

**CONSTITUTION OF THE FACULTY SENATE**  
(Adopted by OPSU faculty February 26, 2021)

**Article I**

**NAME**

The name of this organization shall be the Oklahoma Panhandle State University Faculty Senate.

**Article II**

**PURPOSES AND DUTIES**

The Faculty Senate will serve as a voice for the faculty of Oklahoma Panhandle State University, as a means of facilitating faculty participation with the administration in the establishment of university policies and in the formation of procedures for their interpretation. Because each policy shapes the purpose and character and growth of the university, it will be the function of the Faculty Senate to consider and evaluate events, which affect the university and its educational and intellectual environment.

The actions of the general faculty and their faculty senate are advisory in nature and not legislative. The Faculty Senate shall consider all matters referred to it by the university president, any faculty member, any administrator, or initiate studies and make recommendations on its own. The Faculty Senate is charged with the responsibility for making

1. Educational policies and programs.
2. Admissions, courses, curricula, schedules, graduation and academic standards: and student affairs such as orientation and guidance, extracurricular activities, intercollegiate athletics, conduct, health, and welfare.
3. Faculty employment qualification, tenure, promotions, salaries, retirement, and other factors affecting faculty morale and welfare.
4. Institutional facilities and resources.

**Article III**

**MEMBERSHIP**

Section 1. Eligibility: All full-time faculty with rank of instructor or above whose teaching load comprises a minimum of 12 semester hours, excluding summers and interterm, will be eligible for election to the Faculty Senate, with the following exceptions:

- (a) administrative officials and others with administrative duties as listed in the official catalog, other than department heads and department directors who have faculty oversight, shall be ineligible for election; and
- (b) faculty members with less than two years service at OPSU shall be ineligible for election; and
- (c) due to the additional state and federal accreditation requirements, the education department faculty
  - who are considered full-time by their dean and VP of Academics; and
  - who meet years-of-service requirements; and
  - who meet rank requirements are considered eligible for Faculty Senate.

Section 2. Determination of Eligibility: Any question of eligibility will be examined and determined by a committee appointed from the faculty at large by the president of the Faculty Senate.

Section 3. Senate Membership: Members will be elected by their respective colleges proportional to the number of eligible faculty in each college as set forth in the by-laws of this constitution.

Proxies: When a senate representative will be absent from a scheduled meeting, the representative may choose a proxy to attend in his/her place. The proxy will have full voting privileges if he/she fulfills requirements of membership.

Section 4. Election: Procedures for election of members of the Faculty Senate will be determined independently by the respective colleges.

Section 5. Terms of Office: The term of office shall be two years. Members of the Faculty Senate cannot succeed themselves after a complete term of membership, but are eligible for election after an intervening term.

Section 6. Officers: The officers of the Faculty Senate will be president, vice-president, and secretary. The president, vice-president, and the secretary shall be elected by the Faculty Senate from its members at the first meeting after June 1 of each year and will serve for a term of one year. The officers' terms shall expire on the election of their successors.

The president will be the presiding officer of the Faculty Senate. His/her duties shall include, but not be limited to, representing the faculty at official university functions and serving on the university academic council.

The vice-president will assume temporarily the powers and duties of the president during any period of his/her absence or incapacity. In the event of vacancy in the office of president, the vice-president shall be declared president and the office of vice-president shall be declared vacant. In addition, the vice-president will provide notice to all members of each regularly scheduled meeting and shall, upon request of the president, provide notice to all members of special meetings called by the senate.

The secretary will prepare the minutes of each meeting of the Faculty Senate and will, within one week following the meeting, provide copies of the unapproved minutes to Senate officers, members, vice-president of Academic Affairs, and the president of the university.

In the event of a vacancy in the office of vice-president or secretary, the Faculty Senate shall elect a replacement at the same meeting in which the vacancy is declared or as soon thereafter as feasible.

- Section 7. Vacancies: A vacancy will be filled within one month or before the next scheduled meeting by the college from which the vacated member was elected. Procedure for election will be that of regular term elections. The replacement will complete the term of office that was vacated and shall be ineligible to succeed himself/herself if the period of replacement exceeds one calendar year.

## **Article IV**

### **MEETINGS**

- Section 1. Scheduled Meetings: The Faculty Senate will meet regularly once each month, except during June, July, and August.
- Section 2. Quorum: A quorum will consist of two-thirds of the Senate membership.
- Section 3. Special Meetings: Special meetings may be called by the president of the Senate.

Section 4. Right of Non-members: Meetings will be open to all faculty members who shall have the right to petition the senate in person or by proxy through the senate president.

## **Article V**

### **COMMUNICATION**

Section 1. Method of Communication: Evaluation of any event which affects the university and its educational and intellectual environment will be presented in writing to the appropriate person or persons.

Section 2. Liaison: At the discretion of the Administrative Cabinet, a Senate representative will be permitted to meet with said cabinet. The Administrative Cabinet will be encouraged to have a spokesperson at Faculty Senate meetings.

The president of the Student Association may be invited to meet with the Faculty Senate at the discretion of the Senate's executive committee.

Section 3. The secretary will furnish a copy of the approved minutes, within one week of approval, to each professional staff member, administrative vice-presidents, and the president of the university.

Section 4. Email will be recognized as an acceptable means of communication.

## **Article VI**

### **AMENDMENTS**

Section 1. Method of Amending: This constitution may be amended at any meeting of the general faculty by a two-thirds vote of the members present and voting, or by two-thirds vote of the members responding to a printed or electronically submitted ballot, provided that the members of the general faculty have had in their hands a copy of the proposed amendment at least two weeks in advance of the meeting at which the vote is taken.

Section 2. Submitting Amendments: The submission of a proposal to the executive committee of the Senate, which may delegate one of the committees to study the proposal, should be followed by the appearance of the proposal on the agenda of the Senate. If approved by the Senate, then the proposal should be submitted to the general faculty for its approval.

## **Article VII**

### **RATIFICATION**

- Section 1. Effective Date: This constitution will become effective upon its ratification by a majority of the general faculty, President of this university, and the Board of Regents for the Oklahoma State University and Oklahoma Agricultural and Mechanical Colleges.

## **Article VIII**

- Section 1. Submitting By-Laws: By-Laws of Oklahoma Panhandle State University Faculty Senate may be adopted and amended by two-thirds vote of the senators present and voting at an official meeting of the Faculty Senate, provided that the by-law or amendment to a by-law was proposed at a previous meeting of the Faculty Senate and was included on the agenda at which a vote is proposed.
- Section 2. Each instructional college of the university may have two representatives to the Faculty Senate. Colleges with 13-18 faculty, as qualified in Article 111, Section I, Membership, may elect three representatives, and colleges with 19 or more faculty members, as qualified in Article III, Section I, Membership, may elect four representatives to the Faculty Senate. Elections shall take place during the first week of the fall term.
- Section 3. The original Faculty Senate will determine by lot which of its members will serve a one-year term and a two-year term. Thereafter, one-half of the senators will be elected each year.
- Section 4. The parliamentary procedure to be followed by the Faculty Senate will be the latest edition of The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians, Alice Sturgis.