

1 **Bylaws**

2
3 **Faculty Senate of The University of Tennessee, Knoxville**

4
5 Revised [May 1, 2023]

6
7 **ARTICLE I. Powers and Duties of the Faculty Senate.**

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9 **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”).

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

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18 (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.

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24 (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.

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28 (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.

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40 (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.

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45 **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.

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

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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, Past President, Recording Secretary, Parliamentarian, and Communication
61 Officer) are considered non-voting members at large if they are not serving as elected faculty
62 members during the term of office and shall not be counted against the apportionment assigned
63 to their respective college, unit, or division during the term of office. The “Faculty Senate
64 Leadership Team” (herein, FSLT) is comprised of the President, President-Elect, and Past
65 President.

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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 have their terms staggered such that no more than two are appointed in
74 any year. An administrative member shall be ineligible for reappointment for one year after
75 serving a full three-year term, or any partial term of more than one year.

76
77 Elected Faculty Members: Criteria, Election, Term of Office, and Duties. The Faculty Senate is
78 organized into caucuses by College, Unit, or Division. The colleges, units, and divisions
79 represented on the Faculty Senate include: Agriculture (Herbert College, AgResearch, and UT
80 Extension); Architecture and Design; Arts and Sciences (divided into three divisional caucuses
81 representing the social sciences, natural sciences, and humanities); Baker School; Haslam
82 College of Business; Communication and Information; Education, Health and Human Sciences;
83 Tickle College of Engineering; Law; Libraries; Music; Nursing; ROTC; Social Work; UTSI;
84 and Veterinary Medicine.

85
86 Each caucus is comprised of all faculty greater than 20% FTE in that unit. Each caucus has
87 elected representatives and alternates and a caucus chair who runs the elections each year
88 for that caucus. The representatives represent the constituents (faculty members) of their
89 College, Unit, or Division. Elected faculty members (Faculty Senators) from each caucus shall
90 be chosen from those members of the faculty meeting the following criteria at the time of the
91 election: (1) the holding of full or continuing part-time appointment at any faculty rank, and (2)

92 the performance of academic duties totaling at least half-time teaching, research, service, or
93 departmental administration.

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

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

112
113 C. Shared Governance Representatives. The Student Government Association (SGA) shall
114 be represented on the Faculty Senate by the Student Body President; the Graduate Student Senate
115 (GSS) by the Graduate Student President; and the Exempt Staff Council by the President. These
116 Presidents shall be ex officio, non-voting members of the Faculty Senate. In the event that
117 they cannot attend a regular senate meeting, a designee shall be appointed. Any
118 President shall be permitted to provide a report to the Faculty Senate at the request of the Faculty
119 Senate President.

120
121 D. Duties of a Faculty Senator. Each voting member of the Faculty Senate shall:

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

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

138 Senate. Appendix I of this document shows how faculty FTEs are used for determining the
139 number of elected faculty representatives.

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

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

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

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

203
204 Meetings of the Faculty Senate shall be conducted according to *Robert's Rules of Order Newly*
205 *Revised*, unless otherwise provided for in these Bylaws. Administrative, faculty, staff, and
206 student observers may speak, if recognized by the presiding officer. A voting member of the
207 Faculty Senate wishing to place an item on the agenda of the Faculty Senate shall submit it to the
208 President and administrative assistant of the Faculty Senate, in the form of a written motion to be
209 debated, at least five business days before the meeting of the Faculty Senate Executive Council
210 immediately preceding a regular meeting of the Faculty Senate. Such an action does not preclude
211 any voting member of the Faculty Senate from offering a motion from the floor.

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

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

222
223 **Section 6. Advance Distribution of Committee Reports.** Committee chairpersons shall submit
224 minutes, reports, or other materials containing items requiring Faculty Senate deliberation or
225 action (other than receiving of reports) to the Faculty Senate President and administrative
226 assistant at least six calendar days in advance of the Faculty Senate meeting at which the
227 item is to be considered. The Faculty Senate President or administrative assistant must make
228 minutes, reports, or other materials available to members of the Faculty Senate at least three days
229 in advance of the meeting at which they will be considered. If the minutes, reports, or materials

230 are not delivered in accordance with this schedule, consideration of any issue arising from them
231 at the meeting will require approval by two-thirds of the voting members present.

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

- 235
236 (A) Call to order.
237 (B) Approval of minutes.
238 (C) Reports by the Faculty Senate President, Chancellor, and Provost.
239 (D) New business.
240 (E) Old Business.
241 (F) Adjournment.

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

253
254 **Section 9. Election of Councils and Committees.** The FSLT, in conjunction with the caucus
255 chairs as needed, shall recommend council and committee members and chairpersons, as
256 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 a regular meeting of the Faculty Senate and
261 shall provide voting members of the Faculty Senate with a written statement regarding
262 relevant experiences and proposed contributions as Faculty Senate President in advance of that
263 meeting. Election shall be by a majority vote of all members of the Faculty Senate taken by an
264 electronic ballot. One nomination for Faculty Senate Recording Secretary and Faculty Senate
265 Communication Officer shall be made by the Executive Council subject to the approval of the
266 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 caucus chairs as needed, shall constitute the Faculty
290 Senate councils and committees based on the expressed interest and expertise of Faculty Senate
291 members and the requirements set forth in these Bylaws. The FSLT also shall select and secure
292 council and committee chairpersons, except as otherwise set forth in these Bylaws. Whenever
293 possible, chairpersons of councils and committees shall be elected faculty members. Except as
294 otherwise set forth in these Bylaws, council and committee members and chairpersons shall be
295 appointed to serve a term of one year, with the expectation that chairpersons will continue to
296 serve for at least one additional year, if requested to do so by the Faculty Senate President. A
297 chair of a council or committee who cannot complete their term should consult with the FSLT,
298 who will designate a replacement.

299
300 To further communication and collaboration throughout the campuses, the chairperson of each
301 council or committee has the discretion to recommend members who may or may not be elected
302 faculty members. The President of the Faculty Senate is an ex-officio member of all standing
303 councils and committees. Unless otherwise specified below, ex-officio members of councils or
304 committees shall be non-voting members.

305
306 Prior to or at the beginning of each academic year, the chairperson of each council or committee
307 (other than the Graduate Council, and the Undergraduate Council) shall provide the FSLT the
308 council or committee goals for the upcoming year, review the bylaws concerning the
309 responsibilities of that council or committee, and discuss other information relevant to that
310 council or committee.

311
312 **Section 2. Standing Councils and Committees.** The standing councils and committees of the
313 Faculty Senate are listed and described below.

314
315 A. Executive Council. Membership shall consist of the chairpersons of the standing councils
316 and committees of the Faculty Senate (if a council or committee has co-chairs, one of these is
317 designated as the voting member in the Executive Council, except as otherwise noted); the
318 officers of the Faculty Senate (see Section IV); the elected faculty representative to the
319 University Faculty Council; and up to two at-large faculty members appointed by the FSLT. Ex-
320 officio members shall include the chief academic officer and the chief officer in charge of

321 finance and administration. The Faculty Senate President is the chairperson of the Executive
322 Council.

323
324 The Executive Council shall represent the Faculty Senate as needed in meetings with the
325 administration and other groups, shall handle necessary business on an emergency and interim
326 basis between Faculty Senate meetings (including matters that may arise after the last scheduled
327 Faculty Senate meeting in the spring and before the first scheduled Faculty Senate meeting in the
328 fall, during which time a quorum will be seven members of the Executive Council including the
329 Faculty Senate President), shall recommend and review assignments to other councils and
330 committees, and shall establish *ad hoc* councils and committees on behalf of itself or as directed
331 by the Faculty Senate.

332
333 The Executive Council shall concern itself with the formulation and review of the long-range and
334 short-range educational policies of the campus as represented by the monetary allocations made
335 in the budget.

336
337 The Executive Council shall not concern itself with individual salaries or college or departmental
338 allocations, except as they may relate to the educational policies of the campuses.

339
340 When campus or system administrative appointments are to be filled and where it is appropriate
341 for faculty to be of assistance in the recruitment and screening of candidates, the Executive
342 Council shall assist the Faculty Senate President in the selection of the faculty members to serve
343 on screening committees and lend its counsel to the development of procedures for recruitment
344 and screening of such candidates.

345
346 The Executive Council shall annually review these Bylaws and make appropriate
347 recommendations to the Faculty Senate for amendments. It shall also review any revisions
348 suggested by members or other councils or committees of the Faculty Senate. (This latter duty
349 shall in no way prevent members or other councils or committees from bringing amendments
350 directly to the Faculty Senate for consideration.) It is the responsibility of the President-Elect to
351 make sure that revisions to the Bylaws are accurately updated on the Faculty Senate website.

352
353 B. Appeals Committee. Membership shall consist of at least 14 tenured faculty members
354 appointed to staggered three-year terms. At least one member of the committee must have legal
355 expertise. This committee shall have no ex-officio members, and no member shall be an
356 administrator at or above the level of department head.

357
358 The function of the Appeals Committee is to gather evidence and make recommendations to the
359 chief academic officer (or to other members of the campus administration, as described in the
360 *Faculty Handbook*) for the disposition of cases within its jurisdiction. The Appeals Committee
361 fulfills this function through the processes specified in the *Faculty Handbook*. The jurisdiction of
362 the Appeals Committee includes complaints regarding violations of due process and fairness in
363 tenure or promotion decisions, annual and cumulative performance reviews, and violations of
364 provisions contained in the *Faculty Handbook* and collegiate and departmental bylaws. The
365 Appeals Committee also engages in other activities relating to faculty grievances, disputes,
366 performance, and employment as set forth in the *Faculty Handbook*.

367
368 C. Athletics Committee. Membership shall consist of up to 9 faculty members, and up to 2
369 student athletes. Student athletes will be appointed by the committee chair after
370 recommendations from, and consultations with, the Athletics Department. Ex-officio members
371 shall include the chief campus administrative officer charged with academic affairs (or
372 designee), the Vice Chancellor and Director of Athletics (or designee), Senior Associate
373 Athletics Director/Senior Woman Administrator, the faculty chairperson of the UT Athletics
374 Board, the Director of Student Recreation, and the faculty COIA representative. The Committee
375 will also include the following non-voting ex-officio members: the Director of the Thornton
376 Advising Center, and 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. Awards and Professional Development Committee. Membership of this committee shall
383 consist of 8 Faculty Senators and 7 other non-Senator faculty members who previously won
384 awards and serve specifically to select new award winners. The responsibilities of the Awards
385 and Professional Development Committee shall include: (1) overseeing the process for
386 recognizing quality instruction and advising through the Chancellor's Excellence in Teaching
387 and Advising/Mentoring awards; (2) suggesting administrative actions that would facilitate the
388 development of faculty members as professionals (with regard to both research and teaching) and
389 monitoring and evaluating these activities and resulting programs; and (3) receiving
390 representation from and providing representation to any other Faculty Senate, campus, or
391 university task force, council, or committee addressing issues directly related to faculty and staff
392 development. The SARIF GRA Awards, the SARIF Equipment awards, the SARIF
393 Infrastructure awards, the Chancellor's Awards for Research and Creative Achievement, the
394 Chancellor's Awards for Professional Promise in Research and Creative Achievement, and the
395 Chancellor's Awards for Success in Multidisciplinary Research will remain the responsibility of
396 the Research Council.

397
398 E. Diversity and Inclusion Committee. Membership shall consist of at least 9 Faculty Senate
399 members and 2 ex-officio members. One Senate member will be a committee liaison appointed
400 by the chair of the Faculty Affairs Committee. One member of this committee will serve as a
401 liaison to the Chancellor's Council for Diversity and Inclusion. Other members may be asked to
402 liaise with each of the Commissions that make up the CDI. The other remaining members will
403 reflect diverse campus constituencies. The Vice Chancellor for Diversity and Engagement is an
404 ex-officio member of this committee, and one additional ex-officio member from outside the
405 Senate will be appointed by the committee chair.

406
407 The charge of the committee is to support a diverse, engaged, and inclusive environment through
408 collaboration with other committees, commissions, and task forces across the university focused
409 on diversity, engagement, and inclusion efforts. The committee also reviews current campus
410 policies and practices for diversity, engagement, and inclusion, offering recommendations for
411 revisions as needed.

412

413 F. Faculty Affairs Committee. Membership shall consist of at least 16 faculty members. The
414 co-chairs of this committee must include one Tenure-Track and one Non-Tenure-Track faculty
415 member, who each lead their respective standing sub-committee of Tenure-Track Issues and
416 Non-Tenure-Track Issues. Both co-chairs will attend and be voting members of the Executive
417 Council. The Faculty Affairs Committee shall concern itself with the adoption and amendment of
418 faculty governance policies and rules, including the development and refinement of criteria and
419 procedures for faculty appointment, promotion, retention, evaluation, the granting of tenure,
420 retirement, and discharge for cause. The Faculty Affairs committee is responsible for reviewing
421 proposed revisions and recommending changes to the *Faculty Handbook* and its appendices in
422 accordance with the amendments procedures set forth in the *Faculty Handbook*. Other policies
423 and practices guiding the work of faculty, such as departmental by-laws or new UT system
424 policies, are also the purview of this committee. The activities of this committee shall be
425 conducted at all times in a manner consistent with the Trustees' Policies Governing Academic
426 Freedom, Responsibility, and Tenure, as the same may be amended from time to time, and shall
427 be guided by faculty governance best practices in higher education, especially those identified
428 and promoted by the American Association of University Professors. The Vice Provost for
429 Faculty Affairs is an ex-officio member of this committee.

430
431 The committee can be divided into two sub-committees as needed for various initiatives, but they
432 should consult with and work together often:

433
434 *Tenure-Track Issues Sub-Committee.* The Tenure-Track Issues sub-committee shall concern
435 itself with the adoption and amendment of faculty governance policies and rules, including the
436 development and refinement of criteria and procedures for faculty appointment, promotion,
437 retention, evaluation, the granting of tenure, retirement, and discharge for cause. This sub-
438 committee is responsible for reviewing proposed revisions and recommending changes to the
439 *Faculty Handbook* and its appendices specific to tenure-track faculty and in accordance with the
440 amendments procedures set forth in the *Faculty Handbook*.

441
442 *Non-Tenure-Track Issues Sub-Committee.* The Non-Tenure-Track Issues sub-committee shall
443 concern itself with policies and issues regarding non-tenure-track faculty, including, but not
444 limited to, the development and refinement of criteria and procedures for non-tenure-track
445 faculty appointment, compensation, benefits, promotion, retention, evaluation, shared
446 governance, retirement, and termination. The Non-Tenure-Track Issues sub-committee is
447 responsible for reviewing proposed revisions and recommending changes to the *Faculty*
448 *Handbook* that affect non-tenure-track faculty in accordance with the amendments procedures set
449 forth in the *Faculty Handbook*. The majority of this sub-committee must be comprised of non-
450 tenure-track faculty members. The sub-committee chair shall be a non-tenure-track faculty
451 member. Ideally, many different caucuses would be represented in order to reflect the varied
452 voices and working conditions of this group across the campus. In years when there are not
453 enough Non-Tenure-Track Faculty Senators to represent the range of non-tenure-track interests,
454 the co-chair may ask non-Senate members to be on the committee.

455
456 G. Faculty Communication Committee. Membership shall consist of the caucus chairs of
457 each of the Faculty Senate's 18 caucuses (listed in Article II, Section 1A). The Senators from
458 each caucus select one caucus chair each spring after elections are completed; the Faculty Senate

459 President-Elect may appoint the caucus chair if needed. The Chair of the Faculty Communication
460 Committee shall be selected from among the caucus chairs each spring and serve a one-year
461 term. Ex-officio members of this committee include the Faculty Senate President-Elect, Faculty
462 Senate Communications Officer, and the Vice Chancellor for Communications (or selected
463 representative).

464
465 This committee works on fostering and enhancing all aspects of communication to faculty,
466 communication between faculty and Administration, communication between faculty across
467 units, and communicating faculty efforts to external stakeholders. The Faculty Communication
468 Committee Chair will attend Executive Council meetings to bring this work to the forefront of
469 Senate discussions. This committee will work together to disseminate information about Senate
470 activities to their caucuses. This communication may be in the form of written reports or regular
471 caucus meetings. Engagement with Deans, communications professionals, or other
472 administrative leaders of their units in regards to unit planning is an expectation of this
473 committee.

474
475 This committee also serves as the nominations and appointments arm of the Senate, in
476 conjunction with the Faculty Senate President-Elect. In this role, they work with their caucuses
477 each spring to recruit nominees for open Senate seats. This committee will also help recruit two
478 nominees for Faculty Senate President-Elect, two nominees for the campus representative to the
479 University Faculty Council, two nominees to represent the Tennessee University Faculty
480 Senates, two nominees for COIA, and two nominees for the UTK Advisory Board, as needed in
481 the spring semester of every year. The Faculty Senate President shall retain responsibility for all
482 nominations of faculty to administrative committees and other bodies.

483
484 H. Finance and Benefits Committee. Membership shall consist of at least 12 Faculty
485 Senators; the Chair can ask faculty not on Faculty Senate to serve as a way to increase
486 representation across units. Ex-officio members shall include the Vice Chancellor for Finance
487 and Administration (or designee) and the Associate Vice Chancellor for Human Resources (or
488 designee). This committee should work with the Assistant Provost and Director of the Office of
489 Institutional Research and Assessment to coordinate yearly salary analyses. There are two
490 standing sub-committees: Finance and Benefits. These groups may meet together or separately as
491 needed throughout the year.

492
493 *Finance sub-committee*: The responsibilities of the Finance sub-committee shall include: (1) to
494 provide for campus-wide faculty input and expertise into the campus budgeting processes; (2) to
495 inform the faculty, through the Faculty Senate, concerning budget matters; (3) to analyze and
496 present budget and other related data as needed to bring to faculty attention (e.g., faculty salary
497 analyses); (4) to work with other Faculty Senate committees on budget-related matters; (5)
498 cooperating with task forces, councils, and committees addressing similar concerns on other
499 higher education campuses in Tennessee.

500
501 Both long-range and short-term aspects of its role will receive the committee's attention,
502 including budget priorities, THEC formulas, and planning for projects of the University of
503 Tennessee or other entities that may eventually result in changes to campus facilities. The
504 committee shall invite appropriate campus administrators to attend meetings and provide

505 overviews of their units' budgets as needed. The primary concerns of the Finance sub-committee
506 are comprehensive investigations necessary as a basis for budget decisions.

507
508 The Finance sub-committee will have two of its members serve on the advisory review
509 committee (ARC) that review support unit budgets, which is part of the budget allocation model.
510 Each member will serve a minimum of two years on the ARC in a staggered format to ensure
511 seamless transition of members serving on the ARC.

512
513 *Benefits sub-committee:* This group shall (1) examine, clarify, and make recommendations to the
514 Faculty Senate on issues and concerns on retirement, leave, faculty welfare, insurance, and fringe
515 benefits; (2) cooperate with task forces, councils, and committees addressing similar concerns on
516 other higher education campuses in Tennessee.

517
518 I. Graduate Council. Membership shall consist of faculty representatives chosen for three-
519 year terms from the schools and colleges of the university engaged in graduate work and two
520 graduate students appointed by the Graduate Student Senate. Members shall be chosen in the
521 spring term for terms to commence at the start of the next fall term.

522
523 Representatives shall be apportioned among the schools and colleges according to the number of
524 graduate students enrolled in the college or school in the previous fall term, using the following
525 table.

526

<u>Graduate Students</u>	<u>Total Graduate Council</u>
527 1 – 300	1
528 301 – 500	2
529 501 – 700	3
530 701 – 900	4
531 901 – 1100	5
532 1101 – 1300	6
533 1301 – 1500	7
534 1501 – 1700	8

535
536

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

547
548 The Graduate Council is charged by the Faculty Senate to set standards for graduate admission,
549 retention, and graduation; assess curricular revisions and new proposals for graduate programs;
550 evaluate interdisciplinary, intercollegiate and international programs; and consider new

551 initiatives and other matters of policy pertaining to graduate programs. Its structure and activities
552 are governed by its Bylaws, which are adopted and amended by the membership of the Graduate
553 Council and include rules consistent with these Bylaws.

554
555 The Chair of the Graduate Council or faculty designee shall report actions of the Graduate
556 Council to the Executive Council. The report shall include the agenda and a summary of
557 substantive actions taken. The report and the minutes of the Graduate Council meetings will be
558 distributed or made available electronically to all senators at least five business days prior to the
559 next Faculty Senate meeting. Implementation of actions taken by the Graduate Council occurs
560 after approval of the report first by the Executive Council and then by the Faculty Senate. The
561 report may be approved in whole or in part , allowing for any particular curricular or
562 academic policy change to be sent back to the Graduate Council for revision and resubmission as
563 part of the report/minutes of a future meeting. In such cases, the Faculty Senate President will
564 communicate specific concerns to the Chair of the Graduate Council.

565
566 J. Institutional Affairs and Infrastructure. Membership shall consist of at least 9 faculty
567 members representing the interests of faculty in resources for teaching and research (such as
568 library policies, educational and/or information technology, research and teaching space, campus
569 building and renovation), institutional strategic planning for programs and infrastructure, UT
570 system-level issues that impact faculty work at UTK, and legislative impacts. The Student
571 Government Association and the Graduate Student Senate may select one undergraduate student
572 member and one graduate student member, respectively. Additionally, the elected campus
573 representatives to the University Faculty Council and UTK Advisory Board shall serve on this
574 committee. During years when the campus has a faculty representative on the University of
575 Tennessee Board of Trustees' Committee on Education, Research, and Service, that person will
576 also serve on the Planning and Infrastructure Committee. Ex-officio members shall include the
577 Dean of Libraries, the Vice Chancellor for IT and Digital Innovation (or designee), the Executive
578 Director for OIT Support, the Vice Provost of Enrollment Management (or designee), and the
579 Associate Vice Chancellor for Operations (or designee). Meetings with the Vice President of
580 Government Relations and Advocacy may be requested as needed.

581
582 Sub-committees of the Institutional Affairs and Infrastructure Committee will be determined on a
583 yearly or as-needed basis by the Committee Chair(s), but may include:

584
585 *Library and Information Technology sub-committee*: serves as a gateway for faculty input to the
586 Office of Information Technology and the University Libraries to encourage development of
587 services and resources that support the teaching, research, and service needs of the university.
588 Duties include: providing input for the development or modification of information technology
589 and library policies; advocating for open access to information resources that support the land
590 grant mission of the university through input into policies and procedures focused on the use and
591 access to resources; providing input into the development of services that support teaching and
592 research; reporting to the Faculty Senate on information technology and library issues and
593 developments that affect campus; and representing the Faculty Senate on university committees
594 that address information technology or library services.

595

596 *The University/System Relations sub-committee:* charged with providing faculty input (1) into
597 activities of the University of Tennessee system, including Research, ORNL, Information
598 Technology, and the Cherokee Campus and (2) with the Board of Trustees and the Tennessee
599 legislature. The University/System Relations sub-committee shall work with the Finance
600 Committee to monitor the University of Tennessee system budget.

601
602 *Master Plan sub-committee:* will take the lead in Senate representation when a new master plan
603 is being developed. This sub-committee shall be charged with following and participating in
604 conversations (e.g., town halls, open forums, etc.) organized to inform said development of
605 master plan, working closely with Faculty Senate leadership to inform participation in broader
606 campus discussions, and reporting to Faculty Senate on the development and status of the master
607 plan as it is ongoing.

608
609 K. Research Council. Membership shall consist of at least 12 appointed faculty or
610 faculty/administrator representatives. The composition of the Research Council shall reflect
611 balance among externally-funded and institutionally-supported research, between research and
612 other creative activity, and among disciplines. Members must be actively engaged in research or
613 other creative activity (either tenure or non-tenure track) and be eligible to serve as a Faculty
614 Senator.

615
616 Ex-officio members: Three graduate students selected by the Graduate Student Senate will be ex-
617 officio members. In addition, the Chair may choose any number of additional ex-officio
618 members. Typical choices include, but are not limited to, the Vice Chancellor for Research, an
619 Associate or Assistant Vice Chancellor from the Office of Research and Engagement, the Dean
620 of Libraries (or designee), Associate Deans for Research or equivalents (or designees) the Vice
621 Provost for International Affairs (or designee), and the Chief Information Officer (or designee)
622 of the Office of Information Technology.

623
624 Succession: Each year near the end of the spring academic term, the Research Council shall elect
625 a Chair for the coming year. Following a vote by members of the Research Council, the Research
626 Council Chair will report to the President-Elect the name of the person recommended to chair the
627 Research Council for the coming year. This recommendation will also be documented in the
628 minutes of the Research Council. To serve as Chair of the Research Council, an individual must
629 have served at least one year on the Research Council prior to assuming the position. The
630 immediate past Chair of the Research Council will serve as an ex-officio member of the Council
631 during the next academic year.

632
633 Purpose and Scope: The purpose of the Research Council is to promote excellence in research,
634 scholarship, and other creative activity. To this end, the Research Council shall recommend
635 policy changes and advocate for the needs of research faculty. Additionally, the Research
636 Council shall initiate and support efforts which communicate an understanding of and
637 appreciation for research, scholarship, and other creative activity to the campus community and
638 the community at large. To achieve these ends, the Research Council acts as an advisory body to
639 the Office of Research, Innovation and Economic Development, the University of Tennessee –
640 Oak Ridge Innovation Institute, the University Communication Office, and other relevant
641 administrative units. The Research Council also makes recommendations for the SARIF GRA

642 Awards, the SARIF Equipment awards, the SARIF Infrastructure awards, the Chancellor's
643 Awards for Research and Creative Achievement, the Chancellor's Awards for Professional
644 Promise in Research and Creative Achievement, and the Chancellor's Awards for Success in
645 Multidisciplinary Research.

646
647 Committees: The Research Council co-administers some programs of the Office of Research and
648 Engagement, as requested by the Vice Chancellor or the Associate or Assistant Vice Chancellors
649 for Research. Areas of interest include: research incentives and support, intradisciplinary and
650 interdisciplinary research activities, compliance with state, federal and university regulations
651 governing the conduct of research, rights to and commercialization of intellectual property,
652 research infrastructure including institutional facilities, computational support, and other
653 research-related resources.

654
655 Research Centers: The Research Council shall conduct the initial phase of the periodic review of
656 research centers and units supported by and/or reporting to the Office of Research. Further, the
657 Research Council shall address the institutional policy on research grants and funding, including:
658 copyright and patent policy, the protection of investigators, the protection of human subjects of
659 research, the protection of experimental animals, and the policies affecting compliance of
660 research activities with environmental and occupational health and safety requirements. The
661 Research Council shall further work to encourage publications and the development of
662 specialized research facilities for intercollegiate and/or interdisciplinary uses in accordance with
663 any other policies pertaining to research programs.

664
665 Administrative Process: When appropriate, the Research Council shall report its actions for
666 approval to the Faculty Senate. The Office of Research and Engagement has agreed to provide a
667 member of the administrative staff to facilitate meeting functions and support the activities of the
668 Research Council.

669
670 L. Shared Governance Committee. This committee shall consist of the President (or
671 designee) plus one additional member from the following groups: Faculty Senate, Student
672 Government Association, Graduate Student Senate, Exempt Staff Council, and Non-exempt
673 staff. This is not a voting committee, nor one that generates resolutions or action items; instead,
674 this group shares information with each other regarding current and future initiatives and brings
675 constituency concerns to the table. The group works together to identify common issues of
676 concern, schedules meetings with administrators to address those issues as needed, works
677 together to enhance shared governance at the institution, and recommends issues to their shared
678 governance body for potential action. This group will compile and send a report to relevant
679 Administrators twice per year to keep communication lines open regarding the perspectives of
680 UTK employees and students.

681
682 M. Teaching and Learning Council. Membership shall consist of at least 12 appointed
683 faculty members, as well as three graduate students selected by the Graduate Student Senate in
684 consultation with the chairperson of the Teaching and Learning Council and three undergraduate
685 students selected by the Student Government Association, and/or the Director of the Honors
686 Program, in consultation with the chairperson of the Teaching and Learning Council. Two of the
687 faculty members of this committee will be an explicit liaison with the Undergraduate Council

688 and two with the Graduate Council to attend meetings and bring new curricula and policies to the
689 attention of this group. The faculty members should have currently active teaching/advising
690 responsibilities. All schools and colleges offering instruction at the graduate or undergraduate
691 level will have at least one representative. Attempts will be made to distribute the other
692 representatives among the colleges of the campuses. Ex-officio members shall include the Vice
693 Provost of Academic Affairs (or designee), the Vice Provost of Student Success (or designee),
694 the Director of Teaching & Learning Innovation, the Vice Provost for International Affairs (or
695 designee), and the Director of Online Learning.

696
697 The Teaching and Learning Council is a committee of the Faculty Senate that works to advance
698 excellence in teaching and academic advising at UTK. Areas of concern for the Teaching and
699 Learning Council include incentives for recognizing quality instruction and advising, methods
700 for improving instruction at a campus and departmental level, and guidelines for routine and
701 disciplinary evaluation of teaching, academic advising, and curriculum. For example, the
702 Teaching and Learning Council examines policy issues related to teaching on the campuses and
703 works with the chief academic officer to recognize excellence in teaching and advising. The
704 Teaching and Learning Council works with the Teaching & Learning Innovation to run a yearly
705 campus-wide program that involves faculty and staff in addressing issues central to improving
706 instruction and advising. The Teaching and Learning Council works with both the Graduate
707 School and the Teaching & Learning Innovation to develop practical means of improving and
708 rewarding instruction and advising on campus.

709
710 N. Undergraduate Council. Voting membership shall consist of representatives chosen for
711 three-year terms from the schools and colleges of the university granting baccalaureate degrees,
712 one member of the ROTC faculty, and four students designated by the Undergraduate Council.
713 Members shall be chosen in the spring term for terms to commence at the start of the next fall
714 term. Representatives shall be apportioned among the baccalaureate degree-granting units
715 according to the number of degrees granted during the prior academic year, using the following
716 table:

717

<u>Baccalaureate Degrees Granted</u>	<u>Total Undergraduate Council</u>
718 1 – 300	1
719 301 – 500	2
720 501 – 700	3
721 701 – 900	4
722 901 – 1100	5
723 1101 – 1300	6
724 1301 – 1500	7
725 1501 – 1700	8
726 1701 – 1900	9

727
728
729 In the College of Arts and Sciences, representatives shall be apportioned among the divisions of
730 Social Sciences, Humanities, and Natural Sciences. Members must hold full-time or continuing
731 part-time appointment with the rank, or equivalent rank, of lecturer, clinical instructor, assistant
732 professor or higher and (2) perform academic duties consisting of at least half-time teaching,
733 research, service or departmental administration. Ex-officio members shall be the Vice Provost

734 for Academic Affairs, the Vice Provost for Enrollment Management, the Vice Provost for
735 International Affairs, the Vice Provost for Student Success, the Associate Provost for Teaching
736 and Learning Innovation, the Dean of Libraries, and the Director of Honors and Scholars
737 Programs, or their respective designees. In addition, the administrative officer having primary
738 responsibility for undergraduate curriculum in each school or college shall serve as an ex-
739 officio member of the Undergraduate Council if that person is not a school or college
740 representative. The chairperson of the Undergraduate Council (known as the Chair) shall be a
741 faculty member from the Undergraduate Council elected for a one-year term, following a one-
742 year term as Vice Chair, by voting members of the Undergraduate Council. The election of the
743 Chair will take place at the last meeting of the spring semester.

744
745 The Undergraduate Council is charged by the Faculty Senate to set standards for admission,
746 retention, and graduation; review curricular matters in the undergraduate programs; develop
747 interdisciplinary programs; approve new programs and any other matters of educational policy
748 pertaining to undergraduate programs. Its structure and activities are governed by its Operating
749 Guidelines, which are adopted and amended by the membership of the Undergraduate Council
750 and include rules consistent with these Bylaws.

751
752 The Chair of the Undergraduate Council or faculty designee shall report actions of the
753 Undergraduate Council to the Executive Council. The report shall include the agenda and a
754 summary of substantive actions taken. The report and the minutes of the Undergraduate Council
755 meetings will be distributed or made available electronically to all senators at least five business
756 days prior to the next Faculty Senate meeting. Implementation of actions taken by the
757 Undergraduate Council occurs after approval of the report first by the Executive Council and
758 then by the Faculty Senate. The report may be approved in whole or in part , allowing for any
759 particular curricular or academic policy change to be sent back to the Undergraduate Council for
760 revision and resubmission as part of the report/minutes of a future meeting. In such cases, the
761 Faculty Senate President will communicate specific concerns to the Chair of the Undergraduate
762 Council.

763
764 **Section 3. Other Councils, Committees, and Task Forces.** The Faculty Senate or FSLT shall
765 create other councils, committees, and task forces as needed. The members of all councils,
766 committees, and task forces shall hold office for one year from the time of their appointment,
767 unless otherwise specified. Members of these councils, committees, and task forces may include
768 any faculty (unless membership is restricted to elected faculty members), as well as
769 administration, students, and staff.

770
771 **Section 4. Council or Committee Vacancies.** In the event of a vacancy in the faculty
772 membership of any council or committee, the vacancy shall be filled by action of the FSLT.

773
774 **Section 5. Council or Committee Reports.** Each committee of the Faculty Senate shall submit a
775 written report to the Faculty Senate at least once during the academic year. Additionally, a
776 written report must be submitted at the end of the academic year to the Faculty Senate President
777 that summarizes the accomplishments of the council or committee and notes issues that are still
778 under consideration.

779

780 **ARTICLE IV. Officers: Duties, Qualifications, and Resources.**

781

782 **Section 1. The President.** The President shall preside at all meetings of the Faculty Senate and
783 the Executive Council, and run the meetings according to the Bylaws and *Robert's Rules of*
784 *Order Newly Revised*. The President shall prepare an agenda for each meeting of the Faculty
785 Senate and the Executive Council in conjunction with the Administrative Assistant and FSLT.
786 The President shall include as new business at the next regular meeting of the Faculty Senate any
787 items proposed by a voting member of the Faculty Senate in accordance with Section 3 of Article
788 II of these Bylaws. The President shall represent the faculty and on all occasions be considered
789 the chief spokesperson of the Faculty Senate and the campus faculty. The President shall
790 advance shared governance through their conveyance of faculty perspectives with the
791 administration and working with other shared governance bodies such as the SGA, GSS, and
792 Staff councils to share concerns and viewpoints. The President shall be the President-Elect
793 elected during the previous year. The President shall be granted release time from an appropriate
794 amount of faculty duties as determined by discussions with the Provost's Office and their
795 College and Department, and receive other support, such as an assigned graduate assistant, for
796 the duration of their term in office.

797

798 **Section 2. The President-Elect.** The President-Elect of the Faculty Senate shall act as President
799 of the Faculty Senate in the event of the death, resignation, or other absence of the President. In
800 the event of the death or resignation of the President after January of the year as President, the
801 President-Elect assumes the office of President for the remainder of the former President's term
802 of office and the full term of President the following year. If the President shall die or resign
803 prior to January of their term of office as President, the President-Elect assumes the office of
804 President for the remainder of the former President's term of office and a special election of a
805 new President-Elect shall be held with the new President having the option to be nominated for
806 that position and elected to serve a full term as President in the following year. The President-
807 Elect shall oversee the timely operation of college, unit, or division caucuses, the election
808 process each spring, and be responsible for managing amendments to these Bylaws.

809

810 **Section 3. Past President.** The Past President advises the President and President-Elect
811 the year after their service as President and serves as Faculty Senate representative to various
812 committees as determined by the President. In the event that the President cannot serve the next
813 year as Past President (due to retirement, etc.), the President-Elect will accept nominations of
814 former Presidents of the Faculty Senate to be appointed by a vote of the Executive Council.

815

816 **Section 4. Recording Secretary.** The Recording Secretary of the Faculty Senate shall keep
817 minutes of all action taken by the Faculty Senate (there will be no verbatim reporting of remarks
818 and discussion, nor will professional titles be recorded); shall send or make available (or arrange
819 to send or make available) the meeting minutes or a summary of actions of the Senate to the
820 FSLT for distribution to the Faculty Senate and posting on the website. The Recording Secretary
821 of the Faculty Senate serves as secretary to the Executive Council . The Recording Secretary
822 shall be nominated by the Executive Council subject to approval of the Faculty Senate
823 membership to serve a one-year term. In the event of a vacancy, the Executive Council shall
824 name a replacement to serve the remainder of the Recording Secretary's current term.

825

826 **Section 5. Parliamentarian.** There shall be a Parliamentarian appointed by the President of the
827 Faculty Senate each year to assist in the conduct of the business of the Faculty Senate. In the
828 event of a vacancy, the President shall name a replacement to serve the remainder of the term.
829

830 **Section 6. Communication Officer.** There shall be a Communication Officer nominated by the
831 Executive Council subject to approval of the Faculty Senate membership to serve a one-year
832 term. The Communication Officer shall work with the caucus chairs to manage dissemination of
833 information from and to the caucuses. They will also coordinate communication across the
834 Faculty Senate committees. In the event of a vacancy, the Executive Council shall name a
835 replacement to serve the remainder of the Communication Officer's current term.
836

837 **Section 7. University Faculty Council Representative.** There shall be a representative of the
838 campus faculties elected by the Faculty Senate to serve a three-year term on the University
839 Faculty Council. The University Faculty Council is comprised of the Faculty Senate Presidents
840 and elected representatives from each UT System institution, and meets with the System
841 President and others in the System office to advise on system-level matters. The representative's
842 term of office begins on July 1 following election. The representative will attend and report on
843 the meetings of the University Faculty Council to the Faculty Senate Executive Council and the
844 Faculty Senate.
845

846 If for any reason a representative is not able to complete their term, the Faculty Senate Executive
847 Council shall appoint an individual to complete the remainder of the current three-year term.
848

849 **Section 8. Tennessee University Faculty Senates Representative.** The Faculty Senate
850 President is the voting representative to the Tennessee University Faculty Senates (TUFS). There
851 shall also be a representative of the campus faculties elected by the Faculty Senate Executive
852 Council to serve a three-year term on the Tennessee University Faculty Senates who shall also
853 attend the TUFS meetings. TUFS is a body representing each of the faculties of the public
854 institutions across the state of Tennessee. The representative's term of office begins on July 1
855 following election. The representative will attend and report on the meetings of TUFS to the
856 Faculty Senate Executive Council and the Faculty Senate. The representative will serve as a
857 voting member for the campus if the Faculty Senate President is not able to attend a meeting.
858

859 **Section 9. COIA Representative.** The Faculty Senate has two voting representatives to the
860 Coalition on Intercollegiate Athletics (COIA), the Faculty Senate President and a second
861 representative elected by the Faculty Senate Executive Council to serve a three-year term. The
862 representative's term of office begins on July 1 following election. The representative will
863 attend COIA meetings and serve as a voting member for the campus if the Faculty Senate
864 President is not able to attend the annual meeting. The COIA representative will attend and
865 report on activities of COIA to the Faculty Senate Executive Council and the Faculty Senate.
866

867 **Section 10. Faculty Representative to the UTK Advisory Board.** A representative of the UTK
868 campus faculty will be elected by the Faculty Senate to serve a two-year term on the UTK
869 Campus Advisory Board. Nominees will be solicited by the Committee on Nominations and
870 Appointments . Up to two nominees will be presented for election by the full Faculty Senate
871 for election in the spring (in alternate years) to help avoid potential conflicts that could result

872 from having a faculty representative who has supervisory responsibilities over a student
873 representative. The faculty representative’s term of office begins on July 1 following election.
874 The representative will attend and report to the Faculty Senate Executive Council and the Faculty
875 Senate as needed. If for any reason a representative is not able to complete the term, the Faculty
876 Senate Executive Council shall appoint an individual to complete the remainder of the term.

877
878 **ARTICLE V. Amendments.**

879
880 The Faculty Senate shall have the power to make, amend, and repeal these Bylaws by a vote of
881 two-thirds of the voting members present at regular or special meetings of the Faculty Senate at
882 which a quorum is present, provided that any proposed changes shall have been submitted to the
883 members of the Faculty Senate at least 28 days before the meeting at which the vote on them
884 shall be taken. All changes to these Bylaws shall be documented and placed on the Faculty
885 Senate website at a location proximate to these Bylaws in a document titled, “Chronology of
886 Amendments and Revisions to Faculty Senate Bylaws, 1971-Present.”

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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.

900
901
902
903
904
905
906
907
908
909

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

910