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## NPS Faculty Bylaws (1987)

Monterey, California. Naval Postgraduate School

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## FACULTY ORGANIZATION

The faculty of the Postgraduate School is organized under the following set of By-Laws.

### FACULTY BY-LAWS

#### Article I NAME

This organization will be known as the Faculty of the Naval Postgraduate School, and will hereinafter be referred to as the Faculty.

#### Article II OBJECT

The object of this organization will be to promote understanding and communication between members of the Faculty and members of the Administrative Staff, to protect and promote the professional stature of the members, and to assist the administration in accomplishing the mission of the Naval Postgraduate School.

#### Article III ORGANIZATION

Section 1. In order to fulfill in an orderly manner the objectives of the organization, there are herein established the following recognized bodies.

- (i) The Faculty;
- (ii) The Faculty Council;
- (iii) The Executive Board of the Faculty Council, hereinafter referred to as the Executive Board; and
- (iv) The Standing Committees of the Faculty

Section 2. The Faculty Council is the representative body of the Faculty and is responsible to the Faculty. It is headed by the Faculty Chairman, elected from the eligible membership of the Faculty. The Secretary of the Faculty, elected from the eligible membership of the Faculty, acts in a secretarial role for meetings of both the Faculty and the Faculty Council.

#### Article IV FACULTY

Section 1. Membership. There shall be three classes of membership.

- (i) Regular Member. Active members of the staff, military and civilian, engaged in teaching in any of the professional grades, and those with rank of Instructor whose primary duties are instruction, together with the Librarian and the Director of the Computer Center, will be REGULAR MEMBERS of the Faculty. Regular Members will have the right to vote on all matters brought before the Faculty except as provided in Article IV, Section 2(v) (a), and Article V, Section 5(v). Regular Members will have the right to hold a single elective office as provided in Article V, Section 1, Article VI, Section 1, Article VII, Section 1, and Article VIII, Section 1, and will have the right to hold office in Temporary Committees. The Faculty Chairman and elected members of the Nominating Committee may hold one additional elective office.
- (ii) Ex-Officio Member. The Superintendent, the Academic Dean, the Director of Programs, the Dean of Information and Policy Sciences, the Dean of Science and Engineering, the Dean of Academic Administration, the Director of Continuing Education, and the Director of Research Administration will be EX-OFFICIO MEMBERS of the Faculty. Ex-Officio Members will have the right to vote on all matters brought before the Faculty at meetings of the Faculty, but they may not hold elective office.
- (iii) Associate Member. Visiting and Adjunct Professors, members of the Faculty in the grade of Instructor whose primary duty is not teaching, and civilians employed on a contract or part-time basis for teaching duties will be ASSOCIATE MEMBERS of the Faculty. Associate Members will enjoy all the privileges of Members except those of voting and holding office.

Section 2. Meetings.

- (i) There shall be at least one regular meeting in each quarter of the Academic Year.
- (ii) The regular meeting in the Fall Quarter shall be known as the Election Meeting. It shall be held no earlier than the third week of the Quarter.
- (iii) Special meetings shall be called on the request of the Faculty Chairman, the Academic Dean, or by a petition to the Faculty Council signed by ten percent of the Regular Members.

- (iv) Meetings of the Faculty shall not be called unless at least one-half of the Regular Members are in a pay status.
- (v) The Academic Dean shall preside over meetings of the Faculty. In the absence of the Academic Dean, The Chairman of the Faculty shall preside, or in his absence, the Acting Faculty Chairman. In the event of his absence, the Chairman of one of the standing committees, in the order of precedence listed in Article VII, Section 1(i) shall preside.
  - (a) The presiding officer shall be without vote except in the event of a tie.
- (vi) The agenda for meetings of the Faculty shall be established by the Faculty Council. Special items for the agenda shall be included on petition signed by ten percent of the Regular Members. The notice and agenda of any regular or special Faculty meeting shall be circulated to the Faculty by the Secretary of the Faculty not less than five days before the meeting.
- (vii) A quorum shall consist of thirty-five Regular Members.
- (viii) "Robert's Rules of Order (Revised)" shall be used in governing all meetings of the Faculty except when in conflict with the By-Laws.
- (ix) A Parliamentarian shall be appointed by the Faculty Chairman.

Section 3. Elections and Tenure of Office.

- (i) Nominations for elective office, except Department Representatives and Alternates, shall be presented by the Nominating Committee. Additional nominations, except for Faculty Chairman, may be made from the floor during the election meeting. Additional nominations of any Regular Member for the Office of Faculty Chairman may be made to the Nominating Committee for circulation to the Faculty not less than five days before the election meeting. Each nominee must consent to having his name placed in nomination. Election shall be by written ballot.

- (ii) Results of the election shall be published to the Faculty within a week after the election meeting and shall be certified to the Council by the Nominating Committee at the first regular Council meeting following the election meeting.
- (iii) All newly elected Faculty officers, including Department Representatives and Alternates shall assume office at the time of the first regular Council meeting following the election meeting.
- (iv) If two or more members of the same committee are to be elected at the same meeting, the member receiving the largest number of votes will be elected for the longest term and the member receiving the smallest number of votes will be elected for the shortest term.
- (v) No person may hold a particular elective office for more than two consecutive terms.
- (vi) The office held by any member of the Faculty scheduled to be absent from the Monterey area or otherwise unavailable for duty is considered to be vacant upon commencement of such unavailability. Vacancies of three or more consecutive quarters shall be permanent, while those of shorter duration shall be temporary. Vacancies in the office of Department Representative or Alternate shall be filled by election by members of the Department concerned. Vacancies in all other offices shall be filled as specified in Article V, Section 2(vi).

#### Article V FACULTY COUNCIL

Section 1. Membership. The following are members of the Faculty Council:

- (i) The Faculty Chairman;
- (ii) Three Faculty Representatives;
- (iii) The Department Representatives, one from each Academic Department, except that a Department having 60 or more Regular Members of the Faculty shall elect two Department Representatives, and except that if a Department has five or fewer Regular Members of the Faculty, the Faculty Council shall determine whether the Department shall have its own Department

Representative or shall be merged with another Academic Department for the sole purpose of electing a single Department Representative for the two Academic Departments. For the purpose of this section, the Defense Resources Management Education Center and the Aviation Safety Programs shall each be considered to be an Academic Department;

- (iv) The Chairmen of the Standing Faculty Committees; and
- (v) The Secretary of the Faculty.
- (vi) When the Chairman of a standing committee is unable to attend a meeting of the Faculty Council he shall designate another member of the committee to attend in his place. This member shall be entitled to vote on all matters before the Council.

Section 2. Duties. The duties of the Faculty Council shall be to:

- (i) consider all problems, policies, and procedures that are of concern to the Faculty;
- (ii) determine the agenda for Faculty meetings;
- (iii) assign studies of problems, policies or procedures to the appropriate committee(s), and to receive and act upon these reports;
- (iv) report actions of the Faculty Council to the Faculty;
- (v) circularize matters to be presented to the Faculty, such circularization to be made by the Secretary of the Faculty at least five days before the meeting at which the items are to be discussed;
- (vi) appoint members to fill permanent vacancies in elective offices except those of Department Representatives and Alternate, the appointed member to serve until the next election meeting of the Faculty at which time the office shall be filled by election; and at its discretion to appoint members to fill temporary vacancies, the appointed member to serve until the regular member resumes office. Appointees to the standing committees shall serve as junior members;

- (vii) annually elect at the first meeting following the election meeting of the Faculty from among the Faculty Representatives and Department Representatives four members to serve on the Executive Board;
- (viii) annually select at the first meeting following the election meeting of the Faculty from among the Faculty Representatives and Department Representatives one member to serve on the Research Council and one member to serve on the Computer Advisory Board;
- (ix) receive and audit at the first meeting following the election meeting of the Faculty, the accounting by the Retirement, Insurance and Special Functions Committee of funds in its custody;
- (x) elect two nominees for Faculty Chairman for the following year at its last meeting prior to the Faculty election meeting. The nominees shall be elected from among the current Faculty Representatives, Department Representatives and Chairmen of the Standing Faculty Committees.

**Section 3. Faculty Chairman.** There shall be a Faculty Chairman whose duties include:

- (i) presiding at meetings of the Faculty Council and Executive Board; he may designate a Faculty Council member to preside in his place during all or any part of the meeting;
- (ii) transmitting Faculty Council proceedings requiring response to the Superintendent or his designated representative via the Academic Dean.
- (iii) representing the Faculty at every appropriate forum; and
- (iv) performing other duties that may be assigned by the Faculty Council or Executive Board.

**Section 4. Executive Board.**

- (i) the Executive Board of the Faculty Council shall consist of:
  - (a) the Faculty Chairman;

- (b) the Secretary of the Faculty; and
  - (c) four members of the Faculty Council who are either Faculty or Department Representatives.
- (ii) The duties of the Executive Board shall include:
- (a) to provide for an Acting Faculty Chairman to serve in the absence of the Faculty Chairman;
  - (b) to establish the agenda for Faculty Council meetings;
  - (c) to deal with all matters relating to the professional status of the Faculty as a group;
  - (d) to be cognizant of the activities of all Faculty standing and temporary committees (Article VII, Sections 1 and 2); and
  - (e) to perform all other duties assigned to it by the Faculty Council.

Section 5. Meetings.

- (i) The Faculty Council shall meet on a regular monthly basis during each Academic Quarter except during the month of the regular Faculty meeting and at other times as necessary.
- (ii) The Executive Board shall meet weekly during each Academic Quarter except for the weeks of the Faculty Council or regular Faculty meetings.
- (iii) A quorum is a simple majority of the Faculty Council members, and voted action requires an affirmative vote of a majority of the members present.
- (iv) All members of the Faculty as defined under Article IV Section 1 are entitled to attend the meetings of the Faculty Council. Upon recognition by the presiding officer, Faculty members may address the group.
- (v) The presiding officer is without vote except in case of a tie.



## Article VI SECRETARY OF THE FACULTY

Section 1. There shall be a Secretary of the Faculty. He shall serve in this role at meetings of the Faculty, Faculty Council, and the Executive Board.

Section 2. Term of Office. The Secretary of the Faculty shall be elected for a two-year period by the Faculty at the election meeting of the Faculty.

Section 3. In the absence of the Secretary of the Faculty, the Faculty Chairman shall appoint an acting Secretary.

## Article VII FACULTY COMMITTEES

### Section 1. Standing Committees

- (i) There shall be five standing committees: Professional Practices; Scholarship; Retirement, Insurance and Special Functions; Plans and Facilities; and Nominating.
- (ii) Each standing committee shall consist of three elected members with each serving for three years except that terms of one, two, or three years may be assigned according to the number of votes received when necessary in order to allow one-third of the membership of each committee to be elected each year.
- (iii) Eligible Faculty shall be appointed to fill vacancies as defined under Article V, Section 2(vi).
- (iv) Of each individual committee, the elected member who has served the longest current continuous period shall be chairman. In the case of two elected members of equal length of current service, the member with the shortest remaining tenure shall be chairman. If all members have been appointed by the Faculty Council, the member who has served the longest period of his current term shall be chairman. The phrase "longest current continuous period" shall be interpreted as including not more than one elected term.
- (v) A standing committee may establish sub-committees for special purposes. The Chairman of a sub-committee shall be a member of the parent committee.

- (vi) All committees, except Nominating and Professional Practices, shall report to the Faculty Council and to the Faculty at regular Faculty meetings.
- (vii) The Nominating Committee shall report directly to the Faculty annually and to the Faculty Council as required.

Section 2. Duties.

- (i) Professional Practices. The duties of this Committee shall be to provide counsel and assistance to individual Faculty members and to the Administration, when requested, in matters relating to individual grievances and ethics. The committee, where necessary will present the matter to the Executive Board for further consideration, but will not present such matter to the Council or Faculty unless directed to do so by the Executive Board.
- (ii) Scholarship. The duties of the Scholarship Committee shall be to study all matters of scholarship as they apply to the Faculty and Student Body; i. e., teaching load, curriculum development, requirements for the awarding of degrees, etc.
- (iii) Retirement, Insurance and Special Functions. The duties of this Committee shall be to study all matters relating to retirement and insurance as they affect the civilian members of the Faculty; to collect, have custody of, expend, and account for all funds intended for special functions; and to assist in planning and organizing special events and social obligations of the Faculty.
- (iv) Plans and Facilities. The duties of this Committee shall be to represent the Faculty on matters concerning with the use and development of land and facilities in support of the School's mission; and to provide liaison between the Faculty Council and the administrative plans officer in the development of detailed plans for future academic buildings, facilities and support services.
- (v) Nominating. The duties of this Committee shall be to present at least two candidates in nomination for each elective office to be filled according to Article IV, Section 3; to present candidates in nomination for

temporary elected committees when so instructed in the formative motion; to keep records of past and present membership of all committees and sub-committees; to act as tellers and record the vote in all elections and other matters coming before the Faculty in which voting by written ballot has been specified; and to act as Sergeant-at-Arms at all Faculty meetings.

Section 3. Temporary Committees.

- (i) A temporary committee may be created and its duties outlined either by action of the Faculty, the Faculty Council or the Faculty Chairman.
- (ii) Members of a temporary committee shall be elected or appointed as specified in the formative motion if the committee is created by action of the Faculty or the Faculty Council; otherwise they shall be appointed by the Faculty Chairman.
- (iii) A temporary committee is automatically dissolved at the end of the second quarter following its inception unless its term is extended by actions of the Faculty Council or the Faculty.

Article VIII DEPARTMENT REPRESENTATIVES  
TO THE FACULTY COUNCIL

Section 1. Department Representatives shall be elected in accordance with Article V, Section 1(ii).

*- Should be Section 2!*

- (i) Election shall be by secret ballot at a regular department meeting during the Fall Quarter, but not less than two days prior to the first regular Council meeting following the Faculty election meeting. An Alternate with concurrent term, shall be elected to serve in his absence. A Second Alternate may be elected to act in the absence of the Department Representative and the Alternate.
- (ii) The results of the election shall be transmitted by the Department Chairman to the Secretary of the Faculty prior to the first regular Council meeting following the Faculty election meeting.

Section 2. Tenure of Office. Except as otherwise provided herein, each Department Representative shall serve for three years. The term of the Alternate from the same Department shall run concurrently. The term of office shall begin at the time of the first regular Council meeting following the Faculty election meeting, except that the term of a Department Representative or Alternate elected to fill a vacancy shall commence upon his election and shall extend to the end of the term of the Representative or Alternate he replaces. Initially, terms of one year, two years, or three years may be assigned by lot, drawn by the Secretary of the Faculty, among all the Academic Departments so as to allow about one-third of the membership to be elected each year. If two departments are merged, both Department Representatives shall continue in office until expiration of their elected terms.

Section 3. Nomination. A nominating committee of the Academic Department shall present a slate of eligible candidates. Additional nominations may be made at the Academic Department's election meeting. The Department Chairman is not eligible for the nomination.

Section 4. If the Department Representative of an Academic Department is elected Faculty Chairman, then the Alternate shall become acting Department Representative with full privileges as a member of the Faculty Council.

Section 5. Duties of Department Representatives and Alternates. Each Department Representative shall keep the Faculty of his department informed concerning discussions in and action by the Faculty Council. He shall represent the interest of the department faculty in the Faculty Council. The duties of Department Representative Alternate shall include assisting the Department Representative in the performance of his duties.

#### Article IX FACULTY REPRESENTATIVES TO THE FACULTY COUNCIL

Section 1. Three Faculty Representatives shall be elected by secret ballot at the Election Meeting of the Faculty.

Section 2. Each elected member shall serve for three years, except that initially the candidate receiving the largest number of votes shall serve three years, the candidate receiving the second largest number shall serve two years and the candidate receiving the third largest number shall serve a one-year term.

## Article X AMENDMENTS

These By-Laws may be amended provided that a notice of the proposed action has been circulated at least five days before the Faculty meeting at which the action is to take place, a quorum is present, and an affirmative vote of two-thirds of the voting members present is obtained.

Adopted 8 May 1963

Amended 9 December 1965	Article VII, Section 1(i), 3(vii) Article III, Sections 1(i), 1(ii), 1(iii) Article VII, Section 3(vi)
30 August 1967	Article IV, Sections 4(i), 5(i) Article V, Sections 1, 2 Article VI, Section 2(iv) Article VII, Sections 4(v), 5(iii)
13 November 1968	Article III, Section 1(i), 1(ii)
4 June 1969	Article III Article IV Article V Article VI Article VII Article VIII Article IX
3 December 1969	Article IV, Sections 1(ii), 3, 3(i), 3(ii), 3(iii) Article V, Sections 1(v), 2(vi) Article VII, Sections 1, 1(iv) Article VIII, Sections 1(i), 1(ii)
16 September 1970	Article IV, Section 3(vi) Article V, Section 2(vi)
7 September 1971	Article VII, Sections 1(i), 2(ix)
7 September 1972	Article IV, Sections 1(i), 1(iii)
5 December 1972	Article IV, Sections 1(i), 1(ii)
5 June 1973	Article IV, Section 2(v) Article V, Sections 1(ii), 1(iii) 1(v), 4(ii) Article VIII, Sections 1, 1(i), 2, 4, 5
10 June 1975	Article III, Section 2 Article IV, Sections 1(ii), 3(i) Article V, Sections 1(ii), 2(ii), 2(ix), 5(i)

9 March 1976	Article VII, Section 3(ii) Article IV, Section 1(i) Article V, Section 5(iii) Article VII, Section 1(iv)
7 June 1977	Article IV, Section 1(iii) Article V, Section 2(viii) Article IV, Section 2(ii)
26 August 1980	Article III, Section 2 Article IV, Sections 1(i), 1(ii), 2(ii) Article V, Sections 1, 1(i), 2(vii), 2(viii), 3(iii), 3(iv), 4(ii), 5(ii), 5(iii) Article VII, Sections 1(i), 1(vii), 2, 2(i), 2(iv)
18 November 1980	Article VIII, Sections 1(i), 2 Article IX, Sections 1, 2 Article V, Sections 2(vii)-(x), 2(viii)
12 May 1987	Article IV, Section 1(ii) Article IV, Section 1(ii)