

FACULTY ASSEMBLY

To ensure the faculty's proper role in governance of the institution, the Faculty Assembly has been established as the principal governing body of the institution, and certain procedures for development and approval of operating policies for the school have been provided.

Constitution of the Faculty Assembly of the West Virginia University Institute of Technology

ARTICLE I: Name of the Organization

The organization shall be known as the Faculty Assembly of West Virginia University Institute of Technology.

ARTICLE II: Purpose of the Faculty Assembly

The Faculty Assembly shall be the basic legislative body of West Virginia University Institute of Technology, dealing with all matters that come within the province of the faculty except those delegated by the Higher Education Policy Commission and the West Virginia University Board of Governors to the President of West Virginia University to the West Virginia University Institute of Technology Campus President or by legal action to the Higher Education Policy Commission and the West Virginia University Board of Governors.

ARTICLE III: Faculty Assembly Responsibilities

Section 1: The responsibilities of the Faculty Assembly shall be:

1. To determine matters of policy with respect to educational programs in all areas, such as:
 - (a) Continuous study of college curricular needs with recommendations to the appropriate officer or committee for modification, addition or abandonment of programs of study.
 - (b) Changes in college organizations as needed.
 - (c) Definitions of standards for satisfactory academic progress (including probation, suspension, and class attendance policies).
 - (d) Establishment of requirements for graduation from the college.
 - (e) Certification of candidates for degrees in programs and for honorary degrees

2. To recommend standards for admission to the college.
3. To promote the welfare and morale of students and faculty.
4. To promote academic freedom and professional responsibility.
5. To establish procedures governing dismissal of a faculty member and to establish means for reviewing cases of dismissal.
6. To establish appropriate committees for effective administration of the functions of the Faculty Assembly, to define committee duties, and to provide for their membership and organization.
7. To recommend policy regarding qualifications for faculty employment, rank, tenure, leave, and salary increments.
8. To coordinate and facilitate the interaction between West Virginia University Institute of Technology Faculty Assembly and the West Virginia University faculty governance system.

Section 2: Any decision by the Faculty Assembly or a duly constituted committee, when passed and recorded in accordance with the provisions of this constitution, shall be deemed an official action on behalf of West Virginia University Institute of Technology when submitted to and approved by the Campus President. If any action by the Faculty Assembly or a duly established faculty committee is overruled by the Campus President, he/she shall give written notice of his/her decision and objections to the Faculty Assembly and the appropriate committee within 30 days of having received written notice of action by the Faculty Assembly or duly established faculty committee. If the Campus President takes no action within the prescribed 30 days, the committee decision becomes policy of West Virginia Institute of Technology.

Section 3: Any action by the Faculty Assembly must be in harmony with the public law of the State of West Virginia and with the policies established by the Higher Education Policy Commission and the West Virginia University Board of Governors.

Section 4: The Faculty Assembly Council shall be responsible for obtaining and making available to the Faculty Assembly any information from the Campus President regarding all actions by the governing board which affect the education policies of West Virginia University Institute of Technology.

ARTICLE IV: Membership in the Faculty Assembly

Section 1: Members of the Faculty Assembly shall be full-time faculty (defined as any faculty member in the West Virginia University system who is assigned to a full-time faculty position on the West Virginia University Institute of Technology campus)

Section 2: Part-time teaching faculty and members of the administration may attend meetings of the Faculty Assembly only as observers. They will have no vote and may not participate in discussions unless invited to do so by the Presiding Officer of the Faculty Assembly.

Section 3: When the status of any faculty member is in doubt, the designation as full-time or part-time faculty shall be resolved by the academic chairs.

Section 4: A list of all members shall be prepared by the Faculty Assembly Chair and distributed at the first meeting of the academic year. Additions or corrections shall be noted and recorded at subsequent meetings as changes occur.

ARTICLE V: Officers of the Faculty Assembly

Section 1: The officers of the Faculty Assembly shall include a Chair, Chair-elect, and a Secretary.

Section 2: The election of officers shall be carried out as follows:

- (a) Not later than March 15 of each year, the Chair of the Faculty Assembly shall appoint a Nominating Committee and an Elections Committee.
- (b) During the April meeting of the Faculty Assembly, the Nominating Committee shall submit the names of two candidates for each office. At this meeting the Chair of the Faculty Assembly shall call for nominations from the floor.
- (c) The Elections Committee shall prepare a ballot listing all nominees. The ballots shall be distributed to all voting members of the Faculty Assembly not later than April 20. To be counted, ballots must be completed and returned to the Elections Committee by April 30 [*This subsection amended to permit electronic voting, March 2021*].

Section 3: To be eligible for nomination and election, a candidate must have been a voting member of the Faculty Assembly for at least three academic semesters prior to the election.

Section 4: Officers of the Faculty Assembly shall assume their duties on June 1 and serve through the following May 31.

Section 5: The Chair of the Faculty Assembly may be elected to multiple terms as Faculty Assembly Chair, but none of these terms may be consecutive.

Section 6: When a vacancy in the Chair occurs, the Chair-elect shall immediately succeed to that office. Vacancies in other offices shall be filled by election at the next regular meeting; nominations shall be from the floor.

Section 7: The teaching and research responsibilities of the Faculty Assembly Chair shall be reduced by one-fourth (1/4) the normal amount to permit them to adequately perform the assigned duties. Should a Faculty Assembly Chair – in consultation with their school chair and the Vice President of Academic Affairs – choose to not take the above release time, then they should receive overload compensation for that time.

ARTICLE VI: Duties of the Officers

Section 1: The Chair shall preside at all meetings of the Faculty Assembly and its Faculty Assembly Council. Whenever appropriate, he/she shall represent the Faculty Assembly at college functions and shall perform such other duties as are normally the responsibility of a presiding officer.

Section 2: The Chair-elect shall serve as assistant to the Chair and preside at all meetings in the absence of the Chair.

Section 3: The Secretary shall maintain minutes of all Faculty Assembly meetings and distribute them to all members. The Secretary shall be responsible for the official correspondence of the Faculty Assembly.

ARTICLE VII: Meetings of the Faculty Assembly

Section 1: Meetings shall normally be held at 1:00 PM on the first Thursday of each month, unless the Campus is in recess or in summer session(s).

Section 2: Regular meetings may be called by the presiding officer or the Faculty Assembly Council at 1:00 PM on any other Tuesday or Thursday when the Campus is not in recess, with at

least one week written notice to all members of time, place and agenda of the called regular meeting.

Section 3: Special meetings may be called by the presiding officer, or upon request of the Campus President, or by written petition of one-fifth of the voting membership. Business restricted to regular meetings may not be conducted at special meetings.

Section 4: At least 24 hours prior to each meeting, the presiding officer shall notify all members in writing of the time, place, and purposes of the meeting. Items not listed on the agenda may not be acted upon except as permitted under Robert's Rules of Order.

ARTICLE VIII: Quorum and Procedures for Faculty Assembly Meetings

Section 1: Twenty-five percent of the membership, excluding those on leave of absence, shall constitute a quorum during the regular academic year.

Section 2: Meetings shall be conducted in accordance with Robert's Rules of Order, Revised; The Chair shall appoint a Parliamentarian to advise him/her on questions of procedure.

Section 3: The agenda for meetings shall be prepared by the Faculty Assembly Council.

Section 4: Members desiring consideration of proposals that are not procedural must first submit them to the appropriate permanent committees for possible inclusion on the agenda. Nonmembers may address meetings for the organization only by invitation.

ARTICLE IX: Permanent Committees

Section 1: To carry out its responsibilities efficiently, the Faculty Assembly shall establish permanent committees. The composition of each committee and the method of selection of its members shall be given in Section 5 of Article IX.

Section 2: The responsibilities of each committee shall be those established by the Constitution or those temporarily assigned to the committee by the Faculty Assembly Council or the Campus President.

Section 3: The Faculty Assembly shall be informed in writing of all Committee decisions on policy. Any decisions by a duly constituted committee shall become the official policy of the Faculty Assembly unless review is requested by the appropriate committee Chair, The Faculty Assembly Council, the Campus President, or through written petition of twenty-five percent of

the Faculty Assembly. Committee actions which are subject to review may be returned to the committee for reconsideration or may be voted upon the Faculty Assembly as a whole.

Section 4: Unless other provisions are in force, each committee shall elect its own chair, excluding students and members with executive responsibility in the area of the committee.

Section 5: The permanent committees of the Faculty Assembly, their duties, and membership shall include:

A. Academic Affairs Committee

Membership: the chair from each school; one (1) individual from the Curriculum Committee of each school; one (1) elected representative of the Faculty Assembly; current representative to the WVU Senate Curriculum Committee (ex-officio, non-voting); current representative to the WVU Senate General Education Foundations Committee (ex-officio, non-voting); and two (2) student members from the Student Government Association. The student representatives must have at least a 2.5 grade point average, must not be on academic or social probation, and may not be from the same academic school. The members of the WVU Senate Curriculum Committee and the WVU Senate General Education Foundations Committee are also eligible to be elected to this committee; if elected then they retain full voting privileges.

Duties:

- To develop and act on academic policies for the institution, including graduation requirements, curriculum revisions, learning assessment oversight for the institution and departmental/divisional structure of the institution.
- To review and provide feedback on policy and procedure relating to the classification and admission of students and the maintenance of grading standards.

B. Academic Appeals Committee

Membership: One (1) elected representative of the Faculty Assembly; one (1) faculty member from each school; an additional faculty member will be appointed by committee from the same area of study or from an associated field in which the dispute is involved;

and two (2) student members of the Student Government Association. The student representatives must have at least a 2.5 grade point average, must not be on academic or disciplinary probation and may not be from the same academic school.

Duties:

- To develop and maintain policy statements regarding grade appeals and dismissal from a program when they relate to matters outside the scope of those in the Student Code of Conduct.
- To serve as an Appeals Committee for a student challenging a final grade or subject to dismissal from a program, in accordance with WVU Board of Governors Policy. Because of the possibly delicate nature of its deliberations, the committee shall report specific decisions to the Chair of Faculty Assembly and to the chief academic officer of the Beckley Campus.

C. Academic Awards Committee

Membership: One (1) elected representative of the Faculty Assembly; one (1) faculty member elected from each school; Dean of Students or an Associate Dean of Students are ex-officio, non-voting members; one (1) student member from the Student Government Association. The student representative must have at least a 2.5 grade point average and must not be on academic or social probation.

Duties:

- Supervision of any institution-wide honorary organization, which may include selection of faculty advisors for such organization.
- Selection of students for academic and leadership honors include but are not limited to First-Year Student Awards, and the West Virginia University Institute of Technology Presidential Leadership Awards.

D. Athletics Committee

Membership: Four (4) elected representatives of the Faculty Assembly (two men and two women); the Faculty Athletic Representative (ex-officio, non-voting); a Senior Woman Administrator from Athletics (ex-officio, non-voting); and the Athletic Director

(ex-officio, non-voting); two (2) student representatives chosen by the Student Government Association, including one man and one woman. A person involved in coaching a sport may not be an elected member of the committee.

Duties:

- To foster relationships between WVU Tech faculty and the Athletic Department (including coaches, staff and student-athletes)
- To promote the involvement of Tech faculty in WVU Tech Athletics events and games

To address issues related to academic-athletic relations including, but not limited to, classroom attendance policies, academic progress reports, excused absence procedures, and student-athlete retention

* As needed, to review athletic department policy as it relates to academic instruction and to review academic policies as they relate to athletics and Tech student-athletes

E. Commencement and Official Functions Committee

Membership: College Marshal, selected as the senior full-time faculty member in terms of years of service at West Virginia University Institute of Technology; one (1) elected faculty representative of the Faculty Assembly; and one (1) faculty member elected from each school; Registrar or designee (ex-officio, voting). Elected faculty may not concurrently hold another position on this committee. The following are ex-officio, nonvoting members of the committee: a representative of the Campus President's Office appointed by the Campus President; and faculty advisor of the service fraternity.

Duties:

- To arrange for Commencement and other official functions and recommend candidates for honorary degrees.

F. Convocations Committee

Membership: One (1) elected representative of the Faculty Assembly; one (1) faculty member from each school; one (1) appointed by the Campus President for a two-year

term (either faculty or community person); Associate Dean of Students (ex-officio, voting); two (2) students chosen by the Student Government Association; one (1) administrator appointed by the Campus President.

Duties:

- To determine and implement convocation policy that will provide education enrichment, entertainment, and a broad cultural experience for the college community.
- The policies of the Committee shall be carried out by a Convocations Administrator appointed by the Campus President.

G. Faculty Assembly Council

Membership: Faculty Assembly Officers (Chair, Chair-elect, and Secretary); One (1) elected representative of the Faculty Assembly; one (1) faculty member from each school; one WVU Tech Faculty Senator who also presents the Senate report at Faculty Assembly; and the Faculty Representative to the Higher Education Policy Commission Advisory Council of Faculty. Elected faculty may not concurrently hold another position on this committee. The immediate past chair of the Faculty Assembly shall serve (exofficio, voting) as a member of this committee for one year.

Duties:

- To provide active and effective leadership for the Faculty Assembly; to ensure full faculty participation in the governance of the institution.
- To provide, in consultation with the Faculty Assembly, input into the decision-making process of the Campus in matters including (but not limited to) formulation, review and implementation.
- To serve as a liaison between the faculty and administration for the purpose of gathering and disseminating information in a timely manner.
- To be responsible for referring campus concerns to the appropriate Faculty Assembly Committee.
- To set the agenda for Faculty Assembly meetings.
- To serve as an advisory panel for the Chair of Faculty Assembly
- To perform such other duties as described in the Constitution of the Faculty Assembly.

In order for this committee to function effectively, it shall hold a minimum of two meetings a month during the academic year. If needed, additional meetings may be called at the discretion of the committee.

H. Faculty Status Committee

Membership: Three (3) elected representatives of the Faculty Assembly; one (1) faculty member from each school.

Duties:

- To recommend policy regarding employment, salaries, evaluations, rank, tenure, leave and dismissal of faculty members
- To make recommendations on matters of general concern to the faculty.
- To review instances of alleged violation of established policy.

I. Library Committee

Membership: Head Librarian or designee (ex-officio, voting); One (1) elected representative of the Faculty Assembly; one (1) faculty member from each school; and one (1) student representative selected by the Student Government Association.

Duties:

- To advise and make recommendations to the director of the library operations and general policies supporting academic programs.
- To keep the Faculty Assembly informed of library issues.
- To serve as an advocate for the WVU Tech Library

J. Loans, Grants and Scholarships Committee

Membership: One (1) representative of the Faculty Assembly; one (1) representative of each school; one (1) student representative from each school selected by the Student Government Association; the Director of Financial Aid or designee (ex-officio, nonvoting); and the Registrar or designee (ex-officio, non-voting)

Duties:

- To establish policy with regard to the awarding of the institutional scholarships.
- To provide recommendations for awarding scholarships for those funds with academic criteria

Student members shall be accorded full voting privileges with regard to matters involving policy but may not participate in matters involving the confidential records of students without permission of the student.

K. Research Committee

Membership: One (1) elected representative of the Faculty Assembly, and one (1) elected faculty representative from each school.

Duties:

- To recommend policy to encourage research.
- To find ways to promote and encourage faculty research.
- To serve as a review board for requests for financial aid and other assistance pertaining to research.
- Create and maintain a list of faculty research achievements
- Report faculty achievements to the Faculty Assembly at monthly meetings

L. Student Affairs Committee

Membership: One (1) elected representative of the Faculty Assembly; one (1) elected faculty representative from each school; one (1) elected alternate from each school; and three (3) students and three (3) student alternates from the Student Government Association. The student representatives must have at least a 2.5 grade point average and must not be on academic or disciplinary probation and may not be from the same academic school.

Duties:

- To provide all students with a systemic policy for resolution of grievances which may arise within various administrative areas, departments, and/or offices within the college and policy of the college except those matters pertaining to student discipline and academic grievances.

- To act as a liaison to and point-of-contact for other offices on campus, including but not limited to Student Life, Enrollment Management, and the Student Success Center, on issues relating to faculty involvement, policies and procedures for students and student affairs.

The chair of Student Affairs shall serve as faculty representative on the institutional Parking Appeals Committee. [*Amended: February 1, 2018*]

(A grievance is defined as a formal expression from a student expressing a circumstance which he/she feels resulted in unjust or injurious treatment from a functioning unit of West Virginia University Institute of Technology. Such circumstances may include, but are not limited to, discrimination or a misapplication or misinterpretation of the statutes, policies, rules, regulations or written agreements that are part of the functioning procedure of the college.)

Section 6: Ordinarily, a member of the Faculty Assembly shall be limited to two Faculty Assembly committee assignments. This restriction shall not apply to those whose services are required ex-officio or is needed for proper committee representation of the various areas of the college.

Section 7: Each elected committee member shall serve a regular term of two years, beginning with elections held in 2024. For any newly formed committee, approximately one-half of the elected membership shall be elected for a one (1) year term and one-half for a two (2) year term.

Section 8: At least ten days prior to the April meeting of the Faculty Assembly, the Chair shall appoint a Nominating Committee, consisting of three voting members. At the April meeting of the Faculty Assembly, this committee shall submit a slate of nominees for all vacancies on permanent committees. From a list, and from nominations made from the floor, representatives for all committee positions heretofore assigned to the Faculty Assembly shall be elected by secret ballot.

Section 9: Interim vacancies of elected committee positions shall be filled by nomination and election at the next regular meeting of the Faculty Assembly after the vacancies occur.

Section 10: The school representative(s) must be nominated at a school meeting during the first two weeks of the fall semester. Election shall be a secret ballot. The academic chairs shall determine the division to which a faculty member belongs for the purpose of voting.

Section 11: Should any school wish to decline their constitutionally designated seat(s) on a committee, they must notify the Faculty Assembly Chair and the Faculty Assembly Council by the end of the third week of the fall semester. Those seats will remain vacant until the next academic year.

Section 12: The Faculty Assembly shall have the right to remove from the committee any representative who is derelict in attendance or responsibilities. Any committee member can propose such removal in writing to the Faculty Assembly Council which will determine if the evidence is sufficient to bring before the full Faculty Assembly and shall be affected only by a two-thirds vote of members present in a regular meeting. Voting on this issue shall be by secret ballot.

ARTICLE X: Temporary Committees

Section 1: Temporary committees may be established upon recommendation of the Campus President, upon recommendation of the Faculty Assembly Council, or by approved motion from the floor at a meeting of the Faculty Assembly.

Section 2: The membership of a temporary committee shall be appointed by the Chair of the Faculty Assembly or the Campus President.

Section 3: The purpose a temporary committee shall be defined at the time the committee is created. Upon accomplishment of its purpose, the committee shall automatically dissolve.

ARTICLE XI: Administrative Committees

Section 1: Administrative Committees may be established by the Campus President but include Faculty Assembly members representing the Faculty Assembly.

Section 2: The Faculty Assembly members that represent the Faculty Assembly shall be elected by the same process as the Permanent Committees.

Section 3: The purpose of these committees shall be defined by the Campus President, and these committees shall report to the Campus President.

ARTICLE XII: Procedure for Amendment of this constitution

Section 1: An amendment may be considered for adoption after it has been presented in writing to the membership at a regular meeting of the Faculty Assembly.

Section 2: A properly presented proposal for amendment shall be voted on by the members at the next regular meeting after presentation. To be accepted, it must be agreed upon by a two thirds majority of those voting on the proposal.

ARTICLE XIII: Method of Adoption of the Constitution

This constitution becomes effective upon approval of a two-thirds majority of voting faculty of the Campus as now constituted and upon approval of the Campus President.

ARTICLE XIV: Establishment of By-laws

Section 1: In order to provide for the routine operation of the Faculty Assembly, by-laws may be established.

Section 2: By-laws may be considered for adoption after presentation in writing to the Faculty Assembly Council, which must place the proposal on the agenda for consideration at the first regularly scheduled meeting of the Faculty Assembly after it is received.

Section 3: Acceptance of a by-law or change in by-laws shall be by simple majority of those voting on the proposal.

By-Laws

Committee Tenure

- A. Ordinarily, duly elected and appointed members of committees of the Faculty Assembly shall take office at the beginning of the third week of the fall semester and shall serve until the end of the second week of the fall term of the year in which their term ends.
- B. The Chair of the Faculty Assembly will publish and distribute a list of the membership of all committees annually during the third week of the fall semester. Only the members on this list shall be eligible to serve on said committees without written permission from the Chair of the Faculty Assembly. The Chair should indicate on the list those persons whose terms have expired and whose replacements have not been duly elected or appointed.

- C. The Chair of the Faculty Assembly shall designate a pro tem Chair to call the first committee meeting not later than the third week of the fall semester. Ordinarily the pro tem chair shall call the first meeting of the committee for the purpose of committee organization no later than the end of the sixth (6th) week of the fall semester.
- D. Immediately following the organizational meeting, the pro tem Chair shall notify the Chair of the Faculty Assembly and the previous Chair of the committee of the results of the organizational meeting and arrange for appropriate transfer of committee records. Authority and responsibility transfer to the new committee at the time of notification.
- E. Each committee shall keep minutes for all meetings and forward minutes to Faculty Assembly Chair. Minutes shall include names of all committee members in attendance and description of business conducted at each meeting. The records shall be kept by the Secretary of the Faculty Assembly.
- F. Schools and Faculty Assembly shall elect persons to fill all open seats on committees effective Fall 2024. Beginning in 2025, the Leonard C. Nelson School of Engineering and the School of Business will elect their School representatives in odd number years; the School of Arts and Sciences and the School of Nursing will elect their School representatives in even number years.

Effective Date for Committee Policy

- A. Policies formulated by committees of the Faculty Assembly empowered to establish policy shall not go into effect until two academic weeks after the members of the Faculty have been properly informed. The effective date will be certified by the Chair of the Faculty Assembly.
- B. If no motion has been made during the two-week period to have the committee's decision reviewed by the membership of the Faculty Assembly, the policy will be in force, and unless changed by the committee will remain effective for at least one year.
- C. The two-week waiting period may be waived in unusual circumstances by a unanimous vote of the Faculty Assembly Council or by permission of the Campus President. When the two-week period is waived, the Faculty will be informed in writing.

- D. Policy recommendations to the Campus President by the Faculty Status Committee must be reported in writing at the next regular meeting of the Faculty Assembly. The Faculty Assembly may then: (a) take no action, (b) approve and endorse the recommendation of the appropriate committee or (c) make specific recommendations to the committee for recall and modification of the committee action.

A committee may not be instructed to disregard stated Higher Education Policy Commission or WVU Board of Governors policy.

Order of Business for Faculty Assembly Meeting

The order of conducting business in Faculty Assembly Meetings shall be:

- A. Approval of Minutes
- B. Announcements
- C. Administrative Report
- D. Chair Report
- E. Advisory Council of Faculty Report
- F. Senate Report
- G. Committee Reports
- H. Agenda
- I. New Business- New items may be introduced from the floor, referred to an appropriate committee or placed on the agenda for the next meeting.
- J. Special Reports