

The Citadel

Charter of the Faculty Senate

I. Preamble

The purpose of the Faculty Senate of The Citadel is to serve as the representative body of the Faculty for College governance, including all academic policies and procedures. The Faculty Senate is a mechanism that allows effective faculty participation in institutional development to support The Citadel's mission "to educate and develop our students to become principled leaders in all walks of life by instilling the core values of The Citadel in a disciplined and intellectually challenging environment." The Faculty Senate therefore creates, maintains, and protects an environment that is conducive to the growth of teaching, scholarship, and service. The Faculty Senate is a forum for communication, discussion, review, and consideration of initiatives and proposals in any area of policy or other matter that affects the college as a whole; it is an autonomous body that reports to the Provost and represents the collective views of the faculty to the administration and the community.

II. Duties, Powers, and Responsibilities of the Faculty Senate

A) Faculty Senate serves as the representative body of the Faculty for College governance and speaks as the collective voice of the faculty. Its duties, powers, and responsibilities include decisions and/or recommendations regarding the following:

- 1) The mission and operation of Faculty Standing Committees and *ad hoc* committees established by the Senate.
- 2) Academic programs across the various units.
- 3) Curriculum proposals.
- 4) Core curriculum requirements common to each program.
- 5) Revisions to the Faculty Manual.

a. Revisions shall be made according to the schedule in the College

Regulations and changes shall be recommended to the Provost of the College.

- 6) College tenure and promotion processes.

B) Meetings of the Faculty Senate

- 1) The Faculty Senate shall approve the times, places, and dates of its regular meetings by resolution at the recommendation of the Chair.
- 2) The Faculty Senate shall hold regular meetings at least once per month during the Spring and Fall semesters. The Senate shall meet a minimum of ten times per year. All meetings of the Faculty Senate shall be open to the public.
- 3) The quorum for a vote of the Faculty Senate shall be a majority of all Senators.

- 4) Senators who are unable to attend a meeting may send as a substitute a member of the Faculty qualified to represent their department, school or program. A written proxy must be provided. Any exception must be approved by the Senate.
 - 5) The Senate operates according to the procedures and practices outlined in *Robert's Rules of Order*, Revised.
- C) Standing Committees of the Faculty and Committees of the Faculty Senate
- 1) The standing committees of the Faculty report to the Faculty Senate.
 - 2) The Faculty Senate may create new standing committees of the Faculty or dissolve existing standing committees. Any change in the charter of a standing committee of the Faculty must be approved by the Faculty Senate.
 - 3) The Faculty Senate may from time to time create *ad hoc* committees made up of Senators or other members of the Faculty.
 - 4) The Executive Committee of the Faculty Senate shall include the Chair, the Vice Chair, the Secretary, and the Immediate Past Chair and is responsible for preparing the agenda for regular meetings of the Faculty Senate, reviewing and finalizing meeting minutes, and managing standing committees of the Faculty. The Immediate Past Chair shall serve as an *ex officio* member of the Executive Committee for one year after the end of his/her term.
 - 5) Committee Management. The Executive Committee of the Faculty Senate shall promote the efficient operation of standing committees by:
 - a. Facilitating Standing Committee appointments
 - b. Maintaining a record of committee membership and terms of service
 - c. Collecting and reviewing annual committee reports
 - d. Periodically assessing the existing committees and the committee structure, as well as the method for recording and updating committee membership and documents
 - 6) Committee Procedures. Standing committees of the Faculty are governed by individual Committee charters, which must adhere to the following minimal requirements:
 - a. Committees shall elect a chair at the end of the academic year. If an election is not possible, an interim chair shall be named, and the first meeting of the academic year must be called by the interim chair before the end of the second week of classes to elect a chair.
 - b. All committees shall meet, either in person or online, at least once per semester.
 - i. The Tenure and Promotion Appeals Committee is exempted from this requirement. The Appeals Committee must convene at the beginning of the

academic year to elect a chair. The chair calls subsequent meetings when there is an appeal.

- c. Each committee chair shall submit an annual report of committee activities to the Faculty Senate in advance of the Senate's April meeting.
 - d. Committee charters shall be reviewed and revised as needed, and at least once every five years.
- 7) Notwithstanding subsections 1) and 2) above, nothing in section C) shall apply to committees peculiar to specific schools or departments or standing or *ad hoc* committees created by the administration that may include members of the Faculty.

III. Membership of the Faculty Senate

A) Qualification of Senators

- 1) Voting Senators must be tenured members of the teaching faculty as defined by the Faculty Manual.
- 2) Notwithstanding subsection 1) above, any exception deemed necessary to provide representation for a department or school shall require approval of the Faculty Senate.
- 3) Daniel Library Senators are exempted from the tenure requirements outlined in subsections 1) and 2) above.

B) The Faculty Senate shall determine the most effective manner of allocating seats and will review the allocations as necessary to ensure broad representation of the academic departments and schools. The following will be represented:

- 1) Accounting and Finance
- 2) Biology
- 3) Chemistry
- 4) Civil and Environmental Engineering
- 5) Cyber and Computer Sciences
- 6) Criminal Justice
- 7) Education
- 8) Electrical and Computer Engineering
- 9) Engineering Leadership and Program Management
- 10) English, Fine Arts and Communications
- 11) Health and Human Performance
- 12) History
- 13) Intelligence and Security Studies
- 14) Leadership Studies

- 15) Library
- 16) Management and Entrepreneurship
- 17) Marketing, Supply Chain Management and Economics
- 18) Mathematical Sciences
- 19) Mechanical Engineering
- 20) Modern Languages, Literatures, and Cultures
- 21) Nursing
- 22) Physics
- 23) Political Science
- 24) Psychology
- 25) Department of Military Science
- 26) Department of Naval Science
- 27) Department of Aerospace Studies

C) Elected Senators

The Faculty in each represented academic department or school shall elect one or more Senators based on the number of faculty eligible to vote for Senator in the represented department or school:

- 1) 2-12 members – one elected Senator.
- 2) 13-24 members – two elected Senators.
- 3) 25 or more members – three elected Senators.
- 4) The Faculty of the Department of Military Science, Department of Naval Science, and Department of Aerospace Studies are not represented by elected Senators.
- 5) All tenured, tenure-track, and full-time non-tenure track faculty with appointments of one year or more are eligible to vote for Senator.
- 6) A member of the Faculty with a joint appointment shall choose only one represented academic department or school in which the joint appointment is held for the purpose of eligibility to vote and serve as Senator as well as be counted for purposes of determining the number of elected Senators, subject to the approval of the Faculty Senate.

D) Appointed Senators

The department head, dean or director of each represented academic department or school will appoint one Senator.

- 1) Department heads and directors may appoint themselves.
- 2) The dean of a school is not eligible to serve as Senator.

E) Senate Parliamentarian

- 1) The Parliamentarian serves as an expert in rules of order and the proper procedures for the conduct of Faculty Senate meetings.
 - 2) The Parliamentarian shall be elected by the Faculty Senate.
 - 3) The Parliamentarian may be a current voting Senator or an *ex officio*, non-voting current member of the Citadel faculty or staff.
 - 4) The Parliamentarian must be certified by one of the national Parliamentarian certification institutions, either the American Institute of Parliamentarians or the National Association of Parliamentarians. The Citadel will underwrite training for an individual who commits to becoming Parliamentarian.
 - 5) A candidate does not need to be a certified Parliamentarian at the time of his or her election. However, he or she commits to completing certification training promptly. The Parliamentarian will not be seated until certification has been obtained. It is thus desirable that a current Parliamentarian give sufficient notice before stepping down for a new Parliamentarian to be elected and trained.
 - 6) Given the investment in training required, the position of Parliamentarian is not term limited. However, the Parliamentarian's service as voting Senator is subject to the limitations outlined in III.H.
- F) Associate Provosts shall serve as *ex officio*, non-voting Senators.
- G) The Director of the Honors Program shall serve as an *ex officio*, non-voting Senator.
- H) Terms of Office
- 1) Appointed Senators may serve no more than six full consecutive two-year terms.
 - 2) Elected Senators may serve no more than three full consecutive two-year terms. However, to provide for staggered terms, any academic department or school electing two or more Senators shall initially elect at least one to a one-year term. An elected Senator serving a one-year term shall be eligible for an additional three consecutive two-year terms.
 - 3) If an appointed or elected Senator is unable to complete the term of office, the represented school or department shall appoint or elect a Senator to complete the remainder of the unfinished term.

IV. Officers of the Faculty Senate

A) Chair of the Faculty Senate

- 1) The Chair shall be elected at large by members of the faculty eligible to vote for Senator. Any tenured member of the faculty eligible to vote for Senator is eligible to serve as Chair.
- 2) The term of office of the Chair shall be two years, and the Chair may serve no more than two consecutive terms. The term of the Chair's service shall begin in August following his or her election.

- 3) The election of the Chair shall be conducted by the Faculty Senate in February of the second year of the current Chair's term. The ballot shall be an electronic secret ballot. Any candidate with a plurality of the votes cast shall be declared the winner.
 - 4) The Chair presides on behalf of the Faculty Senate as a whole and should therefore remain impartial in his or her actions as Chair. The Chair has the same voting right as any other member; however, the Chair protects his or her impartial position by exercising his or her voting right only when his or her vote would affect the outcome, in which case he or she can either vote and thereby change the result, or abstain. The Chair may also vote on any items which are decided by secret ballot. The Chair is never obligated to vote. Additionally, the Chair should make every effort to remain impartial during debate.
 - 5) The Chair is not part of his or her department or school's allocation of Senators. If the Chair was serving as Senator immediately prior to being elected Chair, his or her department or school may provide a new Senator for the duration of the Chair's term of office.
- B) Duties of the Chair of the Faculty Senate
- 1) Preside over meetings of the Faculty Senate.
 - 2) Serve as a member of the President's Senior Cabinet.
 - 3) Represent the Faculty at meetings of The Citadel Board of Visitors.
 - 4) Collaborate with FSEC officers to coordinate committees.
 - 5) The outgoing Chair shall serve as an *ex officio* non-voting Senator and as an *ex officio* member of the Executive Committee for the year immediately following the completion of service in the office.
 - 6) The Chair may call a general meeting of the Faculty when deemed appropriate. The Chair must call a general meeting of the Faculty if directed by resolution of the Faculty Senate, a written request from the Provost of the College, or by petition by twenty percent of members of the Faculty eligible to vote for Senator. All such resolutions, requests, or petitions must include an agenda for the meeting.
 - 7) The Chair may call a special meeting of the Faculty Senate when deemed appropriate. The Chair must call a special meeting of the Faculty Senate at the request of the Provost of the College or upon petition by at least ten Senators. All such requests or petitions must include an agenda for the special meeting.
- C) Vice Chair of the Faculty Senate
- 1) The Vice Chair is elected annually from the membership of the Senate.
 - 2) Elections for Vice Chair shall be held each year at the March meeting of the Faculty Senate. The term of the Vice Chair's service shall begin in August following the election.

D) Duties of the Vice Chair

- 1) fulfills the duties of the Chair when the Chair is temporarily absent and replaces the Chair for the remainder of the Chair's term should the Chair be unable to complete the full term of office.
- 2) Assists with appointment to standing committees in collaboration with the other FSEC officers.
- 3) Collects committee reports.
- 4) Reports a summary of the previous year's committee service to the General Faculty each Fall.

E) Secretary of the Faculty Senate

- 1) The Secretary is elected annually from the Senate membership.
- 2) Elections for Secretary shall be held each year at the March meeting of the Faculty Senate. The term of the Secretary's service shall begin in August following the election.

F) Duties of the Secretary

- 1) The Secretary is responsible for preparing the minutes of regular and special meetings of the Faculty Senate, and general meetings of the Faculty called by the Senate.
- 2) Maintain records of membership, Senators' terms, and meeting attendance.
- 3) Direct appointments to standing committees and maintain membership and term limit information for standing committees of the Faculty and ad hocs formed by the Senate

G) Campus Committee Liaison

- 1) The Campus Committee Liaison is elected annually from the Senate membership.
- 2) Elections for Campus Committee Liaison shall be held each year at the March meeting of the Faculty Senate. The term of the Campus Committee Liaison's service shall begin in August following the election.

H) Duties of the Campus Committee Liaison

Responsible for coordinating with department, school and administrative leadership to gather and record information regarding the existence of committees, *ad hocs* and task forces not governed by the Senate.

V. Amendments to the Charter of the Faculty Senate

- A) The Faculty Senate may amend its Charter by majority vote at two consecutive meetings. Specific language for any proposed change must be included with the agenda for the meetings.

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