

# Academic Council Constitution

## Article I

Name: Academic Council

## Article II

Purpose:

Academic Council (AC) shall be the Shared Governance System (SGS) committee that will receive recommendations on academic matters from the Faculty Senate and other academics as appropriate. The AC will make final recommendations to the Provost on all academic matters including but not limited to policies on:

- Enrollment and admission
- Scholarships
- Catalog revisions
- Curriculum issues
- Degree requirements
- SACS accreditation

## Article III

Membership:

The Academic Council (AC) shall have representatives from the academic administration, the Council of Professors and Faculty Senate, and be chaired by the Provost. The AC voting membership is as follows:

- Senior Vice President for Academic Affairs and Provost
- Associate Vice President for Academic Affairs
- Associate Vice President for Student Services
- Associate Vice President for Information Resources
- Academic Deans (4)
- Faculty Senate (8)
- Executive Director of the Library
- Associate Vice President for Enrollment Management
- Representative from the Council of Professors excluding Members on Leave (1)

#### Article IV

Officers: The Provost is the only officer and chair of Academic Council.

#### Article V

Meetings: Regular meetings normally are called once a month, on the third Thursday during the nine-month academic year by the Provost. The Chair may cancel a regularly scheduled meeting if no action or discussion items are pending or for other good reasons. Special meetings may be called by the chair or when requested by 25% of the membership.

#### Article VI

Quorum: 60% of the membership constitutes a quorum (11 members).

#### Article VII

Amendments to the Constitution require 2/3 of membership approval.

## Academic Council Bylaws

- I. Membership
  - A. Requirements: as stated in Article III of the Constitution.
  - B. Elected Members:

The elected members of the Academic Council are the Senate representatives and the Council of Professors representative. These representatives take office upon election on August 1.
  - C. Resignations:

Members may resign upon notification to the chair.
  - D. Removal:

If council members exceed two absences a year, they may be removed at the discretion of the chair.
  - E. Vacancies:

Vacancies will be filled according to the procedures established by the appropriate groups.
  - F. Rights and Responsibilities:
    - 1) To attend all meetings
    - 2) To introduce items for consideration by the council
    - 3) To vote on items presented for the council's consideration
    - 4) To represent the views of the members' specific constituencies
    - 5) To designate alternates to attend meetings as necessary
      - i. The President of the Faculty Senate will appoint alternate Senators
      - ii. Each administrative representative will designate an alternate as appropriate
    - 6) For alternates: to attend meetings and in the absence of regular council members.
- II. Parliamentary Authority
  - A. Meetings will be conducted according to the latest edition of Robert's Rules of Order

### III. Introduction of Items for Consideration

- A. The meeting agenda and any supporting documents must be distributed at least one week prior to the meeting date.
- B. Items concerning teaching and curriculum may be sent to the Provost, who acting as chair of the Academic Council, will forward them simultaneously to interested parties, including the Dean's Council and Faculty Senate. To expedite matters, members are advised to send items simultaneously to the Provost, Dean's Council, and Faculty Senate and to allow 60 days for the process. Items will be introduced for first readings at the next meeting of the Academic Council so that information and concerns may be shared. They will be considered for a second reading by Academic Council within 30 to 60 days. If the minimum time period allowed for consideration is not sufficient, members may ask the council for expedited consideration or an extension of the time needed. Any such request will be discussed with and approved by the council.

### IV. Voting Procedures

- A. All items presented must be approved by a 60% majority of council membership to be forwarded to the Provost.

### V. Amendments to the Bylaws

- A. Any member of Academic Council may propose amendments
- B. Proposed amendments must be on the agenda for at least two regularly scheduled meetings before they can be voted on.
- C. Amendments may be presented and voted on only in regularly scheduled meetings.
- D. All amendments must be approved by a 2/3 majority of council membership.