

University of Arkansas – Pulaski Technical College

Faculty Senate Bylaws

Approved by Faculty Senate, February 5, 2020

Rationale - The constitution of an organization contains the purpose and the fundamental principles which govern Senate operation. The by-laws spell out the procedures to be followed for its orderly functioning. A constitutional change requires a vote of the entire faculty. By-laws only require a simple Senate majority for passage. By-laws must not contradict provisions in the constitution. Therefore, the by-law proposal below contains the information contained in the current Senate Constitution and does not change any part. Additions/specifications to the current Constitution are shown in red. Changing anything not in red would require a Constitutional amendment and a vote by the entire faculty. The proposed By-Laws contain specific information not found in the Constitution and allow the Senate to modify their own rules of procedure without a vote of the entire faculty.

Authorization – Faculty Senate Constitution, Article 2 (Senate Organization and Procedures), Section 6, paragraph 4: Election rules and procedures not covered in this constitution shall be made by a majority of the Faculty Senate as necessary.

SECTION 1: STRUCTURE OF THE FACULTY SENATE

1.1 Senate Officers. The Officers of the Faculty Senate, in order of rank, shall be the President, Vice President (President-elect), Parliamentarian, and Secretary.

1.1.1 President: The President should fair as a presiding officer and also set the pace in getting the work done. He/she is non-partisan when 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. It is the responsibility of the president to:

- Call for sessions of the senate and preside over meetings.
- Be empowered to interpret, when necessary, the Constitution, the College Catalog, and all reports issued by any of the Senate Committees.
- Inform the Chief Academic Officer 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 Chief Academic Officer and/or the Chancellor.
- Meet monthly with the Chief Academic Officer and/or the Chancellor to communicate and discuss issues of the faculty.
- Appoint ad hoc committees as needed with the approval of the Senate.
- Serve as a member of College Council.
- Vote only in case of a tie.
- Receive an academic release.

1.1.2. Vice President:/President-elect: The Vice President should work closely with the President to ensure 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 duties of the President in his/her absence.
- Serve as the Senate representative on the spring Budget Committee that reviews and approves the budgets for the divisions of the College
- Serve as President of the Academic and Student Affairs Council and so report the activities to the Faculty Senate on a recurring basis.
- Develop a list of needs and priorities for the purpose of a strategic plan of action for the Faculty Senate for the next year.
- Performs duties assigned to this office by the President.
- Be a voting member of the Senate unless he has assumed the duties of the President, in which case s/he assumes the President's tie-breaking role.

1.1.3. Parliamentarian: The Parliamentarian is responsible for the orderly propagation of all Senate meetings. Only Senators with knowledge of the Rules of Order, the Senate by-laws and the Senate Constitution are eligible for this office. The Parliamentarian must be a sitting Senator and is elected by majority vote of the Senate during the first Senate meeting. 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.
- In the absence or vacancy of the office of President-elect, temporarily assume the responsibilities of that office.
- Be a voting member of the Senate.

1.1.4. Secretary: The record is the source of all official statements of definite action, motions, directives, and assignments. Accurate minutes can become the umpire in debates concerning what was agreed upon. The 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 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 College Council and the Academic and Student Affairs Council and distribute them to Senate members in accordance with UA Board of Trustees' policy.
- Produce the final form of all legislation to be signed by the President,
- Perform duties assigned to this office by the President.
- Be a voting member of the Senate.

1.2. Senators

1.2.1 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 elected from the whole full-time faculty body. 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. Any faculty member may bring issues before the Faculty Senate, and all Senate meetings are open.

1.2.2 Senate Membership. All full-time teaching faculty members are eligible to serve on the Senate. The Chief Academic Officer or designee shall be considered ex-officio, non-voting member of the Senate and shall serve as the liaison to Administration.

1.2.3 Election Guidelines. The Faculty Senate shall oversee and carry out the election of all Faculty Senate elected positions each spring semester. Election for the Senate President-elect will take place in April. Seated or newly elected Senators are eligible to run for the office of President-elect. If a seated or newly elected 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.

Senators shall be elected by their designated academic schools, with at-large Senators being elected by the entire faculty. Voting shall be by secret ballot.

1.2.4 Notification. 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.

1.2.5 Vacancies in the Faculty Senate. If a Senator vacancy occurs for any reason during the course of the academic year, the school will elect a new representative. If a vacancy occurs in the position of President, the President-Elect shall immediately become President. If a vacancy occurs in the position of President-Elect, a new President-Elect shall be chosen by vote of the full-time faculty body, 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 President and President-Elect, the Parliamentarian will assume the office of President, and the Senate may appoint an Interim President-Elect by a procedure of its choosing until such time as an election by the full full-time faculty body may be scheduled. If any vacancy is an At-Large Senator the replacement will be elected by vote of the entire full-

time faculty body. It is the responsibility of the highest ranking Senate Officer to ensure that necessary elections are held.

1.2.6 Terms of Office. Senators shall serve staggered two-year terms.

1.2.7 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.

A member of the Senate is subject to a recall vote by petition of twenty-five percent of the faculty in the school the member represents. Removal of a Senator by recall election shall require the approval by at least fifty percent of that faculty. 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.

SECTION 2: COMMITTEES

2.1 General Information. Members of the faculty are appointed to college committees by the Committee on Faculty Involvement and their respective charters.

2.2 Faculty Committee Participation. Members of Faculty Senate, as well as faculty at large, shall be represented with no less than 50% of voting members in all committees involved in academics and faculty governance.

2.3 Special Committees. Special committees (ad hoc committees), other than Review Committees under Article III, 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.

2.4 Faculty Senate Committees. Faculty shall constitute 75 percent or more of the voting membership of all Faculty Senate Committees. All Faculty Senate committees shall report to the Faculty Senate through the Senate President, although they may 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. Additional ad-hoc committees may be appointed by the Senate President to serve for terms not to exceed one academic year. Permanent Faculty Senate Committees are

- Committee for Faculty Involvement
- Promotion, Retention, and Rank Committee
- Faculty Grievance and Appeals Review Committee

SECTION 3: MEETINGS

3.1 Meetings. The Faculty Senate shall meet once per month in the fall and spring semester.

3.1.1 The President can call a special meeting if he/she deems such action necessary. If a meeting of the Faculty Senate is called at any time when classes are not in regular fall and spring semester, a notification of the meeting and a copy of the agenda, will be emailed to each member's UA-PTC Email account at least seven calendar days prior to the meeting.

3.1.2 Meetings of the Faculty. The President may, upon Legislative Action of the Senate, call a meeting of all full-time faculty at any time while classes are in regular session. Seven calendar days' notice to full-time faculty are required.

3.2 Quorum. In the Faculty Senate, a quorum shall consist of 51 percent of the Senators, including proxies.

3.3 Senate Rules of Procedure. The Faculty Senate has adopted its own rules of procedure to supplement the Board of Trustees policy, which establishes the Senate and its authority and organizational structure. The rules for Senate meetings are as follows:

3.3.1 Parliamentary Rules. The Faculty Senate shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

3.3.2 Voting on Motions. In general, main motions cannot be voted upon at the meeting when introduced – except for "consent agenda" like items. Exceptions to this require suspension of the rules, to be voted upon by the Senators.

3.3.3 Passage of Motions. A majority (51%) vote is required for passage of a motion. In case of a tie the vote fails. Abstentions are not counted in determining majorities.

3.3.4 Ex officio and Guest Participation. General meetings of the Faculty Senate shall be open to the public. Ex officio members and guests of the Senate may engage in questions and debate subject to Senate rules but are not entitled to vote.

3.3.5 Proxies. Proxies are permitted to engage in questions and debate subject to Senate rules but 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 they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the Senate to meet and vote. No Senator may have more than two proxies in a semester.

3.3.6 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 President will collect and record the votes with the President-elect witnessing and the individual votes will remain confidential.

SECTION 4 – Faculty and Faculty Senate Legislation

4.1 Senate Legislative Process. The Faculty Senate shall have the responsibility to review College policies in all areas which directly pertain to the academic function of UA-PTC, including, but not limited to: curricula and courses; degrees and degree requirements; awards and honors; academic policy; faculty conduct and discipline; facilitation of teaching and research; faculty appointment, rank, and promotion; freedom of expression and academic freedom; interpretation of the Senate's legislation and policies; and the necessary and proper implementation of the foregoing policies.

The senate shall have authority to make recommendations to the Chancellor and the Board of Trustees on all institutional matters of direct faculty concern.

4.2 Legislative Actions. Faculty Senate creates legislative actions from any Senator Proposal or motion to deal with the everyday needs of the faculty. A simple majority of voting Senators must approve an action for it to take effect. Actions will apply to all faculty members upon approval by Senators.

4.3 Faculty Senate Resolutions. Faculty resolutions hold more power than actions. A resolution will deal with special matters that substantially affect the faculty. Resolutions are used to adopt a position statement or make suggestions for changes in academic or faculty policy, curriculum, graduation requirements, academic programs, professional rights, general welfare, working conditions, due process, and/or professional responsibilities, and any other academic matters not specified above. Proposed resolutions can originate in the Faculty Senate, any Faculty Senate committee, or through a petition signed by twenty or more members of the faculty.

4.4 Faculty Recommendations. Recommendations are faculty-sanctioned suggestions to the administration on any matter of which the faculty is concerned or affected. A recommendation is the official opinion or advice of the faculty. Recommendations can support or oppose administrative activity directly affecting faculty. Recommendations require two-thirds approval from the Faculty Senate and two-thirds approval of faculty members voting. Recommendations can originate in the Faculty Senate by any Senator proposal, any committee of the Faculty Senate, or through a petition signed by twenty or more of the members of the faculty.

4.5 Emergency Actions. Upon motion and approval of 60 percent 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 Chief Academic Officer, for immediate consideration. The Chancellor must respond within two weeks to the Faculty Senate with comments, decisions, approval or disapproval of the submission. Emergency Actions shall occur only where time is considered to be of the essence and/or circumstances are such that processes of the college may otherwise be imminently harmed.

4.6 Actions Disapproved by the Chancellor. The Chancellor of the campus may disapprove any action of the Faculty Senate within two weeks after receipt of same. If the Chancellor and the Senate are unable to reconcile their differences, the Senate may, by at least three-fifths vote of these present and voting,

provided that a quorum is present, appeal the differences to the President for mediation and to the Board of Trustees. If settlement is not achieved within thirty days, the President shall submit the issue to the Board of Trustees for resolution.

SECTION 5: AMENDING THE CONSTITUTION AND BYLAWS

1.0 Amending the Constitution

1.1 Any Senator may propose amendments or members of the faculty may petition for an amendment to this Constitution. 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.

1.2 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.

1.3 The results of the balloting shall be reported in writing to the Chancellor and Chief Academic Officer and all other appropriate persons or bodies.

1.4 Amendments become official upon approval by the Chancellor.

1.5 In a case where the Chancellor does not approve a proposed amendment, resolution will be sought under the actions specified in Section 6, Article III.

2.0 Amending the By-laws

Only sitting Senators may propose amendments to the Senate by-laws. Amending bylaws essentially changes the contract made with fellow Senators about how the Senate operates, so amendments need to be technical and precise.

2.1 The proper notice for a bylaw amendment contains three fundamental components:

- The proposed amendment, precisely worded
- The current bylaw
- 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.

2.2 The proposed amendment is presented and read to the Senate and voted upon the following Senate meeting. A simple Senate majority is required to adopt a proposed by-law amendment.