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Bylaws

Faculty Senate of The University of Tennessee, Knoxville

Revised [May 2, 2022]

ARTICLE I. Powers and Duties of the Faculty Senate.

Section 1. The Faculty Senate of The University of Tennessee, Knoxville (the “Faculty Senate”) shall have those powers and duties which have been, and which may be, delegated to it by the Trustees of The University of Tennessee and by the faculties of The University of Tennessee, Knoxville (“UTK”), The University of Tennessee Institute of Agriculture (“UTIA”), and The University of Tennessee Space Institute (“UTSI”).

The powers and duties established by a Resolution of the Board of Trustees on June 15, 1972, were as follows:

(a) Is authorized, subject to the approval of the Chief Academic Officer, the President, and the Board of Trustees, to formulate policies and regulations regarding the general educational objectives of the university, including those policies and regulations related to the overall general requirements for admission, graduation, and honors for the degree programs and certificate programs of The University of Tennessee, Knoxville.

(b) Is authorized to review the actions of the Special Faculties of The University of Tennessee, Knoxville, concerning the specific admission and graduation requirements for the programs of the various academic units.

(c) In consultation with academic officials may also consider, advise, and recommend to the Chief Academic Officer, or, if appropriate, through the Chief Academic Officer to the President, policies and procedures in other matters which concern the general welfare of the faculty of The University of Tennessee, Knoxville, such as, but not exclusively limited to, criteria for faculty appointment, dismissal, promotions, tenure, and retirement; criteria for the selection of the chief academic officer and other campus administrative officers; criteria, in conjunction with other Faculty Senates or corresponding bodies of other campuses of The University of Tennessee, for the selection of the President of the University System, and other System executive officers; priorities for the university budget; priorities for the university development plan; and changes in physical facilities. The Faculty Senate may consider, advise, and recommend on proposed policies regarding student life, rights, and responsibilities.

(d) Has no management or administrative functions, either in itself or through the instrumentality of its committees, administrative matters being expressly reserved to the President of the University, and delegated by the Board of Trustees and through the President to the chief academic officer of The University of Tennessee.

Section 2. Reports. All actions by the Faculty Senate shall be reported to the faculty by the posting of minutes and necessary supporting documents on the Faculty Senate website. Any

47 action shall be subject to revision or alteration by the Faculty Senate provided that no rights or
48 acts of third parties shall be affected by such revision or alteration.

49
50 **Section 3. Terminology.** The Faculty Senate represents three distinct campuses: UTK, UTIA,
51 and UTSI. Hereinafter, these are referred to collectively as the “campuses.” Unless otherwise
52 specified below, the title of chief academic officer refers to the chief academic officers of the
53 campuses, as the same may exist from time to time.

54
55 **ARTICLE II. Faculty Senate Organization.**

56
57 **Section 1. Members: Number, Classification, Terms of Office, Duties, and Apportionment.**

58 The voting membership of the Faculty Senate is divided into three classes: administrative
59 members, elected faculty members (**Faculty Senators**), and alternates **temporarily serving in**
60 **place of elected members**. All officers of the Faculty Senate (**which consists of** the President-
61 Elect, President, Immediate Past President, **Recording** Secretary, Parliamentarian, and
62 **Communication** Officer) **are** considered non-voting members at large if **they are** not serving as
63 elected faculty members during **the** term of office and shall not be counted against the
64 apportionment assigned to **their** respective college, unit, or division during **the** term of office.
65 **The “Faculty Senate Leadership Team” (herein, FSLT) is comprised of the President, President-**
66 **Elect, and Immediate Past-President.**

67
68 A. Administrative Members. The administrative members, who shall be voting members of
69 the Faculty Senate, shall be the chief officers for academic affairs, finance and administration,
70 and student **life**. Five additional members will be appointed by the chief academic officer of the
71 Knoxville campus from among the Deans and Directors of the academic units. These
72 appointments are subject to approval by the Council of Deans. The term of office for each of the
73 five is three years and begins August 1 of the year in which the member is elected. The five
74 elected members shall be divided into three classes, and their terms shall be staggered such that
75 no more than two are appointed in any year. An administrative member shall be ineligible for
76 reappointment for one year after serving **a** full three-year term, or any partial term of more than
77 one year.

78
79 Elected Faculty Members: Criteria, Election, Term of Office, and Duties. **The Faculty Senate is**
80 **organized into caucuses by College, Unit, or Division. The colleges, units, and divisions**
81 **represented on the Faculty Senate include: Agriculture (Herbert College, AgResearch, and UT**
82 **Extension); Architecture and Design; Arts and Sciences (divided into three divisional caucuses**
83 **representing the social sciences, natural sciences, and humanities); Haslam College of Business;**
84 **Communication and Information; Education, Health and Human Sciences; Tickle College of**
85 **Engineering; Law; Libraries; Nursing; ROTC; Social Work; UTSI; and Veterinary Medicine.**
86 **Each caucus is comprised of the elected representatives and alternates from that unit and has a**
87 **caucus chair who runs the elections each year for that caucus. The caucuses represent the**
88 **constituents (faculty members) of their College, Unit, or Division. Elected faculty members**
89 **(Faculty Senators) from each caucus shall be chosen from those members of the faculty meeting**
90 **the following criteria at the time of the election: (1) the holding of full or continuing part-time**
91 **appointment at any faculty rank, and (2) the performance of academic duties totaling at least**
92 **half-time teaching, research, service, or departmental administration. The term of office for each**

93 elected faculty member is three years (except as set forth below in paragraph E of this Section 1)
94 and begins August 1 of the year in which the member is elected. The members elected by each
95 college, unit, or division (as provided for in Section 2 of this Article II) shall be divided into
96 three classes (**organized by the end of their appointment term**), each class consisting of
97 approximately one-third of the elected representatives of each college, unit, or division. After
98 completion of a full three-year term or any partial term of more than one year, an elected faculty
99 member shall be eligible for a second three-year term. A senator who has served two consecutive
100 terms is eligible for nomination only after being off the Faculty Senate for a full three years.

101
102 B. Alternates. **Alternates are selected or appointed by their caucuses and/or caucus chairs on**
103 **a yearly basis to serve as a representative of the college, unit, or division when a Faculty Senator**
104 **cannot attend a meeting. Their term is for one year. They may serve on Faculty Senate**
105 **committees (as any faculty member may serve on Faculty Senate committees without being a**
106 **Faculty Senator). An alternate may chair a committee if appointed by the Faculty Senate**
107 **President. An alternate must be eligible to serve as an Elected Senator at the time elected or**
108 **appointed to serve, and must be available to attend Faculty Senate meetings.**

109
110 C. Student Body President. The Student Government Association (SGA) shall be
111 represented on the Faculty Senate by the Student Body President. The Student Body President
112 shall be an ex officio, non-voting member of the Faculty Senate. In the event that the Student
113 Body President cannot attend a regular senate meeting, **an SGA student designee shall be**
114 **appointed**. The Student Body President shall be permitted to provide a report to the Faculty
115 Senate at the request of the Faculty Senate President.

116
117 D. Duties of a Faculty Senator. Each voting member of the Faculty Senate shall:
118
119 1. Represent the constituency and the broader interests of the faculty;
120 2. Attend and participate in Faculty Senate meetings on a regular basis;
121 3. Participate actively in the appropriate caucus;
122 4. Communicate and interact regularly with constituents;
123 5. Maintain active membership on at least one Faculty Senate standing committee;
124 6. Serve on other committees and task forces as needed; and
125 7. Participate in Faculty Senate retreats, training, and information sessions.

126
127 E. Apportionment. **The number of elected Faculty Senators for each caucus is determined**
128 **through a process of apportioning. The number of seats in each caucus shall be apportioned in**
129 **early spring each year using the list of faculty from August of the previous year. Seats will be**
130 **apportioned** among the respective colleges, units, and divisions by the **administrative assistant** of
131 the Faculty Senate under the supervision of **the FSLT** on the following basis: All continuing part-
132 time faculty of at least 20% FTE shall be combined into full-time equivalents to be added to the
133 full-time eligible faculty in determining the basis for representation of each **caucus of** the Faculty
134 Senate. Appendix I of this document shows how faculty FTEs are used for determining the
135 number of elected faculty representatives.

136
137
138

139 In case of an increase in the number of elected faculty member representatives authorized for
140 any caucus, the new elective seats shall be apportioned over the three classes of members in a
141 manner that distributes the members as equally as possible across the classes. Elected faculty
142 members may be elected to one-year, two-year, or three-year terms in order to achieve this
143 approximate distributive equality.
144

145 In case of a decrease in the number of elected faculty member representatives authorized for any
146 caucus, the decrease in representation shall be made at the next expiration of the term of an
147 elected member.
148

149 **Section 2. Election of Senators.** The UTK caucuses shall elect its representatives to the Faculty
150 Senate by May 1 each year (or an alternative time established by the FSLT) as set forth in this
151 Section 2.
152

153 A. Nominations. The President-Elect of the Faculty Senate administers all elections with
154 assistance from the administrative assistant of the Faculty Senate and relevant administrative
155 offices at UTK. Each January, the administrative assistant of the Faculty Senate shall notify the
156 Faculty Senate President-Elect of the number of positions to be filled in the forthcoming election
157 based on the apportionment process above. The caucus chairs shall serve as a nominations
158 subcommittee of the Faculty Senate Committee on Nominations and Appointments for the
159 respective college, unit, or division represented by the caucus. The caucus chairs, working with
160 the President-Elect, shall call for and receive nominations from faculty constituents in their
161 respective colleges, units, or divisions. The President-Elect and administrative assistant of
162 Faculty Senate will indicate the number of nominees needed for each caucus. There shall be at
163 least two candidates listed on the ballot for each seat to be filled through the annual election,
164 absent extraordinary circumstances. Nominations will be submitted before April 1 (or an
165 alternative date established by the FSLT). The Committee on Nominations and Appointments
166 shall collect the names of all nominees to be included on the ballot, together with a brief
167 biography or statement for each, and shall set the time and procedures for voting. All elections
168 shall be conducted by secret ballot. The votes shall be taken and counted electronically or, in the
169 absence of electronic voting, shall be taken among constituents of the caucus and reported to the
170 President-Elect by the caucus chair.
171

172 B. Vacancies and Proxies. The chief academic officer shall select a successor to fill the
173 unexpired term of any administrative member leaving a vacancy as a result of ineligibility or
174 unavailability to serve. In case of any vacancy in the Faculty Senate through death, resignation,
175 retirement, or promotion (including promotion of a member to a position which would make the
176 person eligible to be an administrative member) of an elected faculty member, or where an
177 elected faculty member ceases to be a member of the faculty or is absent on leave for more than
178 one semester or is ineligible to serve for other reasons, the faculty of the college, unit, or division
179 losing its elected representative shall select a successor to fill the unexpired term.
180

181 A proxy (an Alternate for the caucus or other faculty member from the caucus) may be appointed
182 by an elected faculty member, with the consent of the Faculty Senate President, during the
183 faculty member's one-semester leave or when a conflict prevents the faculty member from
184 attending Faculty Senate meetings for an entire semester or for one or more individual meetings

185 during a term. The proxy shall have all the privileges and powers of the absentee elected faculty
186 member.

187
188 **Section 3. Meetings.** The Faculty Senate shall ordinarily meet on the third Monday in
189 September, October, and November during the fall semester and on the first Monday in
190 February, March, April, and May during the spring semester. The President-Elect shall review
191 the calendar one year in advance and adjust meeting dates to avoid religious holidays and
192 otherwise as necessary. The proposed schedule for the following academic year shall be
193 presented **during the fall semester** of the Faculty Senate each year and be published as
194 appropriate. The President shall have the authority to schedule the meetings on other dates, if
195 timely notice is given to members of the Faculty Senate. In addition, the Faculty Senate shall
196 meet at the call of the Faculty Senate President, or in the President's absence, the Faculty Senate
197 President-Elect, as requested in a petition signed **on paper or electronically** by one-quarter of the
198 members of the Faculty Senate. **The President may also adjust the modality of the meetings, in**
199 **consultation with, and appropriate notification to the Faculty Senate.** During the spring semester,
200 the third Monday in January shall be reserved for a meeting, to be used if deemed necessary by
201 the Faculty Senate President or Executive Council. Meetings of the Faculty Senate shall be
202 conducted according to *Robert's Rules of Order Newly Revised*, unless otherwise provided for in
203 these Bylaws. Administrative, faculty, staff, and student observers may speak, if recognized by
204 the presiding officer. A voting member of the Faculty Senate wishing to place an item on the
205 agenda of the Faculty Senate shall submit it to the President **and administrative assistant** of the
206 Faculty Senate, in the form of a written motion to be debated, **at least five business days** before
207 the meeting of the Faculty Senate Executive Council immediately preceding a regular meeting of
208 the Faculty Senate. Such an action does not preclude any voting member of the Faculty Senate
209 from offering a motion from the floor.

210
211 **Section 4. Quorum.** A majority of the voting members of the Faculty Senate shall constitute a
212 quorum for the transaction of business. The affirmative vote of the majority of those voting
213 members present shall be necessary for the passage of any resolution or motion, unless otherwise
214 stated in these Bylaws. Once a quorum is achieved at a meeting of the Faculty Senate, it cannot
215 be lost before the meeting is adjourned.

216
217 **Section 5. Voting.** Voting in the Faculty Senate will be by **voice, show of hands, or electronic**
218 **poll** unless, in particular instances, the majority of voting members present desires a secret ballot.
219 All elections shall be conducted by secret ballot.

220
221 **Section 6. Advance Distribution of Committee Reports.** Committee chairpersons shall submit
222 minutes, reports, or other materials containing items requiring Faculty Senate deliberation or
223 action (other than receiving of reports) to the Faculty Senate President **and administrative**
224 **assistant** at least **seven calendar** days in advance of the Faculty Senate meeting at which the item
225 is to be considered. The Faculty Senate President or **administrative assistant** must make minutes,
226 reports, or other materials available to members of the Faculty Senate at least **three** days in
227 advance of the meeting at which they will be considered. If the minutes, reports, or materials are
228 not delivered in accordance with this schedule, consideration of any issue arising from them at
229 the meeting will require approval by two-thirds of the voting members present.

230

231 **Section 7. Order of Business.** At the meetings of the Faculty Senate the order of business shall
232 be as follows:

- 233
- 234 (A) Call to order.
- 235 (B) **Approval of minutes.**
- 236 (C) **Reports by the Faculty Senate President, Chancellor, and Provost.**
- 237 (D) Unfinished business.
- 238 (E) Report of Special Committees.
- 239 (F) Report of Standing Committees.
- 240 (G) New business.
- 241 (H) Adjournment.
- 242

243 **Section 8. College, Unit, or Division Caucuses.** Each college, unit, or division electing faculty
244 members to serve on the Faculty Senate will have a caucus comprising all elected faculty
245 members and alternates from the college, unit, or division. **The FSLT is notified who will be**
246 **servng as** caucus chair by **each caucus by** August 1 each year. The caucus is responsible for
247 timely communications with the faculty in the college, unit, or division. The caucus may call
248 meetings of the faculty of the college, unit, or division as needed. The caucus will be assisted by
249 the dean's office, for caucuses representing colleges and divisions of a college, who will function
250 as a *de facto* **administrative assistant** for the caucus, with responsibilities including calling
251 meetings, taking and distributing minutes, etc. As noted in Section 2.A. of this Article II, each
252 caucus **chair collects** nominations **for** the Faculty Senate **elections** after an appropriate call for
253 nominations.

254

255 **Section 9. Election of Councils and Committees.** The **FSLT, in conjunction with the**
256 **Committee on Nominations and Appointments as needed,** shall recommend council and
257 committee members and chairpersons, as specified below under Article III, Section 1.

258

259 **Section 10. Election of Officers.** In the spring semester of each year, the Faculty Senate shall
260 elect a President-Elect. Each nominee shall be given the opportunity to make a brief statement
261 relevant to candidacy and respond to questions at the regular meeting of the Faculty Senate in
262 March or **April** of each year and shall provide voting members of the Faculty Senate with a
263 written statement regarding relevant experiences and proposed contributions as Faculty Senate
264 President in advance of that meeting. Election shall be by a majority vote of all members of the
265 Faculty Senate taken by an electronic ballot. One nomination for Faculty Senate **Recording**
266 Secretary and Faculty Senate **Communication** Officer shall be made by the Executive Council
267 subject to the approval of the Faculty Senate membership.

268

269 The President-Elect shall be chosen for a one-year term from among those members of the
270 faculty meeting the following criteria at the time of election: (1) the holding of full-time faculty
271 appointment with tenure; (2) the performance of academic duties totaling at least half-time
272 teaching, research, service, or departmental administration; and (3) prior service on the Faculty
273 Senate (as an administrative member, an elected faculty member, a committee or council
274 member, or otherwise) within the last ten years. In the event of death or resignation of the
275 President-Elect or early assumption of the President's office, the Committee on Nominations and
276 Appointments shall present to the next meeting of the Faculty Senate a new slate of at least two

277 nominees for another election for President-Elect. Voting members of the Faculty Senate may
278 write in additional nominees. Election shall be by a majority vote of all members of the Faculty
279 Senate taken by an electronic ballot before the next meeting of the Senate. The current President
280 shall remain in office until a successor is elected.

281
282 The term of office for President-Elect, President, Immediate Past President, **Recording** Secretary,
283 and **Communication** Officer shall be for one year to begin on July 1. The President-Elect
284 becomes the President the following year, and the President becomes the Immediate Past
285 President the following year.

286 **ARTICLE III. Councils and Committees.**

287
288
289 **Section 1. General Aspects of Councils and Committees.** Except as otherwise set forth in these
290 Bylaws, the **FSLT, in conjunction with the Nominations and Appointments Committee as**
291 **needed,** shall constitute the **Faculty Senate** councils and committees based on the expressed
292 interest and expertise of Faculty Senate members and the requirements set forth in these Bylaws.
293 The **FSLT** also shall select and secure council and committee chairpersons, except as otherwise
294 set forth in these Bylaws. Whenever possible, chairpersons of councils and committees shall be
295 elected faculty members. Except as otherwise set forth in these Bylaws, council and committee
296 members and chairpersons shall be appointed to serve a term of one year, with the expectation
297 that chairpersons will continue to serve for at least one additional year, if requested to do so by
298 the Faculty Senate President. **A chair of a council or committee who cannot complete their term**
299 **should consult with the FSLT, who will designate a replacement.**

300
301 Council and committee members and chairpersons shall be recommended by the Committee on
302 Nominations and Appointments **and FSLT** and also identified in consultation with current
303 committee chairpersons. To further communication and collaboration throughout the campuses,
304 the chairperson of each council or committee has the discretion to recommend members who
305 may or may not be elected faculty members. The President of the Faculty Senate is an ex-officio
306 member of all standing councils and committees. Unless otherwise specified below, ex-officio
307 members of councils or committees shall be non-voting members.

308
309 Prior to or at the beginning of each academic year, the chairperson of each council or committee
310 (other than the Executive Council, the Committee on Nominations and Appointments, the
311 Graduate Council, and the Undergraduate Council) **shall provide the FSLT the** council or
312 committee goals for the upcoming year, review the bylaws concerning the responsibilities of that
313 council or committee, and discuss other information relevant to that council or committee.

314
315 **Section 2. Standing Councils and Committees.** The standing councils and committees of the
316 Faculty Senate are listed and described below.

317
318 A. Executive Council. Membership shall consist of the chairpersons of the standing councils
319 and committees of the Faculty Senate **(if a council or committee has co-chairs, one of these is**
320 **designated as the voting member in the Executive Council);** the officers of the Faculty Senate;
321 the elected faculty representative to the University Faculty Council; and up to two at-large
322 faculty members **appointed by the FSLT.** Ex-officio members shall include the chief academic

323 officer and the chief officer in charge of finance and administration. The Faculty Senate
324 President is the chairperson of the Executive Council.

325
326 The Executive Council shall represent the Faculty Senate as needed in meetings with the
327 administration and other groups, shall handle necessary business on an emergency and interim
328 basis between Faculty Senate meetings (including matters that may arise after the last scheduled
329 Faculty Senate meeting in the spring and before the first scheduled Faculty Senate meeting in the
330 fall, during which time a quorum will be seven members of the Executive Council including the
331 Faculty Senate President), shall recommend and review assignments to other councils and
332 committees, and shall establish *ad hoc* councils and committees on behalf of itself or as directed
333 by the Faculty Senate.

334
335 The Executive Council shall concern itself with the formulation and review of the long-range and
336 short-range educational policies of the campus as represented by the monetary allocations made
337 in the budget.

338
339 The Executive Council shall not concern itself with individual salaries or college or departmental
340 allocations, except as they may relate to the educational policies of the campuses.

341
342 When campus or system administrative appointments are to be filled and where it is appropriate
343 for faculty to be of assistance in the recruitment and screening of candidates, the Executive
344 Council shall assist the Faculty Senate President in the selection of the faculty members to serve
345 on screening committees and lend its counsel to the development of procedures for recruitment
346 and screening of such candidates.

347
348 The Executive Council shall annually review these Bylaws and make appropriate
349 recommendations to the Faculty Senate for amendments. It shall also review any revisions
350 suggested by members or other councils or committees of the Faculty Senate. (This latter duty
351 shall in no way prevent members or other councils or committees from bringing amendments
352 directly to the Faculty Senate for consideration.) It is the responsibility of the President-Elect to
353 make sure that revisions to the Bylaws are accurately updated on the Faculty Senate website.

354
355 B. Appeals Committee. Membership shall consist of at least 18 tenured faculty members
356 appointed to staggered three-year terms. At least one member of the committee must have legal
357 expertise. This committee shall have no ex-officio members, and no member shall be an
358 administrator at or above the level of department head.

359
360 The function of the Appeals Committee is to gather evidence and make recommendations to the
361 chief academic officer (or to other members of the campus administration, as described in the
362 *Faculty Handbook*) for the disposition of cases within its jurisdiction. The Appeals Committee
363 fulfills this function through the processes specified in the *Faculty Handbook*. The jurisdiction of
364 the Appeals Committee includes complaints regarding violations of due process and fairness in
365 tenure or promotion decisions, annual and cumulative performance reviews, and violations of
366 provisions contained in the *Faculty Handbook* and collegiate and departmental bylaws. The
367 Appeals Committee also engages in other activities relating to faculty grievances, disputes,
368 performance, and employment as set forth in the *Faculty Handbook*.

369
370 C. Athletics Committee. Membership shall consist of up to 12 faculty members. Ex-officio
371 members shall include the chief campus administrative officer charged with academic affairs (or
372 designee), the Vice Chancellor and Director of Athletics (or designee), Senior Associate
373 Athletics Director/Senior Woman Administrator, the faculty chairperson of the UT Athletics
374 Board, the Director of Student Recreation, two student athletes appointed by the Athletics
375 Department, and two students elected by the Student Senate. The Committee will also include
376 the following non-voting ex-officio members: the Director of the Thornton Advising Center, and
377 the Associate Athletic Director for Compliance.

378
379 This committee shall concern itself with academic aspects of intercollegiate athletics as well as
380 the intramural athletics program. It may also concern itself with any other athletics matters that
381 the committee deems appropriate and that lie within the purview of the Faculty Senate.
382

383 D. Benefits and Professional Development Committee. Membership shall consist of up to 10
384 faculty members, and the chairperson of the Benefits and Professional Development Committee
385 shall invite appropriate campus administrators to attend meetings as needed.
386

387 The responsibilities of the Benefits and Professional Development Committee shall include: (1)
388 suggesting administrative actions that would facilitate the development of faculty members as
389 professionals and monitoring and evaluating these activities and resulting programs; (2)
390 examining, clarifying, and making recommendations to the Faculty Senate on issues and
391 concerns on retirement, leave, faculty welfare, insurance, and fringe benefits; (3) cooperating
392 with task forces, councils, and committees addressing similar concerns on other higher education
393 campuses in Tennessee; and (4) receiving representation from and providing representation to
394 any other Faculty Senate, campus, or university task force, council, or committee addressing
395 issues directly related to faculty and staff development or benefits. When appropriate, the
396 Benefits and Professional Development Committee will cooperate with other Faculty Senate
397 committees on base salary and other issues that are related to faculty benefits.
398

399 E. Budget and Planning Committee. Membership shall consist of up to 10 faculty members.
400 Ex-officio members shall include the chief financial officer for the campus.
401

402 The duties of the Budget and Planning Committee are: (1) to provide for campus-wide faculty
403 input and expertise into the campus budgeting processes; (2) to inform the faculty, through the
404 Faculty Senate, concerning budget matters; (3) to analyze and present budget and other related
405 data as needed to bring to faculty attention (e.g., living wage analysis and faculty salary
406 analyses); and (4) to work with other Faculty Senate committees on budget-related matters (e.g.,
407 the University/System Relations Committee to monitor The University of Tennessee system
408 budget)
409

410 Both long-range and short-term aspects of its role will receive the committee's attention,
411 including budget priorities, THEC formulas, and planning for projects of The University of
412 Tennessee or other entities that may eventually result in changes to campus facilities. The
413 committee shall invite appropriate campus administrators to attend meetings and provide
414 overviews of their units' budgets as needed.

415
416 The primary concerns of the Budget and Planning Committee are policy and communication.
417 The Budget and Planning Committee is not expected to become involved with, nor engaged in,
418 comprehensive investigations necessary as a basis for budget decisions.

419
420 F. Committee on Nominations and Appointments. Membership shall consist of the chairs of
421 each college, unit, or division caucus and the Faculty Senate President-Elect. The Faculty Senate
422 President-Elect shall be the chairperson of the Committee on Nominations and Appointments.

423
424 It shall be the duty of the Committee on Nominations and Appointments to recommend faculty
425 members and chairpersons of all standing and special councils and committees of the Faculty
426 Senate, except that the chairpersons of the Executive Council, this Committee on Nominations
427 and Appointments, the Undergraduate Council, and the Graduate Council shall be nominated as
428 set forth in paragraph A, this paragraph F, paragraph H, and paragraph L of this Section 2,
429 respectively. The Faculty Senate President shall retain responsibility for all nominations of
430 faculty to administrative committees and other bodies. The Committee on Nominations and
431 Appointments shall render a report to the Faculty Senate at its regular May meeting of each year
432 and at other times as may be required.

433
434 This Committee on Nominations and Appointments shall also recruit two nominees for Faculty
435 Senate President-Elect every year, two nominees for the campus representative to the University
436 Faculty Council, **two nominees to represent the Tennessee University Faculty Senates, and two**
437 **nominees for the UTK Advisory Board, as needed** in the spring semester of every year.

438
439 G. Diversity and Inclusion Committee. Membership shall consist of **up to 10** faculty
440 members. Three members will be committee liaisons appointed by the chairs of the Faculty
441 Affairs Committee, the Teaching and Learning Council, and the UT System Relations
442 Committee. The other remaining members will be appointed by the Faculty Senate President and
443 will reflect diverse campus constituencies.

444
445 The charge of the committee is to support a diverse, engaged, and inclusive environment through
446 collaboration with other committees, commissions, and task forces across the university focused
447 on diversity, engagement, and inclusion efforts.

448
449 H. Faculty Affairs Committee. Membership shall consist of **up to 10** faculty members. The
450 Faculty Affairs Committee shall concern itself with the adoption and amendment of faculty
451 governance policies and rules, including the development and refinement of criteria and
452 procedures for faculty appointment, promotion, retention, evaluation, the granting of tenure,
453 retirement, and discharge for cause. The Faculty Affairs Committee is responsible for reviewing
454 proposed revisions and recommending changes to the *Faculty Handbook* and its appendices in
455 accordance with the amendments procedures set forth in the *Faculty Handbook*. The activities of
456 the Faculty Affairs Committee shall be conducted at all times in a manner consistent with the
457 Trustees' Policies Governing Academic Freedom, Responsibility, and Tenure, as the same may
458 be amended from time to time, and shall be guided by faculty governance best practices in higher
459 education, especially those identified and promoted by the American Association of University
460 Professors.

461
462 I. Graduate Council. Membership shall consist of faculty representatives chosen for three-
463 year terms from the schools and colleges of the university engaged in graduate work and two
464 graduate students appointed by the Graduate Student Senate. Members shall be chosen in the
465 spring term for terms to commence at the start of the next fall term.

466
467 Representatives shall be apportioned among the schools and colleges according to the number of
468 graduate students enrolled in the college or school in the previous fall term, using the following
469 table.

<u>Graduate Students</u>	<u>Total Graduate Council</u>
471 1 – 300	1
472 301 – 500	2
473 501 – 700	3
474 701 – 900	4
475 901 – 1100	5
476 1101 – 1300	6
477 1301 – 1500	7
478 1501 – 1700	8

480
481 Representatives must regularly teach graduate courses or supervise graduate study and must (1)
482 hold full-time or continuing part-time appointment with the rank of assistant professor or higher
483 and (2) perform academic duties consisting of at least half-time teaching, research, service or
484 departmental administration. Ex-officio members shall be the Dean of Libraries, the Vice
485 Provost and Director of the Center for Global Engagement, and the chairperson of the Research
486 Council, or their respective designees. In addition, the administrative officer having primary
487 responsibility for graduate curriculum in each college or school shall serve as ex-officio member
488 of the Graduate Council if that person is not a college or school representative. The chairperson
489 of the Graduate Council (known as the Chair) is a faculty member from the Graduate Council
490 who serves for a one-year term, following a one-year term as Vice-Chair and Chair-Elect.

491
492 The Graduate Council is charged by the Faculty Senate to set standards for graduate admission,
493 retention, and graduation; assess curricular revisions and new proposals for graduate programs;
494 evaluate interdisciplinary, intercollegiate and international programs; and consider new
495 initiatives and other matters of policy pertaining to graduate programs. Its structure and activities
496 are governed by its Bylaws, which are adopted and amended by the membership of the Graduate
497 Council and include rules consistent with these Bylaws.

498
499 The Chair of the Graduate Council or faculty designee shall report actions of the Graduate
500 Council to the Executive Council. The report shall include the agenda and a summary of
501 substantive actions taken. The report and the minutes of the Graduate Council meetings will be
502 distributed or made available electronically to all senators at least five business days prior to the
503 next Faculty Senate meeting. Implementation of actions taken by the Graduate Council occurs
504 after approval of the report first by the Executive Council and then by the Faculty Senate. The
505 report may be approved in whole or in part by either the Executive Council or the full Faculty
506 Senate, allowing for any particular curricular or academic policy change to be sent back to the

507 Undergraduate Council for revision and resubmission as part of the report/minutes of a future
508 meeting. In such cases, the Faculty Senate President will communicate specific concerns to the
509 Chair of the Undergraduate Council.

510
511 J. Library and Information Technology Committee. Membership shall consist of **up to 8**
512 faculty members representing the interests of faculty in library policies, educational and/or
513 information technology, and research. The Student Government Association and the Graduate
514 Student Senate may select one undergraduate student member and one graduate student member,
515 respectively.

516
517 Ex-officio members shall include the Dean of Libraries, the Chief Information Officer for UTK,
518 the Executive Director for OIT Support, and the UTK Director of Online Programs.

519
520 Duties of the Library and Information Technology Committee include: (1) identifying,
521 reviewing, and recommending information technology and library policies; (2) representing the
522 Faculty Senate on key university committees that address information technology library
523 services; (3) reporting to the Faculty Senate on key information technology and library issues
524 and developments that affect the campus; (4) ensuring that library services and collections meet
525 the teaching, research, and public service needs of the campus communities with particular focus
526 on library policies and procedures that facilitate use of resources; and (5) serve as a gateway for
527 faculty input to OIT and Teaching and Learning Innovation for common technology services
528 related to teaching and research.

529
530 K. Non-Tenure-Track Issues Committee. Membership shall consist of **up to 12** faculty
531 members, **eight** of whom shall be non-tenure track and **four** of whom shall be tenure-track. The
532 chairperson shall be a non-tenure-track faculty. Ideally, many different caucuses would be
533 represented in order to reflect the varied voices and working conditions of this group across the
534 campus. In years when there are not enough Non-Tenure Track Faculty Senators to represent the
535 range of non-tenure track interests, the chairperson may ask non-senate members to be on the
536 committee. The Non-Tenure-Track Issues Committee shall concern itself with policies and issues
537 regarding non-tenure-track faculty, including, but not limited to, the development and refinement
538 of criteria and procedures for non-tenure-track faculty appointment, compensation, benefits,
539 promotion, retention, evaluation, shared governance, retirement, and termination. The Non-
540 Tenure-Track Issues Committee is responsible for reviewing proposed revisions and
541 recommending changes to the Faculty Handbook that affect non-tenure-track faculty in
542 accordance with the amendments and procedures set forth in the Faculty Handbook. In order to
543 ensure representation of non-tenure-track faculty interests, the Non-Tenure-Track Issues
544 Committee will work with all other committees such as, but not limited to, the Faculty Affairs
545 Committee, the Budget and Planning Committee, Research Council, the Athletics Committee,
546 and the Benefits and Professional Development Committee.**

547
548 L. Research Council. Membership shall consist of at least 12 appointed faculty or
549 faculty/administrator representatives. In addition, there shall be three graduate students selected
550 by the Graduate Student Senate. Ex-officio members shall include the Vice Chancellor for
551 Research, an Associate /Assistant Vice Chancellor from the Office of Research and Engagement,
552 the Dean of Libraries (or designee), Associate Deans for Research or equivalents (or designees),

553 the Associate Vice Chancellor and Chief Information Officer (or designee) of the Office of
554 Information Technology, and up to two additional designees. The composition of the Research
555 Council shall reflect balance among externally funded and institutionally supported research,
556 between research and other creative activity, and among disciplines. Members must be actively
557 engaged in research or other creative activity and be eligible to serve as a faculty senator. Each
558 year near the end of the spring academic term, the Research Council shall elect a Chair for the
559 coming year. Following a vote by members of the Research Council, the Research Council Chair
560 will report to the President-elect the person recommended to Chair the Research Council for the
561 coming year. This recommendation will also be reflected in the minutes of the Research Council.
562 To serve as Chair of the Research Council, an individual must have served at least one year on
563 the **Research** Council prior to assuming the position. The immediate past Chair of the Research
564 Council will serve as an ex-officio member of the Council during the next academic year.
565

566 The Research Council acts as an advisory body to the Vice Chancellor for Research. The
567 Research Council shall promote excellence in research, scholarship, and other creative activity
568 through the study and recommendation of policies. The Research Council shall initiate and
569 support efforts to communicate an understanding of and appreciation for research, scholarship,
570 and other creative activity to the campus community and the community at large. The Research
571 Council co-administers some programs of the Office of Research and Engagement, as requested
572 by the Vice Chancellor or the Associate or Assistant Vice Chancellors for Research. Areas of
573 interest include research incentives and support, intradisciplinary and interdisciplinary research
574 activities, compliance with state, federal and university regulations governing the conduct of
575 research, rights to and commercialization of intellectual property, the broad range of research
576 infrastructure including institutional facilities, computational support, and other research-related
577 resources. The Research Council conducts the initial phase of the periodic review of research
578 centers and units supported by and/or reporting to the Office of Research. Further, the Research
579 Council shall concern itself with the institutional policy on research grants and funding, with
580 copyright and patent policy, with protection of investigators, with the protection of human
581 subjects of research, with the protection of experimental animals, and with policies affecting
582 compliance of research activities with environmental and occupational health and safety
583 requirements. The Research Council shall also encourage publications and the development of
584 specialized research facilities for intercollegiate and/or interdisciplinary uses in accordance with
585 any other policies pertaining to research programs. The Research Council shall furthermore
586 encourage media releases of research successes by UTK, UTIA, and UTSI researchers. When
587 appropriate, the Research Council shall report its actions for approval to the Faculty Senate. The
588 Office of Research and Engagement has agreed to provide a member of the administrative staff
589 to facilitate meeting functions and support the activities of the Research Council.
590

591 M. Teaching and Learning Council. Membership shall consist of 15 appointed faculty
592 members, as well as three graduate students selected by the Graduate Student Senate in
593 consultation with the chairperson of the Teaching and Learning Council and three undergraduate
594 students selected by the Student Government Association, and/or the Director of the Honors
595 Program, in consultation with the chairperson of the Teaching and Learning Council. The faculty
596 members should have currently active teaching/advising responsibilities. All schools and
597 colleges offering instruction at the graduate or undergraduate level will have at least one
598 representative. Attempts will be made to distribute the other representatives among the colleges

599 of the campuses. Ex-officio members shall include the Dean of Undergraduate Academic
600 Affairs, the Associate Dean of the Graduate School, the Director of **Teaching & Learning**
601 **Innovation**, the Coordinator of SAIS, and the Director of the Student Success Center.

602
603 The Teaching and Learning Council is a committee of the Faculty Senate that works to advance
604 excellence in teaching and academic advising at UTK. Areas of concern for the Teaching and
605 Learning Council include incentives for recognizing quality instruction and advising, methods
606 for improving instruction at a campus and departmental level, and guidelines for routine and
607 disciplinary evaluation of teaching, academic advising, and curriculum. For example, the
608 Teaching and Learning Council examines policy issues related to teaching on the campuses and
609 works with the chief academic officer to recognize excellence in teaching and advising. The
610 Teaching and Learning Council works with the **Teaching & Learning Innovation** to run a yearly
611 campus-wide program that involves faculty and staff in addressing issues central to improving
612 instruction and advising. The Teaching and Learning Council works with both the Graduate
613 School and the **Teaching & Learning Innovation** to develop practical means of improving and
614 rewarding instruction and advising on campus.

615
616 N. Undergraduate Council. Voting membership shall consist of representatives chosen for
617 three-year terms from the schools and colleges of the university granting baccalaureate degrees,
618 one member of the ROTC faculty, and four students designated by the Undergraduate Council.
619 Members shall be chosen in the spring term for terms to commence at the start of the next fall
620 term. Representatives shall be apportioned among the baccalaureate degree-granting units
621 according to the number of degrees granted during the prior academic year, using the following
622 table:

623

<u>Baccalaureate Degrees Granted</u>	<u>Total Undergraduate Council</u>
624 1 – 300	1
625 301 – 500	2
626 501 – 700	3
627 701 – 900	4
628 901 – 1100	5
629 1101 – 1300	6
630 1301 – 1500	7
631 1501 – 1700	8
632 1701 – 1900	9

633
634

635 In the College of Arts and Sciences, representatives shall be apportioned among the divisions of
636 Social Sciences, Humanities, and Natural Sciences. Members must hold full-time or continuing
637 part-time appointment with the rank, or equivalent rank, of lecturer, clinical instructor, assistant
638 professor or higher and (2) perform academic duties consisting of at least half-time teaching,
639 research, service or departmental administration. Ex-officio members shall be the Vice Provost
640 for Academic Affairs, the Vice Provost for Enrollment Management, the Vice Provost for
641 International Affairs, the Vice Provost for Student Success, the Associate Provost for Teaching
642 and Learning Innovation, the Dean of Libraries, and the Director of Honors and Scholars
643 Programs, or their respective designees. In addition, the administrative officer having primary
644 responsibility for undergraduate curriculum in each school or college shall serve as an ex-

645 officio member of the Undergraduate Council if that person is not a school or college
646 representative. The chairperson of the Undergraduate Council (known as the Chair) shall be a
647 faculty member from the Undergraduate Council elected for a one-year term, following a one-
648 year term as Vice Chair, by voting members of the Undergraduate Council. The election of the
649 Chair will take place at the last meeting of the spring semester.

650
651 The Undergraduate Council is charged by the Faculty Senate to set standards for admission,
652 retention, and graduation; review curricular matters in the undergraduate programs; develop
653 interdisciplinary programs; approve new programs and any other matters of educational policy
654 pertaining to undergraduate programs. Its structure and activities are governed by its Operating
655 Guidelines, which are adopted and amended by the membership of the Undergraduate Council
656 and include rules consistent with these Bylaws.

657
658 The Chair of the Undergraduate Council or faculty designee shall report actions of the
659 Undergraduate Council to the Executive Council. The report shall include the agenda and a
660 summary of substantive actions taken. The report and the minutes of the Undergraduate Council
661 meetings will be distributed or made available electronically to all senators at least five business
662 days prior to the next Faculty Senate meeting. Implementation of actions taken by the
663 Undergraduate Council occurs after approval of the report first by the Executive Council and
664 then by the Faculty Senate. The report may be approved in whole or in part by either the
665 Executive Council or the full Faculty Senate, allowing for any particular curricular or academic
666 policy change to be sent back to the Undergraduate Council for revision and resubmission as part
667 of the report/minutes of a future meeting. In such cases, the Faculty Senate President will
668 communicate specific concerns to the Chair of the Undergraduate Council.

669
670 O. University/System Relations Committee. Membership shall consist of **up to 8** faculty
671 members, including the elected campus representative to the University Faculty Council. During
672 years when the campus has a faculty representative on The University of Tennessee Board of
673 **Trustee's Committee on Education, Research and Service**, that person will also serve on the
674 University/System Relations Committee. The chairperson shall be a faculty member.

675
676 The University/System Relations Committee will provide for faculty input (1) into activities of
677 The University of Tennessee system, including Research, ORNL, Information Technology, and
678 the Cherokee Campus and (2) with the Board of Trustees and the Tennessee legislature. The
679 University/System Relations Committee shall work with the Budget and Planning Committee to
680 monitor The University of Tennessee system budget.

681
682 **Section 3. Other Councils, Committees, and Task Forces.** The Faculty Senate **or FSLT** shall
683 **create** other councils, committees, and task forces **as needed**. The members of all councils,
684 committees, and task forces shall hold office for one year from the time of their appointment,
685 unless otherwise specified. Members of these councils, committees, and task forces may include
686 any faculty (unless membership is restricted to elected faculty members), as well as
687 administration, students, and staff.

688
689 **Section 4. Council or Committee Vacancies.** In the event of a vacancy in the faculty
690 membership of any council or committee, the vacancy shall be filled by action of the **FSLT**.

691
692 **Section 5. Council or Committee Reports.** Each committee of the Faculty Senate shall submit a
693 written report to the Faculty Senate at least once during the academic year. Additionally, a
694 written report must be submitted at the end of the academic year to the Faculty Senate President
695 that summarizes the accomplishments of the council or committee and notes issues that are still
696 under consideration.

697
698 **ARTICLE IV. Officers: Duties, Qualifications, and Resources.**

699
700 **Section 1. The President.** The President shall preside at all meetings of the Faculty Senate and
701 the Executive Council, **and run the meetings according to** the Bylaws and *Robert's Rules of*
702 *Order Newly Revised*. The President shall prepare an agenda for each meeting of the Faculty
703 Senate and the Executive Council **in conjunction with the Administrative Assistant and FSLT**.
704 The President shall include as new business at the next regular meeting of the Faculty Senate any
705 items proposed by a voting member of the Faculty Senate in accordance with Section 3 of Article
706 II of these Bylaws. The President shall represent the faculty and on all occasions be considered
707 the chief spokesperson of the Faculty Senate and the campus faculty. The President shall be the
708 President-Elect elected during the previous year. The President shall be granted release time
709 from an appropriate amount of faculty duties as determined **by discussions with the Provost's**
710 **Office and their College and Department**, and receive other support, such as an assigned graduate
711 assistant, for the duration of their term in office.

712
713 **Section 2. The President-Elect.** The President-Elect of the Faculty Senate shall act as President
714 of the Faculty Senate in the event of the death, resignation, or other absence of the President. In
715 the event of the death or resignation of the President after January of the year as President, the
716 President-Elect assumes the office of President for the remainder of the former President's term
717 of office and the full term of President the following year. If the President shall die or resign
718 prior to January of their term of office as President, the President-Elect assumes the office of
719 President for the remainder of the former President's term of office and a special election of a
720 new President-Elect shall be held with the new President having the option to be nominated for
721 that position and elected to serve a full term as President in the following year. The President-
722 Elect shall oversee the timely operation of college, unit, or division caucuses and be responsible
723 for managing amendments to these Bylaws. The President-Elect is the chair of the Committee on
724 Nominations and Appointments.

725
726 **Section 3. Immediate Past President.** **The Immediate Past President advises the President and**
727 **President-Elect the year after their service as President. In the event that the President cannot**
728 **serve the next year as Past President (due to retirement, etc.), the President-Elect will accept**
729 **nominations of former Presidents of the Faculty Senate to be appointed by a vote of the**
730 **Executive Council.**

731
732 **Section 4. Recording Secretary.** The **Recording** Secretary of the Faculty Senate shall keep
733 minutes of all action taken by the Faculty Senate (there will be no verbatim reporting of remarks
734 and discussion, nor will professional titles be recorded); shall send or make available (or arrange
735 to send or make available) the meeting minutes or a summary of actions of the Senate to **the**
736 **FSLT for distribution to the Faculty Senate and posting on the website.** The **Recording Secretary**

737 of the Faculty Senate serves as secretary to the Executive Council and the Committee on
738 Nominations and Appointments. The **Recording Secretary** shall be nominated by the Executive
739 Council subject to approval of the Faculty Senate membership to serve a one-year term. In the
740 event of a vacancy, the Executive Council shall name a replacement to serve the remainder of the
741 **Recording Secretary's** current term.

742
743 **Section 5. Parliamentarian.** There shall be a Parliamentarian appointed by the President of the
744 Faculty Senate each year to assist in the conduct of the business of the Faculty Senate. In the
745 event of a vacancy, the President shall name a replacement to serve the remainder of the term.

746
747 **Section 6. Communication Officer.** There shall be a **Communication** Officer nominated by the
748 Executive Council subject to approval of the Faculty Senate membership to serve a one-year
749 term. The **Communication** Officer shall manage disseminating information and **work with the**
750 **Administrative Assistant of the Faculty Senate to maintain necessary documents on the Faculty**
751 **Senate website. They will coordinate communication across the Faculty Senate committees. In**
752 **the event of a vacancy, the Executive Council shall name a replacement to serve the remainder of**
753 **the Communication Officer's current term.**

754
755 **Section 7. University Faculty Council Representative.** There shall be a representative of the
756 campus faculties elected by the Faculty Senate to serve a three-year term on the University
757 Faculty Council. The representative's term of office begins on July 1 following election. The
758 representative will attend and report on the meetings of the University Faculty Council to the
759 Faculty Senate Executive Council and the Faculty Senate.

760
761 If for any reason a representative is not able to complete **their** term, the Faculty Senate Executive
762 Council shall appoint an individual to complete the remainder of the current three-year term.

763
764 **Section 8. Tennessee University Faculty Senates Representative.** The Faculty Senate
765 President is the voting representative to the Tennessee University Faculty Senates (TUFS). There
766 shall also be a representative of the campus faculties elected by the Faculty Senate Executive
767 Council to serve a two-year term on the Tennessee University Faculty Senates **who shall also**
768 **attend the TUFS meetings.** The representative's term of office begins on July 1 following
769 election. The representative will attend TUFS meetings and serve as a voting member for the
770 campus if the Faculty Senate President is not able to attend a meeting. The TUFS representative
771 will attend and report on activities of TUFS to the Faculty Senate Executive Council and the
772 Faculty Senate as requested.

773
774 **Section 9. COIA Representative.** The Faculty Senate has two voting representatives to the
775 Coalition on Intercollegiate Athletics (COIA), the Faculty Senate President and a second
776 representative elected by the Faculty Senate Executive Council to serve a two-year term. The
777 representative's term of office begins on July 1 following election. **The representative will**
778 **attend COIA meetings and serve as a voting member for the campus if the Faculty Senate**
779 **President is not able to attend the annual meeting.**

780 The COIA representative will attend and report on activities of COIA to the Faculty Senate
781 Executive Council and the Faculty Senate as requested.

782

783 **Section 10. Faculty Representative to the UTK Advisory Board.** A representative of the UTK
784 campus **faculty** will be elected by the Faculty Senate to serve a two-year term on the UTK
785 Campus Advisory Board. Nominees will be solicited by the Committee on Nominations and
786 Appointments during the fall semester prior to the term of appointment. Up to two nominees will
787 be presented for election by the full Faculty Senate for election at the February meeting (in
788 alternate years) to help avoid potential conflicts that could result from having a faculty
789 representative who has supervisory responsibilities over a student representative. The faculty
790 representative’s term of office begins on July 1 following election. The representative will attend
791 and report to the Faculty Senate Executive Council and the Faculty Senate as needed. If for any
792 reason a representative is not able to complete the term, the Faculty Senate Executive Council
793 shall appoint an individual to complete the remainder of the term.

794
795 **ARTICLE V. Amendments.**

796
797 The Faculty Senate shall have the power to make, amend, and repeal these Bylaws by a vote of
798 two-thirds of the voting members present at regular or special meetings of the Faculty Senate at
799 which a quorum is present, provided that any proposed changes shall have been submitted to the
800 members of the Faculty Senate at least 28 days before the meeting at which the vote on them
801 shall be taken. All changes to these Bylaws shall be documented and placed on the Faculty
802 Senate website at a location proximate to these Bylaws in a document titled, “Chronology of
803 Amendments and Revisions to Faculty Senate Bylaws, 1971-Present.”

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824 **Appendix I**

<p>825 FACULTY FTE TO DETERMINE NUMBER OF SENATORS ALLOTTED 826 PER COLLEGE/DEPARTMENT/UNIT</p>

827 As stated in the Faculty Senate Bylaws
828 Article II Faculty Senate Organization

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830
831
832
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834

Section 1:

Item F Apportionment:

The number of elected Faculty Senators for each caucus is determined through a process of apportioning.
The number of seats in each caucus shall be apportioned in early spring each year
using the list of faculty from August of the previous year.

Faculty FTE	Senators
1 – 10	1
11 – 25	2
26 – 45	3
46 – 65	4
66 – 85	5
86 – 105	6
106 – 125	7
126 – 145	8
146 – 165	9
166 – 185	10
186 – 205	11
206 – 225	12
226 – 245	13
246 – 265	14
266 – 285	15
286 – 305	16
306 – 325	17
326 – 345	18
346 – 365	19
366 – 385	20
386 – 405	21
406 – 425	22
426 – 445	23
446 – 465	24
466 – 485	25
486 – 505	26
506 – 525	27
526 – 545	28
546 – 565	29
566 – 585	30
586 – 605	31
606 – 625	32

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