



# Faculty Handbook

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## Section 1: Organization of the Faculty

### *Constitution of the Faculty of the University of Delaware*

#### **SECTION I**

The voting membership of the University Faculty shall consist of the following: The President of the University, the University Secretary, all Vice Presidents, the Chief Business Officer of the University, all Deans, the University officer of graduate studies and the associate and/or assistant University officer of graduate studies, all Associate Deans, all Assistant Deans, the Directors of Academic Divisions of the University--including Admissions and Records, Cooperative Extension, Counseling and Student Development, Library, Research, Residence Life, International Programs and Special Sessions, Instructional Technology Center, and Continuing Education -- University Physicians, full-time professional members in the Library and in the Center for Counseling and Student Development, Professors, Associate Professors, Assistant Professors, full-time Instructors and Lecturers, and such other administrative and professional members as may be approved by the Trustees. All officers of administration, as listed in the University catalog, who by virtue of their position or academic rank are not voting members of the Faculty, shall be nonvoting members of the University Faculty. All part-time instructors shall be nonvoting members of the University Faculty.

#### **SECTION II:**

1. There shall be established a University of Delaware Faculty Senate that, except as otherwise provided in this Constitution, shall function as the standing executive committee of the Faculty, and that shall, except during regular and special meetings of the University Faculty, exercise all the powers vested in the Faculty of the University of Delaware by the Board of Trustees, and that shall be empowered to determine the duties that it will delegate to faculty committees and to the faculties of the several colleges and divisions of the University.  
(Rev. fall 1988)
2. There shall be established a College Faculty for each College consisting of the members of the University Faculty who hold appointments in that College. Only voting members of the University Faculty may vote in a College Faculty.

#### **SECTION III:**

1. Each College shall hereinafter be called a Unit.  
(Senate 4/16/84)
2. For the purpose of determining representation on the University of Delaware Faculty Senate (hereinafter called the Senate), the relevant members shall be the full-time members of the Unit whose primary or secondary appointments are listed as faculty or professionals who have been granted active voting status by the Unit. Any questions involving the assignment of a voting faculty member to a Unit shall be resolved by the Senate (or a Committee that it designates). (Rev. Fac. Sen., 9/15/97)

#### **SECTION IV:**

1. The Senate shall consist of the President of the University, the Provost, the Vice President for Student Life, the Vice Provost for Academic Programs and Planning, the Vice Provost for Research, the Deans of the Colleges, the elected Senate officers, the elected faculty senators of the Units, two elected professional librarians, and four student senators of the University. Each member of the Senate (hereinafter called a senator) shall have the right to vote. In no case shall the number of non-elected senators exceed twenty percent of the Senate.  
(Rev. of titles, 11/15/93; rev. Fac. Sen. 2/10/97; 9/15/97)
2. Each Unit shall elect a number of senators equal to the whole number part of the ratio of fifty (50) times the number of voting faculty (defined in the Constitution, Section III, Item 2 above) for that Unit to the number of such voting faculty of the University, with the added proviso that each Unit shall be granted at least two (2) senators. Should application of this recipe yield other than fifty (50) elected senators, the Senate shall review and approve recommendations to adjust this total to yield fifty (50). (Rev. Fac. Sen. 9/15/97)

The duly constituted undergraduate student government and the graduate student government will each elect two students from the full-time student body. In the absence of a duly constituted graduate student government, the Committee on Graduate Studies shall have the responsibility of arranging the election of the graduate student senators.

3. The term of an elected faculty senator shall be two years commencing on September 1. The terms of approximately half of these senators shall expire each year. The student senators shall be elected by the group that they represent for a term of one year commencing on September 1. No elected senator shall serve more than three (3) consecutive terms. The Senate shall in its Bylaws provide for the definition of nonfeasance of elected senators and for their replacement, and for the replacement of any senator unable to serve.  
(Rev. fall 1988)
4. The Senate or a committee that it designates shall be responsible every second year for recomputing the formula for faculty senators given in (2) and shall notify each Unit by February 1 of that year of the number of faculty senators it is to elect in each of the following two years.
5. Each Unit shall nominate and elect its senators by secret ballot. Any vacancy shall be filled by the Unit in this manner within thirty (30) days after the Secretary of the Senate gives notice of the vacancy.
6. The Senate shall hold at least one regular meeting each month during the academic year (September through May). The Senate may by the vote of two-thirds of its membership increase the schedule of regular meetings. It shall hold special meetings (1) at the call of the President of the University, (2) at the call of the President of the Senate, (3) by majority vote of the senators present at any regular or special meetings, (4) by petition of twenty (20) percent of the voting membership of the University Faculty to the President of the Senate, or (5) by petition to the President of the Senate of at least twenty (20) percent of the senators. The President of the Senate (or in his or her absence the Vice President of the Senate) in the last three cases shall issue the call of the special meeting within a week of receipt of the request. The meeting shall be held within one week of the call. The call of a special meeting shall state the purpose or purposes of the special meeting and no business shall be transacted other than that specified in the notice of the meeting.  
(Rev. 7/1/76)
7. At the first regular May meeting the Senate shall elect a President-Elect, and in alternate years, a Vice President or a Secretary from the full-time voting faculty of the University. The President Elect shall assume the office of President of the Senate in the second year of office. The Vice President shall serve for two years and may be reelected for one additional, consecutive two-year term. The Secretary shall serve for two years and may be reelected for one additional, consecutive two-year term. The Secretary of the Senate shall also serve as Secretary of the University Faculty. (Rev. Fac Sen. 4/25/91; 9/15/97;10/08)
8. The President of the Senate shall preside over meetings of the Senate, and the President Elect of the Senate shall preside when the President of the Senate is absent or chooses to participate in debate. If both the President and President Elect are absent or have chosen to participate in debate, the Vice President shall preside.  
(Rev. 2/5/90)
9. The President Elect of the Senate shall serve as Chairperson of the Coordinating Committee on Education and the following year shall assume the office of President. The President Elect will also assume the office of President of the Senate in the event that the President of the Senate resigns or is no longer able to assume the responsibilities of that office.  
(Rev. fall 1988)

The Vice President of the Senate shall prepare the agenda for each regular meeting of the Senate. He or she must include items presented by the President of the University or by a committee of the University Faculty. The agenda of the meetings of the Senate shall be distributed to the faculty at least one week before the meeting.

The first item of business at any regular meeting of the Senate shall be the agenda. By approval of a majority of the senators present, items may be added to the agenda prepared by the Vice President, and the order in which the items are to be considered may be changed.

As part of the agenda of each regular meeting, there shall be time allocated for new business. No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.  
(Rev. 10/1/90)

10. In determining a quorum, only the elected members shall be counted, and a simple majority of the elected membership of the Senate shall constitute a quorum for the transaction of any business.
11. Meetings of the Senate shall be open to all members of the Faculty as observers. Others may be invited to

- observe or to be heard in accordance with rules to be established by the Senate.
12. The minutes of each meeting of the Senate shall be distributed to the University Faculty within ten (10) days following that meeting.
  13. Robert's Rules of Order, Newly Revised, 1970, shall be followed by the Senate in the conduct of its business in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Senate may adopt.
  14. The Senate shall have the authority to establish such other committees of the University Faculty as are required to carry on its business and shall determine the methods of their selection. Each standing committee of the University Faculty existing prior to the establishment of the Senate shall continue to function until the Senate makes appropriate disposition of its duties.
  15. The chairperson of each standing committee of the University Faculty, unless he or she is an elected faculty senator, shall attend or delegate a member of his or her committee to attend ex officio.

#### **SECTION V:**

Faculty members on all joint Trustee-Faculty committees shall be appointed by the President of the University with the consent of the Senate and the appropriate Faculty committees.

#### **SECTION VI:**

Proposals may be made to the Senate or any other committee of the University Faculty by any member of the University Community.

#### **SECTION VII:**

All chairpersons of the University Standing Committees shall make at least one written report annually to the University Senate that shall become part of the minutes of the regular meeting in May of the Faculty Senate.

#### **SECTION VIII:**

1. A general meeting of the University Faculty, presided over by the President of the University, or a deputy designated by the President, shall be held semi-annually. One quarter of the voting membership of the University Faculty shall constitute a quorum. The agenda shall be established and distributed by the President of the University with the advice of the Senate Executive Committee.
2. Special meetings of the University Faculty, presided over by the President of the University, or a deputy designated by the President, shall be held upon the call of the President of the University, or a majority vote of the Faculty Senate, or a petition by fifteen percent of the voting members of the University Faculty. When informed of the Faculty Senate action or presented with a valid petition, the President of the University shall immediately call such a meeting that will be held within two weeks. The agenda of a special meeting will be confined to topics announced in the call for the meeting. One-quarter of the voting membership of the University Faculty shall constitute a quorum.
3. Robert's Rules of Order, Newly Revised, 1970, shall be followed by the University Faculty in the conduct of its business in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Faculty may adopt.
4. At all regular and special meetings, the Faculty shall automatically resume and exercise all the powers vested in it by the Board of Trustees. An agenda shall be distributed to the Faculty not less than one week before meetings.

#### **SECTION IX:**

This constitution may be amended in a meeting of the University Faculty by a two-thirds vote of members present, provided previous written notice of intent to amend has been received by the Faculty one week prior to the meeting in which the proposed amendment is to be considered. All proposed amendments will be presented in faculty meetings by the Faculty Senate Committee on Rules, which will give its recommendation for action by the Faculty. Proposed amendments are presented in writing by faculty members to the Committee on Rules for possible clarification and wording changes. No faculty member may be denied the privilege of having his or her proposed amendment presented to the Faculty by the Committee on Rules.

With the specific exception of sections VIII and IX, this Constitution may also be amended by a two-thirds vote of the members present in a regular or special meeting of the Faculty Senate provided announcement of intent to amend has been made at a preceding regular or special meeting of the Senate. The amendment must be included on the agenda of the Senate meeting at which it will be considered, and that agenda must be circulated to the full

faculty at least one week prior to said meeting.  
(Rev. fall 1988)

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