

***CONSTITUTION OF THE
OREGON INSTITUTE OF TECHNOLOGY FACULTY***

PREAMBLE

The Faculty of Oregon Institute of Technology maintains the institutional philosophy of shared governance characterized by open and responsible communication, fair treatment of individuals, participatory processes, and collaborative decision-making, whereby each member of the Faculty has the responsibility to speak and the right to be heard without prejudice. Such a governance philosophy, with the active support of the Faculty, provides a climate in which ideas can be initiated, policies and practices can be tested, and a unity of purpose can be forged so that all members of the college community are encouraged and supported in their endeavor to contribute to the mission of Oregon Institute of Technology.

I. Preamble

Article I: **NAME**

The organization herein defined shall be known as the Oregon Institute of Technology Faculty, or the Faculty.

Article II: **PURPOSE**

The purpose of this constitution is to formalize policies and procedures to insure that available Faculty expertise is fully utilized in institutional planning and governance.

A unity of purpose within OIT is essential if OIT intends to maintain its reputation and increase the quality of its programs. To achieve this unity, effective planning based on the broadest possible exchange of information and opinions is required. Channels of communication should be established and maintained by joint endeavor that will allow cooperative decisions regarding the framing and execution of short and long range plans involving educational programs, existing or prospective physical resources, and the allocation of monies.

Article III: **MEMBERSHIP**

The membership of the Faculty shall consist of those persons at Oregon Institute of Technology who hold State Board appointments with a rank of professor, associate professor, assistant professor, or instructor, research associate, research assistant; and whose full-time equivalent is at least fifty percent (50%) teaching, research, or administration.

Article IV: **FACULTY POWERS, AUTHORITY AND RESPONSIBILITIES**

Section 1: **Faculty Powers** – The Faculty is the legislative body of the college and as such shall have power, subject to legal limits, to initiate action to promote faculty welfare. The Faculty shall act upon educational matters of policy and practice and enact such rules and regulations as it may deem desirable to promote such policies.

Section 2: **Faculty Participation** – The Faculty shall make recommendations in the selection of all new Faculty members.

The Faculty shall have the right to participate actively in the establishment and implementation of policies and procedures related to faculty tenure, faculty promotion, facilities planning and utilization, and budgetary matters.

Section 3: **Review of Senate Action** – The Faculty will normally exercise the above powers through its representative body, the Faculty Senate. However, the Faculty shall have the right to review and approve or disapprove any action of the Faculty Senate as provided in the *Bylaws* and the *Senate Charter*.

Section 4: **Faculty Authority** – The authority of the Faculty is based upon federal, state law, and the Administrative Rules of the OSSHE governing Oregon Institute of Technology. As limits to its authority, the Faculty recognizes such *Internal Management Directives* provisions as the following:

The President shall have the right to convene and preside over the faculty or faculties of the institution and shall have the right to veto over their decisions or those of the representative body, subject to review by the Chancellor. The President shall define the scope of authority of the faculties, councils, committees and officers, subject to review by the Chancellor when not otherwise specifically defined by Board policy, or established in the internal governance statement.

The Faculty also recognizes the President's responsibility as outlined in the *American Associations of University Professors Statement on Governance of Colleges and Universities*:

It is also incumbent on the president to insure that the faculty views, including dissenting views, are presented to the board in those areas and on those issues where responsibilities are shared. Similarly the faculty should be informed of the views of the board and the administration on like issues.

Section 5: **Faculty Responsibility** – The responsibilities of the Faculty are based upon the OSBHE appointments, but go beyond these contractual responsibilities to include moral and ethical responsibility to the college, the community, and the state.

Article V: **FACULTY OFFICERS, MEETINGS, COMMITTEES AND COUNCILS**

Section 1: **Presiding Officer** – The president of the college is the chair of the Faculty and shall preside at all Faculty meetings. In the absence of the president, the president shall designate a presiding officer.

Section 2: **Secretary of the Faculty** – A member of the Faculty shall be appointed as secretary by the president, subject to approval of the Faculty at the beginning of each fall quarter for the academic year. The secretary shall record all actions of the Faculty, preserve records of meetings in a form convenient for reference, and duly circulate copies of all records of such meetings to members of the Faculty. Records of meetings shall be available to the general public upon written request unless release of the requested information would be in violation of federal or state statutes or of the Administrative Rules of the Oregon State Board of Higher Education or of the rules of the Oregon Institute of Technology.

Section 3: **Meetings of the Faculty** – Unless otherwise provided by the Faculty, regular, legal meetings of the Faculty shall be held as specified in the *Bylaws*. Special meetings of the Faculty may be held at any time, as specified in the *Bylaws*. No legislative action pertaining to a department or school shall be made at any special meeting.

Over fifty percent (50%) of the Faculty shall constitute a quorum at all meetings of the Faculty. Notice of regular meetings shall be circulated to all faculty members by the secretary of the Faculty at least one week before the date of the faculty meeting.

Every member of the Faculty shall have a free and equal voice in its deliberations and conclusions. Any member of the Faculty may submit written agenda items to the secretary of the Faculty. To insure proper consideration, the agenda for all meetings of the Faculty shall be distributed to faculty members at least two days in advance of the meeting. If it does not appear on the agenda, no matter concerning educational policy shall be considered at any meeting. This provision may be waived at any regular meeting, if in the judgment of the presiding officer, an emergency exists, and the Faculty concurs.

Roberts Rules of Order, Revised shall govern the procedure of all meetings of the Faculty.

Section 4: Committees, Councils, Commissions, and Task Forces – With the exception of the Judicial Committee, committees shall be classified either as senate committees or as President's Council committees according to their charge and functions.

Senate committees are appointed by the senate president in accordance with the *Senate Charter* and *Bylaws*. Senate committees shall make recommendations to the senate on policies and procedures relative to academic standards, faculty appointments, tenure and promotions, and faculty welfare.

President's Council committees are appointed by the president of the college with the advice of the President's Council. President's Council committees shall assist in the administration of the college and shall function to implement college policies and procedures.

The Faculty Senate and the President's Council shall jointly appoint a Judicial Committee, with the chair appointed by the president of the college. The Judicial Committee shall conduct a continuing review of college committee structure in order to avoid duplication of effort and the proliferation of non-functional committees. The Judicial Committee shall also make recommendations on assigning business to appropriate committees.

Article VI: **THE ROLE OF THE FACULTY SENATE**

The Faculty Senate, through the powers vested in it by this Faculty Constitution and the *Senate Charter*, shall be the policy-recommending and advisory body of the Oregon Institute of Technology Faculty.

Article VII: **ADOPTIONS AND AMENDMENTS**

Section 1: Amendments – This Constitution may be amended by the members of the Faculty. The notice of a proposed amendment must be made at a regular meeting of the Faculty at which time the proposed amendment must be read in its entirety.

Following the presentation to the Faculty, a copy of the proposed amendment, as read, shall be filed with the secretary of the Faculty who shall forthwith transmit it to the Senate. The Senate shall review the proposed amendment for proper form, shall circulate approved copies to all members of the Faculty, and shall submit the amendment to the president for placement on the agenda of the next meeting of the Faculty. If the Senate fails to submit the amendment as prescribed, any member of the Faculty may present the amendment for consideration and vote at a regular meeting of the Faculty.

A two-thirds majority vote of those present and voting shall be required for passage of an amendment to this Constitution. All accepted amendments to this Constitution shall go into effect immediately upon passage.

Section 2: **Bylaws** – A motion for a bylaw must be submitted to the secretary of the Faculty in writing. Such proposed motion must be included on the agenda and distributed to all faculty members at least two days in advance of a regular meeting of the Faculty, presented at the meeting and held until the next following faculty meeting to be voted upon. A two-thirds majority vote of faculty members present shall be necessary for passage.

Article VIII: **CONSTITUTIONAL APPROVAL**

Approval of the Faculty Constitution shall be by a two-thirds majority vote of those faculty members present and voting and the balloting shall be conducted during a regularly scheduled faculty meeting followed by the concurrence of the president of the institution.

This is to certify that the above constitution received a two-thirds majority vote of those faculty members present and voting at the regular faculty meeting on the 13th day of May 2003.

Secretary of the Faculty

This is to certify my concurrence with the *Constitution of the Oregon Institute of Technology Faculty* as amended.

President of the Faculty

Dated June 9, 2003

**BYLAWS OF THE FACULTY CONSTITUTION
OF OREGON INSTITUTE OF TECHNOLOGY**

Section 1: **Meetings of the Faculty**

- 1) Regular meetings of the Faculty shall be scheduled twice quarterly at a day, time, and place agreed upon by the Faculty and the president.
- 2) Special meetings may be called by the president or by the Faculty Senate. The conduct of a special meeting shall be limited to the business agenda as published.
- 3) **Agenda Committee** – This committee shall consist of three faculty members. No department shall have more than one member on the committee. The committee is responsible for setting the agendas for regular faculty meetings and organizing any other special topic meetings the faculty may wish to hold.
- 4) **Order of Business** – The order of business at regular faculty meetings shall be as follows:
 - Announcement of Quorum
 - Approval of Minutes
 - Announcements and Communications
 - Reports from President's Council, Senate, and other Committees
 - Unfinished Business
 - New Business
 - Adjournment

This is to certify that the above Bylaws received a two-thirds majority vote of those faculty members present and voting at the regular faculty meeting.

Secretary of the Faculty

President, Oregon Institute of Technology

Dated: _____