate.

Section 10. The “Next-Meeting” Rule

Should an issue that is not on the published agenda be raised for the first time at a Senate meeting, any member of the Senate can invoke the “Next-Meeting” Rule, the effect of which is that no action shall be taken on that issue until the next meeting. This does not preclude continued discussion of the issue nor does it preclude setting up committees to examine the issue. The issue shall then be placed on the agenda of the next meeting. The “Next Meeting” Rule does not apply to issues directly related to agenda items nor to old business. A “Next-Meeting” Rule call may be overridden by a four-fifths (4/5) vote.

ARTICLE VI: CONSTITUTIONAL COMMITTEES OF THE FACULTY

There shall be four constitutional committees of the faculty: Academic and Student Affairs, Faculty Affairs, Budget and Finance, and Grievance. The Faculty Senate is the primary channel of communication between the faculty and the administration. The constitutional committees are nonetheless authorized to engage in discussions with the administration. It is anticipated that all parties—the faculty, the administration, and the Board of Governors—shall act in good faith in all matters related to the respective committee's authority including regular and appropriate meetings and discussions, and the timely disclosure and reporting of relevant information. These constitutional committees of the faculty shall similarly also abide by this good faith standard in their communications with the administration. The members of the Grievance Committee must be tenured and hold the rank of associate professor or professor.

Section 1. Membership

Constitutional committees of the faculty shall be composed of members eligible to serve under the constitution. The number of representatives from each college shall be determined by the number of full-time

faculty in each college, utilizing the following criteria: a college with fewer than fifteen faculty (15) but more than five (5) full-time faculty members shall have one (1) representative; a college with fifteen (15) or more faculty members shall have two (2) representatives, ~~at least one of whom~~ **all members** shall be tenured. The chair and vice-chair of the Faculty Senate shall be voting members of all constitutional committees except for the Grievance Committee. The chair of the Faculty Affairs Committee shall be a non-voting member of the Budget and Finance Committee. (*Approved by General Faculty May 14, 2008; Approved by Board of Governors June 13,, 2008*)

Section 2. Officers

Each constitutional committee shall choose its chair, secretary and such other officers as it deems necessary by majority vote from among its own membership, for one-year terms. This action shall be taken at the first meeting of the committee held after the annual elections.

Section 3. Term of Office

The term of office for elected constitutional committee members shall be two years. For colleges with more than one representative, terms shall begin in alternate years.

Section 4. Authority of the Constitutional Committees

A. Academic and Student Affairs Committee

- a. The Academic and Student Affairs Committee shall monitor, review and recommend all policies and operations pertaining to academics, including curriculum, courses, programs, methods of instruction, calendar, standards, etc. The committee shall deliberate policy changes, review changes proposed by the administration, and forward recommendations to the Faculty Senate for further discussion with the administration.
- b. The committee shall engage in discussion with the administration on curriculum, instruction, calendar, and other academic issues of whatever description. The committee shall meet with the provost to discuss academic concerns on a regular and timely basis.
- c. The Academic and Student Affairs Committee shall not engage in case adjudication.

B. Faculty Affairs Committee

- a. The Faculty Affairs Committee shall review all policies related to faculty employment, and discuss them with the administration. This committee initiates proposals for changes to the *Faculty Handbook* and reviews changes proposed by the administration.
- b. The committee shall engage in discussion with the administration on issues related to faculty personnel policies and procedures prior to the implementation of policy. The committee shall meet with the provost to fully discuss faculty welfare concerns on a regular and timely basis.
- c. The Faculty Affairs Committee shall not engage in case adjudication.

C. Budget and Finance Committee

- a. The Budget and Finance Committee shall review and make recommendations about budget priorities and the allocation of financial resources. The committee is empowered on behalf of the general faculty to carry out its objectives. To do so, the committee must have access to relevant University documents related to its charge. The Budget and Finance Committee will meet jointly with the Faculty Affairs Committee with the chief financial officer (CFO) to review the University's fiscal

year budgets in sufficient time to allow for analysis and comment prior to formal approval by the Board of Governors for its review and action. The committee issues reports with recommendations to the Faculty Senate on the committee's findings. The committee shall also review the fiscal implications of course and program proposals and recommends acceptance, rejection or deletion to the Faculty Senate.

- b. The committee shall engage in good faith discussion with the administration on financial operations, capital budgeting, development, audited financial reports and other material documentation. The committee shall meet with the chief financial officer to fully discuss budget and financial concerns on a regular and timely basis.
- c. The Budget and Finance Committee shall not engage in case adjudication.

D. Authority of the Grievance Committee

- a. The Grievance Committee shall manage the grievance process with respect to grievances involving faculty as specified in the Faculty Handbook. In particular the Grievance Committee shall select members of grievance panels as provided in the *Faculty Handbook*. Grievances include those filed by (i) faculty against other faculty, (ii) faculty against the administration or members of the administration, including deans and chairs (iii) students against faculty, and (iv) staff members against faculty
- b. The Grievance Committee shall be available to review due process in actions taken by any faculty committee including appeals mechanisms employed by those committees.

Section 5. Rules and Quorum

In addition to the committees provided elsewhere in this constitution, the constitutional committees may establish sub-committees as they deem necessary from time to time, and appoint the members thereof. If desired, a constitutional committee may invite faculty members other than members of the constitutional committee to serve on such committees as non-voting members. The committee shall adopt rules of procedure and may prescribe rules of procedure for all of its sub-committees. A majority of the duly seated members shall constitute a quorum of the constitutional committee.

Section 6. Communication

The faculty expects the administration to disclose any forthcoming policy-change proposals regarding academics, faculty affairs, budgetary and financial affairs, and grievance policies in good faith and in a timely fashion.

Section 7. Reporting and Approvals

The committees shall report orally and in writing to the Faculty Senate and general faculty at least twice per academic year and upon request of the Faculty Senate or general faculty. The constitutional committees shall present proposed policy changes and tentative agreements with the administration to the Faculty Senate and when appropriate to a general faculty meeting.

Section 8. Rules of Procedure

The constitutional and standing committees shall follow *Robert's Rules of Order*.

ARTICLE VII: ELECTIONS

Section 1. Voting Procedures

- a. Faculty elections shall be conducted in accordance with procedures determined by the Faculty Senate and implemented by the secretary of the faculty, who shall announce the results.
- b. Election to faculty offices shall be by majority vote* of the valid ballots* cast.

Section 2. Counting of Ballots

Faculty elections shall be by secret ballot*. The secretary of the faculty shall notify the faculty of the time and place of the counting of the ballots two working days in advance of the count. Any faculty member may observe the process.

ARTICLE VIII: COMMITTEE BYLAWS

Section 1. Committee Bylaws Under the Constitution

Bylaws for committees under this constitution may be adopted by the general faculty provided they do not conflict with any provisions of the UNH faculty governance documents.

Section 2. General Procedure

Passage of committee bylaws requires a two-thirds majority of tenured and tenure-track faculty voting in a mailbox vote.

ARTICLE IX: AMENDMENTS

Section 1. Amendments to the Constitution, Faculty Handbook, and Committee Bylaws

Amendments to this constitution, *Faculty Handbook* as per Section 2.18, or to committee bylaws may be adopted or modified by the general faculty provided they do not conflict with any remaining provisions of the UNH faculty governance documents..

Section 2. General Procedure

- a. Proposed amendments may be submitted by the Faculty Senate or by petition of at least 15% of the faculty as defined by Article II, Section 1. Proposed amendments must be presented in the form of a resolution, including a suitable legislative history.
- b. Copies of proposals must be forwarded to the general faculty for consideration at least one week prior to the date of a meeting duly convened for the purpose of considering the proposal and the proposal must be included on the announced agenda. After discussion at the general faculty meeting, the proposal shall be submitted to the faculty for a mailbox vote.
- c. Passage of proposed amendments requires a two-thirds majority of those members of the tenured and tenure-track faculty voting by a mailbox ballot.

- d. Any agreement between the Faculty Affairs Committee and the provost regarding Section II of the Academic Affairs Operating Guidelines shall require a majority vote of approval by the tenured and tenure-track faculty voting by a mailbox ballot.

ARTICLE X: CONSTITUTIONALITY OF FACULTY ACTIONS

Questions concerning the constitutional legality of actions of the faculty or any of its governance bodies shall be adjudicated by the Grievance Committee.

ARTICLE XI: SEVERABILITY

Severability is intended throughout and within the provisions of this constitution. If any provision (including any article, section, paragraph, sentence, clause, part, phrase, word, term or exception) or the application thereof to any person or circumstance, is held invalid, or otherwise void or unenforceable, by a court of competent jurisdiction, then said invalidity does not affect other provisions or applications that can be given effect without the invalid provision or application. To this end, the provisions of this constitution are deemed severable and the remaining provisions shall be in no manner affected by the severance of a provision but shall remain in full force and effect.

ARTICLE XII: DISCLAIMER

All contractual matters involving faculty terms and conditions of employment, and related University policies, are contained in the *Faculty Handbook*.

GLOSSARY OF TERMS

Apportionment—The method of ***apportionment*** adopted by the faculty shall be an “integer divisor” method. The total number of faculty to be represented is divided by the number of representative seats to be filled, the resulting quotient being rounded to the closest whole number. The number of faculty to be represented in each academic unit is then divided by this integer divisor, rounding to the closest whole number, to determine the number of seats to be allocated to that academic unit.

Ballot, Secret—A ***secret ballot*** is a procedure whereby the voters are determined to be eligible to participate in the vote, but an individual’s vote is known only to that individual, and not to the rest of the electorate or the tabulators of the vote.

Ballot, Valid

- a. ***Election Ballot***: A ***valid ballot*** is one cast by a faculty member who is eligible to vote in a given election; is cast *positively* for an eligible candidate for a specified office; and which follows stated procedures for indicating support for write-in candidates or for multiple candidates for office. Election ballots submitted that do not indicate positive support for a candidate are to be counted as “abstentions” (i.e., are not counted as votes).
- b. ***Issue Ballot***: A ***valid ballot*** is one cast by a faculty member who is eligible to vote on the issue posed for which support is required by a predetermined proportion of those voting; that indicates either a “yes” or “no” vote; and which follows stated procedures for submitting the vote. Issue ballot forms must indicate that failure to vote either “yes” or “no” shall be interpreted by the tabulators to constitute “abstentions” (i.e., are not counted as votes).

Bylaws, Committee—*Committee bylaws* governing the activities of faculty committees are to be treated as part of this constitution but subordinate to it. A proper set of committee bylaws required of the Faculty Senate, constitutional, and standing committees includes statements addressing the committee's duties/purpose, jurisdiction and/or authority, membership, committees and rules for appointing members thereof, officers and rules for their election, and procedures for submitting amendments to the bylaws and changes to rules of procedure.

Collaboration—Working together with others in a joint intellectual endeavor.

Committees—*Committees* are those established groups of faculty members, duly established through the mechanisms of faculty governance, which are elected or appointed to conduct the business of the faculty and/or to represent the faculty to other constituencies.

- a. **Constitutional committees** of the faculty are established by this constitution.
- b. **Standing committees** are faculty committees, elected or appointed, and with indefinite durations;
- c. **Ad hoc committees** are temporary committees, elected or appointed, that are established explicitly to address a specific issue or project, and whose authority is limited strictly to that issue or project.
- d. **Administrative and "joint" committees** are those bodies, standing or otherwise, temporary or permanent, that are convened by the administration, and which are not explicitly part of the faculty governance system.

Election, General—The **general election** is the annual election, involving the full faculty as the electorate, to elect committee members for the following year.

Election, Special—**Special elections**, which may be held at any time, (a) are to fill specific positions that have been vacated, left unfilled in a general election, or newly created through faculty legislation, or (b) are otherwise specifically directed by faculty legislation.

Faculty

- a. The term "**faculty**" includes those instructional personnel including tenured and tenure-track faculty regardless of academic rank, non-tenure-track full-time instructional personnel of any rank, and adjunct instructional personnel.
- b. "**Full-time faculty**" are those who hold an annual full-time appointment to either a tenured position, tenure-track position, or non-tenure-track position of lecturer or higher.
- c. "**Part-time faculty**" are those appointed to positions with less than a full-time appointment over the course of the academic year or who are employed as adjunct faculty on a course-by-course basis.
- d. Full-time tenured and tenure-track faculty hold rights to vote or to hold elective office. The right for full-time non-tenure track faculty to vote and/or to hold elective office is defined in specific sections of the faculty governance documents.
- e. "**Duly appointed**" requires that the full-time faculty member was selected through a faculty search committee's recommendation to a dean, resulting in an appointment to an instructional position; appointment of part-time faculty shall follow established university procedure.
- f. The constitution guaranteed faculty rights to all of these individuals (such as academic freedom, access to the grievance processes, voice in faculty governance), although participation and representation by some in faculty governance may be explicitly limited.

Faculty Governance Documents—(a) *The Bylaws of the University of New Haven*, (b) *the Constitution of the Faculty of the University of New Haven*, (c) *the Faculty Handbook*, (d) *the Academic Affairs Operating Guidelines*, and (e) *the Provost's Compensation Guideline* and others that may be established in the future.

Faculty List—The **Faculty List**, a comprehensive account of all full-time employees with faculty status, shall include for each faculty member: school and department affiliation(s); current rank and start date at that rank; tenure and tenure-track status, and date of tenure as relevant; start date of continuous service at the University; for the current year, duration of contract in months, and leave status if relevant; and for the prior academic year, contract hours for (1) instruction and (2) all other duties, leaves, etc., separately identified along with the associated release hours.

Full Professor—The term “full professor” is equivalent to the rank of “professor.”

Mailbox Vote—*Mailbox vote* is a secret ballot conducted by mail or other secure method such that the secrecy of one’s vote is protected, but so that the voter need not be present at a meeting to submit the vote.

Majority, Majority Vote—A *simple majority* is defined as “more than half” of those voting. For this purpose, “abstentions” are not to be counted as votes.

Rules of Procedure—*Rules of procedure* are to be required by the bylaws of constitutional committees, and are to be established for all other standing faculty committees. Rules of procedure explicate the parliamentary processes for meetings of a committee and the processes necessary for other bodies (including individual faculty members, faculty committees, students [if applicable] and administrative bodies) to interact with or submit business to the committee.

Seating of Members—New, duly elected or appointed members of governance committees and the officers of the faculty are empowered to assume the responsibilities and authority of the office. When new committee members and officers are *seated* marks the transition of the committees’ and officers’ authority to the new membership and officers.

Term of Office—*Term of office* for faculty governance positions is defined as one year (12 calendar months), or when one’s successor is seated for the office, whichever is later, unless specified otherwise in this constitution or related legislation. The term of office for the officers of the general faculty, the Faculty Senate and all *elected* faculty committees begins when the new Faculty Senate (including newly elected members) is seated, immediately following the announcement of the results of the spring general election; this term includes the summer as necessary. The term of office for *appointed* committees begins in the undergraduate fall term, following ratification by the Faculty Senate. Those elected to complete a term of office for a position vacated by another shall serve only until the end of the originally designated term.

Working Day—*Working Day* is any full weekday during which the University is legally open for business.