

The Constitution of the Faculty

Peabody College of Vanderbilt University

Article I *The Faculty*

A. Voting Faculty

Voting members of the Peabody College Faculty are those persons holding at least half-time appointments in Peabody College with the titles of Instructor, Assistant Professor, Associate Professor, Professor, and Distinguished Professor; Instructor in the Practice, Assistant Professor of the Practice, Associate Professor of the Practice, and Professor of the Practice; Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor, and Senior Lecturer; plus those persons holding at least half-time, multiple-year appointments in Peabody College with the titles of Research Instructor, Research Assistant Professor, Research Associate Professor, and Research Professor; but without the prefixes Adjoint, Adjunct, or Visiting.

B. Voting Rights

Voting members of the Faculty have voting rights on all matters before the Faculty and before the department of their primary appointment except in matters of appointment, renewal, promotion, and tenure, for which voting rights are defined in the *Faculty Manual* of Vanderbilt University and the *Procedural Guidelines for Appointment, Renewal, Promotion, and Tenure* of Peabody College. Departments may, nonetheless, adopt more inclusive definitions of voting rights for departmental matters other than appointment, renewal, promotion, and tenure.

Article II *The Faculty Council*

A. Purpose and Responsibilities

The Faculty Council shall be the deliberative, representative body of the Peabody College Faculty for purposes of (a) advising the Dean on all matters of educational policy and programs; (b) expressing authoritative, collective faculty opinion about College affairs, faculty-administration relations, and any other topic of common concern; and (c) coordinating Faculty consideration of issues brought to the attention of the Faculty Council by motion at Faculty Meetings, communication from administrative officers, departments, or individual Faculty members, or reports and recommendations of standing and ad hoc committees. The Faculty Council reports its decisions to the Faculty; these decisions shall stand unless disapproved by the Faculty.

B. Membership

1. To create a more representative Faculty Council, each Academic Department at Peabody shall have one Departmental Representative and one At-Large Representative. The Dean and one Peabody Faculty Senator shall serve as ex officio members. To create a higher level of institutional memory and consistency with the policy history of the Peabody Faculty Council, the past Chair of the Council shall serve as a non-voting, ex-officio member for a period of one year, if that person is no longer a member of the Council.
2. Members of the Council shall be elected for a three-year term. To ensure continuity, terms shall be staggered so that one-third of the Council is elected each academic year.
3. Any voting member of the Faculty who is not serving as a central administrative officer of the College is eligible for election to the Council and there shall be no limitation on re-election.

C. Elections

1. Each voting member of the Faculty shall have one vote each for the Departmental and At-Large Representative positions to be filled from his/her primary department. Candidates shall be elected according to the highest number of votes received at the closing date of the election.
2. Elections for at-large members and departmental representatives shall be held sequentially, with elections for at-large members conducted first. Elections shall be held during the spring semester for terms expiring that year and elected members shall take their place on the Council in the subsequent fall semester. Special elections for vacated seats on the Council may be held at any time, as needed.

Elections for membership on Faculty Council shall be held as follows. In February, The Peabody Faculty Council shall elect a new chair from its current membership. The Chair-elect will then become co-responsible for coordinating the new Council election with the current Council Secretary. The PFC Secretary and Chair-elect, along with the departmental representatives, will work together to determine a list of faculty eligible and willing to serve in at-large positions. Using this list, a nominating ballot shall be distributed to the entire Voting Faculty for election of at-large members (timeline: March). Any ballot put forward needs to have two to four people from each department willing to serve. Faculty members shall be given five working days to return the nominating ballots. Also in March, the PFC Secretary and departmental representatives will determine which departments have outgoing departmental representatives and set up internal department procedures to determine those representatives.

3. In the event that a Council member cannot complete, or chooses not to complete, her/his term, a new departmental or at-large election, as appropriate, shall be conducted to fill the unexpired term.

D. Meetings

1. Regular Council Meetings shall be held monthly during the academic year. Special Meetings may be called by the Chair.
2. *Robert's Rules of Order* shall be the rules for conducting business in the meetings of the Faculty Council, except as modified by alternative procedures adopted by the Council or described below.
3. A majority of voting members of the Council shall constitute a quorum to conduct business.
4. A closed session may be called by the Chair for any Regular or Special Meeting of the Faculty Council, or any part thereof, with or without prior notification. Only elected members of Faculty Council shall participate in a closed session.
5. Unless a closed session is called by the Chair of the Faculty Council, all meetings of the Council shall be open to members of the Faculty. Faculty members who are not Council members may attend Council meetings as observers but shall not actively participate in the Council's deliberations except during periods designated for open discussion or when explicitly requested to do so by the Chair.

E. Resources and Support

Faculty Council shall be provided with the resources necessary to fulfill its obligations as part of the College's customary support for faculty duties and responsibilities. These resources should include staff support to assist in carrying out elections and taking and distributing the minutes of Faculty Council and Faculty Meetings, and office space in which to store the minutes and other records of the Faculty Council.

F. Officers

All officers shall be elected by the members of the Faculty Council from among its members. The Officers of the Faculty Council and their respective duties shall be as follows:

1. Chair. The Chair of the Faculty Council shall be elected for one year and be eligible for re-election. The Chair, in consultation with others, shall set the agenda for Faculty Council meetings and be responsible for conducting those meetings. The Chair of the Faculty Council shall be the principal speaker for the Council at the Faculty Meeting.

2. Past-chair. The Past-chair of the Faculty Council shall serve one year in an ex-officio capacity. He/she will serve in an advisory capacity to the Faculty Council, particularly to the Chair and Chair-elect and conduct Faculty Council meetings in the Chair's absence.
3. Chair-elect. The Chair-elect of the Faculty Council shall be elected in February. The Chair-elect shall consult with the Chair as he/she learns the associated Faculty Council duties and begins taking on those responsibilities (i.e., voting for Faculty Council representatives). The Chair-elect would officially become the Chair immediately following the University's Commencement.
4. Secretary. The Secretary shall be elected for one year and be eligible for re-election. Using Faculty Council resources, the Secretary shall be responsible for overseeing the following activities:
 - a. Preparation of the minutes of the Faculty Council to reflect the viewpoints expressed on the issues before the Council. The minutes of the Faculty Council and the agenda for the next Faculty Council Meeting shall be distributed to members of the Faculty not less than 48 hours before the meeting.
 - b. Preparation of the minutes of the Faculty Meeting to reflect the viewpoints expressed in discussion of the issues before the Faculty.
 - c. Conducting the elections for departmental and at-large members of the Faculty Council and for university-wide elected faculty bodies (e.g., the Faculty Senate).
 - d. Collect nominations for Peabody faculty and staff awards.
5. Executive Committee. The Executive Committee shall comprise the Officers of the Faculty Council (i.e., Chair, Secretary, Past-Chair, and Chair-elect). The Executive Committee shall be advisory to the Chair and serve as Faculty Council liaison to the Dean. The Executive Committee shall meet regularly to help plan meeting agendas and consider issues that promote Faculty interests. All activities in which the Executive Committee engages shall be reported to the Council at its next regularly scheduled meeting. The Executive Committee shall have no decision-making or policy-making power except that specifically granted to it by the Council.

Article III
Committees of the Faculty

A. Membership on Standing Committees

1. Members of standing committees shall be selected from the voting members of the Faculty and shall be appointed by the Chair of the Faculty Council in

consultation with the Council. In making appointments, attention shall be given to representation by departments and ranks. Before committee assignments are to be made, the Chair of the Faculty Council shall circulate a notice to the Faculty requesting volunteers and a notice to department chairs requesting suggestions.

2. Each standing committee shall consist of five members, including the chair. Members shall be appointed for two-year terms and be eligible for reappointment. Members' terms shall be staggered so that all members do not complete their service in the same year. The chair of each standing committee shall be selected from among the members of the Faculty Council, shall be appointed by the Chair of Faculty Council in consultation with the Council, and shall serve for one year as chair with possible reappointment.
3. As deemed appropriate by the chair of a standing committee, selected administrative officers, Faculty members, graduate students, undergraduate students, and other such persons whose counsel is desired may be invited to participate in committee affairs on an occasional or regular basis.

B. The Standing Committees of the Faculty

The establishment, abolition, or modification of a standing committee shall be subject to the rule for amendments to this constitution (Article V). The standing committees of the Faculty shall be as follows:

1. Curriculum and Educational Programs Committee. The Curriculum and Educational Programs Committee shall make recommendations on (a) all proposals for the establishment and modification of academic programs, (b) all proposals for new courses, (c) the placement of courses not falling within the scope of any department, (d) periodic and ongoing review of academic programs, and (e) all other matters relating to curriculum and educational programs deemed appropriate by the Faculty Council.
2. Committee on Academic Standards and Procedures. The Committee on Academic Standards and Procedures shall make recommendations on matters related to academic standards, rules, and regulations. These shall include procedures regarding grading, requirements for graduation, admission standards, and all other matters relating to academic standards and procedures deemed appropriate by the Faculty Council.
3. Faculty Affairs Committee. The Faculty Affairs Committee shall make recommendations on matters related to (a) the standards and procedures for selection, retention, promotion, and evaluation of members of the Faculty, (b) the standards and procedures applicable to members of the Faculty with regard to such matters as academic freedom and appropriate faculty conduct, and (c) all other matters relating to faculty affairs deemed appropriate by the Faculty Council.

4. Committee on Teaching. The Committee on Teaching shall keep abreast of current scholarly understanding concerning the nature of teaching excellence. It shall make recommendations concerning such matters as methods to enhance the teaching-learning process, strategies for fostering and rewarding teaching excellence, policies for professional development related to teaching, institutional policies that affect teaching, and all other matters relating to teaching deemed appropriate by the Faculty Council.
5. Committee on Research. The Committee on Research shall make recommendations on such matters as funding and support for research, expansion of research opportunities, development of research infrastructure, promotion of excellence in research, professional development related to research, institutional policies that affect research, and *all* other matters relating to research deemed appropriate by the Faculty Council.
6. Committee on Equity, Diversity, & Inclusion. The Committee on Equity, Diversity, & Inclusion shall advise the Faculty Council and serve as a resource to the College, its departments, and centers with regard to (a) search procedures for new faculty, (b) recruitment and retention of faculty of color and other underrepresented groups, (c) analysis of issues and development of policies for promoting diversity related to race, culture, disability, gender, religion, and sexual orientation, and (e) all other matters relating to equity, diversity, and inclusion deemed appropriate by the Faculty Council.

C. *Ad Hoc* Committees

Ad hoc committees may be established by the Faculty Council without action by the Faculty. Such committees shall be given a specific charge and a defined term of service with the possibility of extension. Members of *ad hoc* committees shall be appointed by the Chair of the Faculty Council in consultation with the Council.

D. Committee Reports

All committees of the Faculty shall report to the Faculty Council. Reports shall be adequately documented and reflect the views of all members of the committee, both pro and con. Committee reports and recommendations may be approved by Council for submission to the Faculty without substantial change, amended and approved, returned to committee for reconsideration, or rejected.

Article IV *The Faculty Meeting*

A. Meetings

The Chair of the Faculty Council in consultation with the Dean shall schedule at least one Faculty Meeting during each semester of the regular academic year. Special Meetings

for consideration of a specified item of business may be called by the Faculty Council, by the Dean, or upon the written request of ten voting members of the Faculty. After receiving such a request, the Chair of the Faculty Council shall either include the item in the agenda of the next Faculty Meeting or call a special meeting within 30 days.

B. Procedure

1. *Roberts Rules of Order* shall be the rules for procedure and for conducting business in the Faculty Meeting, except as modified by the rules of organization and procedure below, or subsequent amendments thereto.
2. Twenty-five voting members of the Faculty shall constitute a quorum to conduct business.

C. Officers

The Chair of the Faculty Council shall be the presiding officer of the Faculty Meeting and, in consultation with the Dean, shall prepare the agenda.

D. Calendar

Except as modified by the Faculty Council, or by two-thirds of the members present and voting, business of the Faculty shall be addressed in the following order:

1. Executive Calendar.
2. Motions from the Faculty Council. These motions for Faculty approval shall be subject only to technical amendments from the floor as may be acceptable to the Chair of the Faculty Council. Before a final vote of approval is taken, three substitute motions from the floor shall be in order: to table, to return the proposal to the Faculty Council for further consideration, or to postpone until a specified time.
3. Report of actions taken by the Faculty Council in fulfilling its charge as set forth in Article II above. Each action of the Faculty Council reported under this calendar shall be subject to one motion of disapproval from the floor. Actions of the Faculty Council not specifically disapproved shall stand.
4. Committee Calendar. Drafts of reports on items of special interest to the Faculty submitted by committees of the Faculty for discussion and information only. No formal action shall be taken during or after such presentations.
5. Original Motions Calendar. Motions concerning any business of the Faculty submitted by members of the Faculty. Motions originating from the floor shall take the form of (a) a request for the sentiment of the Faculty on any policy or issue, (b) a requirement for a report from the Faculty Council or a committee of the Faculty Council to be presented to the Faculty at a specified time, or (c) a directive for a mail ballot of the entire Faculty

on a given issue. A directive for a mail ballot shall require a two-thirds majority for passage and, if passed, the mail ballot on that issue shall be held within two weeks.

Article V
Amendments

Amendments to this Constitution may be offered by the Faculty Council or by any voting member of the Faculty at a regularly scheduled Faculty Meeting. Proposed amendments shall be promptly distributed to all members of the Faculty by the Secretary.

Amendments not proposed by the Council shall be referred without delay either to a standing committee of the Faculty whose jurisdiction is relevant to the purpose of the amendment or to an *ad hoc* committee appointed by the Chair of the Faculty Council in consultation with the Faculty Council. The committee shall submit in writing its report and recommendations upon the original proposal to the Faculty Council within 30 days, unless a longer period is expressly authorized by the Faculty at the Faculty Meeting. The Council shall submit each original amendment, together with its report and recommendations thereof, under the original motions calendar at the next regularly scheduled Faculty Meeting, or at a Special Meeting called for that purpose. Amendments shall become effective as revised, modified, or approved by a majority vote of the Faculty Meeting.

Adopted 8/31/00
Amended 5/9/01
Amended 4/5/15
Amended 2/11/16