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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.** In 1972, the Faculty Senate represented three distinct campuses: UTK,
51 UTIA, and UTSI, however, since that time these campuses have been merged and therefore there
52 is a single UTK Faculty Senate.

53
54 **ARTICLE II. Faculty Senate Organization.**

55
56 **Section 1. Members: Number, Classification, Terms of Office, Duties, and Apportionment.**

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

66
67 A. Administrative Members. The administrative members, who shall be voting members of
68 the Faculty Senate, shall be the chief officers for academic affairs, finance and administration,
69 and student life. Five additional members will be appointed by the chief academic officer of the
70 Knoxville campus from among the Deans and Directors of the academic units. These
71 appointments are subject to approval by the Council of Deans. The term of office for each of the
72 five is three years and begins August 1 of the year in which the member is elected. The five
73 elected members shall be divided into three classes, and their terms shall be staggered such that
74 no more than two are appointed in any year. An administrative member shall be ineligible for
75 reappointment for one year after serving a full three-year term, or any partial term of more than
76 one year.

77
78 Elected Faculty Members: Criteria, Election, Term of Office, and Duties. The Faculty Senate is
79 organized into caucuses by College, Unit, or Division. The colleges, units, and divisions
80 represented on the Faculty Senate include: Agriculture (Herbert College, AgResearch, and UT
81 Extension); Architecture and Design; Arts and Sciences (divided into three divisional caucuses
82 representing the social sciences, natural sciences, and humanities); Haslam College of Business;
83 Communication and Information; Education, Health and Human Sciences; Tickle College of
84 Engineering; Law; Libraries; Nursing; ROTC; Social Work; UTSI; and Veterinary Medicine.
85 Each caucus is comprised of the elected representatives and alternates from that unit and has a
86 caucus chair who runs the elections each year for that caucus. The caucuses represent the
87 constituents (faculty members) of their College, Unit, or Division. Elected faculty members
88 (Faculty Senators) from each caucus shall be chosen from those members of the faculty meeting
89 the following criteria at the time of the election: (1) the holding of full or continuing part-time
90 appointment at any faculty rank, and (2) the performance of academic duties totaling at least
91 half-time teaching, research, service, or departmental administration. The term of office for each
92 elected faculty member is three years (except as set forth below in paragraph E of this Section 1)

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

100
101 B. Alternates. Alternates are selected or appointed by their caucuses and/or caucus chairs on
102 a yearly basis to serve as a representative of the college, unit, or division when a Faculty Senator
103 cannot attend a meeting. Their term is for one year. They may serve on Faculty Senate
104 committees (as any faculty member may serve on Faculty Senate committees without being a
105 Faculty Senator). An alternate may chair a committee if appointed by the Faculty Senate
106 President. An alternate must be eligible to serve as an Elected Senator at the time elected or
107 appointed to serve, and must be available to attend Faculty Senate meetings.

108
109 C. Student Body President. The Student Government Association (SGA) shall be
110 represented on the Faculty Senate by the Student Body President. The Student Body President
111 shall be an ex officio, non-voting member of the Faculty Senate. In the event that the Student
112 Body President cannot attend a regular senate meeting, an SGA student designee shall be
113 appointed. The Student Body President shall be permitted to provide a report to the Faculty
114 Senate at the request of the Faculty Senate President.

115
116 D. Duties of a Faculty Senator. Each voting member of the Faculty Senate shall:

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

125
126 E. Apportionment. The number of elected Faculty Senators for each caucus is determined
127 through a process of apportioning. The number of seats in each caucus shall be apportioned in
128 early spring each year using the list of faculty from August of the previous year. Seats will be
129 apportioned among the respective colleges, units, and divisions by the administrative assistant of
130 the Faculty Senate under the supervision of the FSLT on the following basis: All continuing part-
131 time faculty of at least 20% FTE shall be combined into full-time equivalents to be added to the
132 full-time eligible faculty in determining the basis for representation of each caucus of the Faculty
133 Senate. Appendix I of this document shows how faculty FTEs are used for determining the
134 number of elected faculty representatives.

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

143
144 In case of a decrease in the number of elected faculty member representatives authorized for any
145 caucus, the decrease in representation shall be made at the next expiration of the term of an
146 elected member.

147
148 **Section 2. Election of Senators.** The UTK caucuses shall elect its representatives to the Faculty
149 Senate by May 1 each year (or an alternative time established by the FSLT) as set forth in this
150 Section 2.

151
152 A. Nominations. The President-Elect of the Faculty Senate administers all elections with
153 assistance from the administrative assistant of the Faculty Senate and relevant administrative
154 offices at UTK. Each January, the administrative assistant of the Faculty Senate shall notify the
155 Faculty Senate President-Elect of the number of positions to be filled in the forthcoming election
156 based on the apportionment process above. The caucus chairs shall serve as a nominations
157 subcommittee of the Faculty Senate Committee on Nominations and Appointments for the
158 respective college, unit, or division represented by the caucus. The caucus chairs, working with
159 the President-Elect, shall call for and receive nominations from faculty constituents in their
160 respective colleges, units, or divisions. The President-Elect and administrative assistant of
161 Faculty Senate will indicate the number of nominees needed for each caucus. There shall be at
162 least two candidates listed on the ballot for each seat to be filled through the annual election,
163 absent extraordinary circumstances. Nominations will be submitted before April 1 (or an
164 alternative date established by the FSLT). The Committee on Nominations and Appointments
165 shall collect the names of all nominees to be included on the ballot, together with a brief
166 biography or statement for each, and shall set the time and procedures for voting. All elections
167 shall be conducted by secret ballot. The votes shall be taken and counted electronically or, in the
168 absence of electronic voting, shall be taken among constituents of the caucus and reported to the
169 President-Elect by the caucus chair.

170
171 B. Vacancies and Proxies. The chief academic officer shall select a successor to fill the
172 unexpired term of any administrative member leaving a vacancy as a result of ineligibility or
173 unavailability to serve. In case of any vacancy in the Faculty Senate through death, resignation,
174 retirement, or promotion (including promotion of a member to a position which would make the
175 person eligible to be an administrative member) of an elected faculty member, or where an
176 elected faculty member ceases to be a member of the faculty or is absent on leave for more than
177 one semester or is ineligible to serve for other reasons, the faculty of the college, unit, or division
178 losing its elected representative shall select a successor to fill the unexpired term.

179
180 A proxy (an Alternate for the caucus or other faculty member from the caucus) may be appointed
181 by an elected faculty member, with the consent of the Faculty Senate President, during the
182 faculty member's one-semester leave or when a conflict prevents the faculty member from
183 attending Faculty Senate meetings for an entire semester or for one or more individual meetings

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

186
187 **Section 3. Meetings.** The Faculty Senate shall ordinarily meet on the third Monday in
188 September, October, and November during the fall semester and on the first Monday in
189 February, March, April, and May during the spring semester. The President-Elect shall review
190 the calendar one year in advance and adjust meeting dates to avoid religious holidays and
191 otherwise as necessary. The proposed schedule for the following academic year shall be
192 presented during the fall semester of the Faculty Senate each year and be published as
193 appropriate. The President shall have the authority to schedule the meetings on other dates, if
194 timely notice is given to members of the Faculty Senate. In addition, the Faculty Senate shall
195 meet at the call of the Faculty Senate President, or in the President's absence, the Faculty Senate
196 President-Elect, as requested in a petition signed on paper or electronically by one-quarter of the
197 members of the Faculty Senate. The President may also adjust the modality of the meetings, in
198 consultation with, and appropriate notification to the Faculty Senate. During the spring semester,
199 the third Monday in January shall be reserved for a meeting, to be used if deemed necessary by
200 the Faculty Senate President or Executive Council. Meetings of the Faculty Senate shall be
201 conducted according to *Robert's Rules of Order Newly Revised*, unless otherwise provided for in
202 these Bylaws. Administrative, faculty, staff, and student observers may speak, if recognized by
203 the presiding officer. A voting member of the Faculty Senate wishing to place an item on the
204 agenda of the Faculty Senate shall submit it to the President and administrative assistant of the
205 Faculty Senate, in the form of a written motion to be debated, at least five business days before
206 the meeting of the Faculty Senate Executive Council immediately preceding a regular meeting of
207 the Faculty Senate. Such an action does not preclude any voting member of the Faculty Senate
208 from offering a motion from the floor.

209
210 **Section 4. Quorum.** A majority of the voting members of the Faculty Senate shall constitute a
211 quorum for the transaction of business. The affirmative vote of the majority of those voting
212 members present shall be necessary for the passage of any resolution or motion, unless otherwise
213 stated in these Bylaws. Once a quorum is achieved at a meeting of the Faculty Senate, it cannot
214 be lost before the meeting is adjourned.

215
216 **Section 5. Voting.** Voting in the Faculty Senate will be by voice, show of hands, or electronic
217 poll unless, in particular instances, the majority of voting members present desires a secret ballot.
218 All elections shall be conducted by secret ballot.

219
220 **Section 6. Advance Distribution of Committee Reports.** Committee chairpersons shall submit
221 minutes, reports, or other materials containing items requiring Faculty Senate deliberation or
222 action (other than receiving of reports) to the Faculty Senate President and administrative
223 assistant at least seven calendar days in advance of the Faculty Senate meeting at which the item
224 is to be considered. The Faculty Senate President or administrative assistant must make minutes,
225 reports, or other materials available to members of the Faculty Senate at least three days in
226 advance of the meeting at which they will be considered. If the minutes, reports, or materials are
227 not delivered in accordance with this schedule, consideration of any issue arising from them at
228 the meeting will require approval by two-thirds of the voting members present.

229

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

- 232
- 233 (A) Call to order.
- 234 (B) Approval of minutes.
- 235 (C) Reports by the Faculty Senate President, Chancellor, and Provost.
- 236 (D) Unfinished business.
- 237 (E) Report of Special Committees.
- 238 (F) Report of Standing Committees.
- 239 (G) New business.
- 240 (H) Adjournment.

241

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

253

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

257

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

267

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

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

280
281 The term of office for President-Elect, President, Immediate Past President, Recording Secretary,
282 and Communication Officer shall be for one year to begin on July 1. The President-Elect
283 becomes the President the following year, and the President becomes the Immediate Past
284 President the following year.

285
286 **ARTICLE III. Councils and Committees.**

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

299
300 Council and committee members and chairpersons shall be recommended by the Committee on
301 Nominations and Appointments and FSLT and also identified in consultation with current
302 committee chairpersons. To further communication and collaboration throughout the campuses,
303 the chairperson of each council or committee has the discretion to recommend members who
304 may or may not be elected faculty members. The President of the Faculty Senate is an ex-officio
305 member of all standing councils and committees. Unless otherwise specified below, ex-officio
306 members of councils or committees shall be non-voting members.

307
308 Prior to or at the beginning of each academic year, the chairperson of each council or committee
309 (other than the Executive Council, the Committee on Nominations and Appointments, the
310 Graduate Council, and the Undergraduate Council) shall provide the FSLT the council or
311 committee goals for the upcoming year, review the bylaws concerning the responsibilities of that
312 council or committee, and discuss other information relevant to that council or committee.

313
314 **Section 2. Standing Councils and Committees.** The standing councils and committees of the
315 Faculty Senate are listed and described below.

316
317 A. Executive Council. Membership shall consist of the chairpersons of the standing councils
318 and committees of the Faculty Senate (if a council or committee has co-chairs, one of these is
319 designated as the voting member in the Executive Council); the officers of the Faculty Senate;
320 the elected faculty representative to the University Faculty Council; and up to two at-large
321 faculty members appointed by the FSLT. Ex-officio members shall include the chief academic

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

324
325 The Executive Council shall represent the Faculty Senate as needed in meetings with the
326 administration and other groups, shall handle necessary business on an emergency and interim
327 basis between Faculty Senate meetings (including matters that may arise after the last scheduled
328 Faculty Senate meeting in the spring and before the first scheduled Faculty Senate meeting in the
329 fall, during which time a quorum will be seven members of the Executive Council including the
330 Faculty Senate President), shall recommend and review assignments to other councils and
331 committees, and shall establish *ad hoc* councils and committees on behalf of itself or as directed
332 by the Faculty Senate.

333
334 The Executive Council shall concern itself with the formulation and review of the long-range and
335 short-range educational policies of the campus as represented by the monetary allocations made
336 in the budget.

337
338 The Executive Council shall not concern itself with individual salaries or college or departmental
339 allocations, except as they may relate to the educational policies of the campuses.

340
341 When campus or system administrative appointments are to be filled and where it is appropriate
342 for faculty to be of assistance in the recruitment and screening of candidates, the Executive
343 Council shall assist the Faculty Senate President in the selection of the faculty members to serve
344 on screening committees and lend its counsel to the development of procedures for recruitment
345 and screening of such candidates.

346
347 The Executive Council shall annually review these Bylaws and make appropriate
348 recommendations to the Faculty Senate for amendments. It shall also review any revisions
349 suggested by members or other councils or committees of the Faculty Senate. (This latter duty
350 shall in no way prevent members or other councils or committees from bringing amendments
351 directly to the Faculty Senate for consideration.) It is the responsibility of the President-Elect to
352 make sure that revisions to the Bylaws are accurately updated on the Faculty Senate website.

353
354 B. Appeals Committee. Membership shall consist of at least 18 tenured faculty members
355 appointed to staggered three-year terms. At least one member of the committee must have legal
356 expertise. This committee shall have no ex-officio members, and no member shall be an
357 administrator at or above the level of department head.

358
359 The function of the Appeals Committee is to gather evidence and make recommendations to the
360 chief academic officer (or to other members of the campus administration, as described in the
361 *Faculty Handbook*) for the disposition of cases within its jurisdiction. The Appeals Committee
362 fulfills this function through the processes specified in the *Faculty Handbook*. The jurisdiction of
363 the Appeals Committee includes complaints regarding violations of due process and fairness in
364 tenure or promotion decisions, annual and cumulative performance reviews, and violations of
365 provisions contained in the *Faculty Handbook* and collegiate and departmental bylaws. The
366 Appeals Committee also engages in other activities relating to faculty grievances, disputes,
367 performance, and employment as set forth in the *Faculty Handbook*.

368
369 C. Athletics Committee. Membership shall consist of up to 12 faculty members. Ex-officio
370 members shall include the chief campus administrative officer charged with academic affairs (or
371 designee), the Vice Chancellor and Director of Athletics (or designee), Senior Associate
372 Athletics Director/Senior Woman Administrator, the faculty chairperson of the UT Athletics
373 Board, the Director of Student Recreation, two student athletes appointed by the Athletics
374 Department, and two students elected by the Student Senate. The Committee will also include
375 the following non-voting ex-officio members: the Director of the Thornton Advising Center, and
376 the Associate Athletic Director for Compliance.

377
378 This committee shall concern itself with academic aspects of intercollegiate athletics as well as
379 the intramural athletics program. It may also concern itself with any other athletics matters that
380 the committee deems appropriate and that lie within the purview of the Faculty Senate.

381
382 D. Benefits and Professional Development Committee. Membership shall consist of up to 10
383 faculty members, and the chairperson of the Benefits and Professional Development Committee
384 shall invite appropriate campus administrators to attend meetings as needed.

385
386 The responsibilities of the Benefits and Professional Development Committee shall include: (1)
387 suggesting administrative actions that would facilitate the development of faculty members as
388 professionals and monitoring and evaluating these activities and resulting programs; (2)
389 examining, clarifying, and making recommendations to the Faculty Senate on issues and
390 concerns on retirement, leave, faculty welfare, insurance, and fringe benefits; (3) cooperating
391 with task forces, councils, and committees addressing similar concerns on other higher education
392 campuses in Tennessee; and (4) receiving representation from and providing representation to
393 any other Faculty Senate, campus, or university task force, council, or committee addressing
394 issues directly related to faculty and staff development or benefits. When appropriate, the
395 Benefits and Professional Development Committee will cooperate with other Faculty Senate
396 committees on base salary and other issues that are related to faculty benefits.

397
398 E. Budget and Planning Committee. Membership shall consist of up to 10 faculty members.
399 Ex-officio members shall include the chief financial officer for the campus.

400
401 The duties of the Budget and Planning Committee are: (1) to provide for campus-wide faculty
402 input and expertise into the campus budgeting processes; (2) to inform the faculty, through the
403 Faculty Senate, concerning budget matters; (3) to analyze and present budget and other related
404 data as needed to bring to faculty attention (e.g., living wage analysis and faculty salary
405 analyses); and (4) to work with other Faculty Senate committees on budget-related matters (e.g.,
406 the University/System Relations Committee to monitor The University of Tennessee system
407 budget)

408
409 Both long-range and short-term aspects of its role will receive the committee's attention,
410 including budget priorities, THEC formulas, and planning for projects of The University of
411 Tennessee or other entities that may eventually result in changes to campus facilities. The
412 committee shall invite appropriate campus administrators to attend meetings and provide
413 overviews of their units' budgets as needed.

414
415 The primary concerns of the Budget and Planning Committee are policy and communication.
416 The Budget and Planning Committee is not expected to become involved with, nor engaged in,
417 comprehensive investigations necessary as a basis for budget decisions.

418
419 F. Committee on Nominations and Appointments. Membership shall consist of the chairs of
420 each college, unit, or division caucus and the Faculty Senate President-Elect. The Faculty Senate
421 President-Elect shall be the chairperson of the Committee on Nominations and Appointments.

422
423 It shall be the duty of the Committee on Nominations and Appointments to recommend faculty
424 members and chairpersons of all standing and special councils and committees of the Faculty
425 Senate, except that the chairpersons of the Executive Council, this Committee on Nominations
426 and Appointments, the Undergraduate Council, and the Graduate Council shall be nominated as
427 set forth in paragraph A, this paragraph F, paragraph H, and paragraph L of this Section 2,
428 respectively. The Faculty Senate President shall retain responsibility for all nominations of
429 faculty to administrative committees and other bodies. The Committee on Nominations and
430 Appointments shall render a report to the Faculty Senate at its regular May meeting of each year
431 and at other times as may be required.

432
433 This Committee on Nominations and Appointments shall also recruit two nominees for Faculty
434 Senate President-Elect every year, two nominees for the campus representative to the University
435 Faculty Council, two nominees to represent the Tennessee University Faculty Senates, and two
436 nominees for the UTK Advisory Board, as needed in the spring semester of every year.

437
438 G. Diversity and Inclusion Committee. Membership shall consist of up to 10 faculty
439 members. Three members will be committee liaisons appointed by the chairs of the Faculty
440 Affairs Committee, the Teaching and Learning Council, and the UT System Relations
441 Committee. The other remaining members will be appointed by the Faculty Senate President and
442 will reflect diverse campus constituencies.

443
444 The charge of the committee is to support a diverse, engaged, and inclusive environment through
445 collaboration with other committees, commissions, and task forces across the university focused
446 on diversity, engagement, and inclusion efforts.

447
448 H. Faculty Affairs Committee. Membership shall consist of up to 10 faculty members. The
449 Faculty Affairs Committee shall concern itself with the adoption and amendment of faculty
450 governance policies and rules, including the development and refinement of criteria and
451 procedures for faculty appointment, promotion, retention, evaluation, the granting of tenure,
452 retirement, and discharge for cause. The Faculty Affairs Committee is responsible for reviewing
453 proposed revisions and recommending changes to the *Faculty Handbook* and its appendices in
454 accordance with the amendments procedures set forth in the *Faculty Handbook*. The activities of
455 the Faculty Affairs Committee shall be conducted at all times in a manner consistent with the
456 Trustees' Policies Governing Academic Freedom, Responsibility, and Tenure, as the same may
457 be amended from time to time, and shall be guided by faculty governance best practices in higher
458 education, especially those identified and promoted by the American Association of University
459 Professors.

460
461 I. Graduate Council. Membership shall consist of faculty representatives chosen for three-
462 year terms from the schools and colleges of the university engaged in graduate work and two
463 graduate students appointed by the Graduate Student Senate. Members shall be chosen in the
464 spring term for terms to commence at the start of the next fall term.

465
466 Representatives shall be apportioned among the schools and colleges according to the number of
467 graduate students enrolled in the college or school in the previous fall term, using the following
468 table.

469

<u>Graduate Students</u>	<u>Total Graduate Council</u>
470 1 – 300	1
471 301 – 500	2
472 501 – 700	3
473 701 – 900	4
474 901 – 1100	5
475 1101 – 1300	6
476 1301 – 1500	7
477 1501 – 1700	8

478

479
480 Representatives must regularly teach graduate courses or supervise graduate study and must (1)
481 hold full-time or continuing part-time appointment with the rank of assistant professor or higher
482 and (2) perform academic duties consisting of at least half-time teaching, research, service or
483 departmental administration. Ex-officio members shall be the Dean of Libraries, the Vice
484 Provost and Director of the Center for Global Engagement, and the chairperson of the Research
485 Council, or their respective designees. In addition, the administrative officer having primary
486 responsibility for graduate curriculum in each college or school shall serve as ex-officio member
487 of the Graduate Council if that person is not a college or school representative. The chairperson
488 of the Graduate Council (known as the Chair) is a faculty member from the Graduate Council
489 who serves for a one-year term, following a one-year term as Vice-Chair and Chair-Elect.

490
491 The Graduate Council is charged by the Faculty Senate to set standards for graduate admission,
492 retention, and graduation; assess curricular revisions and new proposals for graduate programs;
493 evaluate interdisciplinary, intercollegiate and international programs; and consider new
494 initiatives and other matters of policy pertaining to graduate programs. Its structure and activities
495 are governed by its Bylaws, which are adopted and amended by the membership of the Graduate
496 Council and include rules consistent with these Bylaws.

497
498 The Chair of the Graduate Council or faculty designee shall report actions of the Graduate
499 Council to the Executive Council. The report shall include the agenda and a summary of
500 substantive actions taken. The report and the minutes of the Graduate Council meetings will be
501 distributed or made available electronically to all senators at least five business days prior to the
502 next Faculty Senate meeting. Implementation of actions taken by the Graduate Council occurs
503 after approval of the report first by the Executive Council and then by the Faculty Senate. The
504 report may be approved in whole or in part by either the Executive Council or the full Faculty
505 Senate, allowing for any particular curricular or academic policy change to be sent back to the

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

509
510 J. Library and Information Technology Committee. Membership shall consist of up to 8
511 faculty members representing the interests of faculty in library policies, educational and/or
512 information technology, and research. The Student Government Association and the Graduate
513 Student Senate may select one undergraduate student member and one graduate student member,
514 respectively.

515
516 Ex-officio members shall include the Dean of Libraries, the Chief Information Officer for UTK,
517 the Executive Director for OIT Support, and the UTK Director of Online Programs.

518
519 Duties of the Library and Information Technology Committee include: (1) identifying,
520 reviewing, and recommending information technology and library policies; (2) representing the
521 Faculty Senate on key university committees that address information technology library
522 services; (3) reporting to the Faculty Senate on key information technology and library issues
523 and developments that affect the campus; (4) ensuring that library services and collections meet
524 the teaching, research, and public service needs of the campus communities with particular focus
525 on library policies and procedures that facilitate use of resources; and (5) serve as a gateway for
526 faculty input to OIT and Teaching and Learning Innovation for common technology services
527 related to teaching and research.

528
529 K. Non-Tenure-Track Issues Committee. Membership shall consist of up to 12 faculty
530 members, eight of whom shall be non-tenure track and four of whom shall be tenure-track. The
531 chairperson shall be a non-tenure-track faculty. Ideally, many different caucuses would be
532 represented in order to reflect the varied voices and working conditions of this group across the
533 campus. In years when there are not enough Non-Tenure Track Faculty Senators to represent the
534 range of non-tenure track interests, the chairperson may ask non-senate members to be on the
535 committee. The Non-Tenure-Track Issues Committee shall concern itself with policies and issues
536 regarding non-tenure-track faculty, including, but not limited to, the development and refinement
537 of criteria and procedures for non-tenure-track faculty appointment, compensation, benefits,
538 promotion, retention, evaluation, shared governance, retirement, and termination. The Non-
539 Tenure-Track Issues Committee is responsible for reviewing proposed revisions and
540 recommending changes to the Faculty Handbook that affect non-tenure-track faculty in
541 accordance with the amendments and procedures set forth in the Faculty Handbook. In order to
542 ensure representation of non-tenure-track faculty interests, the Non-Tenure-Track Issues
543 Committee will work with all other committees such as, but not limited to, the Faculty Affairs
544 Committee, the Budget and Planning Committee, Research Council, the Athletics Committee,
545 and the Benefits and Professional Development Committee.**

546
547 L. Research Council. Membership shall consist of at least 12 appointed faculty or
548 faculty/administrator representatives. In addition, there shall be three graduate students selected
549 by the Graduate Student Senate. Ex-officio members shall include the Vice Chancellor for
550 Research, an Associate /Assistant Vice Chancellor from the Office of Research and Engagement,
551 the Dean of Libraries (or designee), Associate Deans for Research or equivalents (or designees),

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

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

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

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

601
602 The Teaching and Learning Council is a committee of the Faculty Senate that works to advance
603 excellence in teaching and academic advising at UTK. Areas of concern for the Teaching and
604 Learning Council include incentives for recognizing quality instruction and advising, methods
605 for improving instruction at a campus and departmental level, and guidelines for routine and
606 disciplinary evaluation of teaching, academic advising, and curriculum. For example, the
607 Teaching and Learning Council examines policy issues related to teaching on the campuses and
608 works with the chief academic officer to recognize excellence in teaching and advising. The
609 Teaching and Learning Council works with the Teaching & Learning Innovation to run a yearly
610 campus-wide program that involves faculty and staff in addressing issues central to improving
611 instruction and advising. The Teaching and Learning Council works with both the Graduate
612 School and the Teaching & Learning Innovation to develop practical means of improving and
613 rewarding instruction and advising on campus.

614
615 N. Undergraduate Council. Voting membership shall consist of representatives chosen for
616 three-year terms from the schools and colleges of the university granting baccalaureate degrees,
617 one member of the ROTC faculty, and four students designated by the Undergraduate Council.
618 Members shall be chosen in the spring term for terms to commence at the start of the next fall
619 term. Representatives shall be apportioned among the baccalaureate degree-granting units
620 according to the number of degrees granted during the prior academic year, using the following
621 table:

622

<u>Baccalaureate Degrees Granted</u>	<u>Total Undergraduate Council</u>
623 1 – 300	1
624 301 – 500	2
625 501 – 700	3
626 701 – 900	4
627 901 – 1100	5
628 1101 – 1300	6
629 1301 – 1500	7
630 1501 – 1700	8
631 1701 – 1900	9

632
633

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

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

649
650 The Undergraduate Council is charged by the Faculty Senate to set standards for admission,
651 retention, and graduation; review curricular matters in the undergraduate programs; develop
652 interdisciplinary programs; approve new programs and any other matters of educational policy
653 pertaining to undergraduate programs. Its structure and activities are governed by its Operating
654 Guidelines, which are adopted and amended by the membership of the Undergraduate Council
655 and include rules consistent with these Bylaws.

656
657 The Chair of the Undergraduate Council or faculty designee shall report actions of the
658 Undergraduate Council to the Executive Council. The report shall include the agenda and a
659 summary of substantive actions taken. The report and the minutes of the Undergraduate Council
660 meetings will be distributed or made available electronically to all senators at least five business
661 days prior to the next Faculty Senate meeting. Implementation of actions taken by the
662 Undergraduate Council occurs after approval of the report first by the Executive Council and
663 then by the Faculty Senate. The report may be approved in whole or in part by either the
664 Executive Council or the full Faculty Senate, allowing for any particular curricular or academic
665 policy change to be sent back to the Undergraduate Council for revision and resubmission as part
666 of the report/minutes of a future meeting. In such cases, the Faculty Senate President will
667 communicate specific concerns to the Chair of the Undergraduate Council.

668
669 O. University/System Relations Committee. Membership shall consist of up to 8 faculty
670 members, including the elected campus representative to the University Faculty Council. During
671 years when the campus has a faculty representative on The University of Tennessee Board of
672 Trustee's Committee on Education, Research and Service, that person will also serve on the
673 University/System Relations Committee. The chairperson shall be a faculty member.

674
675 The University/System Relations Committee will provide for faculty input (1) into activities of
676 The University of Tennessee system, including Research, ORNL, Information Technology, and
677 the Cherokee Campus and (2) with the Board of Trustees and the Tennessee legislature. The
678 University/System Relations Committee shall work with the Budget and Planning Committee to
679 monitor The University of Tennessee system budget.

680
681 **Section 3. Other Councils, Committees, and Task Forces.** The Faculty Senate or FSLT shall
682 create other councils, committees, and task forces as needed. The members of all councils,
683 committees, and task forces shall hold office for one year from the time of their appointment,
684 unless otherwise specified. Members of these councils, committees, and task forces may include
685 any faculty (unless membership is restricted to elected faculty members), as well as
686 administration, students, and staff.

687
688 **Section 4. Council or Committee Vacancies.** In the event of a vacancy in the faculty
689 membership of any council or committee, the vacancy shall be filled by action of the FSLT.

690
691 **Section 5. Council or Committee Reports.** Each committee of the Faculty Senate shall submit a
692 written report to the Faculty Senate at least once during the academic year. Additionally, a
693 written report must be submitted at the end of the academic year to the Faculty Senate President
694 that summarizes the accomplishments of the council or committee and notes issues that are still
695 under consideration.

696
697 **ARTICLE IV. Officers: Duties, Qualifications, and Resources.**

698
699 **Section 1. The President.** The President shall preside at all meetings of the Faculty Senate and
700 the Executive Council, and run the meetings according to the Bylaws and *Robert's Rules of*
701 *Order Newly Revised*. The President shall prepare an agenda for each meeting of the Faculty
702 Senate and the Executive Council in conjunction with the Administrative Assistant and FSLT.
703 The President shall include as new business at the next regular meeting of the Faculty Senate any
704 items proposed by a voting member of the Faculty Senate in accordance with Section 3 of Article
705 II of these Bylaws. The President shall represent the faculty and on all occasions be considered
706 the chief spokesperson of the Faculty Senate and the campus faculty. The President shall be the
707 President-Elect elected during the previous year. The President shall be granted release time
708 from an appropriate amount of faculty duties as determined by discussions with the Provost's
709 Office and their College and Department, and receive other support, such as an assigned graduate
710 assistant, for the duration of their term in office.

711
712 **Section 2. The President-Elect.** The President-Elect of the Faculty Senate shall act as President
713 of the Faculty Senate in the event of the death, resignation, or other absence of the President. In
714 the event of the death or resignation of the President after January of the year as President, the
715 President-Elect assumes the office of President for the remainder of the former President's term
716 of office and the full term of President the following year. If the President shall die or resign
717 prior to January of their term of office as President, the President-Elect assumes the office of
718 President for the remainder of the former President's term of office and a special election of a
719 new President-Elect shall be held with the new President having the option to be nominated for
720 that position and elected to serve a full term as President in the following year. The President-
721 Elect shall oversee the timely operation of college, unit, or division caucuses and be responsible
722 for managing amendments to these Bylaws. The President-Elect is the chair of the Committee on
723 Nominations and Appointments.

724
725 **Section 3. Immediate Past President.** The Immediate Past President advises the President and
726 President-Elect the year after their service as President. In the event that the President cannot
727 serve the next year as Past President (due to retirement, etc.), the President-Elect will accept
728 nominations of former Presidents of the Faculty Senate to be appointed by a vote of the
729 Executive Council.

730
731 **Section 4. Recording Secretary.** The Recording Secretary of the Faculty Senate shall keep
732 minutes of all action taken by the Faculty Senate (there will be no verbatim reporting of remarks
733 and discussion, nor will professional titles be recorded); shall send or make available (or arrange
734 to send or make available) the meeting minutes or a summary of actions of the Senate to the
735 FSLT for distribution to the Faculty Senate and posting on the website. The Recording Secretary

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

741
742 **Section 5. Parliamentarian.** There shall be a Parliamentarian appointed by the President of the
743 Faculty Senate each year to assist in the conduct of the business of the Faculty Senate. In the
744 event of a vacancy, the President shall name a replacement to serve the remainder of the term.

745
746 **Section 6. Communication Officer.** There shall be a Communication Officer nominated by the
747 Executive Council subject to approval of the Faculty Senate membership to serve a one-year
748 term. The Communication Officer shall manage disseminating information and work with the
749 Administrative Assistant of the Faculty Senate to maintain necessary documents on the Faculty
750 Senate website. They will coordinate communication across the Faculty Senate committees. In
751 the event of a vacancy, the Executive Council shall name a replacement to serve the remainder of
752 the Communication Officer's current term.

753
754 **Section 7. University Faculty Council Representative.** There shall be a representative of the
755 campus faculties elected by the Faculty Senate to serve a three-year term on the University
756 Faculty Council. The representative's term of office begins on July 1 following election. The
757 representative will attend and report on the meetings of the University Faculty Council to the
758 Faculty Senate Executive Council and the Faculty Senate.

759
760 If for any reason a representative is not able to complete their term, the Faculty Senate Executive
761 Council shall appoint an individual to complete the remainder of the current three-year term.

762
763 **Section 8. Tennessee University Faculty Senates Representative.** The Faculty Senate
764 President is the voting representative to the Tennessee University Faculty Senates (TUFS). There
765 shall also be a representative of the campus faculties elected by the Faculty Senate Executive
766 Council to serve a two-year term on the Tennessee University Faculty Senates who shall also
767 attend the TUFS meetings. The representative's term of office begins on July 1 following
768 election. The representative will attend TUFS meetings and serve as a voting member for the
769 campus if the Faculty Senate President is not able to attend a meeting. The TUFS representative
770 will attend and report on activities of TUFS to the Faculty Senate Executive Council and the
771 Faculty Senate as requested.

772
773 **Section 9. COIA Representative.** The Faculty Senate has two voting representatives to the
774 Coalition on Intercollegiate Athletics (COIA), the Faculty Senate President and a second
775 representative elected by the Faculty Senate Executive Council to serve a two-year term. The
776 representative's term of office begins on July 1 following election. The representative will
777 attend COIA meetings and serve as a voting member for the campus if the Faculty Senate
778 President is not able to attend the annual meeting.

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

781

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

793
794 **ARTICLE V. Amendments.**

795
796 The Faculty Senate shall have the power to make, amend, and repeal these Bylaws by a vote of
797 two-thirds of the voting members present at regular or special meetings of the Faculty Senate at
798 which a quorum is present, provided that any proposed changes shall have been submitted to the
799 members of the Faculty Senate at least 28 days before the meeting at which the vote on them
800 shall be taken. All changes to these Bylaws shall be documented and placed on the Faculty
801 Senate website at a location proximate to these Bylaws in a document titled, “Chronology of
802 Amendments and Revisions to Faculty Senate Bylaws, 1971-Present.”

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**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

