MEMORANDUM

TO: Members of the Faculty Assembly
FROM: President Millican
SUBJECT: The FTU Faculty Constitution

November 12, 1971

After many months our Faculty Constitution was approved by the Florida Board of Regents at its meeting on October 15. As I have discussed this delay with the Chancellor and with Board members from time to time, it appears that there were three reasons for the delay: (1) discussion among some members of the Board about requiring a common Faculty Constitution for all of the State Universities in Florida, (2) some of the members have felt that the Board Operating Manual was sufficient and thus there was no need for separate constitutions for each campus, and (3) the pressing business obligations of the Board members.

The FTU Faculty Constitution, as approved by the Board, contains only a few changes which appear to be minor in nature and thus leave the document about as we recommended it. It is my understanding that the Board of Regents made several major modifications in the Florida Atlantic University Faculty Constitution, so ours fared much better.

With the approval of these constitutions for FAU and FTU at this past meeting of the Board, this leaves only the University of South Florida without an approved working document.

Many thanks for your contribution to this endeavor, and I look forward to working with you on other projects in the future as we continue our efforts to build a truly fine university.

C.N.M.
FACULTY CONSTITUTION

FLORIDA TECHNOLOGICAL UNIVERSITY

Approved by the
Board of Regents
October 15, 1971
# TABLE OF CONTENTS

1.0 FACULTY
2.0 FACULTY ASSEMBLY
3.0 FACULTY SENATE
4.0 COLLEGE GOVERNMENT
5.0 FACULTY EMPLOYMENT
6.0 RATIFICATION
7.0 AMENDMENT PROCEDURE
PREAMBLE

Within the legal structure of the State University System of Florida and in cognizance of the reality that the University can only function properly when goodwill is nurtured and maintained by the President, the administrators, and the faculty, this Constitution establishes guidelines for the procedures involved in the operation of Florida Technological University.
1.0 FACULTY INVOLVEMENT IN THE OPERATION OF THE UNIVERSITY

1.1 As described in this Constitution, Faculty involvement in the operation of Florida Technological University shall be vested in a constituent body; namely, the Faculty Assembly and its representative body, the Faculty Senate.

1.2 The President of the University, by virtue of his appointment by the Florida Board of Regents, shall exercise general supervisory power over all university activities. He shall have veto power over the recommendations of the Faculty Assembly or the Faculty Senate.

1.3 Every attempt has been made in the drafting of this Constitution to be consistent with the Operating Manual of the Florida Board of Regents. Statements of policy on matters such as Academic Freedom and Responsibility, Appeals, Constitutions of Institutions, Faculty Contracts, Faculty Development Program, Leave, Political Participation, Procedures of Inquiry, Retirement, Tenure, and Termination of Faculty Appointments, are to be found in the Operating Manual of the Florida Board of Regents.

2.0 THE FACULTY ASSEMBLY

2.1 Responsibilities. The Faculty Assembly shall address itself to academic matters which concern more than one college and to general educational policies.

2.1.1 The Faculty Assembly shall normally exercise its responsibilities through the Faculty Senate.

2.1.2 Summaries of actions taken by the Faculty Assembly shall be sent to each member within one week following each meeting.

2.1.3 Records of proceedings of the Faculty Assembly shall be kept by the Secretary and shall be made public unless designated as closed by the membership or the President.

2.1.4 Special committees of the Faculty Assembly may be appointed by the President or may be elected by the Faculty Assembly. The President shall be an ex-officio member of all committees of the Faculty Assembly.

2.2 Membership. The Faculty Assembly shall consist of the following:

2.2.1 All members of the faculty; i.e., all persons holding an appointment as Professor, Associate Professor, Assistant Professor, or Instructor.

2.2.2 The President, Vice Presidents, Deans of Colleges, University Librarian, Registrar and Director of Admissions, Director of Continuing Education, and Director of Research and Graduate Studies.
2.3 Officers.

2.3.1 The presiding officer of the Faculty Assembly shall be the President of Florida Technological University or, in his absence, the Vice President for Academic Affairs. In the absence of both, the President shall designate the presiding officer. The President shall appoint a member of the Faculty Assembly to serve as Parliamentarian.

2.3.2 The Secretary of the Faculty Assembly shall be appointed by the President of the Faculty Assembly and shall keep the minutes of the proceedings and perform such other duties as are set forth in the Constitution or as shall be directed by the Faculty Assembly or its presiding officer.

2.4 Meetings. The Faculty Assembly shall meet as follows:

2.4.1 There shall be a regular meeting of the Faculty Assembly in the fall quarter of each academic year.

2.4.2 Special meetings may be called by any of the following:

2.4.2.1 The President of the University.
2.4.2.2 The Faculty Senate
2.4.2.3 Fifteen percent of the members of the Faculty Assembly, upon written request to the President.

2.4.3 The Secretary shall send the notice and agenda of each meeting to each member of the Faculty Assembly at least one week in advance of each meeting.

2.4.4 The agenda for any meeting at which an appeal of a Faculty Senate action is to be considered shall be accompanied by the proposal to be considered. The proposal to be considered shall be the first order of business of such a called meeting.

2.4.5 One-third of the members shall constitute a quorum.

2.4.6 The method of voting to be used shall be at the discretion of the presiding officer. However, at the request of twenty-five members, a vote by secret ballot shall be mandatory.

2.4.7 Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

3.0 THE FACULTY SENATE

3.1 Responsibilities. The Faculty Senate shall address itself to academic matters which concern more than one college and to general educational policies. The Faculty Senate is an advisory and recommending group to the Vice President for Academic Affairs. Recommendations made by the Faculty Senate are to be forwarded within ten days to the President by the Vice President for Academic Affairs.
3.2 Membership. The Faculty Senate shall consist of the Vice President for Academic Affairs and elected members. The term of office for an elected member shall be two years, with approximately one-half of the members being elected each year.

3.3 Apportionment. The number of elected members of the Faculty Senate will be apportioned among the Colleges as follows:

Number of Senators =

\[
(15) \times \text{(number of faculty members in the College)} + \frac{6 + \text{(Number of faculty members in the University)}}{6}
\]

In the event that the formula does not produce a whole number, the number of Senators representing a College will be determined by rounding the calculated value to the nearest whole number.

3.3.1 Apportionment will be made only once each year, based on the number of individuals who are listed as faculty on official records of the University on March 1 of that year.

3.4 Eligibility

3.4.1 Only full-time Professors, Associate Professors, and Assistant Professors shall be eligible for election to the Faculty Senate.

3.4.2 Faculty members who hold administrative appointments as President, Vice President, Dean, Associate Dean, or Director and persons acting in the above capacities are not eligible for election to the Faculty Senate.

3.5 Nominations and Elections

3.5.1 By the first Tuesday of April, the Steering Committee will provide each College with a list of faculty eligible for election to the Faculty Senate and the number of seats to be filled. On receiving this information, the College will conduct an election. Only members of the Faculty Assembly shall be eligible to vote.

3.5.2 Each College will forward the number of votes cast for each candidate to the Steering Committee not later than April 30 in order to provide a current list of alternates in each College.

3.6 Vacancies

3.6.1 Declaration of Vacancies. A Faculty Senate seat shall be declared vacant when the elected member is no longer eligible for election, associated with the University, or has resigned from the Faculty Senate.

3.6.2 Filling of Vacancies. A vacancy will be filled by a member from the same College in which the vacating member served. The Steering Committee will select the first alternate from the most recent list provided by the College. The individual appointed on an alternate basis will fill the vacated seat for the remainder of
the unexpired term. The Chairman shall announce the Senators appointed on an alternate basis at the first meeting of the Faculty Senate following their selection.

3.7 Officers. The officers of the Faculty Senate shall consist of a Chairman, Vice Chairman, and Secretary.

3.7.1 All officers will be elected annually during the month of May by and from the elected members of the Faculty Senate.

3.7.2 The duties of the Faculty Senate Officers shall be as follows:

3.7.2.1 The Chairman shall serve as presiding officer of the Faculty Senate. In his absence, the Vice-Chairman will preside; in the absence of both, the Chairman shall designate the presiding officer. The Chairman shall appoint a member of the Faculty Senate to serve as Parliamentarian. All Faculty Senate Committee except the Steering Committee shall be appointed by the Chairman from a list of nominees provided by the Steering Committee.

3.7.2.2 The Secretary shall keep the minutes of the proceedings and perform such other duties as are set forth in the Constitution or as shall be directed by the Faculty Senate or its presiding officer.

3.8 Nomination and Election of Officers and Establishment of the Steering Committee

3.8.1 The Faculty Senate will hold its May meeting on or before May 15th of each year.

3.8.2 The first order of business at the May meeting will be the nomination and election of Faculty Senate officers for the coming year. Voting for officers will be by secret ballot.

3.8.3 The second order of business at the May meeting will be the establishment of the Steering Committee.

3.9 Meetings

3.9.1 There shall be a regular meeting of the Faculty Senate during each month of the fall, winter, and spring quarters, and it may meet in special session during the summer.

3.9.2 Special meetings may be held at any time at the call of the Chairman, the President of the University, the Vice President for Academic Affairs, or by written request of five members of the Faculty Senate.

3.9.3 Meetings of the Faculty Senate may be attended by the following:
3.9.3.1 Representatives of the Student Government, administrators, or other interested parties may attend Faculty Senate meetings as non-participating observers unless the meeting is designated as a close session.

3.9.3.2 Persons who by their training and experience are qualified to contribute to the discussion of particular items of business may be invited by the Chairman of the Faculty Senate or the President of the University.

3.9.4 A member of the Faculty Assembly who is not a Senator may request the privilege of addressing the Faculty Senate. Such a request should be made in writing to the Chairman of the Faculty Senate stating the nature and purpose of his request.

3.9.5 The notice and the agenda of each meeting shall be sent to each member of the Faculty Assembly by the Secretary of the Faculty Senate at least one week in advance of each meeting. Summaries of actions taken by the Faculty Senate shall be sent to each member of the Faculty Assembly within one week following each meeting.

3.9.6 A majority of the Faculty Senate membership shall constitute a quorum.

3.9.7 The method of voting shall be at the discretion of the presiding officer. However, at the request of ten members, a vote by secret ballot shall be mandatory.

3.9.8 Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

3.9.9 The agenda for regular meetings of the Faculty Senate shall be as follows:

3.9.9.1 Call to Order
3.9.9.2 Roll Call
3.9.9.3 Minutes
3.9.9.4 Announcements and Recognition of Guests
3.9.9.5 Unfinished Business
3.9.9.6 Committee Reports
3.9.9.7 New Business
3.9.9.8 Adjournment

3.10 Standing and Special Committees of the Faculty Senate

3.10.1 The Faculty Senate will establish standing committees as enumerated below and special committees as required. The Vice President for Academic Affairs shall be an ex-officio member of all committees of the Faculty Senate.

3.10.2 Unless otherwise specified, a term of office will be for one year. Consecutive terms may be served. No Senator may serve on more than
two standing committees. A chairman and a secretary will be
elected by each committee, including the Steering Committee.
Each committee will maintain minutes of its meetings and will
submit a written annual report to the Faculty Senate.

3.10.3 Steering Committee

3.10.3.1 Membership. The Chairman of the Faculty Senate and
one Senator from each College. College representatives
will be elected by and from the elected Senators within
a given College. Members of the Steering Committee are
not eligible to serve on any other standing committee
of the Faculty Senate.

3.10.3.2 Duties

3.10.3.2.1 To monitor elections and maintain election
records.
3.10.3.2.2 To provide the Chairman of the Faculty Senate
with a list of nominees for all standing
committees.
3.10.3.2.3 To develop Faculty Senate agendas.
3.10.3.2.4 To act as a Committee on Amendments to the
Constitution and the By-laws.
3.10.3.2.5 To recommend guidelines regarding honorary
degrees, graduation exercises, and other
special awards.
3.10.3.2.6 To consult with the President and/or the Vice
President for Academic Affairs on Faculty
Senate matters.

3.10.4 Curriculum Committee

3.10.4.1 Membership. Two Senators from each College.

3.10.4.2 Duties

3.10.4.2.1 To study and make recommendations on all
curricula of the University, both undergraduate
and graduate.
3.10.4.2.2 To make recommendations to facilitate cooperat-
ion and coordination among the colleges.
3.10.4.2.3 To study and make recommendations on the
academic calendar.
3.10.4.2.4 To study and make recommendations on the
Environmental Studies Program.

3.10.5 Personnel Committees

3.10.5.1 Membership. One Senator from each College.
3.10.5.2 **Duties**

3.10.5.2.1 To study and make general policy recommendations concerning fringe benefits, retirement, promotions, salaries, tenure, and professional leave.

3.10.5.2.2 To consider all other matters related to the general well-being of the faculty, including academic freedom.

3.10.5.2.3 To initiate, propose, and review internal grievance procedures.

3.10.5.2.4 To sit as a part of a Faculty Grievance Committee whenever requested by the Vice President for Academic Affairs or the President.

3.10.6 **Student Affairs Committee**

3.10.6.1 **Membership.** One Senator from each College.

3.10.6.2 **Duties**

3.10.6.2.1 To recommend policies concerning student conduct and activities. Upon approval by the Faculty Senate, these recommendations will be forwarded to the Vice President for Student Affairs through the Vice President for Academic Affairs.

3.10.6.2.2 To elect from its membership representatives to serve on the University-wide Student Affairs Committee.

3.10.7 **Admissions and Standards Committee**

3.10.7.1 **Membership.** One Senator from each College.

3.10.7.2 **Duties**

3.10.7.2.1 To recommend minimum standards for admission to, retention in, and graduation from the University.

3.10.7.2.2 To elect from its membership representatives to serve on the University-wide Admissions and Standards Committee.

3.10.8 **Interuniversity Activities Committee**

3.10.8.1 **Membership.** One Senator from each College.

3.10.8.2 **Duties**

3.10.8.2.1 To recommend policies pertaining to inter-university activities. Upon approval by the Faculty Senate, these recommendations will be forwarded to the President of the University.
3.10.8.2.2 To elect from its membership representatives to serve on the University-wide Interuniversity Activities Committee.

3.10.9 Instruction Committee

3.10.9.1 Membership. Two Senators from each College.

3.10.9.2 Duties.

3.10.9.2.1 To study and make general policy recommendations concerning the improvement of instruction throughout the University.

3.10.9.2.2 To encourage the development and use of new instructional techniques at Florida Technological University.

3.10.9.2.3 To investigate and evaluate instructional techniques proposed by or in use at other institutions.

4.0 COLLEGE GOVERNMENT

4.1 Each College of the University shall provide for non-administrative faculty representation in its government. This shall be accomplished by the establishment of an advisory council. Members of each advisory council shall be elected by and from the faculty of the College.

5.0 FACULTY

5.1 All faculty members shall be entitled to the legal protection of contract. Recommendations concerning salary and/or rank will be initiated by the chairman of a department, forwarded for action to the dean of the college, the Vice President for Academic Affairs, and then to the President for final action, unless otherwise ordered by the President.

6.0 RATIFICATION

6.1 This Constitution shall be submitted to the Faculty Assembly and upon approval by a majority of the members present and voting, it shall be forwarded to the President of the University for action. Within thirty days the President shall either forward this Constitution to the Board of Regents or refer it back to the Faculty Assembly for reconsideration. If the latter action is taken and the Faculty Assembly again approves by an affirmative two-thirds vote of those present the Constitution as originally proposed, it will be sent to the President who will forward it within fifteen days to the Board of Regents for action. The Constitution shall become effective at such time as it receives the Board of Regents' approval.
6.2 Immediately following the adoption of this Constitution by the Faculty Assembly, the President shall appoint an ad hoc committee to conduct the initial election of members of the Faculty Senate.

7.0 AMENDMENT PROCEDURE

7.1 Amendments to the Constitution may be considered by the Faculty Assembly upon (1) recommendation of the Faculty Senate or (2) written request of ten percent of the members of the Faculty Assembly. The text of a proposed amendment must be submitted in writing to the members of the Faculty Assembly at least thirty days prior to the meeting at which it will be considered. For adoption, a proposed amendment must receive an affirmative two-thirds vote of the members of the Faculty Assembly who are present.

7.2 An amendment shall, upon adoption, be transmitted to the President of the University for action. Within thirty days the President shall either forward the amendment to the Board of Regents or refer the amendment back to the Faculty Assembly for reconsideration. If the latter action is taken and the Faculty Assembly again approves the amendment as originally proposed, it will be sent to the President who will forward it within fifteen days to the Board of Regents for action. An amendment shall become effective at such time as it receives the Board of Regents' approval.

7.3 This Constitution may be amended or replaced at any time by the Board of Regents.