

University of Arkansas - Pulaski Technical College

Faculty Senate Bylaws

Preamble

The Faculty Senate represents the governing body of the faculty of the University of Arkansas – Pulaski Technical College (UA-PTC) as established by the Shared Governance Constitution. The Faculty Senate represents the interests of the faculty and will work with the administration, faculty, staff, and students to advance the shared goals of the college. We, the faculty of the University of Arkansas – Pulaski Technical College, do hereby adopt these Bylaws for the Faculty Senate.

[University of Arkansas - Pulaski Technical College Shared Governance Constitution](#)

[University of Arkansas Board of Trustees Policy 100.4, “Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance of the University of Arkansas”](#)

Article I – Role and Scope

Section 1 – Faculty Senate. The Faculty Senate, an elected and representative body of the faculty, shall make recommendations to the Chancellor and has the responsibility to review College policies in all areas which pertain to the academic policies and programs at the University of Arkansas – Pulaski Technical College (UA-PTC). The Faculty Senate may develop and recommend educational and academic policies and programs including but not limited to related matters such as: admissions requirements, degrees, and degree requirements; awards and honors; academic policy; curricula, courses, and course evaluations; faculty conduct and discipline; facilitation of teaching, scholarship, and research; faculty appointment, rank, and promotion; annual reviews; freedom of expression and academic freedom; and the interpretation and implementation of the Senate’s legislation and policies.

Section 2 – Purpose. The Senate functions to: (1) provide a forum wherein any matter associated with academic policy can be openly, professionally and objectively discussed by any faculty member; (2) enable the faculty to reach an informed collective decision on academic matters; (3) advise the administration and governance bodies on academic matters, including new and existing academic programs; (4) offer advice, when appropriate, to the administration on fiscal, personnel, and long-range planning matters; and (5) provide the faculty a representative voice on issues relating to academic freedom, professional rights, faculty ethics, educational curricula, general welfare, working conditions, and professional responsibilities in the college community. The Faculty Senate may convene forums for “listening” on college-wide issues and coordinate the steering and assessment of Shared Governance.

Article II – Membership

Section 1 – Eligibility. All full-time and adjunct faculty members are eligible to serve on the Senate; however, adjunct faculty may not serve as Officers. The Provost or designee shall be considered an ex-officio member of the Senate and shall serve as the liaison to Administration.

Section 2 – Senator Representation. For purposes of electing members of the Faculty Senate,

the college shall be represented by four (4) senators from each of its academic schools plus four (4) at-large senators. If new schools are added or subtracted by the administration, Senate representation will be adjusted accordingly maintaining 25% of the body be elected at-large. Adjunct faculty shall be represented by three (3) senators, one from each academic school.

Section 3 - Ex officio and Guest Participation. Ex-officio members and guests of the Senate may engage in questions and debate subject to Senate rules but are not entitled to vote.

Section 4 - Proxies. Proxies are defined as full-time faculty that are permitted to engage in questions and debate subject to Senate rules and are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxies may not introduce new legislation. Proxies are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than old business, proxies are not counted in determining majorities, but their presence shall continue to count toward the required quorum for the Senate to meet and vote. At no time shall proxies be authorized to vote on New Business. No Senator may have more than two proxies in a semester.

Section 5 – Terms of Office. Senators shall serve staggered two-year terms. Senators are limited to serving two consecutive terms. After a one-year absence, former Senators are eligible to run again but in no instance may serve more than two terms consecutively.

Section 6 – Vacancies. If a Senator vacancy occurs for any reason during the academic year, the school will elect a new representative. If a vacancy occurs in the position of Faculty Senate President, the President-Elect shall immediately become Faculty Senate President. If a vacancy occurs in the position of President-Elect, a new President-Elect shall be chosen by the election guidelines, and the Parliamentarian will assume the duties of both his office and the office of President-Elect until a new President-Elect has been chosen. If a simultaneous vacancy occurs in both positions of Faculty Senate President and President-Elect, the Parliamentarian will assume the office of Faculty Senate President, and the Senate may appoint an Interim President-Elect by a procedure of its choosing until such time as an election may be scheduled. If any vacancy is an At-Large Senator, the replacement will be elected by the entire faculty. It is the responsibility of the highest-ranking Senate Officer to ensure that necessary elections are held.

Article III - Officers

Section 1 - Officers. The Officers of the Faculty Senate, in order of rank, shall be the Faculty Senate President, Vice President (President-elect), Parliamentarian, and Secretary. Faculty must have served at least one term as a Senator before becoming eligible to run for Office.

Section 2 – Duties. The duties for each Officer shall be as follows:

2.1 Faculty Senate President:

The Faculty Senate President is the presiding officer and sets the agenda for Senate meetings. He/she is non-partisan when Faculty Senate President, seeing that the members are equal, regardless of the question of the debate. The Faculty Senate President is elected

by a vote of the entire full-time faculty body. The Faculty Senate President does not vote except to break a tie. The Faculty Senate President will receive one academic course release each semester of presidential term. It is the responsibility of the Faculty Senate President to:

- Call for sessions of the Senate and preside over meetings.
- Inform the Provost within two working days of all legislation passed by the Faculty Senate and/or referred by the Faculty Senate to the members of the faculty for approval.
- Receive requests and responses from the Provost and/or the Chancellor.
- Attend monthly meetings with the Provost and/or the Chancellor to communicate and discuss issues of the faculty.
- Appoint ad hoc committees as needed with the approval of the Faculty Senate.
- Serve as a member Joint Operations and inform the Faculty Senate of any actions considered by that body affecting faculty.
- Track and report on the progress of Senate legislative actions and ad hoc committees.
- Initiate and report on the Spring semester elections for Senate.
- Ensure regular reports to Senate from the Committees reporting directly to the Senate.
- Ensure Senators are seated in Committees whose charter requires Senators.
- Attend Cabinet meetings at the request of the Chancellor

2.1.1 Past-President:

The Past-President shall work closely with the Faculty Senate President to ensure a smooth transition of the in-coming Faculty Senate President. It is the responsibility of the Past-President to:

- Serve as the Chair of Academic Affairs Committee and so report the activities of the committee to Faculty Senate on a recurring basis.
- Attend Cabinet meetings at the request of the Chancellor.
- Serve as a member of Joint Operations Committee.

2.2 Vice President/President-elect:

The Vice President shall work closely with the Faculty Senate President to ensure a smooth transition should it be necessary for him/her to take over the position. The Vice President is elected by vote of the entire full-time faculty body. It is the responsibility of the Vice President to:

- Assume the duties of the Faculty Senate President in his/her absence.
- Serve as the Faculty Senate representative on the Planning and Budget Committee.
- Serve as a member of the Academic Affairs Committee
- Develop a list of needs and priorities for the purpose of planning for the Faculty Senate for the next year.
- Perform duties assigned to this office by the Faculty Senate President.
- Serve as a voting member of the Faculty Senate unless he/she has assumed the duties of the Faculty Senate President, in which case he/she assumes the Faculty Senate President's tie-breaking role.

2.3 Parliamentarian:

The Parliamentarian is responsible for the orderly propagation of all Faculty Senate meetings. Only Senators with knowledge of the Rules of Order, the Faculty Senate by-laws and the Shared Governance Constitution are eligible for this office. The Parliamentarian must be a sitting Senator, who shall be elected by majority vote of the Faculty Senate during the first Faculty Senate meeting. If the office of Parliamentarian should become vacant, the Faculty Senate will meet and elect a new Parliamentarian before proceeding with further Faculty Senate business. If the Faculty Senate is unable to appoint a Parliamentarian, the Faculty Senate President will appoint a Parliamentarian from among the sitting Senators. It is the responsibility of the Parliamentarian to:

- Ensure that the meetings of Senate follow the proper Rules of Order.
- Ensure that the rules and procedures outlined in the Senate Constitution are followed.
- Assume the duties of the Vice President in his/her absence.
- Provide 30 minutes of training on Robert's Rules for incoming Senators.
- Serve as a voting member of the Senate.

2.4. Secretary:

The record is the source of all official statements of definite action, motions, directives, and assignments. The Faculty Senate President may rely on the Secretary to remind him/her of things to be done. The Secretary must be a sitting Senator and is elected by majority vote of the Senate during the first Senate meeting. If the office of Secretary should become vacant, the Senate will meet and elect a new Secretary before proceeding with further Senate business. The Vice President/President-elect will record the minutes of the Senate until a Secretary is appointed. If the Senate is unable to appoint a Secretary, the Faculty Senate President will appoint a Secretary from the sitting Senators. It is the responsibility of the Secretary to:

- Record, publish, maintain, and archive a file of minutes and legislation for each meeting of the Faculty Senate and any meetings of the assembled faculty. Final archived copies of the minutes shall include all handouts, electronic presentations, etc. presented at the meetings.
- Collect the minutes of the previous meeting of the Academic Affairs Committee and distribute them to Senate members.
- Produce the final form of all legislation to be signed by the Faculty Senate President.
- Perform duties as assigned to this office by the Faculty Senate President.
- Serve as a voting member of the Senate.

Article IV – Meetings

Section 1 – Types of Meetings. Faculty Senate meetings will be held in a virtual setting or in-person with a virtual option available to all Senators and guests. Faculty Senate meetings are as follows:

- 1.1 General Meetings.** General monthly meetings are held while the college is in session and shall be open to the public. Any faculty member may bring issues before the Senate.

1.2 Meetings of All-Faculty. An assembly of the faculty shall be held during the Fall in-service session.

1.3 Special Meetings. On occasion, actions taken by the Faculty Senate may require the approval of full-time faculty members. Special meetings may be called as the Faculty Senate, Chancellor, or the Provost deem appropriate. In such instances, the Faculty Senate shall advise each faculty member in writing by UA-PTC email at least seven business days prior to a proposed vote of the time, place, and manner of voting, together with a clear statement of the action to be voted upon. Adjunct and visiting faculty are considered non-voting faculty.

1.4 Summer Meetings. If a meeting of the faculty is called during the summer, during a vacation, or at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, will be emailed to each member at least seven calendar days prior to the meeting.

Section 2 – Quorum. In the Faculty Senate, a quorum shall consist of 51% of the Senators, including proxies. As a non-voting member, the Faculty Senate President is not counted as part of quorum.

Section 3 – Rules of Order. Faculty Senate shall be governed by the current edition of Robert's Rules of Order, Newly Revised. All new Senators are required to attend a mandatory continuing education training on Parliamentary Procedure that has been approved by the incoming Faculty Senate President within 30 days of the Fall semester.

Section 4 – Voting Procedures. Faculty Senate voting procedures are as follows:

4.1 Voting on Motions. In general, main motions cannot be voted upon at the meeting when the motion is first introduced – except for “consent agenda” like items. Exceptions to this require suspension of the rules, to be voted upon by the Senators. No motion without a presenter may be brought to the Senate floor. The Faculty Senate President does not vote, except in case of a tie. Senators may vote yea, nay, or abstain. A vote of abstain counts towards determining a quorum.

4.2 Passage of Motions. A majority (51%) vote is required for passage of a motion. In the case of a tie, the Faculty Senate President will vote to break the tie. Abstentions are not counted in determining majorities.

4.3 Types of Vote. The Faculty Senate President or Presiding Officer will call for a vote, and the Secretary will record the results of the vote in the Minutes.

- **Standing Vote.** The Faculty Senate President may call for a vote by show of hands (aka: Standing Vote) or by voice. In a voice vote only, the result is recorded. In a show of hands vote, the number of votes for, against, and abstain are recorded. In the event a verbal Standing Vote (voice) is requested, all members of Senate must have video camera capability to uphold the integrity of the vote.

- **Roll Call.** Any Senator present at a meeting may request a roll call vote. This may be called before or after a Standing Vote (call for a division) this does not require a second or a vote and is automatic. Each Senator is called for their vote. The vote of each Senator is recorded in the minutes. In the event of a verbal Roll Call vote is requested, all members of Senate must have video camera capability to uphold the integrity of the vote.
- **Electronic Vote.** In a virtual setting, Senators may elect to vote via chat functions.
- **Secret Ballots.** Senators have the right to request a secret ballot. The request will be subject to approval by majority vote of the Senate. The request and the result will be recorded in the minutes. If the request is approved, the Faculty Senate President will collect and record the votes with the President-elect witnessing and the individual votes will remain confidential.
- **Recall Vote of a Senator.** A member of the Senate is subject to a recall vote by petition of 25% of the faculty in the school the member represents. Removal of a Senator by recall election shall require approval by at least 50% of the faculty in the school the member represents. Any member so expelled shall be ineligible to return to the Senate, for any reason, during the academic year in which s/he was unseated but in no event less than one full fall or spring semester.

Article V – Committees.

Section 1 - Faculty Senate Committees. Faculty shall constitute 75% or more of the voting membership of all Faculty Senate committees. All Faculty Senate committees shall report to the Faculty Senate through the Faculty Senate President, although they may also be advisory to other individuals or units. All Faculty Senate committees shall select a Chair and Vice-Chair from faculty members each year at the first meeting of the committee.

1.1 Standing Committees. Faculty Senate has three standing committees: (1) Committee for Faculty Involvement, (2) Promotion and Rank Committee, (3) Faculty Grievance and Appeals Review Committee.

1.2 Ad Hoc Committees. Ad hoc committees may be formed by the Faculty Senate by majority vote and/or created at the discretion of the Faculty Senate President. Special committees shall have such powers and perform such duties and shall act for such time as are designated.

Section 2 - Seating on Faculty Senate Committees. Seating for Senate Committees is as follows:

2.1 Committee for Faculty Involvement. The charter for Committee for Faculty Involvement (CFI) requires the appointment of three Senators one from each school with the Senior Senator, defined as a Senator in the second year of their term, will choose either CFI or Academic Affairs Committee (see section 3.2) and the Junior Senator, defined as a Senator in the first year of their term, will serve on the other committee.

2.2 Promotion and Rank Committee. The charter for Promotion and Rank Committee does not require Senator seating (see committee charter).

2.3 Faculty Grievance and Appeals Review Committee. The charter for Faculty Grievance and Appeals Review Committee does not require Senator seating (see committee charter).

Section 3 – Senator Seating on other Committees: It is the responsibility of the Faculty Senate President to ascertain if any other committee requires Senate representation. In no circumstance shall a Senator serve more than two consecutive terms on any committee seated by Faculty Senate.

3.1 – Awards Committee. In the case of the Awards Committee, which is responsible for determining the recipients of College-Wide awards, this committee shall require two Senators to serve on the committee, with the third faculty seat to be an at-large position selected by a vote of the full faculty. The Faculty Senate President shall call for elections during the spring semester to fill those positions. The Faculty Senate President shall ensure that the positions are filled in staggered terms.

3.2 – Academic Affairs Committee. The charter for Academic Affairs Committee requires the appointment of three Senators. One Senator from each of the three schools will serve on Academic Affairs Committee with the Senior Senator from each school, defined as a Senator in the second year of their term, will choose either CFI or Academic Affairs Committee and the Junior Senator, defined as a Senator in the first year of their term, will serve on the other committee.

Article VI – Elections

Section 1 – Election Guidelines. The Faculty Senate shall oversee and carry out the election of all Faculty Senate elected positions in April. Voting shall be by secret ballot. The current Faculty Senate President will notify the faculty and administration of the election results within five working days of the end of the voting period.

Section 2 – Eligibility. Eligibility will be as follows:

2.1 – Eligibility of Officers. Seated or newly elected Senators, that have served at least one full year in Senate, are eligible to run for Faculty Senate Officers. If a seated Senator is elected President-elect, the school of that Senator will hold a special election to replace the Senator. The new Senate will assume office at the first meeting of the Fall semester.

2.2 – Eligibility of Senators. Senators shall be elected by their designated academic schools, with at-large Senators being elected by the entire faculty. Full-time faculty are eligible to serve as members and/or officers of the Senate. Adjunct faculty are only eligible to serve as Senators.

2.3 – Eligibility of Voters. Voting is open to all full-time and adjunct faculty.

Article VII – Powers and Responsibilities

Section 1 – Legislative Process. There are three legislative motions available to Faculty Senate:

1.1 Legislative Actions. Faculty Senate may create legislative actions from any Senator proposal or motion to deal with the everyday needs of the faculty. A majority vote of the Senators must be made to approve an action for it to take effect.

1.2 Faculty Recommendations. Recommendations represent the official opinion or suggestions of the faculty and are directed to the administration on matters of faculty concern. Recommendations may address issues such as academic or faculty policy, curriculum, graduation requirements, academic programs, professional rights, general welfare, working conditions, due process, professional responsibilities, or any other academic matters not otherwise specified. Recommendations may originate in the Faculty Senate, any Faculty Senate committee, or through a petition signed by twenty or more members of the faculty. Adoption of a recommendation requires approval by a two-thirds majority of the Faculty Senate and a two-thirds majority of faculty members voting.

1.3 Emergency Actions. Upon motion and approval of 60% of the Senators in attendance, the Faculty Senate may declare an emergency for immediate submission of any Faculty Senate Resolution, Faculty Recommendation or Legislative Action directly to the Chancellor, with copy to the Provost, for immediate consideration. The Chancellor must respond within three business days to the Faculty Senate with comments, decisions, approval or disapproval of the submission. Emergency Actions shall occur only where time is of the essence and/or circumstances are such that processes of the college may otherwise be imminently harmed.

Section 2 – Disciplining a Senator. The Faculty Senate shall have the power to discipline a member by censure at any point during a meeting; expel a member for the remainder of the meeting; or expel a member permanently at any time for nonattendance, disorderly behavior, or multiple censures.

2.1 Progressive Discipline. Senators are expected to fulfill their obligations and attend all committee meetings. When an absence is unavoidable members may secure a proxy to act for them, but proxies should not be used for more than one meeting. The first absence without a proxy will result in a warning from the Faculty Senate President and/or committee chairperson. The second absence without a proxy will result in the absence being reported to the member's chair or supervisor. The third instance of absence without a proxy will result in removal from the committee by the chairperson of the committee. The committee chairperson shall determine in cases of the overuse of proxies if progressive discipline should be enacted.

Article VIII – Amendments



Section 1 – Amending of Bylaws. Any Senator may propose amendments or members of the faculty may petition for an amendment to these bylaws. Faculty petitions must be signed by twenty or more of the members of the faculty. Such a petition will result in bringing the amendment to the Faculty Senate for debate and a vote. Amending bylaws essentially changes how the Senate operates, so amendments need to be technical and precise.

- The proper notice for a bylaw amendment contains three fundamental components: 1) the proposed amendment, precisely worded; 2) the current bylaw; and 3) the bylaw as it will read if the amendment is adopted. Additionally, the notice should include the proposers' name(s) and their rationale for offering the amendment. It may also include other information such as whether a committee or board endorses or opposes the amendment.
- The proposed amendment is presented and read to the Senate and voted upon the following Senate meeting. All amendments require two-thirds approval of the Faculty Senate. After Faculty Senate approval, proposed amendments will be presented to the faculty and shall be ratified by two-thirds of the faculty members voting.

2.2 Amendments become official upon approval by the Chancellor.

Article IX – Ratification and Effect

These Bylaws shall become effective immediately following an affirmative vote of a majority of the Faculty Senate, and execution by the appropriate parties listed below. At such time, all previous versions of the Faculty Senate Bylaws will become null and void.

<u>Amber Lewis</u>	<u>11/4/25</u>
Faculty Senate President	Date
<u></u>	<u>11/4/25</u>
Provost	Date
<u></u>	<u>11/2/25</u>
Chancellor	Date

Amendment to Article V of the Faculty Senate Bylaws Vacancy in Chair, Committee, Senate

In the event that no nominations are received for the position of Faculty Senator, Committee Chair, or any other leadership role—including Faculty Senate President or President-Elect—or if other vacancies arise within faculty leadership positions on a committee that reports to or advises the Faculty Senate, the following process will be followed:

Chair Vacancy in Faculty Senate Specific Committees

In the event that no committee chair is selected, the Faculty Senate President-Elect will temporarily assume chair responsibilities for a period to not exceed one-month. During the one-month interim period, the Faculty Senate President, in collaboration with the Promotion and Rank Committee (PRC) and the Committee for Faculty Involvement (CFI), will appoint an assistant level or higher ranked faculty member with prior committee experience to serve as chair for the remainder of the academic year. This process ensures continuity of leadership and maintains effective governance within the Faculty Senate.

Chair Vacancy in Faculty Senate Designated Academic Affairs Committee

In the event that a Faculty Senate past president is unable to serve as the Chair of Academic Affairs Committee, the Faculty Senate President will temporarily assume the vacant chair responsibilities for no longer than a one-month period. During the one-month interim period the Faculty Senate President, in collaboration with the Promotion and Rank Committee (PRC) and Committee for Faculty Involvement (CFI), will appoint an assistant level or higher ranked faculty member with prior committee experience to serve as chair for the remainder of the academic year. This process ensures continuity of leadership and maintains effective governance within the Faculty Senate and reporting committees.

Vacancy in Candidacy for Faculty Senate President

In the event that no volunteer arises to run for Faculty Senate President, the current Faculty Senate President, in collaboration with the Promotion and Rank Committee (PRC) and the Committee for Faculty Involvement (CFI) shall appoint an assistant level or higher ranked faculty member from a roster of previous senators and past Faculty Senate Presidents to serve as Faculty Senate President-Elect. This process ensures continuity of leadership and maintains effective governance within the Faculty Senate.

**Amendment to Article V of the Faculty Senate Bylaws
Vacancy in Chair, Committee, Senate**

Vacancy in Faculty Senate Senator

In the event that no senator is elected by a school and a vacancy for that school arises in Faculty Senate, the current Faculty Senate President-Elect, in collaboration with the Promotion and Rank Committee (PRC) and the Committee for Faculty Involvement (CFI), shall appoint an assistant level or higher ranked faculty member to serve as a Senator to serve as a senator for the vacant position. This process ensures consistent faculty representation and supports the shared governance mission of the institution.

Amber Lewis

4-18-2026

Faculty Senate President

Date

Ann Hat

5/12/2026

Provost

Date

Quinn L. Johnson

5/11/26

Chancellor

Date

**Amendment to Article III section 2.1 of the Faculty Senate Bylaws
Faculty Senate President Duties**

In the event that the Faculty Senate President serves as interim chair of a Faculty Senate reporting or advisory committee chair (CFI, PRC, Academic Affairs, and Grievance), then he/she will serve for no more than one month.

**Amendment to Article III section 2.2 of the Faculty Senate Bylaws
Faculty Senate President-Elect Duties**

In the event that the Faculty Senate President-Elect serves as interim chair of a Faculty Senate reporting or advisory committee chair (CFI, PRC, Academic Affairs, and Grievance), then he/she will serve for no more than one month.

Amber Lewis

Faculty Senate President

4-18-2026

Date

Ann Hat

Provost

5/12/2026

Date

Anna L. Piron

Chancellor

5/14/26

Date