

Suggested Changes in Chapter 2 of the Faculty Handbook 04/03/08

2.2.1. Faculty Meetings

The full faculty (full-time tenured, tenure track, and non-tenure track full-time 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.

2.2.3. 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 Academic Affairs ~~Undergraduate and Special Programs~~;
 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 Academic Affairs ~~Undergraduate and Special Programs~~;
 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.
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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~~ full faculty shall indicate which items will require two readings. If the ~~general~~ full 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, as defined in 3.1. 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.

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

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 (to include tenure track and non-tenure track full time faculty, as defined in 3.1) 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 full** 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 full** 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 2. Elected Members

Members of the Faculty Senate, except the adjunct faculty member (as defined in 3.1), shall be elected from those members of the faculty who meet the following criteria at the time of election: hold a full-time **tenured, tenure-track or non-tenure track** 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, **and military sciences;** **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 health, education and professional studies** ~~education and applied professional studies;~~ ~~college of health and human services;~~ 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.

2.3.4. Article III. Method of Election

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 Faculty member, the Associate Provost for Academic Affairs Undergraduate and Special Programs (omit this and (replace with the Executive Committee of the Senate?)), 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. If the Adjunct Faculty 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 Adjunct representative.~~

Before the end of August the Faculty Senate President will contact all Adjunct Faculty by email to call for nominations for the position of Adjunct Faculty Senate member. At least five business days will be allowed for nominations. The President will then announce the results of the nomination process and proceed to administer an electronic election in accord with the procedures set forth in section 2.2.6. The winner of the election will be announced to both the adjunct and full faculty, and in place on the Senate no later than September 15. Unlike the terms of other senators, the term for the Adjunct representative is limited to one year.

2.3.5. Article IV. Faculty Senate Officers

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 I).

2.3.6. Article V. Faculty Senate Meetings

Section 1. Organizational Meeting

The organizational meeting of the Faculty Senate shall be ~~held~~ called by the President of the Faculty Senate within one week of the announcement by the Secretary of the Faculty of the newly elected University-at-large members and division members of the Senate, as described in 2.3.4. ~~following the election of the 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. **The First and Second Vice-Presidents of the Faculty Senate shall be confirmed** ~~Appropriate officers~~ and **the Committee on Committees, Faculty Handbook Committee and other** Faculty Senate committees shall be elected at that time with their official duties beginning on July 1.

2.3.7 Article VI. Committees

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~~ Untenured, tenure-track 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

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 [Academic Affairs 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.

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 [Academic Affairs Undergraduate and Special Programs](#).

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 [Academic Affairs Undergraduate and Special Programs](#), Dean of Libraries.

~~Part-Time Adjunct Faculty Committee~~

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