

By—Laws of The Morehouse College Faculty

Article I. The Faculty

Introduction

Faculty members at Morehouse shall enjoy freedom of expression. In writing and speaking beyond the walls of the College, a faculty member should not represent his or her personal views as those of the College. The Faculty endorses the following Statement by the American Association of University Professors concerning academic freedom:

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial material, which has no relation to his subject.
3. The College or University teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances, Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional spokesman.
4. The Faculty should take the initiative, working with the administration and other components of the institution, to develop and maintain an atmosphere of freedom, commitment to academic inquiry, and respect for the academic rights of others.

[1-3 above are taken from the 1940 AAUP Statement on Academic Freedom, mostly verbatim, but with some paraphrase.]

Article II. Purpose of Faculty Organization

The primary objective of the Faculty at Morehouse College is to effectively perform its responsibilities with respect to educational policies and academic matters in conformance with the mission of the College and to initiate policies and procedures in which it has legitimate concerns.

Article III. Faculty Membership

The Faculty shall consist of full-time members of the administrative staff with faculty status and all full-time and regular part-time persons holding academic appointments as Lecturer, Instructor, Assistant Professor, Associate Professor, Professor and Visiting Professor.

The Senior Vice President shall maintain a list of members of the Faculty. All faculty members and only faculty members may vote in Faculty elections.

Article IV. Faculty Responsibilities

The Faculty shall be responsible, within the policies established by the Board of Trustees, for developing and evaluating programs of instruction, establishing standards for scholarship and for academic standing, retention and graduation of students, recommending candidates for degrees, authorizing courses and sequences of study and developing educational policies and procedures that conform to the mission of the College.

Article V. Officers of The Faculty

1. The President of the College shall be the Chairman of the Faculty. He shall preside at faculty meetings and perform other duties customary for a chairman. In his absence, the Senior Vice President shall preside. A secretary shall be appointed by the administration to take the minutes.
2. The Senior Vice President shall serve as Executive Officer of the Faculty and be responsible for the implementation of actions taken by the Faculty and defined by the President and/or Board of Trustees.

Article VI. Meetings

1. The Faculty shall meet twice a semester during the academic year and at other times on call of the Chairman or on call of forty or more faculty members. The notice of each meeting will include the agenda of the meeting.
2. Robert's Rules Of Order shall govern the conduct of faculty meetings.
3. Fifty-one percent of the total faculty membership shall constitute a quorum. A majority of faculty members present and voting is needed to approve action items and official business of the body. The Secretary of the Faculty shall record all votes and keep accurate records of faculty proceedings.

Article VII. Amendments

1. Any of these By-Laws, except Article VII, Section II, may be suspended by the unanimous vote of these present at any meeting duly called.
2. Amendments to these By-Laws may be proposed by the administration, members of the Faculty and the Faculty Council at any regularly scheduled meeting of the Faculty. All such proposed amendments shall be sent to the Faculty Council for its recommendations at the next regularly scheduled meeting of the Faculty. After adoption by a two-thirds vote of faculty members present at the next regular meeting of the Faculty, they shall be operative provided they do not conflict with the By-Laws of the Board of Trustees. The President shall be responsible for notifying the Board of Trustees about amendments to the By-Laws of the Faculty.

Article VIII. Governance Structure

The faculty governance structure includes the Faculty Council of Morehouse College and Standing Committees of the Faculty. The standing committees shall be as follows:

1. Committee on Faculty Welfare
2. Committee on Faculty Research
3. Committee on Faculty Development
4. Committee on Curriculum and Educational Policy
5. Committee on Appointments, Promotions and Tenure
6. Committee on Athletics
7. Committee on Admissions
8. Committee on Library and Media
9. Election Committee

All standing committees are expected to meet monthly, or as needed, and forward a copy of their minutes to the Faculty Council within a week of their meetings. Such minutes should also be available to any faculty members who wishes to read them. Meetings of the Faculty Council and of all standing committees are official only if a quorum is present (51 percent of the members.)

Article IX. Membership and Functions of the Faculty Council and of Faculty Standing Committees

Faculty Council

A. Membership and organization

The Faculty Council is elected by the Faculty, and is responsible to the Faculty. The Council shall consist of a total of nine faculty members (three from each of the old academic divisions)¹. Council Members shall elect a Chairperson,

¹ For the purposes of this document “the Divisions” shall refer to the Divisions as they were before the latest reorganization, namely, Humanities, Social Science and Natural Science.

Secretary and Assistant Secretary. The Chairperson of the Council shall preside at all meetings. The Secretary shall preside when the Chair is absent. The Council shall meet twice a month during the academic year. Meetings are open to all faculty members.

The members of the Faculty Council will consist of two tenured faculty members and one non-tenured faculty member from each of the academic divisions (Social Sciences and Business, Natural Sciences and Mathematics, and the Humanities). The Chairperson, Secretary and Assistant Secretary shall each serve a term of one year, and may be reelected the following year. The Council members serve staggered terms. To serve as a member of the Council, a faculty member shall have been employed at Morehouse for at least two years. Council members are eligible to serve at most two consecutive terms. They may run for reelection in subsequent elections.

A majority vote of the Council members present is needed to approve official business of the body. Voting shall be by voice vote and the Chairperson shall announce the results. The Secretary shall record all votes and keep accurate records of Council proceedings. The Secretary shall prepare the minutes for all council meetings. Copies of all records and minutes shall be filed and made available to faculty members.

B. Responsibilities

1. Nominate members to fill vacancies on the Faculty Committees.
2. Establish ad hoc committees when necessary.
3. Review proposed amendments and propose amendments to the faculty by-laws and make appropriate recommendations regarding these proposals to the Faculty in accordance with the Faculty by-laws.
4. Communicate concerns of the Faculty to the Administration.
5. Respond to initiatives from the President, the Senior Vice President for Academic Affairs, and standing faculty committees, and prepare action items for approval by the Faculty.
6. Recommend agenda items for faculty meetings in collaboration with the President.
7. Prepare a report concerning the work of the Council for the Educational Policy Committee of the Board of Trustees for the Fall and Spring meetings of the Board.
8. Respond to policy issues raised by individual faculty members. Request reports from Faculty Committees periodically and keep communication lines open vis a vis the Administration and all Faculty Committees.

C. Reporting Responsibilities

The Chairperson of the Council shall report in writing to the Faculty all actions of the Council.

Standing Committees of the Faculty

1. Committee on Faculty Welfare

A. Membership

The Committee on Faculty Welfare shall be composed of nine members, at least one of who shall be from each academic rank. They shall be elected for three-year staggered terms. The Committee shall elect a chair at its first meeting of the academic year.

B. Responsibilities

1. To examine College policies and make recommendations with respect to tenure and promotions.
2. To examine salary scales and policies and make recommendations for changes.
3. To examine fringe benefits and make recommendations.
4. To examine and make recommendations on teaching loads.
5. To monitor and make recommendations concerning the general working conditions of the faculty.
6. Develop policies concerning the evaluation of faculty members.

C. Reporting Responsibilities

The Chair of the Committee on Faculty Welfare shall report to the Faculty Council at least once a Semester, in November and in April. The Committee on Faculty Welfare shall compile a written report of its activities and submit it to the Faculty at least one week prior to the last Faculty Meeting of the year.

2. Committee on Faculty Research

A. Membership

The Committee on Faculty Research shall be composed of seven members as follows: six members of the Faculty elected for three-year staggered terms and the Vice Provost for Research (ex officio). Two faculty members shall represent each of the three divisions. The

Committee shall elect a faculty member as chair at its first meeting of the academic year.

B. Responsibilities

1. Examine College policies on faculty research and make recommendations for changes, as needed.
2. Work closely with the Senior Vice President and the Vice President for Research in awarding faculty research grants to members of the faculty. This will include announcing the availability of grants, creating an application process, and recommending faculty research awards to the Senior Vice-President .
3. Receive reports from faculty members who have received research grants.
4. Inform the Faculty of opportunities for faculty research.
5. To monitor and make recommendations concerning the general research facilities at the College.

C. Reporting Responsibilities

The Chair of the Committee on Faculty Research shall report to the Faculty Council at least once a semester, in November and in April. The Committee on Faculty Research shall compile a written report of its activities and submit it to the Faculty at least one week prior to the last Faculty Meeting of the year.

3. Committee on Faculty Development

A. Membership

The Committee on Faculty Development shall be composed of seven members as follows: six members of the Faculty elected for three-year staggered terms and the Senior Vice President (ex officio). Two faculty members shall represent each of the three divisions. The Committee shall elect a faculty member as chair at its first meeting of the academic year.

B. Responsibilities

1. Examine College policies on faculty development and make recommendations for changes, as needed.
2. Supervise the awarding of faculty development grants to members of the faculty. This will include announcing the availability of grants, creating an application process, and recommending faculty development awards to the Provost
3. Receive reports from faculty members who have received development grants.

4. Inform the Faculty of funding opportunities, seminars and workshops concerning faculty development.

C. Reporting Responsibilities

The Chair of the Committee on Faculty Development shall report to the Faculty Council at least once a semester, in November and in April. The Committee on Faculty Development shall compile a written report of its activities and submit it to the Faculty at least one week prior to the last Faculty Meeting of the year.

4. Committee on Curriculum and Educational Policy

A. Membership

This Committee shall consist of nineteen voting members. Twelve faculty members, four from each division, two students, the Senior Vice President (ex officio), and five Vice Presidents. One member from each division will be a departmental chair. The Senior Vice President shall call a meeting early in the academic year; at that meeting a faculty member shall be elected chair. Faculty representatives on the Committee will serve for three year staggered terms and may be reelected.

B. Responsibilities

1. Oversee the Core Curriculum.
2. Receive reports on the quality and effectiveness of undergraduate education, and foster improvement of teaching effectiveness, faculty evaluation and recognition of excellent teaching.
3. Approve the deletion or addition of courses as proposed by departments.
4. Examine College requirements for degrees and recommend to the Faculty such changes in the curriculum as the Committee deems appropriate.
5. Examine all proposals for adding or deleting majors, minors and other academic programs and make recommendations to the Faculty.
6. Examine off campus programs that receive academic credit and make recommendations pertaining to such programs.
7. Examine and make recommendations on policies pertaining to the accepting of transfer and advanced placement credit.
8. Examine the curriculum in order to ensure that all academic activities conform to the mission and goals of the College.

9. Study and recommend policies with respect to Summer School and Continuing Education.
10. Develop policies and make recommendations on academic standing, including honors, probation, suspension and dismissal.
11. Recommend educational policies that are consistent with the mission of the College and that will enhance the academic program.

C. Reporting Responsibilities

The Chair of the Committee on Curriculum and Educational Policy will report to the Faculty Council on its work at least twice a semester in October, December, February and April. Submit a written report on its work to the Faculty one week prior to the last Faculty Meeting of the semester. This report will then be discussed at the last Faculty Meeting of each semester. Any major changes proposed by the Committee will be discussed with the Faculty Council and will be presented to the Faculty at least one meeting before such changes are to be voted on. The Senior Vice President shall keep the Faculty Council informed concerning the work of this committee.

5. Committee on Admissions

A. Membership

The Committee on Admissions shall be composed of seven members as follows:

Six members of the Faculty will be elected for three-year staggered terms with the Director of Admissions serving as an ex officio member. Two faculty members will represent each of the three divisions, Humanities, Social Science and Natural Science. The Committee will meet once a month, or as needed, during the academic year. The Committee will elect a chair at its first meeting of the academic year. The Committee will have access to admissions data.

B. Responsibilities

1. Examine admissions procedures.
2. Review admissions criteria.
3. Make recommendations on admissions procedures and criteria.
4. Meet regularly with the admissions staff.
5. Oversee and review recruiting.

C. Reporting Responsibilities

As soon as elected, the Chair of the Committee will notify the Chair of the Faculty Council. Copies of the Committee's minutes will be sent to the Council and a liaison person on the Council will consult regularly with the Chair of the Committee. Once a semester the Committee will make a formal written report to the Council and in the Spring a report will be forwarded by the Council to the Faculty.

6. Committee on Library and Media

A. Membership

The Committee on Library and Media shall be composed of six members as follows: six members of the Faculty elected for three-year staggered terms. Two faculty members will represent each of the three divisions, Humanities, Social Science and Natural Science. The Committee will meet at least once a month, or as needed, during the academic year. The Committee will elect a chair at its first meeting of the academic year.

B. Responsibilities

1. Represent the College at AUC Library meetings.
2. Review library and media facilities and make recommendations for improvements.
3. Review databases available to Morehouse faculty and inform faculty of their availability.
4. Recommend additional databases to be made available to Morehouse faculty and students.
5. Liaison with other College and University libraries.
6. Meet with each of the divisions to discuss the special needs of that division.

C. Reporting Responsibilities

As soon as elected, the Chair of the Committee will notify the Chair of the Faculty Council. Copies of the Committee's minutes will be sent to the Council and a liaison person on the Council will consult regularly with the Chair of the Committee. Once a semester the Committee will make a formal written report to the Council and in the Spring a report will be forwarded by the Council to the Faculty.

7. Election Committee

A. Membership

The Election Committee shall be composed of six members as follows: six members of the Faculty elected for three year staggered terms. Two faculty members will represent each of the three divisions, Humanities, Social Science and Natural Science. The Committee will meet at least once in the Fall and more regularly in the Spring. The Committee will elect a chair at its first meeting of the academic year.

B. Responsibilities

1. To develop a set of election procedures. These procedures should be brought first to the Council and finally to the Faculty for approval.
2. Conduct elections according to the agreed procedures.

College Committees

In addition to the faculty committees, there are four college committees. Each of these committees includes elected members of the Faculty. They are:

- Appointments Promotion and Tenure Committee
- Board of Appeals
- Committee on Student Welfare
- Committee on Athletics

Article XIV Elections and Organization

Elections for vacancies on the Faculty Council, Standing Faculty Committees and College Committees shall be held by secret ballot in late March or early April. The Election Committee supervises the elections and announces the results.