

# The Bylaws of UTC's Faculty Senate.

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## Article 1 - Powers and Duties of the Faculty Senate

### Section 1. Powers and Duties

The Faculty Senate (hereafter the Senate) of The University of Tennessee at Chattanooga (hereafter UTC) shall have those powers and duties which have been, and which may be, delegated to it by the Board of Trustees of the University of Tennessee and by the faculty of UTC.

The Senate is authorized, subject to the approval of the chief academic officer, the UT System President and the UT Board of Trustees, to:

- Populate the various committees of the full faculty, to charge those committees with specific responsibilities and to receive and ratify recommendations from those committees.
- Formulate policies and regulations regarding the general educational objectives of the university, including those policies and regulations related to the overall general requirements for admission, graduation and honors for the degree programs and certificates.
- Oversee the specific admission and graduation requirements for the programs of the various academic units.
- Advise and recommend to the chief academic officer or, if appropriate, through appropriate offices up to the System President, policies and procedures in other matters that concern the general welfare of UTC, such as but not exclusively limited to criteria for faculty appointment, dismissal, promotions, tenure and retirement; criteria for the selection of the chief academic officer and other campus administrative officers; criteria for the selection of the President of the University System, and other System executive officers; priorities for the university budget;

priorities for the university development plan; and changes in physical resources. The Senate may also consider, advise and recommend proposed policies regarding student life, rights and responsibilities.

The Senate has no management or administrative functions, either in itself or through the instrumentality of its committees, administrative matters being expressly reserved to the President of the UT System, and delegated by the Board of Trustees and through the System President to the Chancellor and Provost.

## Section 2. Reports and Recommendations

All deliberations by the Senate shall be reported to the faculty through distribution of the minutes and the necessary supporting documents on the Faculty Senate website. The minutes of the Senate (including much of the debate and a record of all votes) will be made available to each voting member of the faculty within fourteen (14) days after the Senate meeting. The published date of approved recommendations will be the date the vote was closed, pending approval of the minutes. Once minutes are approved, the dated recommendation is forwarded to the appropriate office. 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.

## Section 3. The Full Faculty

### Scheduling

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 Senate through the Faculty Secretary, or by petition of fifteen (15) members of the faculty through the Faculty Secretary.

### Procedures

Faculty meetings are conducted according to *Robert's Rules of Order, Newly Revised* (latest edition) except for the amendment to the article concerning voting below and where

otherwise noted in this document. A secret ballot will be used whenever requested by more than one person.

The agenda for the full faculty meeting shall be prepared by the Senate Executive Committee and should be arranged according to *Roberts' Rule of Order, Newly Revised* (latest edition). The Secretary shall send copies of the agenda, including all proposals to be discussed, to all Faculty members and 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 make available copies of the agenda to every voting faculty member prior to the meeting.

## Quorum

A quorum of the assembled full faculty will consist of one third of the total number of full faculty (a deviation from *Robert's Rules of Order*). 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. Voting privileges in faculty meetings are held by individuals who have a full-time appointment with faculty rank, as defined in Chapter 3, save for those administrators who hold faculty rank who may participate but not vote.

## Voting

Voting shall normally be by voice or show of hands at the discretion of the Senate President. All elections shall be conducted by secret ballot. Any motion will be by secret ballot if so requested by more than one member (a deviation from *Robert's Rules of Order*).

## Electronic Voting

Electronic voting, conducted by the Faculty Secretary or by the Senate President, and in consultation with the Senate Executive Committee and the Parliamentarian, may be administered in lieu of voting in physical assemblies outside of the regular third Thursday meetings (i.e., face-to-face assemblies) of the Faculty Senate.

The guidelines for electronic voting are as follows:

1. The Faculty Secretary or the 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).

2. After the motion is posted, the following three business days will be reserved for debate and discussion. 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.
3. At the end of the debate period, an electronic ballot containing the motion(s) in question may be presented to the full faculty via the Learning Management Systems (LMS) or a comparable, web-based system of confidential balloting. Ballots shall include options for affirmative votes and negative votes, as well as abstentions.
4. Voting will proceed for a minimum of five business days, in accordance with an announced start and finish time.
5. Once the voting starts, it should proceed with only periodic reminders about the deadline to vote.
6. In the event of network outage during the voting period (e.g., the LMS 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 Chief Information Officer or designated deputy.) With notice that the network (and therefore voting availability) has been restored, voting is to commence on the next business day.
7. The outcome of a vote ( i.e., the success or failure of a motion) is determined by simple majority of those voting, provided that a majority of members participate in the vote.
8. In the event of a tie vote, the Senate President, who otherwise would not vote, is authorized to vote and break the tie.

## Order of Business

At meetings of the full faculty, the order of business shall be as follows:

1. The meeting shall be called to order by the President.
2. Previously distributed minutes of the last meeting shall be approved or amended.
3. Unfinished business.
4. New business.
5. Committee reports.
6. Administrative reports.
7. Faculty concerns.
8. Announcements
9. Adjournment

# Article 2 - Faculty Senate Organization

## Section 1. Members: Number, Classification and Terms of Office

The membership is organized into two categories: administrative ex officio members and elected faculty members.

### Administrative Ex officio Members

Ex officio members are the Chancellor, Provost, Vice Provost for Academic Affairs, Vice Chancellor for Finance and Operations, Vice Chancellor for Enrollment Management and Student Success, Dean of the Library, Vice Chancellor for Student Affairs, and Vice Chancellor and Director of Athletics. Ex officio members are non-voting members of the Senate.

### Elected Members

Types, Criteria, Election, Term of Office and Duties

There are two types of senators representing full-time tenure-track or tenured and non-tenure-track faculty: at-large and divisional. The election of at-large and divisional senators is described below. There are also two adjunct faculty representatives. All of these members have full voting privileges and serve a two-year term, except for the adjunct representative, who serves a one-year term.

Divisional members shall be elected from those members of the faculty who meet the following criteria at the time of election: hold a full-time non-tenure track appointment or a full-time tenure-track or tenured 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 the Library, 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.

## Membership and Elections of At-Large Faculty

Each year four at-large members shall be elected, one each from the following faculty ranks: Non-Tenure Track, Assistant Professor, Associate Professor, and Professor. Accordingly, in any given year, eight full-time faculty members, two from each rank, serve as at-large senators.

On or before March 1 of each year, the Secretary of the 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 lecturer, clinical, visiting, research, professor of practice, assistant, associate or full professor may nominate candidates from each of the following categories: (a) assistant professors; (b) associate professors; (c) full professors; (d) non-tenure- track faculty (lecturers, clinical, visiting, research, and practice faculty). Self-nominations are permitted. Nominations must be returned to the Secretary for the nominations to be valid. The Executive Committee of the Senate will count the nominations. Before the list of nominees is forwarded by the Senate Secretary to the Executive Committee, confirmation of the individuals' willingness to serve shall have been secured by the nominator and the Senate Secretary.

The Secretary shall initiate the voting process by distributing or posting the list of confirmed nominees to the full faculty on the first Monday following spring break or on the 3<sup>rd</sup> Monday of March, whichever is earliest. Faculty must submit their vote within one calendar week. The votes will be tallied by the Secretary and confirmed by the President. The candidate receiving the majority of all votes cast in each category wins the election in that category. At-large elections, including runoff elections, should be completed no later than the second Thursday in April. Absent a majority, the two candidates in each category receiving the most votes will be reconsidered in a runoff election (to be held within the next calendar week). The Secretary must announce the results of the election within one week of the end of the election process.

### Elections of Divisional Members

Each of the four voting divisions in the College of Arts and Sciences and the remaining four voting divisions, as described below, shall conduct its own election. In November, the President-Elect will send an email to all the current divisional senators to remind them about divisional elections. Each group of divisional senators should meet before December 1 to determine the election process—who will call for nominations, who will be responsible for holding the elections, who will alert the Secretary of the results—and report to the

President-Elect on the process for their division. Self-nominations are permitted. 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. Runoff elections should be completed by March 1 as to not interfere with the at-large election.

For divisional elections, the number of candidates to be elected each year will match the number of seats to be vacated at the end of the current academic year. The candidate(s) receiving the majority of all votes cast in each division wins the election. In the event of a tie, candidates with tied votes will be reconsidered in a runoff election (to be held within the next calendar week). Election results should be announced within one week of the end of the election process by the designated Faculty Senate representative.

## Apportionment of Divisional Members

Divisional members shall be elected by the following voting divisions:

- a. Fine arts (art, music, theatre and speech);
- b. Humanities (communication, English, modern and classical languages, history, humanities, philosophy and religion);
- c. Behavioral science, (criminal justice, military science, political science, psychology, sociology, anthropology, geography);
- d. Mathematics and sciences, (biology and environmental sciences, chemistry, mathematics, physics, geology and astronomy);
- e. College of Engineering and Computer Science;
- f. College of Business;
- g. College of Health, Education, and Professional Studies; and
- h. The Library
- i. The Honors College

The number of tenure-track Senate members from each of the above divisions will be based on the number of assistant, associate and full professors in each division. The number of non-tenure-track Senate members from each of the above divisions will be based on the number of full-time non-tenure-track (lecturers, clinical, visiting, research, and practice) faculty 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 Senate will determine any changes in apportionment of the 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.

## Elections of the Adjunct Members

Adjunct faculty shall have two Faculty Senate representatives serving each academic year. By August 1, the President-elect should contact the dean of each college and request nominees for adjunct Senate members. At least five business days will be allowed for nominations. The President-elect will then announce the results of the nomination process and proceed to administer an electronic election in accord with the procedures set forth above. The winner of the election will be announced to both the adjunct and full faculty and installed on the Senate no later than September 15. Unlike the terms of other senators, the term for adjunct representatives is one year.

## Term of Office and Vacancies

The term of office for elected members, except for the adjunct faculty member, 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 from any category. A member may run for election again after sitting out a two-year term. Senate members have a responsibility to attend all scheduled meetings of the Senate. Advanced notification should be given to the Secretary of the Senate if a member cannot attend. Absences will be noted in the Senate minutes. After two absences to regularly scheduled Senate meetings in one semester, the Senate President, upon consultation with the Executive Committee, may declare the seat vacant and notify the elected members from that voting division, or the Secretary, in the case of an at-large member, to elect a replacement. In case of unavoidable class conflicts with the regularly scheduled Senate meetings, the President shall ask the elected members of the Senate from that voting division, or the Faculty Senate Secretary, in the case of an at-large member, for the election of a temporary replacement.

Vacancies may occur on the Senate through death, resignation, election to the presidency of the Senate or change in appointment (e.g., to an administrative position) 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 that is losing its representative shall elect a successor to fill the unexpired term. The person 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.

#### *A Faculty Senator shall:*

- Represent and communicate with their constituency.
- Represent the broader interests of the faculty.
- Attend and participate in Senate meetings on a regular basis (see attendance information above).
- Be willing to serve on at least one University committee (Senate or other campus committees).
- Serve on other committees and task forces as needed.

## Section 2. Meetings

### Scheduling

Regular meetings of the Senate shall normally be held at 3:10 p.m. on the third Thursday of each month during the academic year. In exceptional circumstances, the President in consultation with the Faculty Senate Executive committee may reschedule or cancel a regular meeting or call a special meeting (outside of the regular third Thursday meetings). A special meeting also may be called by ten members of the Senate. The request shall be sent to the Faculty Senate Executive Committee by email. A response shall be given the next university business day. A special meeting can be called with at least 72 hours notice

during which the President or Secretary shall send copies of the agenda, including all proposals to be discussed.

An organizational meeting of the Senate shall be convened the first week of classes. All newly elected members will attend and vote with the continuing Senate membership. The Vice President of the Senate shall be confirmed and serve as chair of the Handbook Committee. The incoming President-elect will serve as chair of the Committee on Committees. Per the Committee on Committees, other Senate committee membership shall be confirmed at that time, along with their official charges.

## Procedures

Meetings of the Senate shall be conducted according to *Robert's Rules of Order, Newly Revised* (latest edition) unless otherwise provided for in these bylaws.

The agenda shall be prepared by the Executive Committee for each meeting of the 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 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 make available 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 Senate (in time for inclusion on the agenda) for placement on the agenda and should be present or represented at meetings when such proposals or recommendations are considered.

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

The minutes (including summaries of the debates and a record of all votes of the Senate) shall be distributed by the Secretary no later than 72 hours before the next Senate meeting.

A presentation for action by any committee of the Senate or any standing committee of the faculty 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.

## Section 3. Quorum

A majority of the Senate members shall constitute a quorum for the transaction of business. The affirmative vote of the majority of those members voting shall be necessary for the passage of any resolution or motion unless otherwise stated in these bylaws.

## Section 4. Voting

Voting may be by voice or show of hands, though suitable handheld electronic voting devices (iClickers and the like) or voting via a digital voting system (utilizing the LMS or other digital means) may be employed at the discretion of the President. An individual count is required for all curriculum proposals (digital voting results will be reported by specific number of votes to support, deny, or abstain). All elections shall be conducted by secret ballot. Any motion will be by secret ballot if so requested by more than one senator.

## Section 5. Committee Reports

Committee chairpersons shall submit reports containing items requiring Senate deliberation (other than receiving of reports) to the Senate Secretary at least five business days in advance of the Senate meeting during which the report is to be considered. The Secretary must have reports to the Senate at least 72 hours in advance of meetings. If the report is not delivered within this schedule, consideration of the issue will require approval by a show of hands of two-thirds of the members present and voting.

## Section 6. Order of Business

At the meetings of the Senate, the order of business shall be as follows:

1. The meeting shall be called to order by the President
2. Previously distributed minutes of the last meeting shall be approved or amended
3. New business
4. Unfinished business

5. Committee reports
6. Administrative reports
7. Faculty concerns
8. Announcements
9. Adjournment

## Article 3 - Committees

### Section 1. Committee Appointments

With the exception of the Faculty Administrative Relations Committee and the Graduate Council, all committees of the faculty—also known as standing committees—are populated by the Senate's Committee on Committees and confirmed by the Senate at its organizational meeting in August. In cases where confirmed members cannot serve, the Committee on Committees shall reserve the right to make substitutions to committees of the faculty throughout the academic year with the confirmation of the Executive Committee of the Senate. Upon consultation with the administration, course releases or their equivalent may be granted for chairs of demanding standing committees and significant ad hoc committees.

#### Guidelines for Committee Appointments

- To the greatest extent possible, committees will be representative of the faculty at large.
- No faculty member should be appointed to more than two standing committees of the faculty.
- Probationary tenure-track faculty members should be appointed to no more than one standing committee of the faculty.
- Faculty members should not be appointed to faculty committees during the first year of service at UTC.
- There should be rotation of memberships on committees in order to give faculty more varied experiences.
- Committee members should rotate off the same committee at the end of three years of service.
- Committee chairpersons will be limited to a two-year consecutive term of leading the same committee.
- The Committee on Committees will consult with the chairperson at the time of the replacement.

- When possible, every faculty member who requests committee service should be given an assignment unless such faculty member only requests an assignment to a committee on which he/she is ineligible to serve.
- A list of those faculty members not selected will be turned over to the new Committee on Committees for the upcoming year's ad hoc and replacement committee assignments.
- Each committee will have at least one administrative official designated as an ex officio member.
- Committee members may be removed during the year if they do not attend committee. Attendance will be considered as a factor in making the next year's appointments to committees.
- In cases where committee members are elected, confirmation of the nominated individuals' willingness to serve must be secured prior to their consideration for election.

Prior to or at the beginning of each academic year, the Senate President, on behalf of the Executive Committee, will communicate with the chairperson of each committee to share committee charges for the upcoming year, review the bylaws concerning duties for that committee, and discuss other information relevant to that committee.

## Section 2. Responsibilities of Chairs and Committee Members

### Responsibilities of the Chair

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

- Set the time and place for meetings
- Conduct meetings according to *Robert's Rules of Order, Newly Revised* (latest edition).
- When appropriate, distribute the agenda and other materials at least 24 hours in advance.
- See that minutes of all committee meetings are kept that reflect the members present, the actions 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 Senate within a reasonable time following the meeting
- Bring all committee resolutions and recommendations to the attention of the Executive Committee and, if so requested by the President, to the floor of the Senate.

- Submit an annual written report of the committee's activities electronically to the President and Secretary of the Senate by May 1. When possible, reports may be submitted earlier. Such reports shall be posted to the Senate website by May 15.

## 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.

## Student Committee Members

- Students who serve on Senate Committees must meet the following criteria: full-time status, 30 UTC hours, 5 GPA. These criteria will not affect the SGA President's right to serve as an ex officio member of Faculty Committees.
- SGA students' recommendations for Senate committees for the following year must be submitted by 1.
- Committee minutes should indicate student attendance and should be submitted to the Vice Chancellor for Student Affairs. Committee chairs should inform the Vice Chancellor for Student Affairs and Dean of Students if a student replacement is needed.

## Exofficio Members

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

## Committee Quorum and Voting

A simple majority of voting members shall constitute a quorum unless otherwise specified. The chair is counted in the quorum. Members of the Executive Committee of the 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. The summer quorum for all committees will consist of 50 percent of the faculty membership. All faculty and student members are eligible to vote, including a faculty chairperson of a committee.

## Accountability

Committees are responsible for executing their purpose and duties as described in the bylaws. Committees are accountable to the Senate. The Senate may at any time request reports of activity from any committees that its Committee on Committees has appointed and that it has confirmed.

## Dissolution

Any standing committee may be dissolved or repurposed by amending these bylaws.

# Section 3. Standing and Special Committees (listed in alphabetical order)

## Athletics

**Responsibilities.** 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 athletic teams' schedules, student-athlete well-being and academic disciplinary rules, as well as other areas as indicated in the manual of the National Collegiate Athletics Association.

**Composition.** No fewer than 10 faculty members; three students, including one student athlete who is a member of the Student Athlete Advisory Committee; ex officio: Chancellor's representative, University Registrar designee, Provost designee, Vice Chancellor and Director of Athletics and their designees, Director of Admissions, Southern Conference Faculty Representative.

## Budget and Economic Status

**Responsibilities.** The Budget and Economic Status committee has four primary responsibilities:

1. to study and report to the 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;
4. to participate in broader budgetary matters that impinge on the educational function of the

Composition. No fewer than nine faculty members, with at least one representing each voting division of the faculty; ex officio: Provost designee.

## Committee on Committees

Responsibilities. The Committee on Committees shall consist of Faculty Senators only. This committee shall be responsible for recommending the chair, faculty and student members of standing and ad hoc committees to the Senate as provided for by the Faculty Handbook and guidelines adopted by the Senate after prior notice—standing committees for the following year shall be recommended no later than the last 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.

Composition. The Committee on Committees shall be composed of the President-elect (chair) and six members of the Senate as recommended by the President-elect: two from the College of Arts and Sciences and one member each from the Library, the College of Business, the College of Health, Education and Professional Studies and the College of Engineering and Computer Science.

## Course Learning Evaluations

Responsibilities. 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.

Composition. No fewer than 10 faculty members, at least one member representing each academic college and the Library, at least one member with expertise in survey

development; two students; ex officio: Executive Director of the Office of Planning, Evaluation, and Institutional Research or designee and the Executive Director of the Walker Center for Teaching and Learning or designee.

## Faculty Administrative Relations Committee

Consistent with the Faculty Handbook (Chapter 5, Section V), FARC consists of six faculty members in which two faculty members are elected each year to a three-year term by the full faculty. Members shall be elected from members of the faculty who meet the following criteria at the time of election: (1) full-time appointment with the rank, or equivalent rank, of associate professor/lecturer or higher; 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 professional member of the library staff, with the exception of the Dean of the Library. The term of office for elected members will begin on August 1 and is a year-long commitment in which faculty must be available for a portion of the summer. Any ongoing cases that have not been closed prior to new members taking office will be completed by sitting members.

Nominations for FARC shall be solicited from the full faculty by April 1. The Secretary of the Senate shall issue to the faculty a description of membership criteria and faculty members eligible for nomination. Any full-time faculty member can nominate candidates to FARC. Elections shall be conducted via majority electronic vote of the full faculty. Election results shall be determined by simple majority of the ballots as determined by Faculty Senate Executive Committee and announced by the Senate President to the faculty.

See responsibilities, membership, voting and process in the Faculty Handbook, Chapter 5, Section V.

## Faculty Awards Committee

Responsibilities: The committee is responsible for creating award categories and selecting the criteria for university-level awards from a list of finalists supplied by the colleges.

Composition: 2 faculty members from each academic college and the Library.

Representatives from each academic college should be from two separate disciplines; ex officio: Provost designee.

## Faculty Grants

Responsibilities. The Faculty Grants committee considers proposals for grants funded by the University of Chattanooga Foundation endowment. Proposals are evaluated on the basis of overall merit using a rubric. 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 Provost/Vice Chancellor for Academic Affairs. The chair reports the grants awarded to the Senate.

Composition. No fewer than 12 faculty members with at least one member representing each academic college and the Library; ex officio: Provost designee, Vice Chancellor for Research and Dean of the Graduate School, Executive Director of the Walker Center for Teaching and Learning or designee.

## Faculty Handbook Committee

Responsibilities. The Faculty Handbook committee shall consist of Faculty Senators. This committee shall be responsible for consulting with administration on Faculty Handbook content affected by university/system policies; recommending to the Senate any revisions in the Faculty Handbook deemed appropriate and necessary; consulting with the Committee on Committees concerning proposed revisions to this document, examining proposed changes to the Faculty Handbook for consistency and reporting back revisions as appropriate; bringing Faculty Handbook revisions recommended by Senate to the full faculty when appropriate and necessary; reviewing and proofreading Faculty Handbook copy prior to publishing. Adoption of the committee's resolutions by the Senate constitutes a recommendation of the Senate to the Chancellor for revision of the Faculty Handbook.

The Board of Trustees' Policy on Faculty Handbook revisions, adopted in 1992, and any subsequent amendments govern the revision of the Faculty Handbook. In the event of any inconsistency between the Board's policy and the Faculty Handbook, the Board's policy will control. The Senate and the Chancellor accept the provisions of the Faculty Handbook. All have responsibility for revision.

Composition. The Faculty Handbook Committee shall be composed of the Vice President of the Senate (chair) and six members: two from the College of Arts and Sciences and one

representative from the Library, College of Business, College of Health, Education and Professional Studies, and College of Engineering and Computer Science; ex officio: Provost designee. At least half of the members of the committee (counting the chair as a member) must be members of the Senate. Seats will be filled by members of the Senate unless there are not sufficient members willing to serve. At least two members must be non-tenure track faculty.

## Faculty Rating of Administration

Responsibilities. The committee is responsible for recommending policies, procedures and instrumentation to the Senate for the rating of administration by faculty and for using rating results to improve administration.

Composition. No fewer than 10 faculty members with at least one member with expertise in survey development; two students; ex officio: Executive Director of the Office of Planning, Evaluation, and Institutional Research or designee

## Faculty Senate Executive Committee

Responsibilities. The Faculty Senate Executive Committee shall consist of Faculty Senators. Convening during weeks when the Senate is not in session, the Executive Committee is responsible for establishing the Senate's agenda. It decides what issues need to be brought before the Senate for consideration. It also meets monthly with the Chancellor and Provost to convey the concerns of the faculty, to suggest solutions to problems and to serve as a liaison between the administration and the Senate.

Composition. The President of the Senate, the President-elect, the immediate Past President, Vice President and the Senate Secretary; ex Officio: Chancellor, Provost, Chancellor Chief of Staff, and Parliamentarian.

## General Education

Responsibilities. The evaluation of the effectiveness of general education demands a responsive and evolving philosophy. The General Education Committee will serve a continuous role as facilitator for discussion regarding this philosophy and as a clearinghouse 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:

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

Composition. The committee uses an incoming, current, and past chair model for needed consistency through time; the incoming chair should be recommended by the current chair to the Faculty Senate President in late spring for the next academic year. No fewer than 10 faculty members, one student; ex officio: Provost designee, Executive Director of the Walker Center for Teaching and Learning or designee. Departments with special topics courses approved by the General Education Committee are required to have a department member on the General Education Committee.

## Grade Appeals

Responsibilities. 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 the grade after a student who is appealing has followed the current published procedures for grade appeals in the Faculty Handbook. The committee also reviews and revises grade appeal processes as necessary to promote clarity and effectiveness.

Committee Composition: At least an eight-member pool to select from for the appeal composition and a designated organizing chair who is responsible for working with the dean's office of the grade appeal to ensure that three members are selected from the pool and available for the appeal without conflict of interest. Additionally, the chair is responsible for submitting the annual report to the senate.

Appeal Composition. Three faculty members selected from the pool, two non-voting faculty members 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 voting members and the chair.

## Graduate Council

Responsibilities. The Graduate Council members are appointed by special elections. 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 Council reviews new courses to be offered for graduate credit as well as other changes in the content 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 Council hears graduate students' petitions and grade appeals. The Graduate Council reports its curriculum and standards actions to the Faculty Senate Executive Committee with recommendations for implementation or appropriate disposition.

Composition. Each graduate degree program shall have one representative who is a voting member of Graduate Council.

Members of Graduate Council serve two-year terms. One-half of the Council is appointed by the respective program at the conclusion of the spring semester in odd-numbered years for a term of office beginning the following fall semester. The other half of the Council is appointed in even-numbered years. Members may be reappointed with no term limit. Ex officio: The Dean of the Graduate School, the Associate Dean of the Graduate School, the Dean of the Library, the Dean of Lifelong Learning and the Graduate Student Association President.

Administrative support for Graduate Council is provided by the Graduate School.

## Honor Court

Responsibilities. This committee serve as the decision-makers in determining whether a student is responsible for violating the academic integrity policies as set forth in the Honor Code. Members of the committee must be available for at least a portion of the summer.

Composition. Chairperson, appointed by the Senate; six undergraduate-level faculty members, appointment by the Senate; six graduate-level faculty members, appointed by the Senate; undergraduate-level and graduate-level faculty alternates, appointed by the Senate President; six undergraduate students appointed by the Office of Student Conduct; six graduate students appointed by the Office of Student Conduct; undergraduate and graduate student alternates appointed by the Office of Student Conduct; ex officio: Office of Student Conduct.

## Learning Environment

Responsibilities: The establishment of this advisory committee ensures that faculty input is given at the early stages of discussions on academic matters affecting faculty, students and the learning environment at UTC in relation to the best design requirements needed for students to achieve learning outcomes.

1. The Committee shall make recommendations to the Faculty Senate on matters including, but not limited to, the teaching and learning environment, course design, room design and course/classroom technology.
2. The Committee shall provide multiple channels of communication among the Faculty Senate, faculty-at-large, administration, relevant staff units and Student Government Association on matters affecting the learning environment at UTC.
3. The Committee shall serve as an advisory resource to the Chancellor, Provost and Faculty Senate on matters related to the learning environment at UTC.

Composition. No fewer than 12 faculty members with at least one representative from each academic college and the Library, two students, one of whom shall be a graduate student; ex officio: University Registrar or designee, Dean of the Library or designee, Executive Director of the Walker Center for Teaching and Learning, Director of the Disability Resource Center or designee, IT designee, Provost's designee.

## Non-Tenure-Track Faculty

Responsibilities. The Non-Tenure-Track Faculty Committee addresses the needs of non-tenure- track faculty and brings their concerns to the attention of Senate and

administration. It provides a communication channel between this part of the community and the university.

Composition. At least four non-tenure-track full-time faculty with one member representing each academic college and four adjunct faculty, one from each academic college; ex officio: Provost Designee. Adjunct faculty members will be appointed no later than the second Senate meeting of the fall semester. The President-elect will ask the dean of each academic college to nominate an adjunct representative.

## Student Media Board

Responsibilities. The Student Media Board is charged with supervision and policy making for student publications and media 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.

Composition. Four faculty members; four students; Vice Chancellor for Student Affairs, Dean of Students; Associate Vice Chancellor for Development or designee; Associate Vice Chancellor for Communications and Marketing or designee; two alumni; ex officio: editors and advisers.

## Undergraduate Academic Standards

Responsibilities. The function of the Academic Standards Committee is to review and make recommendations to maintain appropriate undergraduate academic standards for 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 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 Senate when appropriate. In other cases, the committee will send its conclusions directly to the initiating agent with an informational copy to the Senate. The chair of the Academic Standards Committee is responsible for circulating the agenda for each meeting to the deans and department heads.

Composition. No fewer than 12 faculty members with no more than three members drawn from any voting division of the faculty; two students; ex officio: Provost designee; University Registrar, designee from the Honors College.

## Undergraduate Admissions

Responsibilities. The Undergraduate 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.

Composition. No fewer than 10 faculty members with at least one member representing each academic college and the library; one student; Ex officio: Provost Designee, Director of Admissions, University Registrar.

## Undergraduate Curriculum

Responsibilities. The Curriculum Committee supervises the development of the undergraduate curriculum. Specifically, the Curriculum Committee 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 modifications to the content of departmental major and minor requirements and concentrations. The committee reports its actions to the Senate with recommendations for implementation or appropriate disposition. Any final decision reached by the Curriculum Committee may be appealed to the Senate. The Department appealing the decision should notify the Curriculum Committee Chair within one week of the rendering of the decision on the proposal. The Curriculum Committee Chair will then notify the Faculty Senate President and the Records Office. The chair of the Curriculum Committee is responsible for circulating the agenda for each meeting to the campus at least 72 hours prior to each meeting of the committee. The Curriculum Committee will meet the 2<sup>nd</sup> Thursday of each month with additional meetings scheduled if needed.

Composition. No fewer than 15 faculty members, with at least three members representing each academic college and two members representing the Library, no more than three members may be drawn from any voting division of the faculty; two students; ex officio: Provost designee, University Registrar or designee and Head of Collections for the Library or designee.

## Undergraduate Petitions

Responsibilities. The Undergraduate 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.

Composition. No fewer than eight faculty members with at least one member representing each academic college and the Library; one student; ex officio: Vice Chancellor for Student Development and Dean of Students, University Registrar or designee.

## University Committees

The chair of the Committee on Committees (described previously in these bylaws) will aid the University in recommendations for faculty representatives, including three members for the Environmental Task Force and others as requested.

## Ad hoc Committees

Ad hoc committees may be created by the Senate or by the full 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 Senate. Prospective committee members should be contacted by the nominating party prior to their recommendation.

Ad hoc committees are established for short periods, normally no more than one academic year, to deal with special issues as they arise.

# Article 4 - Officers: Duties, Qualifications, and Resources

## Section 1. The President, The President-elect, and The Past President

### President

As an elected spokesperson and representative of the faculty, the President shall:

- Preside at all meetings of the Senate and the full faculty and shall be bound by the Faculty Handbook, these bylaws, and *Robert's Rules of Order, Newly Revised* (latest edition)\*.
- Prepare the agenda in cooperation with the Senate Executive Committee and others as appropriate.
- Meet with the appropriate administrators/officers at the earliest opportunity following Senate meetings to report on deliberations by the Senate.
- Receive the annual written reports from chairs of Senate standing committees.
- Serve as counselor to the President of The University of Tennessee.
- Serve as a non-voting representative of the faculty to the Academic Affairs Committee of the Board of Trustees.
- Serve on the University Faculty Council and the Tennessee Universities Faculty Senate.
- Carry the University mace at all official functions as appropriate.
- Be allotted three hours re-assignment time from teaching in the fall and spring semesters.
- Work with the Provost's office to reserve meeting locations.
- Select a Vice President from the Senate membership, subject to confirmation at the fall organizational meeting.
- Nominate a Senate Secretary from the full time faculty, subject to confirmation at the fall organizational meeting.

\* Except as otherwise noted in the Faculty Handbook/Bylaws

### The President-elect

The term of office for President-elect shall be for one year to begin July . The President-elect is a voting member of the Faculty Senate. The President-elect becomes the President

the following year for a one-year term, and the President becomes the immediate Past President for the following year for a one year term.

The President-elect shall

- Serve as a voting member of the Executive Committee of the Senate
- Preside at a Senate meeting if the President is unable to attend (if President-elect is not available, then first available officer, selected in the following order, shall preside: Vice President, Past President)
- Attend University and System meetings in the absence of the President.
- Serve as chair of Committee on Committees and coordinate the placement of faculty on committees including University, Ad Hoc, and Task Forces
- Serve as the alternate voting member to TUFs
- Oversee divisional and adjunct elections

## The Past President

The term of office for Past President shall be for one year to begin July 1 and is a voting member of the Faculty Senate. The President becomes the Past President the following year for a one-year term.

The Past President shall

- Serve as a voting member of the Executive Committee of the Senate
- Serve as a two-year member of the University of Tennessee at Chattanooga Advisory Board for Board of Trustees Business (for past presidents beginning in even years, those in an odd year will serve as alternate), and serve as ex officio of Faculty Senate in the year after the past-president year is over
- Oversee the nomination and selection of the Carolyn Thompson and Roger Brown Service Award, as reviewed by the Faculty Senate Executive Committee
- Other appropriate duties as requested by the President

## Replacement of the President or President-elect

Should the President resign, go on leave or become unable to serve for other reasons, the Senate 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 following a 15-day nomination period. Prior to this election, the

VicePresident 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 following a 15-day nomination period. If an election cannot be held prior to July 1, the outgoing President shall continue to serve until the election.

## Election

The Faculty Senate President-elect shall be chosen for a one-year term from among those members of the faculty that meet the following criteria: (1) the holding of full-time appointment with the rank, or equivalent rank, of associate professor or higher; (2) the performance of academic duties totaling at least half-time teaching, research, service or departmental administration; and (3) prior service on the Faculty Senate (as an administrative member, an elected faculty member, a committee member, or otherwise) within the past five years.

Nominations for Faculty Senate President-elect shall be solicited from the entire faculty by February 15. Nominations shall be sent to the Senate Secretary who shall formulate a slate via the same procedure as is used for nomination of the at-large candidates. Each nominee shall be given the opportunity to provide a brief statement relevant to his or her candidacy and respond to questions via electronic means, prior to the election. Elections shall be conducted via majority electronic vote of the full faculty. Election shall be determined by simple majority of the ballots as determined by Faculty Senate Executive Committee and announced by the Senate Secretary to the faculty.

## Section 2. Vice President

### Election

The President of the Senate will choose a Vice President from among members of the Senate. The Vice President will be subject to confirmation by the full Senate at the organizational meeting of the Senate. If a Vice President is not confirmed, the Senate President will entertain nominations for the position from the floor, and the Senate will vote on any candidates nominated.

## Duties

The Vice President shall serve as Chair of the Handbook Committee. The Vice President shall serve as a voting member of the Executive Committee of the Senate.

The Vice President, as chair of the Faculty Handbook Committee, with the concurrence of the Executive Committee of the Senate and the Chancellor may make recommendations on editorial, technical and other housekeeping changes, including but not limited to changes to the university mission, titles of administrative offices, academic units, other descriptive material or other positions and units named in the Faculty Handbook, followed by appropriate action on these changes by the university and its officers, the chief academic officer for the system, the UT System President, or the University of Tennessee Board of Trustees. The Chancellor shall submit these recommendations to the appropriate officer for the UT System, who will forward them, with their recommendation, to appropriate vice president, the General Counsel, and the UT System President. Final approval lies with the UT System President.

## Section 3. Secretary

### Selection

The President of the Senate will nominate the Senate Secretary from among members of the full faculty for confirmation at the organizational meeting of the Senate at the beginning of each academic year. If the candidate is not confirmed, then nominations for the position will be accepted from the floor of the Senate.

If the Secretary is an elected member of the Senate, then they will be a voting member of the Executive Committee of the Senate. If the Secretary is not an elected member of the Senate, then they shall serve as an ex officio member on the Executive Committee of the Senate.

### Duties

The Secretary shall:

- Distribute the agenda of Senate meetings;

- Keep the minutes of Senate and Executive Committee meetings, including summaries of the debates and a record of all votes;
- Distribute Senate minutes no later than 72 hours before the next meeting;
- Maintain an ongoing record of Senate representatives and division apportionments
- Coordinate the nomination process for the at-large and non-tenure-track faculty members of the Senate;
- Electronically submit all Senate committee reports to the Head of Library Special Collections;
- In conjunction with Faculty Senate President, maintain the Senate's webpage, which includes posting agendas, minutes, Senate bylaws, related documents. and lists of senators and committee assignments;
- Be allotted 3 hours of re-assignment time or equivalent per semester for these duties;
- Serve as Secretary for the Full Faculty

## Section 4. Parliamentarian

There shall be a Parliamentarian appointed by the President of the Senate each year to assist in the conduct of the business of the Senate and serve as an ex officio member of the Executive Committee.

## Article 5 - Amendments

The Senate shall have the power to make, amend and repeal these bylaws by a vote of two-thirds majority of those members present at regular or special meetings of the Senate, provided that any proposed changes shall have been submitted to the members of the Senate at least 72 hours before the meeting at which the vote on them shall be taken.

## Article 6 - Policies and Procedures

Faculty are expected to be aware of and abide by university policies and procedures. University policies can be found at <https://www.utc.edu/academic-affairs/policies-procedures/index.php>.