

APPENDIX B

FACULTY CONSTITUTION AND BYLAWS OKLAHOMA BAPTIST UNIVERSITY (Revised December 13, 1996)

ARTICLE I: PURPOSE

This Constitution sets forth the policies and procedures whereby the Faculty of Oklahoma Baptist University, acting as a corporate body, shall:

- (1) execute its responsibility over all matters of an academic nature, including the establishment and evaluation of curricula, the methods of instruction, the standards for the admission of students, the standards for academic performance, the promotion of effective teaching, the enrichment of scholarship, the fostering of professional growth, the recommending of all degrees to be granted by the University;
- (2) participate through established committees and procedures in decisions concerning faculty appointments, reappointments, promotions, tenure, and in other matters affecting faculty welfare;
- (3) participate in appropriate ways in the selection of presidents, academic deans, and other principal administrative officers, and in the reorganization of administrative structure;
- (4) participate through established committees and procedures in decisions concerning the development of programs and long-range plans for the University, the allocation of resources, student affairs, alumni relations, and other matters as the President of the University shall determine;
- (5) choose a representative council and officers who will be charged with exerting initiative and leadership in the responsibilities outlined above and in other matters affecting the University.

ARTICLE II: MEMBERSHIP

The Faculty shall consist of (1) those persons whose primary responsibility is teaching and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor; and (2) others in academic or administrative positions who are eligible for membership or who acquire membership through procedures set forth in the Bylaws. Others contracted to teach courses in the OBU curriculum enjoy all the privileges accorded to the Faculty by this Constitution except voting.

ARTICLE III: OFFICERS AND COUNCIL

The Officers of the Faculty shall be a Chairman, a Vice Chairman, and a Secretary. The Officers shall be elected by the Faculty from those whose primary responsibility is teaching.

The Faculty shall have a representative council composed of the Chairman, the Vice Chairman, and the Secretary and at least six additional representatives chosen in such a manner that each division of the academic structure of the University shall be represented. The representatives shall be elected by the Faculty from those whose primary responsibility is teaching.

The immediate past Chairman shall serve as an ex officio member of the Council.

ARTICLE IV: DUTIES OF THE OFFICERS AND COUNCIL

(1) The duties of the Chairman of the Faculty shall be to preside at meetings of the Faculty in the absence of or at the invitation of the President and/or the Academic Vice President of the University, to preside at meetings of the Faculty called by the Faculty Council, to make reports to the Faculty and to submit recommendations from the Faculty Council to the Faculty, to call and preside at meetings of the Faculty Council, and to perform other duties normally pertaining to this office.

(2) The Vice Chairman shall assume the duties of the Chairman in his absence. Further, should the Chairman no longer hold an appointment at the University, the Vice Chairman shall assume the office of the Chairman for the remainder of the term of office.

(3) The Secretary shall be responsible for the records and correspondence of the Faculty and the Faculty Council.

(4) The Faculty Council shall act as a representative body of the Faculty and shall lead the Faculty in carrying out the purposes stated in Article I. The Council shall deliberate on matters of general concern to the Faculty and shall serve as a liaison between the Faculty and the Administration of the University. The Council shall be able to place items on the agenda of regular Faculty meetings and to call Faculty meetings after proper notification has been given to the President of the University.

(5) The Faculty Council in consultation with appropriate administrative officers of the University shall select and recommend to the President the faculty chairmen and faculty membership of standing committees of the University and shall review and make recommendations concerning the structure and work of these committees. At least one Council member shall serve on specific university committees as designated in the Bylaws. In addition, the Council may create special committees responsible to the Council.

(6) If in cases concerning dismissal or non-reappointment, a faculty member shall request a hearing from a representative faculty body, the Faculty Council shall establish and appoint from among its

members a Hearing Committee in accordance with the University's policy on dismissal procedure.

ARTICLE V: ELECTIONS

The Faculty shall elect the Officers and other members of the Faculty Council during the Spring semester by secret ballot. Qualifications and terms of office are described in the Bylaws.

ARTICLE VI: RATIFICATION, AMENDMENTS, AND BYLAWS

This Constitution shall become effective when approved by a two-thirds vote of all the members of the Faculty and by the Board of Trustees of Oklahoma Baptist University. Amendments to this Constitution may be proposed by the Faculty Council or by written petition signed by fifteen percent of the Faculty membership. The proposal shall be submitted to the Faculty at least one month in advance of any regular meeting of the Faculty and shall become effective when similarly approved.

Operational procedures are defined in the Bylaws of the Faculty.

BYLAWS

I. FACULTY MEMBERSHIP

Section 1. Those who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor and whose primary responsibility is teaching are members of the Faculty. "Primary responsibility is teaching" is defined as teaching at least three-fourths load or its equivalent. Equivalent load may include load credit for research, study, or special, non-teaching assignments which constitute service to the University or the community.

Section 2. The chief academic officers of the University, the academic deans, and the professional librarians with full-time University appointment hold membership in the Faculty.

Section 3. Lecturers and those holding Professional Service Contracts, so long as those contracts carry full-time University appointment, and so long as those contracts include a university classroom teaching assignment of at least six semester hours, are members of the Faculty.

Section 4. Others in academic or administrative positions may be elected to annual membership upon recommendation by the Faculty Council. This election shall be held in the first Faculty meeting after classes begin in each semester. Annual membership shall expire at the conclusion of the summer term.

II. FACULTY MEETINGS

Section 1. Calling Faculty Meetings. Faculty meetings may be called through any one of the following procedures:

(1) The President or a University Officer acting in his behalf may call a meeting at any time.

(2) The Faculty Council may call a meeting, provided proper notification is given. Proper notification shall consist of (a) notifying the President of the University or his Office at least three full days (excluding Saturday and Sunday) before the meeting and (b) notifying the Faculty at least three full days (excluding Saturday and Sunday) before the meeting.

(3) The Faculty may call itself into session after presenting to the President a petition identifying the subject to be discussed at the meeting, signed by fifteen percent of its membership. Under these conditions, the President of the University, or a University Officer acting in his behalf, shall set the time and place of the meeting and shall preside.

Section 2. Quorum. A quorum shall consist of a simple majority of the current membership of the Faculty.

Section 3. General Voting Procedures.

(1) Voting shall be by voice, except if any person so requests, it will be taken by show of hands or by standing; or, if ten percent of the members so request, by secret ballot; or by roll call if a majority of those present so request.

(2) The question passes by a simple majority except in those cases where a greater majority is specified in the Constitution or Bylaws.

III. FACULTY COUNCIL

Section 1. Basis for Faculty Council Representation. In addition to the Faculty Chairman, Vice Chairman, Secretary and the immediate past Chairman, the Council shall consist of one representative from the School of Nursing, one from the School of Business, one from the School of Christian Service, two from the College of Fine Arts, and three from the College of Arts and Sciences. All Officers and Council representatives are nominated and elected by the entire Faculty.

Section 2. Qualifications for Office. Faculty Officers and other Council members shall be elected from those whose primary responsibility is teaching. "Primary responsibility is teaching" is defined as teaching at least three-fourths load or its equivalent. Equivalent load may include load credit for research, study, or special, non-teaching assignments which constitute service to the University or the community.

Section 3. Terms of Office.

(1) Faculty Officers and other Council members shall assume their duties on May 1, and shall serve for terms of one year.

(2) No member of the Council may be elected to serve more than three consecutive years and no Faculty Officer may be elected to the same office for consecutive terms.

Section 4. Election of Faculty Council Members.

(1) The annual election of Faculty Council shall be held in April at a date determined by the Faculty Council, with the Faculty Chairman presiding. Written nominations may be submitted prior to the election.

(2) Oral nominations and secret ballots for each position shall be completed in sequence beginning with the Faculty Officers.

(3) Election of officers and council representatives shall require a simple majority vote. For colleges with more than one representative, a separate election shall be held for each representative.

(4) If no nominee receives the votes of a majority of those voting, a runoff election shall be held between the candidates who received a combined total equal to or greater than simple majority.

Section 5. Recall of Faculty Council Members. Recall of Faculty Officers and other Council members requires a two-thirds majority vote of the total Faculty membership. Voting shall be by secret ballot.

Section 6. Filling Council Vacancies. In the event of a vacancy in the Chairmanship, the Vice Chairman shall be declared the Chairman of the Faculty for the remainder of the term. Vacancies in the offices of Vice Chairman and Secretary shall be filled by a special election. The Chairman of the Faculty Council shall appoint the runnerup in the preceding election to fill any other Council vacancy. The Secretary of the Faculty shall provide records of the preceding election in order to determine the runnerup.

Section 7. Placing Items on the Agenda of Faculty Meetings. The Faculty Council may place items on the agenda of faculty meetings by notifying the President's Office at least three full days (excluding Saturday and Sunday) prior to the meeting.

Section 8. Faculty Council Representation on University Committees.

At least one Faculty Council member shall be appointed to each of the following University Committees:

Curriculum Committee
Professional Status and Standards Committee
Student Development Committee
Business Affairs Committee
Planning Analysis Committee

IV. REVISION OF BYLAWS

The Bylaws to the Constitution may be revised by a two-thirds majority vote of the faculty members present in business session, provided that the proposed change in the Bylaws has been submitted in writing to the Faculty either by the Faculty Council or by fifteen percent of the total faculty membership at least five full days (excluding Saturday and Sunday) prior to the meeting.