CONSTITUTION OF
THE OHIO STATE UNIVERSITY AT MANSFIELD
FACULTY ASSEMBLY

PREAMBLE:
The Faculty of The Ohio State University at Mansfield, acknowledging its responsibilities to communicate its views on matters concerning the educational program and the well-being of the students, the faculty, and the institution in general, and further recognizing the necessity for developing and implementing policy directed to the achievement of its goals, hereby adopts the following document as its constitution.

ARTICLE I.
Membership and Meetings of the Faculty Assembly

Section 1. Membership

A. Regular Membership
   1. A regular member of the Assembly shall be anyone who is a tenure track faculty member whose primary assignment is on the Mansfield Campus.

   2. Any question about a faculty member's status will be decided by the Executive Council of the Faculty Assembly.

B. Associate Membership
   1. An associate membership of the Assembly includes Associated Faculty, lab demonstrators, A & P student teacher supervisors, and anyone whose primary responsibility on the Mansfield Campus is teaching, but who does not qualify as a regular member.

   2. Associate members may attend meetings of the Assembly and speak from the floor, but they may not make or second motions, vote on motions, elect officers, or serve as officers with exception of those given voting rights in 2018 (see online Faculty Assembly minutes of Oct 4, 2018). In this approved motion, Associated Faculty employed for at least 1 year on the Mansfield campus at 75% or greater annual FTE who tell the Associate Dean at the beginning of each term that they want to vote can vote on matters except those specific to regular faculty. These Associated Faculty are not counted when calculating
quorum. This motion shall be discussed, and a new vote taken every two years. Associate members may serve on committees.

Section 2. Meetings of the Assembly
A. Regular meetings of the Assembly shall be held at least once each Autumn and Spring semester. The regular autumn meeting shall be held in December for the purpose of end of semester reports and Faculty Assembly business. Election of officers will be held in April. If there is no other business in April, the election of officers may be conducted electronically.

B. Special meetings of the Assembly may be called by the President, the Executive Council, or by written request of at least 10% of the regular members. Such requests shall be directed to the President, and the requested meeting shall take place within a week after the date of the request.

C. The Executive Council shall prepare an agenda for all meetings of the Assembly. Members wishing to place items on the agenda shall submit them to the President no later than four school days before the meeting. The agenda shall be sent by the President to the faculty via campus email at least three school days before that meeting.

D. The President of the Assembly, or in his/her absence the Vice President, shall serve as presiding officer at the meetings of the Assembly. In the absence of both, the President shall appoint a member of the Executive Council as temporary presiding officer at that meeting only. No executive duties shall be performed by this temporary officer, other than presiding.

E. Meetings shall be conducted in a firm, orderly manner with proper regard for democratic procedure.

F. A quorum shall consist of 60% of the regular members of the Assembly. The President should determine the quorum number at the beginning of each semester (only tenure-track faculty not on leave are counted).

G. Absentee Ballots
   1. Written absentee ballots will be permitted only for the election of the Assembly officers and representatives, as specified in Article III, Section 2, Paragraph A.

   2. Submitting Absentee ballots
a. An absentee ballot must be placed inside an unsigned, sealed smaller envelope, which is then placed inside a signed, sealed larger envelope and delivered to the Vice-President prior to the meeting.

b. The absentee ballot may be retrieved by the submitting member any time before the voting starts.

c. A member's ballot must contain a rank-ordered list of the candidates for each office.

d. Absentee ballot forms must be circulated by the Vice-President, as the chair of the Nominating Committee, one week before each election. The ballot must include a description of the procedure for voting absentee, which appears in Article I, Section 2, Paragraph G, 2a.-c. A paper ballot, along with one smaller and one larger envelope, shall be provided to anybody who requests to vote absentee.

3. Counting Absentee Ballots
   a. The Vice-President will verify the names of the members voting by electronic or absentee ballot. If electronic voting, the names of members voting by absentee ballot will be noted in the end of the semester Faculty Assembly minutes.

   b. The Vice-President will remove the ballots from their envelopes and discard the envelopes at the start of the voting.

ARTICLE II.
Assembly Officers, Executive Council, Executive Committee, and Senate/Faculty Council Representatives

Section 1. Officers
A. Officers of the Assembly shall be President, Vice President, and Past-President, and Secretary.

B. Each officer shall be a regular member of the Assembly.

C. Each officer shall be a member of the Executive Council.

D. Duties of Officers:
1. The President shall call and preside at meetings of the Assembly and of the Executive Council, represent the Assembly in meetings with the Dean/Director and inform him/her of the business and recommendations of the Assembly, and call and co-preside with the Dean/Director at Executive Committee meetings. He/she shall carry out such business as he/she is instructed by the Assembly to perform. He/she shall vote at Assembly meetings only in case of a tie. He/she shall also serve, along with the senator, as an elected representative to any regional campus governing body. He/she will attend Mansfield Board meetings and present a report that highlights recent faculty accomplishments. Other responsibilities of the President include: 1) working with the Past-President and the Dean’s office to coordinate a joint meeting of the old and new Executive Committee at the end of the Spring semester; 2) soliciting committee preference information from those faculty due to start new standing committee assignments; 3) generating a draft of upcoming standing committee assignments in time for further consideration during the joint Executive Committee meeting to ensure distribution as equitable as possible based on academic fields, gender, and stage of career; 4) distributing a finalized version of the Standing Committee list by May 31st to the campus via email and sending a copy to the staff member that maintains the Faculty-Staff Handbook website (hereafter, Webmaster); 5) keeping a cumulative record of all changes approved by the Faculty Assembly to both the Constitution and the Standing Committee Charges/Membership through their term and submitting the final draft, at the end of their term, to both the Webmaster and the incoming President; 6) assisting the Deans and Executive Committee in periodically reviewing important documents (such as the Faculty Workload and Faculty Staff Handbook) and having the Webmaster update the online versions of these; 7) buying a gift for the Faculty Services Administrative Assistant (either out-of-pocket or via collection of faculty donations) at the Holiday Break and on Administrative Professionals’ Day (Wednesday in the last full week of April); 8) gather reports from the Chairs of the Standing Committees and invite them to attend an Executive Committee meetings in person at least once per semester.

2. The Vice President shall act in the absence of the President and carry out such duties as the President shall assign him/her. He/she shall act as chairperson of the Nominating Committee.

3. The duties of the Past-President will include informing and advising the current President about his/her duties, including timing and other factors involved with preparing Faculty Assembly agendas, and carry out other duties as assigned by the President. The Past-President shall attend the senior staff
meetings and provide a summary to the EC. In the event that there is no Past-President, this office may be filled by adding an At-Large faculty member to Executive Council.

4. The Secretary shall keep a record of the meetings and of all action and correspondence of the Assembly and of the Executive Committee, electronically distribute the minutes of the meetings to all members of the campus community, and provide these minutes to the Webmaster to be stored in accessible locations online.

Section 2. Executive Council
A. The Executive Council shall consist of the President, Vice President, Past President, Secretary, and two At Large Members.

B. It shall be responsible for promoting the welfare of the Assembly.

C. During Summer semester, the Executive Council shall conduct the business of the Assembly. In the absence of a quorum of the Executive Council, the President shall fill the temporary vacancies in order to allow the Council to function. Any actions taken by the Executive Council shall be promptly reported to the members of the Assembly. Such actions shall be subject to the review and final approval of the Assembly at the first Autumn semester meeting.

D. The Executive Council may propose the creation of, and nominate members to, faculty committees. However, the Executive Council will attempt to limit the number of ad hoc committees created, particularly when such assignments can be absorbed by standing committees or administration.

E. Duties of other Executive Council Members: The At-large representative will have no specific duties but serves as a liaison to the general membership.

Section 3. Executive Committee
A. The members of the Executive Council shall also meet as the Executive Committee, which shall be chaired by the Dean/Director pursuant to the University Rule 3335-3-29.1. The Executive Committee also includes the Associate Dean, Assistant Dean, two Associate Faculty representatives, and two staff representatives (one A&P and one CCS). All are voting members except for the Deans. The President votes only in case of a tie. The Executive Committee should meet with the Dean at
least three times per term. When necessary, some of the work of Executive Committee can be done via email such as approving minutes.

B. Executive Committee will help plan for sustainable, growth-oriented stewardship of Ohio State Mansfield’s structural, environmental, and human resources (https://mansfield.osu.edu/assets/mansfield/Handbook/mansfieldCampusFramework.pdf), will review/update the Resource Management Plan (https://mansfield.osu.edu/assets/mansfield/Handbook/ResourceManagement.pdf) every three years, and will maintain a digital Management Gantt Chart (https://mansfield.osu.edu/assets/mansfield/Handbook/ManagementGanttChart.xlsx), a working document of initiative timelines. Executive Committee (soliciting feedback from the Resource Stewardship Committee, individual faculty, facilities personnel, the School of Environment and Natural Resources representative, and/or the Right-of-Way representative, when appropriate) will review proposals to use campus natural resources for teaching, research, and other activities/events based on the Resource Management Plan. Outdoor space use also requires Shared Services Committee approval (https://mansfield.osu.edu/assets/mansfield/Handbook/outdoorspace.pdf).

C. The Executive Committee will provide advice, at the request of the Dean, on specific budget items such as new faculty and staff positions, capital requests, and cost containment proposals. The Executive Committee will review, and when requested, undertake special analyses of our budget (e.g., changes to our budget over time, sources of revenue to our campus, patterns of faculty and staff hiring and compensation, patterns of student enrollment).

D. All regularly scheduled meetings are open to all members of the Assembly.

Section 4. Senator
A. The representative to the University Senate/Faculty Council shall be a regular member of the Assembly and will be elected along with Executive Council officers.

B. He/she shall not be a member of the Executive Council but shall consult with the President or Executive Council for advice when needed prior to Senate meetings.

C. He/she shall report to the Executive Committee and Faculty Assembly all actions taken by the Senate. These reports to Executive Committee can be via email rather than in person. He/she shall be someone whose schedule permits attendance at Senate and Faculty Council meetings in Columbus. A Senate alternate shall be elected from the Faculty Assembly to attend meetings and provide reports when necessary.
D. He/she shall also serve, along with the President, as an elected representative to any regional campus governing body and shall report minutes from these meetings to Executive Committee and/or Faculty Assembly.

Section 5. Term of Office
A. The term of office for the President, Vice President, Past President, and Secretary shall be one year. The two At Large Members and the two Associated Faculty Representatives shall serve two-year terms and the two MSAC representatives (one representative is typically the MSAC chair or their formal alternate and the other representative can be filled by any MSAC member whose schedule permits) shall serve one-year terms. The term of office of the Senator and their alternate shall be three years.

B. The term of office begins at the beginning of Autumn semester.

Section 6. Recall
A. Any member of the Executive Council may be relieved of his/her office on the presentation to the Assembly of a petition signed by two thirds of the regular members.

B. All Assembly members shall be notified at least one week prior to the circulation of such a petition.

Section 7. Special Elections
A. If at any time a vacancy occurs on the Executive Council or of the Senator or alternates during Autumn or Spring semester then a special election to fill the office shall take place in a Faculty Assembly held within 30 days.

B. For such an election, the Executive Council shall function as a nominating committee.

ARTICLE III.
Nominations and Elections

Section 1. Nominations
A. During Spring semester, the President shall announce the two regular Assembly members he/she has appointed to serve with the Vice President on the Nominating Committee. He/she shall also inform the Assembly of the vacant positions to be elected in April. If no other business needs to be conducted, the election may be done electronically.

B. Written nominations from the Assembly members are to be submitted to the Nominating Committee; the Committee shall set a deadline for nominations.

C. The Nominating Committee shall review the nominations submitted and make additional nominations where they deem it desirable. All individuals who accept the nomination shall be included on the ballot.

D. The Nominating Committee shall publicize the list of nominees at least one week before the elections.

E. Additional nominations may be offered from the floor prior to the election for each vacancy. The ballot will include a write in for each vacancy. In addition, the Nominating Committee will solicit “nominations from the floor” in the email announcing the slate of EC candidates. All “nominations from the floor” will be announced to the faculty before election day.

Section 2. Elections

A. Election of President, Vice-President, Secretary, two At Large Members, and Senate Representative shall be by secret ballot and concluded by 15 April.

B. A majority vote shall be necessary to elect. If a second ballot is required for any vacancy, it shall be restricted to the two candidates who have received the most votes on the first ballot.

C. The secretary must retain the ballots for one week after any written vote. During that time, any member of the Assembly may challenge an election result and inspect the ballots. If inspection does not resolve the dispute, the Executive Council that was in office at the time of the voting will decide the outcome of the election.

D. Associated Faculty and Staff Representatives to the Executive Committee will be elected or assigned by their peers by 15 April every year following their own rules of election.
ARTICLE IV.
Amendments

Section 1. Proposals
A. Any regular member may submit a proposed amendment by filing a written copy
with the President.

B. The Assembly must act upon the request no later than the third regular meeting
following such filing.

Section 2. Publication
Every proposed amendment shall be distributed by the President to every regular
member at least seven days before the next regular meeting.

Section 3. Discussion
Opportunity for debate at a regular or special meeting shall be provided for every
proposed amendment.

Section 4. Ratification
Amendments shall be ratified by a two-third vote of the whole regular membership.

ARTICLE V.
Adoption
This constitution shall be adopted by the assent of two-thirds of those who are defined
as eligible voting members under the current constitution of The Ohio State
University at Mansfield Faculty Assembly.

ARTICLE VI.
Standing Committees

A. Function
Committees shall exist for the purpose of providing a forum for discussion and for
reaching decisions on matters of concern to the campus.

B. Establishment
The Dean/Director, with the advice and consent of the Executive Council, shall establish committees to fulfill explicit missions.

C. Membership and Officers
Committee members will be appointed by the Dean/Director with the advice and consent of the Executive Council. The term of office for a member is three years. Effort will be made to include men & women faculty at different career stages and from different academic areas (arts & humanities, education, math & natural sciences, social & behavioral sciences) on each committee.

D. Responsibilities
1. Each committee shall have a well-defined mission that is documented in a written guide. Any changes in mission or scope of activities must be approved by the Dean/Director, the Executive Council, and the Faculty Assembly. The role of each committee must be reviewed by the Executive Council at least once every three years.

2. Each committee will be given the opportunity to report its activities in person or via email to the Executive Committee and to the faculty at each regular meeting of the Faculty Assembly.

Approved by the Faculty Assembly on April 3, 2019
Document maintained by the Faculty President.