

FACULTY BY-LAWS

Approved by the Faculty December 6, 2007

I. FACULTY MEETINGS

The Faculty will hold regular monthly meetings during the academic year to conduct business and to fulfill their collective responsibilities to the University.

I.a. All those with full-time appointments within the following categories have voting rights in faculty meetings:

I.a.i. those holding the rank of professor, associate professor, assistant professor, instructor, or **lecturer** (including those on visiting and adjunct appointments) whose responsibilities entail at least six credit-hours of instruction (or the equivalent in scholarly research) in the given semester;

I.a.ii. a faculty member who has been at the College for at least two previous semesters, whose teaching and/or research hours fall short of the six credit-hours (subsection i. Above) during a single semester may be granted voting rights by majority vote of the Faculty (hereafter "Faculty" refers to voting faculty); and

I.a.iii. professional librarians.

I.b. Emeritus faculty, part-time faculty, administrative and professional staff are welcome to participate (without vote) in faculty meetings.

I.c. In the first week of each semester, the Provost shall distribute to all faculty a list of voting members. Any questions with respect to the eligibility will be decided by majority vote of the Faculty.

I.d. The faculty assembly, consisting of all voting members of the faculty as defined above, is the official representative body of the Faculty of the University of the Virgin Islands. References to the Faculty when capitalized refer in these By-Laws to the faculty assembly.

I.e. At the last regular faculty meeting of each academic year a schedule of the regular meetings for the following year will be approved by the Faculty.

I.f. Any faculty member may have an item included on the agenda, provided that the Chair of the Faculty is informed at least ten working days prior to the scheduled meeting.

I.g. Special meetings of the Faculty shall be called by the Chair of the Faculty in response to a formal request by at least ten percent of the Faculty. The meeting will take place within ten calendar days of the receipt of the request. The Chair of the Faculty has the authority to call special meetings of the Faculty, when in his/her judgment, circumstances require it. The purpose of any special meeting will be stated in the formal request and will be indicated to the Faculty in the notice of meeting.

I.h. Faculty meetings will be conducted according to procedures adopted by the Faculty. Motions

to temporarily suspend such rules of order must be approved by at least 3/4 of the Faculty present. Proxy voting is allowed in faculty meetings with prior notice to the Chair of the Faculty **and Faculty Secretary**; members voting by proxy will be counted toward a quorum. In the absence of any other, Robert's Rules of Order shall be the authority for procedures in the Faculty meetings.

I.i. All resolutions and recommendations passed by the Faculty shall be forwarded to the President and the Provost. There should be explicit instructions by the Faculty to the Provost through the Chair, regarding to whom or what body the recommendations or resolution is to be sent, as well as any pertinent instructions pertaining to implementation.

I.j. In the first Faculty Meeting of the spring term in each academic year, the Faculty will consider any proposed changes to the four-year Academic Calendar.

II. OFFICES OF THE FACULTY

II.a. The officers of the Faculty are Chair, Vice-Chair, and Secretary.

II.b. The Chair, Vice-Chair, and Secretary of the Faculty are elected in May to serve the following academic year.

II.b.i. Candidates must have served in full-time appointments at the College for at least three years.

II.b.ii. Election will be by approval vote (Appendix A) of those eligible to vote in Faculty meetings, by a single ballot. The Chair shall be elected by attaining the highest number of votes and the Vice-Chair, by attaining the second highest number of votes.

II.b.iii. In the event of an unexpired term of Chair, the Vice-Chair shall assume the office of Chair and the third highest vote-getter in the election shall become Vice-Chair. In the event of an unexpired term of the Vice-Chair, the third highest vote-getter shall become Vice-Chair. If, however, both positions are vacated before term, a special election shall be held to fill out the unexpired terms of Chair and Vice-Chair.

II.c. The Chair sets the agenda, presides over faculty meetings, and refers proposals to appropriate standing committees.

II.c.i. The Chair shall attend meetings of the Board of Trustees as an observer and shall be available to present information on recommendations and resolutions passed by the Faculty.

II.c.ii. In the absence of the Chair, the Vice-Chair shall preside over the faculty meetings and carry out the other duties of the Chair.

II.d. The Secretary of the Faculty will be elected at the same time and in the same manner as the

Chair and Vice-Chair, but by separate ballot.

II.d.i. In the event of a vacancy during the course of the year, the second highest vote-getter shall become Secretary. However, in the event that the person receiving the second highest number of votes is unable to assume the office of Secretary, a special election shall be held.

II.d.ii. The Secretary sends out notices and agendas of regular and special faculty meetings, at least five working days prior to the meetings.

II.d.iii. The Secretary keeps minutes of all faculty meetings in permanent form, and distributes copies to all voting members. The Secretary will post minutes of all meetings held and resolutions passed by the Faculty on an electronic bulletin board accessible to all members of the Faculty. The Secretary will be responsible for ensuring that all faculty members have access to the Faculty electronic bulletin board.

II.d.iv. The Secretary keeps the official record of motions and recommendations passed by the Faculty. These records and Minutes of meetings will be filed in the Office of the Provost.

II.d.v. The Secretary handles correspondence pertaining to the business of the Faculty.

III. AUTHORITY

III.a. Subject to the approval of the President, the Faculty has primary responsibility for such fundamental areas as

III.a.i. Curriculum content and improvement, including new courses within existing programs;

III.a.ii. Methods of instruction;

III.f.iii. Academic regulations in regard to attendance, examinations, grading, plagiarism, and scholastic standing;

III.a.iv. Policies on probation, suspension, and dismissal of students for academic reasons;

III.a.v. Determination of requirements for the degrees offered in course, and for graduation honors;

III.a.vi. Certification of candidates for degrees and academic honors;

III.a.vii. Establishment and means of election of faculty committees;

III.a.viii. Standards with respect to admission and matriculation of students;

III.a.ix. General University policies affecting academic research;

III.a.x. Evaluation of individual faculty performance including recommendations for appointment, rank, promotion, and tenure.

III.a.xi. Faculty organization;

III.a.xii. Teaching loads and other faculty assignments; and

III.a.xiii. approval of the academic calendar.

III.b. The Faculty has the power and responsibility to recommend to the Board of Trustees through the President policies relating to:

III.b.i. The establishment and elimination of academic programs;

III.b.ii. Candidates for honorary degrees;

III.b.iii. Policies governing appointment, rank, promotion, tenure, and dismissal; and

III.b.iv. Measures for the improvement of the Faculty's economic welfare.

III.c. The President is earnestly requested to support and approve Faculty recommendations in these matters, rejecting such recommendations only in exceptional circumstances and for reasons fully communicated to the Faculty.

IV. FACULTY COMMITTEES

The faculty assembly, consisting of all voting members of the faculty as defined in Article I above, is the official representative body of the Faculty of the University of the Virgin Islands. In order to more efficiently fulfill its responsibilities, the Faculty may delegate certain areas of its authority to committees of faculty members as defined below; however, the Faculty assembly remains the ultimate authority and may by a majority vote in a properly called and constituted regular or special business meeting ratify or overrule the actions of any Faculty committee. The chairpersons of all Faculty committees shall present regular reports to the Faculty.

IV.a. FACULTY EXECUTIVE COMMITTEE

The Faculty Executive Committee shall be comprised of nine members: four elected members of any rank of the full-time **teaching** faculty, two from each campus, the officers of the Faculty, together with the Faculty representatives to the Board of Trustees for the current and upcoming academic years.

IV.a.i. With the exception of the officers, who will be elected to one-year terms, and the representatives to the Board of Trustees, Faculty Executive Committee members will be elected to two-year terms from and by all ranks of full-time **teaching** faculty eligible to vote. For the

purposes of continuity of faculty action and effectiveness in the consideration of long-term faculty issues election of the four members serving two-year terms will be staggered, i.e., each year selection of one member from each campus will take place. The election shall be done during the same meeting at which faculty officers are selected. If an elected member to the FEC is unable to serve, membership is transferred to next highest vote getter from that campus.

IV.a.ii. In keeping with the true meaning of the term executive, the Faculty Executive Committee shall be that organ through which the clear voice of the faculty is heard as it attempts to maintain its role in participatory decision-making on institutional matters of primary interest to the faculty. In essence, it is to be the "working" committee of the general faculty. As such it will provide a mechanism for addressing matters the scope of which may be broader than that of other individual faculty committees.

IV.a.iii. Specifically, the Faculty Executive Committee will be charged with the responsibility for making recommendations and initiating proposals to the general faculty on matters affecting the institution, primarily academic affairs, as well as financial, personnel, and student matters as these impact the faculty in general. In this connection, the function of the Committee will be

IV.a.iii.a. Proposing education policies and practices for faculty consideration (e.g. Faculty development and evaluation).

IV.a.iii.b Planning and executing, with faculty input and approval, an annual agenda with focus on faculty and institutional improvement; planning all agendas for regular faculty meetings as well as any professional activities agreed on from time to time by the general faculty;

IV.a.iii.c. Constituting or causing to be constituted task forces and committees from among the faculty to address specific faculty concerns (e.g. Salaries, institutional services, practices detrimental to faculty mission);

IV.a.iii.d. Engaging in such other relevant matters as the general faculty may, from time to time, request it pursue, provided that these matters are outside the scope, procedures, or goals of other faculty committees.

IV.a.iv. Meetings of the Committee shall be held at least as frequently as regular meetings of the general faculty, such meetings to be chaired by the Faculty Vice Chair. Minutes shall be kept by the Faculty Secretary for the record and distributed to the Office of the Provost and posted on the Faculty electronic bulletin board. Regular reports on committee deliberations shall be made to the general faculty.

IV.a.v. All proposals, recommendations and actions of the Faculty Executive Committee shall be in keeping with the stated mission of the University and the established rules and procedures of the faculty, administration, and the Board of Trustees. Any proposals, recommendations and actions of the Committee shall have as their ultimate aim excellence in the quality of student education and other university life in general.

IV.b. FACULTY GRIEVANCE COMMITTEE

A committee of the Faculty to consider and make recommendations for the resolution of faculty grievances shall be elected in May of each year, to serve for the following academic year. Grievances arising or during the summer shall be considered by the Faculty Grievance Committee elected for the previous academic year, if possible; any grievances unresolved by the end of summer will be passed on to the new Faculty Grievance Committee by the Chair of the Faculty for the previous year.

IV.b.i. The Grievance Committee consists of the Chairman of the Faculty and two faculty members elected by approval vote **(one from each campus)**, along with two alternates, **and one other UVI employee appointed by the Provost and one at-large member elected by the faculty” (2008 FPM 9.iii)**. The Chair of the Faculty shall serve as Chair of the Faculty Grievance Committee. **The Faculty Grievance Committee is charged with managing grievances and complaints by forming hearing panels composed by members of the Faculty. It is the responsibility of the Faculty Grievance Committee to insure that all appropriate documentation be made available to all parties of the hearing and to call any witnesses requested by the panel in addition to those requested by the parties to be called. The Faculty Grievance Committee will insure that the hearing panel’s report is duly forwarded to grievant, complainant , and respondent and to the Provost. It is the responsibility of the Faculty Grievance Committee to report to the Faculty on all matters pertaining to the operations of the Grievance and Complaint process and when necessary to make recommendations to modify the process.**

IV.b.ii. The University’s Affirmative Action Officer shall be invited to participate on matters relating to civil rights.

IV.b.iii. The Faculty Grievance Committee shall operate in accordance with the policies and procedures outlined in the approved Faculty Policy Manual.

IV.c. CURRICULUM COMMITTEE

IV.c.i. The Curriculum Committee consists of the following as voting members:

IV.c.i.a. The Chair of the Faculty

IV.c.i.b. One faculty member from each academic division, elected by the members of the division, when a vacancy occurs, to serve for three years; and

IV.c.i.c. One faculty member from each campus, elected by the faculty, when a vacancy occurs, to serve for three years.

IV.c.i.d. Ex-officio members without vote shall be:

IV.c.i.d.i. The President, Vice-Provost for Access and Enrollment Services, Director of Academic Administration, Registrar; and

IV.c.i.d.ii. The Provost, who will serve as Executive Secretary, providing staff support.

IV.c.ii. The Chair of the Curriculum Committee shall be elected from among the voting members, to serve for one year. The Chair calls meeting and prepares agendas.

IV.c.iii. The Provost will provide a secretary to keep minutes, which will be circulated to all members and filed in the Office of the Provost.

IV.c.iv. All recommendations to modify **undergraduate** curricula must be referred to the Faculty through the Curriculum Committee. The Committee has such authority as delegated by the Faculty over undergraduate curricula. The Curriculum Committee has authority to approve new courses or changes in existing programs; new programs must be approved by the Faculty and the Board of Trustees after approval by the Curriculum Committee. All proposals to modify undergraduate curriculum shall be approved by a majority vote of the faculty in the relevant academic program and in the relevant academic Division before being submitted to the Curriculum Committee.

IV.d. GRADUATE COUNCIL

IV.d.i. The Graduate Council consists of the following as voting members:

IV.d.i.a. The Vice-Chair of the Faculty;

IV.d.i.b. One faculty member from each campus, elected annually by the Faculty (Elected members of the Graduate Council shall be from Divisions which have graduate programs);

IV.d.i.c. The faculty coordinators of the Masters in Business Administration, Masters in Public Administration, Master of Arts in Education, Masters of Marine and Environmental Science, and the Master of Arts in Mathematics for Secondary Teachers (Graduate programs established in the future shall be represented on the Graduate Council by their faculty coordinators);

IV.d.i.d. One student representative from the Master of Arts in Education or Master of Marine and Environmental Science program, elected in even-numbered years from the St. Thomas campus and in odd-numbered years from the St. Croix campus, by the Graduate Student Government Association [currently being formed under the guidance of the Director of Global and Graduate Education];

IV.d.i.e. One student representative from the Master of Business Administration or the Master of Public Administration programs, elected in odd-numbered years from the St. Thomas campus and in even-numbered years from the St. Croix campus, by the Graduate Student Government

Association.

IV.d.ii. Ex-officio members without vote shall be:

IV.d.ii.a. The Provost, who will serve as Executive Secretary, providing staff support,

IV.d.ii.b. the Vice-Provost for Access and Enrollment Services,

IV.d.ii.c. the Executive Director of Global and Graduate Education,

IV.d.ii.d. The administrative chairs of those academic divisions which have graduate programs,
and

IV.d.ii.e. a Library Representative.

IV.d.iii. The Chair of the Graduate Council shall be elected from among the voting members, to serve for one year. The Chair calls meeting and prepares agendas.

IV.d.iv. The Provost will provide a secretary to keep minutes, which will be circulated to all members and filed in the Office of the Provost.

IV.d.v. All recommendations to modify graduate curricula must be referred to the Faculty through the Graduate Council. The Council has such authority as delegated by the Faculty over graduate curricula. The Graduate Council has authority to approve new courses or changes in existing programs; new programs must be approved by the Faculty and the Board of Trustees after approval by the Graduate Council. All proposals to modify graduate curriculum shall be approved by a majority vote of the faculty in the relevant graduate program and in the relevant academic division before being submitted to the Graduate Council.

IV.e. ACADEMIC STANDARDS COMMITTEE

IV.e.i. The Academic Standards makes recommendations to the Faculty in the following areas:

IV.e.i.a. Academic regulations in regard to attendance, examinations, grading, plagiarism, and scholastic standing;

IV.e.i.b. Policies on probation, suspension, and dismissal of students for academic reasons;

IV.e.i.c. Determination of requirements for the degrees offered in course, and for graduation honors;

IV.e.i.d. Standards with respect to admission and matriculation of students.

IV.e.ii. The Academic Standards Committee consists of seven faculty members, with a minimum

of three from each campus: two from the Division of Humanities and Social Sciences, two from the Division of Science and Mathematics, one from the remaining Divisions, and two students, one per campus, elected by the Student Government Association.

IV.e.iii. Although the Academic Standards Committee is a committee of the Faculty, membership on the Committee is determined by the Committee on Committees using the process described below under “University Committees.”

IV.f. ~~FRAC (Faculty Review Advisory Committee)~~ **University Promotion and Tenure Committee (UPT)**

IV.f.i. Composition of ~~FRAC~~ **the UPT**

~~FRAC will be composed of seven tenured faculty members. Members will be elected by approval voting in a secret mail ballot conducted by the Office of the Provost in September after lists of those eligible to serve and those eligible to vote have been verified by the Faculty. All faculty holding the rank of professor, associate professor, assistant professor, and instructor who are not visiting, and have served at UVI for at least one (1) year comprise the Electorate for the FRAC.~~

The University Promotion and Tenure (UPT) Committee shall be comprised of one tenured faculty members from each Unit, elected at the level of the Unit by a secret mail ballot conducted by the Office of the Provost by Oct. 31, after lists of those eligible to serve and those eligible to vote have been verified by the Faculty. Subsequently, two at-large members shall be elected by the faculty by the same process. Members will be elected by approval voting. All faculty members who are eligible for promotions and hold the rank of professor, associate professor, assistant professor, and have served at UVI for at least one (1) year comprise the Electorate for the UPT.

IV.f.ii. Responsibilities of ~~FRAC~~ **the UPT Committee**

~~FRAC~~ **The UPT Committee** will receive recommendations on promotion and tenure of faculty members from the unit retention, promotion, and tenure committees, and conduct an independent review of all candidates for promotion and tenure according to the policies and procedures outlined in the approved Faculty Policy Manual, and make recommendations to the Provost on all applicants for promotion and tenure. FRAC will evaluate candidates for tenure and promotion based on the qualities desired in the teaching faculty contained in the Faculty Policy Manual.

V. COMMITTEE ON COMMITTEES AND UNIVERSITY STANDING COMMITTEES

V.a. Faculty membership on standing committees shall be determined by the Committee on Committees. Faculty are represented on this committee by the Chair of the Faculty and two additional faculty members, one from each campus, elected in May. Election shall be by

approval vote. The administration of the University is represented on the Committee on Committees by the Provost and the Director of Academic Administration.

V.b. Prior to making committee assignments, the Committee on Committees will distribute the standing committee list and will solicit membership preferences from each faculty member. The purpose, functions, size, and composition of each committee shall be clearly specified at that time.

V.c. Faculty shall be notified of committee assignments no later than September 15. One member of each committee shall be designated by the Committee on Committees to call the first meeting and preside until the election of a Chair for the academic year.

V.d. Committees shall maintain minutes of their proceedings which will be kept on file in the Office of the Provost and posted on the faculty electronic bulletin board. The Chair of each committee is responsible for making sure that minutes are taken and posted, but is not responsible for the recording of minutes.

V.e. Any faculty member may attend and participate (without vote) in any and all meetings of University standing committees. The Chair of each committee will notify committee members and the faculty in general of the time and place of committee meetings.

VI. ACADEMIC DIVISIONS

VI.a. The College Faculty is presently divided into five academic divisions: Business Administration, Humanities and Social Sciences, Nursing, Science and Mathematics, and Teacher Education.

VI.b. Divisions shall consist of the following as voting members: Faculty who have been assigned by the President;

VI.c. Professors emeriti, adjunct faculty teaching fewer than six credits, and part-time faculty are welcome to participate in the division meetings, without voting privileges.

VI.d. Each academic Division is headed by ~~an administrative chair~~ **a Dean**, or unit manager, who is responsible for the administration of the Division in consultation with faculty of the Division, with the exception of those areas of responsibility which are reserved to the faculty under section III, Authority, of these By-Laws above. These **excepted** areas of faculty responsibility are administered by academic supervisors in consultation with the **administrative chair Dean** of the Division and with Division faculty.

VI.e. Academic supervisors may be Area Coordinators or Program Heads, or may have some other title, but must be members of the faculty who have a teaching or research load of at least six credits per semester, and are eligible to vote in faculty meetings.

VI.f. The duties and responsibilities of unit managers and academic supervisors are given in

detail in the Faculty Policy Manual, Appendices DD and EE. **[Note: No such appendices currently exist]**

VI.g. Each division shall have a Student Grievance Committee on each campus comprised of one student and one faculty member. The faculty member for each campus will be elected at the first division meeting of each academic year and the student will be elected at a meeting of all majors in the division on each campus, to be held as early as possible each academic year. Student grievances should first be referred to the **division Program** Chair, who will attempt to arrive at an informal resolution. Failing this, the student will submit a written statement of the grievance to the committee, which will consider its merits, conduct an investigation, and submit a written recommendation to the Chair and to the Provost. Grievances concerning grades (other than plagiarism cases) will be handled as described in the Faculty Policy Manual. **[Note: Grading Policy was excluded from the new FPM by the Provost]**

VI.h. A major function of the division is the assessment and revision of the curriculum. New courses in existing programs, or modifications to existing courses, must be approved by the faculty of the academic program and by the Division before being forwarded to the Curriculum Committee. All recommendations to establish new programs must be referred by the Division to the Faculty through the Curriculum Committee. New programs approved by the Faculty are subject to the approval of the President and Board of Trustees.

VII. RECRUITMENT

Search committees should be convened in the recruitment of all Faculty ~~(see SECTION 7f.iv. of the Faculty Policy Manual).~~ **Teaching f Faculty** representation shall be included in all search committees established for seeking candidates for administrative positions with policy making authority, as well as for all appointments with faculty rank.

VIII. AMENDMENTS

Amendments to the Faculty By-Laws proposed by faculty members must be approved by a majority vote of the Faculty present and voting at a regular or special Faculty meeting.

APPENDIX A

APPROVAL VOTE PROCESS

The following procedures will be used in Faculty elections:

1. The vote will be secret ballot if requested by a single voter.
2. The election of individuals will be preceded by nominations. Write-in votes will be allowed for persons who have not been nominated.
3. Elections will use "approval voting", that is each voter may cast a single vote for as many or as few candidates as the voter wishes. Ties will be broken by a runoff election between

the tied candidates.

4. Ballots will be counted by at least two persons. Ballots will be retained for one week after the winner(s) have been announced or until any protests are resolved.