

The Faculty Senate Bylaws

Revised: March 23 and April 20, 2009

ARTICLE I. Powers and Duties of the Faculty Senate.

Section 1. The Faculty Senate of The University of Tennessee, Knoxville shall have those powers and duties which have been, and which may be, delegated to it by the Trustees of The University of Tennessee and by the Faculty of The University of Tennessee, Knoxville.

The powers and duties established by a resolution of the Board of Trustees on June 15, 1972, were as follows:

- (a) Is authorized, subject to the approval of the chief academic officer, the President, and the Board of Trustees, to 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 certificate programs of The University of Tennessee, Knoxville.
- (b) Is authorized to review the actions of the Special Faculties of The University of Tennessee, Knoxville, concerning the specific admission and graduation requirements for the programs of the various academic units.
- (c) In consultation with academic officials may also consider, advise, and recommend to the chief academic officer, or, if appropriate, through the chief academic officer to the President, policies and procedures in other matters which concern the general welfare of the faculty of The University of Tennessee, Knoxville, 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, in conjunction with other Faculty Senates or corresponding bodies of other campuses of The University of Tennessee, 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 facilities. The Faculty Senate may consider, advise, and recommend on proposed policies regarding student life, rights, and responsibilities.
- (d) 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 University, and delegated by the Board of Trustees and through the President to the chief academic officer of The University of Tennessee.

Section 2. Reports. All actions by the Faculty Senate shall be reported to the faculty by (1) distribution of a summary of actions of the Senate to all faculty, (2) distribution of

minutes and necessary supporting documents to all Senate members, each department head, dean, and director with instructions to maintain them on file for faculty reference, (3) reports as requested for special meetings of the faculty. Any action shall be subject to revision or alteration by the entire faculty provided that no rights or acts of third parties shall be affected by such revisions or alteration.

Section 3. Terminology. The Faculty Senate in Knoxville represents three distinct campuses: Knoxville (UTK), the Institute of Agriculture (UTIA) and the Space Institute (UTSI). Hereinafter, these are referred to collectively as the Campuses. Unless otherwise specified below, the title of Chief Academic Officer refers to the Chief Academic Officers of the Campuses.

ARTICLE II. Faculty Senate Organization.

Section 1. Members: Number, Classification, and Terms of Office. The voting membership of the Faculty Senate is divided into three classes: (A) administrative members, (B) elected faculty members, and (C) alternates, elected by the units that elected the faculty member and sent to replace faculty senators who cannot be present. The elected faculty members and alternates shall hold *bona fide* academic rank in order to be eligible.

- A. Administrative Members. The administrative members, who shall be voting members of the Faculty Senate, shall be the chief officers for academic affairs, business and finance, and student affairs. Five members will be elected from among the Deans and Directors of the academic units for three-year terms. An elected member shall be ineligible for reelection for one year.

- B. Elected Faculty Members: Criteria, Election, Term of Office, and Duties. Elected members of the Faculty Senate shall be chosen from those members of the Faculty meeting the following criteria at the time of the election: (1) the holding of full-time or continuing part-time appointment with the rank, or equivalent rank, of assistant professor or higher; and (2) the performance of academic duties totaling at least half-time teaching, research, service, or departmental administration. The faculty of each college or division of The University of Tennessee, Knoxville, consisting of full-time or continuing part-time faculty with the rank, or equivalent rank, of assistant professor or higher, shall elect its representatives to the Senate by Spring Break of each year by secret ballot. The term of office is to begin August 1. After completion of a full three-year term, or any partial term of more than one year, an elected member shall be eligible for a second three-year term. A senator who has served two consecutive terms is eligible for nomination only after being off the Senate for a full three years.
 - (1) Duties of a Faculty Senator.
 - a. Represent the constituency and the broader interests of the faculty.
 - b. Attend and participate in Senate meetings on a regular basis.
 - c. Participate actively in the appropriate College or Division caucus.
 - d. Communicate and interact regularly with constituents.

- e. Maintain active membership on at least one Senate standing committee.
- f. Serve on other committees and task forces as needed; participate in Senate retreats, training, and information sessions.

(2) Apportionment. Elective seats shall be apportioned in January of each year among the respective colleges and units by the clerical secretary of the Faculty Senate under the supervision of the President of the Senate on the following basis: All part-time full-year faculty appointments and continuing part-time faculty at assistant professor level or above of at least 20% FTE shall be combined into full-time equivalents to be added to the full-time eligible staff in determining the basis for representation in the Senate. The following table will be used for determining the number of representatives based on the number of FTEs:

<u>Faculty FTE</u>	<u>Total Senators</u>
1-10 FTE	1
11-25 FTE	2
26-45 FTE	3
46-65 FTE	4
Etc.	

One elected member shall also represent the Agricultural Extension Service, Institute of Agriculture.

The colleges and schools are Agricultural Sciences and Natural Resources (Resident Instruction and Experiment Station); Architecture and Design; Arts and Sciences; Business Administration; Communications and Information Sciences; Education, Health and Human Sciences; Engineering; Law; Libraries; Nursing; ROTC; Social Work; Space Institute; and Veterinary Medicine.

The President, President-Elect, Secretary, Immediate Past President, and Senate Information Officer are considered representatives at large if their terms of membership from their colleges have expired and shall not be counted against the apportionment assigned to particular colleges or schools for the year of office.

(3) Initial Classification. The regular term of office for elected members shall be three years, but the initial representatives of colleges or divisions having three or more seats shall be classified in respect to the time for which they shall severally hold office by dividing them into three classes, each class consisting of one-third of the elected representatives of each college or division. The representatives of the second class shall be elected for a term of two years. The representatives of the third class shall be elected for a term of three years, in order that the term of office of one class of representatives shall expire in each year.

(4) Increases in Apportionment. In case of an increase in the number of elected representatives authorized for any college or division by three or any multiple of three, one-third of the additional representatives provided for shall be elected for the term of one year, one-third for the term of two years, and one-third for the term of three years, on order that each class of representatives shall be increased equally.

Thereafter, at each annual election, the successors to the representatives whose terms expire that year shall be elected to hold office for a term of three years.

In the event one or two additional elected representatives are authorized for any college division, their term shall be adjusted to obtain the best distribution by years.

(5) Decreases in Apportionment. In the event of a decrease of the base of representation for any college or division, the decrease in representation shall be made at the next expiration of the term of an elected member.

Section 2. Election of Senators. The faculty of each college or division of The University of Tennessee, Knoxville, consisting of full-time or continuing part-time faculty with the rank, or equivalent rank, of assistant professor or higher, shall elect its representatives to the Senate by Spring Break of each year.

- A. Nominations. All elections will be administered by the office of the President-Elect of the Senate with assistance from the Office of Institutional Research. Each January, the clerical secretary of the Faculty Senate shall notify the Senate President-Elect of the number of positions to be filled in the forthcoming election. The Senators from each UTK college or division where such exist shall serve as the nominations committee for their respective units. The committee shall call for and receive nominations from faculty in their respective units, providing, however, that in the College of Arts and Sciences there shall be three committees representing the social sciences, natural sciences, and humanities. The nominations committee shall meet to select from nominees the appropriate number of candidates to stand for election in their college or division. There shall be at least two candidates listed on the ballot for each senate seat available. Nominations will be submitted by February 15. The Committee on Nominations and Appointments shall set the time and procedures for voting. All elections shall be conducted by secret ballot. The Committee on Nominations and Appointments shall count the votes and notify the Senate President-Elect and Senate Secretary of the outcome no later than Spring Break.
- B. Vacancies and Proxies. In case of any vacancy in the Faculty Senate through death, resignation, promotion (of a member to a position which would make the person eligible to be an administrative member), or where a representative ceases to be a

member of the faculty electing him/her or is absent on leave for more than one semester or is ineligible for other causes, the faculty of the college or school thus losing its representative shall select a successor to fill the unexpired term.

A proxy may be appointed by the Senate President during a one-semester leave, when a conflict prevents a Senator from attending for an entire semester, or for called meetings during a summer term. The proxy shall have all the privileges and powers of the absentee member.

Section 3. Meetings. The Faculty Senate shall ordinarily meet on the third Monday in September, October, and November during the Fall Semester and on the first Monday in February, March, April, and May during the Spring Semester. The President-Elect shall review the calendar one year in advance and adjust meeting dates as necessary. The proposed schedule for the following year shall be presented at the October meeting of the Senate and be published as appropriate. The President shall have the authority to schedule the meetings on other dates, timely notice being given to the Senate. In addition, the Senate shall meet at the call of the President of the Senate, or in the President's absence, the President-Elect of the Senate, or pursuant to a petition signed by one-quarter of the members of the Senate. During the Spring Semester the third Monday in January shall be reserved for a called meeting, to be used if deemed necessary by the President or Executive Committee. Meetings of the Senate shall be conducted according to *Robert's Rules of Order Newly Revised* unless otherwise provided for in these Bylaws. Faculty, staff, and student observers may speak if recognized by the presiding officer. A Senator wishing to place an item on the Agenda of the Faculty Senate shall submit it to the President of the Senate, in the form of a written motion to be debated, before the meeting of the Faculty Senate Executive Committee immediately preceding a regular meeting of the Senate. Such an action does not preclude any Senator from offering a motion from the floor.

Section 4. Quorum. A majority of the members shall constitute a quorum for the transaction of business. The affirmative vote of the majority of those members present shall be necessary for the passage of any resolution or motion, unless otherwise stated in these Bylaws. Once a quorum is achieved at a meeting of the Faculty Senate, it cannot be lost before the meeting is adjourned.

Section 5. Voting. Voting in the Faculty Senate will be by voice or show of hands unless, in particular instances, the majority present desire a secret ballot. All elections shall be conducted by secret ballot. A motion to table a motion shall not cut off debate on the original motion until: (1) opportunity has been given for at least one person besides the mover of the motion to speak in favor of the original motion and two persons against the original motion; and (2) it shall have been indicated by a show of hands that two-thirds of the members present and voting favor the motion to table.

Section 6. Advance Distribution of Committee Reports. Committee chairpersons shall submit reports containing items requiring Senate deliberation (other than receiving of reports) to the Secretary at least ten 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 five days

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 7. Order of Business. At the meetings of the Faculty Senate the order of business shall be as follows:

- (a) The President shall call the meeting to order.
- (b) Previously distributed minutes of the last meeting shall be approved or amended.
- (c) Unfinished business.
- (d) Report of Special Committees.
- (e) Report of Standing Committees.
- (f) New business.
- (g) Adjournment.

Section 8. College or Division Caucuses. Each unit (college or division of the College of Arts and Sciences) will have a caucus comprising all Senators and Alternates. The convening caucus chair will be elected by that caucus during May. The caucus will be responsible for timely communications with the faculty in the unit and will be provided with LISTSERVs for their units by the office of the Senate President. The caucus will call meetings of the faculty as needed. The caucus will be assisted by the dean's office, who will function as a de facto administrative secretary for the caucus, with responsibilities including calling meetings, taking and distributing minutes, etc. The caucus will be responsible for making nominations to the Senate after an appropriate call for nominations. The caucus will be expected to provide nominees, when requested, to the Senate President for Senate and other committees.

Section 9. Election of Committees. At its regular May meeting, the Faculty Senate shall appoint the members of all committees except the Committee on Nominations and Appointments for one-year terms, or as otherwise specified. Recommendations for committees shall be made by the Committee on Nominations and Appointments, as specified below under Article III, Section 1.

Section 10. Election of Officers. In the Spring Semester of each year, the Faculty Senate shall elect a President-Elect, subject to qualifications. Nominees shall provide members within two weeks of the nomination written statements regarding their relevant experiences and proposed contributions as President. At the next Senate meeting, nominees shall make brief statements to the Senate and respond to questions. Election shall be by a majority vote of all members of the Faculty Senate taken by a printed mail ballot before the third meeting of the Spring Semester. One nomination for Secretary and Senate Information Officer shall be made by the Executive Committee subject to the approval of the Senate membership.

The President-Elect shall be chosen for a one-year term from among those members of the Faculty meeting the following criteria at the time of election: (1) the holding of full-time appointment with the rank, or equivalent rank, of assistant professor or higher; (2)

the performance of academic duties totaling at least half-time teaching, research, service, or departmental administration; and (3) prior service as an elected faculty member of the Faculty Senate within the last five years. In the event of death or resignation of the President-Elect or early assumption of the President's office, the Nominating Committee shall present to the next meeting of the Senate a new slate of at least two nominees for another election for President-Elect. Senators may write in additional nominees. Election shall be by a majority vote of all members of the Faculty Senate taken by a printed mail ballot before the next meeting of the Senate. The current President shall remain in office until a successor is elected.

The term of office for President, President-Elect, Secretary, and Information Officer shall be for one year to begin on July 1. The President-Elect becomes the President the following year.

ARTICLE III. Committees.

Section 1. General Aspects of Committees. Committee, 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. Whenever possible, Chairpersons of all committees and councils shall be elected senators. Committee Chairpersons shall be nominated by the Committee on Nominations and Appointments in compliance with Section 2.F. of these Bylaws and the Bylaws subsections in Section 2 for each committee or council, unless another means of selection is provided in Section 2.

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. Such members' service on committees is subject to the approval of the Committee on Nominations and Appointments. Except as noted below, senate committees shall have at least 25 percent new members each year, with at least 30 percent of committee members continuing service from the prior year. The President of the Senate is an ex-officio member of all standing committees. Unless otherwise specified below, ex-officio members of committees shall be nonvoting members. Except for the President of the Senate, the term of office for all officers, committee chairs and committee members shall be from August 1 to July 31.

Prior to or at the beginning of each academic year, the Chairperson of each committee will meet with the Executive Council to share committee goals for the upcoming year, review the bylaws concerning duties for that committee, if any, and discuss other information relevant to that committee.

Section 2. Standing Committees. The standing committees of the Faculty Senate are listed below.

- A. Executive Council. Membership shall consist of the Chairpersons of the standing committees of the Senate; the officers of the Senate, including the Immediate Past President; and up to two at-large faculty members. The Executive Council will include the elected faculty representative to the University Faculty Council. Ex-officio members shall include the chief academic officer(s) and the chief officer in charge of business and finance. The Chairperson of the Executive Council shall be the President of the Senate.

The Executive Council 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 (including matters that may arise after the last scheduled Senate meeting in the spring and before the first scheduled Senate meeting in the fall, during which time a quorum will be seven members of the Executive Council including the Senate President shall recommend and review assignments to other committees, and shall establish ad hoc committees on behalf of itself or as directed by the Senate.

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

The Executive Council shall not concern itself with individual salaries nor with college or departmental allocations, except as they may relate to the educational policies of the University.

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 Council will assist in the selection of the faculty members to serve on screening committees and lend its counsel to the development of procedures for recruitment and screening of such candidates.

The Executive Council shall annually review these 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.) It is the responsibility of the President-Elect to make sure that revisions to the bylaws are accurately updated on the Faculty Senate website.

- B. Appeals Committee. Membership shall consist of at least 18 tenured faculty members appointed to staggered three-year terms by the Committee on Nominations and Appointments with the advice and consent of the Senate. At least one member of the committee must have legal expertise. This committee shall have no ex-officio members, and no member shall be an administrator at or above the level of department head.

The function of the Appeals Committee is to gather evidence and make recommendations to the chief academic officer for the disposition of cases within its jurisdiction. The Appeals Committee does not replace the role of faculty and administrators in making employment-related decisions. Instead, it is guided by the aim of maximizing the protection of the principles of academic freedom and due process. In all cases, faculty members are entitled to notice regarding grounds on which administrative action has been taken. All matters before the Appeals Committee are kept in strict confidence, subject to state open records laws.

The jurisdiction of the Appeals Committee includes complaints regarding violations of due process and fairness in tenure or promotion decisions, annual performance reviews, and violations of provisions contained in the Faculty Handbook, the Manual for Faculty Evaluation, and collegiate and departmental bylaws.

- C. 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 faculty chairperson of the UT Athletics Board, the Director of Student Recreation, two student athletes appointed by the Athletics Department, and two students elected by the Student Senate. The Committee will also include the following non-voting ex-officio members: the Director of the Thornton Advising Center, the Associate Director of Women's Athletics Compliance, the Associate Director of Men's Athletics Compliance. The Committee on Nominations and Appointments 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 which the committee deems appropriate and which lie within the purview of the Faculty Senate.

- D. Benefits and Professional Development Committee. Membership shall consist of ten faculty members, and the Chairperson of the Benefits and Professional Development Committee shall invite appropriate campus administrators to attend meetings as needed.

Duties of the Benefits and Professional Development Committee shall include: (1) suggesting administrative actions that would permit and encourage professional development and monitoring and evaluating the resulting actions and programs; (2) initiating activities to facilitate the development of faculty members as professionals and monitoring and evaluating these activities and resulting programs; (3) developing a policy of professional leave (sabbatical leave) and monitoring the resulting program; (4) enhancing and expanding international teaching and research opportunities for faculty and strengthening opportunities for participation of scholars and artists from outside the U. S.; (5) examining, clarifying, and making recommendations to the 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; (6) receiving representation from and provide representation to any other Senate or University task force or committee addressing issues directly related to faculty and staff benefits. When appropriate, the Benefits and Professional Development Committee will cooperate with other Senate committees on base salary and other issues that are related to faculty benefits.

- E. Budget and Planning Committee. Membership shall consist of at least ten faculty members. Ex-officio members shall include the chief financial officer for the campus.

The duties of the Budget and Planning Committee are: (1) to provide for campus-wide faculty input into the University budgeting process; (2) work with the University/System Relations Committee to monitor the UT system budget including the Athletics Department; (3) to encourage the use of faculty expertise in budget matters; (4) 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 planning for projects of the University or other entities that may eventually result in changes to campus facilities.

The primary concerns of the Budget and Planning Committee are policy and communication. The Budget and Planning Committee is not expected to become involved with, nor engaged in, comprehensive investigations necessary as a basis for budget decisions.

- F. Committee on Nominations and Appointments. Membership shall consist of the chairs of each college or division caucus and the Senate President-Elect. Membership shall be for a one-year term. The Senate President-Elect shall be the Chairperson of the Committee on Nominations and Appointments.

It shall be the duty of the Committee on Nominations and Appointments to nominate faculty members and Chairpersons of all standing and special committees, and councils of the Senate, except that the Chairpersons of the Executive Council, this Committee on Nominations and Appointments, and the Undergraduate and Graduate Councils shall be nominated as set forth in this Section 2. The Senate President shall retain responsibility for all nominations of faculty to administrative committees and other bodies. The Committee on Nominations and Appointments shall render a report to the Senate at its regular May meeting of each year and at other times as may be required.

This Committee on Nominations and Appointments shall also recruit two nominees for Faculty Senate President-Elect every year and two nominees for the campus representative to the University Faculty Council in the spring semester of every third year.

- G. Faculty Affairs Committee. Membership shall consist of nine faculty members, none of whom shall be an administrator at or above the level of department head.

The Faculty Affairs Committee shall concern itself with the adoption and amendment of faculty governance policies and rules, including the development and refinement of criteria and procedures for faculty appointment, promotion, retention, evaluation, the granting of tenure, retirement, and discharge for cause. The Faculty Affairs Committee is responsible for reviewing proposed revisions and recommending changes to the Faculty Hand-book in accordance with the amendments procedures set forth in the Faculty Handbook, and for reviewing proposed revisions and recommending changes to the Manual for Faculty Evaluation in accordance with the amendments procedures set forth in the Manual for Faculty Evaluation. The activities of the Faculty Affairs Committee shall be conducted at all times in a manner consistent with the Trustees' Policies Governing Academic Freedom, Responsibility, and Tenure, as the same may be amended from time to time, and shall be guided by faculty governance best practices in higher education, including especially those identified and promoted by the American Association of University Professors.

- H. 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 Senate. 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 Students</u>	<u>Total Graduate Council</u>
1 – 300	1
301 – 500	2
501 – 700	3
701 – 900	4
901 – 1100	5
1101 – 1300	6
1301 – 1500	7
1501 – 1700	8

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, the Director of the Center for International Education, and the Chair of

the Research Council, or their respective designees. In addition, the administrative officer having primary responsibility for graduate curriculum in each college or school shall serve as ex-officio member of the Graduate Council if that person is not a college or school representative. The Chairperson of the Graduate Council is a faculty member from the Council who serves for a one-year term, following a one-year term as Vice-Chair and Chair-Elect.

The Graduate Council shall report its actions to the Executive Committee of the Faculty Senate. The agenda, a summary of substantive actions taken and the minutes of the Graduate Council meetings will be distributed electronically to all senators at least five business days prior to the next senate meeting. Implementation follows approval of the changes at that meeting. Any curricular change may be reopened for review and its implementation delayed at the will of the Executive Committee, or the full Senate.

- I. Library and Information Technology Committee. Membership shall consist of ten faculty members representing broad interests with experience in library policies, educational and/or information technology and research that are appointed by the Committee on Nominations and Appointments. The Student Government Association and the Graduate Student Senate may select one undergraduate student member and one graduate student member, respectively.

Ex-officio members shall include the Dean of the Libraries, the chief information officer of the Office of Information Technology, the chief information officer for the Knoxville campus, and the director of the Innovative Technology Center.

Duties of the Library and Information Technology Committee include: (1) identifying, reviewing, and recommending information technology policies, (2) representing the Senate on key university committees that address information technology, and (3) reporting to the Senate on key information technology issues and developments that affect the campus, and (4) ensuring that library services and collections meet the teaching, research, and public service needs of the University community with particular focus on library policies and procedures that facilitate use of resources.

- J. Research Council. Membership shall consist of no fewer than 12 appointed faculty or faculty/administrator representatives chosen by the Committee on Nominations and Appointments. In addition, there shall be three graduate students selected by the Graduate Student Senate. 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 Research 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 Chairperson must have served at least one year on the Research Council prior to appointment by the Committee on Nominations and Appointments. The members of the Research Council may elect co- or vice Chairpersons.

The Research Council acts as an advisory body to the chief university officer for research. The Research Council shall promote excellence in research and other creative activity through the study and recommendation of policies. The Research 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 Research 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 Research Council shall also encourage the advertisement of research successes of The University of Tennessee, Knoxville researchers. When appropriate, the Research Council shall report its actions for approval to the Senate.

- K. Teaching and Learning Council. Membership shall consist of fifteen faculty members nominated to the Senate by the Committee on Nominations and Appointments, as well as three graduate students selected by the Graduate Student Senate in consultation with the Chairperson of the Teaching and Learning Council and three undergraduate students selected by the Student Government Association, and/or the Director of the Honors Program, in consultation with the Chairperson of the Teaching and Learning Council. The faculty members should have currently active teaching/advising responsibilities. 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. Ex-officio members shall include the Dean of Undergraduate Academic Affairs, the Associate Dean of the Graduate School, the Director of the Tennessee Teaching and Learning Center, the coordinator of SAIS and the Director of the Student Success Center.

The Teaching and Learning Council is a committee of the Senate that works to advance excellence in teaching and academic advising at UTK. Areas of concern for the Teaching and Learning 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 and Learning 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 and Learning Council works with the Tennessee Teaching and Learning Center to run a yearly campus-wide program that involves faculty and staff in addressing issues central to improving instruction and advising. The Teaching and Learning Council works with both the Graduate School and the Tennessee Teaching and Learning Center to develop practical means of improving and rewarding instruction and advising on campus.

- L. 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 Degrees Granted</u>	<u>Total Undergraduate Council</u>
1 – 300	1
301 – 500	2
501 – 700	3
701 – 900	4
901 – 1100	5
1101 – 1300	6
1301 – 1500	7
1501 – 1700	8
1701 – 1900	9

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 Assistant Provost for Enrollment Services, the Assistant Vice Provost for Outreach and Continuing Education, the Dean of Libraries, the Director of the Center for International Education, the Director of the Chancellor’s Honors Program, the Director of the Tennessee Teaching and Learning Center and the Chair 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 Chair of the Undergraduate Council shall be a faculty member from the Undergraduate Council elected for a one-year term, following a one-year term as Vice Chair, by voting members of the Undergraduate Council. The election of the Chair will take place at the last meeting of the spring semester.

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 Undergraduate Council shall report its actions for approval to the Executive Council. The agenda, a summary of substantive actions taken and the minutes of the Undergraduate Council meetings will be distributed electronically to all senators at least five business days prior to the next senate meeting. Implementation follows approval of the changes at that meeting. Any curricular change may be reopened for review and its implementation delayed at the will of the Executive Council or the full Senate.

- M. University/System Relations Committee. Membership shall consist of at least eight faculty members including the elected campus representative to the University Faculty Council and the Faculty NCAA Representative. During years when the campus has a faculty representative on the UT Board of Trustees, that person will also serve on the University/System Relations Committee. The Chairperson shall be a faculty member.

The University/System Relations Committee will provide for faculty input (a) into activities of The University of Tennessee system, including Athletics, Research, ORNL, Information Technology, the Cherokee Campus and (b) with the Board of Trustees and the Tennessee legislature. The University/System Relations Committee shall work with the Budget and Planning Committee to monitor The University of Tennessee system budget and Athletics Department budget.

Section 3. Other Committees. The Senate shall have such other committees as it may establish 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 membership is restricted to Senators), as well as students and staff.

Section 4. Committee Vacancies. In the event of a vacancy in the faculty membership of any committee, the vacancy shall be filled by action of the Executive Council.

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

ARTICLE IV. Officers: Duties, Qualifications, and Resources.

Section 1. The President. The President shall preside at all meetings of the Faculty Senate, where he/she shall be bound by the Bylaws and *Robert's Rules of Order Newly Revised*. The President shall prepare an Agenda for meetings of the Senate. The President shall include as new business at the next regular meeting of the Faculty Senate any items proposed by a Senator in accordance with Article II, Section 3. The President shall represent the Faculty and on all occasions be considered the chief spokesperson of the Faculty Senate and the University Faculty. The President shall be the President-Elect chosen during the previous year. The President shall be granted release time from an appropriate amount of faculty duties as determined in conjunction with his/her supervisors and receive other support such as an assigned graduate assistant for the duration of the term.

Section 2. The President-Elect. The President-Elect of the Faculty Senate shall act as President of the Faculty Senate in the absence of the President. In the event of death or resignation of the President after January of the year of term, the President-Elect assumes the office of President. If such should occur prior to January of the given term, then a special election of a new President-Elect shall be held with the new President having the option to be nominated and elected to serve a full term. The President-Elect shall be the editor of the Faculty Senate Newsletter or shall appoint a Newsletter editor with the approval of the Committee on Nominations and Appointments. The President-Elect shall oversee the timely operation of college or division caucuses and be responsible for managing bylaws changes.

Section 3. Secretary. The Secretary of the Faculty Senate shall send to all Senate members and faculty advance notice of the time and place of all meetings together with an agenda; shall keep minutes of all action taken by the Senate (there will be no verbatim reporting of remarks and discussion, nor will professional titles be recorded); shall send summary of actions of the Senate to all faculty; shall send minutes and necessary supporting documents to all Senate members, department heads, deans and directors; shall make special reports as requested by The University of Tennessee Faculty, pursuant to Article I, Section 2 of these Bylaws. The Secretary of the Senate serves as secretary to the Executive Committee and the Committee on Nominations and Appointments. The Secretary shall be nominated by the Executive Committee subject to approval of the Senate membership to serve a one-year term. In the event of a vacancy, the Executive Committee shall name a replacement to serve the remainder of the current term.

Section 4. Parliamentarian. There shall be a Parliamentarian appointed by the President of the Faculty Senate each year to assist in the conduct of the business of the Senate.

Section 5. Information Officer. There shall be an Information Officer appointed by the President of the Faculty Senate each year and approved by the Committee on Nominations and Appointments to manage disseminating information and maintaining Senate archives.

Section 6. University Faculty Council Representative. There shall be a representative of The University of Tennessee, Knoxville faculty elected by the Faculty Senate to serve a three-year term on the University Faculty Council. The representative's term of office begins on July 1 following his/her election. The representative will attend and report on the meetings of the University Faculty Council to the Faculty Senate Executive Council and the Faculty Senate.

If for any reason a representative is not able to complete his/her term, the Faculty Senate Executive Council shall elect an individual to complete the current year of the term. An election for a representative for a new three-year term is then to be conducted as per Article III, Section 3. J. by the Committee on Nominations and Appointments.

ARTICLE V. Amendments.

The Faculty Senate shall have the power to make, amend and repeal the 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 Faculty Senate at least twenty-eight (28) days before the meeting at which the vote on them shall be taken.

CHANGES TO THE SENATE BYLAWS

All amendments and revisions have been included in the text of these revised Bylaws.

April, 1971	Proposed Bylaws presented to University Senate.
October 29, 1973	Interim Bylaws for the Faculty Senate approved for a two-year period.
November 3, 1975	Bylaws officially accepted (seven changes).
February 28, 1977	Amendment 1. Articles throughout. Public Service Council added.
April 14, 1978	Amendment 2. Articles throughout. Terms of office for Senators, officers, and committees moved to the close of the regular Summer Quarter meeting of the Senate.
October 1, 1979	Amendment 3. Changes in committee size: Athletics, Executive, Faculty Affairs, Student Affairs.
January 14, 1980	Amendment 4. Time of election of Senators, qualifications and role of President-Elect, added charge to Nominating Committee.

February 18, 1980	Amendment 5. Articles throughout. Apportionment changed, added charge for Faculty Affairs Committee, Legislative Committee and Rhodes Committee added, conditions for appointment of proxies extended.
July 14, 1980	Amendment 6. Add Bylaws and Professional Development standing committees. Remove time restriction for Library committee. Renumber sections.
December 1, 1980	Amendment 7. Revise membership of Educational Policy Committee, delete Public Service Council.
July 13, 1981	Amendment 8. Revise membership of Research Council. Rename Rhodes and Foreign Scholarship to International Education Committee, expand charge of that committee.
February 15, 1982	Amendment 9. Revise membership of Educational Policy Committee, added charge for Faculty Affairs Committee, and Executive Committee Chairperson. Revisions in Articles IV and V.
February 14, 1983	Amendment 10. Articles throughout. Addition of continuing part-time faculty to Elected Faculty Members, addition of immediate Past President to apportionment, revision of Executive Committee membership, and deletion of University Councilors from Nominating Committee, deletion of entire section on representation to the University Council.
May 30, 1983	Amendment 11. Revisions throughout. Revision of ex-officio members to the Faculty Senate and chairpersons to the Undergraduate and Graduate Councils.
May 21, 1984	Amendment 12. Revisions throughout. Addition of the Provost, each Vice Provost, the Vice Chancellor for Business, Planning and Finance and the Vice Chancellor for Student Affairs as voting ex-officio voting members of the Senate.
July 15, 1985	Amendment 13. Revisions throughout. Graduate and Undergraduate Councils to report once a quarter through the Educational Policy Committee; Vice Provosts to chair the Undergraduate and Graduate Councils; International Education Committee changed to function by the calendar year; membership revisions to Educational Policy, Executive, Athletics, and Professional Development committees; and

	modification of charge to Faculty and Staff Benefits Committee.
March 10, 1986	Amendment 14. Revision to sections concerning membership of the Undergraduate and Graduate Councils.
July 13, 1987	Amendment 15. Revisions throughout. Revision to sections regarding change from quarters to semesters. Change of meeting dates. Changes to Research Council.
June 26, 1989	Editorial changes due to semester change and the addition of the Teaching Council.
July 13, 1989	Changes to student representation on Senate committees. Revising the names of student government organizations.
March 4, 1991	Article II, section 3 -- changes in Senate meeting times. Article III, A. -- changes in descriptions of the composition, duties and charge of the Athletics Committee. Article III, F. -- changes in composition of the Executive Committee. Article III, G. -- deletion of administrators from the Faculty Affairs Committee. Article IV, section 2 -- Revision of policy on presidential succession. Editorial changes to impose consistency throughout on use of capital letters in titles.
October 14, 1991	Article III, Section 2, F. -- selection of representative to THEFA. Article II, Section 1. B.; Article II, Section 2.; Article II, Section 9; Article II, Section 10; Article III, Section I.; Article III, Section 2. I.; Other changes caused by change of schedule due to deletion of summer meeting.
October 4, 1994	Article III, Section 2, E1 -- addition of responsibilities to the Educational Policy Committee. Article III, Section 2, E2 -- addition of ex-officio representation to the Undergraduate Council.

	Article III, Section I -- change in term of office to the International Education Committee.
	Article III, Section E, K, M, N, O -- changes of committee membership to reflect current administrative structure.
	Article II, Section 3 -- addition of regularly scheduled January meeting; replaced wording: terms with semesters.
February 25, 1995	Article II, Section 2 -- changes in Elections, Nominations, and Vacancies and Proxies.
	Article III, Section F -- changes in Executive Committee and creation of Executive Council.
	Section 8 -- changes in the election of Committee on Committees.
August 8, 1996	Article II, Section 3 -- Deletion of second paragraph under Meetings.
	Article III, Section 2 -- Deletions and additions in the composition of the Athletics, Budget, and Development and Alumni Relations Committees.
June 8, 1998	Article II, Section 2 -- Additions concerning the procedures for Senators to place items on the Senate Agenda.
	Article III, Section 2.P -- Delete reference to the Learning Research Center since it no longer exists.
	Article IV, Section 1 -- Additions under "The President."
April 5, 1999	Article III, Section 2 -- Replace Teaching Council Bylaws.
April 2, 2001	extensive changes – see committee report at: http://web.utk.edu/~senate/BylawsRevisions3-01.pdf
May 7, 2001	extensive changes – see committee report at: http://web.utk.edu/~senate/BylawsRevisions4-01.pdf
April 1, 2002	Article III, Section 3(e) Standing and Special Committees - (1) Graduate Council and (2) Undergraduate Council - Chairs of both bodies to be faculty members elected by the voting members of the body.

Article II, Section 10 and Article IV, Section 5: - change name of “webmaster” to “Senate Information Officer”

Article III, Section 3, F - establish the chief officer for business and finance as member of the Executive Committee

April 29, 2002

Article II, Section 1 - the chief executive officer of the University (President) shall be an ex officio member of the Senate.

August 16, 2002

Grammatical Revisions not requiring Senate approval: Article II, Section 10: correct spelling of “regarding”; 4. Article III, Section 3, A: delete “and” after Director of Student Recreation; Article III, Section 3, A: add a period after the word “Student Senate”; Article III, Section 3, E (1): delete last sentence “The Council shall report...” As redundant; Check to make sure chronological history of By-Laws revisions are up to date.

October 21, 2002

Article II, Section 1, B (1): Change the first sentence to read...”Elective seats shall be apportioned in January of each year among the respective colleges and units by the clerical secretary of the Faculty Senate under the supervision of the Chair of the Committee on Nominations and Appointments.”

Article III, Section 2: replace “Secretary” with “clerical secretary of the Faculty Senate”;

Article II, Section 1, B, (1): Delete “as of April 2001” from first Sentence;

Article II, Section 1, B, (1): Delete “Human Ecology” and “Information Sciences” and use new combined college names “Education, Health and Human Sciences,” and “Communications and Information Sciences” instead;

Article II, Section 8: allow 4 nominees from the College of Education, Health and Human Sciences to be considered for election to two positions on the Committee on Committees;

Article III, Section 2: insert “two Senators from the College of Education, Health and Human Sciences”;

Article III, Section 3, C: Add a final sentence “It is the responsibility of the Chair of the Bylaws Committee to make sure that revisions to the bylaws are accurately communicated to the Information Officer.”

March 3, 2003

Article II, Section 1 – adding the category of alternate members;

Article III, Section 3, A – inserting the following sentence: “The Committee will also include the following non-voting ex-officio members: the Director of the Thornton Advising Center, the Associate Director of Women’s Athletics Compliance, the Associate Director of Men’s Athletics Compliance.”

Article III, Section 3, J – Changing the name of the Legislative Committee to Government Relations Committee and changing the charge of the committee to include “government entities at the local, state, and national levels.”

April 28, 2003

Article I, Section 1(B) – change term limits for Senators; add new section (1) Duties of a Faculty Senator; renumber other section accordingly

Article II, Section 2. Nominations. Changes in timetable of election process; specifies the elections administered by Senate President.

Article III, Section 8 – Delete old section (specifying process of election of Committee on Committees); NEW SECTION creating College or Division Caucuses

Article III, Section 2 – change membership for Committee on Nominations and Appointments (replaces Committee on Committees throughout); expands duties of this committee.

Article III, Section 3 C – Delete Bylaws Committee – duties assigned to Executive Committee. Paragraphs in this section renumbered and rearranged to restore alphabetical listing of committees.

Article III, Section 3 E (new numbering) – duties of Bylaws Committee assigned to Executive Committee

Article IV, Section 2 – assigning supervision of college or division caucuses to President-Elect

- April 5, 2004
- Article III, Section 3, extensive changes (see minutes) with the addition of the Appeals Committee and the Information Technology Committee; changing the membership and charges of the Faculty Affairs Committee, the Student Affairs Committee, the Educational Policy Committee, the Professional Development Committee; changing the membership of the Executive Committee; and deleting the Instruction with Technology Sub-Committee, the Development and Alumni Relations Committee, the Government Relations Committee, and the International Education Committee.
- March 7, 2005
- Article II, Section 2, Nominations changed responsibilities from President to President-Elect. Article II, Section 10, date change from August to July. Article III, Section 2, changed responsibilities from President to President-Elect. Article III, Section 3, Article C. changes to Budget adding and Planning Committee as well as membership. Section 3 Article D. eliminated. Article G. addition of Ex-officio member, Director of the Center for International Education. Article O. addition of Director of the Center for International Education, additional duties cover: study abroad.
- August 27, 2007
- Article III, Section 3 J: duties of Nominating Committee amended to include nomination of two candidates as faculty representatives to the University Faculty Council every third academic year.
- Article III, Section 3 M: Student Affairs Committee re-named as the “Student Concerns Committee;” eligibility requirements for membership amended.
- Article III, Section 3 O: Director of the Chancellor’s Honors Program added as an ex-officio (without vote) member of the Undergraduate Council.
- Article IV, Section 6: Addition of the election of a representative elected by the Faculty Senate to serve a three-year term on the University Faculty Council.
- March 24, 2008
- Article III, Section 3 C: Changes to the composition and duties of the Budget and Planning Committee as indicated in the proposed amendment introduced January 28, 2008 and recorded in the minutes for that date.