

## Bylaws

### Faculty Senate of The University of Tennessee, Knoxville

| Revised [May ~~2~~<sup>7</sup>, 2011]

#### ARTICLE I. Powers and Duties of the Faculty Senate.

**Section 1.** The Faculty Senate of The University of Tennessee, Knoxville (the “Faculty Senate”) 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 faculties of The University of Tennessee, Knoxville (“UTK”), The University of Tennessee Institute of Agriculture (“UTIA”), and The University of Tennessee Space Institute (“UTSI”).

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 the posting of minutes and necessary supporting documents on the Faculty Senate Website. Any action shall be subject to revision or alteration by the Faculty Senate provided that no rights or acts of third parties shall be affected by such revision or alteration.

**Section 3. Terminology.** The Faculty Senate represents three distinct campuses: UTK, UTIA, and 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, as the same may exist from time to time.

## **ARTICLE II. Faculty Senate Organization.**

**Section 1. Members: Number, Classification, Terms of Office, Duties, and Apportionment.** The voting membership of the Faculty Senate is divided into three classes: administrative members, elected faculty members, and alternates. Each officer of the Faculty Senate (i.e., the President-Elect, President, Immediate Past President, Secretary, Parliamentarian, and Information Officer) is considered a non-voting member at large if he or she is not serving as an elected faculty member during his or her term of office and shall not be counted against the apportionment assigned to his or her respective college, unit, or division during his or her term of office.

- A. Administrative Members. The administrative members, who shall be voting members of the Faculty Senate, shall be the chief officers for academic affairs, finance and administration, and student affairs. Five additional members will be ~~elected~~ appointed by the chief academic officer of the Knoxville campus from among the Deans and Directors of the academic units. These appointments are subject to approval by the Council of Deans. The term of office for each of the five is three years and begins August 1 of the year in which the member is elected. The five elected members shall be divided into three classes, and their terms shall be staggered such that no more than two are ~~elected~~ appointed in any year. An ~~elected~~ administrative member shall be ineligible for ~~reelection-reappointment~~ for one year after serving his or her full three-year term, or any partial term of more than one year.
- B. Elected Faculty Members: Criteria, Election, Term of Office, and Duties. Elected faculty members 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 term of office for each elected faculty member is three years (except as set forth below in paragraph E of this Section 1) and begins August 1 of the year in which the member is elected. The members elected by each college, unit, or division (as provided for in Section 2 of this Article II) shall be divided into three classes, each class consisting of approximately one-third of the elected representatives of each college, unit, or

division. After completion of a full three-year term or any partial term of more than one year, an elected faculty 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 Faculty Senate for a full three years.

- C. Alternates. Each alternate is elected or appointed to serve on behalf of an elected faculty member at individual Faculty Senate meetings as a representative of the college, unit, or division electing that faculty member. An alternate must be eligible to serve as an elected faculty member at the time he or she is elected or appointed to serve.
- D. Duties of a Faculty Senator. Each voting member of the Faculty Senate shall:
1. Represent the constituency and the broader interests of the faculty;
  2. Attend and participate in Faculty Senate meetings on a regular basis;
  3. Participate actively in the appropriate caucus;
  4. Communicate and interact regularly with constituents;
  5. Maintain active membership on at least one Faculty Senate standing committee;
  6. Serve on other committees and task forces as needed; and
  7. Participate in Faculty Senate retreats, training, and information sessions.
- E. Apportionment. Elective faculty seats shall be apportioned in January of each year among the respective colleges, units, and divisions by the clerical secretary of the Faculty Senate under the supervision of its President on the following basis: All part-time full-year faculty appointments and continuing part-time faculty at the 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 faculty in determining the basis for representation of each college, unit, or division in the Faculty Senate. The following table will be used for determining the number of elected faculty 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.	

Also, one elected faculty member shall represent the UT Extension at the UTIA. Other than the UT Extension, the colleges, units, and divisions represented on the Faculty Senate include: Agricultural Sciences and Natural Resources (Resident Instruction and Experiment Station); Architecture and Design; Arts and Sciences (divided into three divisional caucuses representing the social sciences, natural sciences, and humanities); Business Administration; Communications and Information Sciences; Education, Health and Human Sciences; Engineering; Law; Libraries; Nursing; ROTC; Social Work; UTSI; and Veterinary Medicine. The

elected members and alternates from each of these colleges, units, or divisions constitute a caucus.

In case of an increase in the number of elected faculty member representatives authorized for any caucus, the new elective seats shall be apportioned over the three classes of members in a manner that distributes the members as equally as possible across the classes. Elected faculty members may be elected to one-year, two-year, or three-year terms in order to achieve this approximate distributive equality.

In case of a decrease in the number of elected faculty member representatives authorized for any caucus, the decrease in representation shall be made at the next expiration of the term of an elected member.

**Section 2. Election of Senators.** The full-time or continuing part-time faculty of each college, unit, or division of UTK and UTIA and the faculty of UTSI with the rank, or equivalent rank, of assistant professor or higher shall elect its representatives to the Faculty Senate by April 1 each year as set forth in this Section 2.

- A. Nominations. The President-Elect of the Faculty Senate administers all elections with assistance from the clerical secretary of the Faculty Senate and the Office of Institutional Research and Assessment. Each January, the clerical secretary of the Faculty Senate shall notify the Faculty Senate President-Elect of the number of positions to be filled in the forthcoming election based on information received by him or her from the Office of Institutional Research and Assessment. The elected faculty members from each caucus shall serve as a nominations subcommittee of the Faculty Senate Committee on Nominations and Appointments for the respective college, unit, or division represented by the caucus. The caucus members shall call for and receive nominations from faculty in their respective colleges, units, or divisions. The members of each caucus shall meet to select from nominees the appropriate number of candidates to stand for election in their college, unit, or division. There shall be at least two candidates listed on the ballot for each seat to be filled through the annual election, absent extraordinary circumstances. Nominations will be submitted by February 15. The Committee on Nominations and Appointments shall collect the names of all nominees to be included on the ballot, together with a brief biography or statement for each, and shall set the time and procedures for voting. All elections shall be conducted by secret ballot. The votes shall be taken and counted electronically or, in the absence of electronic voting, shall be taken in the caucus and reported to the President-Elect by the caucus chair. All elections shall be completed before April 1 each year.
- B. Vacancies and Proxies. The chief academic officer shall select a successor to fill the unexpired term of any administrative member leaving a vacancy as a result of his or her ineligibility or unavailability to serve. In case of any vacancy in the Faculty Senate through death, resignation, or promotion (including promotion of a member to a position which would make the person eligible to be an administrative

member) of an elected faculty member, or where an elected faculty member ceases to be a member of the faculty electing him or her or is absent on leave for more than one semester or is ineligible to serve for other reasons, the faculty of the college, unit, or division thus losing its elected representative shall select a successor to fill the unexpired term.

A proxy may be appointed by an elected faculty member, with the consent of the Faculty Senate President, during the faculty member's one-semester leave or when a conflict prevents the faculty member from attending Faculty Senate meetings for an entire semester or for one or more individual meetings during a term. The proxy shall have all the privileges and powers of the absentee elected faculty 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 to avoid religious holidays and otherwise as necessary. The proposed schedule for the following academic year shall be presented at the October meeting of the Faculty Senate each year and be published as appropriate. The President shall have the authority to schedule the meetings on other dates, if timely notice is given to members of the Faculty Senate. In addition, the Faculty Senate shall meet at the call of the Faculty Senate President, or in the President's absence, the Faculty Senate President-Elect, as requested in a petition signed by one-quarter of the members of the Faculty Senate. During the spring semester, the third Monday in January shall be reserved for a meeting, to be used if deemed necessary by the Faculty Senate President or Executive Council. Meetings of the Faculty Senate shall be conducted according to *Robert's Rules of Order Newly Revised*, unless otherwise provided for in these Bylaws. Administrative, faculty, staff, and student observers may speak, if recognized by the presiding officer. A voting member of the Faculty Senate wishing to place an item on the agenda of the Faculty Senate shall submit it to the President of the Faculty Senate, in the form of a written motion to be debated, before the meeting of the Faculty Senate Executive Council immediately preceding a regular meeting of the Faculty Senate. Such an action does not preclude any voting member of the Faculty Senate from offering a motion from the floor.

**Section 4. Quorum.** A majority of the voting members of the Faculty Senate shall constitute a quorum for the transaction of business. The affirmative vote of the majority of those voting 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 of voting members present desires a secret ballot. All elections shall be conducted by secret ballot. ~~A motion to table a seconded motion shall not cut off debate on the original seconded motion until the motion to table has been seconded and (A) opportunity has been given (i) for at least one person besides the mover of the original motion to speak in its favor and (ii) for two persons to speak against the~~

~~original motion and (B) it shall have been indicated by a show of hands that two-thirds of the voting members present and voting favor the motion to table.~~

**Section 6. Advance Distribution of Committee Reports.** Committee chairpersons shall submit minutes, reports, or other materials containing items requiring Faculty Senate deliberation or action (other than receiving of reports) to the Faculty Senate President or Secretary at least ten days in advance of the Faculty Senate meeting at which the item is to be considered. The Faculty Senate President or Secretary must make minutes, reports, or other materials available to members of the Faculty Senate at least five days in advance of the meeting at which they will be considered. If the minutes, reports, or materials are not delivered in accordance with this schedule, consideration of any issue arising from them at the meeting will require approval by a show of hands of two-thirds of the voting 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) Call to order
- (B) Announcements, including reports by the Faculty Senate President, Chancellor, and Provost
- (C) Approval of previously distributed minutes of the last meeting.
- (D) Unfinished business.
- (E) Report of Special Committees.
- (F) Report of Standing Committees.
- (G) New business.
- (H) Adjournment.

**Section 8. College, Unit, or Division Caucuses.** Each college, unit, or division electing faculty members to serve on the Faculty Senate will have a caucus comprising all elected faculty member and alternates from the college, unit, or division. Members of each caucus elect a convening caucus chair for the coming year by August 1 each year. The caucus is responsible for timely communications with the faculty in the college, unit, or division and will be provided with LISTSERVs for their units by the office of the Faculty Senate President. The caucus may call meetings of the faculty of the college, unit, or division as needed. The caucus will be assisted by the dean's office, for caucuses representing colleges and divisions of a college, who will function as a *de facto* administrative secretary for the caucus, with responsibilities including calling meetings, taking and distributing minutes, etc. As noted in Section 2.A. of this Article II, each caucus is responsible for making nominations to the Faculty Senate after an appropriate call for nominations. The caucus is expected to provide nominees, when requested, to the Faculty Senate President for Faculty Senate and other committees, task forces, and councils.

**Section 9. Election of Councils and Committees.** At its regular September meeting, the Faculty Senate shall ratify the members of all Faculty Senate councils and committees except the Executive Council, the Committee on Nominations and Appointments, the Graduate Council, the Undergraduate Council, or as otherwise specified. The Committee

on Nominations and Appointments shall recommend council and committee members and chairpersons, 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. Each nominee shall be given the opportunity to make a brief statement relevant to his or her candidacy and respond to questions at the regular meeting of the Faculty Senate in March of each year and shall provide voting members of the Faculty Senate with a written statement regarding his or her relevant experiences and proposed contributions as Faculty Senate President in advance of that meeting. 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 Faculty Senate Secretary and Faculty Senate Information Officer shall be made by the Executive Council subject to the approval of the Faculty 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 on the Faculty Senate (as an administrative member, an elected faculty member, a committee or council member, or otherwise) 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 Committee on Nominations and Appointments shall present to the next meeting of the Faculty Senate a new slate of at least two nominees for another election for President-Elect. Voting members of the Faculty Senate 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-Elect, President, Immediate Past President, Secretary, and Information Officer shall be for one year to begin on July 1. The President-Elect becomes the President the following year, and the President becomes the Immediate Past President the following year.

### **ARTICLE III. Councils and Committees.**

**Section 1. General Aspects of Councils and Committees.** Except as otherwise set forth in these Bylaws, the Faculty Senate President shall constitute the councils and committees based on the expressed interest and expertise of Faculty Senate members and the requirements set forth in these Bylaws. The Faculty Senate President also shall select and secure council and committee chairpersons, except as otherwise set forth in these Bylaws. Whenever possible, chairpersons of councils and committees shall be elected faculty members. Except as otherwise set forth in these Bylaws, council and committee members and chairpersons shall be appointed to serve a term of one year, with the expectation that chairpersons will continue to serve for at least one additional year, if requested to do so by the Faculty Senate President. As stated in Section 9 of Article II of these Bylaws, vot-

ing members of the Faculty Senate shall ratify council and committee memberships for a given academic year at the September meeting of the Faculty Senate each year.

Council and committee members and chairpersons shall be recommended by the Committee on Nominations and Appointments and also identified in consultation with current committee chairpersons. To further communication and collaboration throughout the campuses, the chairperson of each council or committee has the discretion to recommend members who may or may not be elected faculty members. Except as noted below, Faculty Senate councils and committees shall have at least 25% new members each year, with at least 30% of council or committee members continuing service from the prior year. The President of the Faculty Senate is an ex-officio member of all standing councils and committees. Unless otherwise specified below, ex-officio members of councils or committees shall be non-voting members.

Prior to or at the beginning of each academic year, the chairperson of each council or committee (other than the Executive Council, the Committee on Nominations and Appointments, the Graduate Council, and the Undergraduate Council) will meet or otherwise communicate with the President to share council or committee goals for the upcoming year, review the bylaws concerning the responsibilities of that council or committee, and discuss other information relevant to that council or committee.

**Section 2. Standing Councils and Committees.** The standing councils and committees of the Faculty Senate are listed and described below.

- A. Executive Council. Membership shall consist of the chairpersons of the standing councils and committees of the Faculty Senate; the officers of the Faculty Senate; the elected faculty representative to the University Faculty Council; and up to two at-large faculty members. Ex-officio members shall include the chief academic officer and the chief officer in charge of finance and administration. The Faculty Senate President is the chairperson of the Executive Council.

The Executive Council shall represent the Faculty Senate as needed in meetings with the administration and other groups, shall handle necessary business on an emergency and interim basis between Faculty Senate meetings (including matters that may arise after the last scheduled Faculty Senate meeting in the spring and before the first scheduled Faculty Senate meeting in the fall, during which time a quorum will be seven members of the Executive Council including the Faculty Senate President), shall recommend and review assignments to other councils and committees, and shall establish *ad hoc* councils and committees on behalf of itself or as directed by the Faculty Senate.

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



The Executive Council shall not concern itself with individual salaries or college or departmental allocations, except as they may relate to the educational policies of the campuses.

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 shall assist the Faculty Senate President 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 Faculty Senate for amendments. It shall also review any revisions suggested by members or other councils or committees of the Faculty Senate. (This latter duty shall in no way prevent members or other councils or committees from bringing amendments directly to the Faculty 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. 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.~~

The function of the Appeals Committee is to gather evidence and make recommendations to the chief academic officer (or to other members of the campus administration, as described in the *Faculty Handbook*) for the disposition of cases within its jurisdiction. The Appeals Committee fulfills this function through the processes specified in the *Faculty Handbook*. The jurisdiction of the Appeals Committee includes complaints regarding violations of due process and fairness in tenure or promotion decisions, annual and cumulative performance reviews, and violations of provisions contained in the *Faculty Handbook*, the *Manual for Facul-*

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ty Evaluation, and collegiate and departmental bylaws. The Appeals Committee also engages in other activities relating to faculty grievances, disputes, performance, and employment as set forth in the *Faculty Handbook*.

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- C. Athletics Committee. Membership shall consist of 12 faculty members appointed to two-year staggered terms. Ex-officio members shall include the chief campus administrative officer charged with academic affairs (or his or her 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, and the Associate Director of Men's Athletics Compliance.

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 that lie within the purview of the Faculty Senate.

- D. Benefits and Professional Development Committee. Membership shall consist of 10 faculty members, and the chairperson of the Benefits and Professional Development Committee shall invite appropriate campus administrators to attend meetings as needed.

The responsibilities 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 Faculty Senate on issues and concern on retirement, leave, faculty welfare, insurance, and fringe benefits; (6) cooperating with task forces, councils, and committees addressing similar concerns on other higher education campuses in Tennessee; and (7) receiving representation from and providing representation to any other Faculty Senate, campus, or university task force, council, or committee addressing issues directly related to faculty and staff development or benefits. When appropriate, the Benefits and Professional Development Committee will cooperate with other Faculty 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 10 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 campus budgeting processes; (2) to work with the University/System Relations Committee to monitor The University of Tennessee system budget; (3) to encourage the use of faculty expertise in budget matters; and (4) to inform the faculty, through the Faculty 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 of Tennessee 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, unit, or division caucus and the Faculty Senate President-Elect. The Faculty 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 recommend faculty members and chairpersons of all standing and special councils and committees of the Faculty Senate, except that the chairpersons of the Executive Council, this Committee on Nominations and Appointments, the Undergraduate Council, and the Graduate Council shall be nominated as set forth in paragraph A, this paragraph F, paragraph H, and paragraph L of this Section 2, respectively. The Faculty 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 Faculty 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 Handbook* 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, a representative of Outreach and Continuing Education, the Director of the Center for International Education, and the chairperson 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 (known as the Chair) is a faculty member from the Graduate Council who serves for a one-year term, following a one-year term as Vice-Chair and Chair-Elect.

The Graduate Council establishes standards for graduate admission, retention, and graduation; assesses curricular revisions and new proposals for graduate programs; evaluates interdisciplinary, intercollegiate and international programs; approves individuals to direct doctoral dissertations; and considers new initiatives and other matters of policy pertaining to graduate programs. Its structure and activities are governed by its Bylaws, which are adopted and amended by the membership of the Graduate Council and include rules consistent with these Bylaws.

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

- I. Library and Information Technology Committee. Membership shall consist of 10 faculty members representing broad interests with experience in library policies, educational and/or information technology, and research. 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 Libraries, the chief information officer of the Office of Information Technology, the chief information officer for UTK, 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 Faculty Senate on key university committees that address information technology; (3) reporting to the Faculty 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 campus communities with particular focus on library policies and procedures that facilitate use of resources.

- J. Research Council. Membership shall consist of at least 12 appointed faculty or faculty/administrator representatives. 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 up to two additional designees, 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. The chairperson must have served at least one year on the Research Council prior to appointment as chairperson. The members of the Research Council may elect co- or vice-chairpersons.

The Research Council acts as an advisory body to the chief campus 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 of and appreciation for research and other creative activity to the campus communities and the community at large. The Research Council co-administers some programs of the Office of Research, as requested by the chief campus 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 UTK, UTIA, and UTSI researchers. When appropriate, the Research Council shall report its actions for approval to the Faculty Senate.

- K. Teaching and Learning Council. Membership shall consist of 15 appointed faculty members, 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 schools and 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 campuses. 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 Faculty 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, and 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 campuses 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, a representative of Outreach and Continuing Education, the Dean of Libraries, the Director of the Center for International Education, the Director of the Chancellor’s Honors Program, and the Director of the Tennessee Teaching and Learning Center, or their respective designees. In addition, the administrative officer having primary responsibility for undergraduate curriculum in each school or college shall serve as an ex-officio

member of the Undergraduate Council if that person is not a school or college representative. The chairperson of the Undergraduate Council (known as the Chair) 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. Its structure and activities are governed by its Operating Guidelines, which are adopted and amended by the membership of the Undergraduate Council and include rules consistent with these Bylaws.

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 or made available electronically to all senators at least five business days prior to the next Faculty Senate meeting. Implementation of actions taken by the Undergraduate Council follows approval of the minutes of the Undergraduate Council meeting at which the actions were approved by the Undergraduate Council. Any curricular change may be reopened for review and its implementation delayed at the will of the Executive Council or the full Faculty 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. During years when the campus has a faculty representative on The University of Tennessee 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 (1) into activities of The University of Tennessee system, including Research, ORNL, Information Technology, and the Cherokee Campus and (2) 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.

**Section 3. Other Councils, Committees, and Task Forces.** The Faculty Senate shall have such other councils, committees, and task forces as it may establish from time to time. The members of all councils, committees, and task forces shall hold office for one year from the time of their appointment, unless otherwise specified. Members of these councils, committees, and task forces may include any faculty (unless membership is restricted to elected faculty members), as well as administration, students, and staff.



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

**Section 5. Council or Committee Reports.** Each standing or special council or committee of the Faculty Senate shall submit a written report to the Faculty Senate at least once during the academic year. Additionally, a written report must be submitted at the end of the academic year to the Faculty Senate President that summarizes the accomplishments of the council or committee and notes issues that are still under consideration.

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

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

**Section 2. The President-Elect.** The President-Elect of the Faculty Senate shall act as President of the Faculty Senate in the event of the death, resignation, or other absence of the President. In the event of the death or resignation of the President after January of the year of his or her term of office as President, the President-Elect assumes the office of President for the remainder of the former President's term of office and the full term of President the following year. If the President shall die or resign prior to January of his or her term of office as President, the President-Elect assumes the office of President for the remainder of the former President's term of office and a special election of a new President-Elect shall be held with the new President having the option to be nominated for that position and elected to serve a full term as President in the following year. The President-Elect shall oversee the timely operation of college, unit, or division caucuses and be responsible for managing amendments to these Bylaws. The President-Elect is the chair of the Committee on Nominations and Appointments.

**Section 3. Secretary.** The Secretary of the Faculty Senate shall send (or arrange to send) to all Faculty Senate members advance notice of the time and place of each meeting, together with an agenda; shall keep minutes of all action taken by the Faculty Senate (there will be no verbatim reporting of remarks and discussion, nor will professional titles be recorded); shall send or make available (or arrange to send or make available) the meeting minutes or a summary of actions of the Senate to all faculty; and shall send or make available minutes and necessary supporting documents to all Faculty Senate members,

department heads, deans, and directors. The Secretary of the Faculty Senate serves as secretary to the Executive Council and the Committee on Nominations and Appointments. The Secretary shall be nominated by the Executive Council subject to approval of the Faculty Senate membership to serve a one-year term. In the event of a vacancy, the Executive Council shall name a replacement to serve the remainder of the Secretary's 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 Faculty Senate.

**Section 5. Information Officer.** There shall be an Information Officer nominated by the Executive Council subject to approval of the Faculty Senate membership to serve a one-year term. The Information Officer shall manage disseminating information and maintaining Faculty Senate archives and be the editor of the Faculty Senate newsletter.

**Section 6. University Faculty Council Representative.** There shall be a representative of the campus faculties 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 or 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 or 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. F. by the Committee on Nominations and Appointments.

#### **ARTICLE V. Amendments.**

The Faculty Senate shall have the power to make, amend, and repeal these Bylaws by a vote of two-thirds of the voting members present at regular or special meetings of the Faculty Senate at which a quorum is present, provided that any proposed changes shall have been submitted to the members of the Faculty Senate at least 28 days before the meeting at which the vote on them shall be taken. All changes to these Bylaws shall be documented and placed on the Faculty Senate website at a location proximate to these Bylaws in a document titled, "Chronology of Amendments and Revisions to Faculty Senate Bylaws, 1971-Present."