

# **FACULTY ASSEMBLY**

To insure the faculty's proper role in governance of the institution, the Faculty Assembly has been established as the principal governing body of the institution, and certain procedures for development and approval of operating policies for the school have been provided.

## **Constitution of the Faculty Assembly Of West Virginia University Institute of Technology**

### **ARTICLE I: Name of the Organization**

The organization shall be known as the Faculty Assembly of West Virginia University Institute of Technology.

### **ARTICLE II: Purpose of the Faculty Assembly**

The Faculty Assembly shall be the basic legislative body of West Virginia University Institute of Technology, dealing with all matters that come within the province of the faculty except those delegated by the Higher Education Policy Commission and the West Virginia University Board of Governors to the President of West Virginia University to the West Virginia University Institute of Technology Campus Provost or by legal action to the Higher Education Policy Commission and the West Virginia University Board of Governors.

### **ARTICLE III: Faculty Assembly Responsibilities**

Section 1: The responsibilities of the Faculty Assembly shall be:

1. To determine matters of policy with respect to educational programs in all areas, such as:
  - (a) Continuous study of college curricular needs with recommendations to the appropriate officer or committee for modification, addition or abandonment of programs of study.
  - (b) Changes in college organizations as needed.
  - (c) Definitions of standards for satisfactory academic progress (including probation, suspension, and class attendance policies).
  - (d) Establishment of requirements for graduation from the college.
  - (e) Certification of candidates for degrees in programs and for honorary degrees
2. To recommend standards for admission to the college.
3. To promote the welfare and morale of students and faculty.

4. To promote academic freedom and professional responsibility.
5. To establish procedures governing dismissal of a faculty member and to establish means for reviewing cases of dismissal.
6. To establish appropriate committees for effective administration of the functions of the Faculty Assembly, to define committee duties, and to provide for their membership and organization.
7. To recommend policy regarding qualifications for faculty employment, rank, tenure, leave, and salary increments.
8. To coordinate and facilitate the interaction between West Virginia University Institute of Technology Faculty Assembly and the West Virginia University faculty governance system.

Section 2: Any decision by the Faculty Assembly or a duly constituted committee, when passed and recorded in accordance with the provisions of this constitution, shall be deemed an official action on behalf of West Virginia University Institute of Technology when submitted to and approved by the Campus Provost. If any action by the Faculty Assembly or a duly established faculty committee is overruled by the Campus Provost, he/she shall give written notice of his/her decision and objections to the Faculty Assembly and the appropriate committee within 30 days of having received written notice of action by the Faculty Assembly or duly established faculty committee. If the Campus Provost takes no action within the prescribed 30 days, the committee decision becomes policy of West Virginia Institute of Technology.

Section 3: Any action by the Faculty Assembly must be in harmony with the public law of the State of West Virginia and with the policies established by the Higher Education Policy Commission and the West Virginia University Board of Governors.

Section 4: The Faculty Assembly Council shall be responsible for obtaining and making available to the Faculty Assembly any information from the Campus Provost regarding all actions by the governing board which affect the education policies of West Virginia University Institute of Technology.

#### **ARTICLE IV: Membership in the Faculty Assembly**

Section 1: Members of the Faculty Assembly shall be full-time faculty (defined as any faculty member in the West Virginia University system who is assigned to a full-time faculty position or Faculty Equivalent Academic Professional on the West Virginia University Institute of Technology campus)

Section 2: Part-time teaching faculty and members of the administration may attend meetings of the Faculty Assembly only as observers. They will have no vote and may not participate in discussions unless invited to do so by the Presiding Officer of the Faculty Assembly.

Section 3: When the status of any faculty member is in doubt, the designation as full-time or part-time faculty shall be resolved by the Associate Campus Provost.

Section 4: A list of all members shall be prepared by the Faculty Assembly Chair and distributed at the first meeting of the academic year. Additions or corrections shall be noted and recorded at subsequent meetings as changes occur.

#### **ARTICLE V: Officers of the Faculty Assembly**

Section 1: The officers of the Faculty Assembly shall include a Chair, Chair-elect, and a Secretary-Treasurer.

Section 2: The election of officers shall be carried out as follows:

- (a) Not later than March 15 of each year, the Chair of the Faculty Assembly shall appoint a Nominating Committee and an Elections Committee.
- (b) During the April meeting of the Faculty Assembly, the Nominating Committee shall submit the names of two candidates for each office. At this meeting the Chair of the Faculty Assembly shall call for nominations from the floor.
- (c) The Elections Committee shall prepare a ballot listing all nominees. The ballots shall be distributed by mail to all voting members of the Faculty Assembly not later than April 20. To be counted, ballots must be completed and returned to the Elections Committee by April 30.

Section 3: To be eligible for nomination and election, a candidate must have been a voting member of the Faculty Assembly for at least three academic semesters prior to the election.

Section 4: Officers of the Faculty Assembly shall assume their duties on June 1 and serve through the following May 31.

Section 5: The Chair of the Faculty Assembly may be elected to multiple terms as Faculty Assembly Chair, but none of these terms may be consecutive.

Section 6: When a vacancy in the Chair occurs, the Chair-elect shall immediately succeed to that office. Vacancies in other offices shall be filled by election at the next regular meeting; nominations shall be from the floor.

#### **ARTICLE VI: Duties of the Officers**

Section 1: The Chair shall preside at all meetings of the Faculty Assembly and its Faculty Assembly Council. Whenever appropriate, he/she shall represent the Faculty Assembly at college functions and shall perform such other duties as are normally the responsibility of a presiding officer.

Section 2: The Chair-elect shall serve as assistant to the Chair and preside at all meetings in the absence of the Chair.

Section 3: The Secretary-Treasurer shall maintain minutes of all Faculty Assembly meetings and distribute them to all members. The Secretary-Treasurer shall be responsible for the official correspondence and the financial records of the Faculty Assembly.

#### **ARTICLE VII: Meetings of the Faculty Assembly**

Section 1: Meetings shall normally be held at 1:00 PM on the first Thursday of each month, unless the Campus is in recess or in summer session(s).

Section 2: Regular meetings may be called by the presiding officer or the Faculty Assembly Council at 1:00 PM on any other Tuesday or Thursday when the Campus is not in recess, with at least one week written notice to all members of time, place and agenda of the called regular meeting.

Section 3: Special meetings may be called by the presiding officer, or upon request of the Campus Provost, or the Associate Campus Provost, or by written petition of one-fifth of the voting membership. Business restricted to regular meetings may not be conducted at special meetings.

Section 4: At least 24 hours prior to each meeting, the presiding officer shall notify all members in writing of the time, place, and purposes of the meeting. Items not listed on the agenda may not be acted upon except as permitted under Robert's Rules of Order.

#### **ARTICLE VIII: Quorum and Procedures for Faculty Assembly Meetings**

Section 1: Twenty-five percent of the membership, excluding those on leave of absence, shall constitute a quorum during the regular academic year.

Section 2: Meetings shall be conducted in accordance with Robert's Rules of Order, Revised; The Chair shall appoint a Parliamentarian to advise him/her on questions of procedure.

Section 3: The agenda for meetings shall be prepared by the Faculty Assembly Council.

Section 4: Members desiring consideration of proposals that are not procedural must first submit them to the appropriate permanent committees for possible inclusion on the agenda. Non-members may address meetings for the organization only by invitation.

## **ARTICLE IX: Permanent Committees**

Section 1: To carry out its responsibilities efficiently, the Faculty Assembly shall establish permanent committees. The composition of each committee and the method of selection of its members shall be given in Section 5 of Article IX.

Section 2: The responsibilities of each committee shall be those established by the Constitution of those temporarily assigned to the committee by the Faculty Assembly Council or the Campus Provost.

Section 3: The Faculty Assembly shall be informed in writing of all Committee decisions on policy. Any decisions by a duly constituted committee shall become the official policy of the Faculty Assembly unless review is requested by the appropriate committee Chair, The Faculty Assembly Council, the Associate Campus Provost or the Campus Provost, or through written petition of twenty-five percent of the Faculty Assembly. Committee actions which are subject to review may be returned to the committee for reconsideration or may be voted upon the Faculty Assembly as a whole.

Section 4: Unless other provisions are in force, each committee shall elect its own chair, excluding students and members with executive responsibility in the area of the committee.

Section 5: The permanent committees of the Faculty Assembly, their duties, and membership shall include:

### **A. Academic Affairs Committee**

Membership: Associate Campus Provost (Chair); the Academic Dean from each college; three (3) elected individual from the Curriculum Committee of each college, elected by the faculty of the college; one (1) elected representative of the Faculty Assembly; current representative to the WVU Senate Curriculum Committee (ex-officio, non-voting); current representative to the WVU Senate General Education Curriculum Oversight Committee (ex-officio, non-voting) and two (2) students (SGA officers recommended).

The student representatives must have at least a 2.5 grade point average, must not be on academic or social probation, and may not be from the same academic college. The members of the two WVU Senate Committees are also eligible to be elected to this committee; if elected then they retain full voting privileges.

Duties: To develop and act on academic policies for the institution, including graduation requirements, curriculum revisions, learning assessment oversight for the institution and departmental/divisional structure of the institution.

## **B. Academic Appeals Committee**

Membership: Two (2) elected representative of the Faculty Assembly; two (2) faculty members from each college; and two (2) students appointed by the President of the Student Government Association, subject to the approval of the Student Government Association. The student representatives must have at least a 2.5 grade point average, must not be on academic or disciplinary probation, and may not be from the same academic college. An additional faculty member will be appointed by committee from the same area of study or from an associated field in which the dispute is involved.

Duties:

- To develop and maintain policy statements regarding grade appeals and dismissal from a program when they relate to matters outside the scope of those in the Student Code of Conduct.
- To serve as an Appeals Committee for a student challenging a final grade in accordance with WVU Board of Governors Policy or who is subject to dismissal from a program in accordance with WVU Board of Governors Policy. Because of the possibly delicate nature of its deliberations, the committee shall not report specific decisions to the Faculty Assembly, but directly to the Associate Provost or designee.

## **C. Academic Awards Committee**

Membership: One (1) elected representative of the Faculty Assembly; one (1) faculty member elected from each college; one (1) student member from each college with at least a 3.2 grade point average, appointed by the respective dean. Dean of Student Services and Associate Dean of Students are ex-officio, non-voting members.

Duties:

- Supervision of any institution-wide honorary organization, which may include selection of faculty advisors for such organization.

- Selection of students for academic and leadership honors including, but not limited to Who's Who Among Students in American Universities, Colleges, and Junior Colleges and the West Virginia University Institute of Technology Presidential Leadership Awards.

**D. Athletics Committee**

Membership: Four (4) elected representatives of the Faculty Assembly (two males and two females); two (2) student representatives appointed by the Student Government Association, including one male and one female; the Faculty Athletic Representative (ex-officio, non-voting); a Senior Woman Administrator from Athletics (ex-officio, non-voting); and the Athletic Director (ex-officio, non-voting). A person involved in coaching a sport may not be an elected member of the committee.

Duties: To review athletic policy, conduct a yearly review of the Athletic Department budget, review guidelines for evaluation of non-faculty athletic personnel, and approve scheduling for intercollegiate competition.

**E. Classification and Grades Committee**

Membership: Registrar (Chair); Associate Campus Provost, Dean of each college; and two (2) faculty members elected from each college.

Duties:

- To establish and supervise policy and procedure relating to the classification and admission of students and the maintenance of grading standards.
- To recommend candidates for graduation; to approve the awarding of credit by examination; to approve academic probation and suspensions; and to rule on requests for exceptions to admission and curriculum substitutions not otherwise covered by existing policy.

**F. College Curriculum Committee(s)**

Membership: The College Curriculum Committee shall consist of the Dean of the College (Chair), Associate Dean, Department Chairs and if applicable, a faculty member appointed by the area Department Chair to represent each additional program within the Department.

Duties: To develop and act on policies concerning curricular matters including program and course changes. Where a change may affect programs in more than one college, the change must be approved by the Academic Affairs Committee.

## **G. Commencement and Official Functions Committee**

Membership: College Marshal, selected as the senior full-time faculty member in terms of years of service at West Virginia University Institute of Technology; Associate Campus Provost (ex-officio, voting); one (1) elected faculty representative of the Faculty Assembly; and one (1) faculty member elected from each college; Registrar (ex-officio, voting). The following are ex-officio, non-voting members of the committee: a representative of the Campus Provost's Office appointed by the Campus Provost; and faculty advisor of the service fraternity.

Duties: To arrange for Commencement and other official functions and recommend candidates for honorary degrees.

## **H. Convocations Committee**

Membership: One (1) faculty representative elected from each college; one (1) appointed by the Campus Provost for a two-year term (either faculty or community person); two (2) students elected from Student Government Association; one (1) administrator appointed by the Campus Provost; and Associate Dean of Students (ex-officio).

Duties: To determine and implement convocation policy that will provide education enrichment, entertainment, and a broad cultural experience for the college community. The policies of the Committee shall be carried out by a Convocations Administrator appointed by the Campus Provost.

## **I. Faculty Assembly Council**

Membership: Faculty Assembly Chair, Chair-elect, and Secretary/Treasurer; one (1) member elected from each college (tenured or non-tenured); two (2) members elected from the Faculty Assembly at large; the Chair of the West Virginia University Institute of Technology Faculty Assembly Senate Committee; and the Faculty Representative to the Higher Education Policy Commission Advisory Council of Faculty. The immediate past chair of the Faculty Assembly shall serve ex-officio as a member of this committee for one year.

Duties:

- To provide active and effective leadership for the Faculty Assembly; to insure full faculty participation in the governance of the institution.



- To provide, in consultation with the Faculty Assembly, input into the decision-making process of the Campus in matters including (but not limited to) formulation, review and implementation.
- To serve as a liaison between the faculty and administration for the purpose of gathering and disseminating information in a timely manner.
- To be responsible for referring campus concerns to the appropriate Faculty Assembly Committee.
- To set the agenda for Faculty Assembly meetings.
- To perform such other duties as described in the Constitution of the Faculty Assembly.

In order for this committee to function effectively, it shall hold a minimum of two meetings a month during the academic year. If needed, additional meetings may be called at the discretion of the committee.

#### **J. Faculty Status Committee**

Membership: Four (4) representatives from each college elected by the college faculty and one (1) at-large member elected by the general membership of the Faculty Assembly.

Duties:

- To recommend policy regarding employment, salaries, evaluations, rank, tenure, leave and dismissal of faculty members
- To make recommendations on matters of general concern to the faculty.
- To review instances of alleged violation of established policy.
- To make recommendations on matters of general concern to the faculty.

#### **K. Legislative Committee**

Membership: The representative to the Higher Education Policy Commission Advisory Council of Faculty; two (2) elected representatives of the Faculty Assembly; and one representative from each college to be elected by the college membership. The elected members may select up to five additional members.

Duties:

- To monitor activities of the West Virginia Legislature and other governmental bodies for their impact on higher education.
- To engage with legislative members, when needed, and provide faculty with information regarding these activities.

- To coordinate activities of faculty in support of higher education, particularly promotion of favorable legislative action.

#### **L. Library Committee**

Membership: Director of the Library (ex-officio); one (1) representative elected from each college; one (1) elected representative from the nursing department; one (1) elected representative of the Faculty Assembly; and one (1) student representative selected by the Student Government Association.

Duties:

- To advise and make recommendations to the director of the library operations and general policies supporting academic programs.
- To keep the Faculty Assembly informed of library issues.

#### **M. Loans, Grants and Scholarships Committee**

Membership: One (1) elected representative of the Faculty Assembly; one (1) elected representative of each college; one (1) student representative from each college selected by the Student Government Association; the Director of Financial Aid (ex-officio, non-voting); and the Registrar (ex-officio, voting)

Duties:

- To establish policy with regard to the operation of the institutional scholarships, grants, and short-term or long-term loan programs.
- To establish policy for maintaining satisfactory academic progress for federal aid based on federal guidelines.
- To establish policy regarding the operation of the Work-Study program.
- To process appeals for the reinstatement of aid.

Student members shall be accorded full voting privileges with regard to matters involving policy but may not participate in matters involving the confidential records of students without permission of the student.

#### **N. Research Committee**

Membership: Two (2) elected representatives of the Faculty Assembly, one (1) elected faculty representative of each college; and one (1) alternate elected by Faculty Assembly.

Duties:

- To recommend policy to encourage research.

- To find ways to promote and encourage faculty research.
- To serve as a review board for requests for financial aid and other assistance pertaining to research.

**O. Student Conduct Board**

Membership: Twelve (12) faculty representatives from the Academic Appeals committee, Student Code of Conduct Advisory Committee and if needed, representatives from the Student Grievance Committee; eleven (11) students nominated and approved by the Student Government Association. Student representatives must have at least a 2.5 grade point average. Final approval of student representatives will be given by the Dean of Students, and will be based on past disciplinary record.

Duties: To hear cases against students regarding violations of the Student Code of Conduct. This Board shall serve as a pool of three to five members for each hearing. This committee is specifically charged that it shall scrupulously protect student rights, carefully observe due process and university student discipline hearing procedures. Because of the possibly delicate nature of its deliberations, this committee shall not report specific decisions to the Faculty Assembly, but report directly to the Dean of Student Affairs or assigned designee (Associate Dean of Student Affairs).

**P. Student of Code of Conduct Advisory Committee**

Membership: Two (2) faculty representatives elected from each college, two (2) faculty representatives elected by the Faculty Assembly and two (2) students appointed and approved by the Student Government Association. The student representatives must have at least a 2.5 grade point average, must not be on academic or disciplinary probation, and may not be from the same academic college.

Duties: Consult with Code of Conduct Administrator from the Dean of Student Affairs on issues related to the student code of conduct (Board of Governors; Policy 31).

**Q. Student Grievance Committee**

Membership: One (1) elected representative of the Faculty Assembly; one (1) elected faculty and one (1) elected alternate from each college; and three (3) students and three (3) student alternates appointed by the Student Government Association. The student representatives must have at least a 2.5 grade point average, and must not be on academic or disciplinary probation.

Duties: To provide all students with a systemic policy for resolution of grievances which may arise within various administrative areas, departments, and/or offices within the college and policy of the college except those matters pertaining to student discipline and academic grievances.

(A grievance is defined as a formal expression from a student expressing a circumstance which he/she feels resulted in unjust or injurious treatment from a functioning unit of West Virginia University Institute of Technology. Such circumstances may include, but are not limited to, discrimination or a misapplication or misinterpretation of the statutes, policies, rules, regulations or written agreements that are part of the functioning procedure of the college.

#### **R. West Virginia University Senators Committee**

Membership: Members of the West Virginia University Senate are elected from the membership of the Faculty Assembly. The number is determined by the West Virginia Senate Constitution.

Duties: To serve on the West Virginia Senate, and to keep the Faculty Assembly informed of any actions, or contemplated actions of that body that impacts West Virginia University Institute of Technology.

Section 6: Ordinarily, a member of the Faculty Assembly shall be limited to two Faculty Assembly committee assignments. This restriction shall not apply to those whose services are required ex-officio or is needed for proper committee representation of the various areas of the college.

Section 7: Each elected committee member shall serve a regular term of two years, beginning with elections held in 2014. For any newly formed committee, approximately one-half of the elected membership shall be elected for a one (1) year term and one-half for a two (2) year term.

Section 8: At least ten days prior to the April meeting of the Faculty Assembly, the Chair shall appoint a Committee on Committees, consisting of three voting members. At the April meeting of the Faculty Assembly, this committee shall submit a slate of nominees for all vacancies on permanent committees. From a list, and from nominations made from the floor, representatives for all committee positions heretofore assigned to the Faculty Assembly shall be elected by secret ballot. The Campus Provost shall be an ex-officio member of the Committee.

Section 9: Interim vacancies of elected committee positions shall be filled by nomination and election at the next regular meeting of the Faculty Assembly after the vacancies occur.

Section 10: The College representative must be nominated at a college meeting during the first two weeks of the fall semester. Election shall be a secret ballot. The Campus Provost shall determine the division to which a faculty member belongs for the purpose of voting.

Section 11: The Faculty Assembly shall have the right to remove from the committee any representative who is derelict in attendance or responsibilities. Any committee member can propose such removal in writing to the Faculty Assembly Council which will determine if the evidence is sufficient to bring before the full Faculty Assembly, and shall be effected only by a two-thirds vote of members present in a regular meeting. Voting on this issue shall be by secret ballot.

#### **ARTICLE X: Temporary Committees**

Section 1: Temporary committees may be established upon recommendation of the Campus Provost, upon recommendation of the Faculty Assembly Council, or by approved motion from the floor at a meeting of the Faculty Assembly.

Section 2: The membership of a temporary committee shall be appointed by the Chair of the Faculty Assembly or the Campus Provost.

Section 3: The purpose a temporary committee shall be defined at the time the committee is created. Upon accomplishment of its purpose, the committee shall automatically dissolve.

#### **ARTICLE XI: Administrative Committees**

Section 1: Administrative Committees may be established by the Campus Provost but include Faculty Assembly members representing the Faculty Assembly.

Section 2: The Faculty Assembly members that represent the Faculty Assembly shall be elected by the same process as the Permanent Committees.

Section 3: The purpose of these committees shall be defined by the Campus Provost, and these committees shall report to the Campus Provost.

#### **ARTICLE XII: Procedure for Amendment of this constitution**

Section 1: An amendment may be considered for adoption after it has been presented in writing to the membership at a regular meeting of the Faculty Assembly.

Section 2: A properly presented proposal for amendment shall be voted on by the members at the next regular meeting after presentation. To be accepted, it must be agreed upon by a two-thirds majority of those voting on the proposal.

### **ARTICLE XIII: Method of Adoption of the Constitution**

This constitution becomes effective upon approval of a two-thirds majority of voting faculty of the Campus as now constituted and upon approval of the Campus Provost.

### **ARTICLE XIV: Establishment of By-laws**

Section 1: In order to provide for the routine operation of the Faculty Assembly, by-laws may be established.

Section 2: By-laws may be considered for adoption after presentation in writing to the Faculty Assembly Council, which must place the proposal on the agenda for consideration at the first regularly scheduled meeting of the Faculty Assembly after it is received.

Section 3: Acceptance of a by-law or change in by-laws shall be by simple majority of those voting on the proposal.

## **By-Laws**

### **Committee Tenure**

- A. Ordinarily, duly elected and appointed members of committees of the Faculty Assembly shall take office at the beginning of the third week of the fall semester and shall serve until the end of the second week of the fall term of the year in which their term ends.
- B. The Chair of the Faculty Assembly will publish and distribute a list of the membership of all committees annually during the third week of the fall semester. Only the members on this list shall be eligible to serve on said committees without written permission from the Chair of the Faculty Assembly. The Chair should indicate on the list those persons whose terms have expired and whose replacements have not been duly elected or appointed.
- C. The Chair of the Faculty Assembly shall designate a pro tem Chair to call the first committee meeting not later than the third week of the fall semester. Ordinarily the pro tem chair shall call the first meeting of the committee for the purpose of committee organization no later than the end of the sixth (6<sup>th</sup>) week of the fall semester.
- D. Immediately following the organizational meeting, the pro tem Chair shall notify the Chair of the Faculty Assembly and the previous Chair of the committee of the results of

the organizational meeting and arrange for appropriate transfer of committee records. Authority and responsibility transfer to the new committee at the time of notification.

- E. Committee shall keep minutes for all meetings and forward minutes to Faculty Assembly Chair. Minutes shall include names of all committee members in attendance and description of business conducted at each meeting. The records shall be kept by the Secretary-Treasurer of the Faculty Assembly.
- F. Colleges shall elect members to fill two-year terms at the beginning of the fall semester in the year indicated and every second year thereafter: Business, Humanities and Social Sciences – 2015; L.C. Nelson College of Engineering and Sciences – 2014. At-large committee members shall be elected for two-year terms beginning 2015. Terms of Faculty Assembly representatives must be staggered so that approximately one-half of the committee membership would be elected for full terms in any year.

#### **Effective Date for Committee Policy**

- A. Policies formulated by committees of the Faculty Assembly empowered to establish policy shall not go into effect until two academic weeks after the members of the Faculty have been properly informed. The effective date will be certified by the Chair of the Faculty Assembly.
- B. If no motion has been made during the two-week period to have the committee's decision reviewed by the membership of the Faculty Assembly, the policy will be in force, and unless changed by the committee will remain effective for at least one year.
- C. The two-week waiting period may be waived in unusual circumstances by a unanimous vote of the Faculty Assembly Council or by permission of the Campus Provost. When the two-week period is waived, the Faculty will be informed in writing.
- D. Policy recommendations to the Campus Provost by the Faculty Status Committee must be reported in writing at the next regular meeting of the Faculty Assembly. The Faculty Assembly may then: (a) take no action, (b) approve and endorse the recommendation of the appropriate committee or (c) make specific recommendations to the committee for recall and modification of the committee action.

A committee may not be instructed to disregard stated Higher Education Policy Commission or WVU Board of Governors policy.

## **Order of Business for Faculty Assembly Meeting**

The order of conducting business in Faculty Assembly Meetings shall be:

- A. Approval of Minutes
- B. Announcements
- C. Administrative Report
- D. Chair Report
- E. Advisory Council of Faculty Report
- F. Committee Report
- G. Agenda
- H. New Business- New items may be introduced room the floor and at the discretion of the Chair, referred to an appropriate committee of placed on the agenda for the next meeting.
- I. Special Reports