



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

## Guidance on Web-based Conferencing for Faculty Senate Meetings

The Faculty Senate is a critical component of the governance of the University of Tennessee; faculty senators are elected by their peers to represent campus units, departments, and colleges. Faculty members should be active participants in deliberations and decisions on all policy and procedure committees. Faculty members have the right to contribute to campus and university discourse that is at the heart of the shared governance of the campus and the university. Per the Faculty Senate bylaws, the duties of a faculty senator are to:

- a. *Represent the constituency and the broader interests of the faculty;*
- b. *Attend and participate in Senate meetings on a regular basis;*
- c. *Participate actively in the appropriate College or Division caucus;*
- d. *Communicate and interact regularly with constituents;*
- e. *Maintain active membership on at least one Senate standing committee; and*
- f. *Serve on other committees and task forces as needed; participate in Senate retreats, training, and information sessions.*

Faculty Senate meetings occur with the expectation that senators will attend all meetings in-person, unless requested otherwise.

The following is the procedure for requesting participation in Faculty Senate meetings remotely via a web-based technology platform:

- I. All Faculty Senate Meetings are posted for the academic year at:  
<http://senate.utk.edu>
- II. If a senator is unable to attend a Faculty Senate meeting in person, he/she should first ask an Alternate to attend the meeting.
- III. If neither the senator or alternate are able to attend, the senator should email Ms. Sharonne Winston at [swinston@utk.edu](mailto:swinston@utk.edu) to request participation in the meeting by web-based conferencing.
- IV. On the day of the Faculty Senate meeting, all those who have requested permission to attend remotely, will be emailed a unique URL for joining the meeting. This URL will change for every meeting.
- V. When an agenda item comes before the Faculty Senate for a vote, senators participating remotely will text chat their vote using the conferencing system so that the Faculty Senate Secretary may record it.