2019-2020 UTK Faculty Senate Resource Guide

Introduction:
The UTK Faculty Senate represents the faculty in the shared governance of the university. It works as a representative body and through committees to develop and recommend policies regarding the educational objectives of the campus. We consider, advise, and recommend policies and procedures, which concern the general welfare of the faculty. These include:

- criteria for faculty appointment, dismissal, promotions, tenure, and retirement;
- criteria for the selection of the chief academic officer and other campus administrative officers;
- priorities for the University budget;
- priorities for the University development plan;
- changes in physical facilities.

The Faculty Senate also consider, advise, and recommend on proposed policies regarding student life, rights, and responsibilities.

The Faculty Senate President serves on the University Faculty Council, who attend Board of Trustees meetings and advise the UT system president. The Senate is also represented in the Tennessee University Faculty Senates (TUFS), a statewide body representing faculty across the state.

Web Site: http://senate.utk.edu/

The website for the UTK Faculty Senate has information on the officers, membership, committees, a calendar of meetings, governing documents, minutes/reports, information on forums and other resources. The archive section of the site has a record of Faculty Senate activities dating back to the early 1970s.

Criteria to be a Faculty Senator
Elected faculty members shall be chosen from those members of the faculty meeting the following **criteria** at the time of the election: (1) the holding of full-time or continuing part-time appointment with the rank, or equivalent rank, of lecturer, clinical instructor, assistant professor or higher; and (2) the performance of academic duties totaling at least half-time teaching, research, service, or departmental administration.

The **term** of office for each elected faculty member is (typically) three years and begins August 1 of the year in which the member is elected. The members elected by each college, unit, or division (as provided in Section 2 of Article II) serve staggered terms to ensure representation. After completion of a full three-year term or any partial term of more than one year, an elected faculty member shall be eligible for a second three-year term. A senator who has served two consecutive terms is eligible for nomination only after being off the Faculty Senate for a full three years.

Duties of a Faculty Senator

Each voting member of the Faculty Senate is expected to:
1. Represent the constituency and the broader interests of the faculty;
2. Attend and participate in Faculty Senate meetings on a regular basis;
3. Participate actively in the appropriate caucus;
4. Communicate and interact regularly with constituents;
5. Maintain active membership on at least one Faculty Senate standing committee;
6. Serve on other committees and task forces as needed; and
7. Participate in Faculty Senate retreats, training, and information sessions

In Advance of Faculty Senate Meetings:

Several days before each meeting, senators will receive an email with the meeting agenda, which will be linked to any minutes, resolutions, documents or reports to be considered. Senators should review these items in advance. It is especially important for senators to review minutes of the Undergraduate Council and the Graduate Council, as they are presented for final approval at Faculty Senate meetings. Most often resolutions and reports that come before the Faculty Senate have been vetted by the Executive Council of the Faculty Senate, but it is also possible for individual senators to draft and circulate a resolution before or at a meeting. If possible, it is advisable to present such resolutions to the Executive Council first, but if the matter is urgent, and this is not possible, to circulate the resolution through the Faculty Senate Listserv (Senate@listserv.utk.edu). Attendance at Senate Meetings is critical to ensure broad participation and quorum. Faculty Senators who are unable to attend a meeting of the Faculty Senate should contact the alternates from their caucus to find a replacement.

Faculty Senate Meeting Protocols

Senators are encouraged to arrive 5-10 minutes prior to the start of meetings, which will be held in the Strong Hall lecture room, 101. A table outside the hall will have name plaques with stands for each senator. These should be placed before your seat so the parliamentarian can establish whether there is a quorum. Alternate Senators should sign-in for the senator they are replacing and use one of the alternate name plaques.

Traditionally faculty senators refer to other senators using their senator title, such as "Senator Langdorfer," or "Senator Wright," etc. Faculty Senate meetings are conducted according to Roberts Rules of Order. For more information see: http://www.robertsrules.org/.

Elections and the Caucus System

Faculty Senate representation and elections are organized around a caucus system. Before caucuses were established, representation in the Faculty Senate was often treated as a service assignment made by a department head or dean. In contrast, having an active caucus and an open election process fosters fair and effective representation of faculty concerns about the operations of the university. The Caucus Chair plays a key role in ensuring this process works smoothly.

Duties of Caucus Chairs

1. The Caucus Chair encourages communications among members of the caucus, typically through email or at college-level meetings.
2. Helps to keep the faculty at-large in their division/college informed of important issues before the Faculty Senate.
3. Based on a formula listed in the Faculty Senate Bylaws (Article II, Section 1, F), every January the Administrative Specialist for the Faculty Senate and the Faculty Senate President-Elect receive a report from the UTK Office of Institutional Research listing the number of faculty senators for each caucus. Based on this data, caucus chairs are notified on how many open seats will need to be filled for the next election cycle. The Caucus Chair then issues a call for nominations and self-nominations for open seats in the Faculty Senate, striving to get two candidates for each open position. Elections are conducted electronically through the Faculty Senate with the assistance of the Office of Information Technology and the UT Payroll Office, or in called meetings of the unit represented by the Caucus, and are to be completed by April 1.
4. The Caucus Chair is a member of the Committee on Nominations and Appointments, which typically completes most of its work each spring through email.
5. The Caucus Chair is to share the information below about the criteria and duties of being a Faculty Senator with colleagues in their division/college caucus.

2019 Faculty Senate Retreat: Friday, August 23, 2019, from 8:00 a.m. to 4:30 p.m. at the UTK Student Union Building in Room 272ABC.

2019-2020 Senate Meetings: Mondays, 3:30-5:00 (Strong Hall Lecture Room 101)

Monday, September 16, 2019
Monday, October 14, 2019
Monday, November 18, 2019
Monday, January 13, 2020 (reserved if needed per Senate Bylaws)
Monday, February 3, 2020
Monday, March 2, 2020
Monday, April 6, 2020
Monday, May 4, 2020

Executive Council (3:30 p.m., Scripps Convergence Lab – 402G Communications Bldg.)
Monday, September 9, 2019
Monday, October 7, 2019
Monday, November 4, 2019
Monday, January 27, 2020
Monday, February 17, 2020
Monday, March 23, 2020
Monday, April 20, 2020

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