THE FACULTY STATUTES OF HOFSTRA UNIVERSITY

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I. PURPOSE OF THE STATUTES

The Board of Trustees of Hofstra University has established these Statutes to define the rights, duties and responsibilities of the Hofstra University Faculty. By an affirmative vote of two-thirds of the members present at a regularly called meeting, the Faculty may recommend that the Board of Trustees alter these Statutes.

II. ACADEMIC FREEDOM

The Board of Trustees has adopted the *1940 Statement of Principles on Academic Freedom and Tenure*[1] which were formulated by representatives of the American Association of University Professors and the Association of American Colleges:

1. "Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

2. "Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."

3. "College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they 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 they are not speaking for the institution."

[1] In 1989 and 1990, the original *1940 Statement of Principles on Academic Freedom and Tenure* was modified slightly in order to remove gender-specific language.

III. ORGANIZATION OF THE ACADEMIC STAFF

A. Academic Administrative Structure

1. The academic administrative officers of the faculty shall be the President, the Provost and Senior Vice President for Academic Affairs, the Deans of the academic units and the Departmental Chairs.

2. These officers will be supported by the appointment of such associates, assistants and others as are necessary. In addition such other officers of the University will be appointed in order to assist the Academic Administrators and the faculty to perform their academic duties.

3. All academic administrative officers serve at the pleasure of the Board of Trustees.

4. The academic units of the University will include:

   a. Hofstra College of Liberal Arts and Sciences
   b. School of Education, Health and Human Services
   c. Zarb School of Business
   d. New College
   e. School of Law
   f. University College for Continuing Education
   g. University Libraries
   h. School of Communication
   i. School for University Studies
   j. Honors College

5. The Provost and Senior Vice President for Academic Affairs, as well as the Deans of the various Schools, Colleges and Libraries, shall be selected by a search process that includes an advisory committee composed of elected faculty. This committee shall review candidates and report their recommendations to the President.

B. Duties of the Academic Administrative Officers

1. The President is the chief executive officer of the University and an *ex officio* member of the Board of Trustees. The President shall supervise the entire program of activities of the University.

2. The Provost and Senior Vice President for Academic Affairs is the chief academic officer of the University; holds the rank of Professor, and represents all academic interests directly to the President. The Provost shall recommend the appointment, reappointment, promotion and tenure of the instructional staff to the President; recommend initial compensation levels and subsequent adjustments of compensation for the instructional staff; supervise the

effectiveness and quality of instruction, help members of the instructional staff achieve high levels of professional competence and scholarship; supervise the objective appraisal of the instructional staff; maintain the faculty personnel records; approve various course offerings of each of the academic units of the University, and promote effective integration of the overall curriculum; supervise the administration of academic requirements; be responsible for overseeing the full range of administrative responsibilities necessary for the smooth operation of the academic units of the University including scheduling, registration, advisement, grading, reports, preparation of the University academic budget and supervision of expenditures within the approved budget, and informing the instructional staff of University regulations and official notices; carry out the academic policies of the faculty and the resolutions of the Board of Trustees, and discharge such special duties as the President or faculty may appropriately direct.

3. The Deans shall be responsible for the degree, certificate and professional programs which are appropriately assigned to their respective schools and colleges, in conformity with the requirements of public and professional educational accrediting bodies, where appropriate, and in conformity with the general educational policies and jurisdiction of the University. They shall be responsible for the organization and administration of their units and subordinate structures, including departments which may be assigned them. The Deans shall engage in activities which parallel those of the Provost, making appropriate recommendations to the Provost in all matters related to their school. In addition, the Deans shall have the authority to waive minor requirements for graduation. They shall carry out the academic policies of the faculty and the Provost, and discharge such special duties as the President, Provost or Faculty may appropriately direct.

4. The Dean of the Library and the Director of the Law Library shall also be the custodians of the University Libraries and shall be the custodians for all Library collections.

5. The Dean of University College for Continuing Education shall also have the responsibility for supervising non-credit academic programs not specifically assigned to any other dean.

6. The Department Chair is at once an administrator and a member of the faculty. As an administrator, the Chair shall:

    a. recommend to the Dean the appointment, promotion and tenure of the department faculty after discussion with department faculty;
    b. recommend initial compensation levels and subsequent adjustments of compensation for the department faculty;
    c. help the department faculty achieve high levels of professional competence and scholarship;
    d. maintain department faculty personnel records;

e. be responsible for administrative details of the department (e.g., scheduling, registration, advising, grading, reports, budget, equipment, recommending books for the Library, ordering departmental texts, and informing the faculty of University regulations and official notices).

Moreover, as a professional and the representative of a particular academic discipline, the Chair shall:

f. promote the effectiveness and quality of instruction;

g. be responsible for evaluation of the department faculty;

h. promote the effective integration of curriculum in the department;

i. maintain liaison between the department's faculty and students on the one hand, and the Dean on the other;

j. advise the Dean regarding the state of the department; including its needs, its activities, and its future plans,

k. survey and evaluate trends in the academic discipline so as to maintain and improve the quality of the department curriculum and teaching methodology. This shall include, in consultation with department faculty, a review and evaluation of department course offerings and major and minor programs, and recommendations for the initiation of new courses and programs when advisable.

C. Duties of the Instructional Staff

1. The duties of the members of the instructional staff shall be outlined by the Provost, the Deans of Schools and Colleges, and the Departmental Chairs and shall include instruction, counseling, scholarly development, and sharing in the Departmental/College, School, and University responsibilities.

2. Members of faculty are bound by the Faculty Statutes and the Faculty Policy Series. Members of the faculty upon accepting, renewing or continuing a contract with the University are bound to the provisions of the Hofstra Research and Patent Policy printed in the Administrative Policy Series and in the Faculty Policy Series. Acceptance of appointment to any rank carrying a term of one or more years binds the appointee to give reasonable notice of resignation from the faculty, such notice to be made in writing to the President.

D. Academic Support Staff

1. The academic support staff shall consist of the Dean of Students, Dean of Advisement, Dean of Admissions and Financial Aid, Director of Financial Aid, Dean of Academic Records, Director of Faculty Computing Services, and the Director of Athletics.

2. The Duties of the academic support staff shall be to assist the faculty and administration in the performance of their academic responsibilities.

IV. MEMBERSHIP IN THE FACULTY

For the purpose of this section of the Statutes, the faculty shall consist only of those members of the professional staff whose primary appointment is for instructional or Library service and shall not exclude those receiving released time for administrative or other service. All regular members of the faculty shall have the right to vote at faculty meetings.

The four ranks of the regular members of the faculty are Instructor, Assistant Professor, Associate Professor and Professor. Other ranks are as follows:

1. Faculty members of professorial rank at other colleges who are appointed for temporary service at Hofstra with the normal base teaching load may be appointed to a visiting rank; e.g., Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor.

2. Faculty members of professorial rank who are employed on contracts at the normal base teaching load for durations less than two years and who are not regular members of the professorial staff of another college or university shall be called Special Assistant Professors, Special Associate Professors, or Special Professors. Such Special members of the professoriate shall have the right to vote at Faculty meetings.

3. Instructors, who receive a one-semester contract will be designated Special Instructor.

4. Faculty members employed for less than a normal base teaching load shall be called Adjuncts (Adjunct Professors, Adjunct Associate Professors, etc.). They shall be appointed for one semester at a time, and may be reappointed, to handle regularly scheduled course work not covered by voting members of the Faculty. Adjunct ranks do not offer tenure nor participation in the various benefit plans of the University.

5. The title "Teaching Intern" designates junior members of the Faculty including those who shall serve as Instructors of regularly schedule laboratory sections.

6. The non-voting members of the Faculty shall be the Adjuncts, those with Visiting ranks, Special Instructors and Teaching Interns.

7. Faculty members at the Law School who are hired to teach Legal Research and Writing, to teach in and direct clinics, and to teach similar skills subjects may be hired on a contractual basis without eligibility for tenure, and shall have titles such as, but not limited to, Assistant Professor of Legal Research and Writing, Associate Professor of Legal Research and Writing, and Professor of Legal Research and Writing, Assistant Clinical Professor of Law, Associate Clinical Professor of Law, and Clinical Professor of Law. Such faculty members shall have the right to vote at faculty meetings.

V. APPOINTMENTS, REAPPOINTMENTS, PROMOTION, TENURE AND TERMINATION

General Policy

In order to insure instructional service of high quality in an atmosphere of academic integrity and mutual confidence, it is the policy of Hofstra University to provide stable employment to every faculty member during the period of his/her contractual service to the University and to provide assurance of continuous employment to every qualified faculty member who has attained tenure as described in the following paragraphs.

A. Appointments

1. Kinds of Appointments: Appointment to the Faculty of the University shall be of two kinds: full-time (nine or more hours of service per semester) or Adjunct (less than nine hours of service).

    a. All full-time appointments on regular contracts (except in cases of tenure upon appointment), shall be for a probationary period of service leading to tenure on the teaching faculty, unless the appointment is terminated by the appointee or by action of the University as herein provided.

    b. All full-time appointments under term contracts shall terminate at the conclusion of the specified period without the necessity of notice of any kind, but their periods of service shall count in the probationary period as described below.

    c. An Adjunct appointment shall be for a specified period of time and shall terminate at the conclusion of that time without the necessity of notice of any kind. Adjunct service of less than twelve hours or its equivalent per semester shall not count in the probationary period as described below.

2. Terms in Writing: The terms and conditions of appointment, rank, dates of beginning and close of period covered by the appointment, number of years in probationary period in the case of full-time ranks, and salary shall be stated in writing and be in the possession of the University and the appointee before the negotiations for an appointment are completed.

3. Recommendations of Appointment: Recommendations of appointment, reappointment, and promotion for the Faculty member shall ordinarily come from the Chair of the Department involved. They shall become effective upon approval by the Dean or head of the appropriate academic unit, the Provost and the President.

B. Qualifications for Appointment, Reappointment and Promotion to the Regular Faculty

1. The general qualifications for appointment and reappointment to the regular Faculty shall be:

   a. demonstrated ability as a teacher or, in unusual cases, specialized training in a teaching field;

   b. terminal degree, or professionally recognized achievement in the employment of the techniques to be taught.

2. As a general qualification for promotion, a full-time member of the faculty will normally be expected to serve a minimum number of years in each rank; length of service will not, however, be considered an automatic reason for promotion:

   a. three to seven years (depending upon prior experience) in the rank of Instructor before promotion to the rank of Assistant Professor;

   b. six years in the rank of Assistant Professor before promotion to the rank of Associate Professor;

   c. six years in the rank of Associate Professor before promotion to the rank of Professor.

3. Recommendations for promotion must be based upon the above general qualifications and upon the following personal qualifications

   a. for normal promotion

      (1) continued excellence in teaching and in related work with students;

      (2) productivity in a combination of the following areas: scholarly, artistic, or other academically-related professional activity; scholarly publication; off-campus artistic performance; University administration and committee work, contributions to community relations, enrichment of campus life. With rare exception, scholarly or artistic publication is essential; the volume and character of the publication expected may vary according to the discipline.

   b. for accelerated promotion:

      outstanding achievements of the kinds listed above.

4. A Faculty member who has been denied promotion must be informed in writing, upon request, of the reasons for denial by the administrator responsible for the denial.

C. Qualifications for Adjunct Faculty Promotions

1. As a general qualification for promotion, an Adjunct Faculty member will normally be expected to serve a minimum number of semesters in each rank. Length of service will not, however, be considered an automatic reason for promotion:

   a. six to fourteen semesters (depending upon prior experience) in the rank of Adjunct Instructor before promotion to the rank of Adjunct Assistant Professor,

   b. twelve semesters in the rank of Adjunct Assistant Professor before promotion to the rank of Adjunct Associate Professor,

   c. twelve semesters in the rank of Adjunct Associate Professor before promotion to the rank of Adjunct Professor,

   d. in all of the above, semesters of service will normally exclude Summer and January Sessions.

2. Recommendations for promotion must be based upon the above general qualifications, and upon the following personal qualifications

   a. for normal promotion:

      (1) continued excellence in teaching and related work with students;

      (2) productive activity in a combination of the following areas: publication of original materials; scholarly contributions to one's professional field; off-campus performance in special fields; University administration and committee work; contributions to community relations; enrichment of campus life. It is recognized that some adjuncts will have made significant outside professional contributions that can enhance their qualifications for promotion;

      (3) in addition to the above for promotion to the ranks of Adjunct Assistant or Adjunct Associate Professor possession of at least the Master's degree or, in appropriate exceptional circumstances, equivalent professional achievements;

      (4) in addition to the above for promotion to the rank of Adjunct Professor possession of the terminal degree in one's field or outstanding professional achievements.

b. for accelerated promotion:

outstanding achievements of the kinds listed above.

D. Tenure (See Faculty Policy Series #l5)

1. Preliminary Agreement

a. Tenure is understood, as in the *1940 Statement of Principles on Academic Freedom and Tenure*, to mean: after the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

The criteria for granting tenure shall be as stated in FPS 15.II.A.:

(1) Continuing excellence in teaching and in meeting academic responsibilities.

(2) Possession of terminal degree or demonstration of professionally recognized alternative achievements.

(3) Continuing productivity in some combination of the following: research, scholarly publication, professional activities, contributions to university life, contributions to the University's standing in the community. With rare exception, scholarly or artistic publication is essential; the volume and character of the publication expected may vary according to the discipline.

(4) Fulfillment of some essential function in the long-range needs of the department and/or the University.

For tenure criteria for Library Faculty see Faculty Policy Series #15.II.B.

b. Before any Faculty member may receive tenure (other than in cases of tenure upon appointment; see FPS 15 III.C.), he/she must have completed a probationary period of service at institutions of higher learning, determined first as specified in Section 2 below but subject to possible reduction as indicated in Section 3. The length of the probationary period shall be set forth in the initial contract of appointment.

c. When a tenure decision has been made by the University about a regular Faculty member, he/she shall be notified of the decision, in writing, by the President or the Provost no later than one year preceding the effective date of tenure. Failure to notify a Faculty member in accordance with this section shall constitute the granting of tenure.

2. Designation of Probationary Period

   a. For all full-time Faculty and for Adjunct Faculty with nine or more hours Faculty service or its equivalent per semester, the probationary period shall not exceed seven years. This probationary period at Hofstra shall be reduced by the number of years up to three of prior, full-time Faculty service at other institutions of higher education.

   b. Professors, Associate Professors, and Assistant Professors shall have two-year contracts of service except when the probationary period is an odd number of years. In such cases the last contract during the probationary period shall be for one year. Instructors shall receive annual contracts. Contract periods may be lengthened by agreement with the University.

   c. Should a leave be granted during the probationary period for academic research or additional study, it shall be included in the probationary period to a maximum of one year, unless the Faculty member requests that it be excluded.

3. Reduction of Probationary Period

   The probationary period of a Faculty member may be reduced upon the recommendation of his/her Chair, the Dean of his/her academic unit and the Provost to the President and the Board of Trustees.

4. Law School Librarians

   Librarians in the Law School are not eligible to receive tenure.

E. Termination of Appointment of Regular Faculty

1. Faculty members who desire to be released from the obligations of their employment contracts shall negotiate their release with the University through appropriate academic channels by filing a request with the Chair of the academic department at least three months prior to the start of the next semester.

2. If the appointment is to be terminated by the University, the following conditions apply:

   a. those teachers having tenure shall be discharged in accordance with the principles and practices adopted by the A.A.U.P. in the *1940 Statement of Principles on Academic Freedom and Tenure*, Section 4. Reference is also made to the Statement on Procedural Standards in Faculty Dismissal Proceedings adopted by the A.A.U.P. and Association of American Colleges (A.A.U.P. Bulletin, Spring l958);

b. Faculty members not having tenure shall be notified in writing as follows:

(1) not later than March l of the first academic year of regular Faculty service, if the appointment expires at the end of that academic year; or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination;

(2) not later than December l5 of the second academic year of regular Faculty service, if the appointment expires at the end of that year; or, if an initial two year appointment terminates during the academic year, at least six months in advance of its termination;

(3) at least twelve months before the expiration of an appointment after two or more years of regular Faculty service in the institution.

VI. POWERS AND DUTIES OF THE FACULTY

A. Subject to regulations laid down by the Board of Trustees, the general powers and duties of the Faculty shall be as follows: The Faculty shall have the power, and it shall be its duty, to consider, review, and make recommendations on all matters concerning general requirements for degree and conditions of graduation, and the rules and methods of conducting the educational work of the University. It may also consider and review regulations for the well-being and government of the students. It is the responsibility of the Faculty to ascertain the proficiency of students, and to assign honors in course, and to recommend candidates for degrees to the President.

B. It is understood that the Faculty may delegate the performance of these duties to officers of administration or to standing or special committees, or the Senate, but the Faculty shall receive reports of actions taken.

C. The Faculty of each academic unit within the University shall exercise the powers granted to it by the President and the Board of Trustees in all matters relating to that unit. The Faculty in each academic unit shall have primacy in initiating, developing, maintaining, and modifying those matters of educational policy which are the direct responsibility of that unit.

   The full University Faculty and the Senate shall be primarily concerned with those educational matters affecting the total University and shall consider the actions of the Faculties of the academic units only to the extent that such actions involve the University. The agreements of the Faculty of an academic unit shall become operative immediately upon the acceptance by the academic dean of the unit and shall remain in effect unless disapproval or amendment by the University Senate is accepted by the Provost and the President. Thus, the full University Faculty and the Senate shall hold the right to review, at University level, all academic matters, but in general practice the separate academic unit shall be autonomous.

VII. THE UNIVERSITY SENATE

A. Name and Purpose

1. There shall be a University Senate, convened by the Faculty, composed of elected, appointed, and ex-officio members as provided in the sections that follow.

2. The Senate shall have general powers of supervision over all academic matters concerning the University as a whole, and over any other matters referred to it by the Board of Trustees, the University President, or the Provost of the University.

3. The Senate shall (a) provide a forum for discussion and the formulation of university policy, and (b) take such action as is necessary in cooperation with other sectors of the University community to make policies effective. In the performance of these functions, the University Senate shall:

    a. Review and provide recommendations on academic matters;

    b. Review and provide recommendations on policies and initiatives impacting academic matters;

    c. Generate initiatives regarding academic matters.

4. The Senate shall have powers to adopt bylaws governing its organization and procedures.

5. All Senate actions shall be conveyed to the Faculty as either action or information items before being conveyed to the University President and the Board of Trustees. All Senate actions involving amendments to Faculty Statutes and/or the Faculty Policy Series must be conveyed to the Faculty as action items, with the exception of clerical changes, such as position title changes (where the position itself is not substantively different), school name changes (where the constitution of the school is not substantively different), and addition of a new school or deletion of a unit that has been eliminated. Such clerical changes may be made by the Senate Executive Committee, subject to approval by the Senate, and will be communicated to the Full Faculty as information items. In other cases, the Senate President and the Speaker of the Faculty shall determine with the advice and consent of the Senate whether a Senate action shall be conveyed as an action or information item to the Faculty. After any vote of the University Senate, the University President in considering their action — in recognition of the importance of the views of the faculty and students:

    a. may determine the sense of the faculty by vote at a regular faculty meeting, or by convening a special faculty meeting for that purpose, or by calling for a student referendum, or by other means;

    b. may call a faculty meeting at their discretion on petition by any ten members of the faculty;

c. must call a faculty meeting on petition by ten members of the faculty where a matter has been passed by the University Senate without the affirmative votes of a majority of the faculty members of that body.

6. The decisions of the Senate, in all matters save those involving changes in these Statutes or the Faculty Policy Series, shall be deemed conclusive, subject to the approval of the full Faculty (except information items), the University President, and the Board of Trustees.

B. Membership

1. Ex-officio Members

Ex-officio members of the Senate shall be the Speaker and Vice Speaker of the Faculty, Provost, one academic dean, the Vice President for Equity and Inclusion, a representative designated by the Senior Vice President of Student Enrollment, Engagement and Success, and the President of the Student Government Association. Ex-officio members are full members of the Senate and have a vote.

2. Elected Members

a. The makeup and representation of the University Senate is constituted as follows:

1 to 19 full-time Faculty members within each unit of the university: One (1) representative

20 to 59 full-time Faculty members within each unit of the university: Two (2) representatives

60 plus full-time Faculty members within each unit of the university: Three (3) representatives (maximum)

The units of the University for this purpose are the Frank G. Zarb School of Business; Lawrence Herbert School of Communication; Fred D. Matteis School of Engineering and Applied Sciences; Hofstra School of Health Sciences; Hofstra Northwell School of Nursing and Physician Assistant Studies; the University Library; School of Education and within HCLAS: School of Humanities, Fine and Performing Arts; School of Natural Sciences and Mathematics; Kalikow School of Government, Public Policy and International Affairs.

Only members of the regular professoriate (Faculty Statute IV) shall be eligible for election by the faculty to Senate membership.

In addition, one member each will be elected from the Maurice A. Deane School of Law and the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell.

In addition, there shall be three members elected from the adjunct faculty, not more than one from each school (Frank G. Zarb School of Business, Lawrence Herbert School of Communication, Fred D. Matteis School of Engineering and Applied Sciences, Hofstra School of Health Sciences, Hofstra Northwell School of Nursing and Physician Assistant Studies, School of Education, and Hofstra University's College of Liberal Arts and Sciences).

Student members shall total seven: three elected from the graduate student body, and four elected from the undergraduate student body. Student senators shall be currently enrolled, shall have at least a 2.0 cumulative grade point average, and shall have successfully completed nine semester hours in the semester prior to election (except graduate students who shall simply be matriculated).

There shall be one full-time staff member elected by the full-time members of the staff.

There shall be one member elected from the chairpersons, who shall be the Chair of the Chairs' Caucus. The term of office for the chairperson Senator shall be the length of the term of the Chair of the Chairs' Caucus.

All elected Senators are full members of the Senate and shall have a vote.

b. The term of office for faculty and staff senators specified under a. above shall be three academic years. No senator shall serve more than nine successive years. Student senators shall serve for one academic year. No student senator shall serve more than three successive academic years unless the student Senator served three years as an undergraduate student and is now a graduate student.

c. All voting members of the faculty shall be eligible to vote in senatorial elections in the unit of which they are members. Students shall be eligible to vote in the unit of their current registration, or if unclassified, be a self-designated member of a unit.

d. Nominations for Senators, including self-nominations, shall be solicited by the Communications, Outreach, and Election Committee (COEC), formerly the Special Committee on Recruitment, Elections and Nominations or SCREAN, starting on the first Monday in March, and will be open for ten business days. All elections will be by ballot, not acclamation. COEC will review nominations on the third Monday in March and send out ballots after its review meeting. Ballots will be comprised of names of faculty who have accepted their nominations and a space for a write-in candidate. Elections will be open for ten calendar days, and COEC will meet to tabulate ballots before the April University Senate meeting. Terms of new Senators and Senators-at-large begin the following Fall semester. The School of Law and School of Medicine faculty, chairpersons, staff, and administrators shall devise their methods of election. Student elections shall be conducted through the Office of the Dean of Students. Eligible students may be nominated by petition of at

least 10 voters, if fewer than two eligible students are nominated. COEC shall monitor the qualifications and elections of all members of the University Senate.

e. When an elected senator announces that they are unable to carry out the responsibilities of office for some part of the elected term, not to exceed two semesters, the Senate Executive Committee shall nominate a temporary senator from the same unit for appointment by the Senate; in other cases, the senator shall resign and their seat shall be filled for the remainder of their term by regular election. If an elected senator misses three meetings in one academic year of the Senate or of the committee to which the senator was assigned, the Senate Executive Committee has the right to declare that seat vacant and to appoint the individual receiving the next highest number of votes in the Senator's election, or, if that person is not available, to appoint another person from the same constituency to complete the senator's term. This procedure shall not apply to the Senate President.

f. When the Senate President is unable to carry out the responsibilities of office for longer than two academic months, they will resign and the Senate Executive Committee shall appoint a temporary Senate President from the Senate until the Senate shall elect a replacement.

g. The Senate President may be asked to resign at any time by the Senate Executive Committee and forced to, on its motion, by two-thirds majority vote of the Senate. In such a case, the procedure outlined in B.2.f above shall go into effect.

3. Appointed Members

a. The Senate Executive Committee shall have the power to appoint, for a period of two academic years, additional members of the faculty, administration, chairpersons, or staff to serve as senators-at-large on a specified standing committee of the Senate. Senators-at-large have the option of serving one additional two-year term; additional terms will be subject to the confirmation of the Senate Executive Committee. Student Senators-at-large shall serve one-year terms; additional terms will be subject to the confirmation of the Senate Executive Committee.

b. Senators-at-large shall be full voting members of the Committee on which they serve and may participate in deliberations of the Senate, but shall not vote in the Senate. If a senator-at-large misses three meetings in one academic year of the committee to which they are assigned, the Senate Executive Committee will have the right to declare the appointment vacant and to appoint another senator-at-large from the same constituency to complete the senator-at-large's term.

C. Organization of the Senate

1. Officers

a. The Senate as a whole shall elect one of its elected, full-time faculty members to be Senate President. The term of the Senate President shall be three academic years. The Senate President may succeed themself as Senate President for one term provided they are confirmed in this post first by the Senate and then by their original constituency. If a term as Senate President shall have the effect of extending a term of a Senator from three to four years, the Senate President must be confirmed in this extension by their original constituency.

b. The Senate President shall preside or designate an individual to preside over sessions of the Senate; in the absence of a designated presiding officer, the Senate shall elect a temporary one.

c. The Senate shall elect a secretary who need not be a member of the body. The Secretary shall keep a record of the proceedings of the body and reports submitted to it. They shall notify the members of all meetings, regular or special, and shall provide each member with a copy of the minutes of the previous meeting. The minutes, reports, and proceedings of the Senate shall be public within the University.

2. Meetings

a. Regular meetings of the Senate shall normally be held each month of the academic year. Before a vote may be taken on an item presented for action, senators must have had at least two working days published notice.

b. Special meetings of the Senate may be called by the Senate President, by the Provost, by the Senate Executive Committee, or by a petition in writing of one-fifth of the voting members of the Senate.

c. No quorum shall be constituted without the presence of one-half of the elected members of the Senate. In all matters not governed by these provisions, the most current edition of Robert's Rules of Order shall be considered binding.

d. Members of the faculty, administration, chairpersons, students, and staff may observe meetings of the Senate. They may, upon invitation of the Senate President, and with the consent of the body, participate in its deliberations, but shall not vote in the Senate.

D. The Committees of the Senate

1. The standing committees of the Senate shall be:

a. The Senate Executive Committee
b. The Undergraduate Academic Affairs Committee
c. The Graduate Academic Affairs Committee
d. The Planning and Budget Committee
e. The Faculty Affairs Committee

f. The Student Affairs Committee

2. The Senate may alter by main motion the composition, jurisdiction, and design of its committee structure.

3. For the purpose of expediting its work, the Senate shall refer the business to come before it to the Senate Executive Committee for assignment to the appropriate committee, which shall study and report to the Senate Executive Committee for recommendation to the Senate.

4. The members of the standing committees of the Senate shall be senators and senators-at-large and shall be approved by majority vote of the Senate upon first being nominated by the Senate Executive Committee. The Senate President shall be a member only of the Senate Executive Committee.

5. The members of each standing committee, with the exception of the Student Affairs Committee and the Senate Executive Committee, shall choose from its elected faculty senators a chairperson to preside over its deliberations, expedite its business, and serve as a member of the Senate Executive Committee. The Chair of a standing committee (except Student Affairs) should be an elected Senator who is a full-time faculty member. The Senate President shall serve as the chair of the Senate Executive Committee. Among the elected student senators, there shall be elected one chairperson who shall preside over both the Student Affairs Committee and any meetings of the Student Senators.

6. The election will take place in the Spring preceding the new term. The term of these chairpersons shall be one academic year. The Vice Speaker of the Faculty will be Chair of the Communications, Outreach, and Elections Committee.

7. Normally, the standing committees shall be scheduled to meet at least once a month during the academic year.

8. The presence of one-half the total elected and at-large members shall constitute a quorum of a standing committee.

9. All committees shall report to the regular meetings of the Senate through the Senate Executive Committee.

10. The Senate or any of its standing committees may appoint ad hoc or special committees to direct investigations or recommend policy or action in areas of Senate concern. An ad hoc committee is defined as a temporary committee designated to fulfill a specific, time-bound function. A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees. Both the ad hoc and special committees shall be charged by and report to the Senate or standing committee(s) which appointed them.

VIII. OTHER UNIVERSITY COMMITTEES

(The body of this section was deleted by vote of the Full Faculty at its meeting of March 14, 2000.)

IX. FACULTY MEETINGS

A. There shall be five regular meetings of the Faculty during the academic year. The first meeting will be primarily for the University President to address the faculty and will normally be scheduled during the third or fourth week of the Fall semester. The subsequent four regular faculty meetings will normally be scheduled on the fourth Monday in October, first Monday in December, fourth Monday in February, and the first Monday in May. Members of the faculty and administrators may attend the open portion of faculty meetings. Others may be invited as appropriate by the Speaker of the Faculty for advice and consultation. The Speaker of the Faculty normally will close part of each meeting to all but Faculty (including faculty department chairs). The University President and the Provost will address the Faculty once a year, not necessarily in the same meeting.

B. Special meetings may be called by the University President, the Provost, or the Speaker of the Faculty.

C. The Faculty shall elect from its own membership a Speaker, Vice Speaker, and a Parliamentarian, each of whom shall serve for a two-year term and serve no more than four consecutive years in any one position. In the event that the position of Speaker of the Faculty becomes vacant, the elected Vice Speaker of the Faculty shall serve as interim Speaker until a new Speaker is elected for a two-year term in the next spring semester. In the event that the Vice Speaker or Parliamentarian cannot complete their term, an election shall be arranged by the Senate Executive Committee to fill the vacancy.

   The Speaker of the Faculty shall chair regular and special meetings of the Faculty and shall also insure that the Faculty is informed of all matters pertinent to Faculty concern.

   1. The Vice Speaker of the Faculty shall chair regular meetings of the Communication, Outreach, and Elections Committee.

   2. The Parliamentarian's rulings shall be based on the most current edition of Robert's Rules of Order and the ruling shall be considered binding except when overruled by the Speaker of the Faculty for good cause.

   3. The Senate's Senior Support Specialist shall keep accurate and permanent minutes of the meetings of the Faculty.

D. The Speaker of the Faculty, in consultation with the other members of the Faculty Leadership Group (Senate President, the President of the Hofstra University Chapter of the AAUP, and the Chair of the Chairs' Caucus), will set the Agenda, in accordance with the most current edition of Robert's Rules of Order, for the five meetings, and any special meetings, of the Faculty.

E. The agenda of Faculty meetings will be sent out five days prior to the meeting.

F. A two-thirds majority of the eligible voting members present is required to amend the Faculty Statutes and the Faculty Policy Series. All other actions of the Faculty shall be determined by a simple majority of the eligible voting members present. Should any measure which has been rejected by the University President be passed at the next Faculty meeting by an affirmative two-thirds vote of the eligible voting members present, it may be submitted to the Board of Trustees, which shall serve as a final court of appeal. In case of such an appeal, the Faculty shall be entitled to have its view laid before the Board of Trustees by two representatives of the Faculty's own choosing.

G. In a Faculty meeting, the voting mechanism will be the same for all eligible members.

X. FACULTY BENEFITS

Faculty benefits are according to faculty members as provided in Faculty Policy Series #l8 - #31.

XI. ALLEGIANCE

All members of the faculty are required by the State of New York and by Hofstra University to sign and subscribe to the following oath of allegiance:

> "I do solemnly swear (or affirm) that I will support the Constitution of the United States of America, and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the position to which I am assigned."