



2020-2021 UTK-UTIA Faculty Senate Resource Guide

The UTK-UTIA Faculty Senate represents the faculty in the shared governance of the university. Senators are elected each spring semester from the various academic units organized as a caucus representing a given college or division of a college. The Faculty Senate 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 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, and a national organization, the Council on Intercollegiate Athletics (COIA).

This document has been compiled to help provide information and guidance for new and continuing senators.

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

The Faculty Senate website 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: Criteria, Election, Term of Office, and Duties. 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) shall be divided into three classes, each class consisting of approximately one-third of the elected representatives of each college, unit, or division. 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 before each meeting. 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 Listserver (Senate@listserv.utk.edu)

If You Can Not Attend a Meeting

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 see if one of them can serve as their replacement. For all meetings conducted by Zoom, the senator should send an email to Faculty Senate Secretary Millie Gimmel (mgimmel@utk.edu) copied to the alternate in advance of the meeting.

Meeting Protocols

It is good practice to show up to meetings 5-10 minutes early to assist the Parliamentarian with establishing a quorum and to provide an opportunity for social exchange. Traditionally faculty senators refer to other senators using their senator title, such as "Senator Jimenez," or "Senator

Williams,” etc. Faculty Senate meetings are conducted according to Roberts Rules of Order. For more information see: <http://www.robertsrules.org/>

Zoom Protocols

Due to COVID-19, Faculty Senate meetings will be conducted by Zoom until further notice. Below are a few guidelines to assist the meetings run effectively:

1. Keep video and microphone disabled throughout the meeting, except when you have been recognized to speak.
 - You will see the microphone and video icons in the bottom left of your Zoom window. Please select “Mute” and “No Video” for your options. This will reduce bandwidth usage and prevent distractions. When speaking to the group, please re-enable your video and microphone.
 - Instead of video display, please add a profile picture to your Zoom account. Here is how:
 - Go to <https://zoom.us/profile>
 - Once you log in, the site will take you to your profile
 - Towards the top left of the profile page, you will see either a blank profile photo or the first letter of your first name.
 - Select “change” to add a profile picture and select “upload” to upload the photo file from your computer
2. Providing Feedback During Meetings
 - Please feel free to use the chat function to provide comments and feedback. Remember if you have any comments or questions that need to be **addressed by the speaker**, you must indicate using the nonverbal feedback process explained below. The chat will be saved for future reference.
 - In-meeting chat will not be moderated. Due to the number of participants at our meetings, time-sensitive comments or questions can be easily missed by a moderator.
3. Questions or Concerns During Meeting Presentations
 - We use the Nonverbal Feedback feature of Zoom to indicate questions or relevant concerns. This is the equivalent of raising your hand and waiting to be recognized by the chair; it provides clarity of process.
 - Raise questions or concerns using the Nonverbal feedback feature on Zoom. For Windows and Mac users: Join meeting→select “participants” at the bottom of the screen→select the “raise hand” icon to indicate a question or comment. iOS or Android users: Join meeting→select “more” at the bottom of screen→select the “raise hand” icon to indicate a question or comment.
 - Throughout and after individual presentations, senators will be asked if there are any questions or concerns. If you have a question or concern, select the “raise hand” icon as above. After you are called on, please unmute yourself and add video and raise your question or concern. (If your wi-fi connection is weak, you might opt not to include video.) Afterwards, please click the icons again to remove them. If for some reason you

cannot use your audio, email or direct message Brooke Killion our graduate assistant. If possible, she will read aloud the question or concern on your behalf.

Attending Meetings in Person

When public health conditions permit, we hold face-to-face meetings in Lecture Room 101, Strong Hall on Cumberland Avenue. Before entering the room there is a table with name plaques with stands for each senator. Senators should sit in the section designated for senators and place their name tags so they visible to the parliamentarian to assist in establishing whether there is a quorum. Alternate senators should sign-in for the senator they are replacing and use one of the alternate name plaques.

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, one that fosters an open election process is critical to ensuring 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. In most caucuses, 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 15.
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.

2020 Faculty Senate Retreat (by Zoom): Friday, August 14, 2020, 9:00am – 3:00pm

2020-2021 Senate Meetings: Mondays, 3:30-5:00pm

Zoom for Fall; Strong Hall Lecture Room 101

Monday, September 21, 2020

Monday, October 19, 2020

Monday, November 16, 2020
Monday, January 11, 2021 (reserved if needed per Senate Bylaws)
Monday, February 1, 2021
Monday, March 1, 2021
Monday, April 5, 2021
Monday, May 3, 2021

2020-2021 Senate Executive Council Meetings: Mondays, 3:30-5:00pm

By Zoom for Fall; Scripps Communications Lab, 402G Communications

Monday, September 14, 2020
Monday, October 5, 2020
Monday, November 2, 2020
Monday, January 25, 2021
Monday, February 15, 2021
Monday, March 22, 2021
Monday, April 19, 2021

Faculty Senate Committees and Councils

Appeals
Athletics
Benefits and Professional Development Committee
Budget and Planning
Diversity and Inclusion Committee
Executive Council
Faculty Affairs
Graduate Council
Library and Technology
Nominations and Appointments
Non-Tenure Track Issues Committee
Research Council
Teaching and Learning Council
Undergraduate Council
University System Relations Committee

Faculty Senate President Shawn Spurgeon

Campus Mail: Educational Psychology and Counseling, 442 Claxton Education Complex, 1122 Volunteer Blvd., Phone: 865-974-4181, E-mail: spurgeo@utk.edu

Faculty Senate Administrative Assistant Sharonne Winston

Campus: Greve Hall, Room 325, 821 Volunteer Blvd., Phone: 865-974-2483,
Email: swinston@utk.edu

Faculty Senate Graduate Assistant Brooke Killion

Email: jkillio1@vols.utk.edu