

# THE GENERAL UNIVERSITY FACULTY & BYLAWS

## 1. The General University Faculty

The general University faculty, comprising both the Teaching Faculty and other faculty, as defined below, is the senior faculty advisory body at Northeastern University, and is properly concerned with all matters affecting the welfare of the University. It makes available its aid and counsel to the President and Board of Trustees. Under ordinary circumstances, the faculty expresses its opinion through the various College faculties or through the Faculty Senate. There may be occasions, however, when it is necessary to convene a meeting of either the Teaching Faculty or the general University faculty to deal with matters that cannot effectively be delegated to a smaller group. Bylaws governing such meetings are given below.

## 2. Bylaws Defining the General University Faculty

### a. Membership

The members of the general University faculty comprise two voting groups, the Teaching Faculty and the Other Voting Faculty, and one non-voting group, the Nonvoting Faculty. These three groups are defined as follows:

#### 1) *The Teaching Faculty* consist of:

- a) Regular, full-time teaching and/or research personnel with the academic ranks of, Assistant Professor, Associate Professor, or Professor;<sup>1</sup>
- b) Academic Deans of the Colleges;
- c) Associate Deans and other administrators who hold academic appointments with the ranks of Instructor through Professor in the Deans' offices of the Colleges, the College of Professional Studies, and the professional and graduate schools.

#### 2) *Other Voting Faculty* consist of:

- a) The President, the Provost, Vice Provosts, and Associate Provosts;

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<sup>1</sup> This group comprises those in categories 2.1-2.4 of the University Personnel Classification System:

- 2.1 Professor
- 2.2 Associate Professor
- 2.3 Assistant Professor
- 2.4 *Instructor (may not be used without explicit permission of the Provost)*  
(with suffixes R = Regular, probationary faculty or T = Tenured faculty).

It is to these individuals that the policies, procedures, responsibilities and benefits reserved to full-time regular (tenured and probationary) faculty in this *Faculty Handbook* and in the *Academic Operations Manual* apply.

This group does not include those with the Group Letter Suffixes A (Adjunct Faculty), E (Emeritus), L (Clinical Faculty), M (Military Science Faculty), P (Part-Time Faculty), V (Visiting), or those in the groups:

- 2.5 Scientist or Scholar
- 2.6 Part-time Lecturer (only in College of Professional Studies, Graduate Engineering)
- 2.7 Academic or Clinical Specialist holding the ranks of Assistant Academic/Clinical Specialist, Associate Academic/Clinical Specialist, and Senior Academic/Clinical Specialist
- 2.8 Lecturer (2.8F = full-time, 2.8P = part-time, 2.8B = benefits-eligible)
- 2.9 Cooperative Education Coordinator holding the ranks of Assistant Cooperative Education Coordinator, Associate Cooperative Education Coordinator, or Senior Cooperative Education Coordinator.

- b) The Chancellor, Presidents Emeriti, and Vice Presidents (not included under 2.a.1 above);
- c) Deans, Associate Deans, Assistant Deans and other administrators (not included under 2.a.1 above);
- d) Directors, Associate and Assistant Directors, Coordinators and Managers of principal administrative offices and departments;
- e) Professional Counselors, Coaches and full-time professional-level staff of academic units and of academic support departments;
- f) University Registrar, Associate and Assistant Registrars and the Director of Scheduling (who are not included in 2.a.1 above);
- g) Academic program directors (not included under 2.a.1 above)
- h) The Chair of the Department of Military Science;
- i) Cooperative Education Assistant, Associate, or Senior Coordinators;
- j) Research Associates and other Research Scientists and Scholars with full-time appointments;<sup>2</sup>
- k) Research Institute or Center Directors, Associate Directors, and Assistant Directors (not included under 2.a.1 above);
- l) Assistant, Associate, or Senior Clinical or Academic Specialists.<sup>3</sup>

3) *Nonvoting Faculty* consist of:

- a) Members of the Department of Military Science, with or without professional rank, and Reserve Officers' Training Corps Staff, consisting of commissioned and noncommissioned officers of the Department of Military Science loaned to the University by the Department of the Army; or other Military Services, whose primary responsibilities are at Northeastern.
- b) Temporary faculty (teachers with appointments for less than two semesters of the year; such appointments are generally made in the rank of Instructor or Lecturer);
- c) Persons who are appointed to carry less than a full load in teaching, research, or administration, whether for part or all of the academic year;
- d) Lecturers;<sup>4</sup>
- e) Adjunct Professors;<sup>5</sup>
- f) Clinical Instructors, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors;<sup>6</sup>
- g) Graduate students at Northeastern University who hold regular appointments as Stipended Graduate Assistants.

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<sup>2</sup> Research Associate, Senior Research Associate, Post Doctoral Research Fellows, Staff Scientist, Assistant Research Scientist, Associate Research Scientist, Scientist, Senior Research Scientist, and Principal Research Scientist (and parallel Research Scholar positions) are full-time professional staff employed by the University to perform research.

<sup>3</sup> See [Clinical or Academic Specialists](#).

<sup>4</sup> Personnel classifications 2.5 and 2.8.

<sup>5</sup> Adjunct defined as a category of academic staff with the academic rank signifying that the appointee, because of special talents or expertise has a special, normally part-time relationship with the University. Adjunct Professors participate in privileges and responsibilities of the academic community except those (such as tenure or the voting of degrees) reserved specifically to full-time Teaching Faculty.

<sup>6</sup> Clinical appointments will normally be limited to practitioners who are assigned regular and continuing responsibilities in the clinical laboratory, or other experiential settings. Clinical appointments will normally be given to participants in institutions with a formal affiliate relationship to one or more of our regular academic programs though persons supervising students in such degree-related activities inside the University may also receive them. Appointments will be made without the privilege of vote on faculty matters and will be at a rank consistent with the academic and professional achievements of the individual appointee. Appointments will be made by the Provost upon recommendation of the Dean of the college, school, or division responsible for the program for which the appointment is made.

The body comprising the *Teaching Faculty* and the *other voting faculty* shall be referred to as the general voting faculty. Titles may be added to the list of *other voting faculty* upon the concurrence of the President, the Provost and the Senate Agenda Committee. Titles may be added to, or deleted from, the list of *nonvoting faculty* at the discretion of the President.

b. Conduct of Meetings

1) Convening a Meeting

A meeting of either the Teaching Faculty or the general University faculty may be called at the initiative of:

- a) The President or the Provost;
- b) Fifty percent of the membership of the Faculty Senate; or
- c) Twenty-five percent of the members of the relevant body through a signed petition in which the proposed agenda has been specified.

A meeting called under option a) will be convened and chaired by the caller of the meeting. A meeting called under either of the other two options will be convened and chaired by the Chair of the Senate Agenda Committee.

2) Agenda

The agenda for a meeting will be established by the party who called the meeting. Once a meeting has been convened, the agenda may be modified by a two-thirds vote of the voting members of the appropriate body who are present. The agenda and related documents will be distributed to the members at least two weeks prior to the meeting, unless emergency circumstances make this impossible. In any event, the announcement of a meeting will be accompanied by the agenda of the meeting.

3) Quorum

A quorum to conduct business will consist of 50 percent of the voting members of the appropriate body. In the absence of a quorum, one-third of the voting membership may recess by majority vote in order to seek a quorum. If a quorum is not present after two consecutive recesses, the meeting will be considered adjourned.

#### 4) Conduct

*Robert's Rules of Order (Revised or Newly Revised)* will be the parliamentary guide, unless it conflicts with these bylaws. The Chair will appoint a parliamentarian for the meeting.

#### 5) Attendance and Participation

Any member of the general University faculty may normally attend meetings of either the Teaching Faculty or the general University faculty. In order to facilitate the conduct of the meeting, those who will not vote at the meeting will be asked to sit in a designated area. Further, nonvoting members may be afforded the right to speak at a meeting by a majority vote of the members of the appropriate body.

This right may be withdrawn by majority vote of the voting members. A motion to confer or withdraw speaking privileges will be subject to limited debate with no more than three people speaking for the motion and no more than three speaking against the motion. These procedural motions shall always be in order. When the participation privilege has been voted, the floor may be granted to a nonvoting member by the Chair or by a voting member who yields his or her position.

The voting members of the appropriate body at any meeting may go into, or out of, executive session at any time by a majority vote of the voting members present. When in the executive session, only voting members of the appropriate body and persons invited by the Chair may be present. A motion to move into executive session is always in order, and is nondebatable.

Motions at a meeting may be initiated only by voting members of the appropriate body.

#### 6) Visitors

A visitor is anyone who is not a member of the general University faculty. Visitors are not normally permitted to attend or to participate in faculty meetings. However, designated groups of visitors may be admitted to a particular meeting, as spectators, by a two-thirds vote of the voting members present.

Visitors, once present, may be asked to leave by a majority vote of the voting members present. A motion to admit or expel visitors will be subject to limited debate, with no more than two members arguing for, and two members against, the motion. The Chair may invite persons required by the business of the meeting. Such persons might be invited because of their expertise (e.g., a parliamentarian or a lawyer), or because of the service they will render (e.g., a stenographer), nor will the proceedings be broadcast outside of the meeting room.

#### 7) Identification of Speakers

Each speaker will identify himself or herself by name and title.

8) Minutes

Minutes will be kept by a secretary appointed by the Chair, and will be distributed to all members of the appropriate body within seven calendar days.

c. Revisions to Bylaws

Proposed changes to the bylaws may originate in the Faculty Senate by a vote of 60 percent of its membership, or by petition of 25 percent of the general voting faculty. Proposed changes must be distributed to the members of the general voting faculty at least two weeks before they are to be acted upon.

Revisions of the bylaws will be ratified by approval of two-thirds of those members of the general voting faculty casting ballots in a mail balloting process supervised by the Faculty Senate. Ballots for consideration of bylaw changes will be cast following College Faculty Meetings.

Faculty Handbook