

faculty grievances, and legislative relations. While final administrative judgment on the campus is reserved to the Chancellor, the recommendations of the senate are regarded with the utmost care and seriousness by all administrative officers.

The Bylaws of the *Faculty Senate* include:

Preamble

Article I: Power and Duties of the Senate

Article II: *Faculty Senate* Organization

Article III: *The Executive Committee*

Article IV: Other Standing and *ad hoc* Committees

Article V: Election and Duties of Officers

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Note: Throughout these Bylaws, the use of the word committee means senate committee unless otherwise specified.

#### **1.3.2.2.1 Bylaws Of The Faculty Senate Of The University Of Tennessee At Martin**

Preamble

In order that a systematic means be established for the effective participation of the faculty in the affairs of The University of Tennessee at Martin and in order that adequate channels be provided for the seeking by the administration of the counsel and judgment of the faculty about matters of concern to the University, it is desirable to establish a *Faculty Senate* of The University of Tennessee at Martin.

Article I

##### Powers and Duties of the Senate

Section 1. The *Faculty Senate* of The University of Tennessee at Martin shall have those powers and duties which have been and which may be delegated to it by the Trustees of The University of Tennessee at Martin. (Hereinafter all references to "the University" shall be to "The University of Tennessee at Martin".)

Section 2. Reports. All actions by the *Faculty Senate* shall be reported to the faculty (a) through distribution of copies of the actions of each senate meeting within a reasonable period of time and (b) upon request at any special meeting of the faculty. Such action shall be subject to revision or alteration by the faculty provided that no rights or acts of third parties shall be affected by such revision or alteration.

It is the responsibility of the President of the senate to transmit to the Chancellor within five working days any senate recommendations requiring the approval of that office. The Chancellor's response, either approving or

disapproving the actions, explaining the response, and indicating how approved proposals will be acted upon, will be communicated in writing to the President of the senate within ten working days.

## Article II

### Faculty Senate Organization

Section 1. Members: Number, Classification, and Terms of Office. The membership in the *Faculty Senate* shall be divided into two classes--elected members, who are voting members, and *ex officio* members, who are non-voting members.

- A. Ex Officio Members. *Ex officio* members are the Chancellor; the Vice Chancellor for Academic Affairs; the Registrar and one representative of the Academic Council to be selected annually by the council.
- B. Elected Members: Criteria, Election, and Term of Office. Members of the *Faculty Senate* shall be elected from those members of the faculty meeting the following criteria at the time of election: (1) the holding of full-time appointment with academic rank, (2) the performance of academic duties totaling at least half-time teaching or professional library service, and (3) employment at UT Martin such that three (3) years service in a tenure track position will be completed prior to the beginning of the term of office (with the exception of faculty in the Department of Military Science). If there are no faculty members within representative schools or independent departments who meet the three years of service requirement then faculty members who have completed at least one year of full-time appointment in a tenure track position at UTM shall be considered for election to the Faculty Senate.

The faculty of each college or department of the University shall elect its representatives to the senate by February 1 of each year.

The term of office for elected members shall be three years. The terms of newly elected members shall begin on July 1 following election. No representative shall be elected immediately to succeed himself/herself following a full term of office or more than one-half of a full term.

The department which has the *Faculty Senate* President as a representative shall elect a new representative for a one-year term to coincide with the term of office of the President.

1. Apportionment. Elective seats shall be apportioned among the respective colleges and independent departments by the Secretary of the *Faculty Senate* January 15 of each year on the basis of the following formula: (a) There shall be a minimum of one elected member for each non-departmentalized college and academic department; (b) Each non-departmentalized college and academic department shall elect one member for any 5 full-time faculty members or major fraction thereof.
2. Classification. The term of office for elected members shall be

three years. Initial representatives of colleges or departments having three or more elective seats shall be classified with respect to the time for which they shall severally hold office, by dividing them into three classes, each class consisting of one-third of the elected representatives of each college or department. The representatives of the first class shall be elected for a term of one year; the representatives of the second class shall be elected for a term of two years; the representatives of the third class shall be elected for a term of three years. Thereafter, at each annual election the successors to the representatives whose terms shall expire in that year shall be elected to hold office for a term of three years in order that the term of office of one class of representatives shall expire each year. (Revised November 1995)

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

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

4. Decrease in Apportionment. In the event of a decrease in the base of representation for any college or department, the decrease in representation shall be made at the next expiration of the term of an elected member or by occurrence of a vacancy.
5. Student Class Distribution. If an unequal distribution in senate classes should develop and if the imbalance cannot be corrected by increases or decreases in apportionment (see Items 3 and 4 above), the *Executive Committee* will recommend for senate approval a plan to bring the class back into balance. (Revised November 1995)
6. Student Representation. The senate may by resolution provide for student representation in its membership. (Revised November 1995)

Section 2. In case of any vacancy in the *Faculty Senate* through death, resignation, or appointment to an administrative position involving less than 50 percent teaching or where a representative ceases to be a member of the faculty electing him/her, or is absent on leave for at least one semester, or is disqualified for other causes, the faculty of the college or department thus losing its representative shall elect a successor to fill the unexpired term.

If, however, an elected member of the *Faculty Senate* is to be absent from a meeting of the *Faculty Senate*, he/she shall ask a faculty colleague to represent the academic unit at the meeting. When the faculty member who is to substitute for the senator is unable to attend the senate meeting, then he/she shall arrange for another faculty colleague to represent the academic

unit. Such appointment shall be certified by the Secretary of the *Faculty Senate*. Such substitute, at the meeting for which he/she is appointed, shall have all the privileges and power of the absentee member he/she replaces.

Section 3. Meetings. The senate shall normally meet on the sixth, eleventh, and sixteenth Tuesdays of each semester or at the call of the Chancellor or President of the *Faculty Senate* on his/her own initiative or pursuant to a petition signed by ten members of the senate.

Section 4. Operation of the Senate.

- A. Quorum. A majority of the elected members shall constitute a quorum for the transaction of business.
- B. Voting. The affirmative vote of the majority of those members present and voting shall be necessary for the passage of any resolution or motion except where otherwise provided in these Bylaws. Voting will be by standard methods unless, in particular instances, one-fourth of the members present desire a secret ballot.
- C. Order of Business. At the meetings of the *Faculty Senate* the normal order of business shall be as follows:
  - 1. the meeting shall be called to order by the President
  - 2. minutes of the last meeting shall be approved or amended;
  - 3. unfinished business;
  - 4. report of standing committees;
  - 5. report of *ad hoc* committees;
  - 6. new business;
  - 7. adjournment.

This order of business may be altered at the discretion of the President providing there is no objection from the floor.

- D. An original topic (i.e., a topic that introduces a substantive question as a new subject) may be placed upon the agenda in the following ways:
  - 1. The *Executive Committee* (Article III) may place a topic on the agenda through its own initiative.
  - 2. A faculty member or group of faculty members may submit a topic in writing to the *Executive Committee*. The *Executive Committee* may ask the person(s) submitting the topic to testify. The *Executive Committee* will place the topic on the agenda for the next senate meeting, refer it to committee, or refuse to consider the topic.
  - 3. A majority report of any committee will automatically be placed upon the agenda.
  - 4. A minority report of any committee will be placed upon the agenda at the request of at least one-fifth of the committee.
  - 5. A motion to place an item on the agenda may be made from the floor of the senate by any senate member and will pass if a simple majority of the senators present vote in favor of hearing it.
  - 6. A motion by a member of the senate must be placed on the agenda if submitted to the *Executive Committee* and seconded in writing by five senate members.

- E. In all senate meetings, the simple motion to refer shall imply referral to the *Executive Committee*, which will assign the matter to an appropriate committee.
- F. The senate will operate according to the most recent edition available of *Robert's Rules of Order* unless the Bylaws specify otherwise.

Section 5. Terms. The term of all senate officers, including all committee chairpersons and all members of senate committees, shall begin on July 1. A person serving in either capacity shall serve until a successor is elected or appointed.

### Article III

#### The Executive Committee

Section 1. The *Executive Committee* represents the senate in meetings with the administration and other groups, including UT System administrators, members of higher education agencies or the state legislature. It prepares the senate for debates and action by establishing the agenda. It coordinates the work of all committees and has power to assign to committees matters of relevance to their functions. It may recommend to the senate the creation or abolition of any committee.

The *Executive Committee* provides faculty counsel in long-range strategic planning and assessment.

The *Executive Committee* handles necessary business on an emergency and interim basis between senate meetings. Meetings for this purpose may be called by the President of the senate or any three members of the *Executive Committee*. Three-fourths of this group shall constitute a quorum for such action. All actions of this group must be reported to and, when appropriate, acted on by the senate at the next regular senate meeting following such actions.

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.

Section 2. The *Executive Committee* shall be chaired by the President of the senate and shall be composed of the President, President-elect, secretary, and chairpersons of the *Undergraduate Council*, *Graduate Council*, *Personnel Policies Committee*, *Budget and Economic Concerns Committee*, and *Instruction Committee*. The Chancellor and immediate past President of the senate shall be non-voting *ex officio* members. (Revised September 1993)

Section 3. The *Executive Committee* shall prepare the agenda for all meetings of the senate and shall submit the agenda for each senate meeting to the individual senators at least ten days in advance of that meeting.

Section 4. The *Executive Committee* shall nominate members for all standing committees except the *Library Committee* and *Faculty Relations Committee*,

which are formed as noted in Article IV. Additional nominations may be made from the floor. All elected faculty members of standing committees, other than the two exceptions noted above, shall be current members of the senate. The *Executive Committee* shall survey senators for their committee preferences and attempt to make nominations accordingly.

#### Article IV

##### Other Standing and Ad Hoc Committees

###### Section 1.

- A. Each standing committee shall consist of members of the teaching faculty (faculty members who annually teach at least 50 percent of a normal teaching load), members of the professional library staff holding academic rank, students, and *ex officio* members as noted. The *Executive Committee* shall specify the number of faculty and student members of each committee, subject to the requirement that members of the teaching faculty shall constitute a majority on each committee. Faculty, administrators, or students may be requested to attend meetings of any committee for the purpose of giving advice or information.
- B. Standing committees shall be nominated in accordance with Article III, Section 4 of these Bylaws and shall be elected by the senate at its second spring meeting. One-third of each committee shall be elected each year. Each committee member shall serve for a term of three years.
- C. Student members of any committee shall be appointed by the executive committee of the Student Government Association.
- D. The President and President-elect, who are voting members of the *Executive Committee*, shall be non-voting *ex officio* members of all other senate committees. (Revised September 1993)
- E. The chairperson of each standing committee shall regularly inform the *Executive Committee* of its progress and shall notify the *Executive Committee* when the committee is ready to report to the senate. Committee chairpersons at the end of the academic year shall send a brief report of each member's committee service to academic supervisors for use in annual evaluations. Similarly, the senate President will report on the service of committee chairpersons to their supervisors.

Section 2. Unless otherwise specified in these Bylaws, each standing committee shall annually in the spring semester elect a chairperson from among the members who will remain on the committee. In the event the chair of a committee vacates office during his/her term, the committee will elect an interim chair to finish the term from among its eligible members.

Section 3. There shall be an *Undergraduate Council*. The council is concerned with standards for admission, retention, and graduation of undergraduates; with curriculum in the undergraduate program; and with the approval of new programs. The council shall study policies and procedures concerning student recruitment; admissions, including Qualified Admissions

students; retention; advanced standing; and degrees requirements. It shall recommend changes as needed to maintain academic standards in a manner consistent with the mission and goals of the University. The council shall study the undergraduate curriculum; consider all requests for curriculum and course changes; initiate suggestions designed to improve the curriculum; study intercollege, interdepartmental, extension, and summer programs; consider what undergraduate programs are academically wise and financially practicable; and recommend to the senate policies concerning such programs. Individual student petitions concerning deviation from degree requirements will ordinarily be heard by degrees committees (See note following Section) in the individual colleges. The council will hear only those petitions which a college committee has approved and which involve University-wide policies. However, the colleges will report all actions taken on petitions to the council, which will study them and report persistent patterns of variance from degree requirements to the senate.

The *Undergraduate Council* shall be composed of eleven representatives, one of whom will come from the Department of Military Science. The remaining ten members will be allocated among the colleges according to the previous fall semester's percentage of declared majors. However, each college will be allocated one member on the council. The Vice Chancellor for Academic Affairs, the Registrar, the President of the senate, and the President-elect of the senate shall be non-voting *ex officio* members of the council, with the Vice Chancellor providing the services of executive secretary.

NOTE: Each dean shall be responsible for appointing a college degrees committee, having a membership representative of the disciplines and consisting of no fewer than three members. Petitions which are denied by the college degrees committee may be resubmitted to the committee for reconsideration. Deans shall be responsible for informing the student of the negative decision of the college degrees committee. Deans shall forward approved petitions to the Registrar's Office. The Registrar will be responsible for forwarding to the Undergraduate Council the approved petitions which require action by that body and will notify students of the outcome. If the petition does not need approval by the Undergraduate Council, the Registrar will inform the student of the positive decision by the college committee.

Section 4. There shall be a *Committee On Instruction*. This committee shall study problems of instruction at both undergraduate and graduate levels, including teaching load, class size, use of teaching assistants, testing, grading practices, attendance policies, evaluation of instruction, advising, academic integrity, and other pedagogical problems. It shall strive to keep a proper balance between teaching and research and shall seek methods of improving instruction. The Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, the President of the senate, and the President-elect of the senate shall be non-voting *ex officio* members of this committee, with the Vice Chancellor for Student Affairs providing the services of executive secretary.

Section 5. There shall be a *Graduate Council*. The council is concerned with standards for admission, retention, and graduation of graduate students; with curriculum in the graduate program; and with the approval of new programs. The council shall study policies and procedures concerning graduate student recruitment, admissions, retention, and degrees requirements. It shall

recommend changes as needed to maintain academic standards in a manner consistent with the mission and goals of the University. The council shall study the graduate curricula; consider all requests for curriculum and course changes; initiate suggestions designed to improve the curriculum; study intercollege, interdepartmental, extension, and summer programs; consider what graduate programs are academically wise and financially practicable and recommend to the senate policies concerning such programs; and take action on all nominations for graduate faculty status. Individual student petitions concerning deviation from degree requirements will ordinarily be heard by degrees committees (See Note following Section) in the individual colleges. The council will hear only those petitions which a college has approved and which involve University-wide policies. However, the colleges will report all actions taken on petitions to the council, which will study them and report persistent patterns of variance from degree requirements to the senate.

The *Graduate Council* membership shall consist of the graduate coordinators of each graduate program as *ex officio* voting members, graduate faculty representatives of all colleges represented on the graduate faculty, and a graduate student. The Vice Chancellor for Academic Affairs, the Dean of Graduate Studies, the President of the senate, and the President-elect of the senate shall be non-voting *ex officio* members, with the Dean of Graduate Studies providing the services of executive secretary.

NOTE: Each dean shall be responsible for appointing a college degrees committee, having a membership representative of the disciplines and consisting of no fewer than three members. Faculty membership on the college committee shall be members of the graduate faculty who have been approved for regular membership by the Graduate Council. Petitions which are denied by the college degrees committee may be resubmitted to this committee for reconsideration. Deans shall be responsible for informing the student of the negative decision of the college degrees committee. Deans shall forward approved petitions to the Graduate Office. The Graduate Office will be responsible for forwarding to the Graduate Council the approved petitions which require action by that body and will notify students of the outcome. If the petition does not need approval by the Graduate Council, the Graduate Office will inform the student of the positive decision by the college committee.

Section 6. There shall be a Library Committee. It shall include one representative of each academic department and one professional librarian. These members of the Library Committee shall be elected or selected in a manner to be determined by each unit for terms of one to three years. A member is eligible to serve successive terms. Membership in the Faculty Senate is not a prerequisite to membership on the Library Committee. The Library Committee shall also include one undergraduate student appointed by the SGA President, one graduate student appointed by the graduate student representative of the Graduate Council, and two community representatives selected by the Library Committee. The Director of the Library, the President of the Senate, and the President-Elect of the Senate shall be non-voting *ex-officio* members of the Library Committee, and the Director of the Library shall provide the services of Executive Secretary. The Library Committee shall provide a forum in which an exchange of ideas related to the full scope of the library and its operations shall occur. The Library Committee shall also

serve as an advisory board for the University Museum. The Library Committee shall annually report the state of the library and its activities to the Faculty Senate.

Section 7. There shall be a *Budget and Economic Concerns Committee*. This committee shall provide for faculty participation in the University budgeting process. The responsibilities of the committee are: (1) to study the budgeting process of the University and the financial aspects of higher education funding in Tennessee; (2) to meet regularly with representatives of the administration in order to be informed on current budget practices and policy; (3) to present faculty views to the administration on budget priorities, faculty salary levels and raises, and broader budgetary matters that affect the educational function of the institution; (4) to examine fringe benefits, including leaves of absence, insurance, and retirement, and to recommend changes and additions as appropriate; (5) to initiate intra-system faculty communications on matters of multi-campus economic concerns; and (6) to inform the faculty, through the senate, concerning budget matters. The Vice Chancellor for Academic Affairs, the Vice Chancellor for Business and Finance, the President of the senate, and the President-elect of the senate shall be non-voting *ex officio* members of the committee. The Vice Chancellor for Business and Finance shall provide the services of executive secretary.

Section 8. There shall be a *Personnel Policies Committee*. This committee shall be empowered to prepare and recommend revisions of the *Faculty Handbook*, cooperating with other committees when appropriate. The committee will be responsible for gathering information and recommendations concerning *Faculty Handbook* revision and ensuring appropriate campus-wide discussion of proposed revisions. All proposals for *Faculty Handbook* revisions must be considered by this committee. The committee will review procedures concerning appointment, promotion, tenure, and evaluation of faculty. It will recommend changes in these procedures, with particular attention to any disparities in the application of established guidelines. The composition of the committee shall, in so far as feasible, reflect the proportion of the faculty according to degree and rank, and include representatives of each academic college. The Vice Chancellor for Academic Affairs, the President of the senate, and the President-elect of the senate shall be non-voting *ex officio* members of the committee, with the Vice Chancellor for Academic Affairs providing the services of executive secretary.

Section 9.

- A. There shall be a *Faculty Relations Committee* composed of eleven faculty members elected at large by all UT Martin employees holding academic rank. Any full-time tenured employee holding academic rank may be elected to serve on the committee except those persons whose current assignments involve line administrative responsibility in academic administrative units. 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 for polling the faculty members for nominations and conducting the election of members. Nominations should be received during February with the election completed by April.

- B. One member shall be selected by majority vote of the committee membership during the spring semester of his/her second year to serve an additional one-year term in the position of *ex officio* committee chairperson who will vote in the event of a tie.
- C. The committee shall be empowered to consider faculty-initiated grievances between the following parties: (a) faculty-administration and (b) faculty. This committee will also hear cases involving the termination of tenured faculty members for adequate cause. Procedures for consideration of grievances and terminations for cause are detailed in Section 2.17 of this *Faculty Handbook*.
- D. During the last regularly scheduled spring semester meeting of the Faculty Senate, the chairperson shall make an annual report of the areas considered by the *Faculty Relations Committee*.

Section 10. There shall be a *Past Presidents' Advisory Board*. This board shall meet only if called upon by the President of the senate or by the *Executive Committee* to consult with the President of the senate or the *Executive Committee*. The composition of the board shall be the three immediate past Presidents of the senate. (Revised September 1993)

Section 11. There shall be *ad hoc* committees as specified by the senate or by the *Executive Committee*. An *ad hoc* committee may be created or abolished at any time. All *ad hoc* committee members shall be appointed by the President of the senate subject to the approval of the senate.

## Article V

### Election and Duties of Officers

Section 1. Officers. The senate shall elect a president, a vice president (president-elect), and a secretary from the elected members of the senate. These officers shall be elected for a one-year term beginning with June 1 of each year, and all officers shall be eligible for re-election if they remain in the senate.

Section 2. Nomination of Officers.

- A. The *Nominating Committee* shall be composed of elected members of the *Executive Committee*. The committee shall elect a committee chairperson from its membership.
- B. The *Nominating Committee* shall send a list of all members of the senate who are eligible for the senate offices to all members of the senate with request for nominations.
- C. From the nominations received and from nominations from the committee members, the *Nominating Committee* shall prepare a slate of candidates for the senate offices. The committee should make sure that each candidate would serve in the office for which he/she is being nominated if elected. Two candidates shall be nominated for each office by the *Nominating Committee* except the office of President unless the President-elect is unable to serve as President of the *Faculty Senate*. No person shall be nominated for more than one office.
- D. At least ten 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 senate meeting of the fall semester, additional nominations may be made from the floor provided the proposed nominee has given permission.

Section 3. Election of Officers. Voting shall be by mail ballot to be sent to all members of the senate within thirty days after the second fall meeting. Elections shall be by majority of the ballots returned to the chairperson. If, for any office, no candidate receives a majority of the ballots cast, a run-off election shall be held to choose between the two candidates with the highest number of votes.

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.
  
- B. The Vice President shall preside at the meetings of the *Faculty Senate* in the absence of the President. The Vice President 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 Vice President, a President *pro tempore* shall be appointed by either the President or Vice President prior to the meeting. The Vice President is the President-elect of the senate. The secretary shall keep the minutes of all actions taken by the senate and shall send copies of the minutes to all members of the faculty 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 shall send advance notice of the time and place of all meetings to all senate members, together with the agenda.

#### Article VI

##### Amendments

The *Faculty Senate* shall have the power to make, amend, and repeal the Bylaws by a vote of two-thirds of those members present at any regular or special meeting of the senate, provided that any proposed changes have been submitted in writing to the members of the faculty at least twenty-five days prior to the meeting at which the vote shall be taken.

### **1.4 COMMITTEE STRUCTURE (revised October 2000)**

#### **1.4.1 ADMINISTRATIVE COMMITTEES**

Administrative committees play an important role in the governance of the University. These committees, composed of students, faculty, and staff, are appointed yearly by the Chancellor on the advice of the *Administrative Committee on Committees*. They assist in the development of institutional policy, procedure, and practice.

The Senate recommends to the *Administrative Committee on Committees* the following guidelines concerning administrative committee formation and service:

1. survey the faculty for preferred committee assignments, and attempt to make