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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

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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 **Section 3. Terminology.** ~~In 1972, the Faculty Senate represented three distinct campuses: UTK,
50 UTIA, and UTSI, however, since that time these campuses have been merged and therefore there
51 is a single UTK Faculty Senate. Hereinafter, these are referred to collectively as the “campuses.”~~
52 ~~Unless otherwise specified below, the title of chief academic officer refers to the chief academic
53 officers of the campuses, as the same may exist from time to time.~~

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56 **ARTICLE II. Faculty Senate Organization.**

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

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

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

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

93 half-time teaching, research, service, or departmental administration. The term of office for each
94 elected faculty member is three years (except as set forth below in paragraph E of this Section 1)
95 and begins August 1 of the year in which the member is elected. The members elected by each
96 college, unit, or division (as provided for in Section 2 of this Article II) shall be divided into
97 three classes (**organized by the end of their appointment term**), each class consisting of
98 approximately one-third of the elected representatives of each college, unit, or division. After
99 completion of a full three-year term or any partial term of more than one year, an elected faculty
100 member shall be eligible for a second three-year term. A senator who has served two consecutive
101 terms is eligible for nomination only after being off the Faculty Senate for a full three years.
102

103 B. Alternates. **Alternates are selected or appointed by their caucuses and/or caucus chairs on**
104 **a yearly basis to serve as a representative of the college, unit, or division when a Faculty Senator**
105 **cannot attend a meeting. Their term is for one year. They may serve on Faculty Senate**
106 **committees (as any faculty member may serve on Faculty Senate committees without being a**
107 **Faculty Senator). An alternate may chair a committee if appointed by the Faculty Senate**
108 **President. An alternate must be eligible to serve as an Elected Senator at the time elected or**
109 **appointed to serve, and must be available to attend Faculty Senate meetings.**
110

111 C. Student Body President. The Student Government Association (SGA) shall be
112 represented on the Faculty Senate by the Student Body President. The Student Body President
113 shall be an ex officio, non-voting member of the Faculty Senate. In the event that the Student
114 Body President cannot attend a regular senate meeting, **an SGA student designee shall be**
115 **appointed.** The Student Body President shall be permitted to provide a report to the Faculty
116 Senate at the request of the Faculty Senate President.
117

118 D. Duties of a Faculty Senator. Each voting member of the Faculty Senate shall:

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

127
128 E. Apportionment. **The number of elected Faculty Senators for each caucus is determined**
129 **through a process of apportioning. The number of seats in each caucus shall be apportioned in**
130 **early spring each year using the list of faculty from August of the previous year. Seats will be**
131 **apportioned among the respective colleges, units, and divisions by the administrative assistant of**
132 **the Faculty Senate under the supervision of the FSLT on the following basis: All continuing part-**
133 **time faculty of at least 20% FTE shall be combined into full-time equivalents to be added to the**
134 **full-time eligible faculty in determining the basis for representation of each caucus of the Faculty**
135 **Senate. Appendix I of this document shows how faculty FTEs are used for determining the**
136 **number of elected faculty representatives.**
137
138

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

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

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

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

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

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

185 attending Faculty Senate meetings for an entire semester or for one or more individual meetings
186 during a term. The proxy shall have all the privileges and powers of the absentee elected faculty
187 member.

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

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

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

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

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

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

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

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

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

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

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

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

287
288 **ARTICLE III. Councils and Committees.**

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

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

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

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

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

323 faculty members **appointed by the FSLT**. Ex-officio members shall include the chief academic
324 officer and the chief officer in charge of finance and administration. The Faculty Senate
325 President is the chairperson of the Executive Council.
326

327 The Executive Council shall represent the Faculty Senate as needed in meetings with the
328 administration and other groups, shall handle necessary business on an emergency and interim
329 basis between Faculty Senate meetings (including matters that may arise after the last scheduled
330 Faculty Senate meeting in the spring and before the first scheduled Faculty Senate meeting in the
331 fall, during which time a quorum will be seven members of the Executive Council including the
332 Faculty Senate President), shall recommend and review assignments to other councils and
333 committees, and shall establish *ad hoc* councils and committees on behalf of itself or as directed
334 by the Faculty Senate.
335

336 The Executive Council shall concern itself with the formulation and review of the long-range and
337 short-range educational policies of the campus as represented by the monetary allocations made
338 in the budget.
339

340 The Executive Council shall not concern itself with individual salaries or college or departmental
341 allocations, except as they may relate to the educational policies of the campuses.
342

343 When campus or system administrative appointments are to be filled and where it is appropriate
344 for faculty to be of assistance in the recruitment and screening of candidates, the Executive
345 Council shall assist the Faculty Senate President in the selection of the faculty members to serve
346 on screening committees and lend its counsel to the development of procedures for recruitment
347 and screening of such candidates.
348

349 The Executive Council shall annually review these Bylaws and make appropriate
350 recommendations to the Faculty Senate for amendments. It shall also review any revisions
351 suggested by members or other councils or committees of the Faculty Senate. (This latter duty
352 shall in no way prevent members or other councils or committees from bringing amendments
353 directly to the Faculty Senate for consideration.) It is the responsibility of the President-Elect to
354 make sure that revisions to the Bylaws are accurately updated on the Faculty Senate website.
355

356 B. Appeals Committee. Membership shall consist of at least 18 tenured faculty members
357 appointed to staggered three-year terms. At least one member of the committee must have legal
358 expertise. This committee shall have no ex-officio members, and no member shall be an
359 administrator at or above the level of department head.
360

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

368 Appeals Committee also engages in other activities relating to faculty grievances, disputes,
369 performance, and employment as set forth in the *Faculty Handbook*.

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

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

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

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

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

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

410
411 Both long-range and short-term aspects of its role will receive the committee's attention,
412 including budget priorities, THEC formulas, and planning for projects of The University of
413 Tennessee or other entities that may eventually result in changes to campus facilities. The

414 committee shall invite appropriate campus administrators to attend meetings and provide
415 overviews of their units' budgets as needed.

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

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

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

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

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

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

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

460 education, especially those identified and promoted by the American Association of University
461 Professors.

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

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

471

<u>Graduate Students</u>	<u>Total Graduate Council</u>
472 1 – 300	1
473 301 – 500	2
474 501 – 700	3
475 701 – 900	4
476 901 – 1100	5
477 1101 – 1300	6
478 1301 – 1500	7
479 1501 – 1700	8

480

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

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

499
500 The Chair of the Graduate Council or faculty designee shall report actions of the Graduate
501 Council to the Executive Council. The report shall include the agenda and a summary of
502 substantive actions taken. The report and the minutes of the Graduate Council meetings will be
503 distributed or made available electronically to all senators at least five business days prior to the
504 next Faculty Senate meeting. Implementation of actions taken by the Graduate Council occurs
505 after approval of the report first by the Executive Council and then by the Faculty Senate. The

506 report may be approved in whole or in part by either the Executive Council or the full Faculty
507 Senate, allowing for any particular curricular or academic policy change to be sent back to the
508 Undergraduate Council for revision and resubmission as part of the report/minutes of a future
509 meeting. In such cases, the Faculty Senate President will communicate specific concerns to the
510 Chair of the Undergraduate Council.

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

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

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

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

548
549 L. Research Council. Membership shall consist of at least 12 appointed faculty or
550 faculty/administrator representatives. In addition, there shall be three graduate students selected
551 by the Graduate Student Senate. Ex-officio members shall include the Vice Chancellor for

552 Research, an Associate /Assistant Vice Chancellor from the Office of Research and Engagement,
553 the Dean of Libraries (or designee), Associate Deans for Research or equivalents (or designees),
554 the Associate Vice Chancellor and Chief Information Officer (or designee) of the Office of
555 Information Technology, and up to two additional designees. The composition of the Research
556 Council shall reflect balance among externally funded and institutionally supported research,
557 between research and other creative activity, and among disciplines. Members must be actively
558 engaged in research or other creative activity and be eligible to serve as a faculty senator. Each
559 year near the end of the spring academic term, the Research Council shall elect a Chair for the
560 coming year. Following a vote by members of the Research Council, the Research Council Chair
561 will report to the President-elect the person recommended to Chair the Research Council for the
562 coming year. This recommendation will also be reflected in the minutes of the Research Council.
563 To serve as Chair of the Research Council, an individual must have served at least one year on
564 the Research Council prior to assuming the position. The immediate past Chair of the Research
565 Council will serve as an ex-officio member of the Council during the next academic year.
566

567 The Research Council acts as an advisory body to the Vice Chancellor for Research. The
568 Research Council shall promote excellence in research, scholarship, and other creative activity
569 through the study and recommendation of policies. The Research Council shall initiate and
570 support efforts to communicate an understanding of and appreciation for research, scholarship,
571 and other creative activity to the campus community and the community at large. The Research
572 Council co-administers some programs of the Office of Research and Engagement, as requested
573 by the Vice Chancellor or the Associate or Assistant Vice Chancellors for Research. Areas of
574 interest include research incentives and support, intradisciplinary and interdisciplinary research
575 activities, compliance with state, federal and university regulations governing the conduct of
576 research, rights to and commercialization of intellectual property, the broad range of research
577 infrastructure including institutional facilities, computational support, and other research-related
578 resources. The Research Council conducts the initial phase of the periodic review of research
579 centers and units supported by and/or reporting to the Office of Research. Further, the Research
580 Council shall concern itself with the institutional policy on research grants and funding, with
581 copyright and patent policy, with protection of investigators, with the protection of human
582 subjects of research, with the protection of experimental animals, and with policies affecting
583 compliance of research activities with environmental and occupational health and safety
584 requirements. The Research Council shall also encourage publications and the development of
585 specialized research facilities for intercollegiate and/or interdisciplinary uses in accordance with
586 any other policies pertaining to research programs. The Research Council shall furthermore
587 encourage media releases of research successes by UTK, UTIA, and UTSI researchers. When
588 appropriate, the Research Council shall report its actions for approval to the Faculty Senate. The
589 Office of Research and Engagement has agreed to provide a member of the administrative staff
590 to facilitate meeting functions and support the activities of the Research Council.
591

592 M. Teaching and Learning Council. Membership shall consist of 15 appointed faculty
593 members, as well as three graduate students selected by the Graduate Student Senate in
594 consultation with the chairperson of the Teaching and Learning Council and three undergraduate
595 students selected by the Student Government Association, and/or the Director of the Honors
596 Program, in consultation with the chairperson of the Teaching and Learning Council. The faculty
597 members should have currently active teaching/advising responsibilities. All schools and

598 colleges offering instruction at the graduate or undergraduate level will have at least one
599 representative. Attempts will be made to distribute the other representatives among the colleges
600 of the campuses. Ex-officio members shall include the Dean of Undergraduate Academic
601 Affairs, the Associate Dean of the Graduate School, the Director of Teaching & Learning
602 Innovation, the Coordinator of SAIS, and the Director of the Student Success Center.

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

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

624	<u>Baccalaureate Degrees Granted</u>	<u>Total Undergraduate Council</u>
625		
626	1 – 300	1
627	301 – 500	2
628	501 – 700	3
629	701 – 900	4
630	901 – 1100	5
631	1101 – 1300	6
632	1301 – 1500	7
633	1501 – 1700	8
634	1701 – 1900	9

635
636 In the College of Arts and Sciences, representatives shall be apportioned among the divisions of
637 Social Sciences, Humanities, and Natural Sciences. Members must hold full-time or continuing
638 part-time appointment with the rank, or equivalent rank, of lecturer, clinical instructor, assistant
639 professor or higher and (2) perform academic duties consisting of at least half-time teaching,
640 research, service or departmental administration. Ex-officio members shall be the Vice Provost
641 for Academic Affairs, the Vice Provost for Enrollment Management, the Vice Provost for
642 International Affairs, the Vice Provost for Student Success, the Associate Provost for Teaching
643 and Learning Innovation, the Dean of Libraries, and the Director of Honors and Scholars

644 Programs, or their respective designees. In addition, the administrative officer having primary
645 responsibility for undergraduate curriculum in each school or college shall serve as an ex-
646 officio member of the Undergraduate Council if that person is not a school or college
647 representative. The chairperson of the Undergraduate Council (known as the Chair) shall be a
648 faculty member from the Undergraduate Council elected for a one-year term, following a one-
649 year term as Vice Chair, by voting members of the Undergraduate Council. The election of the
650 Chair will take place at the last meeting of the spring semester.

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

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

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

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

689

690 **Section 4. Council or Committee Vacancies.** In the event of a vacancy in the faculty
691 membership of any council or committee, the vacancy shall be filled by action of the **FSLT**.
692

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

698 **ARTICLE IV. Officers: Duties, Qualifications, and Resources.**
700

701 **Section 1. The President.** The President shall preside at all meetings of the Faculty Senate and
702 the Executive Council, **and run the meetings according to** the Bylaws and *Robert's Rules of*
703 *Order Newly Revised*. The President shall prepare an agenda for each meeting of the Faculty
704 Senate and the Executive Council **in conjunction with the Administrative Assistant and FSLT**.
705 The President shall include as new business at the next regular meeting of the Faculty Senate any
706 items proposed by a voting member of the Faculty Senate in accordance with Section 3 of Article
707 II of these Bylaws. The President shall represent the faculty and on all occasions be considered
708 the chief spokesperson of the Faculty Senate and the campus faculty. The President shall be the
709 President-Elect elected during the previous year. The President shall be granted release time
710 from an appropriate amount of faculty duties as determined **by discussions with the Provost's**
711 **Office and their College and Department**, and receive other support, such as an assigned graduate
712 assistant, for the duration of their term in office.
713

714 **Section 2. The President-Elect.** The President-Elect of the Faculty Senate shall act as President
715 of the Faculty Senate in the event of the death, resignation, or other absence of the President. In
716 the event of the death or resignation of the President after January of the year as President, the
717 President-Elect assumes the office of President for the remainder of the former President's term
718 of office and the full term of President the following year. If the President shall die or resign
719 prior to January of their term of office as President, the President-Elect assumes the office of
720 President for the remainder of the former President's term of office and a special election of a
721 new President-Elect shall be held with the new President having the option to be nominated for
722 that position and elected to serve a full term as President in the following year. The President-
723 Elect shall oversee the timely operation of college, unit, or division caucuses and be responsible
724 for managing amendments to these Bylaws. The President-Elect is the chair of the Committee on
725 Nominations and Appointments.
726

727 **Section 3. Immediate Past President.** **The Immediate Past President advises the President and**
728 **President-Elect the year after their service as President. In the event that the President cannot**
729 **serve the next year as Past President (due to retirement, etc.), the President-Elect will accept**
730 **nominations of former Presidents of the Faculty Senate to be appointed by a vote of the**
731 **Executive Council.**
732

733 **Section 4. Recording Secretary.** The **Recording** Secretary of the Faculty Senate shall keep
734 minutes of all action taken by the Faculty Senate (there will be no verbatim reporting of remarks
735 and discussion, nor will professional titles be recorded); shall send or make available (or arrange

736 to send or make available) the meeting minutes or a summary of actions of the Senate to the
737 FSLT for distribution to the Faculty Senate and posting on the website. The Recording Secretary
738 of the Faculty Senate serves as secretary to the Executive Council and the Committee on
739 Nominations and Appointments. The Recording Secretary shall be nominated by the Executive
740 Council subject to approval of the Faculty Senate membership to serve a one-year term. In the
741 event of a vacancy, the Executive Council shall name a replacement to serve the remainder of the
742 Recording Secretary's current term.

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

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

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

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

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

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

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

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

795
796 **ARTICLE V. Amendments.**

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

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827 Appendix I

**FACULTY FTE TO DETERMINE NUMBER OF SENATORS ALLOTTED
PER COLLEGE/DEPARTMENT/UNIT**

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