

## Constitution and Bylaws of the Faculty Association of National Louis University

### Preamble

The Constitution and Bylaws of the Faculty Association of National Louis University (NLU) is established in order to promote the effectiveness of the University in the discharge of its institutional responsibilities; effect a closer coordination among the various faculties, campuses and centers; provide a forum for the fullest possible communication and discussion of problems and concerns pertinent to the welfare and adequate functioning of the faculty and the University; and offer opportunities for using the special and creative competencies of the faculty in the formation and implementation of the educational programs of the University.

While this Constitution and Bylaws is focused on the role of the faculty specifically, undergirding this role is the recognition that the interests of all university participants are related, and the Faculty is committed to promoting collaboration among faculty, staff, students, the administration and the community.

### Article I – The Faculty Association

#### Section A – Source of Jurisdiction

1. The powers of the Faculty Association are delegated by the President of National Louis University as the chief executive officer of the University under the authority granted by the Board of Trustees.
2. The principal agent of faculty governance at National Louis University shall be known as the Faculty Association. The legislative jurisdiction of the Faculty Association shall normally be exercised by its Faculty Senate (Senate) as specified in Article II.
3. The actions of the Faculty Association and the Senate are subject to presidential veto. Such veto shall be exercised only after consultation with the Senate.

#### Section B – Membership and Eligibility

The voting members of the Faculty Association shall be those who hold full-time faculty appointments as specified by contract, plus the members of the Adjunct Council.

Although faculty members with administrative appointments are considered voting members of the Faculty Association, School Directors and Assistant and Associate Deans are not eligible to serve on Faculty Senate.

#### Section C – Officers

1. The officers of the Senate (Chair, Chair-Elect, and Secretary) shall preside over all Faculty Association meetings. In the absence of the Chair, the Chair-Elect of the Senate shall preside. In the absence of both the Chair and the Chair-Elect, the Secretary of the Senate shall preside. In the absence of all three officers of the Senate, those Faculty Senators (Senators) present shall appoint a Chair pro tempore.

2. The Executive Committee of the Senate shall be comprised of the Chair, the Chair-Elect, Secretary, and the Immediate Past-Chair (in an advisory capacity). The Executive Committee convenes at the call of any of these officers.

#### **Section D – Meetings**

1. The Chair of the Senate shall schedule at least two regular meetings of the Faculty Association during each academic year. The first meeting shall be scheduled between September 1 and December 31, and the second meeting shall be scheduled between January 1 and June 30.
2. Special meetings of the Faculty Association may be called by the Executive Committee of the Senate or by a signed petition to the Senate Chair and Secretary from at least twenty-five percent (25%) of the voting members of the Faculty Association. Written notice of special meetings stating the time, place, and purpose of the meeting, must be distributed to individual members at least seven (7) days before the meeting. No business shall be transacted at the special meeting except that stated specifically in the notice of the meeting.
3. Those members assigned to campuses or academic centers located other than the meeting site shall have the opportunity to participate in meeting by available conferencing technology.

#### **Section E– Quorum**

One-third of the voting membership of the Faculty Association shall constitute a quorum for the transaction of business at any meeting of the Association.

#### **Section F – Voting**

1. Unless otherwise provided, when a vote is taken on any matter at a meeting of the Association, a quorum being present, a majority of the votes of members present shall determine the outcome. If voting is by electronic ballot, a majority of votes cast shall determine the outcome.
2. When a vote is taken, it is not considered decisive unless the total number of properly submitted ballots received by the Secretary as of the deadline date is at least equal to a quorum. The results of the vote taken shall be reported to the membership within seven days of the deadline and shall be recorded in the minutes of the next Faculty Association meeting.

#### **Section G – Supremacy Clause**

This Constitution and Bylaws and actions taken pursuant to this Constitution and Bylaws shall be the supreme form of faculty governance. All colleges and other faculty organizations or committees shall be bound by this Constitution and Bylaws, and actions taken pursuant to the Constitution and Bylaws.

## **Article II – The Senate**

### **Section A – Means of Exercising Jurisdiction**

The legislative jurisdiction of the Faculty Association shall normally be exercised by the Senate. The Faculty Association may, however, exercise its legislative prerogative directly in its meetings and votes.

### **Section B – Primary Jurisdiction**

1. Subject to the limitations of Article I, the Senate shall have the primary jurisdiction to formulate policy governing:
  - a. The faculty governance structure
  - b. The facilitation of teaching and research
  - c. Faculty standards, conduct, discipline, and appeals
  - d. Faculty appointments, retention, ranking, tenure, sabbaticals and promotion
  - e. Freedom of expression and academic freedom
  - f. Aspects of student life which relate directly to academic affairs
  - g. Academic services, including learning resources, academic computer resources and support for scholarly production
  - h. Curriculum and program review
  - i. Standards for:
    - 1) Admission of students
    - 2) Retention of students
    - 3) Graduation of students
    - 4) Honors
    - 5) Financial scholarships
    - 6) Fellowships
    - 7) Academic appeals
2. Senate actions requiring the approval of the Board of Trustees and other Senate actions within the areas of its primary jurisdiction shall be transmitted to the Board

by the President, along with any administrative recommendations.

3. Policy making jurisdiction pertaining to curriculum, admission, retention, graduation and honors, financial scholarships, fellowships, and academic appeals of students in the university shall be carried out in accordance with the responsibilities of the respective Senate committees. Areas of faculty jurisdiction not specifically assigned to Senate and its committees are reserved for the individual constituent groups under their respective constitutions. The constituent groups are the colleges, Library & Learning Support, and the Adjunct Council.
4. The Senate and its committees shall have the power and duty to investigate all matters within its primary jurisdiction. The Senate and its committees may request any university employee to appear before or provide information for the Faculty Association, Senate, or its committees

### **Section C – Advisory Jurisdiction**

1. It is the purpose of the advisory function of the Senate to provide professional counsel to the President of the University and other administrative officers in all matters which they place before the Senate. In order for the Senate to perform its advisory function, the Administration shall make best efforts to apprise and seek counsel from the Senate Chair in advance of significant prospective actions by the University administration and the Board of Trustees. In addition, the Senate is encouraged to raise administrative issues in which it would like to provide input. Therefore, the Senate is encouraged to engage in discourse and advisement on all matters of institutional policy and decision, including matters such as:
  - a. Selection and removal of the principal administrative officers who have university-wide responsibilities as well as the creation or abolition of such offices.
  - b. University budget priorities.
  - c. Faculty benefits, including salaries, insurance, retirement and other leaves.
  - d. Research or service obligations to private or public agencies delivered through the constituent groups or through other units of the University.
  - e. Recommendations for the granting of honorary degrees.
  - f. Student conduct and discipline.
  - g. Campus development and physical facilities.
  - h. The academic calendar.
  - i. Intercollegiate athletics.

2. In the performance of the advisory function, the best efforts should be made to apprise and seek counsel from the Senate Chair in advance of significant prospective actions by the University administration and the Board of Trustees.
3. If faculty participation is requested for an institutional administrative committee or task force, the administration shall confer with the Senate Chair. Where there are specific focused projects that needed to be completed, the senate chair in consultation with administration shall work to ensure that membership is provided by individuals with the skills and experience to complete the work. The faculty representatives on the committee or task force will be required to report regularly and in writing to the Senate.

#### **Section D – Faculty Veto**

The Faculty Association shall have the power to veto any action of the Senate. The procedure shall be as follows:

1. A Faculty Association meeting shall be called by petition as provided in Article I, Section D for the purpose of discussing the Senate action in question.
2. If appropriate, a Faculty Association vote shall be taken as provided in Article I, Section F.

### **Article III – Structure of the Senate**

#### **Section A – Membership**

1. The voting members of the Senate shall be elected from and by the faculty of their constituent groups as follows: two (2) full-time faculty members from each college of the University; one (1) full-time faculty member from Library & Learning Support, and one (1) adjunct faculty member from the Adjunct Council.
2. The Senate Chair shall refrain from voting except when his or her vote will affect the result, such as voting to break a tie. In these circumstances, the chair has the right, but not the obligation, to cast a vote.

#### **Section B – Eligibility and Term of Membership**

1. Requirements for Election to the Senate
  - a. Voting members of the Faculty Association who have at least three (3) years of continuous employment as faculty members at National Louis University, and
  - b. Except for the Senator from the Adjunct Council, the candidate must have at least one (1) year of experience serving on a Senate committee, a Senate task force, or a committee within a constituent group.

- c. The term of membership begins upon completion of the “unfinished business” portion of the agenda at the last scheduled Senate meeting of the academic year. The term of membership is three academic years.
  - d. A voting member who vacates the Senate position before the term has expired may be replaced through a special election under established procedures. The newly elected Senator shall serve the remainder of the unexpired term.
  - e. Upon assumption of the office of Chair of the Senate, the new Chair’s constituent group shall elect a new member of the Senate. The new member’s term of office shall be equivalent to the one-year term of office of the Chair.
2. Requirements for Direct Election to Senate Chair - In the event a direct election to the position of Senate Chair is needed, each candidate must have at least one (1) year of experience as a Senator in his/her career at NLU.
  3. Exception Provision to Above Requirements - Upon petition from a constituent group that the requirements cannot be met without undue hardship, the provision regarding election requirements for Senator or Senate Chair, may be waived by a favorable vote of at least two-thirds (2/3) of the Senate.

### **Section C – Elections**

1. Members of the Senate shall be elected each year for staggered terms, with at least two members being newly elected each year.
2. Members of the Senate shall be elected from and by the faculty of their constituent groups.
3. All elections must be concluded and the results announced to the Secretary and Chair of the Senate by June 1 of each year.

### **Section D – Officers and Term of Office**

1. The officers of the Senate shall be a Chair, a Chair-Elect, and a Secretary.
2. The term of office begins upon completion of the “unfinished business” portion of the last scheduled Senate meeting of the academic year. The term of office is one academic year.
3. Upon completion of the “unfinished business” portion of the agenda at the last scheduled Senate meeting of the academic year, the new Chair takes office, convenes the newly formed Senate, and conducts the election for the Chair-Elect and the Secretary. The voting members of the newly formed Senate nominate and elect the two new officers. The newly elected officers take their positions immediately and the remaining business of the Senate is conducted.

**Section E – Duties of Officers**

The duties of the officers shall be as follows:

1. The Chair shall preside over all meetings of the Faculty Association; preside over all meetings of the Senate; call special meetings of the Senate; call special meetings of the Association when deemed necessary by the Senate Executive Committee (as defined below); be responsible for the general conduct of business of the Association and the Senate; appoint faculty committees that are not otherwise specified by provisions in this Constitution and Bylaws, and have all other powers or duties appropriate to the office of Chair, as well as those specially designated by the Association and the Senate.
2. The Chair-Elect shall perform all the duties of the Chair in the absence or incapacity of the Chair. The Chair-Elect shall retain the right to vote while temporarily performing duties of the Chair. The Chair-Elect shall coordinate with the Chairs-elect of each college to make sure that all university and college elections are conducted electronically.
3. The Secretary shall keep accurate minutes and attendance records of all meetings of the Faculty Association and the Senate, distribute copies of minutes to appropriate individuals and groups, conduct necessary correspondence, keep accurate rosters of membership of the Faculty Association and Senate, maintain custody of all records of the Faculty Association and Senate, and perform all other duties appropriate to the office of Secretary.
4. The Executive Committee shall review the Faculty Association Constitution at least annually and recommend any necessary changes; be responsible for the maintenance of faculty policies, procedures, and processes; and train the faculty for work on Senate committees

**Article IV – Operation of the Senate****Section A – Meetings**

1. The Senate shall meet regularly at least once a month from September through June inclusive, and may meet in July and August. The newly constituted Senate shall hold its first meeting immediately upon completion of the “unfinished business” portion of the last scheduled Senate meeting of the academic year.
2. Special meetings may be called by the Senate Executive Committee, by an electronically signed petition to the Senate Chair and Secretary from any three (3) members of the Senate, or by an electronically signed petition to the Senate Chair and Secretary of at least twenty-five percent (25%) of the voting members of the Faculty Association. Written notice of special meetings must be distributed to individual members of the Faculty Association at least seven (7) days before the meeting and must state the time, place, and purpose of the meeting.

3. Generally, all meetings of the Senate are open to the faculty. All regular meetings of the Senate are normally open to administration and staff of the University. University personnel shall have the opportunity to participate in meetings electronically from a distance. If communication is interrupted and cannot be resumed, the meeting shall be continued, provided a quorum is present.
4. The Senate reserves the right to meet in closed session.

#### **Section B – Agenda and Minutes**

1. The agenda for each Senate meeting shall be distributed to individual members of the Faculty Association sufficiently in advance to allow their participation. The agenda shall be prepared by the Executive Committee of the Senate.
2. The approved minutes of each Senate meeting shall be distributed to individual members of the Faculty Association.

#### **Section C – Quorum**

A quorum consists of a majority of the voting membership of the Senate.

#### **Section D – Voting**

Unless otherwise provided, when a vote is taken on any matter at a meeting of the Senate, a quorum being present, a majority of the votes of members present shall determine the outcome.

### **Article V – Committees**

#### **Section A – Functions and Limitations**

1. In the case that work needs to be done that is not part of the jurisdiction of any standing committee, the Senate Chair acting individually or the Faculty Association or the Senate acting collectively may establish special committees and instruct such groups as to their duties. Each special committee shall carry out the work for which it is charged, incorporating the instructions given by this Faculty Constitution and Bylaws, policy statements adopted by the Faculty Association and /or directives from the Senate.
2. In carrying out its assigned function, each special or standing committee shall have all the powers, authority and responsibilities that the Senate has.
3. Each standing committee shall function for a full academic year. New members of committees shall attend the last scheduled meeting of the committee for the academic year (normally held in June) and will assume their positions upon completion of the “unfinished business” portion of the meeting.
4. Each special committee shall function until the completion of its assignment or its delineated time period.

5. Unless otherwise provided for in this Constitution and Bylaws, in an adopted policy statement, or in a Senate directive: upon completion of the “unfinished business” portion of the last scheduled meeting of the committee for the academic year, the members of each standing committee shall select from their own group a chair to preside over their meetings for the coming academic year and to serve as spokesperson to the Senate, the Faculty Association and the university administration.
6. Committees may adopt and follow such rules for the conduct of their group’s work as they find useful and necessary, with the following provisions:
  - a. The directions given in Article VI, Section B of this Constitution and Bylaws must be followed.
  - b. The chair of each committee shall provide an update on the committee’s progress in completing its charges twice a year or as requested at Senate meetings; file a copy of the minutes of each committee meeting with the Secretary of the Senate, and submit to the Senate in writing any policies adopted by the group for Senate approval. These reports and minutes are not to include information revealing confidential deliberations concerning individual faculty members.
  - c. The chair of each committee shall provide the Senate with an end-of-year report. This report must be submitted to the Senate by June 30<sup>th</sup> of that academic year.
  - d. Terms of office for each committee member shall normally be three years, with terms staggered so that not all members’ terms expire in the same year.
  - e. In a situation where the chair of a standing committee believes that extra committee members are necessary for that year, the Committee Chair will ask the Senate Chair for approval to add additional non-voting, ex-officio members, who will serve for only one year.
  - f. The Senate must approve any policies adopted by a committee before they are considered to be in effect. The Senate may review any action taken or decision made by the committee, except for tenure, rank or sabbatical recommendations and may repeal or amend the action or decision.
  - g. A petition signed by at least twenty-five percent (25%) of the voting members of the Faculty Association shall call for a review of any policy developed, action taken or decision made by any committee and approved by the Senate, except for tenure, promotion, or sabbatical recommendations. Final disposition of the review shall be decided by the Faculty Association at a regular or special meeting.



Learning, the Chief Information Officer, Vice Provost or designee, the Executive Director of Assessment and Accreditation, and Senate liaison.

## **2. Faculty Professional Standards and Compensation Committee (FPSCC)**

The Faculty Professional Standards and Compensation Committee shall ensure that the interests of all full-time and adjunct faculty are represented in regard to faculty salaries, fringe benefits, work environments, travel reimbursement, and other aspects of the quality of work life.

Primary functions of this committee are the following:

- a. Review salary data and make recommendations to the Senate.
- b. Work with the V.P. of Human Resources and Provost's designees to review current benefits and make recommendations as appropriate and assign one member to serve on the Human Resources Benefits Committee.
- c. Consider and make recommendations to senior leadership as appropriate to ensure faculty working conditions are consistent with faculty needs and with the achievement of university goals.
- d. Review relevant policies, such as workload, faculty conduct, faculty appeals, and compensation, on a yearly basis and make recommendations for changes as needed.

Membership:

- a. Voting members include a minimum of one full-time faculty representative from each college, one from Library & Learning Support and one from the Adjunct Council.
- b. Ex-officio members include the Vice-President of Human Resources, Provost designee, and Senate liaison.

## **3. Faculty Development Committee (FDC)**

The Faculty Development Committee shall ensure professional opportunities are available to support faculty excellence in teaching and in scholarly work and manage the sabbatical and faculty performance review processes.

Primary functions of this committee are the following:

- a. Consult with the Learning Quality Committee and work closely with the Office of Teaching and Learning and Learning Information Technology Services (LITS) to plan and implement faculty professional development activities to enhance quality teaching and learning at NLU.
- b. Review outcomes of previous professional development (PD) efforts, set new PD priorities, identify resources, and build annual proposals and budgets for PD.
- c. Conceptualize and provide professional development activities to promote excellence in scholarly work.
  - Work with the Vice Provost or designee to conceptualize yearly themes for scholarly activities.

- Invite speakers and establish timelines for yearly scholarly activities.
- d. Manage sabbaticals:
  - Review sabbatical policy on a yearly basis and make recommendations for changes as needed.
  - Inform faculty members of procedures for applying for sabbatical leaves.
  - Collect and review sabbatical applications.
  - Make ranked recommendations for sabbatical leaves to the Provost.
    - All sabbatical deliberations and actions of this Committee shall remain confidential.
- e. Review faculty performance evaluation process and rubrics and make recommendations to Senate.
- f. Work with the Learning Quality Committee to review the effectiveness of course evaluation and make recommendations for improvement.

Membership:

- a. Voting members include a minimum of one full-time faculty representative from each college, one from Library & Learning Support and one from the Adjunct Council.
- b. Ex-officio members include Provost designee, Chief Information Officer, Director of Engaged Research, and Senate liaison.

#### **4. Institutional Promotion, Tenure, and Recognition Committee (IPTRC)**

The Institutional Promotion, Tenure and Recognition Committee shall conduct reviews for promotion and tenure, faculty awards, and emeritus status in alignment with the Academic Promotion and Tenure Policy, Faculty Awards Policy, and Emeritus Policy.

All deliberations and actions of this Committee shall remain confidential.

Primary functions of this committee are the following:

- a. Review candidate dossiers for promotion and tenure submitted by college-level promotion and tenure committees and other recognized entities and make recommendations to the Provost.
- b. Conduct midway reviews for tenure-track faculty.
- c. Review nominations for Faculty Awards and make recommendations to the Provost.
- d. Review nominations for Emeritus status and make recommendations to the Provost.

Membership:

- a. Voting members include a minimum of one full-time faculty representative from each college and one from Library & Learning Support (and one from the Adjunct Council only for Faculty Awards).
  - All representatives shall be full time, tenured and shall have a rank of Professor or Associate Professor. If a college or the Library does not

have a sufficient number of faculty members who meet the above criteria, the criteria for the committee membership for that college shall be modified by that faculty entity to meet their needs until they attain sufficient numbers of faculty in the designated rank and tenure status. Such modifications of membership criteria must be approved by the Senate and certified by the chief academic office.

- b. Ex-officio members include Vice Provost or designee and Senate liaison only during non-confidential meetings.
- c. A faculty member who applies for promotion or tenure while a member of the committee shall be replaced by special election for the year in which such application is being considered.

#### **5. Student Academic Standards Committee (SASC)**

The Student Academic Standards Committee shall develop University-wide student policies related to academic standards, admission, retention, academic probation, dismissal, plagiarism, appeals, graduation of students, financial scholarships, and fellowships. SASC shall recommend these policies to the Senate.

Primary functions of this committee are the following:

- a. Review criteria for admissions.
- b. Review academic standards for retention, academic probation, and dismissal.
- c. Develop standards for academic honesty.
- d. Set criteria for and review select scholarships, such as Merit, in consultation with Institutional Advancement.
- e. Adjudicate academic appeals.
- f. Examine data, analyze the effectiveness of relevant policies and procedures, and make recommendations.

Membership:

- a. Voting members include a minimum of one full-time faculty representative from each college, one from Library & Learning Support and one from the Adjunct Council.
- b. Ex-officio members include Vice Provost of Advising and Retention or designee and Senate liaison.

#### **6. University Curriculum Committee (UCC)**

The University Curriculum Committee shall oversee the academic planning and curricular process to ensure that the institution demonstrates excellence across its curriculum portfolio. It shall recommend and monitor policies for review, assessment, and accreditation of programs at the university.

Primary functions of this committee are the following:

- a. Review new program proposals within the context of the university portfolio, identify potential redundancies that could impact other programs, and provide feedback to the colleges for development.
- b. Review a dashboard of program level quality indicators annually to monitor program outcomes.
- c. Establish the annual schedule to review a subset of individual programs in more depth than allowed by the dashboard, either at the request of program faculty, a dean, or in response to dashboard indicators that suggest concerns about the performance or circumstances of a program..

**Membership:**

- a. Voting members include a minimum of one full-time faculty representative from each college, one from Library & Learning Support, and one from the Adjunct Council.
- b. Ex-officio members include the Executive Director of Assessment and Accreditation, Vice Provost or designee, and Senate liaison.

## **Article VI – Rules of Order**

### **Section A – Faculty Association and Senate**

The rules of parliamentary procedure in the latest edition of Robert’s Rules of Order shall govern the Faculty Association and the Senate on all questions of procedure not covered by this Constitution and Bylaws.

### **Section B – Committees**

Each committee established by the action of either the Senate, the Faculty Association or the Senate Chair shall develop its own rules of order within the general guidelines of parliamentary procedure, following the specifications given in this Constitution and Bylaws, the directive from the appointing entity, and its own policy statement, if applicable.

## **Article VII – Amendments**

This Constitution and Bylaws may be amended by the following procedure:

1. Any voting member of the Faculty Association may submit a written amendment proposal to the Senate Chair. The proposal must clearly show the intended additions, deletions and/or changes, as well as a descriptive rationale and some illustrative examples of its potential effects.
2. The Senate Chair, upon receipt of the written amendment proposal, shall appoint an Ad Hoc Constitution and Bylaws Committee. The Ad Hoc Committee shall review the proposal and report its recommendations to the Senate and to the submitter of the proposal.
3. The Senate shall consider the report of the Ad Hoc Constitution and Bylaws Committee and any testimony offered and then make a decision as to the disposition of the

proposal, either to support the ratification of the amendment as submitted, to support the amendment with changes or to not support the amendment.

4. If the proposal-submitter agrees to continue the process, the amendment proposal, which may have been changed by the submitter, is distributed, along with the Senate's decision and explanation, to the individual members of the Faculty Association at least thirty (30) days in advance of the Association meeting at which it will be considered.
5. At the next regular or special Faculty Association meeting, the amendment shall be considered for ratification. If a quorum is present, a vote may be taken at the meeting. If a quorum is not present, an electronic ballot will be distributed to the voting membership within one week of the Faculty Association meeting. The amendment is ratified by a favorable vote of at least two-thirds (2/3) of the ballots properly returned provided that the total number returned is at least equal to the quorum. The vote shall be conducted in accordance with the guidelines in Article I.

#### **Article VIII – Ratification**

This document shall become the Constitution and Bylaws of the National Louis University Faculty Association following its ratification by at least two-thirds (2/3) vote of the faculty.

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Revised: Date: June, 1976; June, 1977; March, 1978;

May, 1979; May, 1982; April, 1983;

April, 1987; Oct., 1987; Dec., 1988;

May, 1991; Sept., 1992; Sept., 1994;

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Approved for one year by the Board of Trustees May 9, 2018

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