

# **The Constitution of the General Faculty Winston-Salem State University**

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## **Preamble**

We, the faculty of Winston-Salem State University, endorse the principle of shared governance and accept the fundamental responsibility of establishing and implementing academic policies and advising on other affairs of the institution.

In order to create a system of governance that ensures the exercise of authority granted to the faculty and participation by the faculty with the other constituencies of the university in institutional decision-making and governance, we hereby enact a Constitution for the General Faculty of Winston-Salem State University.

## **Article I: Statement of Authority**

The Constitution is subject to the delegation of authority by *The Code* of the University of North Carolina, the Office of the President, the Board of Governors of the University of North Carolina, the Board of Trustees of Winston-Salem State University, and the Chancellor of Winston-Salem State University.

## **Article II: The General Faculty**

### **Section 1: Membership**

The General Faculty of Winston-Salem State University shall consist of the chancellor, the provost/vice chancellor for academic affairs, any person holding the title of professor, associate professor, assistant professor, instructor, or lecturer, all full-time and part-time faculty, visiting faculty, artists-in-residence, and writers-in-residence.

### **Section 2: Voting Privileges**

All members of the General Faculty who hold full-time positions shall have voting privileges.

### Section 3: Functions

Consistent with accrediting agencies, the policies of the Board of Governors, and the UNC *Code*, the General Faculty assumes primary policy-making responsibility for the following (not ranked in order of importance):

1. Curriculum matters prior to their implementation, including
  - a. Graduation requirements;
  - b. General education requirements for undergraduates;
  - c. The establishment of all new departments, schools, and colleges;
  - d. The establishment of new degree programs (including online programs);
  - e. Developing, evaluating, and modifying existing and proposed courses and programs;
  - f. The establishment of, or making substantive changes to, majors;
  - g. The elimination or consolidation of degree programs or departments (except in cases of declared financial exigency);
  - h. The establishment of individual new courses;
2. Setting minimal general degree requirements for the university, to which the faculties of individual programs (or schools and colleges) may recommend additional requirements for their graduates;
3. Setting additional minimal admission standards for individual schools, colleges, departments, or programs;
4. Establishing standards for the granting of academic credit;
5. Establishing grading systems;
6. Developing grade appeal policies for the university;
7. Setting academic policies concerning withdrawal, probation, suspension, retention, and repetition of courses;
8. Conducting the academic advising of students;
9. Appointing, reappointing, promoting, and recommending permanent tenure of faculty (within the limitations of *The Code* and the policies of the Board of Trustees);
10. Conducting post-tenure review;
11. Conducting faculty grievances and appeals;
12. Recommending candidates for receipt of all degrees, including honorary degrees;
13. Evaluating faculty;
14. Allocating funds designated for faculty development and research;
15. Making recommendations to the Faculty Senate;
16. Electing representatives of the Faculty Senate; and
17. Ratifying, modifying or revoking actions of the Faculty Senate; and
18. Reviewing, amending, rescinding, and/or repealing any part of the Faculty Constitution.

The General Faculty serves in an advisory capacity and shall have representation on committees with other bodies of the university to consider any matter related to the welfare of the university, including but not limited to

1. Minimal university admission standards;
2. Student conduct;
3. Recommendations on reports from units in the university;
4. Policies related to salary increases;
5. Budgetary matters;
6. Academic leave;
7. Academic workloads;
8. Allocation of academic positions;
9. Appointment and evaluation of administrators;
10. Student scholarship evaluation and selection processes;
11. Faculty teaching, research and service awards;
12. Library user services and collection development;
13. Sponsored programs;
14. Academic computer use;
15. Course scheduling;
16. Allocation and use of existing facilities;
17. Transportation and parking;
18. Program and design of new facilities;
19. Changes in the formal structure of colleges, departments, or other units in the Division of Academic Affairs; and
20. The academic calendar.

#### **Section 4: Governing Body of the General Faculty**

The governing body of the General Faculty shall be called the Faculty Senate.

#### **Section 5: Officers of the General Faculty**

The officers of the General Faculty shall be the officers of the Faculty Senate (see Article III section 6).

#### **Section 6: Meetings of the General Faculty**

Meetings of the General Faculty shall be presided over by the chair of the General Faculty.

At least one meeting of the General Faculty shall be held each semester prior to midterm. These meetings shall be exclusive of the semiannual Faculty/Staff Institutes called and chaired by the chancellor or his/her designee. Faculty shall receive notice and an agenda of the meeting at least two weeks prior to the meeting.

Special meetings of the General Faculty may be called by the chair of the General Faculty upon written petition of ten percent of the General Faculty.

The chancellor may call a General Faculty meeting at any time. This meeting shall be presided over by the chancellor or his/her designee.

## **Section 7: Agenda for General Faculty Meetings**

The agenda for scheduled meetings shall be set by the chair of the General Faculty and the chancellor with appropriate input from the officers of the Faculty Senate and the provost/vice chancellor for academic affairs. The agenda for General Faculty meetings shall include university reports, the chancellor's report, and Faculty Senate reports.

## **Section 8: Committees of the General Faculty**

- a. **The Faculty Grievance Committee**: This statutory committee is authorized to hear, mediate and advise with respect to the adjustment of grievances of faculty members. It reviews matters related to the faculty member's employment status and institutional relationships within Winston-Salem State University. The committee is comprised of ten elected members—five delegates and five alternates: 2 assistant professors (1 delegate, 1 alternate), four associate professors (2 delegates and 2 alternates), and four professors (2 delegates and 2 alternates). No administrator at the level of department chair, dean, or higher may serve on this committee. Delegates and alternates serve staggered two-year terms, and may be reelected once. The provost is responsible for conducting the elections for this committee at the start of the fall semester. Full-time general faculty members may vote. Since a committee member of the department of an applicant excludes himself or herself from a case involving his or her department, the provost should ensure that alternates and delegates represent as many of the departments within the university as possible. The chairperson of this committee will serve a term of two years and may be reelected once. Selection of the chair by committee members should occur at the first meeting of the fall semester. Section 607 in The Code contains the guidelines about this committee and Chapter IV, Section XI of the Faculty Handbook contains its procedures.
- b. **The Tenure and Promotion Committee** (formerly the Faculty Personnel Committee): This statutory committee reviews matters of faculty concern and makes recommendations to the provost/vice chancellor for academic affairs, who reviews them with the chancellor for final decision. Concerns include promotion and tenure. The committee is comprised of eighteen elected senior faculty members—nine delegates and nine alternates. Delegates and alternates serve staggered four-year terms, and may be reelected. No administrator at the level of department chair, dean, or higher may serve on this committee. The nine delegates and alternates shall be elected by the full-time faculty of the College of Arts and Sciences (3 delegates/3 alternates), School of Business and Economics (2 delegates/2 alternates), School of Education and Human Performance (2 delegates/2 alternates), and School of Health Sciences (2 delegates/2 alternates). The deans are responsible for conducting the committee elections in their respective college or school meetings at the start of the fall semester. Since a

committee member of the department of an applicant excludes himself or herself from a case involving his or her department, deans should ensure that alternates and delegates represent as many of the departments within the school as possible. The chairperson of this committee will serve a term of one year and may be reelected. Selection of the chair by committee members should occur at the first meeting of the fall semester. This committee carries out policies required by Section 602 (3) of The Code. Its procedures are described in Chapter IV, Section IV of the Faculty Handbook.

- c. **Faculty Hearing on Discharge and Nonreappointment Committee:** A faculty member who has been discharged, suspended, or not re-appointed for reasons considered relevant to total institutional interests may request a hearing before this statutory committee on the written specification of reasons for the intended discharge. The committee is comprised of ten elected senior faculty members—five delegates and five alternates. No administrator at the level of department chair, dean, or higher may serve on this committee. Delegates and alternates serve a staggered two-year term, and may be reelected. The five delegates and five alternates shall be elected by the full-time faculty of the College of Arts and Sciences (2 delegates/2 alternates), School of Business and Economics (1 delegate/1 alternate), School of Education and Human Performance (1 delegate/1 alternate), and School of Health Sciences (1 delegate/1 alternate). The deans are responsible for conducting the committee elections in their respective college or school meetings at the start of the fall semester. Since a committee member of the department of an applicant excludes himself or herself from a case involving his or her department, deans should ensure that alternates and delegates represent as many of the departments within the school as possible. The chairperson of this committee will serve a term of one year and may be reelected. Selection of the chair by committee members should occur at the first meeting of the fall semester. The three different types of cases that can come before this committee are handled in different ways. For cases involving discharge or the imposition of serious sanctions during a faculty member's tenure, see Sections 603 of The Code and Chapter IV, Section IX of this Handbook. References for cases involving suspension (termination) due to financial exigency appear in Section 605 of The Code and Chapter IV, Section X of this Handbook. Finally, the committee may review cases involving nonreappointment at the end of a fixed term of service to determine if the decision was due to Impermissible Grounds or procedural error. More information appears in Section 604 of The Code and Chapter IV, Section VII of the Faculty Handbook.
- d. **Academic Standards and Curriculum Committee:** This committee shall review and make recommendations on new undergraduate degree program requests, curricula revisions, and changes in undergraduate academic programs, following review and approval by the department/school/college/division. This committee shall also discuss, review, and recommend changes in existing policies related to the academic programs of the university. All requests for policy

changes shall come to this committee after they have been reviewed and approved by the department/school/college/division.

Each academic department at Winston-Salem State University shall elect a tenured or tenure-track faculty member and an alternate to serve on this committee for a term of two years. The Faculty Senate Chair and/or Vice Chair shall serve on this committee, the Provost shall serve as an ex-officio member, and the chair shall be elected by the committee members.

- e. **Graduate Council:** This committee shall review and make recommendations on new graduate degree program requests, curricula revisions, and changes in graduate academic programs, following review and approval by the department/division/school/college. This committee shall also discuss, review, and recommend changes in existing policies related to the graduate academic programs of the university. All requests for policy changes shall come to this committee after they have been reviewed and approved by the department/school/college/division.

Each graduate department at Winston-Salem State University shall elect a tenured or tenure-track graduate faculty member and an alternate to serve on this committee for a term of two years. The Faculty Senate Chair and/or Vice Chair shall serve on this committee, the Provost and Graduate Dean shall serve as ex-officio members, and the chair shall be elected by the council members.

- f. **Academic Calendar Committee:** This committee shall be responsible for reviewing and making recommendations on the university academic calendar. The committee is comprised of ten elected faculty members—five delegates and five alternates. The five delegates and alternates shall be elected by the faculty of the College of Arts and Sciences (2 delegates/2 alternates), School of Business and Economics (1 delegate/1 alternate), School of Education and Human Performance (1 delegate/1 alternate), and School of Health Sciences (1 delegate/1 alternate). The Deans are responsible for conducting these elections in their respective college or school meetings at the start of the fall semester. The Provost shall nominate up to nine administrators from Student Affairs, Admissions, Registrar, etc., to the Academic Calendar Committee. A representative from the Office of the Provost/Vice Chancellor for Academic Affairs shall serve as chair and as a voting member of this committee.
- g. **University Governance Committee:** This committee shall be responsible for ensuring that the principles of shared governance are being implemented. This committee shall ensure that there is faculty representation on university committees. The committee is comprised of one elected delegate and an alternate from each school or college. The Deans are responsible for conducting these elections in their respective college or school meetings at the start of the fall semester.

- h. **Professional Development Committee:** This committee shall review and make funding recommendations on matters that enhance professional effectiveness of faculty members in the areas of teaching, research, and service. This committee shall also assume the responsibilities of the former Faculty Development Committee and the former Committee on Professional Development.

Each academic department at Winston-Salem State University shall elect a full-time faculty member and an alternate to serve on this committee for a term of two years. The Faculty Senate Chair and/or Vice Chair shall serve on this committee, the Provost and or other senior academic administrators shall serve as *ex-officio* members, and the chair and the vice chair shall be elected by the committee members.

## **Article III: THE FACULTY SENATE**

### **Section 1: Purpose**

The Faculty Senate shall exercise the legislative powers of the General Faculty. It shall also consult with and advise the chancellor and his/her administrative staff on matters essential to the effectiveness and future development of the university.

### **Section 2: Functions**

Within the limits of *The Code*, the Faculty Senate shall be the legislative body of the General Faculty. Responsibilities of the Faculty Senate shall consist of

- a. Acting on the policy-making and advisory functions of the General Faculty (this includes formulating, ratifying, amending, and remanding academic policies);
- b. Investigating, clarifying, discussing, and debating concerns and suggestions forwarded by the General Faculty;
- c. Conducting any other business as delegated by the General Faculty
- d. Representing the General Faculty in the long-term development of the university;
- e. Determining what matters are to be delegated to other bodies established by this Constitution; and
- f. Reviewing the provisions of The Constitution of the General Faculty at least every five years and making recommendations of possible changes to the General Faculty and the chancellor.

### **Section 3: Approval of Actions of the Faculty Senate**

An act of the Faculty Senate shall be considered approved unless

- a. The General Faculty votes to amend or rescind the act. Such a vote may take place at either a regular or special meeting at which a quorum of at least two-thirds of the General Faculty is present. The vote must carry by a majority of the quorum;

- b. The chancellor vetoes the act. The chancellor shall have thirty days to submit written notice and explanation of the veto to the chair of the Faculty Senate; or
- c. The Board of Trustees or the Board of Governors vetoes the act. The chancellor shall notify the chair of the Faculty Senate in writing of any such action.

#### **Section 4: Membership**

- a. Each academic department shall elect one representative for each eight full-time faculty positions or fraction thereof. Each department shall have at least one representative and one alternate.
- b. Members of the Faculty Senate shall serve for three-year (staggered) terms.
- c. Members of the Faculty Senate are eligible to serve two consecutive terms, after which time they are required to wait a period of no less than one year before being eligible to serve again.
- d. To be eligible for election, an individual must
  - hold academic rank within the department from which he/she is being elected;
  - be a full-time voting member of the General Faculty, and at least part of his/her duties must involve classroom teaching;
  - not hold the position of dean, associate dean or department chairperson; and
  - have been a full-time faculty member of Winston-Salem State University for two consecutive academic years prior to becoming a member of the Faculty Senate.
- e. The chancellor and the provost/vice chancellor for academic affairs shall serve as ex-officio, non-voting members of the Faculty Senate.

#### **Section 5: Elections**

- a. Any voting General Faculty member who teaches a class within a department at the time of Faculty Senate elections may vote for faculty senators; however, faculty members holding dual membership in two departments may only vote once.
- b. Elections shall be announced to the General Faculty within the academic department no later than one week prior to the meeting when the elections take place.
- c. Elections shall be held no earlier than March 10, and no later than April 10.
- d. Elections shall be by secret ballot.
- e. A school or college, by two-thirds of its total voting membership, may recall any one or more of its senators for good cause shown. Notification of the recall shall be communicated by the department chair to the chair of the Faculty Senate within seven days of the vote.
- f. In the event of any vacancies, the positions shall be filled immediately with the alternate from the academic department in which the vacancy occurs. A special departmental meeting shall be held to elect a new alternate.



## Section 6: Officers and Election of Officers

- a. The officers of the Faculty Senate shall be a chairperson, vice- chairperson, secretary, and parliamentarian. These officers shall comprise the Executive Committee. The chairperson and the vice-chairperson shall be tenured members of the General Faculty.
- b. Officers of the Faculty Senate shall be elected by the Faculty Senate. Each officer shall serve a term of two years and may be reelected for one additional two-year term, as long as he/she is eligible to serve on the Faculty Senate. The officer shall be required to wait a period of no less than one year before being eligible to serve in that office again. The term of office shall begin at the close of the April meeting of the Faculty Senate.
- c. Elections shall be by secret ballot.
- d. After the chair has assumed office, an alternate of the department represented by the chair shall serve the remainder of the chair's term in order to ensure full voting representation for that academic unit. A special departmental meeting shall be held to elect a new alternate.
- e. No member shall hold more than one office at a time.

## Section 7: Duties of Officers

- a. The chancellor of the university shall have the right to preside over the deliberations of the Faculty Senate (*UNC Code*, Section 502 D (2)).
- b. The chairperson of the Faculty Senate shall preside over meetings of the Faculty Senate and the Executive Committee, except those convened by the chancellor or his/her designee. The chairperson also serves as chair of the General Faculty and shall preside over regular and special meetings of the General Faculty. The chairperson, in consultation with the Faculty Senate, shall appoint members of standing and *ad hoc* committees. The chairperson shall prepare an annual budget request for the funding of Senate operations and shall submit the request to the chancellor. The chairperson shall serve as chief liaison officer between the Faculty Senate and the chancellor of the university and will represent the General Faculty at university activities. The chair of the Faculty Senate will serve as a delegate to the UNC Faculty Assembly and serve on the UNC Faculty Assembly Chairs Committee and Historical Minority Institutions Caucus. The chair of the Faculty Senate shall be given a reduction in course load of six semester hours per semester while serving as chair. The chairperson shall have an undergraduate student worker or a graduate assistant to assist in secretarial duties.
- c. The vice-chairperson shall perform the duties of the chairperson in the event of the chairperson's absence or disability. In the event that the office of the chairperson becomes vacant, the vice-chairperson shall assume that office for the duration of that term, and a new vice- chairperson shall be elected at the next regular meeting. The vice-chairperson of the Faculty Senate will serve as an alternate to the UNC Faculty Assembly.
- d. The secretary shall be responsible for the preparation of the minutes of all meetings and for maintaining records of the Faculty Senate. The secretary shall

serve as the secretary for the General Faculty and shall be responsible for the minutes of all meetings of the General Faculty. The secretary shall be responsible for giving notice of the meetings of the Faculty Senate and of the General Faculty. He/she shall be responsible for posting copies of the agenda, meeting minutes and other relevant documents to the Faculty Senate website, and for making those documents available for review in the Faculty Senate office.

- e. The parliamentarian shall ensure that the meetings of the Faculty Senate and the General Faculty are in keeping with the latest edition of *Robert's Rules of Order*.

## **Section 8: Duties of Senators**

- a. Senators shall bring to the Faculty Senate agenda items originating in their departments or school/college, from academic support services, and from other areas of concern.
- b. Each elected senator (except the chair and the secretary) shall serve on at least one of the standing committees of the Faculty Senate.
- c. Senators shall serve on no more than two standing committee of the Faculty Senate.

## **Section 9: Meetings**

- a. The Faculty Senate shall schedule a regular monthly meeting. However, if no agenda items are submitted, then the chair of the Faculty Senate may cancel the regular monthly meeting.
- b. Upon written petition of twenty-five percent of the Faculty Senate, the chair shall call a special session of the Faculty Senate within seven days.
- c. A quorum shall consist of a majority of the senators of the Faculty Senate.
- d. All members of the General Faculty shall have the right to attend and speak at Faculty Senate meetings.
- e. Gallery privileges shall be extended to all other members of the university community.
- f. The Faculty Senate may grant speaking privileges to members of the gallery.
- g. All meetings of the Faculty Senate shall be open to the public unless, consistent with the requirements of state law, a meeting is closed to the public by a motion duly made and adopted by the Faculty Senate in an open meeting (see Section 143-318.11 of the Open Meetings Law). Closed sessions shall consist of the senators of the Faculty Senate.

## **Section 10: Notice and Agenda**

- a. The chair of the Faculty Senate shall prepare the agenda in consultation with the chancellor, the provost/vice chancellor for academic affairs, and the executive committee of the Faculty Senate.
- b. Any member of the Faculty Senate may request that an item be placed on the agenda by submitting a written request to the secretary of the Faculty Senate at least ten working days in advance of the meeting.

- c. The secretary of the Faculty Senate shall inform the Faculty Senate and members of the General Faculty of the time, place, and agenda of all regular and special meetings.

## Section 11: Standing Committees

- a. **Executive Committee:** The executive committee shall be comprised of the officers of the Faculty Senate. This committee shall be responsible for assisting the chair of the Faculty Senate on issues such as appointing chairs of Faculty Senate and other university committees and task forces, developing and reviewing resolutions, etc.
- b. **Nominating Committee:** This committee shall be responsible for nominating candidates for vacancies on the statutory committees of the university and the standing committees of the Faculty Senate. The committee shall be comprised of four senators (one per school/college) who, by secret ballot, shall be elected by the Faculty Senate at the last meeting of the spring semester. The Nominating Committee shall submit to the secretary of the Faculty Senate a slate of candidates for the Faculty Senate committees.
- c. **Committee on Academic Freedom, Tenure, Promotion and Evaluation:** This committee shall review, amend, and/or create (within the limitations of *The Code*) criteria used for evaluating faculty for promotion and tenure, as well as reviewing issues relating to academic freedom.

The committee shall consist of no fewer than three tenured senators of the Faculty Senate. In addition, one at-large professor or associate professor from the General Faculty and one at-large assistant professor from the General Faculty shall be elected.

- d. **Budget Committee:** This committee shall have the primary responsibility for reviewing and making recommendations on the budget, the priorities which inform allocations to various programs, and the criteria for allocation or cuts in allocation to the various programs.

This committee shall consist of three senators and other members of the General Faculty as deemed appropriate. One of the senators shall serve as chair of this committee. The chair of this committee shall serve as a member of the chancellor's University Budget Advisory Committee. A member of the Division of Finance and Administration shall serve as an ex-officio, nonvoting member of this committee.

- e. **Committee on Faculty Welfare and Salaries:** This committee shall review and make recommendations on those factors that affect faculty welfare and contribute to the professional satisfaction of the faculty, including compensation, benefits, teaching loads, administrative support, working conditions, and retirement programs.

This committee shall consist of three senators and other General Faculty members as deemed appropriate by the Faculty Senate. One of the senators shall serve as chair of this committee.

- f. **Faculty Handbook Committee:** This committee shall have the primary responsibility of reviewing and/or making changes to the Faculty Handbook consistent with *The Code*, the grant of Management Flexibility to WSSU by the Board of Governors, and the Faculty Constitution.

This committee shall consist of five senators (two professors, one associate professor, one assistant professor, and one instructor) and other General Faculty members as deemed appropriate by the Faculty Senate. One of the senators shall serve as chair of this committee. A member of the Office of the Provost/Vice Chancellor for Academic Affairs shall serve as an ex-officio, nonvoting member of this committee.

- g. **Faculty Senate Bylaws Committee:** This committee shall review the Faculty Constitution and the bylaws of the Faculty Senate. This committee shall receive and review suggestions for amendments and shall report annually and at other appropriate times to the Faculty Senate and the General Faculty.

This committee shall consist of three senators and other General Faculty members as deemed appropriate by the Faculty Senate. One of the senators shall serve as chair of this committee.

- h. **The UNC Faculty Assembly Delegation:** The Faculty Assembly of the University of North Carolina is made up of representatives from each of the constituent institutions. The Faculty Assembly gathers and exchanges information on behalf of the faculties represented, and advises and communicates with the Board of Governors and the president of the University concerning the interests of faculties. From Winston-Salem State University the delegates to the Faculty Assembly are the chair of the Faculty Senate and two Faculty Senate members. The alternates are the vice-chairperson of the Faculty Senate and one or two Faculty Senate members. The number of delegates is subject to change based upon the Bylaws of the UNC Faculty Assembly.

## **Section 12: Special Committees of the Faculty Senate**

- a. The Faculty Senate shall establish special committees that it deems necessary or useful for the effective and expeditious conduct of its business.
- b. Special committees of the Faculty Senate shall be chaired by Faculty Senators but may consist of members of the General Faculty.

## **Section 13: Bylaws of the Faculty Senate**

- a. The Faculty Senate Bylaws shall specify the charge and membership of the Faculty Senate, as well as the duties, responsibilities and procedures for conducting the business of the Faculty Senate and its standing committees.
- b. The Faculty Senate may adopt bylaws that allow it to interpret the clauses of Article III of the Constitution of the General Faculty, to create policies and procedures needed for routine operation of Faculty Senate meetings, and to exercise the legislative powers of the General Faculty. These bylaws will have effect only to the extent that they do not conflict with the Constitution of the General Faculty and that they do not impact entities other than the following: the Faculty Senate, Standing Committees of the Faculty Senate, or Adhoc/Special committees of the Faculty Senate. Such bylaws shall take effect immediately following their adoption via a majority vote of the Faculty Senate and shall constitute the Bylaws of the Faculty Senate thereby replacing any bylaws which preceded this constitution.

#### **Article IV: AMENDMENTS TO THE FACULTY CONSTITUTION**

An amendment to The Constitution of the General Faculty shall be effected only by action of the General Faculty.

An amendment shall be submitted to the General Faculty after having been reviewed and approved by the Faculty Senate. Any member of the General Faculty may submit amendments to the Faculty Senate. The chair of the Faculty Senate shall forward all amendments to the appropriate committee for review and recommendations. The Faculty Senate shall submit to the General Faculty all amendments, together with the Faculty Senate's recommendations and rationale, for the General Faculty's debate and action. The General Faculty may act on amendments at the General Faculty meeting in which they are introduced provided that a copy of the amendment shall have been circulated to the senators, department chairs, and deans, and posted on the university's website with notification of the posting via e-mail to the voting members of the General Faculty. This process of circulation, posting, and notification must occur at least ten (10) calendar days prior to the General Faculty meeting. The department chairs shall make a copy of the amendment available to the members of their departments. Amendments must receive the approval of two-thirds of the required quorum of the General Faculty members present and voting. The secretary of the Faculty Senate shall forward all amendments to the chancellor for approval.