

BY-LAWS OF THE NTID FACULTY CONGRESS

1. PURPOSE

The purpose of the NTID Faculty Congress (NFC)<sup>1</sup> is to advocate on behalf of the faculty of NTID by providing counsel, guidance and direction to the administration, including the NTID President/RIT Vice President and Dean and the Associate Vice President of Academic Affairs of NTID. NFC will serve in this role as it pertains to all issues that impact faculty including but not limited to: the quality of the educational programs, academic policies, procedures, and practices including admissions, curricula, attendance, evaluation, grading, graduation, teaching, scholarship, tutoring, and any matters or conditions affecting faculty rights, responsibilities and morale, including faculty promotion, tenure, compensation, workload, and benefits.

2. COMPOSITION

a. Definitions:

- i. The remainder of the document will use the following designations: constituents, voting constituents, and NFC representatives. These designations are defined below.

Designation	Definition
Constituents	All NTID faculty members as defined under policy E06.0 <sup>2</sup>
Voting constituents	Faculty members who meet any of the following criteria: <ul style="list-style-type: none"> <li>• are tenure-track (both tenured and pre-tenure)</li> <li>• are principal and senior lecturers who serve full-time in their appointments at NTID and devote at least half-time to:                             <ul style="list-style-type: none"> <li>○ Teaching, scholarship, academic administration</li> <li>○ Other academically-related duties</li> </ul> </li> <li>• are NTID administrators with any faculty rank consistent with the previous two bullets</li> </ul>
NFC representatives	Faculty members who meet any of the following criteria: <ul style="list-style-type: none"> <li>• are voting constituents</li> <li>• are identified by home department or at-large voting constituents to serve on NFC</li> </ul>

- b. The NFC represents all constituents of NTID.

- c. Each academic department is responsible for identifying one NFC representative among the voting constituents within that department. The

1. The NTID Faculty Congress (NFC) operates according to and consistent with RIT’s B02.0, the Charter for Academic Governance Articles I through III.  
 2. Policies on Faculty Rank and Promotion (<https://www.rit.edu/academicaffairs/policiesmanual/e060>)

departments must meet two requirements: contain faculty and teach/provide credit-bearing courses. This document identifies the current academic departments (AY 2019-2020) that satisfy these requirements. This list will be in accordance with the college's academic structure.

- d. Home Departments:
  - i. American Sign Language and Interpreting Education
  - ii. Business Studies
  - iii. Communication Studies and Services
  - iv. Cultural and Creative Studies
  - v. Engineering Studies
  - vi. Information and Computing Studies
  - vii. Liberal Studies
  - viii. Masters of Science in Secondary Education
  - ix. Performing Arts
  - x. Science and Mathematics
  - xi. Visual Communications Studies
- di. Although assigned to a home department, there are some constituents who are working primarily outside their home department. Those constituents will identify one voting constituent to serve as the NFC "representative at-large."

### 3. TERMS OF SERVICE:

- a. Terms of service of the NFC representatives begin at the end of the last scheduled meeting of the spring semester. NFC representatives will serve three-year terms, except that at the first election, one-third of those chosen shall be identified for one year, and one-third for two years, so that there will be a turnover of one-third of the NFC representatives each year. NFC representatives can serve up to two consecutive terms. The replacement of NFC representatives from the voting constituents in each department shall be accomplished by March 1<sup>st</sup>.
- b. In the event of dispute as to the eligibility of a voting constituent to serve or to be represented, NFC shall make the final determination by majority vote.
- c. In the event of a NFC representative's resignation, change of duties, prolonged absence (excessive as determined by the NFC Executive Committee), removal from office, or other serious interruption of service, the Chairperson of NFC will request that the department of the unit concerned identify a new NFC representative to fill in for the unexpired term or temporary vacancy. This should be filled within one month of notification of the vacancy.

4. EXECUTIVE COMMITTEE OF THE NTID FACULTY CONGRESS  
("Officers")

- a. The Executive Committee of the NTID Faculty Congress shall be:
  - i. Chairperson
  - ii. Vice-chairperson
  - iii. Communications Officer
  - iv. Other Officers as deemed necessary by the NFC (i.e. Treasurer, Operations, etc.)
  
- b. Duties of the Officers:
  - i. The Chairperson of the NFC, in consultation with the Executive Committee, shall determine time, place, and agenda of the meetings scheduled for the year. Also, the Chair will work with Academic Affairs to elect representatives associated with Academic Senate and its subcommittees as well as FEAD. They shall also determine time and place of meetings of the NFC Executive Committee and shall attend all meetings.
  - ii. 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 Chairperson's duties when necessary.
  - iii. The Chairperson or Vice-Chairperson will preside at all NFC meetings and conduct the business of the NFC meetings.
  - iv. The Communications Officer shall be responsible for maintaining the records and meeting minutes of the Congress. They shall notify NFC representatives (via correspondence or web posting) of the date and location of Congress meetings. The Communications Officer (or their designee) shall keep minutes of NFC related meetings and shall preserve copies of all correspondence of the Congress. Minutes/notes of all NFC meetings shall be reviewed and approved by a majority motion during the subsequent meeting and then maintained in a location convenient for viewing by all constituents of the college. The Communications Officer is responsible for the preparation of all ballots for elections internal to NFC, keeping all records of the NFC, and preparing and distributing all minutes and materials for NFC votes to the constituents. The Communications Officer shall record and notify the NTID community and associated groups of the results of all such votes.

- v. The Executive Committee shall meet on a regular basis. They will meet with the Senior Associate Dean of Academic Administration on an ongoing basis, the Associate Vice President of Academic Affairs monthly, with the Dean/President once per year. Meetings with any of the administration can occur whenever necessary.
  - vi. When necessary, the Executive Committee may call a special meeting of the NFC representatives with as much reasonable notification as possible.
- c. Election of Officers
- i. All officers will serve for one (1) year and take office at the end of the academic year in which they are elected. Officers must have served for at least one year on NFC before being eligible for office. Officers cannot serve more than three consecutive years. All years served as an officer must fall within the terms of service as defined above (TERMS OF SERVICE). In the event of an unexpected vacancy, a new officer will be elected to complete the term from among the current representatives of NFC.
  - ii. The election of officers shall take place by confidential written ballot. A majority vote (51%) will be required (MEETINGS OF THE NFC). The date of the election shall be announced no later than four weeks in advance. Previous officers will be expected to support the new Executive Committee through mentorship. The election and the vote to approve NFC officers will take place according to the following schedule:
    - 1. By March 15th, any interested NFC representatives wanting to apply for an officer position will express their interest in writing (e.g., electronic correspondence) to the current Chair.
    - 2. By April 15th, NFC will conduct a nomination meeting for presentation of officer candidates. All candidates must give prior consent to the nomination. At this meeting, the candidates for the executive committee shall share their interest and qualifications.
    - 3. By April 30th, NFC will conduct an election meeting to elect officers.
    - 4. In the event there are not sufficient candidates, these deadlines can be extended for up to 2 months.

- iii. The NFC representatives who are ineligible or not running for reelection shall collect and tally the ballots in an NFC meeting. If a NFC representative cannot be present, absentee votes can be submitted to the NFC Chair prior to the election meeting. These votes will be placed in a sealed envelope with the NFC representative's signature on the outside of the envelope.
- iv. If no nominee for an office receives a majority of the votes, another election shall immediately be held between the two candidates receiving the most votes. Absentee votes for these two candidates will not be counted in such runoff election. Two non-candidates will tally the second ballots. The candidate receiving a majority of the votes is elected. The names of the newly elected officers shall be announced before the adjournment of the meeting.

## 5. MEETINGS OF THE NFC

- a. The role of the NFC representative is to facilitate discussion and dialogue within their departments and bring those perspectives back to NFC for consideration.
- b. At NFC meetings, NFC representatives vote in the best interest of their constituents and NTID.
- c. Unless otherwise stated, the NFC shall meet at least once a month, September through May, and at such other times as determined. Attendance at regular meetings shall be open to the constituents.
- d. If a constituent wishes to address the NFC during a meeting, the constituent must contact the NFC Chairperson in writing with an explanation of the issue and amount of time requested. If the topic is in accordance to the stated purpose of NFC, the Chairperson, in consultation with the executive committee, will determine when the topic is discussed.
- e. A quorum is required to conduct business of the NFC. A quorum shall consist of a simple majority or 51% of the Congress.
- f. A simple sustained majority vote (51%) is needed to approve all actions and motions taken at an NFC meeting. In the event of a tie, the requirement for approval is not met.
- g. To ensure proper representation, each home department is responsible for adjusting their NFC representative's schedule to allow access to NFC meetings. By the end of fall semester, the schedule of meetings for the next academic year will be determined.

## 6. MINUTES AND REPORTS

- a. The Communications Officer shall distribute minutes of all NFC meetings to NFC representatives of the Congress prior to the next NFC meeting.
- b. NFC representatives shall suggest corrections to draft minutes to the Communications officer prior to the day of the next meeting or discuss at the beginning of the next meeting.
- c. The Communications officer will be responsible to share the approved minutes with constituents.
- d. The Chairperson shall ensure that the Congress report at least once each year to the constituents, in some appropriate manner, on the activities of the Congress.
- e. University Council Representative, NTID's representatives to Academic Senate, and its (AS) standing committees will be periodically invited to report at NFC meetings.

## 7. AMENDMENTS OF THE BY-LAWS

- a. The NFC may amend these by-laws as necessary, in accordance with the procedure specified in this section.
  - i. When amendments to the by-laws are recommended, the NFC Chair shall notify NFC representatives at least two weeks before the designated meeting. At the same time, the Chair shall make the proposed amendments available to all NFC representatives in writing.
  - ii. A quorum for the discussion of such amendments shall be two-thirds of the Congress. Two-thirds vote of the quorum is needed to pass a motion.
  - iii. Upon passing, a meeting shall be designated for NFC to vote on the proposal. There should be sufficient time for constituent feedback to NFC prior to NFC approval.
- b. Amendments to the NFC by-laws shall require approval by NFC and a two-thirds majority of the voting constituents who cast a vote. Voting will be carried out by electronic ballot. The votes will be tallied, announced to the NFC at their regular meeting, and made public. Concurrence of the NTID dean/president is also required if an amendment is passed.