

## 2.1. General Description

The responsibilities of the faculty in the governance of the University are important and varied. Some of the responsibilities 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 specifically charged by the full faculty and the UT Board of Trustees to consider, advise and recommend to the administration policies about a wide range of concerns affecting the welfare of the campus.

In consultation with academic officials, the Faculty Senate is entrusted by the full faculty to consider, advise and recommend policies and procedures in such matters as the 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 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.

All resolutions, discussions and recommendations made by the Senate are to be published on the Senate's website and are subject to the formal review, approval, or dismissal by the full faculty. Moreover, the full faculty reserves the right to consider issues of major importance to the campus, e.g., the organization of the faculty, general education requirements and the institution or dissolution of special academic programs.

The Faculty Senate president, elected by the full faculty, presides at meetings of both the full faculty and the Senate. The president will determine which issues are suited to review by which body. Normally, all issues put before the full faculty for a vote are first reviewed by the Senate.

Neither the full faculty nor the Faculty Senate have management or administrative functions either in themselves or through their committees, since such functions are expressly reserved for the UT president (as delegated by the Board of Trustees) and through the president to the chancellor. Nevertheless, the advice and recommendation of the full faculty and the Faculty Senate about all of the concerns listed above are considered carefully and seriously by all administrative officers.

## 2.2. The Full Faculty

The full faculty is composed of all full-time tenured, tenure track and non-tenure track faculty.

The full faculty reviews, considers and votes on issues of major importance as described in Section 2.1. 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.

## 2.2.1 Faculty Officers

### 2.2.1.1. Presiding Officer

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

### 2.2.1.2. Faculty Secretary

The Faculty Secretary (not to be confused with the Faculty Senate secretary) is elected annually at the first faculty meeting of the second semester (late January or early February). The Faculty Secretary shall have primary responsibility for the preparation of the agenda in consultation with the chancellor, the Faculty Senate president and others as appropriate; shall handle all administrative responsibilities for full faculty meetings; and shall call the roll of graduates at all commencement exercises.

### 2.2.1.3. Parliamentarian

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

## 2.2.2 Committees of the Faculty

The full faculty is organized into committees. With the exception of the Faculty Administrative Relations Committee (for which members are elected by the full faculty in the early Fall term) and the Graduate Council, all committees of the faculty are populated by the Faculty Senate's Committee on Committees and confirmed by Faculty Senate at its organizational meeting. For a complete list and description of committees of the faculty and the organizational committees of the Faculty Senate, see *The UTC Faculty Senate Bylaws*, maintained on the Faculty Senate's website.

## 2.3 Faculty Meetings

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

### 2.3.2 Procedures

Faculty meetings are conducted according to *Robert's Rules of Order, Newly Revised* (latest edition) except for the following amendments and where otherwise noted in this document:

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.*

### 2.3.2.1 Quorum .

A quorum of the assembled full faculty will consist of one third of the total number of full faculty (also 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.

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. 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. The presiding officer determines which issues are major. The agenda for a called meeting of the full faculty shall indicate which items will require two readings. If the full faculty wishes to reclassify an item, it must be done prior to the voting on the agenda item. Second readings may not take place on the day of the first reading, as this defeats the purpose of twice deliberating an issue.

### 2.3.2.2 Voting

Voting shall normally be by voice or show of hands, at the discretion of the president. All elections shall be conducted by secret ballot. Any motion will be by secret ballot if so requested by more than one member.

#### 2.3.2.2.1 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.
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. 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 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.
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.

#### **2.3.2.3 Order of Business**

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

- The meeting shall be called to order by the president.
- Previously distributed minutes of the last meeting shall be approved or amended.
- Unfinished business.
- Administrative reports.
- Committee reports.
- New business.
- Faculty concerns.
- Announcements.
- Adjournment