

Charter

Article I. Preamble

The task of higher education governance must be apportioned and delegated among the Board of Trustees, administration, faculty, staff, and students of the institution. The interdependence of these members of the higher education community and their delegated responsibilities establishes the basis for effective shared governance.

It is the faculty's responsibility to lead in the formulation of recommendations relating to academic matters. The academic governance of the institution provides for the exercise of the faculty's role in academic decisions, the protection of legitimate faculty aspirations, the implementation and preservation of academic standards, and the promotion of the academic welfare of students. It is the obligation of each member of the faculty to participate in these governance activities to the fullest extent possible. For academic issues the RIT Kosovo (A.U.K) Academic Senate is the forum for determination of faculty recommendations.

The Senate is primarily an instrument for members of the RIT Kosovo (A.U.K) academic staff – the faculty. However, the interests of students and administration shall be considered in the deliberations of the Senate through the participation of non-voting, ex-officio members representing these stakeholders.

The RIT Kosovo (A.U.K) Academic Senate is committed to ensuring the academic integrity of the institution and enhancing the role of the faculty in academic and professional matters.

Article II. The Faculty

1. **Faculty:** Faculty consists of the President, the Dean of Faculty, full-time faculty, adjunct faculty and others who teach approved curriculum in any degree-granting program during the Academic Year. The Chair of the Senate is the presiding officer.
2. **Voting Members:** Voting members for the purpose of electing senators and Senate chair includes all full-time and adjunct teaching faculty.

Article III. Composition of the Senate

Members:

- President of the institution (ex-officio, non-voting).
 - Dean of Faculty (ex-officio, non-voting).
 - President of Student Government (ex-officio, non-voting).
 - All full-time faculty members (see Article IV. 6,7)
- Three adjunct faculty members

- Upon request by the Senate other members of the RIT Kosovo (A.U.K) community shall advise on issues from standing committees or other appointed committees within its purview.

Article IV. Election to the Senate¹.

1. Elections to the senate for adjunct faculty are conducted by secret ballot on Friday of the first full faculty meeting of the Fall term. There will be two voting rounds. In the first round, adjunct faculty will elect three members of the senate. In the second round, all eligible senate members will vote for the chair of academic senate.
2. For the first round, the Dean of Faculty will submit a list of eligible **adjunct faculty** candidates to the Senate. The one-year term of office for senators begins on the date of their election and ends on the day of the election of the new senate. Members of the Senate are elected to a one-year term. Senators may be reelected for one additional year. Senators elected for two consecutive years are again eligible to serve on the Senate twelve months after the expiration of their final term in office.
3. Adjunct faculty will select their candidates based on 1st/2nd/3rd choice. Candidates will receive 3 points for 1st, 2 points for 2nd and 1 point for 3rd choice. The top 3 candidates will be elected as senate members from the group of adjunct faculty members. Ballots will be counted in the presence of the President, Vice-President for RIT Kosovo (A.U.K) Academic Affairs, and the Presiding Chair of the Senate
4. In the second round, all eligible candidates will be placed on one slate. Faculty members who opt not to participate in **electoral** roles will be removed from the list by the Dean of Faculty. The senate chair will be selected from the pool of full-time faculty. **The Chair of the Senate is elected to a one-year term with the possibility of being reelected for one additional year.** Voting faculty will choose the senate chair based on 1st/2nd/choices. Candidates will receive 2 points for 1st, and 1 for 2nd. The top point receiver will be elected as senate chair. Ballots will be counted in the presence of the President, Dean of Faculty, and the Presiding Chair of the Senate. After certification of the results by the outgoing Academic Senate, the results will be published by the end of the business day on Friday.
5. Full time faculty who are under disciplinary action will not serve in the senate or considered in calculating the quorum. Senators under a disciplinary action by the institute during the time of their appointment will be removed from the list of senators for the purpose of calculating the quorum. Adjunct faculty members who are under disciplinary action by the institute are not eligible senate candidates.
6. Based on contractual terms and conditions, all full-time faculty are required to attend Senate meetings.
7. Senators who are absent for more than three consecutive meetings in any calendar year may be in violation of contractual terms and conditions and will be referred to The Dean of Faculty.
8. Adjunct faculty representatives who are absent for more than three consecutive meetings will be replaced with the next most voted candidate from the list.
9. Faculty members, both full time and adjunct, must be employed at RIT Kosovo (A.U.K) for at least 1 academic year to be considered eligible to serve on the Senate.

Article V. Responsibility of the Senate¹.

1. Policies: The Senate works in tandem with the President and Dean of Faculty to develop the policies and procedures, which govern the academic affairs of the institute.
2. Advice and Recommendation: The Senate has the responsibility to advise and recommend to the appropriate persons or bodies issues that affect institute development and welfare. This advice is offered to the President, Dean of Faculty, and Directors as appropriate. This advice might include setting fund-raising priorities, student discipline, the academic calendar, the formulation of priorities for the annual operating budget of the institute, the development and expansion of the campus, and the expression of institute views on matters of public concern.

Article VI. Procedures and Actions of the Senate

1. The Chair is responsible for conducting the meetings and publishing the results of the Senate to the faculty and administration. It is the President's responsibility to present all business concerning the health and welfare of the institute to the Senate. The President may address the Senate at the beginning of each session. Similarly, the Dean of Faculty has the responsibility of presenting all business concerning the health and welfare of the academic programs and academic initiatives to the Senate. Likewise, the Dean of Faculty may address the Senate at the opening of each session.
2. A quorum is established if a majority of the Senators are present. An action of the Senate is approved by majority vote. Meetings shall be conducted according to *Robert's Revised Rules of Order*.
3. 50%+1 of senate members must be present at any given senate meeting to validate decisions. All Senate meetings are open to the public. The public is not allowed the floor or voting privileges. The Presiding officer of the Senate will announce this rule at the opening of every meeting. Sessions may be held in camera when emergency situations exist or where sensitive personnel issues are discussed. In the latter case, student representatives may be asked to withdraw.
4. The Senate will meet once a month. Alternate meetings may be called by the Chair if deemed necessary. The regular monthly meeting date will be selected at the beginning of each Senatorial term and placed on the RIT Kosovo (A.U.K) Academic Calendar.
5. Any member of the faculty who is currently not serving in the senate may request, in writing, a speaking slot before the Senate on an issue of concern to that member and/or others. In the discretion of the Senate, such permission may be granted and limited to a specific time allowance, normally 3 minutes.

Article VII. Standing Committees

The Academic Senate may form standing committees. Each committee is approved in Senate by a super majority 2/3rds vote. A standing committee must have a full time faculty member. Any member of the faculty is eligible to serve on a standing committee. Staff and other members of the RIT Kosovo (A.U.K) community may be appointed to standing committees. Non-staff or faculty members serving on a committee may serve on a committee but must be approved by a super majority.

Article VIII.

It is the obligation of the Academic Senate to report all actions in a timely manner to members of the RIT Kosovo (A.U.K) community. All approved policies and actions will be posted on the Academic Senate webpage.

Article IX. Revisions of the Charter

Any changes, if required to the Academic Senate Charter are to be made and voted on only once per year at the last meeting of the Senate of the Fall or Spring term.

1. Modifications to the academic senate charter are to be made by a super majority 2/3 vote of the faculty; that is eligible full time and adjunct.
2. No provision in this document shall be retroactive.

This Charter was accepted by the RIT Kosovo (A.U.K) Faculty by unanimous decision of present members confirmed on May 11,2021.