

# Constitution of the Faculty Assembly/Faculty Council

of

Boston University

## Article I - Name

The name of the organization shall be the Boston University Faculty Assembly.

## Article II - Purpose of the Faculty Assembly

The purpose of the Boston University Faculty Assembly shall be to speak for the faculty on matters of importance to the University and to consider and act, or recommend action, as appropriate, on all matters affecting the academic and professional concerns of the faculty of two or more Schools or Colleges of the University.

## Article III - Membership and Voting Rights in the Faculty Assembly

### Section 1

All members of the faculty of Boston University of professorial (other than adjunct, emeritus or visiting) or lecturer rank who hold at least one-half time appointments shall be members of the Faculty Assembly.

### Section 2

Each Faculty Assembly member shall cast one vote.

### Section 3

When faculty members with particular ranks or titles in individual colleges or programs are excluded from membership in the Faculty Assembly by its Constitution or the by-laws to it, the faculty of the college or program may petition the Faculty Council to admit such faculty to membership in the Assembly; the Council may do so upon recommendation of the appropriate standing committee, in accord with the by-laws.

## Article IV - Officers of the Faculty Assembly

### Section 1

The President of the University shall serve as President of the Faculty Assembly.

### Section 2

The Officers of the Faculty Assembly shall consist of a Chair, a Vice-Chair or Past Chair, and a Secretary-Treasurer. These shall be the same persons who serve as the corresponding officers of the Faculty Council, having been elected pursuant to Article VIII.

## Article V - Meetings of the Faculty Assembly

### Section 1

The Faculty Assembly shall meet during each fall and spring semester.

### Section 2

Special meetings may be called by the President of the Faculty Assembly, by the Faculty Council by a majority vote of the membership of the Faculty Council, or by a petition of five percent of the membership of the Faculty Assembly presented to the President. The agenda for all special meetings shall be announced when the call is made.

### Section 3

Twenty percent of the membership, without regard to voting status, shall constitute a quorum for the conduct of business.

### Section 4

The agenda for all regular meetings shall be established jointly by the President of the Faculty Assembly and the Chair. Items for consideration by the Faculty Assembly shall be placed on the agenda when requested by five percent of the membership of the Faculty Assembly, or by a majority of Assembly members within each of two Schools or Colleges.

### Section 5

The President of the Faculty Assembly shall preside at the meetings of the Faculty Assembly. In the absence of the President or at the President's request, the Chair shall preside. When the Chair has been requested to preside over a specific item on the agenda, this shall be indicated on the agenda.

## Article VI - The Faculty Council

### Section 1

The Faculty Council shall represent the Faculty Assembly when the Assembly is not in session.

### Section 2

The actions and recommendations of the Faculty Council shall be summarized and presented to the Faculty Assembly, and, where appropriate, shall be ratified or annulled by the Faculty Assembly.

## Article VII - Membership in the Faculty Council

### Section 1

All members of the Faculty Assembly shall be eligible to serve as representatives

or alternates of the Faculty Council.

## Section 2

The following members, all voting members, shall comprise the Faculty Council: the officers, elected pursuant to Article VIII; the immediate past Chair; representatives elected pursuant to Article IX; and chairs of standing committees, elected pursuant to Article XIII, Section 3, whose terms as representatives have expired.

## Article VIII - Officers of the Faculty Council

### Section 1

The Officers of the Faculty Council shall be a Chair, a Vice-Chair or Past Chair, and a Secretary-Treasurer. The Chair shall serve for a two-year term, or until a successor is installed. A Vice-Chair shall be elected to serve during the second year of the Chair's term, and shall succeed the Chair in office at the end of that time. Until a new Vice-Chair is elected and installed, the immediate Past Chair shall assume the duties of Vice-Chair. The immediate Past Chair may be not a candidate for Vice-chair until at least one year after the expiration of his or her term as Past Chair.

The Secretary-Treasurer shall be elected to serve a two-year term, and may be elected to serve no more than two consecutive terms.

### Section 2

Faculty of professorial rank who, at the time of the election, have served as Council representatives, alternates, Secretary-Treasurer of the Council, or chairs of the various standing committees of the Faculty Council at least one year during the four-year period preceding the election, are eligible for election as officers. Members of the Nominating Committee are not eligible for election as officers of the Faculty Council during the period for which they are elected to serve.

### Section 3

The Vice-Chair and Secretary-Treasurer shall be elected by the members of the

Faculty Assembly by confidential electronic or written ballot.

#### Section 4

Candidates for office shall be nominated by the Nominating Committee pursuant to Article XIII, Section 2.

#### Section 5

The candidate receiving a majority of the votes cast shall be elected. If no candidate receives a majority of the votes cast, a run-off election shall be held between the two candidates receiving the highest number of votes.

#### Section 6

Upon installation, officers shall cease to represent a particular School or College, and these vacancies shall be filled pursuant to Article IX, Section 7.

#### Section 7

Officers shall be installed at the May meeting of the Faculty Council, or as soon as is practical after that time.

#### Section 8

A vacancy in the office of Chair that occurs before the duly elected successor has served for six months as Vice-Chair shall be temporarily filled by the immediate Past Chair, until the Vice-Chair has been in office for six months. If a Vice-Chair has not yet been elected when a vacancy in the office of Chair occurs, a vacancy in the office of Vice-Chair shall be declared. A vacancy in the office of Vice-Chair or Secretary-Treasurer shall be filled by an interim election by the Faculty Council. This action shall be presented for ratification at the next meeting of the Assembly, or at the next referendum, if sooner. Ratification shall be by a simple majority of the votes cast.

### Article IX - Faculty Council Representatives

#### Section 1

Assembly members within each School or College shall elect representatives to

the Faculty Council for a term of two years or until their successors are installed. Nominations shall be solicited from every Assembly member within the School or College and elections shall be conducted by written ballot prior to the May meeting of the Faculty Council. In the election of representatives, each Assembly member shall vote for representatives pursuant to voting rights in Article III, Section 2.

## Section 2

The number of representatives elected to the Faculty Council from each School or College shall be determined by Assembly members within the School or College, as follows:

- One representative for the first fifty full vote equivalents or fraction thereof;
- And, thereafter, an additional representative for each additional one hundred full vote equivalents or fraction thereof.
- For purposes of this section, officers of the Faculty Council shall determine, by a procedure contained in the by-laws, the number of full vote equivalents represented in each School or College at the beginning of each spring semester.

## Section 3

Assembly members within each School or College shall elect alternate representatives for a term of two years or until their successors are installed. The number of alternate representatives elected to the Faculty Council from each School or College shall be the same as the number of representatives from that School or College.

## Section 4

In the first election under this Article, for Schools and Colleges entitled to more than one representative, one-half or the nearest whole number less than one-half of their representatives shall be elected for one year terms.

## Section 5

In the first election under this Article, the Faculty Council, through establishment of a by-law, shall designate approximately one-half of the Schools or Colleges entitled to only one representative to elect that representative for a one-year term.

## Section 6

No representative shall serve more than two consecutive terms.

## Section 7

A vacancy in the position of representative shall be filled by the alternate representative. A vacancy in the position of alternate representative shall be filled in an election by Assembly members in the appropriate School or College.

## Section 8

Except in the case of special elections, representatives shall begin their term on the Faculty Council at the May meeting and shall continue until a successor is installed.

# Article X - Meetings of the Faculty Council

## Section 1

The Faculty Council shall meet at least once each month during the period September to May.

## Section 2

Special meetings may be called by the Chair or by the Executive Committee.

## Section 3

Fifty percent of the membership shall constitute a quorum for the conduct of business.

## Article XI - Duties of the Faculty Council Officers

### Section 1

The Chair shall preside at the meetings of the Faculty Council Executive Committee and shall perform such additional duties as customarily pertain to this office.

### Section 2

The Vice-Chair shall perform such duties as may be specified or directed from time to time by the Chair and such other duties as customarily pertain to this office.

### Section 3

The Secretary-Treasurer shall keep the minutes of all meetings of the Faculty Assembly, Faculty Council and of the Faculty Council Executive Committee, shall maintain the financial records of the Faculty Council and shall perform such other duties as customarily pertain to this office.

## Article XII - Duties of Faculty Council Representatives

### Section 1

Representatives shall convey to the Faculty Council the views of colleagues in their Schools or Colleges. Representatives shall make periodic, public reports of Faculty Council activities to their Schools or Colleges and shall endeavor to elicit free and general discussion of all appropriate matters. Representatives shall serve the welfare of the entire faculty of Boston University.

### Section 2

Alternate representatives shall participate in all Faculty Council activities, including discussion and service on committees, but shall not vote in Faculty Council meetings except in the absence of a representative from their School or College.

## Article XIII - Committees of the Faculty Council

### Section 1

There shall be an Executive Committee of the Faculty Council composed of three officers of the Faculty Council, the immediate past Chair of the Faculty Council, and the chairs of all standing committees. The Executive Committee shall establish the agenda for the Faculty Council meetings, advise the Chair on the appointment of committees, advise and make recommendations to the Faculty Council on matters brought to its attention, and act, if necessary for the Faculty Council when the Faculty Council is not in session, reporting all actions taken to the next regularly scheduled Faculty Council meeting. The Executive Committee shall also be responsible for designating alternates for the chairs of standing committees from among the members of the respective committees.

### Section 2

There shall be a Nominating Committee consisting of five Assembly members elected in a special fall election by confidential electronic or written ballot. The term of the Nominating Committee shall be subject to the by-laws and members of the Nominating Committee shall not succeed themselves. The chair of the Nominating Committee shall be elected from among themselves by the members of the committee at its first meeting.

The Nominating Committee shall present nominations for offices of the Faculty Council pursuant to Article VIII, Section 2, for chairs and members of the standing committees, as appropriate, for members of the succeeding Nominating Committee, and for other positions as requested by the Faculty Council. At least two nominees shall be presented for each position of officer and committee chair.

### Section 3

1. Standing Committees shall be established by the Faculty Council for areas of faculty concern and responsibility such as academic policy, curriculum, research, faculty status and student life. Standing committees shall review University policies, standards and procedures and shall report and

- recommend action to the Faculty Council, as appropriate.
2. The Faculty Council shall determine the size of each committee, its membership, the term of office of each of its members and the charge of the committee. Each standing committee shall have at least three members plus a chair. From time to time the charge of a standing committee may be revised as appropriate.
  3. The chair of each standing committee shall be a representative or officer of the Faculty Council at the time of election to the position except as determined by the Council upon recommendation by the Nominating Committee; all chairs of standing committees must be members of the Faculty Assembly with full voting privileges at the time of election to the position, but may not hold an appointment as a visiting, adjunct or emeritus faculty member. The term of the chairs of the standing committees shall be subject to the by-laws. The chair of each standing committee shall be elected by the Faculty Council according to procedures specified in the by-laws. If the term as representative has expired for a chair of a standing committee, that person shall retain voting membership on the Faculty Council by virtue of the position as committee chair.
  4. Members of each standing committee must be members of the Faculty Assembly. Committee members shall be elected by the Faculty Council for a term of one or two years. If a member of the Faculty Assembly is not a representative or officer of the Faculty Council at the time of election to the position of chair of a standing committee, he or she shall become a member of the Council, ex officio, while he or she holds the position.
  5. Each standing committee may appoint subcommittees as appropriate. The chair and at least the majority of members of a subcommittee shall be members of the University faculty, but without regard to Faculty Assembly membership. The remaining members may be students, alumni, or members of the University administration without faculty appointments.
  6. Each standing committee shall be reviewed by the Executive Committee at timely intervals with respect to its charge, performance and the need for continuance. The committee may be terminated, or its charge modified, by the Faculty Council after such a review.

## Section 4

The Faculty Council may establish such temporary ad hoc committees or task forces as it may deem appropriate and may, by resolution, determine the charge, chair, membership and term of any such committee.

## Article XIV - Referenda

### Section 1

Referenda on matters of importance to the membership may be initiated by a majority of the members present and voting at a meeting of the Faculty Assembly, by a two-thirds vote of those present and voting at a meeting of the Faculty Council, or by a petition of ten percent of the membership of the Faculty Assembly, no more than half of which shall come from any one School or College, presented to the Chair. Referenda shall be conducted by the Faculty Council pursuant to procedures in the by-laws.

### Section 2

Referenda whose results are intended for presentation to the President and the Board of Trustees shall be conducted by the Faculty Council after consultation with the President. The results of such referenda shall be forwarded to the President and the Board of Trustees as representative of the views of the Faculty Assembly when voted on by two-thirds of the members of the Faculty Assembly or when approved by forty percent of the members of the Faculty Assembly.

## Article XV - Recall

### Section 1

An election to recall officers or Faculty Council committee chairs shall be conducted by the Faculty Council when requested by a majority of the members present and voting at a meeting of the Faculty Assembly, by a two-thirds vote of those present and voting at a meeting of the Faculty Council, or by petition of ten percent of the membership of the Faculty Assembly, no more than half of which shall come from any one School or College, presented to the Chair.

## Section 2

Recall and removal from office shall occur when approved by two-thirds of the membership voting at a meeting of the Faculty Assembly, provided that each member shall receive written notice of the recall election at least ten days before the vote was taken, or by a majority of votes cast in a confidential electronic or written ballot that has been returned by a majority of the membership of the Faculty Assembly.

## Section 3

Representatives and alternate representatives may be recalled by the faculty of the School or College they represent.

## Article XVI - By-Laws

### Section 1

The Faculty Council may establish by-laws consistent with the provisions of this Constitution.

### Section 2

By-Laws may be approved, amended or repealed by a two-thirds majority of those present and voting at any meeting of the Faculty Council provided the proposed change has been submitted in writing to each member of the Faculty Council at least ten days before the meeting.

## Article XVII - Amendments

### Section 1

Amendments to this Constitution may be initiated by a majority of the members present and voting at a meeting of the Faculty Assembly, by a two-thirds vote of those present and voting at a meeting of the Faculty Council, or by petition of ten percent of the membership of the Faculty Assembly, no more than half of which shall come from any one School or College, presented to the Chair.

## Section 2

Amendments to this Constitution shall take effect when approved by a two-thirds majority of the votes cast in a confidential electronic or written ballot that has been returned by a majority of the full-vote equivalents represented by the Faculty Assembly, and when approved by the Trustees of Boston University.

## Article XVIII

All provisions, procedures and by-laws of this Constitution are valid only as they are consistent with the Charter, Statutes, and By-Laws of Boston University.

## Article XIX

This Constitution shall take effect immediately following ratification by the faculty of the University and approval by the Board of Trustees.

This Constitution shall be ratified when affirmative votes are cast by a majority of faculty who have returned written ballots.

*Amended by vote of the Faculty Assembly and approval of the Board of Trustees, Spring 2012.*