Faculty By-Laws (1969)

Monterey, California. Naval Postgraduate School

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2. **G. FACULTY**

**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 this 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 a Faculty Chairman elected from the Faculty Council membership. 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.** Members of the staff, military and civilian, engaged in teaching in any of the professorial grades, together with the Librarian and the Head of the Computer Facility 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. Elected members of the Nominating Committee may hold one additional elective office.

(ii) **Ex-Officio Member.** The Superintendent, the Academic Dean, the Deputy Superintendent for Programs, the Dean of Programs, and the Dean of Curricula 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 Professors (i.e., those appointed for one year or less), members of the Faculty in the
grade of Instructor, 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 Second 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 upon 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. 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.
(iv) 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 these 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 may be made from the floor during 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 for three or more quarters is considered to be vacant upon the commencement of such unavailability. Vacancies occurring in this manner shall be filled as specified in Article V, Section 2(vi) for all offices except Department Representatives and Alternates. Vacancies in the office of Department Representative or Alternate shall be filled by election by members of the Department concerned.

Article V FACULTY COUNCIL

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

(i) six Faculty Representatives,
(ii) the Department Representatives, one from each Academic Department, and one from the Navy Management Systems Center,
(iii) the Chairmen of the Standing Faculty Committees, and
(iv) the Secretary of the Faculty.

(v) When the Chairman of a standing committee is unable to attend a meeting of the Faculty Council, the committee member designated to attend in his place shall be entitled to vote on all matters before 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) communicate matters to be presented to the Faculty, such communication 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 vacancies in elective offices except Department Representatives and Alternates, both temporary and permanent, and if the vacancy is permanent, such appointed member shall serve as a junior member until the next election meeting, at which time the office shall be filled by election;
(vii) annually elect at the first meeting following the election meeting of the Faculty from among the Faculty and Department Representatives a
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; and
(iii) 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 be to

(a) perform all duties assigned to it by the Faculty Council; and
(b) establish the agenda for Faculty Council meetings.

Section 5. **Meetings.**

(i) The Faculty Council shall meet on a regular monthly basis during each Academic Quarter and at other times as necessary.

(ii) The Executive Board shall meet weekly during each Academic Quarter except for the week when the Faculty Council meeting occurs.

(iii) A quorum is a simple majority of the members, and voted action requires a positive vote of a majority of those 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 eight standing committees: Faculty Status, Professional Practices, Scholarship, Research, Special Functions, Retirement and Insurance, 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) The committee member in the final year of his elected term on the committee will normally be the Chairman of each individual committee. If no member is in the final year of an elected term, then the Chairman shall be determined by the following factors in order:
   (a) the elected member with the shortest remaining tenure, or
   (b) if all members were appointed by the Faculty Council, by lot.
(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.

Section 2. Duties.
(i) Faculty Status. The duties of the Faculty Status Committee shall be to consider and to make recommendations for the establishment of policies and regulations and to recommend changes in existing policies and regulations affecting the status of members of the Faculty as a group.
(ii) Professional Practices. The duties of this committee shall be to provide counsel 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 matters to the Council or Faculty unless directed to do so by the Executive Board.
(iii) 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.
(iv) Research. The duties of this Committee shall be to study all matters pertaining to Faculty and Student research with the goal of encouraging research at the School.
(v) **Special Functions.** The duties of this Committee shall be, to plan and organize special events for the Faculty; to arrange for meeting requirements for the social obligations of the Faculty; to collect, have custody of, expend, and account for all funds intended for special functions; and to carry out any other functions required of it by the Faculty, Faculty Council, and Faculty Chairman.

(vi) **Retirement & Insurance.** 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.

(vii) **Plans & Facilities.** The duties of this Committee shall be to represent the Faculty on matters concerned 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.

(viii) **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 Sergeants-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 were 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 action of the Faculty Council or the Faculty.

**Article VIII DEPARTMENT REPRESENTATIVES TO THE FACULTY COUNCIL**

Section 1. One Department Representative shall be elected by each Academic Department, and one by the Navy Management Systems Center, to serve on the Faculty Council.

(i) Election shall be by secret ballot at a regular department meeting of the Second Quarter of the Academic year and 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.

(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 same 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.

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 nomination.

Article IX FACULTY REPRESENTATIVES TO THE FACULTY COUNCIL

Section 1. Six Faculty Representatives shall be elected by secret ballot at the election meeting of the Faculty.

Section 2. Tenure of Office. Each elected member shall serve for three years, except that initially, two terms of one year, two terms of two years, and two terms of three years shall be assigned according to number of votes, with the largest number of votes associated with the longest term, etc., so as to allow for a suitable overlap in terms of office.

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.

Article XI ADOPTION

Section 1. Upon adoption of these By-Laws by the Faculty, they shall be put into effect as stated below.

(i) The office of the Secretary of the Faculty and the existing Standing Committees of the Faculty shall continue in operation without interruption.

(ii) Upon adoption of these By-Laws the term of each of the members of the Nominating Committee is extended for two quarters so that it ends at an Election Meeting in the Second Quarter.

(iii) The six Faculty Representatives to the Faculty Council and the three members of the Professional Practices Committee shall be elected at the same Faculty meeting at which these By-Laws are adopted. If this does not coincide with the regular
election meeting of the Faculty, the length of time from this election to the next election meeting shall be considered the first year of office.

(iv) Within twenty-eight calendar days following adoption of these By-Laws each Academic Department shall elect its Department Representative to the Faculty Council and his alternate, in accordance with Article VIII, Section 1.

(v) Within thirty days after the adoption of these By-Laws, the Secretary of the Faculty, or in his absence a Chairman of a Standing Committee in the order of precedence established in Article VII, Section 1(i), shall call the first meeting of the Faculty Council.

Section 2. The first meeting of the Faculty Council shall be called to order by the Secretary of the Faculty, or his substitute as defined in Section 1(v), at which time these By-Laws shall be considered in full effect. At the first meeting the Council will conduct the following business and any other business it deems necessary.

(i) A Faculty Chairman shall first be elected, and the four members to serve on the Executive Board shall be elected. If this first meeting occurs at some time other than in the Second Quarter, these officers shall serve until the Faculty Election Meeting of the Second Quarter.

Section 3. One calendar year following adoption of these By-Laws Article XI shall be stricken from these By-Laws.

Adopted 8 May 1963
Amended 9 December 1965
17 November 1966
30 August 1967
13 November 1968
26 May 1969 and
3 December 1969

OFFICERS OF THE FACULTY

Faculty Chairman
Professor E. C. Crittenden, Department of Physics

Secretary of the Faculty
Associate Professor Carroll O. Wilde, Department of Mathematics

Faculty Council

Executive Board:
Professor E. C. Crittenden, Department of Physics
Professor A. Sheingold, Department of Electrical Engineering
Professor W. P. Cunningham, Department of Physics
Professor L. Olsen, Department of Physics
Associate Professor C. O. Wilde, Department of Mathematics

Secretary
Professor R. E. Newton, Department of Mechanical Engineering

Members at Large
Professor J. E. Brock, Department of Mechanical Engineering
Professor E. C. Crittenden, Department of Physics
Professor W. P. Cunningham, Department of Physics
Professor L. O. Olsen, Department of Physics
Professor A. Sheingold, Department of Electrical Engineering
Professor D. G. Williams, Director, Computer Facility

Department Representatives:
Meteorology .  .  . Associate Professor R. J. Renard, Principal
Assistant Professor J. D. Mahlman, Alternate
Electrical Engineering .  .  . Professor J. R. Ward, Principal
Professor S. G. Chan, Alternate
Mathematics .  .  . Associate Professor R. W. Hunt, Principal
Associate Professor K. Lucas, Alternate
Mat. Sci and Chemistry .  . Professor M. F. Reynolds, Principal
Professor J. R. Clark, Alternate
Operations Analysis Assistant Professor G. K. Poock, Principal
Professor J. R. Clark, Alternate
Govt. & Humanities .  . Assistant Professor F. M. Teti, Principal
Professor R. R. Read, Alternate
Aeronautics .  .  . Associate Professor D. M. Layton, Principal
Assistant Professor S. Gottschalk, Alternate
Oceanography . Assistant Professor W. W. Denner, Principal
Professor T. H. Gawain, Alternate
Mechanical Engineering .  . Professor R. E. Newton, Principal
Professor J. E. Brock, Alternate
Physics .  .  . Associate Professor J. V. Sanders, Principal
Associate Professor J. N. Dyer, Alternate
Bus. Admin. and Econ. Associate Professor B. Castro, Principal
Professor L. Darbyshire, Alternate
Navy Mgmt. Systems Center Professor I. W. Ulrey, Principal
Associate Professor C. K. Cantrell, Alternate

Chairmen of the Standing Committees:
Associate Professor Russell B. Bomberger, Faculty Status
Professor Elmo J. Stewart, Professional Practices
Associate Professor Robert D. Strum, Scholarship
Associate Professor Louis V. Schmidt, Research
Professor Raymond L. Kelly, Special Functions
Professor Carl A. Hering, Retirement and Insurance
Professor Eugene C. Haderlie, Plans and Facilities
Professor Warren C. Thompson, Nominating

STANDING COMMITTEES

Faculty Status:
Russell B. Bomberger, Chairman, Aviation Safety Programs
James M. Fremgen, Business Administration and Economics
Robert R. Read, Operations Analysis

Professional Practices:
Elmo J. Stewart, Chairman, Mathematics
J. N. Cooper, Physics
Daniel J. Collins, Aeronautics

Scholarship:
Robert D. Strum, Chairman, Electrical Engineering
John W. Schultz, Material Science and Chemistry
Carl R. Jones, Operations Analysis

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Research:
Louis V. Schmidt, Chairman, Aeronautics
Gilles Cantin, Mechanical Engineering
Paul R. Milch, Operations Analysis

Special Functions:
Raymond L. Kelly, Chairman, Physics
John H. Duffin, Material Science and Chemistry
Harold J. Larson, Operations Analysis

Retirement and Insurance:
Carl A. Hering, Chairman, Material Science and Chemistry
Walter Jennings, Mathematics
John D. Riggin, Physics

Plans and Facilities:
Eugene C. Haderlie, Chairman, Oceanography
Donald A. Stertz, Electrical Engineering
Matthew D. Kelleher, Mechanical Engineering

Nominating:
Warren C. Thompson, Chairman, Oceanography
William M. Tolles, Material Science and Chemistry
Glenn H. Lindsey, Aeronautics