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**CONSTITUTION OF THE FACULTY OF THE UNIVERSITY OF NEW HAVEN**  
**February 12, 2007 (Revised as of March 8, 2007)**  
**Latest Revision: June 13, 2008 Latest Distribution: February 7, 2011**

**PREAMBLE**

The purpose of this constitution is to establish the faculty as a body, working with the administration to provide the best possible educational experience to students as well as advance the stature and position of the University of New Haven.

This constitution also establishes the principles and procedures of faculty governance and provides mechanisms for cooperation and communication among the faculty and between the faculty and the administration. Further, this constitution and the *Faculty Handbook* establish certain rights and privileges of the faculty. Except as otherwise specified in this constitution, all members of the faculty shall have equal



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**ARTICLE IV: THE GENERAL FACULTY**

**Section 1. Membership**

The General Faculty shall consist of all full-time tenured and tenure-track faculty members plus full-time non-tenure-track faculty members who have served in faculty status for at least three consecutive years.

**Section 2. Eligibility to Vote and to Hold Office**

- a. Tenured and tenure-track faculty members shall have the right to vote in the meetings of the general faculty unless excluded as provided elsewhere in this constitution.
- b. Tenured and tenure-track faculty up to and including those serving as department chairs shall be eligible to hold, and to vote for, elective office under this constitution. Eligibility to vote begins upon appointment, and eligibility to hold office begins after one academic year of service at the university. Faculty whose appointments begin in September are eligible to assume elected office following the general elections\*.
- c. Full-time non-tenure-track faculty with at least three years of continuous full-time faculty service and a multi-year contract at the University and who meet the criteria of Article II, section 1, unless excluded as provided elsewhere in this constitution or the *Faculty Handbook*, shall have the right to vote in the meetings of the general faculty, and to hold, and to vote for, elective office. Adjunct faculty, visiting faculty, professionals in residence, and practitioners in residence, may not vote or hold elective office.
- d. A member of the faculty while on sabbatical or other leave of one year or less retains the right to vote, but may not serve as an officer of the general faculty, and, if the leave shall require him/her to

- 154 d. make formal resolutions on any issue relating to academic affairs or to the policies or administration  
155 of the University;  
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157 e. deliberate issues brought to the general faculty from the Faculty Senate or its committees, and other  
158 issues properly brought before it;  
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160 f. discuss communications to the faculty from the president or his or her officers;  
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162 g. adopt rules of procedure.  
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164 **Section 4. Meeting Dates**  
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- 166 a. The general faculty shall be convened by the chair of the Faculty Senate in September and February  
167 of each academic year. At these times, the president shall be invited to address the faculty on the  
168 state of the University. A May meeting shall be held to allow the chairs of the constitutional  
169 committees to deliver reports of their committees' activities for the year preceding and to highlight  
170 projected activities to the faculty. Other meetings shall be called by (i) the chair of the Faculty  
171 Senate, (ii) the Faculty Senate's order to the chair of the Faculty Senate, (iii) upon petition to the  
172 chair of the Faculty Senate by at least one-fifth of all eligible voting full-time faculty, and within ten  
173 working days\* of receipt of the petition, and (iv) as provided elsewhere in this constitution. The  
174 secretary of the faculty shall notify all faculty as well as the president of the University of any such  
175 meeting, the time of which shall be set by the officers of the general faculty no fewer than seven  
176 calendar days in advance of the meeting.  
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178 b. An agenda shall be distributed in electronic and/or hardcopy form when a meeting is announced.  
179 Except in the case of an emergency, meetings must be announced at least seven calendar days before  
the scheduled meeting date.

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181 **Section 5. Quorum**  
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183 The quorum shall be one fifth of the full-time faculty eligible to vote.  
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**Section 6. Officers of the Faculty**

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264 within one week prior to spring commencement. The purpose of this last meeting is to seat the new Faculty  
265 Senate and to elect their new officers. All other committees shall be seated as of the beginning of the fall  
266 semester. The chair, vice chair and secretary of the Faculty Senate shall serve one-year renewable terms.  
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269 **Section 4. Term of Office**

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271 The term of office of members of the Faculty Senate shall be three years, with approximately one-third of the  
272 senators being elected each year. Vacancies for unexpired terms shall be filled by special elections.  
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276 **Section 5. Meetings**

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a. The Senate shall establish a schedule of regular Senate meetings.

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b. Other meetings of the Faculty Senate may be called by the officers. Alternatively, the chair shall  
279 call a meeting within two weeks of receipt of a petition signed by 30% of the seated membership of  
280 the Senate.  
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c. Notice and agenda for all Senate meetings must be distributed to all faculty in hard copy or  
283 electronically at least five working days prior to the time set for a meeting.  
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288 **Section 6. Quorum**

- 319           f.   serve as a channel of communication between the faculty and administration, and as an authorized  
320           representative of the faculty;  
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322           g.   collaborate with the administration in any endeavor to improve the functioning of the University,

375 faculty in each college, utilizing the following criteria: a college with fewer than fifteen faculty (15) but  
376 more than five (5) full-time faculty members shall have one (1) representative; a college with fifteen (15) or  
377 more faculty members shall have two (2) representatives, ~~at least one of whom~~ all members shall be tenured.  
378 The chair and vice-chair of the Faculty Senate shall be voting members of all constitutional committees  
379 except for the Grievance Committee. The chair of the Faculty Affairs Committee shall be a non-voting  
380 member of the Budget and Finance Committee. (*Approved by General Faculty May 14, 2008; Approved by Board of*  
381 *Governors June 13,, 2008*)  
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## 383 **Section 2. Officers**

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385 Each constitutional committee shall choose its chair, secretary and such other officers as it deems necessary  
386 by majority vote from among its own membership, for one-year terms. This action shall be taken at the first  
387 meeting of the committee held after the annual elections.  
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## 389 **Section 3. Term of Office**

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392 The term of office for elected constitutional committee members shall be two years. For colleges with more  
393 than one representative, terms shall begin in alternate years.  
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## 395 **Section 4. Authority of the Constitutional Committees**

### 396 **A. Academic and Student Affairs Committee**

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400 a. The Academic and Student Affairs Committee shall monitor, review and recommend all policies and  
401 operations pertaining to academics, including curriculum, courses, programs, methods of instruction,  
402 calendar, standards, etc. The committee shall deliberate policy changes, review changes proposed  
403 by the administration, and forward recommendations to the Faculty Senate for further discussion  
404 with the administration.  
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406 b. The committee shall engage in discussion with the administration on curriculum, instruction,  
407 calendar, and other academic issues of whatever description. The committee shall meet with the  
408 provost to discuss academic concerns on a regular and timely basis.  
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410 c. The Academic and Student Affairs Committee shall not engage in case adjudication.  
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### 412 **B. Faculty Affairs Committee**

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year budgets in sufficient time to allow for analysis and comment prior to formal approval by the

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**ARTICLE VII: ELECTIONS**

**Section 1. Voting Procedures**

- a. Faculty elections shall be conducted in accordance with procedures determined by the Faculty Senate and implemented by the secretary of the faculty, who shall announce the results.
- b. Election to faculty offices shall be by majority vote\* of the valid ballots\* cast.

**Section 2. Counting of Ballots**

Faculty elections shall be by secret ballot\*. The secretary of the faculty shall notify the faculty of the time and place of the counting of the ballots two working days in advance of the count. Any faculty member may observe the process.

**ARTICLE VIII: COMMITTEE BYLAWS**

**Section 1. Committee Bylaws Under the Constitution**

Bylaws for committees under this constitution may be adopted by the general faculty provided they do not conflict with any provisions of the UNH faculty governance documents.

**Section 2. General Procedure**

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- d. Any agreement between the Faculty Affairs Committee and the provost regarding Section II of the Academic Affairs Operating Guidelines shall require a majority vote of approval by the tenured and tenure-track faculty voting by a mailbox ballot.

**ARTICLE X: CONSTITUTIONALITY OF FACULTY ACTIONS**

Questions concerning the constitutional legality of actions of the faculty or any of its governance bodies shall be adjudicated by the Grievance Committee.

**ARTICLE XI: SEVERABILITY**

Severability is intended throughout and within the provisions of this constitution. If any provision (including any article, section, paragraph, sentence, clause, part, phrase, word, term or exception) or the application thereof to any person or circumstance, is held invalid, or otherwise void or unenforceable, by a court of competent jurisdiction, then said invalidity does not affect other provisions or applications that can be given effect without the invalid provision or application. To this end, the provisions of this constitution are deemed



654 **Full Professor**—The term “full professor” is equivalent to the rank of “professor.”

655

656 **Mailbox Vote**—*Mailbox vote* is a secret ballot conducted by mail or other secure method such that the  
657 secrecy of one’s vote is protected, but so that the voter need not be present at a meeting to submit the vote.

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659 **Majority, Majority Vote**—A *simple majority* is defined as “more than half” of those voting. For this  
660 purpose, “abstentions” are not to be counted as votes.

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662 **Rules of Procedure**—*Rules of procedure* are to be required by the bylaws of constitutional committees, and  
663 are to be established for all other standing faculty committees. Rules of procedure explicate the  
664 parliamentary processes for meetings of a committee and the processes necessary for other bodies (including  
665 individual faculty members, faculty committees, students [if applicable] and administrative bodies) to interact  
666 with or submit business to the committee.

667

668 **Seating of Members**—New, duly elected or appointed members of governance committees and the officers  
669 of the faculty are empowered to assume the responsibilities and authority of the office. When new  
670 committee members and officers are *seated* marks the transition of the committees’ and officers’ authority to  
671 the new membership and officers.

672

673 **Term of Office**—*Term of office* for faculty governance positions is defined as one year (12 calendar  
674 months), or when one’s successor is seated for the office, whichever is later, unless specified otherwise in this  
675 constitution or related legislation. The term of office for the officers of the general faculty, the Faculty  
676 Senate and all *elected* faculty committees begins when the new Faculty Senate (including newly elected  
677 members) is seated, immediately following the announcement of the results of the spring general election;  
678 this term includes the summer as necessary. The term of office for *appointed* committees begins in the  
679 undergraduate fall term, following ratification by the Faculty Senate. Those elected to complete a term of  
680 office for a position vacated by another shall serve only until the end of the originally designated term.

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682 **Working Day**—*Working Day* is any full weekday during which the University is legally open for business.

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