

CONSTITUTION OF THE PACE UNIVERSITY WESTCHESTER FACULTY COUNCIL

PREAMBLE

The Pace Westchester Faculty Council is organized in order to provide a structure within which the members of WFC may engage in a cooperative effort directed toward the progressive improvement of the University.

In order to ensure meaningful faculty participation in decisions at Pace University

Article II. Authority of the WFC

The WFC is the legislative body through which the Westchester Faculty makes decisions in areas of determinative powers. The WFC is also the mechanism for the Westchester Faculty to make recommendations to the President or other appropriate bodies.

Article III. Structure, Powers and Responsibilities

The WFC operates through its officers and standing committees:

A. Officers :

Section 1. The officers of the Council shall be a Chairperson, First and Second Vice-Chairpersons, and a Secretary. The Chair may appoint a Parliamentarian who will be considered neither an officer nor a voting member of the Executive Committee. Council officers shall hold office for a two year period beginning with the first regular meeting of the Spring semester of the academic year in which they are elected

Section 2. Officers of the Council must have been members of the WFC for a period of not less than one year prior to the time of their nomination.

Section 3. Nomination and Elections of Officers.

a. By the last regular WFC meeting of the spring semester of even numbered years, the Chair shall appoint a Nominating Committee consisting of three members of the Council to prepare a slate of nominees. The Committee shall report its nominations at the November meeting. Additional nominations may be made by the membership of the Council at the December meeting at which time elections shall occur.

b. The officers shall be elected by a majority vote. Any member of the Council may request that the vote be taken by secret ballot.

Section 4. Vacancies.

In case of a vacancy, the Executive Committee shall nominate a replacement. Additional nominations shall be made by the Council and an election will be held at the meeting following the occurrence of the vacancy.

B. Duties of the Officers of the Council

Section 1. The Chairperson shall preside at all regular and special meetings of the Council and at the meetings of the Executive Committee. In the absence of the Chairperson, the First Vice-Chairperson, or in his or her absence, the Second Vice-Chairperson, shall preside. The Chair is also an **ex officio** member of every committee except the nominating committee.

Section 2. The First Vice-Chairperson shall assist the Chair and substitute for the chair when necessary. In case of a vacancy the Vice-Chair person shall assume all powers and responsibilities of the chair until an election is held at the next sessions of the Council.

Section 3. The Second Vice-Chairperson shall assist the Chair and substitute for the Chair when necessary.

Section 4. The Secretary

a. The secretary shall record the discussion during each regular and special meeting of the WFC for distribution to each member of the Council at least one week preceding the next meeting.

b. The minutes shall normally include the following:

i. Names of those present

ii. A summary of topics discussed;

iii. A verbatim report of any formal resolution offered, with the name of the proposer;

iv. The conclusion reached on any resolution so offered;

v. The name of the members of any committee appointed;

vi. Committee reports;

vii. A summary of miscellaneous announcements.

c. The minutes shall be subject to the approval of the Council.

Except when the timing of an emergency meeting makes such distribution impossible, the Secretary shall publish the agenda and the announced date and place of each WFC meeting and a first draft of the minutes of the previous meeting.

e. The Secretary shall keep a running record of all motions/resolutions passed by Council. Resolutions will be forwarded to the appropriate decision making person or body, as well the outcome of such resolution.

C. COMMITTEES

The Council shall have the following standing committees, with functions, duties, and membership as hereinafter set forth. They shall also have such duties as may be conferred from time to time by the WFC or the Executive Committee. Where designated, The Chair and one other committee member shall represent WFC to the JFC Joint Committee.

Section 1. Committee Membership

The chair of each committee is appointed by the Executive Committee of the Location Council. Faculty shall apply to the Faculty Council Chair who will, in consultation with the committee chair, make the committee membership appointments.

Section 2. Executive Committee

- a. The Executive Committee is composed of the Officers of Council, the Chair, the First and Second Vice-Chairs, the Secretary, and the two most recently retired Chairs.
- b. The Executive Committee shall prepare the agenda for each meeting;
- c. The Executive Committee of the WFC shall sit on the Executive Committee of the JFC as indicated by the JFC constitution.
- d.

Section 4. Admissions and Retention Committee

- a. The Admissions and Retention Committee is composed of the following:

Faculty representatives of each school and advisory non-voting members from OSA, Admissions Office, and OPARAB.

- b. The duties of Admission and Retention Committee are:
 - i. To make policy and procedural recommendations to the WFC on admissions and retention.
 - ii. To make recommendations to the WFC regarding admissions and retention issues brought to the WFC by the V.P. for Enrollment Management or other members of the administration.
 - iii. To make recommendations to the WFC regarding admissions and retention standards ensuring that appropriate standards are maintained or improved.
 - iv. The Chair and one member of the Committee will represent the WFC on the JFC standing committee on Admissions Policies and procedures.

Section 5. Committee on Student Affairs

The duties of Committee on Student Affairs are:

- i. To make policy recommendations to the WFC.
- ii. To establish and publish in conjunction with th

- iv. To communicate faculty concerns on matters related to faculty working conditions to the administration.
- v. To make policy on and to monitor compliance with academic freedom.
- vi. The Chair and one member of the Committee will represent the WFC on the JFC standing committee on Faculty Affairs, Budgets and Benefits.

Section 10. Committee on Scholarly Research

- a. Members of the Pace University academic administration: the President, Provost, Vice President for Academic Affairs, and the Deans, Associate Deans and Assistant Deans of the various schools and colleges;
- b. Members of the Pace University non-academic administration: Westchester Campus Vice Presidents, University Director of Libraries, Director of Counseling Services, Registrar, Dean of Students, Director of Student Life;
- c. Such other members of the University community as may be approved by the Executive Committee;

