

# **CONSTITUTION OF THE PACE UNIVERSITY WESTCHESTER FACULTY COUNCIL**

## **PREAMBLE**

The Pace Westchester Faculty Council is organized in order to provide a structure within which the members of WFC may engage in a cooperative effort directed toward the progressive improvement of the University.

In order to ensure meaningful faculty participation in decisions at Pace University and to establish an efficient vehicle for communication between the faculty and other components of the University, the Pace Westchester Faculty Council supports the faculty governance structure called the Joint Faculty Council (JFC) of the New York Faculty and Westchester Faculty Councils and promulgates this revised Constitution.

## **Article I. PURPOSE**

As a legislative body in the area of its primary responsibility, academic policy, the WFC has determinative powers in fundamental areas including but not limited to curriculum and methods of instruction, research, faculty status and other matters, and those aspects of student life which relate to the educational process;

On matters for which the WFC has determinative power, the capacity of review or final decision lodged in the Board of Trustees or delegated by it to the President shall be exercised adversely only in exceptional circumstances, and for reasons communicated in writing to the WFC. The faculty must, following such communication, have ample opportunity for further consideration and timely transmittal of its views to the President and Board.

The WFC has co-determinative powers to participate in a timely matter at all stages with administration and Trustees in budgeting and strategic planning activities of the University.

The WFC, through the JFC, is the faculty representative body delegated to share in the decision making of policy and management of the University. Faculty serving on committees formed by the administration are deemed to represent the WFC (and hence the faculty) only if they are elected or selected by the WFC. The WFC reserves the right to select only the number of representatives needed. These WFC faculty representatives have the responsibility to report back to the WFC except in those instances requiring confidentiality by New York State Law.

## **Article II. Authority of the WFC**

The WFC is the legislative body through which the Westchester Faculty makes decisions in areas of determinative powers. The WFC is also the mechanism for the Westchester Faculty to make recommendations to the President or other appropriate bodies.

## **Article III. Structure, Powers and Responsibilities**

The WFC operates through its officers and standing committees:

### **A. Officers :**

Section 1. The officers of the Council shall be a Chairperson, First and Second Vice-Chairpersons, and a Secretary. The Chair may appoint a Parliamentarian who will be considered neither an officer nor a voting member of the Executive Committee. Council officers shall hold office for a two year period beginning with the first regular meeting of the Spring semester of the academic year in which they are elected

Section 2. Officers of the Council must have been members of the WFC for a period of not less than one year prior to the time of their nomination.

Section 3. Nomination and Elections of Officers.

a. By the last regular WFC meeting of the spring semester of even numbered years, the Chair shall appoint a Nominating Committee consisting of three members of the Council to prepare a slate of nominees. The Committee shall report its nominations at the November meeting. Additional nominations may be made by the membership of the Council at the December meeting at which time elections shall occur.

b. The officers shall be elected by a majority vote. Any member of the Council may request that the vote be taken by secret ballot.

Section 4. Vacancies.

In case of a vacancy, the Executive Committee shall nominate a replacement. Additional nominations shall be made by the Council and an election will be held at the meeting following the occurrence of the vacancy.

B. Duties of the Officers of the Council

Section 1. The Chairperson shall preside at all regular and special meetings of the Council and at the meetings of the Executive Committee. In the absence of the Chairperson, the First Vice-Chairperson, or in his or her absence, the Second Vice-Chairperson, shall preside. The Chair is also an ex officio member of every committee except the nominating committee.

Section 2. The First Vice-Chairperson shall assist the Chair and substitute for the chair when necessary. In case of a vacancy the Vice-Chair person shall assume all powers and responsibilities of the chair until an election is held at the next sessions of the Council.

Section 3. The Second Vice-Chairperson shall assist the Chair and substitute for the Chair when necessary.

Section 4. The Secretary

a. The secretary shall record the discussion during each regular and special meeting of the WFC for distribution to each member of the Council at least one week preceding the next meeting.

b. The minutes shall normally include the following:

i. Names of those present

ii. A summary of topics discussed;

iii. A verbatim report of any formal resolution offered, with the name of the proposer;

iv. The conclusion reached on any resolution so offered;

v. The name of the members of any committee appointed;

vi. Committee reports;

vii. A summary of miscellaneous announcements.

c. The minutes shall be subject to the approval of the Council.

Except when the timing of an emergency meeting makes such distribution impossible, the Secretary shall publish the agenda and the announced date and place of each WFC meeting and a first draft of the minutes of the previous meeting.

e. The Secretary shall keep a running record of all motions/resolutions passed by Council. Resolutions will be forwarded to the appropriate decision making person or body, as well the outcome of such resolution.

## C. COMMITTEES

The Council shall have the following standing committees, with functions, duties, and membership as hereinafter set forth. They shall also have such duties as may be conferred from time to time by the WFC or the Executive Committee. Where designated, The Chair and one other committee member shall represent WFC to the JFC Joint Committee.

### Section 1. Committee Membership

The chair of each committee is appointed by the Executive Committee of the Location Council. Faculty shall apply to the Faculty Council Chair who will, in consultation with the committee chair, make the committee membership appointments.

### Section 2. Executive Committee

- a. The Executive Committee is composed of the Officers of Council, the Chair, the First and Second Vice-Chairs, the Secretary, and the two most recently retired Chairs.
- b. The Executive Committee shall prepare the agenda for each meeting;
- c. The Executive Committee of the WFC shall sit on the Executive Committee of the JFC as indicated by the JFC constitution.
- d. The Executive Committee shall be responsible for maintaining communication with all members of the WFC.

### Section 3. Undergraduate and Graduate Curriculum Committee

- a. Undergraduate and Graduate Curriculum Committee Members
  - i. One voting member from each academic department, either the Department Chair or a departmental representative.
  - ii. Westchester Directors of Academic Programs, e.g., Honors and Women's Studies;
  - iii. Participating non-voting members are the Academic Deans, or their chosen representatives;
- b. The function of the Undergraduate and Graduate Curriculum Committee is periodically review and recommend changes in the Core Curriculum and to review curriculum initiatives of the Schools and Colleges. The Chair and one member of the committee will represent the WFC on the JFC standing committee on Curriculum Policies and Procedures.

Section 4. Admissions and Retention Committee

- a. The Admissions and Retention Committee is composed of the following:

Faculty representatives of each school and advisory non-voting members from OSA, Admissions Office, and OPARAB.

- b. The duties of Admission and Retention Committee are:
- i. To make policy and procedural recommendations to the WFC on admissions and retention.
  - ii. To make recommendations to the WFC regarding admissions and retention issues brought to the WFC by the V.P. for Enrollment Management or other members of the administration.
  - iii. To make recommendations to the WFC regarding admissions and retention standards ensuring that appropriate standards are maintained or improved.
  - iv. The Chair and one member of the Committee will represent the WFC on the JFC standing committee on Admissions Policies and procedures.

Section 5. Committee on Student Affairs

The duties of Committee on Student Affairs are:

- i. To make policy recommendations to the WFC.
- ii. To establish and publish in conjunction with the officers of administration, general standards of conduct for students and to review and oversee the administration of these standards.
- iii. To act in an advisory capacity to the Office of the Dean for Students, the Office of the Director of Student Life, the Office of Career Placement and Counseling, and the student activities of the student organizations.
- iv. The Chair and one member of the committee will represent the WFC on the JFC standing committee on Student Affairs.

Section 6. Public Relations and Public Functions Committee

The duties of the Public Relations and Public Functions Committee are:

- i. To make policy recommendation to the WFC on matters found in section ii.
- ii. To act in an advisory capacity in the following areas of interaction in the fields of public relations, marketing, and advertising, as it pertains to students, faculty, other educational institutions, the general public, and the granting of honorary degrees and awards.

#### Section 7. Committee on Athletics

The duties of the Committee on Athletics are:

- i. To make policy recommendations to the WFC.
- ii. Recommends what sports the University should participate in on an intercollegiate and intramural basis.
- iii. Recommends and oversees eligibility and recruitment criteria for participation in University athletics.
- iv. Recommends the establishment of standards for awards in athletics.

#### Section 8. Committee on Library and Teaching Aids

The duties of the Committee on Library and Teaching Aids are:

- i. To make policy recommendations to the WFC on matters found in section ii through iv, below.
- ii. To develop more effective and general use of the library.
- iii. To assist in the improvement of the physical plant and equipment of the library and audio-visual aids.
- iv. Advises on instructional utilization of the library and the audio-visual equipment.

#### Section 9. Committee on Faculty Affairs, Budgets and Benefits

The duties of the Committee on Faculty Affairs Budgets and Benefits are:

- i. To make policy recommendations to the WFC on matters found in sections ii through iv.
- ii. To formulate policy regarding teaching loads, salary scales, promotion, evaluation, tenure, and general working conditions.
- iii. To coordinate with other standing committees on all matters within the jurisdiction of those committees that might affect faculty working conditions.

- iv. To communicate faculty concerns on matters related to faculty working conditions to the administration.
- v. To make policy on and to monitor compliance with academic freedom.
- vi. The Chair and one member of the Committee will represent the WFC on the JFC standing committee on Faculty Affairs, Budgets and Benefits.

#### Section 10. Committee on Scholarly Research

The duties of the Committee on Scholarly Research are:

- i. To make policy recommendations to the WFC on all matters pertaining to providing support in the form of release time and/or direct financial support for scholarly research;
- ii. To meet at least once each semester to consider requests by faculty for support for scholarly research.
- iii. To meet at least once a semester to consider requests by faculty for faculty development funding from the Kenan Trust.

#### Section 11. Committee on the Faculty Handbook

Duties of the Committee on the Faculty Handbook are:

- i. To evaluate and recommend any proposed changes to the Faculty Handbook to the WFC
- ii. The Chair and one member of the Committee will represent the WFC on the JFC standing committee on the Faculty Handbook.

#### Section 12. Committee on Graduate Programs

Duties of the Committee on Graduate Programs are:

- i. To evaluate existing graduate programs and to make recommendations on these programs and on possible new initiatives in the graduate area.
- ii. The Chair and one member of the Committee will represent the WFC on the JFC standing committee on Graduate Programs.

#### Section 13. Committee on Technology and Learning

- i. The committee will concern itself with issues relating to integration of technology into courses and curricula. It will also promote faculty development and incentives for course development, including issues related to asynchronous and video-conferenced course.

- ii. The committee will concern itself with on-campus resources, including electronic classrooms, wired classrooms and offices.
- iii. It will establish a working relationship with Users Services, Educational Media, the Center for Informational Technology, and the Library
- iv. It will support and be involved with development of guidelines for rights and responsibilities regarding teaching, compensation, course materials, and contracts.
- v. It will function as a liaison of the Westchester Faculty council to other existing committees such as the Teaching and Learning Technology Roundtable and the Academic Resources Committee of the New York Faculty Council.
- vi. Sub committee (standing) Distance Education Committee.

#### Section 14. Benefits Committee

The duties of the committee are:

- i. To make policy recommendations to the WFC on matters such as pensions, insurance programs, medical benefits, etc.
- ii. To consult with the appropriate officers of the University, whenever necessary, regarding the various components of the faculty benefits package.
- iii. The Chair of the Benefits Committee is a member of the Faculty Affairs Committee and will periodically report to the faculty regarding benefits.

#### **Article IV. MEMBERSHIP**

Section 1. There shall be voting members, non-voting members, and guests.

Section 2. Voting members shall include:

- a. All full-time faculty member of Pace University who designate Westchester as their primary location of the academic year for the purposes of council voting.
- b. All Professors Emeriti in Residence
- c. Adjunct members of the faculty with two years of service may be nominated by their schools to serve as voting members of the WFC. There is a limit of two voting members per school.

Section 3. Non-voting members shall include but are not necessarily limited to:



- a. Members of the Pace University academic administration: the President, Provost, Vice President for Academic Affairs, and the Deans, Associate Deans and Assistant Deans of the various schools and colleges;
- b. Members of the Pace University non-academic administration: Westchester Campus Vice Presidents, University Director of Libraries, Director of Counseling Services, Registrar, Dean of Students, Director of Student Life;
- c. Such other members of the University community as may be approved by the Executive Committee;
- d. Representatives of the Student Government and Press , by request of the SGA, may be approved as guests by the Executive Committee of the WFC or the presiding officer.

**ARTICLE V. MEETINGS**

Section 1. Scheduled Meetings.

There shall be a regular meeting of Council on the First Friday of each month, September through May, unless otherwise designated. If such Friday in any month falls on a holiday, meetings shall be held on the following Friday of said month.

Section 2. Special Meetings.

Special meetings may be called whenever necessary in the opinion of the Executive Committee or as a result of written petition of at least 15 Council members.

Section 3. Quorum.

A quorum shall consist of 25 of the Council voting members. Each voting member of the Council shall have one vote.

**Article VI. AMENDMENTS**

- i. Amendments to this constitution may be initiated either by the Executive Committee or by a proposal submitted in writing to the Executive Committee and signed by at least ten voting members of the WFC.
- ii. The proposed amendment shall be sent to the Secretary who will distribute copies to the Council membership.

- iii. The Executive Committee shall place the proposed amendment on the agenda of the next regular Council meeting following receipt of the proposed amendment.
- iv. The proposed amendment shall be on the agenda of two consecutive meetings. Voting on the proposed amendment shall take place at the second meeting.
- v. A two-thirds vote of the faculty present, who are eligible to vote, is required for passage of the amendment.
- vi. If the amendment passes, a written copy of such amendment shall be sent to every Faculty member.

AMENDMENTS TO THIS DOCUMENT SHALL CONFORM TO SECTION 6 OF THE WFC CONSTITUTION.