

## I. PURPOSE

The purpose of the NTID Faculty Congress (NFC) is to act, on behalf of the faculty of NTID, in an advisory capacity to the Dean and Vice President of the Institute as a component of the Institute governance system. The main areas of concern of the Congress are: the quality of the educational programs; academic policies, procedures, and practices including admissions, curricula, attendance, evaluation, grading, graduation; and any matters and conditions affecting faculty rights, and responsibilities and morale, including faculty compensation and benefits,.

## II. COMPOSITION

- A. The NFC represents all faculty members of NTID. The Faculty consists of the Vice President and Dean and the vice presidents holding professorial appointments, the academic deans, the professors, the associate professors, the assistant professors, the instructors, lecturers and the educational development faculty, whether serving in teaching, research, or administration appointments, whether serving part-time or full-time, and whether in an active or an emeritus capacity.
- B. NFC representation to the RIT Academic Senate shall include one representative per 30 full-time Faculty or fraction thereof. These representatives shall be drawn from each of the four discipline areas of NTID and from the Deaf Professional Group. NFC also will elect an alternate or alternates who shall serve in place of an absent Senator and shall enjoy all privileges of the Senators during the period of service.

Each group elects or appoints one representative and one alternate.

Terms are staggered and progressive (alternates become members and new alternates are determined)

NTID Academic Senate representation consists of:

- The NFC chair and vice chair become at large members.
- Two at large members to be selected by NFC at the NFC executive committee elections one member from each discipline group is elected by that group (in the event that the chair and vice chair are already discipline group representative a new discipline group rep will be elected)

<b>Discipline Group 1</b> English and Liberal Arts (NTID English Dept., Liberal Arts Support Dept.) Cultural and Creative Studies (Dept. of Cultural & Creative Studies) Communication Studies and Services (Dept. of Communication Studies and Services)	1 faculty member
<b>Discipline Group 2</b> Business (Business Careers Dept., Business Support Dept., College of Business Pre-Baccalaureate Programs) Computing and Information Sciences (Computer Information Sciences Support and Applied Computing Technology Dept., Golisano College Pre-Baccalaureate Programs) Applied Industrial Technology (Automation Technologies, Applied Optical Technologies, Computer Aided Design Technology, Computer Integrated Machining Technology, College of Engineering Support, College of Applied & Science Technology Support, College of Engineering Pre-Bac)	1 faculty member
<b>Discipline Group 3</b> Technical Mathematics & Science (NTID Mathematics and Science, Laboratory Science Technology, College of Science Support, College of Science Pre-Bac) Arts and Imaging Studies (College of Imaging Arts and Science Support, Art & Computer Design, Digital Imaging and Publishing Technology)	1 faculty member
<b>Discipline Group 4</b> Graduate Programs and Research (Masters of Science in Secondary Education, Dept. of Research) Educational Design Resources (Department of Educational Design Resources) American Sign Language and Interpreting Education (Dept. of American Sign Language & Interpreting Education) Counseling Faculty (Dept. of Counseling Services, Dept. of Psychological Services)	1 faculty member
DPG	1 faculty member

- C. Terms of service of the representatives begin at the end of the last scheduled meeting of the spring quarter. NFC representatives shall be elected for three-year terms, except that at the first election one-third of those chosen shall be elected for one year, and one-third for two years, so that there will be a turnover of one-third of the representatives each year. Representatives shall not be elected for more than two consecutive terms. The election of NFC representatives shall be accomplished by the last week of Winter Quarter.
- D. In the event of a resignation, change of duties, prolonged absence, or other serious interruptions of service, the chairperson of the NFC can initiate removal from office by requesting that the faculty of the represented area concerned elect a new representative to complete the unexpired term or temporary vacancy. Newly elected representatives shall be invited to attend any remaining NFC meetings held during the current year.
- E. In case of dispute as to the eligibility of a faculty member either to be represented by or to serve as a representative to the NFC, the Congress shall make the final decision.

### III. OFFICERS OF THE NTID FACULTY CONGRESS

#### A. NFC Executive Committee

The NFC Executive Committee shall be composed of the Chair, the Vice-Chair, the Communications Officer, and the Institute Council representative.

#### B. Duties of the NFC Executive Committee Officers

1. The Chairperson of the NFC shall preside at meetings of the Executive Committee. The Executive Committee shall meet on a regular basis. They will meet with the dean monthly during the academic calendar year. Meetings of the Executive Committee may be attended by an interested party through advance petition and/or invitation.
2. At the direction of the NFC, the Executive Committee shall solicit input from all portions of the Institute on issues of concern to the faculty. The Executive Committee shall report findings to the NFC who will determine appropriate action.
3. The Chairperson of the NFC shall set the agenda for NFC meetings.
4. The Chairperson of the NFC, with the approval of the Executive Committee, may invite input from consultants and advisors, as deemed necessary to particular issues, to assist in providing adequate information to NFC.
5. The Executive Committee may act on behalf the NFC for decisions that must be made outside of NFC meetings and during times when NFC is not in session.
6. The Executive Committee shall serve as a resource for and assist the Chairperson and other elected officers in their duties as requested.
7. To maintain connection to the larger institute of RIT, the Chairperson shall attend meetings of that body, whether or not the Chairperson is an elected member of the RIT Senate.
8. The Vice-Chairperson shall assist the Chairperson, in his/her duties and, as required, act upon the Chairperson's request in his or her stead during temporary absences of the Chairperson, and shall assume the Chairpersons duties in the case of prolonged illness or absence of the latter.
9. The Communications Officer shall be responsible for maintaining the records of the Congress. He/she shall notify members of NFC of the date and location of Congress meetings, as directed by the Chairperson.
10. He/she shall keep minutes of NTID meetings and NFC Executive Committee meetings and shall preserve copies of all correspondence of the Congress. Minutes/notes of all NFC meetings shall be maintained in a location convenient for inspection by all constituents of the Congress. By the 10<sup>th</sup> week of Spring Quarter, the Communications officer shall report by electronic mail to the NTID community the results of elections to the NFC. The Communications Officer may report the NTID community election of NTID representatives to RIT Academic Senate as well.  
  
At the end of his/her term, he/she shall hand over to his/her successor all minutes, correspondence and other documentation of the Council in his/her possession at that time.
11. The Institute Council representative shall run the nomination and election process for the NFC membership. The Institute Council representative also shall be responsible for soliciting nominations for other appointments, as needed by NFC.

### C. Election of Officers

1. Officers shall be elected for a term of one year from and by the Congress representatives at a designated “election” meeting during spring quarter. The date of the election shall be announced no later than four weeks in advance. Elected officers shall take office at the end of the last scheduled meeting of spring quarter.
2. The nomination process shall take place no later than two weeks prior to the “election” meeting. At the beginning of the nomination process, the NFC representatives ineligible for reelection shall announce nominations of one or more persons for each office. Such nominations must have the prior approval of the nominees. The congress will close the nominations by a majority vote. The elections will take place two weeks after the close of nominations.
3. At the election meeting, a ballot containing the names of each nominated person for each office shall be given to each member by the Communication officer. The NFC representatives ineligible for reelection shall collect and tally the ballots. The nominee with a majority of the eligible votes will be declared elected. Proxy votes must be submitted to the Congress Chairperson prior to the counting of ballots. Such proxies will be enclosed in a sealed envelope with the voting representative’s signature on the outside.

If no nominee for an office receives a majority of the eligible votes, another election shall immediately be held between the two candidates receiving the most votes. Proxies for these two other candidates *[will not be counted in such runoff election.]* The two candidates or their appointees will collect and tally the second ballots. The candidates or their appointees will collect and tally the second ballots. The candidate receiving a majority of the votes cast shall be declared elected.

The names of the newly elected officers shall be announced before the adjournment of the meeting.

#### IV. RELATIONSHIP TO THE ACADEMIC SENATE

Representatives from the NFC will serve as alternatives for members of the NFC who also serve on the RIT Academic Senate.

#### V. COLLEGE COMMITTEES

The NFC shall appoint representatives to college or institute committees at the request of the Dean or as other circumstances require.

When the NFC appoints faculty representatives to Institute committees, the NFC shall, as a member of operating procedure, charge those people to report back to the Congress prior to the submission of any final committee report.

#### VI. NTID SENATE COMMITTEES

- A. The [NTID Faculty Congress may establish other standing or ad hoc committees as it deems necessary, by majority vote, [and shall appoint individual members to such committees]. Individuals

appointed to a Congress committee need not be members of the Congress. Chairpersons and vice chairpersons of such committees shall be elected by the members of the committee,

- B. The Chairperson of any NFC committee shall be responsible for keeping the NFC Executive Committee informed as the status of work on the yearly charge [to the committee] and of the expected date of submission of committee reports.
- C. The Chairperson of an NFC committee will be expected to serve until replaced or re-elected by the NFC, with a span of one year of service being usual.
- D. If a committee Chairperson must resign prior to replacement being elected, the vice chair will act as chair.
- E. NFC committees shall provide a written progress report to the Executive Committee once every quarter.

## VII. MEETINGS OF THE NFC

- A. The NFC shall meet at least once a month, September through May, and at such other times as the Chairperson shall determine. Regular meetings shall be open to the general faculty. Through advance petition, members of the general faculty may address the Congress meetings.

NFC meets on the Tuesdays of the alternate week of Academic Senate meeting schedule. Meetings are from 12:15 – 1:50 pm.

- B. The business of the Congress shall be conducted according to Robert's Rules of Order.
- C. Except as specified differently in these by-laws, a quorum to conduct business of the NFC shall consist of 50% of the Congress' membership.

## VIII. MINUTES AND REPORTS TO THE FACULTY

- A. The Communications Officer as soon as practicable following the meeting shall distribute minutes of all NFC meetings to members of the Congress.
- B. NFC members shall send corrections to draft minutes to the Communications officer within one week of distribution.
- C. The Communications officer shall distribute the approved minutes electronically to all NTID Faculty.
- D. The Chairperson shall ensure that the Congress report at least once each year to the [NTID] faculty, in some appropriate manner, on the activities of the Congress.

## VIII. AMENDMENTS OF THE BY-LAWS

- A. The NFC may amend these by-laws in accordance with the procedure specified in this section.
- B. The Communications Officer shall notify members of the Congress no later than one week before the designated meeting that an amendment of the by-laws is to be proposed, and at the same time shall make the proposed amendments available to all members in writing.
- C. A quorum for the discussion of such amendments shall be 75% of the Congress' membership.
- D. After completion of discussion of the proposal, a meeting shall be designated for a vote on the proposal. Such meeting shall be held no earlier than one month after completion of discussion, to enable Congress members to obtain the views of their constituents.
- E. The quorum for the meeting to vote on amendments of the by-laws shall be 75% of the Congress membership, and an affirmative vote of two-thirds of those present shall be required for adoption [of the proposed amendments].

*Revised November/December 2005, based on the prior version submitted by the Recommendations of the By-Laws  
NFC Subcommittee*