

## **MEMORANDUM**

**TO: FACULTY SENATE MEMBERS**

**FROM: SENATE BYLAWS COMMITTEE**

**DATE: MARCH 9, 2001**

**RE: PART II OF RECOMMENDED BYLAW CHANGES: COMMITTEES**

The Bylaws Committee recommends the following revisions of Article III sections and subsections of the Senate Bylaws. The complete current narrative of Article III of the Bylaws is presented in the left column and recommended changes are in the right column. Changes are presented in bold type. (A few very minor changes in punctuation, etc., are not bolded.)

The Bylaws Committee determined its recommendations based upon several principles. We wanted to further flexibility needed to meet the unique needs of each committee or subcommittee--that leads to a high level of effectiveness. We also wanted to ensure representation across academic programs and encourage openness and opportunity for new ideas within all committees. For committees needing specific types of expertise, we included the recommendations from those committees. In addition, we made an effort to move narrative in each subsection so that it is presented in the same order as narrative in other subsections. We also added information (if missing) regarding number of members, ex-officio members, how the Chairperson is selected, and duties/focus. We also added a new section on general aspects of committees to clarify ideas pertaining to all committees. Finally, we moved some information from other Articles that was more appropriate to include in Article III. Most committees submitted a report regarding their ideas for changes and what to maintain. While we attempted to incorporate these ideas, we made some recommendations that differ from committee reports. This was done after careful deliberation and in consideration of the "big picture" perspective that our committee gained as a part of this effort.

At the April Faculty Senate meeting, the Bylaws Committee will present a report regarding these recommendations and answer questions raised by Senators. At the May Faculty Senate meeting, Senators will vote on these recommendations after a discussion and, if needed, debate. As you review our recommendations, we hope you will keep in mind the complexity of this task and help us improve the bylaws for the common good of the Senate and the University.

**Current Narrative:**

ARTICLE III. Committees.

**Recommended Changes:**

ARTICLE III. Committees.

**Section 1. General Aspects of Committees. Committee, subcommittee and council memberships for a given academic year shall be approved by the Senate at the last Senate meeting of the spring term of the preceding year. Chairpersons of all committees and councils shall be elected senators. Chairpersons may be selected by their committee members or by the Committee on Committees in compliance with bylaw subsections for each committee, subcommittee, or council. Members shall be nominated in consultation with current committee Chairpersons and through regard for preferences shared by each Senator for personal committee membership. To further communication and collaboration throughout the University, the Chairperson of each committee has the discretion to recommend members who may or may not be elected Senators. The Committee on Committees shall approve these members when they are recommended. Most committees shall also have ex-officio members who will not be voting members. Most committees shall use some form of staggered membership as designated in committee subsections. The President of the Senate is an ex-officio member of all standing committees.**

**At the beginning of each academic year, the Chairperson of each committee will meet with the President and President-Elect to share committee goals for the upcoming year, review the bylaws concerning duties for that committee, and discuss other information relevant to that committee.**

**Current Narrative:**

Section 1. Committee on Committees. It shall be the duty of the Committee on Committees to make nominations to the Faculty Senate of the faculty membership of all special and standing committees except the Undergraduate and Graduate Councils. The Committee on Committees designates Chairpersons except when otherwise stated in the Bylaws. The Committee on Committees shall render a report to the Senate at its regular May meeting of each year and at other times as may be required.

Section 2. Standing and Special Committees. The Committees of the Faculty Senate are:

**Recommended Changes:**

Section 2. Committee on Committees. **Membership shall consist of one Humanities Senator, one Social Sciences Senator, and one Natural Sciences Senator from the College of Arts and Sciences; and one Senator from each of the other colleges or appropriate units. Membership shall be for a one-year term to begin in November of each academic year. The President-Elect of the Faculty Senate shall be the Chairperson of the Committee on Committees. The President shall serve as an ex-officio member of the Committee on Committees.**

It shall be the duty of the Committee on Committees to **nominate faculty members, and in some cases Chairpersons**, to the Faculty Senate for all special and standing committees, **subcommittees, and councils** except the Undergraduate and Graduate Councils. **The nominations shall be made in compliance with Article III, Sections 1 and 3.** The Committee on Committees shall render a report to the Senate at its regular May meeting of each year and at other times as may be required.

Section 3. Standing and Special Committees. The Committees of the Faculty Senate are:

**Current Narrative:**

A. Athletics Committee. Membership shall consist of twelve faculty members. Ex-officio members shall include the chief campus administrative officer charged with academic affairs (or designate), the Director of Athletics, the Director of Women's Athletics, the faculty Chairperson of the UT Athletics Board, the Director of Student Recreation, and two students appointed by the Student Senate.

The Chairperson of the Athletics Committee shall be appointed by the Senate President to a two-year term and may serve a maximum of two consecutive terms. The Chairperson of the Athletics Committee shall also serve concurrently as a member of the Faculty Senate Executive Committee.

This committee shall concern itself with academic aspects of intercollegiate athletics as well as the intramural athletics program. It may also concern itself with any other athletics matters which the committee deems appropriate and which lie within the purview of the Faculty Senate.

**Recommended Changes:**

A. Athletics Committee. Membership shall consist of twelve faculty members **appointed to two-year staggered terms**. Ex-officio members shall include the chief campus administrative officer charged with academic affairs (or designee), the Director of Athletics, the Director of Women's Athletics, the Director of the Thornton Student Center, the faculty Chairperson of the UT Athletics Board, the Director of Student Recreation, **two student athletes selected by the Athlete Department, and two students** elected by the Student Senate. **The Committee on Committees shall appoint the Chairperson of the Athletics Committee for a one-year term.**

This committee shall concern itself with academic aspects of intercollegiate athletics as well as the intramural athletics program. It may also concern itself with any other athletics matters that the committee deems appropriate and which lie within the purview of the Faculty Senate.

**Current Narrative:**

B. Budget Committee. Membership shall consist of eight faculty members appointed to two-year staggered terms including a vice chair who shall succeed the chair. The role of the committee is: (1) to provide for campus-wide faculty input into the University budgeting process; (2) to encourage the use of faculty expertise in budget matters; (3) to inform the faculty, through the Senate, concerning budget matters. Both long-range and short-term aspects of its role will receive the committee's attention, including budget priorities, THEC formulas, and system-campus fiscal relationships. The primary concern will be policy, along the above lines; the committee is not expected to become involved in the detailed and comprehensive investigations necessary as a basis for budget decisions.

C. Bylaws Committee. Membership shall consist of five members of the Senate, with the President-Elect serving as Chairperson of the committee. This committee shall annually review the Bylaws and make appropriate recommendations to the Senate for amendments. It shall also review any revisions suggested by members or committees of the Senate. (This latter duty shall in no way prevent members or committees from bringing amendments directly to the Senate for consideration.)

**Recommended Changes:**

B. Budget Committee. Membership shall consist of eight faculty members appointed to two-year staggered terms. **Ex-officio members shall include the Vice President of Budget and Finance and Vice President for Operations for the University. The committee shall elect the Chairperson for a one-year term.**

The **duties** of the committee **are**: (1) to provide for campus-wide faculty input into the University budgeting process; (2) to encourage the use of faculty expertise in budget matters; (3) to inform the faculty, through the Senate, concerning budget matters. Both long-range and short-term aspects of its role will receive the committee's attention, including budget priorities, THEC formulas, and system-campus fiscal relationships.

**The primary concern will be policy. The committee is not expected to become involved in detail and comprehensive investigations necessary as a basis for budget decisions.**

C. Bylaws Committee. Membership shall consist of five members of the Senate with two year staggered terms. **The President-Elect shall serve** as Chairperson of the committee.

This committee shall annually review the Bylaws and make appropriate recommendations to the Senate for amendments. It shall also review any revisions suggested by members or committees of the Senate. (This latter duty shall in no way prevent members or committees from bringing amendments directly to the Senate for consideration.)

**Current Narrative:**

D. Development and Alumni Relations Committee. Membership shall consist of nine faculty members and as ex-officio members shall include the President of the Student Government Association (or designate), the President of the Graduate Student Association (or designate), and the Chairperson of the Undergraduate Academic Council.

The responsibilities of this committee shall include advice and consultation with the university officials on alumni programs, alumni relations, and development.

E. Educational Policy Committee. Membership shall consist of the Chairpersons of the Undergraduate and Graduate Councils, a faculty Councilor appointed by each Council, an appointed representative of the Graduate Student Association, an appointed representative of the Undergraduate Academic Council, and six faculty members who have served on the Faculty Senate within the previous three years. These six will serve two-year staggered terms, and one will be selected as chair.

**Recommended Changes:**

D. Development and Alumni Relations Council. Membership shall consist of **five** faculty members. Ex-officio members shall include the **Vice President for Development**, President of the Student Government Association, the President of the Graduate Student Association, and the Chairperson of the Undergraduate Academic Council **or their designees**. **The Committee on Committees shall appoint the Chairperson.**

**The duties of this committee shall include advice and consultation with university officials concerning alumni programs, alumni relations, and development.**

E. Educational Policy Committee. Membership shall consist of the Chairpersons of the Undergraduate and Graduate Councils, a faculty Councilor appointed by each Council, **the Chairperson of the Instruction with Technology Subcommittee (or designee), one** appointed **representative of the Graduate Student Association and the Undergraduate Academic Council**, and six faculty members who have served on the Faculty Senate within the previous three years. These six **members** will serve two-year staggered terms, and the Committee on Committees will select one who is a Senator as Chairperson.

**Current Narrative:**

The Educational Policy Committee will concern itself with the study, establishment, and implementation of the curricular and instructional goals of the University, referring appropriate issues to the Graduate and Undergraduate Councils and such subcommittees as it may establish and making recommendations to the Senate regarding academic policy. The Graduate and Undergraduate Councils will report to the Senate through the Educational Policy Committee. This committee will review the minutes of the Graduate and Undergraduate Councils and work with the Graduate and Undergraduate Council Chairpersons to prepare the presentation of their minutes for Senate consideration, highlighting items of special importance and policy issues. The Senate delegates the responsibility for review and approval of program-specific curricular changes to the Educational Policy Committee so that they may be implemented without Senate vote, provided that these changes have been approved by the appropriate council(s), and that the Senate receives full and prompt notification of ratification. In these cases, implementation will follow Educational Policy Committee approval, but any curricular change may be reopened for review and its implementation delayed at the will of the Senate. Changes considered by the Educational Policy Committee to be major, significant or controversial will be forwarded to the Senate for vote.

**Recommended Changes:**

The Educational Policy Committee will concern itself with the study, establishment, and implementation of the curricular and instructional goals of the University; referring appropriate issues to the Graduate and Undergraduate Councils and such subcommittees as it may establish, and making recommendations to the Senate regarding academic policy. The Graduate and Undergraduate Councils will report to the Senate through the Educational Policy Committee. This committee will review the minutes of the Graduate and Undergraduate Councils and work with the Graduate and Undergraduate Council Chairpersons to prepare the presentation of their minutes for Senate consideration, **highlighting policy issues and other items of special importance**. The Senate delegates the responsibility for review and approval of program-specific curricular changes to the Educational Policy Committee so that **the changes** may be implemented without Senate vote, provided that these changes have been approved by the appropriate council(s), and that the Senate receives full and prompt notification of ratification. In these cases, implementation will follow Educational Policy Committee approval, but any curricular change may be reopened for review and its implementation delayed at the will of the Senate. Changes considered by the Educational Policy Committee to be major, significant or controversial will be forwarded to the Senate for **review and** vote.

**Current Narrative:**

(1) Graduate Council. Voting membership shall consist of representatives chosen for three-year terms from the schools and colleges of the University engaged in graduate work, and two graduate students appointed by the Graduate Student Association. Members shall be chosen in the spring term for terms to commence at the start of the next fall term. Representatives shall be apportioned among the schools and colleges according to the number of graduate students enrolled in the college or school in the previous fall term, using the following table

<u>Graduate Student Representatives</u>	<u>Total Graduate Council</u>
1-300	1
301-500	2
501-700	3
etc.	

Representatives must regularly teach graduate courses or supervise graduate study and must (1) hold full-time or continuing part-time appointment with the rank of assistant professor or higher, and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members (without vote) shall be the Director of Libraries (or designate), the Dean of Continuing Education (or designate) and the Chair of the Research Council. In addition, the administrative officer having primary responsibility for graduate curriculum in each college or school shall serve as ex-officio member (without vote) of the Graduate Council if that person is not a college or school representative. The Chair of the Graduate Council shall be the chief campus academic officer with primary responsibility for graduate education.

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**Recommended Changes:**

(1) Graduate Council. **Membership shall consist of faculty representatives** chosen for three-year terms from the schools and colleges of the University engaged in graduate work, and two graduate students appointed by the Graduate Student Association. Members shall be chosen in the spring term for terms to commence at the start of the next fall term.

Representatives shall be apportioned among the schools and colleges according to the number of graduate students enrolled in the college or school in the previous fall term, using the following table

<u>Graduate Student Representatives</u>	<u>Total Graduate Council</u>
1-300	1
301-500	2
501-700	3
etc.	

Representatives must regularly teach graduate courses or supervise graduate study and must (1) hold full-time or continuing part-time appointment with the rank of assistant professor or higher, and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members shall be the **Dean of Libraries**, the Dean of **Outreach and Continuing Education** and the Chair of the Research Council **or their designees**. In addition, the administrative officer having primary responsibility for graduate curriculum in each college or school shall serve as ex-officio member (without vote) of the Graduate Council if that person is not a college or school representative. The Chairperson of the Graduate Council shall be the chief campus academic officer with primary responsibility for graduate education.

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**Current Narrative:**

The Graduate Council shall concern itself with graduate standards for admission, retention, and graduation, and with curricular matters in graduate programs, with the development of interdisciplinary programs, with the approval of new graduate programs, with the approval of individuals to teach doctoral courses and direct doctoral research, with the financial support of graduate students, and with any other matters of educational policy pertaining to graduate programs. The Council shall report its actions through the Educational Policy Committee for approval by the Faculty Senate.

(2) Undergraduate Council. Voting membership shall consist of representatives chosen for three-year terms from the schools and colleges of the University granting baccalaureate degrees, one member of the ROTC faculty, and four students designated by the Undergraduate Academic Council. Members shall be chosen in the spring term for terms to commence at the start of the next fall term. Representatives shall be apportioned among the baccalaureate degree granting units according to the number of degrees granted during the prior academic year, using the following table

<u>Baccalaureate</u> <u>Undergraduate</u> <u>Degrees Granted</u>	<u>Council</u>	<u>Total</u>
1-300		1
301-500	2	
501-700	3	
etc.		

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**Recommended Changes:**

**The Graduate Council shall report its actions through the Educational Policy Committee for approval by the Faculty Senate.** It shall concern itself with graduate standards for admission, retention, and graduation, and with curricular matters in graduate programs, with the development of interdisciplinary programs, with the approval of new graduate programs, with the approval of individuals to teach doctoral courses and direct doctoral research, with the financial support of graduate students, and with any other matters of educational policy pertaining to graduate programs.

(2) Undergraduate Council. Membership shall consist of representatives chosen for three-year terms from the schools and colleges of the University granting baccalaureate degrees, one member of the ROTC faculty, and four students designated by the Undergraduate Academic Council. Members shall be chosen in the spring term for terms to commence at the start of the next fall term.

Representatives shall be apportioned among the baccalaureate degree granting units according to the number of degrees granted during the prior academic year, using the following table

<u>Baccalaureate</u> <u>Undergraduate</u> <u>Degrees Granted</u>	<u>Council</u>	<u>Total</u>
1-300		1
301-500	2	
501-700	3	
etc.		

(these changes continued on next page)

**Current Narrative:**

In the College of Arts and Sciences, representatives shall be apportioned among the Divisions of Social Sciences, Humanities and Natural Sciences. Members must (1) hold full-time or continuing part-time appointment with the rank of assistant professor or higher, and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members (without vote) shall be the Dean of Admissions and Records, the Dean of Continuing Education, the Dean of Libraries, and the Chair of the Standing Committee on Advising (or their designates). In addition, the administrative officer having primary responsibility for undergraduate curriculum in each college or school shall serve as an ex-officio member (without vote) of the Undergraduate Council if that person is not a college or school representative. The Chair of the Undergraduate Council shall be the chief campus academic officer with primary responsibility for undergraduate education.

The Undergraduate Council shall concern itself with standards for admission, retention, and graduation; with curricular matters in the undergraduate programs; with the development of interdisciplinary programs; with the approval of new programs and any other matters of educational policy pertaining to undergraduate programs. The Council shall report its actions through the Educational Policy Committee for approval by the Faculty Senate.

**Recommended Changes:**

In the College of Arts and Sciences, representatives shall be apportioned among the Divisions of Social Sciences, Humanities and Natural Sciences. Members must (1) hold full-time or continuing part-time appointment with the rank of assistant professor or higher, and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members shall be the Dean of Admissions and Records, the Dean of **Outreach and** Continuing Education, the Dean of Libraries, and the Chairperson of the Standing Committee on Advising (or their designees). In addition, the administrative officer having primary responsibility for undergraduate curriculum in each college or school shall serve as an ex-officio member of the Undergraduate Council if that person is not a college or school representative. The Chairperson of the Undergraduate Council shall be the chief campus academic officer with primary responsibility for undergraduate education.

The Undergraduate Council shall concern itself with standards for admission, retention, and graduation; with curricular matters in the undergraduate programs; with the development of interdisciplinary programs; with the approval of new programs and any other matters of educational policy pertaining to undergraduate programs. The Council shall report its actions through the Educational Policy Committee for approval by the Faculty Senate.

**Current Narrative:**

New subsection  
No current narrative

**Recommended Changes:**

**(3) Instruction with Technology Subcommittee. Membership shall consist of six faculty members with experience in educational technology that are appointed to three-year staggered terms by the Committee on Committees, one undergraduate student and one graduate student selected by the Student Government Association. One of the six faculty appointees shall also be an elected Senator who is serving a consecutive term on the Educational Policy Committee. A second subcommittee member shall also serve a concurrent term as a member of the Teaching Council. Other committee members need not be drawn from the Educational Policy Committee and need not be currently serving as Senators. Ex-officio members shall include the chief University officer for outreach and continuing education, the chief University officer for educational technology, and the chief University officer for instructional technology and engineering services. The Chairperson shall be elected by the members of the committee and shall serve a two-year term.**

**Duties of the committee include:**  
**(1) identify, review, and recommend educational technology policies,**  
**(2) represent the Senate and the Educational Policy Committee on key university committees that address instruction with technology, and**  
**(3) bring key issues on teaching and learning with technology to the attention of the Senate.**

**Current Narrative:**

F. (1) Executive Committee of the Faculty Senate. Membership shall consist of the chairs of the Standing Committees of the Senate; the officers of the Senate, including the Immediate Past President; and four at-large faculty members.

This committee shall represent the Senate as called on in meetings with the administration and other groups, shall handle necessary business on an emergency and interim basis between Senate meetings, shall recommend and review assignments to other committees, and shall establish ad hoc committees on behalf of itself or as directed by the Senate.

This committee shall concern itself with the formulation and review of the long and short range educational policies of the University as represented by the monetary allocations made in the budget.

This committee shall not concern itself with individual salaries nor with college or departmental allocations, except as they may relate to the aforementioned educational policy decisions.

When campus or system administrative appointments are to be filled and where it is appropriate for faculty to be of assistance in the recruitment and screening of candidates, the Executive Committee will assist in the selection of the faculty members of such screening committees and lend its counsel to the development of procedures for recruitment and screening of such candidates.

**Recommended Changes:**

F. (1) Executive Committee of the Faculty Senate. Membership shall consist of the Chairpersons of the Standing Committees of the Senate; the officers of the Senate, including the Immediate Past President; four at-large faculty members, **and one administrator who is an elected Senator. Ex-officio members shall include the University President and Chief Academic Officer (or their designees). The Chairperson of the Executive Committee shall be the President of the Senate.**

This committee shall represent the Senate as **needed** in meetings with the administration and other groups, shall handle necessary business on an emergency and interim basis between Senate meetings, shall recommend and review assignments to other committees, and shall establish ad hoc committees on behalf of itself or as directed by the Senate.

This committee shall concern itself with the formulation and review of the long and short range educational policies of the University as represented by the monetary allocations made in the budget. This committee shall not concern itself with individual salaries nor with college or departmental allocations, except as they may relate to the aforementioned educational policy decisions.

When campus or system administrative appointments are to be filled and where it is appropriate for faculty to be of assistance in the recruitment and screening of candidates, the Executive Committee will assist in the selection of the faculty members of such screening committees and lend its counsel to the development of procedures for recruitment and screening of such candidates.

**Current Narrative:**

(2) The Executive Council of the Executive Committee shall consist of the President, the President-Elect, the immediate Past President, the Secretary, and at least four other members of the Executive Committee. The Executive Council shall be empowered to represent the Senate in all urgent matters that may arise after the last scheduled Senate meeting in the spring and before the first scheduled Senate meeting in the fall. The Executive Council shall prepare annually a Statement of Objectives for the Senate, based on consultations with the Standing Committees and with appropriate administration officers, and shall present the Statement of Objectives for review and approval by the Executive Committee and the Senate at their first meetings in the Fall. Any activities of the Executive Council shall be reported to the Executive Committee and the Senate at the earliest scheduled opportunity.

G. Faculty Affairs Committee. Membership shall consist of fifteen faculty members.

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**Recommended Changes:**

(2) The Executive Council of the Executive Committee. **Membership** shall consist of the President, the President-Elect, the immediate Past President, the Secretary, and at least four other members of the Executive Committee. **The Chairperson of the Executive Council shall be the President of the Senate.**

The Executive Council shall be empowered to represent the Senate in all urgent matters that may arise after the last scheduled Senate meeting in the spring and before the first scheduled Senate meeting in the fall. The Executive Council shall prepare annually a Statement of Objectives for the Senate, based on consultations with the Standing Committees and with appropriate administration officers, and shall present the Statement of Objectives for review and approval by the Executive Committee and the Senate at their first meetings in the Fall. Any activities of the Executive Council shall be reported to the Executive Committee and the Senate at the earliest scheduled opportunity.

G. Faculty Affairs Committee. Membership shall consist of fifteen faculty members appointed **for staggered two-year terms. At least one member of the committee shall have a degree in law. This committee shall have no ex-officio members. The Committee on Committees shall appoint the Chairperson.**

(these changes continued on next page)

**Current Narrative:**

This committee shall concern itself with the development of criteria and procedures for faculty appointment, promotion, the granting of tenure, and discharge for cause. The committee also serves as the review committee for faculty complaints and grievances as outlined in the *Faculty Handbook*, Chapter III. The Faculty Affairs Committee also serves on call by the chief academic officer as a fact-finding committee in matters of dismissal for cause (see *Faculty Handbook*, Chapter II).

**Recommended Changes:**

This committee shall concern itself with the development of criteria and procedures for faculty appointment, promotion, the granting of tenure, and discharge for cause; **and related faculty concerns that the faculty may choose to present to the committee.** The committee also serves as the review committee for faculty complaints and grievances as outlined in the *Faculty Handbook*, Chapter III. The Faculty Affairs Committee also serves on call by the chief academic officer as a fact-finding committee in matters of dismissal for cause (see *Faculty Handbook*, Chapter II).

**Current Narrative:**

H. Faculty and Staff Benefits Committee. This committee shall make recommendations to the Senate and cooperate with fringe benefits committees from other higher education campuses across the state with respect to policies on retirement, leave, faculty welfare, insurance, and other fringe benefits.

**Recommended Changes:**

H. Faculty and Staff Benefits Committee. **Membership shall consist of ten faculty members with three-year staggered terms. Ex-officio members shall include the University Treasurer, Director, Office of Retirement Services, and the Executive Director of Human Resources for the University (or their designees). The Chairperson shall be appointed by the Committee on Committees and must have been an active member of the committee for at least two years prior to serving as Chairperson.**

**This committee will examine, clarify, and make recommendations to the Faculty Senate on issues and concern on retirement, leave, faculty welfare, insurance, and fringe benefits; cooperate with committees addressing similar concerns on other higher education campuses in Tennessee; receive representation from and provide representation to any other Faculty Senate or University task force or committee addressing issues directly related to faculty and staff benefits. When appropriate, the Committee will cooperate with other Faculty Senate committees on base salary issues that are related to faculty and staff benefits.**

**Current Narrative:**

I. International Education Committee.  
 This committee is chaired by a faculty member who also serves as a member of the Council for International Education. The committee has a minimum of nine faculty members and two student representatives, one graduate and one undergraduate. Ex officio members of the committee include the director of the Center for International Education and the Chairperson of the Research Council.

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**Recommended Changes:**

I. International Education Committee.  
**Membership shall consist of a minimum of nine faculty members with international educational experience and two student representatives, one graduate and one undergraduate. No more than one-third of the committee membership shall be replaced in a given year. Committee members shall select the Chairperson. The Chairperson shall also serve as a member of the Council for International Education.** Ex-officio members of the committee **shall** include the director of the Center for International Education, the Chairperson of the Research Council, **and a central administrator(s) (or designees) with responsibility for international education opportunities involving faculty, students, visiting scholars and international students.**

(these changes continued on next page)

**Current Narrative:**

The committee strives to enhance international education and research opportunities for students, faculty, visiting scholars and other members of our institution. More specifically, it advocates and facilitates the accomplishment of international education goals such as expanding participation of UT faculty in a wide variety of educational and research activities abroad, contributing knowledge and expertise, enhancing professional development of faculty, and increasing the international reputation and stature of the University; strengthening opportunities for long and short term participation on campus of scholars and artists from outside the United States, increasing graduate and undergraduate student participation in education abroad and other international learning experiences; creating a diverse international student presence at both the undergraduate and graduate levels; incorporating international participation in UT's Distance Education activities; and enhancing UT's international profile through collaborative agreements with universities and other institutions outside the United States.

The committee serves as a liaison between faculty and campus offices that coordinate services designed to reach international education goals. Specifically, the committee (1) considers international education and research issues and shares ideas and recommendations with appropriate groups such as the Faculty Senate, Research Council, Graduate Council, and/or Undergraduate Council; (2) publicizes the availability of and criteria for international scholarships for students, encourages applications for such awards, offers workshops and peer/faculty mentoring to applicants, and screens student applicants for Rhodes, Fulbright, and Marshall awards; and (3) furthers the accomplishment of all types of international education goals.

**Recommended Changes:**

**The committee strives to enhance international education and research opportunities for students, faculty, visiting scholars and other members of our institution. It advocates and facilitates the accomplishment of international education goals such as expanding participation of UT faculty in a wide variety of educational and research activities abroad, enhancing professional development of faculty, and increasing the international reputation and stature of the University; strengthening opportunities for long and short term participation on campus of scholars and artists from outside the United States, increasing graduate and undergraduate student participation in education abroad and other international learning experiences; creating a diverse international student presence at both the undergraduate and graduate levels; incorporating international participation in UT's Distance Education activities; and enhancing UT's international profile through collaborative agreements with universities and other institutions outside the United States. The committee serves as a liaison between faculty and campus offices that coordinate services designed to reach international education goals. The committee publicizes the availability of and criteria for international scholarships for students, encourages applications for such awards, offers workshops and peer/faculty mentoring to applicants, and screens student applicants for Rhodes, Fulbright, and Marshall awards.**

**Current Narrative:**

J. Legislative Committee. This committee shall be chaired by a faculty member and shall concern itself with presenting information and assessments of campus needs from a faculty viewpoint to the State Legislature, especially through communication with the Knox County Legislative Delegation. It shall have two student representatives, one graduate and one undergraduate.

K. Library Committee. Membership shall consist of one faculty representative from each college or school, except in the case of Arts and Sciences, from which there shall be three representatives, one from each of the major divisions of the college. One graduate student shall be appointed by the Graduate Student Association. Two students shall be designated by the Undergraduate Academic Council. Ex-officio members shall be the chief campus academic officer with primary responsibility for academic affairs, the chief campus academic officer with primary responsibility for graduate education, and the Dean of Libraries (or their designates).

This committee concerns itself with forwarding to the Library administration suggestions for library improvement made by faculty and students. It also serves as a sounding board for projected policies and procedures planned by the Library administration, and it aids the Library administration in presenting campus library needs to the University administration.

**Recommended Changes:**

J. Legislative Committee. **Membership shall consist of seven faculty members. Ex-officio members shall include at least one central administrator with responsibility for communicating with the State Legislature. The Committee on Committees shall appoint the Chairperson.**

**The committee** shall concern itself with presenting information and assessments of campus needs from a faculty viewpoint to the State Legislature, especially through communication with the Knox County Legislative Delegation. It shall have two student representatives, one graduate and one undergraduate.

K. Library Committee. Membership shall consist of one faculty representative from each college or school, except in the case of Arts and Sciences **that shall be represented by three faculty members, one** from each of the major divisions of the college. **One student representative may be selected by the Graduate Student Association and one by the Undergraduate Academic Council. Ex-officio members shall include the Dean of Libraries and the Associate Dean of Libraries (or designees). The Committee on Committees shall select the Chairperson.**

**The Committee's duties include working with the Dean of Libraries to insure that library services and collections meet the teaching, research, and public service needs of the University community. Particular focus shall be placed on library policies and procedures that facilitate use of resources.**

**Current Narrative:**

L. Nominating Committee. Membership shall consist of five members of the Senate, none of whom shall be a member of the Committee on Committees.

This committee shall nominate two candidates for the President-Elect. The committee shall solicit nominations from the University Faculty at large and shall prepare a ballot which includes biographical information on all candidates.

**Recommended Changes:**

L. Nominating Committee. Membership shall consist of five members of the Senate **who serve a one-year term and are appointed by the Committee on Committees. None of the members shall** be a member of the Committee on Committees. **No ex-officio members will be appointed.** The Committee on Committees shall appoint the Chairperson. This committee shall nominate two candidates for the President-Elect. The committee shall solicit nominations from the University Faculty at large and shall prepare a ballot that includes biographical information on all candidates.

**Current Narrative:**

M. Professional Development Committee. This committee shall work toward improving the professional effectiveness of faculty members at UTK by seeking to promote attitudes, skills and behaviors of faculty members that improve their competence and effectiveness in meeting student needs, their own needs, and the needs of the institution.

Specific areas of responsibility will include:

- (1) suggesting administration actions that would permit and encourage professional development activities;
- (2) initiating activities to facilitate the development of faculty members as professionals;
- (3) sponsoring instructional improvement projects; and
- (4) overseeing the policy for distribution of faculty development and research awards.

The committee shall have a minimum of nine faculty members representing the diversity of programs on the campus. One graduate student shall be appointed by the Graduate Student Association. Ex-officio members shall be the chief campus academic officer with primary responsibility for academic affairs and the chief campus academic officer with primary responsibility for graduate education.

**Recommended Changes:**

M. Professional Development Committee. The **membership of the Committee shall consist of** a minimum of nine faculty members **servicing one-year terms and** representing the diversity of programs on the campus. Ex-officio members shall be the chief campus academic officer with primary responsibility for academic affairs and the chief campus academic officer with primary responsibility for graduate education **(or their designees)**. **The Committee on Committees shall appoint the Chairperson.**

**Duties of the committee shall include (1) suggesting administrative actions that would permit and encourage professional development; monitoring and evaluating the resulting actions and programs; (2) initiating activities to facilitate the development of faculty members as professionals; monitoring and evaluating these activities and resulting programs; (3) developing a policy of professional leave (aka sabbatical leave) and monitoring the resulting program.**

**Current Narrative:**

N. Research Council. Membership shall consist of no fewer than 15 appointed faculty or faculty/administrator representatives chosen for staggered three-year terms. In addition, there shall be three graduate students appointed by the Graduate Student Association. The chair of the Council may from time to time appoint up to four additional members to the Council. The chair's appointees shall have previously served on the Council and shall currently meet the requirements for membership on the Council. The appointments shall be for a designated term not to exceed three years. The composition of the Council shall reflect balance among externally funded and institutionally supported research, between research and other creative activity, and between disciplines. Appointments shall be made in the spring for terms to commence at the beginning of the academic year. Members must be actively engaged in research or other creative activity and must (1) hold full-time or continuing part-time appointment with the rank of assistant professor or higher, and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members (without vote) shall be the Dean of Libraries and up to two additional designees. The Chair of the Research Council, who must have served at least one year on the Council, shall be elected by Research Council members at the last meeting of the spring term. The term of office shall be one year beginning at the end of the spring academic term.

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**Recommended Changes:**

N. Research Council. Membership shall consist of no fewer than 15 appointed faculty or faculty/administrator representatives chosen **by the Committee on Committees** for staggered three-year terms. In addition, there shall be three graduate students selected by the Graduate Student Association. **Ex-officio members shall include the chief academic officer responsible for research, the Associate Vice President of the Office of Research, the Dean of Libraries and college level administrators with responsibility for research (or their designees).** The composition of the Council shall reflect balance among externally funded and institutionally supported research, between research and other creative activity, and between disciplines. Members must be actively engaged in research or other creative activity and must (1) hold full-time or continuing part-time appointment with the rank of assistant professor or higher, and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members shall be the Dean of Libraries and up to two additional designees. **The Council members shall elect the Chairperson for a one-year term. The Chairperson must be a Faculty Senator and have served at least one year on the Council prior to election. The members of the Council may elect co-or vice Chairpersons.**

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**Current Narrative:**

The Research Council acts as an advisory body to the chief university officer for research. The Council shall promote excellence in research and other creative activity through the study and recommendation of policies. The Council shall sponsor programs to communicate an understanding and appreciation of research and other creative activity to the University community and the community at large. The Council coadministers some programs of the Office of Research as requested by the chief university officer for research. Areas of concern include research incentives and support, intradisciplinary and interdisciplinary research activities, compliance with State, Federal and University regulations governing the conduct of research, rights to and commercialization of intellectual property, the broad range of research infrastructure including all forms of telecommunications and computational support, and other appropriate matters. Further, the Research Council shall concern itself with the institutional policy on research grants and funding, with copyright and patent policy, with protection of investigators, with the protection of human subjects of research, with the protection of experimental animals, and with policies affecting compliance of research activities with environmental and occupational health and safety requirements. Further, the Research Council shall encourage publications and the development of specialized research facilities for intercollegiate and/or interdisciplinary uses and with any other policies pertaining to research programs. The Council shall also encourage the advertisement of research successes of The University of Tennessee, Knoxville researchers. When appropriate, the Council shall report its actions for approval to the Faculty Senate.

**Recommended Changes:**

The Research Council acts as an advisory body to the chief university officer for research. The Council shall promote excellence in research and other creative activity through the study and recommendation of policies. The Council shall sponsor programs to communicate an understanding and appreciation of research and other creative activity to the University community and the community at large. The Council co administers some programs of the Office of Research as requested by the chief university officer for research. Areas of concern include research incentives and support, intradisciplinary and interdisciplinary research activities, compliance with State, Federal and University regulations governing the conduct of research, rights to and commercialization of intellectual property, the broad range of research infrastructure including all forms of telecommunications and computational support, and other appropriate matters. Further, the Research Council shall concern itself with the institutional policy on research grants and funding, with copyright and patent policy, with protection of investigators, with the protection of human subjects of research, with the protection of experimental animals, and with policies affecting compliance of research activities with environmental and occupational health and safety requirements. Further, the Research Council shall encourage publications and the development of specialized research facilities for intercollegiate and/or interdisciplinary uses and with any other policies pertaining to research programs. The Council shall also encourage the advertisement of research successes of The University of Tennessee, Knoxville researchers. When appropriate, the Council shall report its actions for approval to the Faculty Senate.

**Current Narrative:****O. Student Affairs Committee.**

Membership shall consist of twelve faculty members, four students appointed by the Student Government Association, and as ex-officio members shall include the President of the Student Government Association, the Chairperson of the Undergraduate Academic Council, the President of the Graduate Student Association, a representative from the Dean of Students' Office, and the chief campus academic officer with primary responsibility for student affairs. The Chairperson shall be a faculty member.

This committee shall concern itself with student life, rights, privileges, and responsibilities; and with social disciplinary matters, student government, and organizations. It shall make recommendations to the Faculty Senate on these matters.

**Recommended Changes:****O. Student Affairs Committee.**

Membership shall consist of twelve faculty members and four students appointed by the Student Government Association. Ex-officio members shall include the President of the Student Government Association, the Chairperson of the Undergraduate Academic Council, the President of the Graduate Student Association, a representative from the Dean of Students' Office, and the chief campus academic officer with primary responsibility for student affairs. The Chairperson shall be a faculty member **appointed by the Committee on Committees.**

This committee shall concern itself with student life, rights, privileges, and responsibilities; and with social disciplinary matters, student government, and organizations. It shall make recommendations to the Faculty Senate on these matters.

**Current Narrative:**

P. Teaching Council. The Teaching Council is a committee of the Faculty Senate which works to advance excellence in teaching and academic advising at UTK.

(1) Areas of concern for the Teaching Council include incentives for recognizing quality instruction and advising, methods for improving instruction at a campus and departmental level, guidelines for routine and disciplinary evaluation of teaching, academic advising, and curriculum. For example, the Teaching Council examines policy issues related to teaching on the UTK campus and works with the chief academic officer to recognize excellence in teaching and advising. The Teaching Council works with the Center for Undergraduate Excellence to run a yearly campus-wide program that involves faculty and staff in addressing issues central to improving instruction and advising. The Teaching Council works with both the Graduate School and the Center for Undergraduate Excellence to develop practical means of improving and rewarding instruction and advising on campus.

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**Recommended Changes:**

P. Teaching Council. **Membership shall consist of fifteen faculty members nominated to the Senate by the Committee on Committees, as well as three graduate students, three undergraduate students, selected by the Student Government Association.** The faculty members should have currently active teaching/advising responsibilities. Members shall serve for three-year staggered terms with 1/3 of the terms expiring each year. All colleges offering instruction at the graduate or undergraduate level will have at least one representative. Attempts will be made to distribute the other representatives among the colleges of the university. The three graduate students are elected to serve on the Council by the Graduate Student Association in consultation with the Chairperson. The three undergraduate students are elected to serve on the Council by the Student Government in consultation with the Chairperson. **Ex-officio members shall include the Dean of Undergraduate Academic Affairs and the Associate Dean of the Graduate School.** The Teaching Council shall elect the Chairperson **for a one-year term at the last meeting of the spring semester and takes office at the first meeting of the fall semester.** Should the Teaching Council so decide, the Council may have co-Chairpersons who operate within the same procedures as a single Chairperson.

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**Current Narrative:**

(2) The Teaching Council consists of fifteen faculty members, three graduate students, three undergraduate students, two non-voting members, and up to four additional temporary members. The faculty members should have currently active teaching/advising responsibilities. The faculty members are nominated by the Committee on Committees of the Faculty Senate. Members shall serve for three-year staggered terms with 1/3 of the terms expiring each year. All colleges offering instruction at the graduate or undergraduate level will have at least one representative. Attempts will be made to distribute the other representatives among the colleges of the university. The three graduate students are elected to serve on the Council by the Graduate Student Association in consultation with the Chairperson. The three undergraduate students are elected to serve on the Council by the Student Government in consultation with the Chairperson. The Chair of the Council may from time to time appoint up to four additional members to the Council. Non-voting members of the Teaching Council include the Dean of Undergraduate Academic Affairs and the Associate Dean of the Graduate School.

The Chair of the Teaching Council must have served at least one year on the Council. The Chair is elected by the Teaching Council in the last meeting of the Spring semester and takes office at the first meeting of the next Fall semester. The term of office for the Chair is one year, although the Chair may be reelected for an additional year. Should the Teaching Council so decide, the Council may have co-Chairs who operate within the same procedures as a single Chair.

**Recommended Changes:**

The Teaching Council is a committee of the Faculty Senate **that** works to advance excellence in teaching and academic advising at UTK. Areas of concern for the Teaching Council include incentives for recognizing quality instruction and advising, methods for improving instruction at a campus and departmental level, guidelines for routine and disciplinary evaluation of teaching, academic advising, and curriculum. For example, the Teaching Council examines policy issues related to teaching on the UTK campus and works with the chief academic officer to recognize excellence in teaching and advising. The Teaching Council works with the Center for Undergraduate Excellence to run a yearly campus-wide program that involves faculty and staff in addressing issues central to improving instruction and advising. The Teaching Council works with both the Graduate School and the Center for Undergraduate Excellence to develop practical means of improving and rewarding instruction and advising on campus.

**Current Narrative:**

Section 3. Other Committees. Such other committees, standing and special, as may be established from time to time.

The members of all committees shall hold office for one year from the time of their appointment, unless otherwise specified. Membership of these committees may include any faculty unless Senators are designated, as well as students and staff. The President of the Senate is an ex-officio member of all standing committees.

Section 4. Committee Vacancies. In the event of a vacancy in faculty membership of the Committee on Committees or of any committee, the Faculty Senate shall fill such vacancy by an election at the next regular meeting. The new members shall be elected for the unexpired portion of the term vacated.

Section 5. Committee Reports. Each standing or special committee shall submit a written report to the Senate at least once during the academic year.

**Recommended Changes:**

Section **4**. Other Committees. Such other committees, standing and special, as may be established from time to time. The members of all committees shall hold office for one year from the time of their appointment, unless otherwise specified. Membership of these committees may include any faculty unless Senators are designated, as well as students and staff.

Section **5**. Committee Vacancies. In the event of a vacancy in faculty membership of the Committee on Committees or of any committee, the Faculty Senate shall fill such vacancy by an election at the next regular meeting. The new members shall be elected for the unexpired portion of the term vacated.

Section **6**. Committee Reports. Each standing or special committee shall submit a written report to the Senate at least once during the academic year.