

# THE CONSTITUTION OF THE FACULTY SENATE OF THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

Adopted May 2010  
Amended May 2016

## ARTICLE I: OBJECTIVE

This Faculty Senate exists to the end that the faculty shall assume its proper share of the responsibility for the making of academic decisions, for the protection of academic freedoms within a framework of due process, and for the general advancement of the University of Mississippi Medical Center.

## ARTICLE II: MEMBERSHIP

### 2.1: Elected Faculty senate members:

Elected Members. Elected members shall be drawn from and elected by the full-time faculties of the Schools at the University of Mississippi Medical Center:

School of Dentistry  
School of Health Related Professions  
School of Medicine-University Medical Center Division  
School of Nursing

(a) Each School shall have at least two senators as basic representation without regard to faculty size.

(b) A School is allocated one senator for every 20 full-time faculty members up to 60 full-time faculty members at which point the ratio increases to 1:60 rounded to the closest whole number (see Appendix 1 for the number of full-time faculty members in each School).

(c) The total number of senators in the Faculty Senate shall not exceed 30. When the allocations above would cause the faculty senate to exceed 30 senators, the senate will re-examine the ratios to determine what adjustments are necessary to keep the senate to a manageable size.

(d) Senators and alternates shall serve three year terms with terms expiring June 30 of the third year. Senators and alternates may be elected to a second consecutive term by running for re-election along with all other nominated faculty (also see section 2-2). At no time should all senators from one School rotate off the same year.

(e) Each division shall be entitled to two (2) alternates. Candidates receiving the next highest vote tallies from each School shall be considered first and second alternates for that School in order of vote tallies received. Alternates shall be seated with full voice and vote in place of any Senator from the same School who is absent, and shall be counted for the purposes of the quorum. If not required to fill an absence, alternates in attendance shall have no vote.

### 2-2. Eligibility:

Any full-time faculty member (with the exception of administrative faculty) who (1) holds the rank of Instructor, Assistant Professor, Associate Professor or Professor and (2) has been a full-time faculty member of the University of Mississippi Medical Center for two years immediately preceding the effective date of office is eligible for election. When a new School is established at the University of Mississippi Medical Center, faculty with rank of Instructor or higher will be eligible for election to the

Senate immediately. A senator whose regular term expires may serve a second consecutive term with re-election by faculty. If a faculty member were elected specifically to fill an unexpired term of one year or less, that member may also stand for re-election (See 4-1). After the second term, the faculty member may be re-nominated for service after a required one-year absence. At which point, the faculty member may again serve two consecutive terms. This cycle may repeat as many times as the needed if the Faculty member wishes to continue to provide service to the University through serving on the Faculty Senate.

Ideally, the Faculty Senate body should consist of both junior (between 2 – 10 years of their initial faculty appointment) and senior (> 10 years since their initial faculty appointment and without a dean's appointment) faculty. While no specific ratio of Senior:Junior faculty is required, the faculty senate shall review the list of current senators and may request specific nominations from the Schools for senior or junior faculty as appropriate.

### 2-3. Method of Election:

At the beginning of the new calendar year, the Secretary shall request nominations for senators from all full-time faculty members. This communication should specify the requirements of eligibility and urge that only those eligible be nominated and that the names be submitted within four weeks of the initial request. After verifying the eligibility of those nominated, the Secretary shall notify all full-time faculty members of the nominees from their respective School. This communication shall also include: (1) the number of senators to be elected from each School and (2) directions for the election and for the return of all ballots within four weeks (see below). Within each School, the appropriate number of senators receiving the largest number of votes shall be declared elected and the results shall be announced in a timely fashion. In case of a tie, the persons under consideration shall draw lots from the Secretary in the presence of the Executive Committee. Alternates will be selected from the nominees with the next highest votes.

The manner of the communication and election will be decided upon by the Executive Committee and electronic methods shall be preferred. The Executive Committee will work with the appropriate UMC officials to implement the electronic election, ensure confidentiality in the voting, ensure no duplicate voting occurs, and that no voting by non-full time faculty members occurs.

If an elected Faculty Senator leaves or cannot fulfill the required duties, then an alternate will be promoted to full senator by the Executive Committee. A replacement alternate will be appointed by the Executive Committee.

### 2-4. Attendance:

A senator who is unable to attend a regularly scheduled meeting is required to make arrangements for, first, an elected alternate or, second, another faculty member from that School to attend in their absence. The faculty member shall sit in for that senator and have all the privileges and responsibilities of the absent senator. A senator failing to attend three senate meetings within an academic year without making arrangements for a replacement shall be considered to have resigned from the Senate and shall be replaced by promotion of an alternate senator by the Executive Committee.

### 2-5: Ex Officio Members:

The Faculty Senate will appoint *ex officio* Members as deemed appropriate and by a two-thirds majority vote of those present with voting privileges. Current *ex officio* members are listed in Appendix 2.

*Ex officio* members shall have the privilege of the floor only for the purposes of debate. They may not make or second motions and shall have no vote. The Dean of the respective School may appoint a regularly designated assistant who may stand in their place.

## ARTICLE III: OFFICERS OF THE FACULTY SENATE

### 3-1. Description and Duties:

The officers of the Senate shall be the President, President-elect, Secretary, and Secretary-elect. The President shall moderate each meeting and chair the Executive Committee. The President-elect shall act for the current President in case the current President is unable to carry out the assigned duties. In addition, the President-elect shall serve as parliamentarian. The Secretary shall keep the minutes of each meeting of the Faculty Senate, as well as those of the Executive Committee. The Secretary-elect shall assist the Secretary and will act for the current Secretary in case the current Secretary is unable to carry out the assigned duties.

### 3-2. Eligibility:

Only elected members of the Faculty Senate may hold office.

### 3-3. Term of Office:

Each officer shall hold office as officer-elect immediately following the election, and for the succeeding year as officer, beginning on July 1<sup>st</sup>, except as otherwise provided for under section 4-2. After serving the term as officer, the member may serve as an *ex officio* member (see section 2.5 above).

### 3-4. Election of Officers:

New officers will be elected at the beginning of the academic year by the full Senate (excluding *ex officio* members). It shall be the responsibility of the President to announce the eligible candidates for President-elect and Secretary-elect to the Faculty Senate membership prior to that meeting. All senators are eligible. Members of the Faculty Senate will elect officers from those members who are eligible and wish to be considered for an office, regardless of the School they represent. Officers may serve two consecutive terms.

### 3-5. Executive Committee:

The Executive Committee shall consist of the President, the President-elect, the Immediate Past-president, the Secretary, the Secretary-elect, and the Immediate Past-secretary. The immediate Past-president and Past-secretary will be considered *ex officio* members of the Executive Committee if no longer elected members of the Senate. Members of the Executive Committee shall prepare the agenda and serve as the election committee.

## ARTICLE IV: VACANCIES

### 4-1. Senate Seats:

If a senate seat becomes vacant, the Executive Committee will appoint a replacement from the pool of alternates from that School. The alternate position will be replaced at the next official, yearly election. If the affected School wishes to appoint a replacement alternate, that School may do so and shall inform the Faculty Senate by written notification.

### 4-2. Officers:

If any office becomes vacant between July first and the following election of officers, the runner-up from the same School shall automatically assume office until the term expires. If there was no runner-up in the same School, then the person receiving the highest number of votes for that office from any School, and also meeting the criteria in sections 3-3 and 3-4 shall be selected. If there are no alternates for the office, then the re-election or appointment of another senator to office would be at the discretion of the Senate. If the vacancy occurs after the election of officers, it will be filled early by the senator who would otherwise fill it either because of election or advancement on the following July first.

## ARTICLE V: RELATIONSHIP TO OTHER ADMINISTRATIVE AND GOVERNING BODIES AND AUTHORITIES.

### 5-1. Review:

While the Faculty Senate recognizes the autonomy of the Executive Faculty of the School of Medicine, of the Graduate Council, of the Faculty of the School of Nursing, School of Dentistry, School of Health-Related Professions, School of Medicine and University Medical Center Division of the University of Mississippi, it reserves the right to review any action of these bodies, if that action affects the University of Mississippi Medical Center faculty and/or student body as a whole.

#### 5-2. Higher Authority:

The Faculty Senate acknowledges the final authority of the Board of Trustees of the Institutions of Higher Learning in the State of Mississippi, subject to the constitutions of the State of Mississippi and of the United States of America.

#### ARTICLE VI: PARLIAMENTARY REFERENCE

In those questions of parliamentary procedure not specifically covered in this document, Robert's Rules of Order Revised shall apply.

#### ARTICLE VII: POWERS

The Faculty Senate shall have the power to recommend new policy within the following limitations:

#### 7-1. Affirmative Action:

The Vice Chancellor of the University of Mississippi Medical Center shall approve the affirmative action or shall veto any recommendation of the Faculty Senate within 60 days following the date the recommendation was received. In the absence of the Vice Chancellor, the Vice Chancellor's Designee shall automatically assume this responsibility. If by the end of the 60-day period, no action has been taken, then the right of appeal may be followed as outlined in section 7-3.

#### 7-2. Procedure:

In recommending matters of policy, the following procedure will apply:  
The opening step must be a motion to place the matter on the agenda of the next meeting. The motion must be seconded and then may be debated. A simple majority shall suffice to carry the motion. If carried, the recommendation itself may be taken up at the next meeting. A two-thirds majority of those present and voting shall be necessary for passage.

#### 7-3. Appeal:

The Faculty Senate shall have the right to approach, through normal administrative channels, the Chancellor of the University, as well as the Board of Trustees, concerning any action by the Administration of the University of Mississippi Medical Center, subject to the following limitations:

(a) The opening step shall be a motion to require that a representative of the Administration speak to the action at the next meeting. A simple majority will suffice to carry the motion.

(b) At the next meeting, following the hearing, a motion to appeal the action will be in order, and must designate the official or group to which the appeal is directed. Following passage, which shall require a two-thirds majority of those present and voting, the President shall deliver to the Vice Chancellor of the University of Mississippi Medical Center, or the Vice Chancellor's Designee, a request for a hearing from the designated official or group. At the next meeting, the President shall make a full report to the Senate. If further appeal is desired, it may be authorized by a two-thirds majority of those present and voting.

(c) In the event that the Vice Chancellor or the Chancellor fails to pass the appeal, with or without

comment, to the next higher authority within 60 days, the Faculty Senate will have the privilege of appealing directly to that authority.

## ARTICLE VIII. MEETINGS

The Faculty Senate shall meet at least once each month during the academic year (August – May).

### 8-1. Attendance by Faculty:

Any faculty member may attend any regular meeting of the Senate. If a faculty member requests permission to address the Senate, a simple majority will suffice to grant this privilege. Alternately, this privilege will automatically be granted to a faculty member who files a written request with the Executive Committee prior to the meeting.

### 8-2. Attendance by Others:

(a) Students—Any student registered at the Medical Center who wishes to be heard by the Senate must first file a written request with the Executive Committee. The student may then be invited to address the Senate at its next meeting.

(b) Other Persons—The Senate meetings shall be closed to all others except those the Executive Committee or the Senate may choose to invite or to hear.

### 8-3. Quorum:

The Senate will have a quorum if both:

(a) One-half of the Senate membership is present,

(b) At least one Senator from each School is present.

### 8-4. Called Meetings:

The Executive Committee may call special meetings as necessary. The business transacted will be limited to that outlined in the call.

### 8-5. Canceled Meetings:

The Executive Committee may cancel any scheduled meeting provided due notice is given.

## ARTICLE IX. AMENDMENTS

This constitution may be amended by the following sequence of actions:

### 9-1. Motions:

A motion to place the questions of amendment on the agenda of the next meeting shall be made at a regular meeting, a simple majority vote is required for passage.

### 9-2. Passage by Senate:

At the following meeting, a two-thirds majority of those present and voting shall be required to pass the amendment.

### 9-3. Adoption by the General Faculty:

A notice containing the new amendment shall be sent to each full-time faculty member with a request for objections within 30 days. Objections can be sent to the Faculty Senate by the comment box on the Faculty Senate website or by any other means. After 30 days, the amendment will be considered fully approved if no objections are documented. If any objections are documented, they will be discussed by the Faculty Senate at the next regularly scheduled meeting. Any subsequent changes made to the

amendment will require the new amendment follow the process as above.

## Appendix 1: Current Senator Allocation

School of Medicine: 771 FT faculty: 3 senators at 1:20, 12 additional senators at 1:60 = 15 senators total.

School of Dentistry: 42 FT faculty: 2 senators at 1:20=2 senators total.

School of Health Related Professions: 65 FT faculty: 3 senators at 1:20 = 3 senators total, future senators at 1:60.

School of Nursing: 55 FT faculty: 3 senators at 1:20= 3 senators total.

Appendix 2: Current *ex officio* members

The Chancellor of the University of Mississippi (Jeffery Vitter, [chancellor@OleMiss.edu](mailto:chancellor@OleMiss.edu))

The Vice Chancellor for Health Affairs and Dean of the School of Medicine (LouAnn Woodward; [lawoodward@umc.edu](mailto:lawoodward@umc.edu))

The Dean of the School of Dentistry (David Felton; [dafelton@umc.edu](mailto:dafelton@umc.edu))

The Dean of the School of Health Related Professions (Jessica Bailey; [jhbailey@umc.edu](mailto:jhbailey@umc.edu))

The Dean of the School of Nursing (Kim Hoover; [khoover@umc.edu](mailto:khoover@umc.edu))

The Dean of the Graduate School (Joey Granger; [jgranger@umc.edu](mailto:jgranger@umc.edu))

Dean of the School of Pharmacy (Kim Adcock will serve as the dedicated Ex Officio Member; [kadcock@umc.edu](mailto:kadcock@umc.edu))

The Immediate Past-president and Immediate Past-secretary of the Senate if either is no longer elected members of the Faculty Senate (Maureen Wirschell; [mwirschell@umc.edu](mailto:mwirschell@umc.edu) and Jonathan Jones; [jsjones@umc.edu](mailto:jsjones@umc.edu))