

UNC Faculty Assembly Handbook

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Chapter I: Introduction

A. Welcome

Welcome to the UNC Faculty Assembly. Your campus colleagues elected you to serve with others from across the UNC system as advisors and advocates relating to matters of how the University of North Carolina operates in regard to faculty issues. This handbook will assist you in your service. If you have questions that are not answered here, e-mail them to the Chair of the Faculty Assembly or to a member of the Faculty Assembly Executive Committee.

B. Short History

The UNC Faculty Assembly was established in 1972 at the request of then President William Friday, at the time that several campuses were “consolidated” under the UNC system. There had been a Faculty Advisory Council within the old six-campus consolidated University of North Carolina, and the new assembly was to be its enlarged successor.

By October 1972, all sixteen constituent institutions had ratified the Assembly Charter. The first meeting of the delegates was held on December 2, 1972. John Sanders, then Vice President for Planning, presided as interim chair.

A second meeting was held on January 6, 1973, to begin discussions of a set of bylaws for the Assembly. Henry C. Cooke, from North Carolina State University, was then elected chair pro tem.

A special [third] meeting was held on January 27, 1973 (presided over by Professor Cooke), for the purpose of debating and proposing revisions to Chapter VI of The Code: Academic Freedom and Tenure.

At its fourth meeting, held on February 23, 1973, the Assembly adopted its Bylaws and elected Professor Cooke to serve as chair until July 1, 1974.

The Assembly serves the President, UNC General Administration, the Board of Governors and other administrative entities as a faculty advisory body on system-wide matters. The Assembly meets at least five times, and typically six or more times each academic year. The

The Faculty Assembly is not a “public body” with legislative, policy-making, quasi-judicial or administrative functions of North Carolina and its political subdivisions, and as such, it is not subject to the open meeting laws under Article 33C of the North Carolina Statutes.

C. Credits

The Charter of the Faculty Assembly included in this manual was written in 2007 by the Chair of the Assembly Brenda Killingsworth, and adopted by at the Faculty Assembly meeting in Chapel Hill on May 4, 2007.

The original bylaws were created in 1972 and have been revised multiple number of times.

Chapter III on Governance Relations relies heavily of materials composed by previous Faculty Assembly Chairs.

This Faculty Assembly Handbook was compiled into a single document in 2017 by the Chair of the Faculty Assembly Gabriel Lugo.



Chapter II: Governance Documents

A. Charter of the UNC Faculty Assembly

Article 1. Objectives and Functions

Section a.

The Faculty Assembly of the University of North Carolina shall gather and exchange information on behalf of the faculties of the constituent institutions of the University of North Carolina.

Section b.

The Assembly shall, through appropriate channels, advise the Board of Governors of the University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of university-wide importance.

Section c.

The Assembly shall advise and communicate with the President of the University of North Carolina with regard to the interests of the faculties and other matters of university-wide importance.

Article 2. Organization and Relationship

1.

Section a.

Representation in the Assembly shall be apportioned among the constituent institutions of the University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Each institution shall select the number of delegates based on the percent that its full-time faculty comprise of the full system-wide faculty according to the following cut-offs:

- | | |
|-----------------|----------------------|
| < 2%, | two (2) delegates; |
| ≥ 2 and < 5%, | three (3) delegates; |
| ≥ 5% and < 10%, | four (4) delegates; |
| ≥ 10%, | five (5) delegates. |

Any time the number of full-time faculty and professional staff members of an institution changes as to entitle it to a larger or smaller number of delegates under the foregoing formula, the number of its delegates forthwith shall be changed accordingly. An exception to this will be made at the time of change to the Charter (May 4, 2007) such that no institution will decrease its number of delegates in the

year of the change to the formula. Every delegate to the Assembly shall be a full-time faculty or professional staff member of the institution he/she seeks to represent. The manner of the selection of delegates shall be determined by the faculties of the respective institutions consistent with their institutional practices. It is highly recommended, however, that one of the delegates from each institution be the Chair of the faculty senate (faculty council) for that institution. Terms and rotation of delegates shall be specified in the bylaws.

Section b.

The Assembly shall have a Chair and other such officers, who shall be chosen in such manner and for such terms, as the Assembly may provide its Bylaws.

Section c.

Each institutional delegation to the Assembly shall make available to the faculty of its institution the official minutes of the proceedings of the Assembly, together with the written report of the delegation.

Article 3. Operations

Section a.

The Assembly shall adopt its own Bylaws.

Section b.

The Bylaws of the Assembly shall provide for regular, stated meetings of the Assembly, which shall be held at various locations.

Section c.

Special meetings of the Assembly may be called by the President of the University of North Carolina, by the officers of the Assembly, or by members of the Assembly, in accordance with procedures to be established in the Bylaws of the Assembly.

Section d.

Records of the activities of the Assembly shall be kept and transmitted to the appropriate successor officers of the Assembly.

Released time shall be made available to the officers of the Assembly, subject to the approval of the President of the University of North Carolina.

Section e.

The Assembly shall be provided by the University of North Carolina with necessary secretarial assistance and other related services and resources.

Section f.

The members of the Assembly shall be reimbursed by the University of North Carolina for expenses incurred in attending meetings of the Assembly.

Article 4. Ratification and Amendment of the Charter

Section a.

This Charter shall be transmitted to the constituent institutions of the University of North Carolina for ratification or rejection by the faculty of each institution in accordance with the processes of that institution. The Charter shall become effective upon its ratification by two-thirds of the constituent institutions of the University of North Carolina. The institutions whose faculties ratify the Charter shall become participating institutions and shall send delegations to the Assembly.

Section b.

An amendment to the Charter may be introduced in the Assembly by any member of the Assembly; and if approved by a majority of the authorized membership of the Assembly, it shall be transmitted to the participating institutions of the Assembly for ratification by the faculty of each institution in accordance with the processes of that institution. An amendment shall become effective upon its ratification by two-thirds of the participating institutions of the Assembly.

The foregoing Proposed Charter of the Faculty Assembly of the University of North Carolina was adopted unanimously by the University Faculty Assembly, representing all seventeen public institutions of higher education in North Carolina, meeting in Chapel Hill, May 4, 2007.

Brenda Killingsworth Chair of the Assembly

B. Bylaws of the UNC Faculty Assembly

Article 1. Definition of Charter

The articles under which the Faculty Assembly came into existence are the [Charter of the Faculty Assembly](#). Bylaws enacted by the Assembly are for the purpose of giving effect to the purpose and functions described in the Charter.

Article 2 Members of the Assembly

Section a.

The Assembly shall be composed of elected representatives from each institution according to the provisions of [Article 2, section b](#) of the Charter. The number of full-time faculty and professional staff members at each institution shall be calculated as the number of budgeted teaching positions (FTE) at the institution. Using this number as of the second regular meeting of the Assembly, the Chair shall notify the Assembly during the second regular meeting of the number of delegates to which each institution is entitled during the next academic year.

Section b.

The Assembly shall make no determination of the method of election, those matters being specifically reserved to the faculties of the several institutions.

Section c.

The terms of delegates to the Assembly shall range from two (2) to three (3) years as established by each institution, and each institution shall assure continuity of delegation membership by a system of rotated terms. Each institutional faculty shall select such alternate delegates as it deems necessary, but must have at least one.

Section d.

All regular terms of service shall begin and end on July 1 of each year. The delegate list and authorized alternates for the coming academic year shall be recorded by the secretary and in the hands of the Assembly Chair no later than one week prior to the last Faculty Assembly meeting of the academic year .

Article 3. Officers**Section a.**

The officers of the Assembly shall be a Chair, a Vice-Chair, and a Secretary.

Section b.

The Chair and Vice-Chair shall serve for terms of two years. Each can be re-elected for an additional two- year term, after which he or she shall be ineligible for re-election to the same office, for a period of two years. The Chair will be elected one full academic year prior to serving, and act as chair-elect prior to taking office.

Section c.

The Secretary shall serve a one-year term and may be re-elected for a second one-year term, after which he or she shall be ineligible for re-election to the same office for a period of one year.

Section d.

The Chair shall appoint a parliamentarian from among the present delegates, or former delegates of Faculty Assembly, who will serve for all meetings. The parliamentarian shall be an ex-officio, non-voting member of the Faculty Assembly Executive Committee, and, unless he or she is a duly elected delegate, shall have no voting rights in the assembly

Article 4. Agenda**Section a.**

The Executive Committee shall be responsible for inviting agenda items and preparing the agenda for meetings. Any Assembly delegate, Assembly officer, or the President of the University of North Carolina may request items be placed on the agenda by sending written or electronic notification to the Chair of the Assembly or any member of the Executive committee. All requests shall be considered by the Executive committee for placement on the agenda or assignment to a Faculty Assembly committee not later than the time of the second regular meeting of the Faculty Assembly after receipt of such a request.

Section b.

In consultation with the Executive Committee, the Chair will establish the agenda for each meeting of the Assembly. It will be circulated to the full Assembly no later than two-weeks prior to the Faculty Assembly meeting.

Article 5. Meetings

Section a.

Unless otherwise ordered by the Executive Committee, there shall be at least five stated meetings of the Assembly during the academic year at dates and places to be established, and disseminated to all Assembly members, no later than the last regular meeting of the preceding Academic Year. All Assembly members shall be informed of these dates by that time. The first regular fall meeting shall not be scheduled for a date prior to September 1.

Section b.

Special meetings may be called:

1. By the President of the University of North Carolina.
2. By the Executive Committee on its initiative.
3. By the Chair when a request is made by any institutional delegation.

Section c.

The site of the regular meetings of the Assembly shall be at General Administration in Chapel Hill, except in circumstances where the system President or Assembly Chair request the meeting on another campus of the system. Alternate sites should be established no later than one month prior to the meeting date. Special meetings may be held at whatever location seems most advisable to the Chair. Special meetings or change in location must be circulated by print or electronic means to members at least two weeks prior to the date of the meeting. This provision may be waived in emergency situations by approval of the Executive Committee.

Section d.

A majority of the Assembly members shall constitute a quorum.

Section e.

The agenda and any items for action must be circulated by print or electronic means so as to be received at least two weeks in advance of the meeting (except in case of emergency as referred to in Section V.C, above). No item of business may be acted upon by the Assembly unless the recommendation has been distributed to the Assembly 24 hours before action is to be taken. Except that the 24-hour rule may be waived by either (1) a 2/3 vote of the members present at the meeting during which action is to be taken, or (2) by virtue of the fact that the item of business requiring Assembly action received a 2/3 majority vote of the present members of the Assembly. The agenda shall be open to all items submitted in time to meet the requirements of this Article.

Section f.

A meeting of the campus faculty senate (council) chairs shall take place during each regular meeting of the Assembly. This meeting shall be convened by the Vice-Chair of the Faculty Assembly. The agenda for the first part of the meeting may be set by the Executive Committee.

Article 6. Voting

Section a.

There shall be no voting by proxy. Only delegates or their authorized alternates present at the meeting may vote.

Section b.

The usual method of taking a vote is by voice except for votes to elect officers and Executive Committee members, which shall be taken by written ballot.

Section c.

When voting by voice any voting member of the Assembly may call for division such that the votes may be counted.

Section d.

A roll call vote or vote by secret ballot may be held with the approval of one-fifth of the voting members present.

Article 7. Elections

Section a.

It shall be incumbent upon each institution to designate and certify its Assembly members and alternates for the coming academic year. The chair of the faculty from each campus shall certify the membership of its delegation to the Faculty Assembly Chair at least one week prior to the last scheduled meeting of the academic year.

Section b.

Election of the officers for the following year shall take place at the last Assembly meeting of the academic year. He or she shall be elected by secret ballot in the following manner:

1. The order of election of officers shall be Chair, Vice-Chair, and Secretary.
2. Each candidate shall be asked to rise to be identified. Each candidate shall have the option to speak for not more than one minute prior to the balloting.
3. Election shall be by a majority vote of those members present and voting.
4. If an additional ballot is required, the number of votes cast for each candidate shall be announced prior to succeeding ballots.
5. When a delegate assumes the role of Chair, he or she shall no longer serve as a delegate and if his or her term has not expired, a replacement delegate should be selected from their institution. If his or her term has expired, he or she may serve the two years, as well as stand for another term as Chair.
6. When a delegate is elected to an officer position other than Chair, he or she shall continue to serve as a delegate of their institution. If his or her term as a delegate has expired, he or she may serve two terms of that position (if elected to a second term).
7. Selection of committee chairs shall take place at the summer meeting of the Executive Committee. Committee chairs shall be occupied by Executive Committee members.

8. The term of office shall coincide with the academic year. An election to fill a vacancy in any office or on the Executive Committee can take place at any regular or special meeting of the Assembly.

Article 8. Executive Committee

Section a.

There shall be an Executive Committee consisting of the three officers of the Assembly, the Chair elect, one officer from the staff of the University (who shall be appointed by the President of the University and who shall be a non-voting member of the Committee). The Parliamentarian shall also serve on the Executive Committee in a non-voting, ex-officio capacity.

Section b.

The Chair of the Historically Minority Institution committee shall serve as a member of the Executive Committee.

Section c.

In addition, six members elected from the full Faculty Assembly shall serve on the Executive Committee. One member shall be elected from each of the four major classifications of campuses (classifications by number of delegates, 5, 4, 3, 2, as set out in the charter). The Assembly delegates from each of the four major classifications of campuses will meet as a caucus before the end of the academic year and elect one of their number to serve as a member of the Executive Committee in the succeeding year. Two additional members of the Executive Committee shall be elected at large by the entire Assembly.

Section d.

Any Faculty Assembly delegate who has at any time served on the Faculty Assembly for at least one year, and, has been duly elected by their campus delegation for the academic year coinciding with the Executive Committee term, shall be eligible to stand for election to the Executive Committee.

Section e.

An Executive Committee member not serving as an elected officer can serve for three years and then must be off the Committee for at least one year before re-election.

Section f.

No one institution can have more than 2 members on the Executive Committee at the same time (excluding elected officers or the Parliamentarian).

Section g.

Executive Committee members shall be elected by the Assembly at the same meeting as officers are elected, no later than the last meeting of the academic year.

Section h.

The Chair of the Faculty Assembly shall be Chair of the Executive Committee.

Section i.

The Executive Committee shall review periodically the structure and functions of the standing committees and task forces (as provided in Articles 11 and 12) and make recommendations to the Assembly for appropriate changes.

Section j.

Committee Chairs and Task Force Chairs may request to meet with the Executive Committee at any time. The request should be in writing to the Chair at least one month prior to the next Executive Committee meeting. The Executive Committee may request that a committee or task force chair give a report to the Executive Committee. A committee or task force chair should be notified one month in advance, but may give less notice if the matter is urgent.

Section k.

The Executive Committee shall assume only such prerogatives and powers as shall be delegated to it by a majority vote of the Faculty Assembly. The authorization shall include long-range planning for the Faculty Assembly, and authorization to act for and represent the Faculty Assembly when the Faculty Assembly is not in session. Any action taken by the Executive Committee between sessions requires a 2/3 vote of the Executive Committee and shall be reported to and affirmed (or rescinded) by the full Assembly at the next scheduled Faculty Assembly meeting.

Article 9. Duties of Officers**Section a.**

The Chair shall perform the duties usually associated with this office including, but not limited to, presiding at meetings of the Assembly; generally supervising the activities of the Assembly; appointing members of task forces and special committees; with the guidance of the Executive Committee, appointing members, but not chairs, of standing committees and task forces; and serving as chief liaison officer between the Assembly and the President of the University, the Board of Governors, and other appropriate agencies. The Chair shall communicate the proceedings of each meeting of the Assembly to the President.

Section b.

The Vice-Chair shall perform the duties of the Chair in the event of the Chair's absence or disability. In the event that the office of Chair falls vacant, the Vice-Chair shall assume that office, and a new Vice-Chair shall be elected at the next regular meeting. In coordination with the Chair, the Vice-Chair shall facilitate communication between Faculty Assembly and the constituent campuses, and shall facilitate meetings of faculty senate/council chairs at the Faculty Assembly full meetings. The Vice-Chair shall communicate frequently with the committee and task force chairs and make progress reports to the Executive Committee, when appropriate. The Vice-Chair may decide to invite any committee or task force chair to bring a discussion to the Executive Committee (as described above, [Article 8.h](#)). The Vice-Chair will also perform other duties as requested by the Chair.

Section d.

The Secretary shall be responsible for the preparation of the minutes of all meetings, for custody of the records of the Assembly, for giving notice of the meetings of the Executive Committee and the Assembly, for circulating the agenda, and for distributing copies of the minutes of the Faculty Assembly and Executive Committee meetings within two weeks of the meeting to all delegates and other designated individuals. The minutes shall be sent to the Administrative Assistant for the Assembly for posting to the website. Other duties are referred to in [Article 2, Section d](#) and [Article 14, Section b.1.](#)

Article 10. Nominations

The Executive Committee shall constitute a Nominations Committee of at least two, but no more than five, members. At least ten days prior to the meeting at which an election is to be held, this committee shall circulate, by written or electronic means, a slate of nominees for each elective office. All nominees must have agreed to their nomination prior to election by the Assembly. The committee shall solicit from each officer nominee a statement of qualifications, not to exceed 300 words, and shall circulate these to the delegates, by written or electronic means, at least ten days prior to the election. The nominees will be presented to the full membership of the Assembly at the meeting specified for their election, at which time additional nominations may be made from the floor.

Article 11. Standing Committees

(other than the Executive Committee)

Section a.

During its first summer session, the Executive Committee will (after consultation with the delegates) form committees related to the on-going work related, but not limited to, issues of academic freedom, promotion, tenure, faculty development and welfare, academic programs, research, the budget, governance issues, and technology. Chairs for each committee will be designated and a draft work plan developed prior to the first meeting of the full Assembly. Each committee will be charged with keeping informed of significant issues facing General Administration in regard to their work and connect with Board of Governors activity as appropriate in an effort to share timely and relevant faculty perspectives with key personnel at General Administration. Committee work is expected to be on-going throughout the year and the Assembly meetings will provide time for reports. Historically Minority Institutions. This committee will cover issues relating to historically minority institutions (HMI) and minority issues, system-wide and nationally, and work with other committees to assure that priority issues important to HMI's are incorporated into the thinking and work of all other committees.

Section b.

The members of each committee must be members of the Assembly.

Section c.

Chairs of committees and task forces shall prepare their committee meeting agenda and chair their respective meetings, provide written meeting minutes within one

week of each meeting and provide a final report to the Assembly that shall be sent electronically to the Secretary of the Assembly prior to the final meeting. They will also maintain the records of the committee for transmittal to their successors.

Article 12. Task Forces

Section a.

Task forces will be formed to do the work of the Assembly, and will exist only until the work is completed and a final report is presented. The Chair of the Assembly will create task forces based on requests from the committees, from the system President, or others, as appropriate. Creation of task forces will be the main way of conducting business in the Assembly. Task forces will be created after consultation with the Executive Committee. The Chair of each task force shall be a member of the Assembly. Non-assembly members may be appointed to serve on a task force. The majority of the membership of any task force must be members of the Assembly.

Section b.

Task forces will receive a charge from the Chair of the Assembly. The task force Chair will respond with a time line and identification of any support the task force may need from committees of the Assembly or personnel in General Administration. Task force chairs must give a progress report when requested by the Chair and must present a final report when the work of the task force is completed.

Article 13. Operations

Section a.

Each Chair of the Assembly shall, within a month of assuming office, consult with the President of the University of North Carolina concerning budgetary support for the Assembly, including the office space, secretarial assistance, supplies and travel required for the business of the Assembly and its members.

Section b.

The guidelines contained in the latest revision of Robert's Rules of Order shall govern the Assembly in all cases to which they are applicable when they are not inconsistent with Bylaws or special rules of the Assembly. The parliamentarian is responsible for ensuring these rules of order are followed.

Article 14. Reports

The basic record of the actions and deliberations of the Assembly shall be the minutes of meetings kept by, or under the supervision of, the Secretary of the Assembly. Copies of the minutes shall be circulated to all members of the Assembly, the Chancellors of the various institutions, the President of the University, the Chair and the Vice Chair of the Board of Governors, and such other individuals as the Assembly, President, or Chair may designate. An electronic copy will be posted on the Faculty Assembly's website.

Article 15. Attendance

Section a.

Faculty members from the participating campuses are eligible to attend sessions of the Assembly as observers. Faculty or student members of special task forces may, as a matter of course, be eligible to attend and participate in those portions of meetings of the Assembly at which matters pertaining to those task forces are discussed.

Section b.

Alternate members of the Assembly, unless standing in for a voting member, may participate in discussions of the Assembly only when given privileges of the floor by the Chair.

Section c.

The President of the University and the President's designated representatives shall have a standing invitation to attend and participate in the discussions at all meetings.

Article 16. Amendments

Section a.

The Bylaws may be amended by the vote of two-thirds of those voting members present at any meeting of the Assembly, provided the substance of the proposed amendment has been circulated in print or by electronic means in time to be received by all members at least two weeks prior to the meeting at which action is proposed.

Section b.

No amendment to the Bylaws may have the effect of amending, modifying, or altering the Charter. It shall be the duty of the Executive Committee to insure that such will not be the result.

February 23, 1973 – Original July 1, 1974 – Revised
December 5, 1975 – Revised
April 29, 1977 – Revised
April 28, 1978 – Revised
April 15, 1983 – Revised
February 17, 1989 – Revised
November 6, 1998 – Revised
February 18, 2000 – Revised
September 21, 2001 – Revised
April 25, 2003 – Revised
October 1, 2004 – Revised
April 8, 2005 – Revised
November 16, 2007 – Revised
January 18, 2008 – Revised
April 16, 2010 – Revised
March 25, 2011 – Revised
September 15, 2017 – Revised
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C. Standards of Shared Governance

These Standards of Shared Governance on the 16 UNC Campuses was adopted by the Faculty Assembly of the University of North Carolina April 2005

1. Preamble

A strong tradition of shared governance is essential to the excellence of any institution of higher learning. This principle is embodied in Section 502D(2) of the Code of the Board of Governors, which makes it the responsibility of the chancellor of each constituent institution of The University of North Carolina to ensure that the institution's faculty has the means to give effective advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria, and that the appropriate means of giving such advice is through an elected faculty senate or council and an elected chair of the faculty. To the end that chancellors may more effectively carry out this responsibility, the Faculty Assembly commends the following statement of essential standards of governance.

2. Definitions

As used in this document, the following terms have the meanings indicated:

- a. **"Faculty"** includes all persons holding full-time tenure-track appointments in the institution and such other faculty members and librarians as may have been accorded voting privileges in faculty elections.
- b. **"Faculty senate"** means the elective body, by whatever nomenclature, empowered by the faculty to exercise its legislative powers.
- c. **"Chair of the faculty"** means the faculty member, by whatever nomenclature, elected by the faculty at large or by the faculty senate as the chief faculty officer and spokesperson.

3. The Faculty Senate

- a. The faculty senate must hold regularly scheduled meetings throughout the academic year.
- b. With few exceptions, voting membership of the senate must be limited to elected faculty representatives.
- c. Members of the senate must represent the academic units of the institution and must be elected directly by the faculty of those units.
- d. While it is the chancellor's prerogative to preside over the senate, it is preferable and customary for the chancellor to delegate this privilege to the chair of the faculty, especially for those portions of meetings during which the senate is deliberating on questions of academic policy and institutional governance.
- e. The officers of the senate must be elected by the membership of that body or by the faculty at large.

- f. The structure, method of election, and powers of the senate must be specified in a document approved by and amendable by the faculty at large or its designated representatives.
- g. Procedures for the operation of the senate must be established by reference to recognized authorities such as Roberts' Rules of Order or in published bylaws adopted by the senate.
- h. The senate must be given adequate resources to ensure effective governance, including:
 - 1. an adequate budget
 - 2. reasonable authority over its budget
 - 3. adequate office space
 - 4. adequate secretarial support

4. The Chair of the Faculty

- a. There must be a chair of the faculty who is elected either by the faculty at large or by the faculty senate. The chair of the faculty shall be the chief spokesperson for the faculty.
- b. The chair of the faculty must be allowed reassigned time commensurate with the duties of the office.

5. Faculty Governance Responsibilities

- a. The legislative and consultative powers of the faculty must be codified in a published governance document approved by and amendable by the faculty or their elected representatives.
- b. The university's curriculum is the responsibility of the faculty. The faculty, acting as a committee of the whole or through representatives elected by the faculty or designated pursuant to procedures established by faculty legislation, must give approval to academic policies prior to their implementation, including but not limited to the following:
 - 1. graduation requirements
 - 2. the undergraduate curriculum
 - 3. the establishment, merger, or discontinuation of departments, schools, and colleges
 - 4. the establishment of new degree programs (including online programs)
 - 5. the establishment of or substantive changes to majors
 - 6. the elimination or consolidation of degree programs
 - 7. the establishment of individual new courses
 - 8. admissions policies
 - 9. attendance and grading policies
 - 10. grade-appeal procedures
 - 11. drop/add policies
 - 12. course-repeat policies
 - 13. policies for honors programs
 - 14. honor-code policies
- c. The curriculum leading to and policies with respect to the award of graduate and professional degrees

- d. must be established by the faculties of the schools or colleges that admit and certify candidates for those degrees.
- e. The faculty, through its designated representatives, must be consulted on any proposal to adopt or amend campus policies of reappointment, tenure, and promotion, and of post-tenure review. It is expected that any such proposals will be initiated by the faculty, and that full opportunity for faculty analysis and discussion will be allowed before any modifications in such proposals are adopted.
- f. The faculty, through its designated representatives, must be afforded full opportunity to review and approve faculty handbooks, academic policy manuals, and any institutional policy statements that affect the faculty's teaching, research, or conditions of employment.
- g. For joint committees on which the faculty is represented:
 - 1. Faculty representation must appropriately reflect the degree of the faculty's stake in the issue or area the committee is charged with addressing.
 - 2. The faculty members of joint committees must be selected in consultation with the elected faculty leadership or by processes approved by the senate.
- h. The granting of honorary degrees is a prerogative of the faculty. All nominees for honorary degrees must be approved by the faculty or its designated representatives before final approval by the board of trustees.

6. Administration-Faculty Collegiality

- a. A collegial, candid, and cooperative relationship should exist between the administration and the faculty. When requested, administrators should appear before the senate and respond to questions.
- b. It is expected that senior administrators will uphold the decisions of the senate in areas in which the faculty has primary responsibility, such as curriculum and tenure/promotion policies.
- c. The chancellor and other senior administrators should consult in a timely way and seek meaningful faculty input on issues in which the faculty has an appropriate interest but not primary responsibility, including but not limited to the following:
 - 1. the university mission, emphases, and goals
 - 2. budget
 - 3. campus master plan or strategic plan
 - 4. building construction
 - 5. enrollment growth
 - 6. tuition policy
 - 7. student discipline
 - 8. intercollegiate athletics
 - 9. faculty and staff benefits
 - 10. libraries and other research facilities
- d. The chancellor should effectively advocate the principles of shared governance to the Board of Trustees.
- e. The chancellor should typically sustain the recommendations of faculty tenure, hearings, and grievance committees. When the chancellor acts against the recommendations of such committees, the chancellor should meet with the committee or otherwise adequately communicate the reasons for not sustaining its recommendations.

- f. The Board of Trustees should exercise due respect for the governance prerogatives of the faculty.
- g. The faculty should participate meaningfully in the selection of academic administrators through membership on search/hiring committees and the opportunity to meet and comment on “short-listed” candidates before hiring decisions are made.
- h. The faculty of each college, school, or department should be consulted in the appointment or reappointment of the dean or department chair either through majority membership on the search or evaluation committee or by direct consultation with the appointing administrator either in person or by other means approved by the faculty senate.
- i. The term of appointment of academic deans and department chairs should not exceed five years. If appointed for an indefinite term, an academic dean or department chair should be formally evaluated for continuation in office not less frequently than every five years.
- j. The chancellor or provost, in consultation with the faculty senate, should establish effective procedures that enable members of the faculty having voting privileges to evaluate regularly the performance of senior administrators. This evaluation should be in addition to and independent of the mandated periodic evaluation of administrators by the chancellor or the board of trustees.

7. Compliance

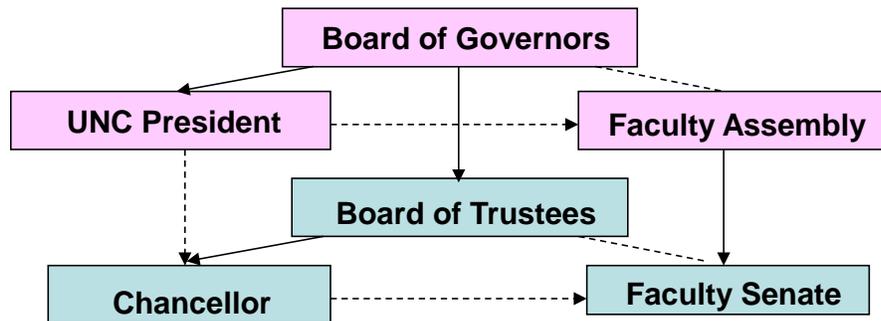
It is the responsibility of the faculty of each campus to advocate, seek, and monitor the campus’s adherence to the Standards of Shared Governance. When a campus is not in compliance with one or more standards, faculty should seek resolution through processes at the campus level. However, when the faculty’s sustained efforts to secure compliance have not been successful, the faculty, through its senate or the chair of the faculty, is encouraged to consult with the officers of the Faculty Assembly, who will bring the matter to the attention of the President and work with all parties to achieve a resolution.

Chapter III: Governance Relations

A. The UNC System

1. Overview

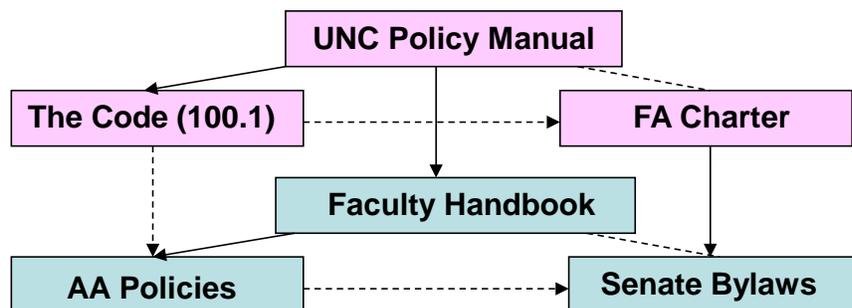
The North Carolina Statutes provide for a UNC system level and a campus level governance structure. The statutes prescribe the roles and responsibilities of the governing boards, the UNC President, and the chancellors. The statutes direct the chancellors to insure the existence of a faculty senate/council for each campus, but the faculty assembly is not mentioned in the Code.



[BOG](#) – 28 members elected by the General Assembly. Charged with "the general determination, control, supervision, management, and governance of all affairs" of UNC campuses

[UNC President](#) – Chief UNC administrative officer

Figure 1: UNC Governance Structure



[UNC Policy Manual](#) – Campus-wide policies of the BOG

[The Code](#) – Main UNC Governance document

[FA Charter](#) – Establishes the role of the Faculty Assembly

[Faculty Handbook](#) – Main governance document for each campus

[Faculty Senate/Council](#) – Centerpiece of shared governance.

Figure 2: System and Campus Governance Documents

The [17 campuses](#) are responsible to a common [Board of Governors](#), who elect a [President](#) as chief administrative officer of the university.

2. The Code

[The Code of the Board of Governors](#) is the official governing document of the UNC Board of Governors.

[Section 18 of Chapter 1244 of the 1971 Session Laws for the state of North Carolina](#) directs the Board of Governors of the University of North Carolina to adopt, for itself and all constituent institutions, a revised code based upon The Code of the University of North Carolina as it may have existed prior to July 1, 1972. This new code was to be modified in such ways as the Board of Governors may deem desirable in order to take into account the practices and needs of all the constituent institutions.

The Code is part of the larger [Policy Manual](#) of the University of North Carolina.

Sections 601-610 of The Code are particularly important because they address academic freedom, tenure and promotion, and other matters of considerable concern to faculty members. The duties of campus Boards of Trustees are set forth in Chapter IV of [The Code](#)

Faculty Assembly delegates should also familiarize themselves with such key provisions of the UNC Policy Manual as those relating to detailed aspects of tenure and promotion, faculty grievances, faculty service and military leave, faculty serious illness and disability leave, political activities and candidacy, relationships with students, and much more. While Assembly delegates should not try to provide “free-lance” interpretations of policies such as these, their responsibilities extend to understanding the relationship between campus policies and UNC system policies in order to help alert colleagues of key developments in times of need.

3. The Board of Governors for the University of North Carolina

a. Duties and Responsibilities

In accordance with North Carolina General Statute [GS 116-11](#) [1], the UNC Board of Governors is the policy-making body legally charged with determining, managing, and governing the affairs of all the constituent institutions. The duties of the BOG are described in [Chapter II of The Code](#). These include ensuring that financial resources are adequate for each institution’s programs. The statute requires that the BOG submit a recommended budget for the university system and the constituent institutions to the Governor and the North Carolina General Assembly. These budgets prioritize new programs, enrollment increases, and capital improvements. The BOG is also responsible for setting tuition and fees and for dispersing funds among the seventeen constituent institutions. The UNC Board of Governors is composed of twenty eight voting members elected by the North Carolina General Assembly for four-year terms and also includes special non-voting members with varying terms such as former chairs of the Board, former governors and the president of the UNC

Association of Student Governments (or that student's designee). Half of the Board is elected every two years. The BOG meets no fewer than six times per year by North Carolina statute. Members of the UNC Board of Governors and minutes of their meetings are listed on the [Board of Governors website](#).

b. Relationship between BOG and FA

The UNC Faculty Assembly serves as a liaison to UNC General Administration, which in turn operates under the oversight of the UNC Board of Governors (the citizen governing board charged by the North Carolina Legislature with many responsibilities for decision-making and oversight of the collective UNC campuses). Faculty Assembly leaders endeavor to attend all Board of Governors meetings and communicate information that is made available to them so that those on faculty leaders on the campuses can know what is going on. Delegates are also encouraged to browse through the UNC Board of Governors' meeting agenda and meeting materials. For those interested in learning more about the legal framework governing the UNC system, see chapter 116 of the NC General Statutes.

4. The President

a. Duties and Responsibilities

[The President](#) is the chief administrative and executive officer of the university and has complete authority to manage the affairs and execute the policies of The University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors and the provisions of The Code.

The President is the official administrative spokesperson for and the interpreter of the university, and as such, is responsible for the presentation and interpretation of all university policies, recommendations, and requests to the Board of Governors, the governor, state officers and commissioners, and the federal government. The President is the official administrative medium of communication between the Board of Governors and all individuals, officials, agencies, and organizations, both within and without the university and its constituent institutions.

The President recommends to the Board of Governors the adoption, modification, revision or reversal of policies, rules, and regulations applicable to The University of North Carolina and any or all of its constituent institutions. To this end, the President is empowered to establish and maintain agencies of inquiry and administrative lines of communication, which include the constituent institutions, to ensure prompt perception of needs for problem identification and analysis, decision, and policy formulation.

The President prepares the proposed budget of the University of North Carolina and submits such proposed budget to the Board of Governors for approval. The President assumes and retains at all times control over all budgets of the university.

Within the framework of the regulations of the Board of Governors, the President prescribes the specific duties and assignments of the principal officers reporting to him/her. The President may also establish and define the duties of all university councils and committees that advise and assist in the execution of his/her duties.

b. Relationship between the President and FA

The Faculty Assembly serves the UNC President in an advisory capacity in all system-wide matters that affect the faculty, the students and the education mission of the institution.

B. The 17 UNC Campuses

A list of the home page of the [seventeen campuses](#) is found at the UNC website.

1. Relationship between Campuses and the FA

The UNC Faculty Assembly operates as an extension of campus faculty governance activities, but has no power to direct faculty senates to proceed in any particular manner. UNC Faculty Assembly campus delegations in some instances serve as members of their local Faculty Senates/Councils. UNC Faculty Assembly minutes appear on its website and delegates should share this information with the Faculty Senators on their campuses. The Bylaws indicate that Faculty Assembly delegates present a yearly report to their campus Senates no later than the last meeting of the Senate during a given academic year. The UNC Faculty Assembly from time to time determines that delegates should ask their campus Senates to address particular matters in order to provide a record of faculty viewpoints that can prove critical in conveying faculty views to the UNC system leadership or the Board of Governors.

UNC Faculty Assembly delegates can assist their campuses by becoming familiar with the structural relationship between the UNC system and the individual campuses, staying up-to-date on current developments, and sharing emerging issues from the campuses with the UNC Faculty Assembly leadership so that coordinated efforts can be undertaken where relevant. Recent examples where such coordination has proved helpful include the development of updated campus post-tenure-review policies and the articulation of a united faculty view concerning changes in the UNC Code and Policy Manual regarding conditions controlling potential discharge of faculty members for cause.

2. Relationship with Faculty Senate Chairs

Campuses determine whether their current Faculty Senate Chairs serve as members of their local Faculty Assembly delegations. Many campuses choose to send their current Senate Chairs as delegates to the Assembly (within their total number of delegates), but others choose for their "Chair-Elects" to serve in that capacity. The Assembly endeavors to communicate with campus Faculty Senate Chairs as a matter of course, even if the current Faculty Senate Chair is not formally a delegate. Faculty Senate Chairs who are not current Assembly delegates may attend and participate in Faculty Assembly meetings, but may not vote.

3. Relationship with Faculty Senates/Councils

[Faculty Senates or Councils](#) on the campuses are situated at the heart of shared governance, since the campuses are the place where education is delivered, faculty live and work, and critical decisions are made. In important respects, campus action is controlled by provisions of state legislation as well as by the UNC Code (the first chapter of the UNC Policy Manual, approved by the UNC Board of Governors). For example, Section 502 of the UNC Code details the relations of the Chancellors to the UNC system President, to the campus Board of Trustees, and to the "institution" they serve.

Faculty Senates on the individual campuses undertake important work every year on a variety of subjects. One of the principal responsibilities of the UNC Faculty Assembly is to facilitate communication and exchange of best practices within the UNC system. The Faculty Assembly has therefore asked campus delegations to assure that minutes of Faculty Senate meetings on the campuses, and major reports (on such difficult questions as work load, tenure-review, support for non-tenure-track faculty members, and so forth) are shared with the Faculty Assembly leadership so that this information can be made available to all.

Chapter IV. Logistical Matters

A. Meeting Location and Dates

UNC Faculty Assembly meetings are generally held in the Spangler Center, home of UNC General Administration, located at 910 Raleigh Road, Chapel Hill, NC 27515-2688, telephone (919) 962-1000.

Meeting dates of the UNC Faculty Assembly are posted at the [FA Website](#).

B. Attendance Plans

UNC Faculty Assembly delegates will generally receive a link to a “doodle” poll from Kelley Gregory (kelleyg@northcarolina.edu) about two weeks in advance of scheduled meetings. Please respond to the poll so that we are able to arrange for food for the meetings at an appropriate level, without wasting our scarce funds. If you are not available for the particular meeting, be sure that one of your campus alternates can attend in your stead.

C. Travel

UNC Faculty Assembly delegates are asked to car pool and use state cars whenever possible to keep costs down. For more detailed information, see the GA Policies and Procedures. If you have questions, contact Kelley Gregory at (kelleyg@northcarolina.edu) for information. Note that you will need to certify that a state car is not available in order to receive reimbursement for your private car. It is requested that reimbursement for private cars be utilized judiciously as resources are limited. If you are in the Triangle area, please consider not filing for reimbursement.

D. Lodging

The State of North Carolina has established very limited rates for reimbursement of lodging while on official travel. Kelley Gregory (kelleyg@northcarolina.edu), our UNC Faculty Assembly staff assistant, has negotiated rates that are very favorable for delegates at several good local hotels in Chapel Hill, provided that delegates reserve in advance and clearly indicate that they are traveling in connection with attendance at meetings sponsored by UNC General Administration.

You will be provided links for registration in emails prior to the meetings. Please note that you will not be reimbursed at a higher rate than \$71.20 per night.

It is requested that you spend the overnight ONLY when it is NOT possible due to distance for Friday morning travel. Again, resources are scarce.

E. Food

We observe the state limits on reimbursement for food while on state-approved travel. Faculty members coming from a distance may be eligible for limited levels of reimbursement for dinner on the Thursday evening prior to a Faculty Assembly meeting.

Assembly delegates will NOT be reimbursed for breakfast or lunch costs on the day of a Faculty Assembly meeting, since continental breakfast is generally provided as part of hotel arrangements at the specified hotels, and lunch is provided for all delegates as part of the Faculty Assembly meeting.

In addition, we ask that those with dietary restrictions (allergies or other constraints) notify Kelley (kelleyg@northcarolina.edu) in advance of meetings so that we can be sure we make appropriate arrangements for food that meets your needs.

F. Reimbursement Protocols

Help us be sure that we submit reimbursements in a timely manner. Assembly delegates are asked to sign and submit documentation relating to attendance at UNC Faculty Assembly meetings at the end of those meetings so that reimbursements can be processed.

Reimbursement requests not submitted within 30 days of the date when they are incurred are no longer subject to state reimbursement.

Contact Kelley Gregory at kelleyg@northcarolina.edu if you have questions.

Appendices

A. 2017 FA Executive Committee

Chair	Gabriel Lugo	UNCW	Mathematics	lugo@uncw.edu
Chair Elect	David Green	NCCU	Law	dgreen@NCCU.EDU
Vice Chair	Tim Ives	UNC CH	Pharmacy	Timothy_Ives@med.unc.edu
Secretary	Kimberly Cogdell	NCCU	Law	kcogdell@nccu.edu
HMI Caucus Chair	Ralph Barrett	NCCU	Music	rbarrett5@nccu.edu
2 Delegate Caucus	Ashton Powell	NCSSM		powell@ncssm.edu
3 Delegate Caucus	Kimberly Tran	FSU	Psychology	ktran@uncfsu.edu
4 Delegate Caucus	Jeanne Pursuit	UNCW	Communications	persuitj@uncw.edu
5 Delegate Caucus	Frederick Parker	NCSU	AGRC/ECON	fred_parker@ncsu.edu
At large Delegate	Alton Banks	NCSU	Chemistry	alton_banks@ncsu.edu
At large Delegate				
Parliamentarian	Jim Martin	NCSU	Chemistry	martinjd@ncsu.edu

			
G. Lugo	D. Green	T. Ives	K. Cogdell-G
			
R. Barrett	A. Powell	K. Tran	J. Pursuit
			
F. Parker	A. Banks	At Large	J. Martin

[Membership](#) (13 members total; 11 elected, 2 appointed)

- 3 elected officers of the Assembly (Chair, Vice Chair, Secretary)
- Chair-elect
- 1 officer from the staff of the University (appointed by the President; non-voting)
- 1 Parliamentarian (non-voting, ex-officio; appointed by the Chair)

- 7 members from the full Faculty Assembly
 - 4 members, 1 from each of the four major classification of campuses ([Chapter II.A, Article 2.a](#)) based on total number of faculty at each campus as a percentage of the total number of faculty in the system):
 - 5 delegate campuses: ECU, NCSU, UNC-CH, UNCC
 - 4 delegate campuses: ASU, NCA&T, UNCG, UNCW
 - 3 delegate campuses: ECSU, NCSSM, UNCA, UNCSA
 - 1 member – the chair of the Historically Minority Institutions Committee
 - 2 at large members (elected by the entire Assembly)

The Work of the Executive Committee:

An effective Faculty Assembly Executive Committee (FAEC) is an essential element of our share governance structure.

The FAEC needs prudent and assiduous members who are willing and able to work collaboratively with the Chair to formulate, communicate, and execute an increasingly complex set of share governance initiatives that promote and support a strong university system.

At a minimum, FAEC members will be tasked with setting the agenda for Faculty Assembly meetings, serving in leadership roles in FA Committees, and (as appropriate) serving as faculty representatives on GA committees/workgroups/taskforces.

FAEC Meeting Schedule

- A 2-day planning retreat in the summer
- The Thursday evening before each Assembly meeting (typically 5:30 – 8:00)
- An agenda-setting conference call approximately 2½ to 3 weeks before each FA meeting
- Additional conference calls, as needed between FA meetings to take care of logistical details for meeting events.

B. Faculty Handbooks & Organizational Charts

Campus	Faculty Handbook	Org. Charts	Latest Org Chart	Senate
ASU	ASU FH	ASU Org. Main site	ASU OC 2016	ASU Senate
ECU	ECU FH**	ECU Org-Chr	ECU OC 2016	ECU Senate
ECSU	ECSU FH**	Dev Plan Sect 1.5**	ECSU OC 2012**	ECSU Senate
FSU	FSU FH*	FSU-Chancellor	FSU OC 2014**	FSU Senate
NCA&T	NCA&T FH		NCAT OC**	NCA&T Senate
NCCU	NCCU FH**	NCCU OC Main site	NCCU OC 2017**	NCCU Senate
NCSU	NCSU Gov Doc	NCSU Org Main site	NCSU OC 2014	NCSU Senate
UNCA	UNCA FH	UNCA Admin	UNCA OC 2015**	UNCA Senate
UNC	UNC Fac Code	UNC Org Main site	UNC OC 2017**	UNC Fac Gov
UNCC	UNCC Gov Doc	UNCC Org Main site	UNCC OC 2016**	UNCC Fac Gov
UNCG	UNCG FH			UNCG Senate
UNCP	UNCP FH	UNCP Org Main site	UNCP OC 2016**	UNCP Senate
UNCW	UNCW FH**	UNCW Org Main site	UNCW OC 2017**	UNCW Senate
UNCSA	UNCSA FH	UNCSA Chancellor	UNCSA OC 2017	UNCSA Fac Gov
WCU	WCU FH**	WCU Org Main Site	WCU OC 2015**	WCU Senate
WSSU	WSSU FH*			WSSU Senate
NCSSM				

* Link in page not working

** Copy and Paste the hyperlink

C. Chairs of the Faculty Assembly

The following faculty members have served as Assembly chairs:

• 1973-1974	Henry C. Cooke	NCSU
• 1974-1976	Henry C. Ferrell	ECU
• 1976-1977	Vincent M. Foote	NCSU
• 1977-1979 (Jan.) ¹	Roy Carroll	ASU
• Feb. - June 1979	Helen M. Caldwell	ECSU
• 1979-1981	Shirley C. Browning	UNCA
• 1981-1984	Alan J. Hauser	ASU
• 1984-1986	James LeRoy Smith	ECU
• 1986-1987 (May) ²	Betty Jo Welch	UNCW
• 1987-1988	Meada Gibb	NCA&T
• 1988-1990	Fred Hinson	WCU
• 1990-1991	Kathleen Kowal	UNCW
• 1991-1993	Ken Wilson	ECU
• 1993-1995	William Kane	WCU
• 1995-1997	Peter Petschauer	ASU
• 1997-1999	Laura Gasaway	UNC-CH
• 1999-2001	Keith Howell	UNCG
• 2001-2003	Richard Veit	UNCW
• 2003-2005	Jeff Passe	UNCC
• 2005-2008	Brenda Killingsworth	ECU
• 2008-2010	Judith Wegner	UNC-CH
• 2010-2012	Sandie Gravet	ASU
• 2012-2014	Catherine Rigsby	ECU
• 2014-2016	Stephen Leonard	UNC-CH
• 2016-	Gabriel Lugo	UNCW

¹ Roy Carroll's term ended when he was appointed Vice President for Planning at UNC General Administration.

² Betty Jo Welch died in office.

D. Additional Resources

- Old [University of North Carolina \(System\) Website](#)
- [UNC Board of Governors](#)
- [UNC Code/Policy Manual](#)
- [UNC Staff Assembly](#)
- [Government Links](#)

E. Style Format

The format of this manual adheres to the Purdue Alphanumeric Outline Styles

Heading 1. Verdana 16 boldface, indent 0.00". Capital Roman numerals (**I, II, III**) used for chapter labels.

Chapter I.

Chapter II.

Heading 2. Verdana 14 boldface, indent 0.00". Capital Latin letters (**A, B, C**) Used for Parts.

A. Charter

B. Bylaws

Heading 3. Verdana 12, boldface, indent 0.25". Numeric labels used for governance document articles (**Article 1, 2, 3**), and for headings (**1, 2, 3**) of other policies.

Heading 4. Verdana 10, boldface, indent 0.50". Lowercase Latin letters (**a, b, c**) used for section headings

1. Multilevel list, level 1. Indented 0.75"
 - (a) Multilevel list, level 2. Indented 1.00"
 - (1) Multilevel list, level 3. Indented 1.25"
 - Multilevel list, level 4. Indented 1.50"
 - ◊ Multilevel list, level 5. Indented 1.75"