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# UTC Faculty Organization and Faculty Governance

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## 2.1.1. General Description

The responsibilities of the faculty in the governance of the University are important and varied. Some of the responsibilities, such as those described in Chapter 1, are discharged primarily within departments, colleges and schools. Others concern the general policy of the campus as a whole. The faculty role in campus-wide governance is organized and effected by the Faculty Senate, a broadly representative body which is specifically charged by the Board of Trustees to consider, advise and recommend to the administration policies about a wide range of concerns affecting the welfare of the campus. Among these concerns are criteria for faculty appointment, dismissal, promotion, tenure and retirement; criteria for the selection of the chancellor, vice-chancellors and other campus administrative officers; criteria for the selection of the president and other statewide executive officers of the University (in conjunction with other Faculty Senates or corresponding bodies of the other campuses of The University of Tennessee); priorities for long-range academic planning; planning academic physical facilities; and policies regarding student life, rights and responsibilities.

The faculty and the Faculty Senate do not have management or administrative functions either in themselves or through their committees, since such functions are expressly reserved for the President (as delegated by the Board of Trustees) and through the President to the Chancellor. Nevertheless, the advice and recommendation of the faculty and the Faculty Senate about all of the concerns listed above are considered carefully and seriously by all administrative officers.

The directly and expressly delegated responsibilities of the Faculty Senate for the educational programs of UTC include formulation of policies governing general education objectives; and formulation of policies and regulations related to overall requirements for admission, retention, readmission, graduation and honors, and for degree programs and certification programs.

Discharge of these responsibilities is subject to the approval of the Chancellor, the President and the Board of Trustees.

## 2.2.1. Faculty Meetings

The full faculty will assemble once per semester. The fall meeting shall be conducted by the end of September; the spring meeting shall be conducted by the end of February. A second date each semester, e.g., "Reading Day," should be reserved for additional assemblies of the full faculty. The faculty may meet at other times on call by the Chancellor, by the Faculty Senate through the secretary of the faculty or by petition of fifteen (15) members of the faculty through the secretary of the faculty.

## 2.2.2. Presiding Officer

The Faculty Senate president presides at faculty meetings. If the president is absent the next available current officer from the executive committee shall preside.

## 2.2.3. Faculty Secretary

The faculty secretary is elected annually at the first faculty meeting of the second semester, i.e., January. The faculty secretary shall:

1. send notices and agenda for faculty meetings through the ~~Office of the Associate Provost for Undergraduate and Special Programs~~; the [UTCINFO e-mail server](#);
2. have primary responsibility for the preparation of the agenda in consultation with the Chancellor, the Faculty Senate president and others as appropriate;
3. maintain an up-to-date roster of voting members which is brought to every faculty meeting;
4. determine the presence of a quorum at each meeting;
5. arrange for the meeting room;
6. take minutes of each meeting and distribute the minutes through the ~~Office of the Associate Provost for Undergraduate and Special Programs~~; [UTCINFO e-mail server](#);
7. file the minutes annually in the UTC library;
8. prepare all ballots used in faculty meeting; and
9. call the roll of graduates at all commencement exercises.

#### **2.2.4. Parliamentarian**

The parliamentarian is appointed by the presiding officer and holds indefinite tenure. The duties of the parliamentarian are described in *Robert's Rules of Order, Newly Revised* (latest edition).

#### **2.2.5. Faculty Meetings**

Faculty meetings are conducted according to *Robert's Rules of Order, Newly Revised* (latest edition) with two exceptions approved by the faculty on September 6, 1976.

1. Amendment to the article concerning a motion to lay on the table:

*It is undebatable and cannot have any subsidiary motion applied to it, except that the person proposing the original motion, or someone designated by this person, may have the privilege of speaking for up to two minutes to the motion to table.*

2. Amendment to the article concerning voting:  
*A secret ballot will be used whenever requested by more than one person.*

Second readings and votes are required for affirmative action on major issues, e.g., organization of the faculty, general education requirements and special academic programs. The presiding officer determines which issues are major. The agenda for a called meeting of the general faculty shall indicate which items will require two readings. If the general faculty wishes to reclassify an item, it must be done prior to the voting on the agenda item.

Voting privileges in faculty meetings are held by individuals who have a full-time appointment with faculty rank. A quorum of the assembled full faculty will consist of one third of the total number of full faculty. In the event that a quorum is called for during assemblies of full faculty and a quorum is not present, debate on resolutions facing the assembled full faculty may proceed; voting may not proceed. The Faculty Secretary should continue to keep minutes of the assembly.

#### **2.2.6. Electronic Voting**

Electronic voting, conducted by the Faculty Secretary or by the Faculty Senate President, and in consultation with the Senate Executive Committee and the Parliamentarian, may be administered in lieu of voting in physical assemblies (i.e., face-to-face assemblies) of the full faculty. The guidelines for electronic voting are as follows:

1. Electronic voting may be administered for both minor and major issues. Major issues are determined by the Faculty Senate President in consultation with the Faculty Secretary, the Senate Executive Committee, the Parliamentarian, and whenever possible the body of the Faculty Senate.

2. The Faculty Secretary or the Faculty Senate President will post by e-mail to the full faculty the motion(s) in question and, when appropriate, supporting documents (e.g., minutes from preceding assemblies of the full faculty in which the issues/motion(s) were debated).

3. After the motion is posted, the following three business days will be reserved for debate and discussion by e-mail. No voting occurs during this time. No amendments to the motion(s) are allowed. In the event of network outage during the debate period, the debate must be extended by the number of hours the network was inoperable.

4. At the end of the debate period, an electronic ballot containing the motion(s) in question may be presented to the full faculty via Blackboard (or a comparable, Web-based system of confidential balloting). Ballots shall include options for affirmative votes, negative votes, as well as abstentions.

5. Voting will proceed for a minimum of five business days, in accordance with an announced start and finish time.

6. Once the voting starts it should proceed with only periodic reminders about the deadline to vote.

7. In the event of network outage during the voting period (e.g., Blackboard becomes unavailable), voting should be extended by the number of hours the network was inoperable. (Extension should require written certification of the outage by the Director of Systems and Networks or designated deputy.) With notice that the network (and therefore voting availability) has been restored, voting is to commence on the next business day.

8. The outcome of a vote, i.e., the success or failure of a motion, is determined by simple majority of those voting, provided that at least one-third of those eligible to vote do so.

9. In the event of a tie vote, the Faculty Senate President, who otherwise would not vote, is authorized to vote and break the tie.

#### **2.3.1. Faculty Senate Bylaws**

#### **2.3.2. Article I. Powers and Duties of the Faculty Senate**

##### **Section 1. Powers**

The Faculty Senate of The University of Tennessee at Chattanooga shall have those powers and duties which have been and may be delegated to it by the faculty of The University of Tennessee

at Chattanooga, hereafter referred to as "the University."

## Section 2. Reports

All deliberations by the Faculty Senate shall be reported to the faculty through distribution of the minutes of each senate meeting. The minutes of the senate (including much of the debate and a record of all votes) will be distributed to each voting member of the faculty within seven (7) working days after the senate meeting. The recommendations of the Faculty Senate will--with the approval of the Chancellor--become effective eight (8) working days after the distribution of the minutes unless there is sufficient desire for the consideration of certain items at a general faculty meeting. Upon the written request of fifteen (15) voting faculty members to the secretary of the faculty, an item will be placed on the agenda of the next general faculty meeting. It is the responsibility of the President of the Faculty Senate to transmit to the Chancellor within two working days any Senate or full faculty recommendations requiring the approval of that office. The Chancellor's decisions will be communicated to the President of Faculty Senate within eight (8) working days.

### 2.3.3. Article II. Faculty Senate Membership

#### Section 1. Ex Officio Members

Ex officio members are the Chancellor, Provost, Associate Provost for Academic Affairs, Associate Provost for Academic Administration, Vice Chancellor for Finance and Operations, Dean of Libraries and Vice Chancellor for Student Development. Changes in the allocation of ex officio memberships may be made through the procedure specified in Article VII. Ex officio members are non-voting members of the Senate.

#### Section 2. Elected Members

Members of the Faculty Senate, except the adjunct faculty member, shall be elected from those members of the faculty who meet the following criteria at the time of election: hold a full-time appointment; and either engage at least half time in teaching and/or academic research, or serve as head of an academic department, or hold rank as a professional member of the library staff, with the exception of the Dean of Libraries, who serves as ex officio. Any faculty member who is related to more than one of the voting divisions described below will be considered as a member of the voting division in which rank is held unless duties in another voting division exceed a half-time appointment.

## Apportionment

Six (6) members shall be elected from the University faculty at large as described in Article III, Section 1. The remaining Faculty Senate members shall be elected by the following voting divisions--**fine arts:** art, music, theatre and speech; **humanities:** communication, English, foreign languages, history, humanities, philosophy and religion; **behavioral science:** political science, psychology, sociology, anthropology, geography, and economics; **mathematics and sciences:** biology and environmental sciences, chemistry, mathematics, physics, geology and astronomy; **college of engineering and computer science;** **college of business administration;** ~~college of education and applied professional studies;~~ ~~college of health and human services~~ **college of health, education and professional studies;** and **the library.**

The number of Faculty Senate members from each of the above divisions will be based on the number of members in each division. If the size of the division is 1-15, 16-30, 31-45, 46-60, etc., the number of representatives will be 1, 2, 3, 4, etc., respectively. Only those members of a division eligible to be elected, as described above, will be counted for the purpose of determining the apportionment.

At the time of the spring election, each division will elect representatives based on the apportionment for the academic year ending. At the beginning of the following academic year, the executive committee of the Faculty Senate will determine any changes in apportionment of the Faculty Senate based on the above criteria. Divisions entitled to more representatives will be notified and they will conduct the necessary elections at the earliest feasible time. Divisions entitled to fewer representatives will be notified not to elect a representative the next time a vacancy occurs or a term expires.

The adjunct faculty shall elect a voting representative from their membership to the Faculty Senate for a two-year term. The election, conducted by the President of Faculty Senate, will be held before the third week of the Fall semester.

## Term of Office

The term of office for elected members shall be two years and will begin on July 1 following the election, except as noted in *Vacancies* below. A member can be elected to serve only two consecutive full terms. Faculty Senate members have a responsibility to attend all scheduled meetings of the Faculty Senate. Advance notification should be given to the secretary of

Faculty Senate if a member cannot attend. Absences will be noted in the Faculty Senate minutes. After four absences to regularly scheduled Faculty Senate meetings in one semester, the President of the Faculty Senate, upon consultation with the Executive Committee, shall declare the seat vacant and notify the ranking elected member from that voting division, or the Chancellor, in the case of an at-large member, to elect a replacement. In case of unavoidable class conflicts with the regularly scheduled Faculty Senate meetings, the President shall ask the ranking elected member of the Senate from that voting division, or the Chancellor, in the case of an at-large member, for the election of a temporary replacement.

### **Vacancies**

Vacancies may occur on the Faculty Senate through death, resignation, election to the presidency of the Faculty Senate, or change in appointment resulting in ineligibility as described in the introduction to this section. Representatives may cease to be a member of the voting division electing them, or may be absent on leave for at least one semester, or may be disqualified for other causes. In case of vacancies, the faculty of that voting division which is losing its representative shall elect a successor to fill the unexpired term. The person so elected shall assume office immediately. In the event that an at-large member of the senate is unable to serve, that vacancy would be filled as follows:

*One-year or less* - the faculty will elect at the earliest feasible time an interim representative from the same rank as the vacating member when elected to serve until July 1 of that year.

*More than one year* - the faculty will elect at the earliest feasible time a representative from the same rank as the vacating member when elected to serve out the remainder of the two-year term.

### **2.3.4. Article III. Method of Election**

On or before March 1st of each year, the secretary of the Faculty Senate shall issue to each member of the faculty a description of membership criteria and a list of faculty members eligible for nomination. Each full time faculty member holding the rank of assistant, associate, or full professor may nominate not more than one person from each of the following categories: (a) assistant professors; (b) associate professors; and (c) full professors. Nominations must be returned to the secretary of the Faculty Senate within one working week for the

nominations to be valid. The nominations will be counted by the Executive Committee of the Faculty Senate. The four persons in each category receiving the highest number of nominations will be the nominees, with the following exceptions: if three or fewer persons are nominated, each with two or more nominations, then the names received shall be those on the ballot; and, as many names as necessary shall be included on the ballot in order not to omit the name of a person who has received as many nominations as another whose name is included. No person receiving fewer than two nominations shall be included on the ballot. The final ballot will be sent to the Secretary of the Faculty on or before March 17. Before the list of nominees is forwarded by the Executive Committee to the secretary of the faculty, confirmation of the individuals' willingness to serve shall have been secured.

The secretary of the faculty shall distribute or post the list of confirmed nominees to the full faculty by March 20<sup>th</sup>. Faculty must submit their vote to the secretary of the Faculty by April 5<sup>th</sup>. The votes will be counted by the Secretary of the Faculty and the President of the Faculty Senate. The candidate receiving the majority of all votes cast wins the election. Absent a majority, the two candidates in each category receiving the most votes will be reconsidered in a run-off election. The Secretary must announce the results of the election within one week of the election. Each year three At-large members shall be elected, one each from the following faculty-ranks: Assistant Professor, Associate Professor, and Professor.

### **Nomination and Election of the Adjunct Faculty Senate Member**

Before the end of the Spring Semester in odd years, a nominating committee consisting of the current Adjunct member, the Associate Provost for Undergraduate and Special Programs, and the president of the Faculty Senate will meet to nominate up to 3 Adjunct Faculty for the position of Adjunct Faculty Senate member. Ballots will be distributed in the first week of the Fall semester to active adjunct faculty and must be returned to the Faculty Senate President by the end of the third week of the Fall Semester. The Adjunct member's term begins immediately.

### **Section 2. Divisional Election**

Each of the four voting divisions in the college of arts and sciences and the remaining four voting divisions, as described in Article II, shall conduct its own election under the chairmanship of the ranking elected member of the senate senator with the higher rank from that voting division or under the auspices of the Faculty Senate Secretary. In

cases where senators are of equal rank, the senator with seniority in the Senate will chair. There shall be two constraints placed upon these otherwise autonomous elections; within each voting division, the members elected must be from at least two different faculty-rank categories, and wherever three members represent a given voting division, it is desirable that they come from three different categories; and, these elections must be held after the completion of the University-at-large election and prior to the final full faculty meeting of the spring semester.

### **Section 3. Non-Tenure Track Faculty Election**

Before the end of the spring semester in odd years, a nominating committee consisting of the current Non-Tenure Track senate representative, The Associate Provost for Academic Affairs, and the President of the Faculty Senate will meet to nominate four non-tenure track faculty for the position of Non-Tenure Track Faculty Senate member. The list of nominees will be distributed in the first week of the Fall semester to active non-tenure track faculty and votes must be submitted to the Faculty Senate Secretary by the end of the third week of the fall semester. The votes will be counted by the Executive Committee of the Faculty Senate. The Non-Tenure Track member's term begins immediately. If the elected Non-Tenure Track member does not return in the fall, the next available candidate receiving the most votes from the list of nominees shall be elected to serve as Non-Tenure Track representative.

#### **2.3.5. Article IV. Faculty Senate Officers**

##### **Section 1. President Election**

Nomination for Faculty Senate president shall be solicited by written form from the entire faculty ~~from December 1 to December 15~~ by the Friday of the second full week in December. Nominations shall be sent to the Faculty Senate secretary who shall formulate a slate via the same procedure as is used for nomination of the at-large candidates (2.3.4., Section D). At the first January meeting of the entire faculty, a president-elect shall be elected. Election shall be by simple majority of the ballots as determined by a counting committee appointed by the presiding officer.

The president-elect shall serve as a voting member of the senate from January until July 1, at which time the full duties of president of the Faculty Senate will be assumed. The term of office for the president is two years. The president may not serve consecutive terms. After retirement, the

immediate past president shall sit as a voting member of the senate until the next president is no longer president.

##### **Replacement of the President or President-Elect**

Should the President resign, go on leave, or become unable to serve for other reasons, the Executive Committee shall effect a replacement. Should the vacancy occur after the election of the President-Elect, the President-Elect shall serve out the remainder of the incomplete term and the term to which he or she was elected. Should the vacancy occur prior to the election of the President-Elect, a new President shall be elected at the next faculty meeting for which a fifteen-day nomination period is available. Prior to this election, the First Vice-President shall perform the duties and responsibilities of the President. The completion of a vacated term is not considered a full term for determination of eligibility to be elected to two successive terms.

Should the President-Elect resign, go on leave, or become unable to serve for other reasons, a replacement shall be elected at the first faculty meeting for which a fifteen-day nomination period is available. If an election cannot be held prior to July 1, the outgoing President shall continue to serve until the election.

##### **Duties**

As an elected spokesperson of the University faculty, the president shall:

1. preside at all meetings of the Faculty Senate and shall be bound by the bylaws and *Robert's Rules of Order, Newly Revised* (latest edition);
2. prepare the agenda in cooperation with the executive committee and others as appropriate;
3. meet with the Chancellor at the earliest opportunity following Faculty Senate meetings to report on deliberations by the senate;
4. receive on April 1 the annual written reports from chairs of Faculty Senate standing committees;
5. preside at the faculty retirement dinner sponsored by the Faculty Senate;
6. serve as counselor to the president of The University of Tennessee;
7. serve as a non-voting representative of the faculty to the academic affairs committee of the Board of Trustees;
8. carry the University mace at all official functions;
9. receive three hours released time from teaching in the fall and spring semesters; and

10. appoint, in case of the death of a current or previous faculty member, an individual to contact the family and arrange for a campus memorial service should the family desire it.

## Section 2. First and Second Vice-Presidents of the Faculty Senate

### Election

The President of the Faculty Senate will choose the First and Second Vice Presidents ~~shall be elected~~ from among members of the Senate and they will be confirmed by the full Senate at the organizational meeting of the Faculty Senate (2.3.6., Section D).

### Duties

The First and Second Vice President shall serve as Chairs of the Committee on Committees and the Handbook Committee respectively. If the President is unable to preside at a Faculty Senate Meeting, the first available officer, selected in the following order, shall preside: First Vice-President, Second Vice-President, Past President.

The First and Second Vice-Presidents shall serve as voting members of the Executive Committee of the Faculty Senate.

## Section 3. Secretary of the Faculty Senate

### Selection

The President of the Faculty Senate will nominate the Secretary from among members of the full faculty for confirmation at the organizational meeting of the Faculty Senate (2.3.6., Section D). If the candidate is not confirmed, then nominations for the position will be accepted from the floor of the Senate.

### Duties

The duties of the Secretary shall include:

1. The distribution of the agenda of Faculty Senate meetings as described in 2.3.6 Section 4;
2. Keeping the minutes of Senate and Executive Committee meetings, including summaries of the debates and a record of all votes;
3. The distribution of the Faculty Senate minutes to Senators no later than 48 hours before the next meeting;
4. Maintaining an ongoing record of Faculty Senate representatives and division apportionments;
5. Coordinating the biennial nomination process for Adjunct Faculty representatives to the Faculty Senate;
6. Maintaining the Faculty Senate Webpage which includes posting agendas, minutes, related documents, list of Senators, and committee assignments.

7. The secretary shall have 3-hours of release time per semester for these duties.

If the Secretary is an elected member of the Faculty Senate then he or she will be a voting member of the Executive Committee of the Faculty Senate. If the Secretary is not an elected member of the Faculty Senate, then he or she shall serve as an ex-officio member of the Executive Committee of the Faculty Senate.

## 2.3.6. Article V. Faculty Senate Meetings

### Section 1. Organizational Meeting

The organizational meeting of the Faculty Senate shall be held following the election of the University-at-large members and division members at a time chosen by the Executive Committee. The meeting shall be convened by the president of the senate. All newly elected members will attend and vote with the continuing senate membership. Appropriate officers and Faculty Senate committees shall be elected at that time with their official duties beginning on July 1.

### Section 2. Time of Regular Meetings

Regular meetings of the Faculty Senate shall normally be held at 3:00 p.m. on the first and third Thursdays of each month during the academic year. In exceptional circumstances, the president may cancel a regular meeting or call a special meeting. A special meeting may also be called by the request of five members of the Faculty Senate.

### Section 3. Designation of Quorum

A majority of the voting members of the Faculty Senate shall constitute a quorum for the transaction of business. Any resolution or motion may be passed only by the affirmative vote of the majority of members present and voting.

### Section 4. Conduct of Meetings

Meetings of the Faculty Senate shall be conducted according to *Robert's Rules of Order, Newly Revised* (latest edition).

A presentation for action by any Committee of the Senate or any standing Committee of the Faculty under the purview of the Committee on Committees shall be the equivalent of a motion, and does not require a second from the floor for consideration. A committee chair may bring formal motions to the Senate on the behalf of his or her committee, even if the chair is not an elected member of the Senate.

## Agenda

The agenda shall be prepared by the executive committee for each meeting of the Faculty Senate and should be arranged according to *Robert's Rules of Order, Newly Revised* (latest edition). The secretary shall send copies of the agenda, including all proposals to be discussed, to all Faculty Senate members and appropriate administrative officials so that these materials are received at least 72 hours prior to the meeting at which they are to be discussed. In addition, the secretary shall send copies of the agenda to every voting faculty member prior to the senate meeting.

Members of the University community, individually or in groups, may submit proposals and recommendations to the president or the secretary of the Faculty Senate for placement on the agenda, and should be present or represented at meetings when such proposals or recommendations are considered.

The Faculty Senate shall act on all matters on the agenda, either by approval, rejection, postponement, referral, or remission to committee.

### **Minutes**

The minutes (including summaries of the debates and a record of all votes of the senate) shall be distributed by the secretary to Faculty Senate members no later than 48 hours before the next Faculty Senate meeting. All other members of the faculty shall receive the minutes within ten (10) working days after each senate meeting.

### **Voting**

Voting shall be by voice or show of hands except when one-fourth of the members present vote to request a secret ballot.

## **2.3.7 Article VI. Committees**

There are two types of committees selected by the Faculty Senate or by faculty, committees of the Faculty Senate and committees of the faculty.

### **Section 1. Committees of the Faculty Senate**

These committees are elected by the Faculty Senate at the organizational meeting each year.

#### **Executive Committee**

*Composition.* The executive committee shall be composed of the president of the senate, the past-president, the president-designate, the first vice-president, the second vice-president and the secretary of the senate.

*Responsibilities.* The duties of the executive committee are described within these bylaws. If the president is unable to preside at a Faculty

Senate meeting, the first available executive committee member, selected in the following order, shall preside: first vice-president, second vice-president, the past president.

#### **Committee on Committees**

*Composition.* The committee on committees shall be composed of the first vice-president of the senate (chair) and five (5) members of the senate: two (2) from the college of arts and sciences and not more than one (1) from any other academic area.

*Responsibilities.* The committee on committees shall be responsible for recommending to the senate the chair, faculty and student members of standing and *ad hoc* committees as provided for by these bylaws and guidelines adopted by the Faculty Senate, the recommendations to be confirmed by the Faculty Senate after prior notice (standing committees for the following year shall be recommended no later than the last Faculty Senate meeting of the year); recommending to the administration faculty members for appointment to administrative committees as appropriate; engaging in periodic reviews of the structure and function of faculty committees and reporting findings to the senate; and proposing revisions to the faculty handbook committee and making appropriate recommendations to the senate.

The chair shall maintain an up-to-date list of currently constituted standing and *ad hoc* committee members.

#### **Faculty Handbook Committee**

*Composition.* The *Faculty Handbook* committee shall be composed of the second vice-president of the senate (chair) and five (5) members of the senate: two (2) from the college of arts and sciences and not more than one (1) from any other academic area; ex officio: Provost.

*Responsibilities.* The handbook committee shall be responsible for consulting with administration on handbook content affected by university/system policies; recommending to the senate any revisions in the *Faculty Handbook* deemed appropriate and necessary; reviewing the Faculty Senate bylaws and recommending revisions to the senate; consulting with the committee on committees concerning proposed revisions to Article VI of the bylaws; on request of Faculty Senate, examining proposed changes to the handbook for consistency and reporting back revisions as appropriate; and reviewing and proofreading handbook copy prior to printing.

#### **Ad hoc Committees of Faculty Senate**

The Faculty Senate may create *ad hoc* committees chosen from its membership. The committee on committees or the president of the Faculty Senate shall recommend the members of

such committees and they shall be confirmed by the senate.

## Section 2. Committees of the Faculty

Committees of the faculty are recommended by the committee on committees and confirmed by Faculty Senate at the organizational meeting of the Faculty Senate. In cases where confirmed members cannot serve or cannot continue to serve on their assigned committees, the Committee on Committees shall reserve the right to make substitutions in committees of the faculty throughout the academic year with the confirmation of the Executive Senate of the Faculty Senate.

### Guidelines for Committee Appointments

1. To the greatest extent possible, committees will be representative of the faculty at large.
2. No faculty member should be appointed to more than two faculty committees.
3. Non-tenured faculty members should be appointed to no more than one committee.
4. Faculty members should not be appointed to faculty committees during first year of service at UTC.
5. There should be rotation of memberships on committees in order to give faculty more varied experiences.
6. Committee members should rotate off at the end of three years service.
7. Committee chairpersons will be limited to a two-year term. The committee on committees will consult with the chairperson at the time of the replacement.
8. Every faculty member who requests committee service should be given an assignment. A list of those not selected will be turned over to the new committee on committees for the upcoming year's ad hoc and replacement committee assignments.
9. Each committee will have an administrative official designated as its liaison.
10. Committee members may be removed during the year if they do not attend committee meetings. Attendance will be considered as a factor in making the next year's appointments to committees.
11. In cases where committee members are elected, confirmation of the nominated individuals' willingness to serve must be secured prior to their consideration for election

### Standing Committees

The standing committees of faculty shall include: academic standards (undergraduate), admissions (undergraduate), athletics, bookstore, budget and economic status, classroom technology, curriculum(undergraduate), departmental honors, faculty administrative relations, faculty rating of

administration, faculty research, general education, grade appeals, graduate senate, honor court, library, mediation, part-time faculty, petitions (undergraduate), publications board, scholarships, speakers and special events, and student rating of faculty instruction.

### Ad hoc Committees

*Ad hoc* committees may be created by the Faculty Senate or the faculty. Unless the description of an *ad hoc* committee directs otherwise, faculty members of the committee shall be recommended by the committee on committees and confirmed by the Faculty Senate. Prospective committee members should be contacted by the nominating party prior to their recommendation.

### Responsibilities

Each committee shall assume the duties and responsibilities identified in these bylaws.

### Ex officio Members

Ex officio members of committees serve as non-voting consultants.

### Quorum and Voting

*Quorum.* A simple majority of voting members shall constitute a quorum unless otherwise specified in the bylaws. The chair is counted in the quorum. Members of the executive committee of the Faculty Senate may serve as alternate members in order to establish a quorum for any of the faculty standing or *ad hoc* committees in emergency situations. The executive committee may also appoint temporary members during summer months to enable committees to function properly.

*Reduced Summer Quorums for Committees.* The summer quorum for all committees will consist of fifty percent of the faculty membership.

*Voting.* All faculty and student members are eligible to vote, including a faculty chairperson of a committee.

### Responsibilities of the Chair

Responsibilities of the chairs of faculty standing committees are as follows:

1. set the time and place for meetings;
2. conduct meetings according to *Robert's Rules of Order, Newly Revised* (latest edition);
3. where appropriate, distribute the agenda and other materials at least 24 hours in advance;
4. see that minutes of all committee meetings are kept which would reflect the members present, the action taken (if any) and a record of votes taken (if any), and see that copies of the minutes are sent to the president and

secretary of the Faculty Senate within a reasonable time following the meeting;

5. submit to the president of the Faculty Senate by April 1, one copy of the annual written report of the committee's activities. A second copy of the report shall be submitted to the head of the reference section of the library for the archives. Such reports shall be duplicated and distributed to the senate before its last meeting in the spring semester.

### **Responsibilities of Committee Members**

Committee members have a responsibility to prepare for and attend all scheduled meetings of their committees. The chair should be notified in advance if a member cannot attend. Excessive absences, upon review by the committee chair and the committee on committees, may result in replacement of the member.

### **Accountability**

1. Committees are accountable to the Faculty Senate.
2. Faculty Senate may at any time request reports of activity from any committees which it has confirmed.
3. Committees are responsible for executing their purpose and duties as described by these bylaws.

### **Dissolution**

Any standing committee may be dissolved by amending these bylaws.

### **Section 3. Student Committee Members**

1. Students who serve on Faculty Senate Committees must meet the following criteria: full-time status, 30 UTC hours, 2.5 GPA<sup>1</sup>.
2. SGA students' recommendations for Faculty Senate committees for the following year must be submitted by September 1.
3. Faculty Senate committee minutes should indicate student attendance and should be submitted to the Vice Chancellor for Student Affairs.
4. Faculty Senate committee chairs should inform the Vice Chancellor for Student Affairs and Dean of Students if a student replacement is needed.

### **Section 4. Standing Committee Descriptions**

#### **Academic Standards Committee (Undergraduate)**

*Purpose.* The function of the academic standards committee is to review and make recommendations to maintain and improve the undergraduate

academic standards of the University. It will review matters such as continuation standards, grade requirements for graduation and standards for academic honors for all undergraduate programs. In addition, it will make recommendations for policies involving academic standards in such areas as academic regulations, academic residency and non-traditional credit. The academic standards committee may act on requests for studies, advisory opinions or policy recommendations initiated by the Faculty Senate, the administration, standing committees, academic units and individual faculty members, as well as initiating its own studies and recommendations. Its recommendations will be presented to the Faculty Senate where appropriate. In other cases, the committee will send its conclusions directly to the initiating agent with an information copy to the Faculty Senate. The chair of the academic standards committee is responsible for circulating the agenda for each meeting to the deans and department heads.

*Membership.* No fewer than nine (9) faculty members (two of whom also serve on the curriculum committee); two (2) students; ex officio: Provost and Director of Records. No more than two members may be drawn from any voting division of the faculty.

#### **Admissions Committee (Undergraduate)**

*Purpose.* The admissions committee is responsible for supervising the execution of general admissions policy established by the Board of Trustees and for maintaining the specific academic criteria for approved admission. It ensures that admissions policies are clearly expressed and openly published. It interprets both general and specific policies, and it studies and makes recommendations concerning proposals for new or revised policies. This committee considers entering freshmen who do not meet regular or conditional admissions standards and transfer students in special cases. The committee thus meets frequently during both the academic year and the summer. Members of the committee must be available for at least a portion of the summer.

*Membership.* No fewer than ten (10) faculty members; one (1) student; ex officio: Dean of Admissions and Records and the Director of Admissions.

#### **Athletics Committee**

*Purpose.* The athletics committee acts as a liaison group between the director of athletics, the athletic staff and the faculty. The committee is charged with making recommendations to the Chancellor in the general field of intercollegiate athletics, placing specific emphasis on eligibility,

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<sup>1</sup>Will not affect the SGA President's right to serve as ex officio member of Faculty Committees.

athletic teams' schedules and disciplinary rules, as well as other areas as indicated in the manual of the National Collegiate Athletics Association. The committee also addresses issues associated with the club sports program on campus in consultation with the head of the EHLS department.

*Membership.* No fewer than five (5) faculty members who are committed to summer meetings; two (2) students; ex officio: Chancellor's Representative, Dean of Admissions and Records, Director of Athletics, Southern Conference faculty representative, Assistant Athletic Director for Academics, and the Athletics' Academic Compliance Coordinator.

### **Bookstore Committee**

*Purpose.* The purpose of the bookstore committee is to advise the bookstore in the making of general policies and to assist in the communication of these policies to students and faculty.

*Membership.* No fewer than four (4) faculty members; four (4) students; three (3) ex officio: Dean of Libraries, Assistant Vice Chancellor of Auxiliary Operations, and the Bookstore Manager.

### **Budget and Economic Status Committee**

*Purpose.* The budget and economic status committee has four primary responsibilities: 1) to study and report to the Faculty Senate on financial aspects of public higher education in Tennessee and on prospects for faculty salary levels and raises; 2) to examine fringe benefit situations and recommend changes and additions as appropriate; 3) to participate in recommending faculty salary policies; and 4) to participate in broader budgetary matters that impinge on the educational function of the institution.

*Membership.* No less than nine (9) faculty members, one representing each voting division of the faculty; ex officio: Provost.

### **Classroom Technology Committee**

*Purpose.* The dual purposes of the classroom technology committee are to identify faculty needs for instructional technology/technology training and to advise the Director of the Teaching Resource Center, Media Resources, the University Technology Committee, the Faculty Senate, the Information Technology Advisory senate, and the Information Technology Division on technological issues that affect classroom instruction. Such issues include but are not limited to the following: classroom facilities such as wiring, lighting, and fiber optic connections; equipment for presenting material to students; software and hardware needed for classroom instruction and student laboratories; distance learning capabilities and other alternative modes of instructional delivery;

and coordination with the Teaching Resource Center of training faculty to incorporate technology into their teaching.

*Membership.* The classroom technology committee is composed of no fewer than nine (9) faculty members, at least one representing each voting division of the faculty. The director of the Teaching Resource Center is an ex officio member.

### **Curriculum Committee (Undergraduate)**

*Purpose.* The curriculum committee supervises the development of the undergraduate curriculum. Specifically, it is responsible for recommendations for the content of individual courses and the content of the organized total of courses, programs and sequences that form the undergraduate instructional program. It reviews new undergraduate degree programs and changes in the content of departmental major and minor requirements and concentrations. The committee reports its actions to the Faculty Senate with recommendations for implementation or appropriate disposition. The chair of the curriculum committee is responsible for circulating the agenda for each meeting to the Provost, deans and department heads.

*Membership.* No fewer than fifteen (15) faculty members (two of whom also serve on the standards committee); two (2) students; ex officio: Associate Provost for Undergraduate and Special Programs, Director or Assistant Director of Records. No more than three members may be drawn from any voting division of the faculty.

### **Departmental Honors Committee**

*Purpose.* The primary purpose and function of the departmental honors committee is to serve as a screening body for those students seeking candidacy for departmental honors within the University. The committee recommends departmental honors candidates and recipients to the Faculty Senate after reviewing the dossier of each applicant. The committee attempts to identify those students who are capable of superior academic performance and to encourage and stimulate their interest in research in specific areas of study.

*Membership.* No fewer than ten (10) faculty members; two (2) students; ex officio: Director of the Honors Program. No more than two members may be drawn from any voting division of the faculty.

### **Faculty Administrative Relations Committee**

*Purpose.* The faculty administrative relations committee serves in two capacities: 1) advisory, and 2) investigatory. The committee functions in

times of personal and professional difficulties among faculty members and administrators when the normal communications lines are not functioning to the satisfaction of any party involved. Grievances, including matters such as academic freedom, tenure, dismissal, suspension, promotion, salary, teaching duties, employment conditions and failure to meet personal and professional responsibilities may originate from either members of the faculty or administration.

*Procedure.* 1) Advisory. Any member of the faculty or administration may consult with the committee or any of its members at any time to seek advice and/or help with the proper procedure to follow in order to resolve a grievance. The meeting may be on an informal basis at the option of the aggrieved party. Such meetings are strictly between the persons involved, and no notification of such meetings to any other party is necessary. *Only* the regular membership of three faculty members is involved in this capacity and constitutes a quorum.

2) Investigatory. Normal communication channels through department heads, directors, deans and the Provost must be used whenever possible. The administrative appeal phase through all channels on the campus of The University of Tennessee at Chattanooga up to and including the Provost must be completed before the investigatory phase begins. When such channels have been exhausted and the grievance still exists, the grievance shall be submitted to the committee chair in writing and to the individual or individuals against whom the grievance is filed. Grievances should be forwarded in a timely manner, and in every case, within one year. In retention cases, due to University reporting deadlines, the aggrieved faculty should submit grievances as soon as possible. The committee, having determined that normal channels have indeed been exhausted, will initiate an investigation and will notify the Chancellor and all other parties who may become involved. Documents on individual cases will be handled in accordance with Tennessee law. Reports on the findings of the committee will be given to the person requesting the investigation and to the Chancellor who may distribute it through the various levels of administration as deemed necessary. Ultimate responsibility for the disposal of all cases of an investigatory nature resides with the Chancellor who shall be provided with recommendations from the Faculty Administrative Relations Committee. The regular membership of three faculty members which constitutes the committee's quorum is involved in this investigatory capacity in all situations *except* academic freedom, tenure, or dismissal, or suspension of a faculty member with a special or

probationary term before the end of the specified term. In those cases, the special membership (as described below) becomes involved. In all cases, advisory and investigatory, the chair votes.

An annual report of the activities of the committee, stating only the number and types of cases considered, will be given to the Faculty Senate.

*Membership.* 1) Regular. The committee shall consist of three (3) full-time members of the faculty, one of whom is elected each year for a three-year term. Qualifications include at least one year's service at UTC, rank of assistant professor or higher and at least three years to retirement. Department heads or others with EDO review responsibilities shall be ineligible. Election is held at the first faculty meeting in the fall. The member serving a third year on the committee serves as chair. If for any reason any member is not able to serve, that position will be filled by a past chair of the committee, first inviting the most recent chair and proceeding in that order until the replacement is made. The past chair will function as acting chair only if the current chair is not available. .

2) Special. If the grievance concerns academic freedom, tenure, suspension or dismissal, the faculty administrative relations committee membership will be expanded to include an Associate Provost designated by the Provost, and these four (4) members will constitute its quorum. Such grievances involving tenure would include non-reappointment, dismissal or suspension of a faculty member with a special or probationary term before the end of the specified term, or a notice of non-reappointment that is alleged to constitute a violation of academic freedom.

### **Faculty Development Grant Committee**

*Purpose:* The faculty development grant committee considers proposals for grants submitted under the guidelines in Section 7.2.1. The Committee will evaluate the applications and make recommendations for funding to the Chancellor and the Chancellor's staff. Proposals are evaluated on the basis of over-all merit. The potential of the proposed activity for the professional development of the individual within the mission and needs of the university is the basic criterion.

*Membership:* No fewer than seventeen (17) faculty members; ex officio: the Provost.

### **Faculty Rating of Administration Committee**

*Purpose.* The committee is responsible for recommending policies, procedures, and instrumentation to the Faculty Senate for the

rating of administration by faculty and for using rating results to improve administration.

*Membership.* No fewer than eight (8) faculty members; two (2) students; ex officio: Director of the Office of Institutional Research.

### **Faculty Research Committee**

*Purpose.* The faculty research committee considers proposals for grants funded by the University of Chattanooga Foundation endowment. A description of these grants, along with the deadlines and criteria for evaluation, are found in the *Faculty Handbook*, Chapter VII. Proposals are evaluated on the basis of overall merit. The potential contribution of the research or creative activity to the University or to the researcher's discipline is a basic criterion. The committee encourages the applicant to seek funds from other sources when needs so indicate; it sometimes recommends small seed-money grants with this end in view. The committee recommends awards for grant proposals to the Associate Provost for Graduate Studies, Research and Program Evaluation. The chair reports the grants awarded to the Faculty Senate.

*Membership.* No fewer than seventeen (17) faculty members; ex officio: Associate Provost for Graduate Studies, Research and Program Evaluation.

### **General Education Committee**

*Purpose.* The evaluation of the effectiveness of general education demands a responsive and evolving philosophy of general education. The general education committee will serve a continuous role as facilitator for discussion regarding this philosophy, and as a clearing house for ideas that may keep the philosophy responsive to the needs of the students and the institutional program. The committee will also act in the following areas:

1. Certify new courses for general education.
2. Monitor existing general education courses.
3. Make recommendations concerning the content and structure of general education.
4. Review practices regarding the transferability of general education credit for all post-baccalaureate students, additional degree seeking students, and transfer students.
5. Receive appeals from students concerning transferability of general education credit after review by the appropriate department.

*Membership.* No fewer than ten (1) faculty members, one (1) student; ex officio: Associate Provost for Undergraduate and Special Programs.

### **Grade Appeals Committee**

*Purpose.* The responsibility of the grade appeals committee is to hear undergraduate student appeals whenever a student feels that the student's rights have been seriously jeopardized by way of unfair, arbitrary, or malicious exercise of faculty grading prerogatives and desires to appeal the grade. The committee reviews grades after a student who is appealing has followed the current published procedures for grade appeals in the *Faculty Handbook*, Chapter 5.

*Membership.* The grade appeals committee shall be composed of three (3) faculty members and two (2) alternate faculty members. In addition, two (2) non-voting faculty members shall be selected at the time of an appeal by the head of the department (or dean of the school if appropriate) in which the appealed course is offered. The chair shall be the dean of the academic unit involved. Should the dean be the course professor involved in the appeal, the Provost will serve as chair. The chair shall not vote on an appeal except in case of a tie vote, and will be responsible for reporting the findings of the committee to the Office of the Provost. A quorum for this committee will consist of three (3) voting members and the chair.

### **Honor Court Committee**

*Purpose.* This committee administers the honor code as set forth in the *Student Handbook*.

*Membership.* Chair; and three (3) other faculty members; three (3) alternate faculty members appointed by the Faculty Senate; eight (8) students; ex officio: Vice Chancellor for Student Affairs and Dean of Students.

### **Library Committee**

*Purpose.* The library committee functions as a liaison between the faculty, students, University administration and library faculty. It acts as an advisory body to the University administration and library faculty, making recommendations and suggestions with respect to library policies, programs and procedures which are of concern to students and faculty. The committee's advisory capacity includes, but is not restricted to, the following policy areas: 1) requests for funds from the general University budget, the University of Chattanooga Foundation and other sources, including funds for acquiring special holdings; 2) allocation of funds from the state and other sources to the various departments and programs; 3) development of a balanced library collection which will meet current and projected teaching and research needs within available resources; 4) general policy and procedural aspects of library operation which affect the nature and type of

services available to faculty and students; and 5) provision and utilization of physical facilities.

*Membership.* No fewer than ten (10) faculty members; four (4) students, [one (1) of whom shall be a graduate student]; ex officio: Associate Provost for Undergraduate and Special Programs, Dean of Libraries.

### **Mediation Committee**

*Purpose.* The Mediation Committee provides a low-confrontational setting for settling disputes between faculty and administrators; it does not take the place of the Faculty Administrative Relations Committee. Such disputes might involve faculty in conflict with other faculty, faculty and administrators, or administrators only. All disputants must agree to mediation and to one or more mediators to resolve the dispute. If, during mediation, either disputant wishes to end the process, that is done without prejudice. All information discussed in mediation is strictly confidential. Mediation is not arbitration; no coercion is involved. Any attempt to resolve problems through mediation does not preclude appeal to the Faculty Administrative Relations Committee.

*Membership.* Mediators are full time faculty, adjunct faculty, and administrators certified by the Mediation Association of Tennessee. They are appointed annually by the Faculty Senate. There is no term limit to their appointment; they can be reappointed at the pleasure of the Faculty Senate.

### **Part-Time Faculty Committee**

*Purpose.* The part-time faculty committee addresses the needs of part-time faculty and bring their concerns to the attention of Faculty Senate. Provides a communication channel between the community of part-time faculty and the University.

*Membership.* Three (3) full-time faculty from three different schools or colleges. Three (3) part-time faculty, including the representative to Faculty Senate, who will serve as Chair. Part-time faculty members will be appointed no later than the second Faculty Senate meeting of the Fall semester.

### **Petitions Committee (Undergraduate)**

*Purpose.* The petitions committee considers undergraduate student petitions for exceptions to academic regulations. The petitions committee takes extenuating circumstances into account and may make exceptions to academic regulations in individual cases.

*Membership.* No fewer than eight (8) faculty members; one (1) student; ex officio: Dean of Admissions and Records, Vice Chancellor for

Student Affairs and Dean of Students, Director of Records or a representative from the Office of Records.

### **Publications Board**

*Purpose.* The publications board is charged with supervision and policy making for student publications and is directly responsible to the chancellor. A detailed description of the board and its work is set forth in the *Manual for Student Publications*, as revised.

*Membership.* Three (3) faculty members ; three (3) students; Vice Chancellor for Student Affairs and Dean of Students; Executive Vice Chancellor for Development; Director of University Relations; two (2) alumni; ex officio: editors and advisers.

### **Scholarships Committee**

*Purpose.* The scholarships committee, acting upon the recommendation of the financial aid office and upon the basis of other information at its disposal, chooses the recipients of all scholarships and grants-in-aid provided by endowments and other private funds. Recipients are selected upon the basis of academic performance, financial need and the terms of specific scholarships. (The committee is not charged with any responsibility in connection with federal financial aid programs.) The committee shall notify scholarship donors of the current recipients.

*Membership.* No fewer than eight (8) faculty members; one (1) student; ex officio: a member of the Office of Development as designated by the Executive Vice Chancellor for Development, Dean of Admissions and Records, financial aid counselor, Director of the Honors Program and faculty marshal.

### **Speakers and Special Events Committee**

*Purpose.* The speakers and special events committee is allocated funds annually, from the activities fee, for the purpose of paying honoraria, travel expenses, and other expenses for non-university related speakers or special events presented on campus for students and other members of the University community. Depending on available resources, programs may be approved for the next academic year, allocating no more than one-third of the current budget. This committee may cooperate with other University organizations in the scheduling of speakers and special events. It shall be the responsibility of this committee to ensure a balanced program of speakers and special events. A final report of the projects funded shall be forwarded to the Faculty Senate by April 1 of each year. The committee may also organize faculty retirement dinners.

*Membership.* No fewer than eight (8) faculty members; one (1) graduate student; the president and vice-president of SGA; the presidents of two (2) additional student organizations designated by the SGA; the Assistant to the Chancellor; ex officio: one (1) representative of the campus administration designated by the Chancellor.

Evaluation, the Director of Graduate Studies and the Assistant Dean of Libraries.

### **Student Rating of Faculty Instruction Committee**

*Purpose.* The committee is responsible for recommending policies and procedures for evaluation of faculty instruction and for using evaluation results to improve instruction. The composition of the committee should reflect the various instructional styles of the disciplines and should include at least one faculty member familiar with measurement techniques.

*Membership.* No fewer than eight (8) faculty members; two (2) students; ex officio: Director of the Office of Institutional Research and the Director of the Walker Teaching Resource Center.

### **Graduate Council**

*Purpose.* The graduate council is responsible for providing and periodically revising basic educational philosophy for graduate programs, for ensuring the maintenance of high standards in the graduate programs offered and for proposing and recommending to the Faculty Senate new graduate programs. The graduate senate reviews new courses to be offered for graduate credit as well as other changes in the content and sequence of individual graduate programs. The graduate council is responsible for ensuring that general admission policies as established by the Board of Trustees and specific policies approved for individual graduate programs are maintained. The graduate senate hears graduate students' petitions and grade appeals. The graduate council reports its curriculum and standards actions to the Faculty Senate with recommendations for implementation or appropriate disposition.

*Membership.* Two (2) elected representatives each from Business and Education; one (1) elected representative from each of the other academic programs offering a graduate degree; and two (2) at-large representatives elected by and from the Faculty Senate from departments which do not offer graduate degrees. Members of graduate council serve a one-year term and are elected at the conclusion of the spring semester for a term of office beginning the following September 1. At the first meeting on or after September 1, the graduate council will elect a chair from among the voting members who represent one of the graduate programs. Ex officio: Associate Provost for Graduate Studies, Research and Program