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## 1. Faculty Senate President ([back to top](#))

### a. Setting the calendar and committees

#### i. *Senate Calendar*

In May you will begin to receive calls about the Senate calendar for the upcoming year ([Appendix 1](#)). Using the information from the handbook (Article II, Section 3) you will have to use a calendar and set the meeting dates of the committees and Faculty Senate. You must then check with the committee chairs to see where they want to hold their meetings and post those rooms to the senate calendar. Make sure that all rooms are reserved for each meeting. This can be done early so that there are no room conflicts. Edie Gibson is helpful in reserving the Chancellor's conference room for Executive Committee meetings.

It was helpful to me to set up a Faculty Senate distribution list on my email or we also have a faculty senate list serve that you can ask Stephanie Maxwell to update and you can use it to send out messages to the full Senate.

#### ii. *Standing committees*

Remind Chairs to reserve their rooms and get their minutes to the Secretary in a timely manner. All the committees have an executive secretary assigned to it in the bylaws. For Undergraduate Council the secretary is provided by the VCAA, Committee on Instruction is provided by the VC Student Affairs, Graduate Council is provided by the Dean of Graduate Studies, BECC is provided by the VC of Business and Finance, Personnel Policies is provided by the VCAA. The committee chairs should be reminded to contact their executive secretary and verify all dates for meetings. These executive secretaries should send copies of the minutes to both the FS Secretary and the ancillary secretary. At the end of the year you should remind the Chairs to send letters to their committee members acknowledging their service on the committee. (Article IV, Section 1D) (See [Appendix 21](#) for an example letter). They need to be reminded to select their new chairs for the coming year. (Article IV, Section 2).

Additionally, the President needs to secure senate representation on three Administrative Committees. Ordinarily, select committee chairs represent the senate on these committees. The Chair of Undergraduate Council is the senate representative to the Appeals Committee on Undergraduate Readmission. The Chair of the Personnel Policies committee is the senate representative to the Equity and Diversity Advisory Council (MUST be a member of the Personnel Policies Committee), and the Chair of the Instruction committee is the senate representative to the University Calendar Committee.

#### iii. *Senators by class (year)*

In May you will be asked to complete the new Senators list by class (year their term will end). This allows for the FS Secretary to track who is rotating off and from which college. The new Senators are always invited to attend the last Faculty Senate meeting in the Spring. ([Appendix 2](#))

*iv. Senators by committee*

In May you will be asked to complete the new Senators list by committee. The previous FS Secretary will have determined the apportionment (Article II, Section 1B1), by January 15, of new senators from each college and will have determined where they need to be assigned. This is important because the Undergraduate Council and Graduate Council both have summer meetings and the new senators to those committees are usually invited to attend. ([Appendix 3](#))

b. Senate meetings ([back to top](#))

*i. Agenda and Packet*

In Spring 2011 a bylaw change was approved to allow the agenda and FS packet to go out to the Senators 7 days in advance of the meeting (Article III, Sec 3). This allows for the President and FS Secretary to get the EC minutes reviewed and to the ancillary secretary in a more relaxed time frame. The EC minutes are signed by the FS Secretary and President. The FS packet is being placed online by the ancillary secretary and an email is being sent to the Senators that the packet is available with the link.

Items can only be added to the Faculty Senate agenda via certain routes (see *Faculty Handbook* Article II, Section 4D).

*ii. Minutes*

Following the FS meeting the minutes will have to be reviewed and then posted to the web. The FS minutes are signed by the FS Secretary and the President. (Article V, Section 4C)

*iii. Parliamentarian*

The FS meetings are run by Robert's Rules of Order. A Parliamentarian should be identified to attend the FS meetings and keep the meeting running by the Rules. (Article II, Section 4F)

*iv. Ordering food*

As the fall semester begins you need to contact Gina Ardis at catering to set up your senate snacks. About two weeks prior to the FS meeting you should get an email from her asking you to approve the menu. If you do not, then contact her to make sure she has remembered. This menu can change with the weather or you can keep it the same. You can save the money and do not offer snacks at all. [The cost per meeting for 2010-2011 ran about \$110.00 per meeting.]

*v. Signing forms*

Following the FS meeting the President will have to sign all the approved curricular requests from Undergraduate Council and Graduate Council. The last meeting in the fall this is a huge pile, any other time they can be signed right there and given to the ancillary secretary who needs them for further routing. (see next section)

*vi. Routing forms to the Chancellor*

All resolutions, curricular requests and other edicts from Faculty Senate will be routed to the Chancellor per Article I, Section 2 of the *Faculty Handbook*. The ancillary secretary will scan the signed documents to the FS secretary who will then route them to the Chancellor (along with routing forms) for approval. Once the Chancellor signs, copies of the approved routing forms will be copied back to the FS President and Secretary. The ancillary secretary will keep copies in the Senate archive and forward the approved original curricular requests to Academic Records.

*vii. Library and Faculty Relations Committees* ([back to top](#))

The Library and Faculty Relations committees are to report to the full Senate during the last meeting of the Spring semester. You will need to contact the chair of each of those committees to remind them that they will need to give a report. (Article IV, Section 6 & 9)

*c. Who's Who*

The people who you must know are: Edie Gibson, she is the Chancellor's assistant and everything that involves the Chancellor must be routed through her. She is very instrumental in the university calendar and scheduling of events such as the General Faculty meeting in August. Judy Sandefer is the secretary to the Chancellor. She produces the agenda for the Chancellor's staff meetings. Dorothy Gillon is the events planner. For any Lunch Bunch/reception/celebration that is planned, you will get an invite from Dorothy about attendance. Stephanie Maxwell is the secretary to Dr. Ogg (VCAA). She handles all the billing that occurs through the Senate. She is also the person who would update the faculty senate list serve. Stephanie also works on the university calendar.

*d. Other duties as assigned*

The FS President and President-elect are ex-officio on all standing committees. As President, you are ex-officio on many additional committees and expected to do many other "things" ([Appendix 4](#)). You will receive agendas for every meeting. You and the President-elect can split the meetings so that you represent "each other" at all the standing committee meetings. (Article IV, Section 1C).

*i. Administrative Committee on Committees*

This group meets once a year, at the end of the Spring semester, to assign all faculty to a University wide committee. Usually Edie Gibson has this pretty well figured out before the meeting begins.

*ii. New Faculty Orientation*

The President will be invited to attend the New Faculty Orientation. You do nothing more than welcome the new faculty to campus and tell them a little about Senate. Not a big deal.

*iii. Athletics Board*

You will sit on the Athletics Board which also means you will be assigned to one of the subcommittees of the Athletics Board. The subcommittee meetings will be about two weeks prior to the full Athletics Board meeting. These happen once a semester.

*iv. UT President and Director of State Relations (Anthony Haynes) visits*

You will be asked to contact the Executive Committee regarding scheduled meetings with the UT President and Director of State Relations (Anthony Haynes). Edie will plan the day but the FS President has to contact the Executive Committee to determine the availability of the members to attend during the time slot given. Edie is very good at putting the EC at the lunch time or in the afternoon knowing that we would ordinarily have committee meetings so hopefully we would be available.

e. Executive Committee meetings ([back to top](#))

*i. Agenda*

You will control the agenda for Executive Committee. Of course each chair will make his/her report (Article IV, Section 1D), but any pertinent items can be brought to the committee at this time. The by-laws do not indicate that the agenda must go out in advance. It is your call whether or not you want to send documents to be reviewed prior to the meeting. Make sure you review the previous agenda for any items that were tabled or carried over so that they are put under Old Business. See [Appendix 5](#) for “dates and things to remember” for items that should be added to the agenda per the bylaws. ([Appendices 15-20](#) are template agendas that a previous President sent to me to use.)

I created a FS Executive Comm distribution list on my email for ease of communicating with the EC.

*ii. Elections*

Article V in the Faculty Handbook describes the elections for officers. And Article IV, Section 12 describes the UFC and Article IV, Section 9 describes the election for Faculty Relations.

Ordinarily there are two (2) elections each year. One in the Fall, president-elect and secretary, and one in the Spring for Faculty Relations Comm. Every three (3) years the election for UFC representative at large is done. UFC at-large representative was elected in 2011, so this election will not take place again until Spring of 2014.

f. Fall General Faculty Meeting

This meeting takes place in the week before the semester starts in August. Edie Gibson will set the entire agenda and the FS President only acts as the Master of Ceremonies. Of course you will have the opportunity to introduce the Executive Committee and say a few words to the faculty. The rest of the agenda is all the administrators.

g. Faculty Senate Retreat and Administrative Retreat

The retreat (date set the previous semester) is usually ½ day. Dorothy Gillon will ask you if you want to include a meal (09/10 spent \$290; 10/11 spent \$317). In years past there has been a light

breakfast. The day starts with the new Senators orientation. You have to decide what you want to tell the new Senators. I put together the list in [Appendix 6](#) when I was President-elect and used this as my “talking points” for the new Senators. The entire Executive Committee addresses the group ([Appendix 7](#)). I provided the more detailed agenda to the Executive Committee so that they had an idea of my expectations, but only provided an abbreviated agenda in the packet. Also, the packet includes the calendar, the list of Senators by Committee and by Class.

Typically there is a theme or topic that is introduced by a guest speaker. In years past Bud Grimes has spoken on the marketing plan, Anthony Haynes spoke on legislation, System President has spoken. It is your call; the FS President sets the agenda for the retreat.

Additionally, the FS President will be given a few minutes at the Administrative Retreat to speak. Introduce the Executive Board and perhaps your platform for the year.

#### h. Fall/Spring Faculty Meetings ([back to top](#))

The dates for “when” these meetings occur has been changed in the *Faculty Handbook* (2.10.1) to be within 30 days of spring and fall break allowing there to be more flexibility as to when this meeting will happen. They are usually on a Thursday at 3:15 PM. Faculty are suppose to attend all faculty meetings (see Faculty Handbook 2.10.1).

Both of my meetings were very poorly attended. I don’t know how to promote this meeting as “important.” Perhaps better advertising of the meeting will help. As I spoke to different Past-Presidents, they all indicated that attendance depends on whether or not there is a “hot topic” that the faculty want to know about.

I elected to make an agenda of items that I had heard about on campus. Each person only had 3-5 minutes and then the meeting was turned over to the Chancellor to give a report on the campus. I liked highlighting the special events on campus that I think most people just ignored. I wished the meetings had been better attended.

See [Appendix 8](#) for my agendas. (113 was the Steinway project, Will Robinson was about a “Shooters on campus” video, Waldo was about the UT President search, I had a kid play the piano as the faculty were walking in, Stephanie gave a SACS update, new Women’s center, re-naming a college, moving nursing, major curriculum changes, updates on facility improvements, etc)

#### i. Graduation

The President and President-elect are expected to lead the faculty to the floor of the Elam Center as Marshals. The Registrar will tell you exactly where to stand and when to walk out. All of the Academic Records department is there with walkie-talkies. The two things you have to know are

1) how many chairs are in a row (usually 13) and, 2) that on the front row you must save a seat for yourself and the Mace bearer (if he/she is seated on your side). You will know because the chairs will be labeled with your names and there will be programs placed on the seats.

The President and President-elect will lead the faculty down the center aisle and stop at the first row of chairs and stand there while all the graduates parade by and then the platform party. Once everyone has passed and they are to the platform then begin to let the faculty into their rows. All you have to do is keep count and let the correct number of faculty in to each row. At the end the President and President-elect follow the platform party out and the faculty follow.

#### j. Budget/Release Time

Faculty Senate has a budget that is maintained by the VCAA office. It is approximately \$7500.00 annually. All senate snacks, retreat, TUFS travel, printing, plaques, name plates, percentage of the ancillary secretary's pay, etc. come out of that budget. Stephanie Maxwell is the contact here.

In this budget is also adjunct pay for one class per semester. This is the reassigned time that the President gets during his/her year of service.

### 2. Faculty Senate President-elect ([back to top](#))

President-elect wears many hats. He/she facilitates the elections of officers for faculty senate. Even though it is not stated in the bylaws that this is a function of the President-elect, it usually falls to the President-elect. All the other elections specifically identify the President-elect as the person responsible for the elections.

President-elect will sit on the Academic Council which meets monthly (typically 2<sup>nd</sup> Wednesday) and is ex-officio on all Faculty Senate Standing committees. Additionally, the President-elect is on the Calendar Committee (meets as needed) and the University Council which meets to review new club requests and re-admission cases. This group meets several times. See Appendix 4 for all the duties identified for the President-elect and where the information on the group/committee/council can be found in the Faculty Handbook.

[Appendices 9-14](#) are examples of the nomination letters and ballots I used when I was President-elect. The two for UFC are what Mike McCullough used since I did not have to do that election.

### 3. Faculty Senate Secretary

The Faculty Senate Secretary will keep the minutes of the Executive Committee and the Faculty Senate. Also, the secretary will complete the senate committee apportionments by January 15 (Article II, Section 1B1). Additionally, the Secretary has historically nominated (placed) new Senators into the Standing Committees (Article III, Section 4)

If the President continues the Senate Newsletter following each Senate meeting, then this should be completed by the secretary. It would be a simple feat using the minutes of the FS meeting.



The Secretary should pursue that the Academic Listserv be updated each year to include new hires. Additionally, the Secretary should post Senate meeting items on to the Senate Blog spot.

The Secretary should oversee the process of making sure the Senate minutes (Article V, Section 4C) and Senate packets (Article III, Sec 3) get put online within the appropriate time frame.

#### **4. Faculty Senate ancillary secretary ([back to top](#))**

The ancillary secretary is a great help to the Senate. This person will bring the name plates to the FS meetings, take roll at the meetings, order the new name plates for the senators, order the end of the year thank you plaques, and will collect all the minutes and get the FS packet and minutes online as described in the FS Secretary section.

This person will also be in charge of the FS routing forms (see section 1.b.vi of this document), sending out the nomination letters and ballots for the elections (letters written and approved by the President-elect), collecting the nominations and ballots and reporting to the President-elect the results at each step. Appendices 9-14 are examples of the nomination forms and ballots used in the past.

This person will maintain a list of senators and faculty to facilitate this election process due to the fact that everyone can nominate, but only certain people can vote in the different elections.

#### **5. Chancellor's Staff ([back to top](#))**

Chancellor's staff meets every Monday morning from 9:00 to noon. Sometimes the meetings are cancelled, but not often. I really enjoyed these meetings and you will be part of many of the decision making processes for the campus. Your opinion will be asked for in each discussion. You should get the agenda by email on Friday and often there are attachments that need to be reviewed before the meeting. If you are absent no substitute is expected.

##### **a. Hosting events**

The Chancellor's staff hosts many events throughout the year. There will be receptions/dinners for new faculty, staff, retired faculty, service awards, UT President, etc. Many others as they arise such as retirement of administrators. There are many events at the beginning of the year and then a few scattered throughout the year.

##### **b. Attending campus events**

There were several events that the Chancellor's staff attended this year that were on campus. These were dedications, groundbreakings, and alumni functions.

#### **6. University of Tennessee Faculty Council (UTFC or UFC) ([back to top](#))**

There are two representatives from campus on the UFC. The FS President and the member at-large (who serves a 3 year term) are the two members on the Council. (Article IV, Sec 12)

##### **a. Meetings**

The UFC meets face-to-face at the UT Board of Trustees (BOT) meetings which happen 3 times a year. The meetings move around the State so sometimes we will host the meeting. UFC usually meets for an evening meeting and then again the next morning before the Academic Affairs and Student Success Committee (AA & SS). The Presidents are all non-voting Ex-officio members of the AA & SS committee. The person who is Chair of the UFC will set the agenda for the meeting and usually there is a lot of emailing suggesting to the chair. Each campus is expected to give a State of the Campus report. You can go to the website and view the minutes to see what the campus reports look like. Information on UFC can be found <http://web.utk.edu/~utfc/>

*i. Videoconference*

During the months when there is not a BOT meeting the UFC meets by videoconference. Because there is no cost to this I have invited all future FS officers so that everyone is in the loop and can take over without the awkward “get to know you” time. The calls will be initiated by Knoxville and so all you have to do is secure the room for the meeting. I have used Gooch 209 and contact Dawn Sherrod (7085) to reserve the room.

**b. Reimbursement**

Reimbursement for travel to the BOT meetings is from the Chancellor’s budget, so all your receipts go to Judy Sandefer. You will make reservations at the hotel that is identified by the UFC or BOT and everyone usually stays at the same place. It is okay to have single rooms. It is up to you.

**7. UT Board of Trustees ([back to top](#))**

The Faculty Senate President attends the UFC meetings and is an ex-officio non-voting member of the Academic Affairs and Student Success Committee of the BOT and may attend any other sessions as part of the audience at the Board of Trustees meetings. Every four years, the UT Martin Faculty Senate President will rotate on to the BOT for a two year term. The first year the Faculty Trustee is a non-voting member and then the second year the Faculty Trustee is a voting member. In 2015 the UT Martin President will rotate on as the BOT non-voting member again. The Faculty Trustee is an ex-officio non-voting, then voting member of the AA & SS and the Research, Outreach and Economic Development Committee. For information go to <http://bot.tennessee.edu/>. The rotation is UTK, UTM, UTC, UTHSC.

The campus Faculty Trustee is also a voting ex-officio member of the UFC.

**8. Tennessee University Faculty Senates (TUFS) ([back to top](#))**

TUFS is an organization that all ten (10) university faculty senate presidents attend. The group meets two times a year. The purpose is to unite the senates from across the State to share best practices to the group and discuss global issues that affect all of our campuses. Again, the President will give a State of the Campus report. A university can send a representative and it

does not have to be the Senate President. Our participation is by the current FS President and the Past-President in the Fall and the President-elect in the Spring.

Information on TUFs can be found at <https://umdrive.memphis.edu/g-tufs/pub/>

a. Reimbursement

This is a senate function and therefore the receipts go to Stephanie Maxwell in the VCAA's office where all the faculty senate bills are processed.

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**UT Martin Faculty Senate Meeting Dates, Times, and Places  
2010 - 2011 Academic Year**

Janet Wilbert, President

<b>Faculty Senate</b> (Tuesday, 5th, 10th, 15th weeks)	<b>3:15 p.m. Legislative Chamber--University Center</b>
September 28	February 15
November 2	March 22
December 7	April 26
<b>Senate Executive Committee</b> (Tuesday, 3rd, 8th, 13th weeks; agenda for FS must be published 7 days before FS)	<b>3:00 p.m. Chancellors' Conference Room</b>
September 14	February 1
October 19	March 8
November 23	April 12
<b>Budget &amp; Economic Concerns Committee</b> (Tuesday, 2nd, 7th, 12th weeks)	<b>3:00 p.m. Gooch 309</b>
September 7	January 25
October 12	March 1
November 16	April 5
<b>Undergraduate Council</b> (Tuesday, 2nd, 7th, 12th weeks)	<b>3:00 p.m. Humanities 247</b>
September 7	January 25
October 12	March 1
November 16	April 5
November 30*	April 19*
*Special Requests Meetings for Undergraduate Council	
<b>Instruction Committee</b> (Tuesday, 1st, 6th, 11th weeks)	<b>3:00 p.m. Humanities 247</b>
August 31	January 18
October 5	February 22
November 9	March 29
<b>Personnel Policies Committee</b> (Tuesday, 1st, 6th, 11th weeks)	<b>3:00 p.m. University Center 229</b>
August 31	January 18
October 5	February 22
November 9	March 29
<b>Graduate Council</b> (Thursday, 2nd, 7th, 12th weeks)	<b>3:00 p.m. Brehm 108</b>
September 9	January 27
October 14	March 3
November 18	April 7
<b>General Faculty Meeting</b>	<b>3:15 p.m. Watkins Auditorium</b>
August 25	
February	

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**FACULTY SENATE CLASS MEMBERSHIP  
2010-2011**

**OFFICERS**

Janet Wilbert – President

Mike McCullough – President-elect

Arthur Hunt – Secretary

**EX-OFFICIO**

Thomas Rakes – Chancellor

Jerald Ogg – Vice Chancellor for Academic Affairs

Dan McDonough – University Faculty Council

Jerry Gresham – Deans Council

Brandy Cartmell – Registrar

Class of 2011

Diane Austin

David Barber

Chris Caldwell

Deborah Gibson

Neil Graves

Robert Hartshorn

Chris Hill

Tina Lee

Linda Luther

David McBeth

Mike McCullough

Joey Mehlhorn

Paula Moore

Robert Nanney

Daniel Nappo

Mark Simmons

Dawn Wilkins

Anna Clark

Class of 2012

S.K. Airee

Georgina Awipi

Chris Baxter

Ruby Black

Bob Bradley

Laura Brown

David Carithers

Becky Cox

Steve Elliott

Jim Fieser

Arthur Hunt

Jeff McCullough

John Overby

Beth Powell

Sam Richardson

Amy Yeung

Class of 2013

Georgia Baskett

Linghong Li

Betty Cox

Brian Donavant

Bob Figgins

Bryan Foltz

Jennifer Greenwood

Paul Higgs

Nathan Howard

Nola Jones

Michael Kempf

Ronald Kilgore

Curtis Kunkel

Lane Last

Eric Pelren

Jeff Rogers

Nancy Sonleitner

Michael Spaulding

Wesley Totten

Brian Wagner

Ray Witmer



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## Faculty Senate and Committee Membership 2010-11

***Undergraduate Council***

Diane Austin (2011) AAS  
 Laura Brown (2012) EBS  
 Bryan Foltz (2013) BGA  
 Chris Hill (2011) HFA-Chair  
 Nathan Howard (2013) HFA  
 Jeff McCullough (2012) ENS

Mike McCullough (2011) BGA  
 Eric Pelren (2013) AAS  
 Michael Spaulding (2013) EBS  
 Wesley Totten (2013) AAS  
 Brian Wagner (2013) ENS

***Graduate Council***

SK Airee (2012) ENS  
 Georgina Awipi (2012) AAS  
 Betty Cox (2013) EBS  
 Robert Hartshorn (2011) EBS/ENS

Paula Hearn Moore (2011) BGA-Chair  
 Daniel Nappo (2011) HFA  
 (Student Representative)

***Personnel Policies Committee***

Bob Bradley (2012) BGA  
 Chris Caldwell (2011)-Chair  
 Neil Graves (2011) HFA  
 Jennifer Greenwood (2013) ENS  
 Nola Jones (2013) HFA  
 Ronald Kilgore (2013) BGA

Tina Lee (2011) EBS  
 Lane Last (2013) HFA  
 Linda Luther (2011) AAS  
 Sam Richardson (2012) LIB  
 Jeff Rogers (2013) AAS

***Committee on Instruction***

Chris Baxter (2012) BGA  
 Becky Cox (2012) EBS  
 Bob Figgins (2013) BGA  
 Deborah Gibson (2011) EBS  
 Paul Higgs (2013) ENS  
 Arthur Hunt (2012) HFA  
 Curtis Kunkel (2013) ENS

Joey Mehlhorn (2011) AAS  
 David McBeth (2011) HFA-Chair  
 Beth Powell (2012) HFA  
 Nancy Sonleitner (2013) EBS  
 Dawn Wilkins (2011) ENS  
 Ray Witmer (2013) ENS  
 Amy Yeung (2012) HFA

***Budget and Economic Concerns Committee***

David Barber (2011) HFA  
 Georgia Baskett (2013) Library  
 Ruby Black (2012) AAS  
 David Carithers (2012) HFA  
 Linghong Li (2013) ENS  
 Brian Donavant (2013) EBS  
 Steve Elliott (2012) ENS  
 Jim Fieser (2012) HFA

Michael Kempf (2013) ENS  
 Robert Nanney (2011) HFA-Chair  
 John Overby (2012) BGA  
 Mark Simmons (2011) HFA  
 Anna Clark (HFA) (2011)  
 Stephen Love (MIL)

**Executive Committee**

Janet Wilbert, President  
 Mike McCullough, President-Elect  
 Arthur Hunt, Secretary  
 Robert Nanney, Budget and Economic  
 Concerns  
 Paula Moore, Graduate Council  
 David McBeth, Instruction Committee  
 Chris Caldwell, Personnel Policies Cmte  
 Chris Hill, Undergraduate Council

Jenna Wright, Past President  
 Thomas Rakes, Chancellor (Ex-Officio)  
 Ogg, Vice Chancellor of Academic Affairs (Ex-Officio)  
 Dan McDonough – University Faculty Council  
 Jerry Gresham, Deans Council

**Faculty Senate Only**

Brandy Cartmell – Registrar (Ex-Officio)

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#### Section 4. Duties of the Officers.

- A. The President shall preside at all meetings of the *Faculty Senate*. The President shall appoint a parliamentarian each year to assist him/her in the conduct of the business of the senate. The President shall receive three hours released time from normal teaching duties in each regular term.

#### *Additional responsibilities:*

- preside over General Faculty meetings (*page 94, 2.10.1 General Faculty Meetings*)
- chair the Executive committee (*page 32, Article III; Section 2*)
- serve as a representative to the University of Tennessee System Faculty Council (UFC) (*page 37, Article IV; Section 12*)
- be a non-voting ex officio member on all standing committees (*page 33, Article IV; Section C*)
- be a member of the Administrative Committee on Committees (*page 40; 1.4.1.1 Committee on Committees; Composition*)
- be a member of the Athletics Board (*page 40-41, 1.4.1.3 Athletic Board; Composition*)
- be a member of the Financial Exigency Committee (*page 89, 2.9.5.3.2 Procedures Following the Declaration; 2*)
- transmit to the Chancellor within five working days any senate recommendations requiring the approval of that office (*page 28, Article I; Section 2*)
- be in consult with the Chancellor on issues of termination of faculty members (*page 81, 2.9.5.2.2 Termination Procedures for Category A Adequate Cause: Unsatisfactory Performance in Teaching, Research, or Service; Preliminary Steps*)
- report on the service of committee chairpersons to their supervisors during the time for annual reviews (*page 33, Article IV; Section 1D*)
- appoint ad hoc committee members upon approval of the senate (*page 37, Article IV; Section 11*)
- serve on the University of Tennessee Board of Trustees (BOT) on a 4-year rotation, UTK, UTM, UTC, UTHSC. See Faculty Senate Officers Guide for more details
- serve on the Academic Affairs and Student Success committee of the BOT
- serve as the voting member for the Tennessee University Faculty Senates (TUFS) (*not in writing anywhere yet*)
- Chancellor's Staff (*not in writing anywhere*)
- prepare the Faculty Senate Calendar (<http://www.utm.edu/departments/facsenate/calendar.php>)
  - Remind each chair to reserve their meeting rooms
  - Reserve the Legislative Chambers for FS meetings
  - Reserve the Chancellors Conference room for EC meetings
- plan the Faculty Senate Retreat
- host opening Faculty Meeting
- attend new faculty orientation
- attend the Administrative Retreat
- attend university functions (awards ceremonies, retirements, special events, etc)



- attend graduation ceremonies as Line Marshal

B. The President-Elect (Vice President) shall preside at the meetings of the *Faculty Senate* in the absence of the President. The President-Elect shall be in charge of liaison between the *Executive Committee* and the other *Faculty Senate Committees*. In the absence of both the President and the President-Elect, a President *pro tempore* shall be appointed by either the President or President-Elect prior to the meeting. The Vice President is the President-elect of the senate.

*Additional responsibilities:*

- be a non-voting *ex officio* member on all standing committees (page 33, Article IV; Section C)
- coordinate the Faculty Senate elections (not specifically the responsibility of the VP, but always given to the VP. Page 38, Article V; Section 2)
- coordinate the elections of the Faculty Relations Committee (page 36-37, Article IV; Section 9)
- coordinate the elections of the University of Tennessee System Faculty Council (UFC) (page 37, Article IV; Section 12)
- be a member of the Athletics Board (page 40-41, 1.4.1.3 Athletic Board; Composition)
- be a member of the University Calendar Committee (page 45, 1.4.1.15 University Calendar Committee; Composition)
- be a member of the University Council (page 45-46, 1.4.1.16 University Council; Composition)
- be a member of the Academic Council (not in writing anywhere, meets monthly on 2<sup>nd</sup> Wednesday)
- attends the TUFSS meeting in the Spring (not in writing anywhere or yet)
- attend graduation as Line Marshal
- attend Faculty Senate retreat
- attend Administrative Retreat
- attend Academic Affairs Retreat

C. The Secretary or his/her designee shall keep the minutes of all actions taken by the *Executive Committee* and the *Faculty Senate*. Copies of the minutes of all senate meetings shall be made available to all members of the faculty (by posting on the Senate website) within a reasonable time after each meeting. (There will be no verbatim recording of remarks or discussions and professional titles will not be recorded). The Secretary or his/her designee shall send advance notice of the time, place, and agenda for all *Faculty Senate* meetings to each senate members.

*Additional responsibilities:*

- shall oversee the apportionment of elective seats to the Faculty Senate (Page 29, Article II; Section 1.B.1-6)
- nominate members to standing committees (not specifically the responsibility of the Secretary, but always given to the Secretary. Page 33, Article III; Section 4)
- send out a senate newsletter and post to the blog important points following each senate meeting. (not in writing)
- oversee the duties of the ancillary secretary (not in writing)

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May **Faculty Senate calendar.** Complete it to include the meetings described in 2.10.1 on page 94 of the Faculty Handbook. Also to include all the standing committees with the following in mind.

IC and PPC	1st, 6th, and 11 <sup>th</sup> Tuesday of semester
BECC and UGC	2nd, 7th, and 12 <sup>th</sup> Tuesday of semester
Grad Coun	2nd, 7th, and 12 <sup>th</sup> Thursday of semester
Executive Comm	3rd, 8th, and 13 <sup>th</sup> Tuesday of semester
Faculty Senate	5th, 10th, and 15 <sup>th</sup> Tuesday of semester

Consult with Edie Gibson and Stephanie Maxwell for conflicting dates for the General faculty meetings with the Chancellor and VCAA. (forward completed calendar to Edie Gibson, Linda Arant, and Stephanie Maxwell) Remember that the UTFC representative also sits on the Executive Cmte ex-officio. So if that person is not a senator he or she will need to be included in any correspondence.

**Faculty Senate committee assignments.** Make sure that new assignments are completed (this would have been done in the spring by the FS Secretary) and forward to Linda Arant so that new committee members can be invited to any summer meetings that might take place prior to July 1st.

On the Faculty Senate Executive Committee we added the VCAA and UTFC representative. We added wording to the Faculty Handbook to include them (pending UT Board approval). Also attending the FS Ex Cmte is a representative from the Dean's Council. This representative is a guest to the Ex Cmte and they come on their own accord. The Dean assigned to the Ex Cmte, by the Dean's Council, is alphabetical by college (CAAS, CBGA, CEHB, CENS, CHFA). For AY 10/11 it is Ag...so the Dean is Interim Dean, Jerry Gresham.

**Faculty Senate Executive Cmte.** Verify with Edie Gibson the senators who are to serve on Administrative Committees for the coming year.

**Faculty Senate Retreat.** Verify with Edie Gibson whether or not you would like to have a FS retreat in August the week before school begins. You will have to set the agenda, reserve a room in the UC (call 7755 John Abel) and plan the continental breakfast (call 7994 Anoush Lazarian)

June Attend UT Board of Trustees meeting

July 1 **Senate term of office.** All terms begin July 1 (including all committee chairpersons and all members of senate committees). (page 32, Article II, Sec 5)

-Send an email to all senators welcoming them to the new school year. Attach the calendar and committee assignments.

-Send email to all committee chairs reminding them to reserve their rooms for their committee meetings

-Coordinate with Dorothy Gillon about the Executive Committee breakfast prior to the Fall General Faculty meeting. Usually the breakfast is from 8:30-9:30 in the Alumni Center (Chancellor's Residence)

-Reserve Legislative Chambers for FS meetings, Chancellors' Conf Room (CCR) for Exec cmte mtgs, Watkins auditorium for Faculty meetings. If the music department is still using the legislative chambers for class send a "thank you" to Chair of the music department and remind them of the dates FS will need the legislative chambers for meetings. (When I did this I found out that music does not schedule any classes in the legislative chambers past 3:00 p.m. on Tuesdays)

-Always speak with Edie Gibson to coordinate all dates for upcoming events that the Chancellor should attend and visits to campus of any dignitaries.

UT President will do at Campus Tour in the Fall. He/she will want to meet with the faculty either in a full faculty meeting or in Senate.

-Speak with Sodexo catering (Gina Ardis) about food for the Faculty Senate meetings. President coordinates the food. President will send a reminder several days prior to each meeting for verification.

August Attend New Faculty Orientation, FS retreat, Administrative Retreat (Pres only), Academic Affairs retreat (VP only), Welcome back General Faculty mtg – Agenda set by Edie Gibson. the FS President just presides over the meeting (Ex Cmte breakfast before the General Faculty mtg-Dorothy Gillon)

Attend TUFs meeting

Director of State Relations for the UT System (Anthony Haynes) comes to campus each fall and will want to visit with the Executive Committee. You will have to coordinate with Judy Sandefer a time the Executive Cmte will be able to meet with him.

September Plan Fall General Faculty meeting (October)...see page 94 faculty handbook

FS meetings The senate shall normally meet on Tuesday of week 5, 10, and 15 of each semester. (page 31, Article II, Sec. 3)

- FS agenda     Executive Committee shall prepare the agenda for all meetings and shall submit the agenda for each senate meeting to the individual senators at least seven days in advance of that meeting. (page 32-33, Article III, Sec 3)
- Fall             Nominating Committee shall be composed of the elected members of the Executive Committee. (Chair is usually the President –elect.) Send a list of all members of the senate who are eligible for senate offices to all members of the senate with a request for nominations. From nominations at large and from the nominating cmte, a slate of candidates is prepared. (page 38; Article V, Sec. 2A-C)
- At least 10 days before the second senate meeting of the fall semester the list of nominees shall be sent to all members of the senate. At the second meeting nominations are taken from the floor. (page 38; Article V, Sec. 2D)
- Within 30 days after the second meeting a mail ballot shall be sent to all members of the senate. Elections shall be by majority of the ballots (see page 38 for run-off) results reported to the Ex Cmte and then reported in the next FS meeting. (page 38; Article V, Sec. 3)
- January 15     Elective seats shall be apportioned among the respective colleges and independent departments by the Secretary of the Faculty Senate. (page 29; Article II, Sec 1b1)
- Plan Spring General Faculty meeting (held in February)
- February 1     The faculty of each college or department of the University shall elect its representatives to the senate. (page 29; Article II, Sec 1b)
- Attend UT Board of Trustees meeting
- February       Faculty Relations Committee. Each year five members shall be elected by the faculty members for two-year terms and shall not succeed themselves. The President-elect shall have the responsibility of polling the faculty members for nominations and conducting the elections of members. Nominations should be received during February with the election complete by April. (page 36-37; Article IV, Sec. 9)
- Spring           The Executive Committee shall nominate members for all standing committees except the Library Cmte and Faculty Relations Cmte (Article IV). The Executive Committee shall survey senators for their committee preferences and attempt to make nominations accordingly (Chair selection - Article IV, Sec. 2). (This is usually handled by the Secretary of the Faculty Senate) (page 33; Article III, Sec. 4)

- 
- Spring Attend the spring TUFS meeting (usually in April)
- Spring Each standing committee shall annually in the spring semester elect a chairperson from among the members who will remain on the committee. (page 33; Article IV, Sec. 2)
- Spring The University of Tennessee System Faculty Council (UFC). The *President* of the Senate shall serve as a representative during his or her term of office. An additional faculty member elected by the faculty shall serve a three-year term as representative beginning July 1 in the year elected. Elections shall be held in the spring semester. *The President-elect* shall have the responsibility for polling the faculty members for nominations and conducting the election. (page 37; Article IV, Sec. 12)
- Spring At the last Faculty Senate meeting the Chairs of the Faculty Relations Committee and Library Committee are to make an annual report of the areas considered by the committee. (page 37; Article IV, Sec. 9, D and page 35; Sec. 6)
- Spring President will report on the service of committee chairpersons to their supervisors (Article IV, Sec. 1, D)

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### “TOP TEN TIPS FOR NEW SENATORS”

1. *Take your position seriously.* You are the conduit for information to flow back to your department.
2. *Read the Faculty Handbook.* The Faculty Senate is discussed on pages 27-39. Be familiar with the purpose of your appointment as a Senator.
3. *Be an active committee member.* As a Senator, you will be assigned to a standing committee. This is where the real work is done. Go to those meeting prepared. Read the agenda and associated materials and take an active part in the discussions. This is also a good opportunity to identify anything that might impact your department or programs.
4. *Read the description of your committee.* The Faculty Handbook starting on pages 33-37 describes the different committees. Know the purpose of your committee.
5. *Read or at least browse through your packet.* You never know when a committee will be bringing forth a motion that will impact your department. Read the information from the committees that you are not a member of and be able to express concerns that might have been identified from your department.
6. *Pay attention.* Pay attention to the questions asked and the dialogue that takes place in the Faculty Senate meetings. The outcomes of the discussions can change what is in the packet.
7. *Ask questions.* You have the benefit of the “honeymoon effect.” No one will judge your lack of knowledge on a subject. As a new Senator, issues will come up that will be new to you. Do not be afraid to raise your hand and ask for clarification or add your thoughts to the discussion.
8. *Be a busy bee.* Get to know your fellow Senators. Your relationships across the campus are very “handy” to have. Talk to the other Senators on your committee and know their names and departments. Make those connections.
9. *Faculty Senate meetings are not optional.* If you are going to be absent you must ask a faculty colleague to represent you. That person has all the privileges and power of the person he/she is replacing. Let the Secretary of Faculty Senate know of your replacement.
10. *Senate Materials.* Please ensure that your Faculty Senate packet (if you receive a hardcopy) is disposed of properly. You might elect to keep them for a term or not, whichever you choose, make sure that you shred or recycle your packet(s) when you are done with it (them).

Be On Time....There Are Snacks!

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University of Tennessee Martin  
 Faculty Senate Retreat  
 Monday, August 23, 2010  
 9:00 – 11:30 a.m.  
 University Center 206 A, B, C

9:00 – 9:20 a.m.

**Welcome and New Senators Orientation**

**Faculty Senate Executive Committee**

- President – Janet Wilbert, Health and Human Performance
- President-elect – Mike McCullough, Management, Marketing, Computer Science, & Information Systems
- Secretary – Arthur Hunt, Communications
- Chair, Budget and Economic Concerns – Robert Nanney, Communications
- Chair, Personnel Policies – Chris Caldwell, Mathematics & Statistics
- Chair, Committee on Instruction – David McBeth, Visual & Theatre Arts
- Chair, Undergraduate Council – Chris Hill, English & Modern Foreign Languages
- Chair, Graduate Council – Paula Moore, Accounting, Finance, Economics, & Political Science

(Chairs of committees should attend this session. The chairs (or a representative) will briefly discuss the purpose of his/her committee and how the committee “fits into” the bigger picture of Faculty Senate. The President-Elect will have time to address the new Senators as to their commission as Senators)

9:20 – 9:30 a.m.

**Continental Breakfast**

(Becky Cox, Co-chair of the Education Honors Society, would like to have her group present a “treat” to the Senators)

9:30 – 9:40 a.m.

**Introductions and Opening Remarks**

Janet Wilbert, Faculty Senate President

9:40 – 10:10 a.m.

**Integrated Marketing Plan**

Bud Grimes, University Relations

(UTM has recently completed a STAMATS evaluation and from this there were areas identified where UTM could do a better job in marketing itself, its programs, its accomplishments, its faculty, etc. Bud will discuss the outcomes of the report and present some suggestions as to how the faculty can be a part of the overall success of the program)

10:10 – 10:20 a.m.

**Break**

10:20 – 10:40 a.m.

**Breakout Session I**

Facilitated by IMC Committee Members

(Time will be given to discuss the ideas the Senators might have regarding the marketing plan. Each facilitator will act as a recorder/moderator at a table to stimulate conversation and write down thoughts. It is not necessary to sit in committee assignments for this session)

10:40 – 11:00 a.m.

Reports from Breakout Session I

Group Representative

(Facilitators will paraphrase the discussion from each group)

11:00 – 11:15 a.m.

Breakout Session II

Senate Committees

(Chairs will meet with their committee members and review procedures for the committee, meeting time, meeting place, importance of the committee, necessity for Senators to send a “replacement” when absent, annual responsibilities a committee might have, etc.)

11:15 – 11:30 a.m.

Closing Remarks

Janet Wilbert, Faculty Senate President





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## FALL FACULTY MEETING

- ❖ Welcome
- ❖ We're #113<sup>th</sup>!....and I can live with that.
- ❖ Warning Will Robinson
- ❖ Where's Waldo?
- ❖ Tell me a story, please!
- ❖ They're talking S%&# again Ethel
- ❖ Quadrupling Encounters among People
- ❖ Anything worth having is worth waiting for!
- ❖ Questions and closing remarks



## Spring General Faculty Meeting

- Welcome
- What's Cook'n
- Nipp & tuck UTM style
- Women on the move
- Let's talk S#\$%
- As if advising isn't confusing enough...!
- Nurses on the move
- Al Hooten
- Chancellor Rakes

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**To:** All Employees Holding Academic Rank  
**From:** Janet Wilbert, President-elect, Faculty Senate  
**Date:** February 1, 2010  
**Subject:** Nominations for the Faculty Relations Committee

In accordance with the UT Martin *Faculty Handbook*, each year five new members are nominated and elected to the Faculty Relations Committee for a two-year term. The Faculty Relations Committee is empowered to consider faculty-initiated grievances between (a) faculty-administration and (b) other faculty. This committee also hears cases involving the termination of tenured faculty members for adequate cause. Any full-time tenured employee holding academic rank may be nominated to serve on this committee, except those persons whose current assignments involve line administrative responsibility in academic administrative units.

The Faculty Relations Committee is composed of eleven faculty members elected at large by all UT Martin employees holding academic rank. Faculty members presently serving on the committee are the following:

<u>*Class of 2010</u>	<u>Class of 2011</u>
Elaine Harriss	Chris Caldwell
Marti Herndon	Nell Gullett
Lane Last	Louis Kolitsch
Judy Maynard	Robert LeMaster
Dan Pigg	Michelle Merwin
John Schommer, Chair	

\*Members rotating off the committee are not eligible to succeed themselves.

Please nominate five candidates, using the nominations ballot below, and return the ballot to Dawn Dill, 208 Gooch Hall, by Wednesday, February 24, 2010. An election will be conducted during March to elect five members from the top ten candidates nominated. **Remember a person must have tenure and academic rank to be eligible and the person may not have current assignments involving line administrative responsibility in academic administrative units.**

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**Nominations for Faculty Relations Committee**  
**Nominate five (5).**


**Return ballot to Dawn Dill, 208 Gooch Hall, no later than Wednesday, February 24, 2010.**

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**TO:** All Faculty holding academic rank

**FROM:** Janet Wilbert, Faculty Senate President-Elect

**SUBJECT:** Faculty Relations Committee

A ballot with the candidates nominated for the Faculty Relations Committee is below. Please vote for five (5). Return the ballot to Dawn Dill, University Studies, 208 Gooch Hall, by **Wednesday, March 31, 2010**. The top five candidates will serve a two-year term that will begin on July 1, 2010.

---

**Candidates for Faculty Relations Committee**

**Vote for Five (5)**

\_\_\_\_\_ Blanchard, Tom  
\_\_\_\_\_ Bradshaw, Charles  
\_\_\_\_\_ Hewitt, Patti  
\_\_\_\_\_ Kolitsch, Stephanie  
\_\_\_\_\_ LaChance, Leslie  
\_\_\_\_\_ MacKewn, Angie  
\_\_\_\_\_ McCullough, Desiree  
\_\_\_\_\_ Payne, Tom  
\_\_\_\_\_ Rogers, Jeff  
\_\_\_\_\_ Witmer, Ray

Return ballot to Dawn Dill, University Studies, 208 Gooch Hall, no later than **Wednesday, March 31, 2010**.

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This letter is accompanied by a list of eligible Senators to choose from.

**September 29, 2009**

**TO:** Members of the Faculty Senate

**FROM:** Janet Wilbert, Chair of Nominating Committee

**SUBJECT:** Nominations for Faculty Senate Officers in 2010-2011

From the attached list of Senators, please nominate one for the office of Vice-President (President Elect) and one for the office of Secretary of the Faculty Senate for the 2010-2011 academic year.

- At least 10 days prior to the *second* senate meeting, November 3<sup>rd</sup>, you will receive the slate of candidates,
- At the second senate meeting nominations will be taken from the floor,
- Final ballots will be sent out within 30 days following the second senate meeting.

**Return your nominations to Dawn Dill, 208 Gooch Hall, by Wednesday, October 8, 2009.**

dd

attachment

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**NOMINATE ONE SENATOR FOR EACH OFFICE**

**Vice-President (President Elect)** \_\_\_\_\_

**Secretary** \_\_\_\_\_  
March 10, 2010

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**MEMORANDUM**

**TO:** Members of the Faculty Senate

**FROM:** Janet Wilbert, Chair of Nominating Committee

**SUBJECT:** Senate Officer Election Ballot

**DATE:** November 14, 2009

This is the ballot for the election of Vice President (President-Elect) and Secretary for the Faculty Senate for the academic year 2010-2011. These candidates were presented to senators at the November 3<sup>rd</sup> Senate meeting and no additional nominations were made from the floor. Please return this ballot to **Dawn Dill, University Studies, 208 Gooch, by Monday November 23, 2009.**

**Vice President (President-elect)**

\_\_\_\_\_ **David Barber**

\_\_\_\_\_ **Mike McCullough**

**Secretary**

\_\_\_\_\_ **Arthur Hunt**

\_\_\_\_\_

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**To:** All Faculty  
**From:** Mike McCullough, President-elect, Faculty Senate  
**Date:** February 18, 2011  
**Subject:** Nominations for the UT System Faculty Council member At-Large

In accordance with the UT Martin *Faculty Handbook*, every three years a new member at-large will be nominated and elected to the UT System Faculty Council (UFC) for a 3-year term. This council brings together representatives of the faculties of the University of Tennessee main campuses to address system-wide matters of interest. Any full-time tenured employee holding academic rank may be nominated to serve on this committee.

The UFC is composed of one faculty member at-large and the current Faculty Senate President. The 3-year term begins July 1 in the year the representative is elected. A representative may serve no more than two consecutive terms.

Current UFC members include:

Janet Wilbert, Faculty Senate President

Dan McDonough, member at-large 2008-2011 (first term ending now)

Please nominate eligible faculty (Dan McDonough is eligible to serve a second term) using the nominations ballot below, and return the ballot to Mike McCullough, 210 Business Admin, by Wednesday, March 2, 2011. An election will be conducted during March to elect the member at-large from among the top five candidates nominated. **Remember a person must have tenure, academic rank and be full-time to be eligible.**

---

### Nominations for UT System Faculty Council member At-Large

_____	_____
_____	_____
_____	

**Return ballot to Mike McCullough, 210 Business Admin, no later than Wednesday, March 2, 2011.**

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**To:** All Faculty  
**From:** Mike McCullough, President-elect, Faculty Senate  
**Date:** March 8, 2011  
**Subject:** Voting for the UT System Faculty Council member At-Large

In accordance with the UT Martin *Faculty Handbook*, every three years a new member at-large will be nominated and elected to the UT System Faculty Council (UFC) for a 3-year term. This council brings together representatives of the faculties of the University of Tennessee main campuses to address system-wide matters of interest. Any full-time tenured employee holding academic rank may be nominated to serve on this committee.

The UFC is composed of one faculty member at-large and the current Faculty Senate President. The 3-year term begins July 1 in the year the representative is elected. A representative may serve no more than two consecutive terms.

Current UFC members include:

Janet Wilbert, Faculty Senate President  
 Dan McDonough, member at-large 2008-2011 (first term ending now)

Please vote for one (1) individual from the list below, and return the ballot to Mike McCullough, 210 Business Admin, by Wednesday, March 23, 2011.

---

**Vote for one (1) for UT System Faculty Council member At-Large**

Chris Caldwell	_____
Dan McDonough	_____
John Schommer	_____
Janet Wilbert	_____
Jenna Wright	_____

**Return ballot to Mike McCullough, 210 Business Admin, no later than Wednesday, March 23, 2011.**



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## September Agenda

### Faculty Senate Executive Committee Meeting

Approval of Minutes from Last Meeting (p. of the April Senate Packet)

Reports from standing committees

Budget and Economic Concerns

Committee on Instruction

Graduate Council

Personnel Policies Committee

Undergraduate Council

Unfinished Business

New Business

Elect a chair for the Nominating Committee. In as close to a Judiciary Committee as the Senate has, the Personnel Policies Committee determined in the fall of 2006, that it construes the bylaws to mean that the Nominating Committee consists of all non-*ex officio* members of the Executive Committee. The elected chair of the Nominating committee will conduct the annual senate officer election according to the following timetable: harvest nominations from fellow senators with a deadline before the second Executive Committee meeting; determine two candidates for president-elect and two for secretary at the second Executive Committee meeting; distribute those names to the senate at least ten days before the second full senate meeting; additional nominations will be requested from the floor of the second full senate meeting; the election will be completed before the third full senate meeting. Details may be found in Article V of the bylaws.

The Executive Committee may need to set the date of the Fall Faculty Meeting, if it has not already been set. It should be scheduled within the 30 days prior to Fall Break as specified by the Faculty Handbook (sec 2.10.1). The Spring meeting too is to be scheduled by the Executive Committee within the 30 days prior to Spring Break. The president has traditionally set these dates at the VCAA secretary's request in May without consulting the Executive Committee (the Faculty Handbook notwithstanding). By the way, the Faculty Handbook says it is the duty of the Senate Secretary to inform the faculty of the Fall Meeting two weeks in advance.

There is often some awkwardness in scheduling Executive Committee meeting dates for October and November, and the president typically sets them provisionally in May. The problem is that these meetings fall very close to university holidays and are made more problematic by senate bylaws requiring that senate packets go out 10 days in advance of full senate meetings. This deadline can be a problem for the clerical secretary of the senate. The Executive Committee may need to review these dates at this meeting.

*Ex officio* members of the *Senate* are the Chancellor, the VCAA, the registrar, and a representative from the Academic Council (Art II sec 1A). The immediate past president does not appear to be an *ex officio* member of the Senate. *Ex officio* members of the *Executive Committee* include the Chancellor and the immediate past president of the senate (Art III sec 2). In the last year the VCAA and

the representative of the Academic Council have had standing guest invitations to the Executive Committee meetings, but they are not required by statute. Another guest invitation to both the Executive Committee and full Senate meetings: whoever's been elected by the campus to the University of Tennessee Faculty Council.

There is always some frustration in the Senate with the appearance that it only rubber-stamps committee work and discusses nothing of substance. It may be useful to review with the full Senate and the Executive Committee how a variety of motions can come to the floor of the Senate: Art II sec 4 D.

The senate sometimes finds it useful to suspend its rules to invite guests to speak in the well of the senate. Because the third full senate meeting of the year usually involves a large number of motions from the Undergraduate Council, if fall guests are desired, they probably need to be nailed down for the second full meeting of the senate. The Executive Committee might then want to discuss possible fall guests at its very first meeting of the year.

The senate president should also be aware of the following bylaw prescription (Art III sec 1): When central-level campus or system administrative appointments are to be filled and where it is appropriate for faculty to be of assistance in the recruitment and screening of candidates, the Executive Committee assists in the selection of the faculty members of such screening committees and lends its counsel to the development of procedures for recruitment and screening of such candidates.

Indeed, the senate president would do well to review the entire Art III as the year begins ...

## October Agenda

**Faculty Senate Executive Committee Meeting**

Approval of Minutes from Last Meeting (p.    of the September Senate Packet)

## Reports from standing committees

- Budget and Economic Concerns
- Committee on Instruction
- Graduate Council
- Personnel Policies Committee
- Undergraduate Council

## Unfinished Business

## New Business

The Executive Committee may want to have input on the agenda for the Fall Faculty Meeting.

The president may want to report on any activities of the UT Faculty Council.

If guests have been invited to the second full senate meeting, the Executive Committee might want to have input on the structure of that event.

The Executive Committee may want to have a report from any high-level administrator Search Committees pursuant to Art III section 1 of the bylaws.

The Nominating Committee must have a two-person ballot for President-Elect and Secretary ready for the second full senate meeting. The clerical secretary of the senate should have been receiving nominations for these offices during the last month and should be prepared to turn them over to the Nominating Committee chair before the Executive Committee meeting. The ranking of these nominees by the committee is probably best left as the last item on the agenda, so that non-involved guests can be dismissed early. After nominees have been ranked by the committee, the chair of the committee must contact the nominees in ranked order to secure their approval to be placed on the ballot. The chair is done when a two-person ballot for each office is obtained. Senators will be given the opportunity to supplement these ballots with further nominations at the next full senate meeting. It is important that the Nominating Committee chair announce the two-person ballots the committee has prepared through a mailing to senators ten days in advance of the full senate meeting. (Senators wishing to supplement the ballots with further nominees from the well of the senate must secure the approval of their nominees in advance; the ten-day notice is meant to facilitate this.) After the formal request for further nominations is made from the senate floor and the nominations are closed, the election must be completed in the thirty days following the second senate meeting.

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## November Agenda

**Faculty Senate Executive Committee Meeting**

Approval of Minutes from Last Meeting (p.     of the October Senate Packet)

Reports from standing committees

Budget and Economic Concerns

Committee on Instruction

Graduate Council

Personnel Policies Committee

Undergraduate Council

Unfinished Business

New Business

The December meeting is the big meeting with regard to Undergraduate Council business, so the next Senate agenda needs to be light enough to accommodate this.

The Nominating Committee chair may have a report on the senate officer elections that were conducted after the second senate meeting.

There should probably be a mention at the December full senate meeting about the upcoming departmental election of senators. Article II sec 1B contains a complete description of eligibility criteria. Suffice it to say that the bylaws require departments to elect senators by February 1. Departments are often tardy with this. Inasmuch as we poll newly elected senators for their committee preferences, it might spur a department or two to complete elections sooner if they know that tardy elections might result in less-than-preferred committee assignments. Potential senators must meet the following criteria: 1) hold full-time appointments with academic rank; 2) at least half-time teaching or library service; and 3) at least 3 years of service in a tenure-track position before the term of office begins (with an exception for Military Science). Senators also cannot succeed themselves (with the exception of a sitting senator who is completing less than half the term of a colleague).

The Secretary of the Senate has a role in the spring election of senators: the Secretary oversees the apportionment of senators. The senate's clerical secretary usually does the actual tabulation based on information provided by Academic Affairs. The bylaws specify January 15, but this leaves for a tight turnaround to get elections completed by Feb 1. At the very least, the Secretary of the Senate might want to notify the clerical secretary that he or she will become interested in this information sometime in mid-December. The bottom line: department chairs need to be notified of their apportionment as soon as possible so that they can schedule their elections early in the spring semester.

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## January Agenda

**Faculty Senate Executive Committee Meeting**

Approval of Minutes from Last Meeting (p.     of the December Senate Packet)

## Reports from standing committees

- Budget and Economic Concerns
- Committee on Instruction
- Graduate Council
- Personnel Policies Committee
- Undergraduate Council

## Unfinished Business

## New Business

Our bylaws require departmental senate elections to be complete by February 1. It is not always the case that departments elect senators according to senate rules. When an ineligible senator is elected, it is typically because no older faculty member wanted to serve, and that none of the new faculty were eligible according to the senate rules. In the Fall of 2006 the Personnel Policy Committee was asked to consider bylaw amendments that might make senate eligibility rules more flexible. The committee was unsympathetic: if departments don't want to elect according to senate rules, no one is forcing them to have representation in the senate. Ineligible senators should not be seated; departments electing ineligible senators should be sent back to the drawing board.

Committee assignments for new senators are to be submitted to the full senate for approval at the *second* full senate meeting of the spring. New senators are to be polled for their committee preferences. Departments who elect senators after Feb 1 risk not getting their committee preferences. Another important note: membership on the Undergraduate Council is partly determined by the percentage of declared majors in the various colleges. See the bylaws Article IV section 3.

The Vice-President has a mission in February: to begin the Faculty Relations Council election process by harvesting nominations from the faculty. The clerical secretary of the senate should have a file of old nomination harvesting letters. Every year a new slate of five members are sent to this Council as five rotate off. A ten person ballot will be finalized by the Executive Committee at its *second* meeting of the spring.

Another election must be conducted in the spring every three years beginning in 2008: the at-large faculty rep to the University of Tennessee System Faculty Council (UFC). At the time of this writing, there are no bylaws describing how this election is to be conducted. Because at-large representatives to this Council from the various UT campuses will have staggered terms, midterm resignations should result in some process by which a representative for the balance of an unexpired term can be determined.

- Reports on recent meetings of the UFC.

- Reports on important campus search committees.

Request for agenda items for the Spring General Faculty meeting. By the way, the Faculty Handbook says it is the duty of the Senate Secretary to inform the faculty of the meeting two weeks in advance.

## March Agenda

**Faculty Senate Executive Committee Meeting**

Approval of Minutes from Last Meeting (p. of the February Senate Packet)

Reports from standing committees

- Budget and Economic Concerns
- Committee on Instruction
- Graduate Council
- Personnel Policies Committee
- Undergraduate Council

Unfinished Business

New Business

Committee assignments for new senators are to be submitted to the full senate for approval at the *second* full senate meeting of the spring. New senators should have been polled for their committee preferences.

The Vice-President had a mission in February: to begin the Faculty Relations Council election process by harvesting nominations from the faculty. A ten person ballot will be finalized by the Executive Committee at its *second* meeting of the spring. That election should be completed, per the bylaws, “by April”.

Another election must be conducted in the spring every three years beginning in 2008: the at-large faculty rep to the University of Tennessee System Faculty Council (UFC). At the time of this writing, there are no bylaws describing how this election is to be conducted.

Committee chairs should be reminded that at their next committee meetings, they will need to elect new chairs.

It is extremely likely that the Faculty Relations Committee (FRC) has not met this year. They need to meet before the last full senate meeting of the year to elect a chair from among those rotating off the committee.

The bylaws require that the FRC and the Senate Library Committee make an annual report to the senate. In the FRC case, this report may only serve to announce the election of a new chair. The bylaws require that the FRC report be made at the *last* full senate meeting of the year. The bylaws are silent about when the annual Library committee report should be given, though the last meeting of the year seems like a good time for this too. In any case, the various chairs would probably appreciate a reminder at least a month in advance before they’re asked to give a report.

Reports on important campus search committees.

The TN General Assembly has been active for over a month now; a report might be useful on educational issues being considered.

The last full senate meeting of the year in April also involves a traditional exchange of “gifts”: the VP presents a plaque for the President (which comes out of the Academic Affairs budget and probably should be ordered a month in advance); the President presents a gift of some kind to the clerical secretary of the Senate (no budget for this one).

## April Agenda

**Faculty Senate Executive Committee Meeting**

Approval of Minutes from Last Meeting (p.     of the March Senate Packet)

## Reports from standing committees

Budget and Economic Concerns

Committee on Instruction

Graduate Council

Personnel Policies Committee

Undergraduate Council

## Unfinished Business

## New Business

The Faculty Relations Council election should be completed, per the bylaws, “by April”. Moreover, the chair of the FRC should have called a meeting in the last month, if for no other reason, to elect a new chair. The five new members and the new chair should be announced during the FRC report at the last full senate meeting of the year, along with a discreet report of any other business that was conducted.

If it was necessary this spring, the election for the at-large faculty rep to the University of Tennessee System Faculty Council (UFC) should be completed before the end of the semester.

Standing committee reports at this executive committee meeting should include the names of the new chairs.

If the Senate Library Committee report was not given at a previous meeting during the year, it should occur at the last full meeting of the senate.

Any ad hoc committees that have ceased to function should be formally disbanded.

The TN General Assembly has been active for almost two months now and the budget picture should be becoming clearer; a report might be useful on this and other educational issues being considered.

The last full senate meeting of the year in April also involves a traditional exchange of “gifts”: the VP presents a plaque for the President (which comes out of the Academic Affairs budget and probably should be ordered a month in advance); the President presents a gift of some kind to the clerical secretary of the Senate (no budget for this one).

The bylaws (Art V sec 1E) require committee chairs to write letters for their committee members to their academic supervisors, documenting their service for the year. The president is to do this for the committee chairs. The bylaws do not explicitly require the president do this for the Vice-President and Secretary.

End-of-year celebratory resolutions are appropriate to this last meeting.

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(This is an example of the letter I wrote to the Chairs of the Standing Committees. Something similar should be sent to each committee member with a copy to the Chair of the department)

April 27, 2011

Dr. Caldwell,

On behalf of the Faculty Senate I would like to thank you for your service as Chair of the Personnel Policies Committee for the 2010-2011 year. As you are well aware, this committee is very important on many fronts. I applaud this year's accomplishments with the Equal Opportunity tagline, review of the tenure process and several clarifying changes to the Faculty Handbook, including the faculty voice in shared governance.

It has been a pleasure to work with you on Executive Committee because I received your committee minutes quickly and you always participated in our discussions with great comments and questions that ensured we were pursuing a topic fully. Your contributions were greatly appreciated because it made my job easier.

You are truly a great resource for the Faculty Senate for maintaining, with diligence, the Faculty Handbook. I hope to see your name on the roster of a future senate class.

Sincerely,

Janet Wilbert  
Faculty Senate President 2010-2011

Cc: Thomas Eskew, Chair-Mathematics and Statistics



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Elaine,

I promised you notes; let's start just with what to expect **\*before\*** the Fall. Some of this stuff appears more presidential than vice-presidential, but the tradition has apparently been for the veep to start claiming ownership of the coming year. So in not-quite chronological order:

#### University Committee Appointments

Edie has her hands full right now, so she may not yet have contacted you, but apparently the senate president has some powers of committee appointment (that I haven't been able to find written anywhere). Last year at about this time, Edie asked me to make appointments to the Equity and Diversity Advisory Council (should be a member of Personnel Policies) and the Appeals Committee on Undergraduate Readmission (needn't be a member of Undergraduate Council, but that's where I went shopping). Edie made this request of me last year in late April.

#### Parliamentarian

I was asked by Dawn Dill last year in early May to secure a parliamentarian.

#### Senate Calendar

Carolyn Gresham wanted to start nailing down the Academic Calendar in June. To that end, she asked me to send her a copy of our Senate Calendar. You have it already, but I'm attaching last year's anyway. The bylaws (Art II sec3) essentially sets the dates for the full senate meetings as "normally" being Tuesday of week 5, 10, and 15 of each semester. Committees, of course, must revolve around those days, with at least a ten-day dead-period between the Exec Comm and the full senate (so that complete packets may go out). Committee chairs must be polled for their meeting place preferences and rooms must be reserved. A good month to do this might be May.

Recall that two exec comm. dates were problematic last fall: one fell on the Tuesday **\*of\*** Fall Break, the other on the Tuesday **\*before\*** Thanksgiving. The first is a problem, because theoretically we're still on holiday. Holding the meeting later though jeopardizes Dawn's ability to put hard-copies of the packet in senators' hands (as the bylaws require) 10 days before the full senate meets. The second meeting date is a problem for the same reason: Dawn needs to be able to get the hard copies of those packets out. Last year we went through with the meeting during Fall Break, but moved the November meeting up to the Friday before Thanksgiving. We tried to hammer out a systematic fix for this in exec comm. but came up empty. Maybe this year's calendar will prove different.

#### General Fall/Spring Faculty Meeting Dates

Traditionally these dates are listed on the Senate Calendar; they are regularly moved however to accommodate the chancellor. To satisfy Carolyn, a good thing to do might be to simply assign them pro forma to the Thursdays before Fall and Spring Break.

The Faculty Handbook (p. 97) says that the **\*Executive Committee\*** should set these dates so that they fall within the 30 days prior to Fall and Spring Breaks, with preference to Thursdays at 3:15pm. As long as there is a two-week lag (so that the Senate Secretary can notify the faculty of these meetings two weeks in advance as per the handbook), the exec comm. could theoretically approve these dates formally as late as the first exec comm meetings of the fall and spring. It's great if you can get the chancellor on board for these.

By the way, when I proposed to PPC last fall that the handbook be revised to admit more flexibility on this, they ruled that we should enforce the handbook as written.

#### Administrative Retreat

Two weeks before school starts, you'll have one duty at this event: to give remarks at the lunch. I learned after the fact, that retreat participants have the opportunity to fill out evaluation forms that rate all retreat events, including the senate president's lunch remarks. My lunch remarks were criticized as lacking meat.

#### Senate Retreat

I had topics brewing in my head all year. In May I presented two possible topics to Chancellor Rakes (he seemed pleased to be asked), to see if either topic would fit better into themes he was hoping to explore in the coming year. He suggested I poll the exec comm; I did that in mid-May. I started trying to nail down a speaker in early June.

The structure of the retreat was my own; I probably should have, but did not seek Exec Comm. input. A back-up plan for a tardy speaker would, in retrospect, have been nice. I don't think the hastily thrown together panel (thanks by the way!) worked very well as a pre-lunch time-killer.

I had senators fill out questionnaires *\*after\** the retreat, but those should probably have been part of the retreat. Those questionnaires also failed to ask a critical question: how do you rate the retreat as a whole? I heard the gamut in the week that followed: the most interesting retreat the senate's had, to totally useless. The truth undoubtedly was somewhere in-between. Rating forms probably should have been available. A retreat that produces "action items" seems to me an oxymoron, but I'm afraid I'm in the distinct minority here.

The speaker was offered a \$400 honorarium plus expenses. The lunch cost \$12.95 per person and consisted of buffet lines with two entrée choices. I made contact with Anoush in early August to plan the lunch. I tried to get an accurate headcount, but rsvp's were not very forthcoming. I think we had about 65 in attendance. This included deans and the chancellor's staff, who were also invited. All of this was billed to Academic Affairs.

#### Executive Committee Breakfast

This occurs immediately before the Opening Faculty Meeting (the day after the senate retreat). Dorothy Gillon will ask you sometime in late May to invite the exec comm. to this event. She'll request a headcount.

#### Opening Faculty Meeting

The Tuesday before school starts, you will provide welcoming and closing remarks at this meeting. Presidents *\*have\** led the faculty in prayer here. This was very controversial with some faculty members. I (cowardly?) chose not to, despite the fact that my sympathies are very much with public prayer. I split the difference: I freely used "God-talk" in my closing remarks, including a quote from a Catholic saint. How *\*you\** wade into this minefield is, of course, up to you.

Sometime in the next few months I'm going to punch out six Executive Committee Agenda templates which contain the seasonal items required by the bylaws. Those agendas might be all the timeline you need to keep ducks marching in the proper rows.

John

To all future Faculty Senate members:

*~ As I progressed through my year as Faculty Senate President-elect and then Faculty Senate President I made notes to myself of points to remember to pass along to the next set of officers. This document is the result of all those notes.*

*This document is not a complete account of all that I did or had to remember, monitor, remind or attend but it is a good start for individuals who would like to pursue this very noteworthy experience. The Executive Committee templates were drafted by John Schommer during his Presidency and he was kind enough to forward them to me. In addition, I have added his comments to Elaine Harris who was the next President.*

*All the information in this document is accurate to the best of my knowledge. If there is information or a reference to the Senate by-laws or Faculty Handbook that is in error it can be fixed by anyone. I expect this to be a living document that will reflect the changing dynamics of these offices over time. I would hope that this document would be updated periodically by the new officers.*

*It was a pleasure to serve the University of Tennessee Martin Faculty during the 2010-2011 year.*

*Regards,*

*Janet Wilbert*

First edition, July 16, 2011