



FACULTY SENATE BYLAWS SUPPLEMENT

Faculty Senate Bylaws Supplement

The University of Tennessee Health Science Center

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SECTION 1. MISSION OF THE FACULTY SENATE

The mission of the UTHSC Faculty Senate is to represent the entire faculty, as its sole elected body, by (a) providing a systematic means for the faculty to promote and protect its general welfare, and (b) sharing as partners in the governance of UTHSC and the University of Tennessee through active participation in the identification, development, consideration, and recommendation of policies that govern faculty-administration interactions as all strive to achieve excellence in UTHSC education, research, clinical care, and public service.

SECTION 2. PURPOSE OF BYLAWS SUPPLEMENT

The primary source of Senate procedures is the Faculty Senate Bylaws. This Supplement exists only to supplement procedures, where useful, that appear in the UTHSC Senate Bylaws (<https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf>). Procedures described in this Supplement must conform to the UTHSC Faculty Senate Bylaws as published in the UTHSC Faculty Handbook and/or Senate Bylaws approved by the President of the University. To be available to all senators, President-approved Bylaws are published on the Faculty Senate website until their appearance in the published UTHSC Faculty Handbook.

SECTION 3. FACULTY SENATE MEMBERS

3.1. Duties of Senators

A senator is elected to represent the needs and points of view of the constituency who elected them. To this end, a senator attends scheduled meetings of the Faculty Senate, participates in Faculty Senate and committee activities, and provides regular reports on Faculty Senate actions to their constituency.

Senators who accept appointments as Faculty Senate representatives to UTHSC campus committees must represent the needs and points of view of all UTHSC faculty. Thus, they must set aside personal, departmental, and collegiate perspectives, to represent the interests and perspectives of all faculty.

3.2. Election of Senators and Terms of Office

Senate members are elected during March-April and take office on July 1. The Faculty Senate Executive Committee (FSEC) representatives are elected by senators of the various colleges between April 1 and May 1 and take office on July 1. New officers (i.e., Secretary and President-elect) of the Faculty Senate are elected at the annual business meeting and take office on July 1. Their terms expire on June 30 of the following year.

3.3. Length of Service - Senators

A senator may serve at most three consecutive terms. An exception is made if no other departmental faculty member is eligible for election or willing to serve if elected. In this circumstance, the senator candidate must request that the Executive Committee grant a waiver of the policy stating the specific reasons for the request.

3.4. Senator Orientation

At the beginning of each newly elected senator's term, he/she will receive an invitation to senate orientation to be given by the sitting senate officers and UTHSC's CAO. Senator Orientation will consist of an introduction to the senate by the current officers and an introduction to Shared Governance and Academic Freedom by the CAO. The Senate Homepage URL and examples of the information it contains including the Senate Bylaws and Bylaws Supplement will be provided.

3.5. Department Elections of Senators

Departmental faculty (regular full- or part-time, limited term full- or part-time appointment, emeritus) should be notified in advance when and where the election will take place and be provided a list of nominee(s). Volunteer, affiliated, and adjunct faculty are not eligible to vote. Voting will be by secret ballot. In the event eligibility of a senator candidate is in question, the matter is referred to the Executive Committee.

3.6. Change In Number of Senators Permitted

3.6.a. Increase In Senators

In the event one additional representative is authorized for any college or the equivalent, this representative is elected for a term of three years. If two additional representatives are authorized, the first is elected for a term of three years and the second for a term of two years. If the increase occurs after the annual election of senators, the term is the remainder of the unexpired three-year term.

3.6.b. Decrease In Senators

In the event of a decrease in the number of representatives authorized for any college, department, or equivalent, the decrease in representation is made at the time of the next election for senators in which a seat in the affected college or department is open for election.

3.6.c. Representation In a Reorganized College and/or Department

After a major reorganization of a college or department, Faculty Senate representation remains unchanged for at least the remainder of the electoral year. Before the next scheduled election, the Executive Committee reviews the situation and makes recommendations about the eligibility of senators from the affected college or department to retain or transfer their elected seats.

3.6.d. Roster of Senators - Updating

After the annual elections of new senators are received, the Secretary updates the list of senators and presents it to the Executive Committee. This list provides the basis for meeting notification and committee assignments during the next year. An updated copy of the official roster is sent to the Chief Academic Officer (CAO). Following the business meeting or as soon as possible thereafter, the roster is distributed to all senators and posted on the Faculty Senate website.

SECTION 4. FACULTY SENATE OFFICERS

4.1. Nominations for President-elect and Secretary

Neither the current President nor the immediate Past President may be nominated as President-elect. The President, Secretary, and President elect devote approximately 20% of their effort to Senate activities and are expected to be credited for it during their Annual Performance and Planning Review. Ideally the three candidates would come from different colleges.

4.2. Election of Officers

At least ten (10) days prior to the annual business meeting, the Secretary distributes the slate of candidates nominated by the Executive Committee along with their biographical sketches. The biographical sketch written by each candidate is limited to one page.

At the annual business meeting a senator may make a nomination from the floor. The nomination must be seconded by a senator other than the nominee. A senator who expects to be nominated from the floor may prepare a formatted biographical sketch for distribution after the nominations for both offices are closed.

4.3. Tie Votes

If no candidate receives greater than fifty percent (50%) of the votes cast, a run-off election will immediately follow the initial election. The run-off election slate will consist of the two candidates with the highest number of votes in the first election. In the case of a tie vote in the run-off election, a determination will be made of the number of voting members that will be participating in the election. If that number is odd, voting will commence. If, on the other hand, that number is even, one of the FSEC officers will decline to vote creating an odd number of voters.

4.4. President Transition of Office

After the President gives the annual report at the annual faculty meeting, the gavel is passed on to the President-elect who recognizes the contributions of the President during the year. The President-elect assumes the office of President on July 1 at which time the current President becomes the Past President.

4.5. Emergency Decision Making Process

In an emergency, a decision normally made by the FSEC can be made by the President who as soon as possible thereafter informs the FSEC of the issue(s) and asks for input and/or ratification by the FSEC.

Section 5. Faculty Senate Executive Committee (FSEC)

5.1. Grievance Committees

Senate grievance committees are composed, appointed, and function as described in the UTHSC Faculty Handbook Url (<https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf>).

5.2. Election of Faculty Senate Executive Committee Members (FSEC)

Representatives to the FSEC are elected between April 1-May 1. FSEC member(s) from each college or equivalent schedules a meeting (in person or electronic) of the college's senators to elect representatives to the FSEC. For these purposes, the faculties of basic science and clinical medicine departments in the College of Medicine and unaffiliated departments are regarded as separate colleges. No term limits exist for FSEC members provided they are senators. Results of the election are recorded by the host of the electronic program or electronic poll, transmitted to the full Senate, and recorded by the Secretary for entry into the minutes.

Section 6. Faculty Senate Executive Committee Meetings

6.1. Confidentiality FSEC Meetings

The meeting minutes should mainly summarize the topics and/or business discussed at the meeting, not verbatim conversations by members of the Committee. Further, FSEC members should respect the confidentiality of all discussions at FSEC meetings and report only the business of the FSEC to their constituents.

6.2. Recording FSEC Meetings

Recording of FSEC meetings is not permitted.

6.3. FSEC Minutes Preparation and Distribution

The Secretary keeps a record of all actions taken by the FSEC, as well as summarizing the topics and/or business discussed. The format of the minutes follows the order of business. When a guest speaker addresses the FSEC, the Secretary summarizes the speaker's remarks, and with the speakers' permission, appends all his/her/their slides or other documents presented in the meeting to the minutes. Minutes identify the maker and second of motions and results of all votes. All documents presented/discussed during FSEC meetings will be appended to the minutes of that meeting. The Secretary sends the minutes of the previous meeting to each senator with the meeting notice for the next meeting at least two (2) days prior to the meeting.

6.4. Reports to the FSEC by Senate Members Serving on University- or Campus-Wide Committees

Senate members serving on campus-wide or University-wide committees (e.g., Campus Advisory Committee, Board of Trustees, UFC, TUFS etc.) will report the activities/minutes/documents of the committee(s) on which they serve to the FSEC members. Distribution should occur as expeditiously as possible and preferably prior to the next FSEC meeting.

6.5. Voting - FSEC

FSEC votes are taken by electronic polls or, when necessary, email votes to the Secretary. Abstaining votes are not recorded.

6.6. Substitutes for FSEC Members

When an FSEC member cannot attend a meeting, the member may not appoint a substitute. If an item is scheduled for a vote, the absent member may designate another member as a proxy for the purpose of voting.

6.7. Invited Attendees

All Senate committee chairs are invited to attend all FSEC meetings but are not eligible to vote. Additional individuals may be invited to attend at the discretion of the Senate President or a majority of the FSEC.

Section 7. Faculty Senate Committees

7.1. Standing Committees

Standing committees have been constituted to function continuously. Therefore, they remain in existence permanently or until changed by the FSEC and ratification by the full Senate. The current standing committees include Executive, Budget and Benefits, Clinical Affairs, Education and Academic Affairs, Faculty Affairs, Faculty Communications, Faculty Research, Faculty Computing and Technology, Handbook, Legislative Resource, and Non-Tenure Track.

The FSEC coordinates charges to the standing committees. The responsibilities and goals of each committee are developed by the FSEC in collaboration with the committee or committee chair prior to or during the August FSEC retreat. These responsibilities and goals are then presented to the full Senate at the September meeting for discussion, and revision and/or ratification. Any faculty member with an item, needing consideration by the Faculty Senate, may raise the issue with a senator who relays it to the FSEC. The FSEC discusses the matter and charges one or more committees when warranted to pursue it.

7.2. Standing Committee Responsibilities and Goals

Standing committee responsibilities and goals appear on the Faculty Senate website (<https://uthsc.edu/faculty-senate/>). They are updated following the September meeting during which they are approved.

7.3. Standing Committee Reports and Recommendations

Standing committees will keep the FSEC and Senate informed of their progress by presenting reports of their activities and products to the FSEC and, when requested by the President, to the full Senate. Occasions exist where the activity of a committee may require FSEC approval. In those cases, a vote will be taken by FSEC members using standard voting procedures. All committee actions and/or documents to be presented to the full senate must have the prior approval of the FSEC.

7.4. Standing Committees - Appointments and Terms of Office

Slates of the Faculty Senate standing committee chairs, co-chairs, and committee members are recruited by the FSEC in consultation with the previous year’s committee chairs prior to and during its August Senate Executive Committee retreat. The Senate President will invite and encourage senators to volunteer for committee membership and leadership positions in their areas of interest at any time prior to the September Senate meeting and preferably prior to the August FSEC retreat. The slates of committee chairs, co-chairs, committee members, committee responsibilities, and goals are presented to the full Faculty Senate at the September meeting for review, revision and/or ratification. Terms of the Committees begin after the September Senate meeting and continue until the next September Senate meeting. There are no term limits on committee membership or leadership. It is the responsibility of the Senate past-president to conduct an orientation program for all newly appointed committee chairs.

7.5. Special Committees

Special committees may be established by the FSEC which determines the need for and duration of the committee, subject to approval by the Faculty Senate. Special committee members are recommended by the FSEC. The Faculty Senate must be informed about the goals and membership of a special committee at the next regular Faculty Senate meeting. Committee ratification, except for timing is as occurs with regular committees.

7.6. University Committees - Senate Representatives Not Covered by the Bylaws

When requested, the President with the concurrence of the FSEC appoints one or more FSEC members to serve as Senate representatives on University Committees. Those representatives will regularly report activities of the University Committee to the FSEC to the extent permitted by the Committees policies.

Section 8. Faculty Senate Meetings

8.1. Notices of Meetings - Preparation and Distribution

The Secretary prepares meeting notices, including the agenda and any other needed items, at least two (2) days prior to each Faculty Senate meeting.

8.2. Recording Attendance at Faculty Senate Meetings

Senator attendance at meetings will be determined electronically from the Zoom or other program being used.

Members attending will be published in the meeting minutes.

Any faculty member with a regular or limited term, full-time, part-time, or emeritus appointment is welcome to attend Faculty Senate meetings but cannot vote.

8.3. Order of Business of Regular Senate Meetings

At regular meetings of the Faculty Senate, the order of business is ordinarily the following:

- Guest presentations,
- Approval of the minutes (distributed prior to the Senate meeting),
- Correspondence and announcements,
- Unfinished business,
- Committee reports,
- New business
- Announcement(s) and reminder of the next meeting, and
- Adjournment.

8.4. Recording of Meetings

The Secretary may record Faculty Senate meetings to maintain the accuracy of the minutes. However, summaries of statements and remarks made during the meeting (rather than verbatim accounts) are reported in the minutes.

8.5. Minutes - Preparation and Distribution

The Secretary keeps a record of all actions taken by the Faculty Senate. The format of the minutes follows the order of business. When a guest speaker addresses the Faculty Senate, the Secretary summarizes the speaker's remarks and appends any slides or documents presented in the meeting to the minutes. Minutes identify the maker and second of motions presented to the Senate. The Secretary sends the minutes of the previous meeting to each senator with the meeting notice for the next meeting. Senate meeting minutes are placed on the Senate website.

Section 9. Additional Senate Meeting Attendees

9.1. Ex Officio Members

Ex officio members are members of the University Administration: presidents of college faculty organizations, or others invited by a committee chair to attend committee meetings, or by the President to attend Executive Committee or full Senate meetings.

9.2. Substitutes for Faculty Senate Meetings

If an elected senator cannot attend a Faculty Senate meeting, he or she may appoint a substitute. The substitute must be a regular full-time, part-time, or emeritus faculty member from the constituency represented by the senator. The substitute has the same responsibilities and privileges, including voting, as the elected senator.

9.3. Provisions for Students to Attend Faculty Senate Meetings

Students may attend Faculty Senate meetings as guests or observers. The Student Government Association Executive Committee or other student organizations may appoint a representative to regularly attend Faculty Senate meetings. Student attendance is followed as indicated for other Senate members. Names of student attendees are printed in the minutes.

Section 10. Annual Faculty and Senate Business Meetings

In June, UTHSC faculty members are invited to the Annual Faculty Meeting, which immediately precedes the annual Senate business meeting. The Senate President presides over this meeting. The following items constitute the normal agenda: Chancellor's address, Senate President's annual report, expressions of gratitude for services to the Senate (including retired and departed individuals), presentation of Senate awards, transition of the gavel to the President-elect, and adjournment.

10.1. Order of Business of the Annual Senate Business Meeting

The current President presides over the annual business meeting. The order of business is ordinarily the following: approval of minutes, correspondence, and announcements followed by:

10.1.a. Installation of New Senators

The President asks the newly elected senators to stand and welcomes them to the Faculty Senate.

10.1.b. Election of the President-elect and Secretary

The outgoing President presides over the election, which is by secret ballot. The President presents the slate of officers nominated by the Executive Committee, any other nominees, and then asks for nominations from the floor. An electronic poll is performed, and the results announced. The Secretary may also receive ballots from other campuses by email when necessary.

10.1.c. Unfinished Business

10.1.d. New business Announcement of the next meeting

10.1.e. Adjournment

10.2. Annual Report Preparation, Distribution, and Presentation to the Faculty

Two weeks prior to the annual faculty meeting, the chairs of each standing committee will submit a report of the year's activities and accomplishments for their committee to the Senate President. These reports form the basis of the President's annual report to the faculty. The President presents a summary of the annual report to the faculty at the annual faculty meeting. The committee reports, president's annual report and slides (if available) are appended to the meeting minutes. The annual report is also submitted to the University Faculty Council as requested.

10.3. Annual Report Format

The President's annual report contains the following information: officers of the Faculty Senate; members of the FSEC; standing and special committee members and officers; campus and System committees on which the Faculty Senate was represented and identities of the appointed representatives; actions and resolutions taken by the Faculty Senate; summary of standing committee accomplishments; and recognition of the contributions made by support staff members, committee members, and senators.

10.4. Preservation of Records

Records of yearly activities, minutes of the Faculty Senate Executive Committee, and Faculty Senate meetings are compiled each year. Permanent copies are kept by all Senate officers. A cumulative record, containing FSEC and Senate Minutes and documents, is maintained on an external drive by the Secretary who passes it on to the next secretary at the business meeting analogous to passing of the Senate gavel. It is recommended that officers preserve all of their emails associated with Senate activities.

10.5. Honors and Recognition

10.5.a. Administrator of the Year

The awardee is selected by a majority vote of the FSEC with the concurrence of the full Senate. Nomination is based on tangible sustained support of the Faculty Senate, outstanding service to UTHSC, proven qualities of leadership, and not having received the Award within the past five (5) years. A plaque is presented at the annual business meeting.

10.5.b. Faculty Senator of the Year

The senator awardee is selected by a majority vote of the FSEC with the concurrence of the full Senate. Nominations are based on senate membership, outstanding service to and through the UTHSC Faculty Senate, proven qualities of leadership, and not having received the Award within the past five years. FSEC nominees will absent themselves during discussion and voting by the FSEC. A plaque is presented at the annual business meeting.

10.5.c. Presidential Citation

Awardee is selected by the Senate President. Citation may be awarded to any individual, section, service, or department, in appreciation of significant contribution(s) to the Senate. A smaller plaque is presented at the annual business meeting.

10.5.d. Exceptional Meritorious Achievement

The awardee(s) is/are selected by a majority vote of the FSEC with the concurrence of the full Senate. Awardee may be member of the UT faculty, administration, staff, or student body that has contributed significantly to the accomplishment of mission, and goals of the UTHSC Faculty Senate. A certificate is presented at the annual business meeting.

10.5.e. Certificate of Appreciation

The awardee(s) is/are selected by a majority vote of the FSEC with the concurrence of the full Senate. May be awarded to any individual, section, service, or department in appreciation of significant contribution(s) to the Senate. A smaller certificate is presented at the annual business meeting. Any member of the FSEC or full Senate may forward a nomination to the Secretary of the Senate who will forward it on to the FSEC for consideration.

Section 11. Special Senate Meetings

11.1. Special Meeting Petition

Special meetings may be called by the President, a majority of the FSEC, or by written petition of ten (10) senators. The petition, addressed to the President, must contain: (1) a stated purpose for the special meeting; (2) names of at least ten (10) senators supporting it; and (3) their electronic signatures.

11.2. Special Meeting - Order of Business

The agenda of a special meeting is limited to items stated in the petition.

Section 12. Problematic Conduct

12.1 Consistent Unexplained Absences from Committee Meetings

When consistent and unexplained failure of a committee member to attend or perform their duties appropriately reach an unacceptable level, the chair of the committee will address the issue with the committee member querying the reasons for the absences and/or whether the member would be more willing to participate in another Senate committee. In the absence of resolution at this level, the chair may request assistance and participation of the Senate President and Executive Committee to reach an acceptable solution.

12.2. Disciplinary Procedures

The Faculty Senate has the right to make and enforce its own rules and to require its members to conduct themselves in ways that are not injurious to the Senate or its purpose(s). Disciplinary procedures represent a drastic step taken only when the seriousness of the offense warrants such action. Efforts should be made to resolve the situation informally by the Senate President and FSEC if needed. When necessary, the FSEC may make a written request of the member for a letter of resignation. Decisions by the FSEC in these cases is final. If a resignation letter is not received, the President, with concurrence of the Executive Committee may recommend to the appropriate dean that a Senate member be replaced.

Section 13. Parliamentarian

At the Faculty Senate business meeting, the President may nominate a FSEC member to serve as the parliamentarian. This appointment requires ratification by the Faculty Senate. Duties of the parliamentarian appear in Robert's Rules of Order.

Section 14. Amendment of the Bylaws Supplement

Revision of the Bylaws Supplement requires a 2/3 vote by the Faculty Senate at least ten (10) days after the revised document is distributed to senators. Any of the procedures contained in this Bylaws Supplement may be temporarily waived by a majority vote of the pertinent body where the action is taking place, i.e., within the FSEC or Senate.