

## **AGENDA**

### **UTHSC Faculty Senate Meeting**

**May 14, 2019**

- A. Approval of Minutes
- B. Speakers: Thomas C. Laughner, Director, Teaching and Learning Center; and Robert Hatfield, MLS student, Mobility Implantation Planning sessions.
- C. University Faculty Council report – Phyllis Richey
- D. Nominations for Faculty Senate officers –  
    President-elect: Richard Smith  
    Secretary: Laura Reed
- E. Nomination for University Faculty Council Representative: Martin Donaldson
- F. Faculty Senate elections
- G. Evaluation of Administrators: Faculty Feedback Action – Richard Smith
- H. Vote on Amendment to Revised Faculty Senate Bylaws
- I. Vote on Amended Faculty Senate Bylaws
- J. Faculty Senate committee reports
- K. Adjournment

*Next Faculty Senate meeting: June 11, 2019*

**APPENDIX B – BYLAWS OF UTHSC FACULTY SENATE**

Revised September 14, 1993  
 Amended February 11, 1997  
 Amended April 13, 1999  
 Amended Nov 14, 2006

**Article I. Name**

The name of this organization is the Faculty Senate of The University of Tennessee Health Science Center ([UTHSC](#)) (hereafter called *Faculty Senate*).

**Article II. Purpose**

The Faculty Senate exists to represent the [UTHSC](#) faculty as its sole elected body and to provide a systematic means for faculty participation in the affairs of The University of Tennessee.

**Article III. Members**

**Section 1. Membership Categories**

The two categories of members are voting elected and nonvoting *ex officio*. *Ex officio* members are the President of The University of Tennessee; the Chancellor of the University of Tennessee Health Science Center; the Chief Academic and Student Affairs ~~Officers or the equivalent~~[Officer](#); Deans of all colleges ~~or the equivalent~~; and ~~presidents~~[president](#) of the faculty organizations of the colleges or the equivalent.

**Section 2. Eligibility for Membership**

Faculty members with regular full-time, part-time, or emeritus appointments are eligible to be senators. The number of senators representing a department or the equivalent is based on the total number of faculty with primary appointments in the department, excluding those with volunteer, affiliated, adjunct and emeritus appointments. Each department or the equivalent has one elected senator for every fifteen full-time faculty members ([15 FTEs](#)) or fraction thereof. In each department or the equivalent, the total number of full-time ~~equivalent~~ faculty members equals the ~~number sum~~ of regular ~~part-time~~ faculty members multiplied by ~~the mean their~~ percentage ~~effort~~ of ~~part-time faculty in the relevant college or the equivalent plus the number of regular~~ full-time ~~faculty members~~[effort](#).

Each college or the equivalent has at least eight elected senators. A college with fewer than eight departments or the equivalent elects the additional senators as members at large.

No more than one departmental [division chief](#)/chairperson may be elected from a college or the equivalent- ~~Each college or the equivalent may elect one chairperson as an additional member at large to serve on the Faculty Senate.~~

Administrative faculty members above the level of ~~chairperson~~[chair](#) are not eligible for election to the Faculty Senate.

Faculty at the Graduate School of Medicine, Knoxville and the Chattanooga unit each have two senators elected as members-at-large. Faculty of The University of Tennessee College of Social Work, Memphis Location have one senator elected as a member at large; this senator has all the rights and privileges of a voting member, except eligibility for election as an officer or a member of the Executive Committee.

**Section 3. Election of Senators and Term of Office**

Senators are elected at least one month prior to the annual business meeting of the Faculty Senate for a

| term of three years ~~beginning at the regularly scheduled date of the annual business meeting of the Faculty~~

~~Senate.~~ The term begins on July 1 of the year in which the faculty member is elected and ends on June 30 of the third year in office. A senator can serve no more than three consecutive terms. Each college must stagger elections so that no more than half its senators are elected annually.

#### Section 4. Penalties

A senator who is absent from three consecutive meetings without appointing a substitute may be removed from the Faculty Senate. ~~For this purpose, a~~ by vote of the Faculty Senate Executive Committee. A substitute, is defined as a faculty member from that senator's electoral unit ~~who actually, may attend in place of a Senator, provided that the Senate President is notified in writing of the proxy's identity prior to the beginning of the Senate meeting at which the proxy attends~~ the Faculty Senate meeting.

#### Section 5. Vacancies

In case of a vacancy in the Faculty Senate due to resignation, leave of absence, or other cause, the appropriate department or college faculty elects a successor to serve as senator for the unexpired term.

#### ~~Section 6. Senators Outside Shelby County~~

~~Unless their presence is specifically requested, senators based outside Shelby County are not required to attend Faculty Senate meetings.~~

### Article IV. Officers

#### Section 1. Titles and Responsibilities

The four officers of the Faculty Senate are the President, President-Elect, immediate Past President, and Secretary ~~Treasurer~~. Their responsibilities are as follows:

##### **President**

1. Presides at all meetings of the Faculty Senate.
2. Is the chief spokesperson and representative for the Faculty Senate and faculty of the University of Tennessee Health Science Center.
3. Serves as an *ex officio* member of all committees of the Faculty Senate.
- ~~Presents~~ 4. Prepares and presents the annual report at the annual business meeting of the Faculty Senate.
- ~~1. Oversees the budget and, together with the Secretary Treasurer, may authorize expenditures.~~
5. Requests authorization for expenditures from the Administrative unit responsible for supporting the Faculty Senate. Such requests may also be made by resolution of the Faculty Senate Executive Committee or the full Faculty Senate. The resolution carries by a simple majority of those voting.
6. Serves to evaluate faculty grievances as described in Section 7 of the Faculty Handbook.
7. Serves as a UTHSC representative to the University of Tennessee Faculty Council.
8. Serves as a UTHSC representative to the Tennessee University Faculty Senates.

##### **President-Elect**

1. Acts as President in the absence of the President.
  - ~~1. Prepares the budget of the Faculty Senate for the succeeding year.~~
2. Maintains current copies of the bylaws and procedures manual [on the Faculty Senate Website](#).
  - ~~2. Presides over meetings of the Executive Committee when the Executive Committee deals with grievances.~~
3. Assumes responsibility for the annual Faculty Senate elections.
4. Serves as chair of the Faculty Senate Grievance Committee as described in Section 7 of the Faculty Handbook.

**Past President**

1. Serves as an advisor to the President and the Executive Committee.

**Secretary ~~Treasurer~~**

1. Prepares and distributes meeting notices and agendas for Executive Committee and Faculty Senate meetings.
2. Prepares, distributes, and maintains the minutes of all actions taken by the Faculty Senate and the Executive Committee.
3. Prepares ~~the annual report~~ and ~~other~~ presents reports as appropriate requested.
4. Maintains current lists of senators and committee members.
  1. ~~Together with the President, may authorize expenditures.~~
  2. ~~Assists the President-Elect in preparing the succeeding year's budget.~~
5. Records attendance at Executive Committee and Faculty Senate meetings.
6. Distributes updated copies of the bylaws or procedures manual to the senators whenever appropriate.
7. Assists the President-elect with annual Faculty Senate elections as needed.

**Section 2. Nomination, Election, and Term of Office**

Candidates for President-Elect and Secretary ~~Treasurer~~ are nominated by the Executive Committee of the Faculty Senate approximately one month prior to the annual business meeting of the Faculty Senate.

Additional nominations may be submitted to the Faculty Senate President with the support of two senators up to ten days prior to the election, allowing information for all pre-announced candidates to be electronically distributed prior to the election.

The slate of candidates is submitted to all faculty senators at least ten days before the election. Nominations are also accepted from the floor prior to the election.

Officers are elected by majority anonymous vote ~~in a secret ballot~~ at the annual business meeting of the Faculty Senate. Term Confidential votes (email to the Secretary or designee) are permissible for senators connecting remotely to the Senate meeting if the technology for remote anonymous voting is not available at the time of voting. The term of office for the four officers is for one year ~~from the annual business meeting of the Faculty Senate~~ beginning July 1 of the year they are elected and ending on June 30 of the next year.

**Section 3. Restrictions on Holding Office**

The President and President-Elect cannot be from the same college. For this purpose, faculty in the basic science departments and in the clinical medicine departments of the College of Medicine are regarded as being in separate colleges.

An individual may not serve more than two terms as Faculty Senate President.

An individual may not serve more than two terms as Faculty Senate Secretary.

**Section 4. Vacancies**

If the office of President becomes vacant, the President-Elect fills this vacancy. If the office of President-Elect or Secretary becomes vacant for this or other cause, the Executive Committee nominates replacement candidates, and an election is held at the next meeting of the Faculty Senate. ~~If the office of Secretary-Treasurer becomes vacant, the Executive Committee appoints a replacement to serve as acting Secretary-Treasurer until confirmation as Secretary-Treasurer by the Faculty Senate.~~ Only elected Senators or current officeholders can be elected or appointed to office.

**Article V. Senate Representatives For External Organizations Meetings ~~Section 1. Regular Meetings and Annual Business Meeting~~**

Representatives to the University of Tennessee Faculty Council and Tennessee University Faculty Senates  
Representatives are nominated and elected following the procedures described in Article 4, Sections 2 and 3.

An individual may not serve more than two terms as Faculty Senate Representative to the University of Tennessee Faculty Council or the Tennessee University Faculty Senates.

**Article VI. Faculty Representative to the Campus Advisory Board**

**Section 1. Eligibility**

Faculty members who have held full-time appointments on UTHSC faculty for five (5) or more years, and have experience in at least two areas of the UTHSC mission (i.e., teaching, research, clinical care, and/or service) are eligible to be the faculty representative to the Campus Advisory Board.

The term “full-time faculty member” refers to a person whose official employment status is both “full-time” and “faculty” and who is engaged full-time in teaching, research, clinical care and/or service and who does not simultaneously hold an administrative appointment; provided that holding an appointment as an academic program director will not disqualify a faculty member as long as the responsibilities of an academic program director are not substantially the same as those of an academic department head/chair (for example, performing annual faculty performance reviews and making recommendations to the dean on retention, promotion, and tenure of other faculty members).

**Section 2. Nomination and Election**

Candidates for Faculty Representative to the Campus Advisory Board may be nominated by any full-time UTHSC faculty member or faculty administrator prior to the March Faculty Senate meeting. Biographical information and a statement (one page total) from each candidate must be submitted to the Faculty Senate Secretary at least twelve days prior to the April Faculty Senate meeting, thus allowing the slate of candidates to be distributed to all faculty senators ten days before the election is conducted at the April Senate meeting. The election is initially conducted following the procedures described in Article IV, Section 2. If no candidate receives greater than fifty (50) percent of the votes cast, a run-off election will immediately follow the initial election. The run-off election slate will consist of the two candidates with the highest number of votes in the first election. In the case of a tie vote in the run-off election, one of the two Representative candidates will be chosen by vote of the Campus Advisory Board. The election shall be conducted and completed no later than April 15 of the year of appointment. The term of office begins on July 1 of the year in which the representative is elected and terminates on June 30 two years later.

**Section 3. Restrictions on Holding Office**

The term of office for the Campus Advisory Board Representative is for two years as prescribed by Tennessee State law. A faculty member may not serve more than two terms as representative to the Campus Advisory Board.

**Section 4. Vacancies**

If the office of Faculty Representative to the Campus Advisory Board becomes vacant, the Governor of the State of Tennessee shall appoint a faculty member satisfying the requirement as a successor for the remainder of the term.

## Article VII. Meetings

### Section 1. Regular Meetings and Annual Business Meeting

The Faculty Senate holds a June business meeting ~~for the election of officers~~ and at least five regular meetings annually. Presentation of the Annual Senate Report, Senate Awards and the election of officers occurs at the June business meeting.

### **Section 2. Special Meetings**

Special meetings of the Faculty Senate are called by the President or Executive Committee or by written request of ten senators. A minimum notice of three days must be given for a special meeting except in an emergency. The purpose of the meeting must be stated in the call, and the meeting must be limited to the stated purpose.

### **Section 3. Voting and Quorum**

Voting at meetings of the Faculty Senate is by show of hands or voice unless the majority present request a vote by ~~secret~~anonymous ballot. All elections are conducted by ~~secret~~anonymous ballot. A quorum comprises 20 (twenty) elected members of the Faculty Senate. If a senator cannot attend a meeting, the chosen substitute has all the rights, powers, and privileges of the absentee member, including voting rights. Provision should, when possible, be made for anonymous online voting for members participating at remote locations.

## ~~Article VI~~Article VIII. Executive Committee

### **Section 1. Members**

The Executive Committee is comprised of the elected officers of the Faculty Senate and at least one representative from each of the colleges or the equivalent. A college or the equivalent with more than fifteen departments elects an additional representative for each additional fifteen departments or fraction thereof. ~~The Executive Committee elects as their chairperson either the immediate Past President or the President of the Faculty Senate. The President of The University of Tennessee and the Chancellor of the University of Tennessee Health Science Center are ex officio members~~ Administrative faculty members at or above the level of division chief/chairperson are not eligible for election to the Faculty Senate Executive Committee.

### **Section 2. Responsibilities**

The Executive Committee nominates officers for the annual elections of the Faculty Senate, recommends members and chairs, reviews assignments to standing committees with the consent of the Faculty Senate, and establishes special committees. It represents the Faculty Senate in meetings with the administration and other campus and off-campus groups and handles emergency and interim business between Faculty Senate meetings. Specific responsibilities of the Executive Committee are as follows:

1. Implements ~~Specific responsibilities of the Executive Committee are as follows:~~ Faculty Senate bylaws.
2. Provides oversight of goals, committee assignments, and reports.
3. Serves as the Faculty Senate liaison to the administration.
  - ~~1. Interaction with the state legislature and lobbyists.~~
  - ~~2. Faculty Handbook of The University of Tennessee Health Science Center.~~

~~Faculty~~4. Provides oversight of all work performed by the senate standing committees

5. Oversees evaluation of administrators (Section 2.3.7.8).

6. Conducts faculty grievances. (Counsels, arbitrates, or intercedes on behalf of faculty, as described in the Faculty Handbook.)  
~~Faculty Handbook.)~~

~~Assistance~~7. Assists in recruiting and screening administrators for campus or system appointments. (Lends its counsel to the development of criteria and procedures for recruiting and screening candidates and assists in the selection of its faculty representatives on search committees.)

### Section 3. Election and Term of Office

Each Executive Committee member representing a college or the equivalent is elected for a term of one year ~~at a~~, beginning July 1 of the year in which the member is elected and ending on June 30 of the following year. The election is conducted in a face-to-face or online meeting of the faculty senators who represent the ~~pertinent~~ college or the equivalent. The current FSEC member(s) from that college or equivalent serve as chairperson(s) of the meeting. This election should be held during the month preceding the annual election of Faculty Senate officers.

### Section 4. Vacancies

#### ~~Section 4. Vacancies~~

Vacancies on the Executive Committee occurring during the term of office are filled for the unexpired portion of the term by election at a meeting of the faculty senators who represent the pertinent college or the equivalent.

## Article ~~VII~~X. Committees

### Section 1. Standing Committees

The Executive Committee of the Faculty Senate appoints the members of the standing committees for confirmation at a regularly scheduled meeting of the Faculty Senate. All members of the standing committees are elected faculty senators: with the goal of representing as many colleges as feasible on each committee. Committees are free to invite other faculty or administrators to attend committee meetings.

### Section 2. Special Committees

The Executive Committee appoints special committees when the need arises.

## Article ~~VIII~~X. Parliamentary Authority

### Section 1. Parliamentarian

A Parliamentarian is appointed annually by the President and approved by the Faculty Senate.

### Section 2. Reference for Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* only govern balloting procedures in the Faculty Senate and in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order ~~the~~ Faculty Senate Executive Committee. Robert's Rules may adopt be used to govern all other portions of these meetings if called for by a majority vote of those present at the meeting.

## Article ~~IX~~XI. Amendment of Bylaws



These bylaws may be amended by ~~a~~[an anonymous](#) vote of two-thirds of the elected members of the Faculty Senate present at any regular or special meeting. Proposed amendments must be distributed in writing to the faculty senators at least ten days in advance of the meeting [and discussed prior to voting](#).

### [Article XII. Enabling Resolution](#)

The enabling resolution for the Faculty Senate of the [University of Tennessee Health Science Center] was passed by the Board of Trustees of The University of Tennessee in September 1971. This enabling resolution represents the constituting document under which the Faculty Senate was established and currently operates.[Footnote 1](#)

#### RESOLUTION

#### FACULTY SENATE OF THE [UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER]

Whereas the separate Faculties of [The University of Tennessee Health Science Center] have exercised through faculty meetings and committees of the several colleges certain functions related to the development of the educational policies of the University;

Whereas these functions can be more effectively performed through a smaller, more formally organized group than the Faculty as a whole; and

Whereas a need exists for more effective channels through which the Administration may seek the counsel and judgment of the Faculty about matters of concern to the University;

It is therefore resolved that a Faculty Senate of the [University of Tennessee Health Science Center] be organized, subject to the following stipulations:

1. That the Senate operate in accordance with the bylaws which are hereby approved;
2. That the Senate include authorized administrative officers of The University of Tennessee Health Science Center and of its various academic divisions;
3. That the Senate include elected representatives from each academic division, to be elected in such numbers and by such means as are set forth in the Bylaws.
4. That the Senate may consider any subject pertaining to interests of the [University of Tennessee Health Science Center -] and make recommendations to the Chancellor and the Board of Trustees in regard thereto. Decisions of the Senate with respect to matters within its jurisdiction shall constitute the binding action of the [UTHSC] faculties. Jurisdiction over academic policies shall reside in the faculties of the several schools and colleges; but, insofar as actions by these several faculties affect [UTHSC] policy as a whole, or schools or colleges other than the one in which they originate, they shall be brought before the Senate.
5. That the Senate shall elect annually a Committee on Committees which shall make nominations for elective members of such educational committees as the bylaws may provide and such other committees as the Senate may authorize, and that following such nominations the Senate shall elect such committees;[Footnote 1](#)

6. That the Senate shall have no management or administrative functions either in itself or through its committees, administrative matters being expressly reserved to the Chancellor of the [UTHSC] and the President of the University, as delegated by the Board of Trustees;
7. That a copy of this resolution be appended to the Bylaws, and be considered a part of the constituting document of the Faculty Senate of [UTHSC].

[Footnote 1: All responsibilities of the earlier Committee on Committees are performed by the Faculty Senate Executive Committee.](#)

## APPENDIX B – BYLAWS OF UTHSC FACULTY SENATE

Revised September 14, 1993  
Amended February 11, 1997  
Amended April 13, 1999  
Amended Nov 14, 2006

### Article I. Name

The name of this organization is the Faculty Senate of The University of Tennessee Health Science Center (UTHSC) (hereafter called *Faculty Senate*).

### Article II. Purpose

The Faculty Senate exists to represent the UTHSC faculty as its sole elected body and to provide a systematic means for faculty participation in the affairs of The University of Tennessee.

### Article III. Members

#### Section 1. Membership Categories

The two categories of members are voting elected and nonvoting *ex officio*. *Ex officio* members are the President of The University of Tennessee; the Chancellor of the University of Tennessee Health Science Center; the Chief Academic and Student Affairs Officer; Deans of all colleges; and president of the faculty organizations of the colleges or the equivalent.

#### Section 2. Eligibility for Membership

Faculty members with regular full-time, part-time, or emeritus appointments are eligible to be senators. The number of senators representing a department or the equivalent is based on the total number of faculty with primary appointments in the department, excluding those with volunteer, affiliated, adjunct and emeritus appointments. Each department or the equivalent has one elected senator for every fifteen full-time faculty members (15 FTEs) or fraction thereof. In each department or the equivalent, the total number of full-time equivalent faculty members equals the sum of regular faculty members multiplied by their percentage of full-time effort.

Each college or the equivalent has at least eight elected senators. A college with fewer than eight departments or the equivalent elects the additional senators as members at large.

No more than one departmental division chief/chairperson may be elected from a college or the equivalent to serve on the Faculty Senate.

Administrative faculty members above the level of chair are not eligible for election to the Faculty Senate. Faculty at the Graduate School of Medicine, Knoxville and the Chattanooga unit each have two senators elected as members-at-large. Faculty of The University of Tennessee College of Social Work, Memphis Location have one senator elected as a member at large; this senator has all the rights and privileges of a voting member, except eligibility for election as an officer or a member of the Executive Committee.

#### Section 3. Election of Senators and Term of Office

Senators are elected at least one month prior to the annual business meeting of the Faculty Senate for a term of three years. The term begins on July 1 of the year in which the faculty member is elected and ends on June 30 of the third year in office. A senator can serve no more than three consecutive terms. Each college must stagger elections so that no more than half its senators are elected annually.

#### **Section 4. Penalties**

A senator who is absent from three consecutive meetings without appointing a substitute may be removed from the Faculty Senate by vote of the Faculty Senate Executive Committee. A substitute, is defined as a faculty member from that senator's electoral unit, may attend in place of a Senator, provided that the Senate President is notified in writing of the proxy's identity prior to the beginning of the Senate meeting at which the proxy attends.

#### **Section 5. Vacancies**

In case of a vacancy in the Faculty Senate due to resignation, leave of absence, or other cause, the appropriate department or college faculty elects a successor to serve as senator for the unexpired term.

### **Article IV. Officers**

#### **Section 1. Titles and Responsibilities**

The four officers of the Faculty Senate are the President, President-Elect, immediate Past President, and Secretary. Their responsibilities are as follows:

##### ***President***

1. Presides at all meetings of the Faculty Senate.
2. Is the chief spokesperson and representative for the Faculty Senate and faculty of the University of Tennessee Health Science Center.
3. Serves as an *ex officio* member of all committees of the Faculty Senate.
4. Prepares and presents the annual report at the annual business meeting of the Faculty Senate.
5. Requests authorization for expenditures from the Administrative unit responsible for supporting the Faculty Senate. Such requests may also be made by resolution of the Faculty Senate Executive Committee or the full Faculty Senate. The resolution carries by a simple majority of those voting.
6. Serves to evaluate faculty grievances as described in Section 7 of the Faculty Handbook.
7. Serves as a UTHSC representative to the University of Tennessee Faculty Council.
8. Serves as a UTHSC representative to the Tennessee University Faculty Senates.

##### ***President-Elect***

1. Acts as President in the absence of the President.
2. Maintains current copies of the bylaws and procedures manual on the Faculty Senate Website.
3. Assumes responsibility for the annual Faculty Senate elections.
4. Serves as chair of the Faculty Senate Grievance Committee as described in Section 7 of the Faculty Handbook.

##### ***Past President***

1. Serves as an advisor to the President and the Executive Committee.

##### ***Secretary***

1. Prepares and distributes meeting notices and agendas for Executive Committee and Faculty Senate meetings.
2. Prepares, distributes, and maintains the minutes of all actions taken by the Faculty Senate and the Executive Committee.
3. Prepares and presents reports as requested.
4. Maintains current lists of senators and committee members.

5. Records attendance at Executive Committee and Faculty Senate meetings.
6. Distributes updated copies of the bylaws or procedures manual to the senators whenever appropriate.
7. Assists the President-elect with annual Faculty Senate elections as needed.

**Section 2. Nomination, Election, and Term of Office**

Candidates for President-Elect and Secretary are nominated by the Executive Committee of the Faculty Senate approximately one month prior to the annual business meeting of the Faculty Senate. Additional nominations may be submitted to the Faculty Senate President with the support of two senators up to ten days prior to the election, allowing information for all pre-announced candidates to be electronically distributed prior to the election. The slate of candidates is submitted to all faculty senators at least ten days before the election. Nominations are also accepted from the floor prior to the election. Officers are elected by majority anonymous vote at the annual business meeting of the Faculty Senate. Confidential votes (email to the Secretary or designee) are permissible for senators connecting remotely to the Senate meeting if the technology for remote anonymous voting is not available at the time of voting. The term of office for the four officers is for one year beginning July 1 of the year they are elected and ending on June 30 of the next year.

**Section 3. Restrictions on Holding Office**

The President and President-Elect cannot be from the same college. For this purpose, faculty in the basic science departments and in the clinical medicine departments of the College of Medicine are regarded as being in separate colleges.

An individual may not serve more than two terms as Faculty Senate President.  
An individual may not serve more than two terms as Faculty Senate Secretary.

**Section 4. Vacancies**

If the office of President becomes vacant, the President-Elect fills this vacancy. If the office of President-Elect or Secretary becomes vacant for this or other cause, the Executive Committee nominates replacement candidates, and an election is held at the next meeting of the Faculty Senate. Only elected Senators or current officeholders can be elected or appointed to office.

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Representatives are nominated and elected following the procedures described in Article 4, Sections 2 and 3.

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The term “full-time faculty member” refers to a person whose official employment status is both “full-time” and “faculty” and who is engaged full-time in teaching, research, clinical care and/or service and who does not simultaneously hold an administrative appointment; provided that holding an appointment as an academic program director will not disqualify a faculty member as long as the responsibilities of an academic program director are not substantially the same as those of an academic department head/chair (for example, performing annual faculty performance reviews and making recommendations to the dean on retention, promotion, and tenure of other faculty members).

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## **Section 3. Restrictions on Holding Office**

The term of office for the Campus Advisory Board Representative is for two years as prescribed by Tennessee State law. A faculty member may not serve more than two terms as representative to the Campus Advisory Board.

## **Section 4. Vacancies**

If the office of Faculty Representative to the Campus Advisory Board becomes vacant, the Governor of the State of Tennessee shall appoint a faculty member satisfying the requirement as a successor for the remainder of the term.

## **Article VII. Meetings**

### **Section 1. Regular Meetings and Annual Business Meeting**

The Faculty Senate holds a June business meeting and at least five regular meetings annually. Presentation of the Annual Senate Report, Senate Awards and the election of officers occurs at the June business meeting.

### **Section 2. Special Meetings**

Special meetings of the Faculty Senate are called by the President or Executive Committee or by written request of ten senators. A minimum notice of three days must be given for a special meeting except in an emergency. The purpose of the meeting must be stated in the call, and the meeting must be limited to the stated purpose.

### **Section 3. Voting and Quorum**

Voting at meetings of the Faculty Senate is by show of hands or voice unless the majority present request a vote by anonymous ballot. All elections are conducted by anonymous ballot. A quorum comprises 20 (twenty) elected members of the Faculty Senate. If a senator cannot attend a meeting, the chosen substitute has all the rights, powers, and privileges of the absentee member, including voting rights. Provision should, when possible, be made for anonymous online voting for members participating at remote locations.

## **Article VIII. Executive Committee**

### **Section 1. Members**

The Executive Committee is comprised of the elected officers of the Faculty Senate and at least one representative from each of the colleges or the equivalent. A college or the equivalent with more than fifteen departments elects an additional representative for each additional fifteen departments or fraction thereof. Administrative faculty members at or above the level of division chief/chairperson are not eligible for election to the Faculty Senate Executive Committee.

### **Section 2. Responsibilities**

The Executive Committee nominates officers for the annual elections of the Faculty Senate, recommends members and chairs, reviews assignments to standing committees with the consent of the Faculty Senate, and establishes special committees. It represents the Faculty Senate in meetings with the administration and other campus and off-campus groups and handles emergency and interim business between Faculty Senate meetings. Specific responsibilities of the Executive Committee are as follows:

1. Implements Faculty Senate bylaws.
2. Provides oversight of goals, committee assignments, and reports.
3. Serves as the Faculty Senate liaison to the administration.
4. Provides oversight of all work performed by the senate standing committees
5. Oversees evaluation of administrators (Section 2.3.7.8).
6. Conducts faculty grievances. (Counsels, arbitrates, or intercedes on behalf of faculty, as described in the *Faculty Handbook*.)
7. Assists in recruiting and screening administrators for campus or system appointments. (Lends its counsel to the development of criteria and procedures for recruiting and screening candidates and assists in the selection of its faculty representatives on search committees.)

### **Section 3. Election and Term of Office**

Each Executive Committee member representing a college or the equivalent is elected for a term of one year, beginning July 1 of the year in which the member is elected and ending on June 30 of the following year. The election is conducted in a face-to-face or online meeting of the faculty senators who represent the college or the equivalent. The current FSEC member(s) from that college or equivalent serve as chairperson(s) of the meeting. This election should be held during the month preceding the annual election of Faculty Senate officers.

### **Section 4. Vacancies**

Vacancies on the Executive Committee occurring during the term of office are filled for the unexpired portion of the term by election at a meeting of the faculty senators who represent the pertinent college or the equivalent.

## **Article IX. Committees**

### **Section 1. Standing Committees**

The Executive Committee of the Faculty Senate appoints the members of the standing committees for confirmation at a regularly scheduled meeting of the Faculty Senate. All members of the standing committees are elected faculty senators with the goal of representing as many colleges as feasible on each committee. Committees are free to invite other faculty or administrators to attend committee meetings.

## **Section 2. Special Committees**

The Executive Committee appoints special committees when the need arises.

### **Article X. Parliamentary Authority**

#### **Section 1. Parliamentarian**

A Parliamentarian is appointed annually by the President and approved by the Faculty Senate.

#### **Section 2. Reference for Rules of Order**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* only govern balloting procedures in the Faculty Senate and Faculty Senate Executive Committee. Robert's Rules may be used to govern all other portions of these meetings if called for by a majority vote of those present at the meeting.

### **Article XI. Amendment of Bylaws**

These bylaws may be amended by an anonymous vote of two-thirds of the elected members of the Faculty Senate present at any regular or special meeting. Proposed amendments must be distributed in writing to the faculty senators at least ten days in advance of the meeting and discussed prior to voting.

### **Article XII. Enabling Resolution**

The enabling resolution for the Faculty Senate of the [University of Tennessee Health Science Center] was passed by the Board of Trustees of The University of Tennessee in September 1971. This enabling resolution represents the constituting document under which the Faculty Senate was established and currently operates.<sup>Footnote 1</sup>

#### **RESOLUTION**

#### **FACULTY SENATE OF THE [UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER]**

Whereas the separate Faculties of [The University of Tennessee Health Science Center] have exercised through faculty meetings and committees of the several colleges certain functions related to the development of the educational policies of the University;

Whereas these functions can be more effectively performed through a smaller, more formally organized group than the Faculty as a whole; and

Whereas a need exists for more effective channels through which the Administration may seek the counsel and judgment of the Faculty about matters of concern to the University;

It is therefore resolved that a Faculty Senate of the [University of Tennessee Health Science Center] be organized, subject to the following stipulations:

1. That the Senate operate in accordance with the bylaws which are hereby approved;
2. That the Senate include authorized administrative officers of The University of Tennessee Health Science Center and of its various academic divisions;



3. That the Senate include elected representatives from each academic division, to be elected in such numbers and by such means as are set forth in the Bylaws.
4. That the Senate may consider any subject pertaining to interests of the [University of Tennessee Health Science Center] and make recommendations to the Chancellor and the Board of Trustees in regard thereto. Decisions of the Senate with respect to matters within its jurisdiction shall constitute the binding action of the [UTHSC] faculties. Jurisdiction over academic policies shall reside in the faculties of the several schools and colleges; but, insofar as actions by these several faculties affect [UTHSC] policy as a whole, or schools or colleges other than the one in which they originate, they shall be brought before the Senate.
5. That the Senate shall elect annually a Committee on Committees which shall make nominations for elective members of such educational committees as the bylaws may provide and such other committees as the Senate may authorize, and that following such nominations the Senate shall elect such committees;<sup>Footnote 1</sup>
6. That the Senate shall have no management or administrative functions either in itself or through its committees, administrative matters being expressly reserved to the Chancellor of the [UTHSC] and the President of the University, as delegated by the Board of Trustees;
7. That a copy of this resolution be appended to the Bylaws, and be considered a part of the constituting document of the Faculty Senate of [UTHSC].

**Footnote 1:** All responsibilities of the earlier Committee on Committees are performed by the Faculty Senate Executive Committee.

## **Section 2. Eligibility for Membership**

Faculty members with regular full-time, part-time, or emeritus appointments are eligible to be senators. The number of senators representing a department or the equivalent is based on the total number of faculty with primary appointments in the department, excluding those with volunteer, affiliated, adjunct and emeritus appointments. Each department or the equivalent has one elected senator for every fifteen full-time faculty members (15 FTEs) or fraction thereof. In each department or the equivalent, the total number of full-time faculty members equals the number of regular part-time faculty members multiplied by the mean percentage effort of part-time faculty in the relevant college or the equivalent plus the number of regular full-time faculty members.

Each college or the equivalent has at least eight elected senators. A college with fewer than eight departments or the equivalent elects the additional senators as members at large.

No more than one departmental chairperson may be elected from a college or the equivalent. Each college or the equivalent that has no chairperson elected from any department in the college may elect one chairperson as a member at large. A chair elected at large is included in the overall number of senators for that college.

Administrative faculty members above the level of chairperson are not eligible for election to the Faculty Senate.

No matter the location, all recognized departments into which faculty members are appointed will elect senators for representation on the faculty Senate as per the guidelines set forth in these bylaws. A recognized department has an assigned or appointed department Chair and is an entity into which faculty members can be legitimately appointed for purposes of tenure.

Richard A. Smith, Ph.D., Associate Professor & Graduate Program Director  
College of Medicine, Orthopaedic Surgery & BME  
Candidate for President-Elect  
UTHSC Faculty Senate  
2019-2020

I have worked at UTHSC since 1983, and currently have my tenure in the Orthopaedic Surgery Department. I have represented the Department and Campbell Clinic at over 100 local, national and international research conferences. I have brought in extramural funding from NIH, DOD, private Foundations and Industry.

I have been the UTHSC Graduate Program Director for the Joint Graduate Program in Biomedical Engineering since 2011. I am the Course Coordinator for two BME core graduate courses and provide lectures in several other graduate courses including three lectures per year to our Orthopaedic Surgery residents and medical students. I have frequently served as a judge for graduate research day, am currently serving on 4 PhD Dissertation committees (1 as co-advisor) and one MS Thesis committee. My summer research students have included 18 medical students, 9 College of Allied Health Science CLS (Masters) Students, and 18 undergraduate students. I also participate in the UTHSC College of Medicine Faculty/Peer Mentor Program (MPOWER).

I have served three previous terms on the UTHSC Faculty Senate from 2003-2012, serving as Chair of the Education Policy Committee and as Secretary/Treasurer for two years, and am currently serving again on the faculty senate as Chair of the Faculty Affairs Committee and Executive Committee member representing the College of Medicine-clinical. I have received two 'Exceptional Meritorious Achievement' Awards and was voted 2017-2018 Senator of the Year.

I am currently or have served on the following UTHSC committees: Faculty Affairs Working Group, Faculty Grievance Committee, Quality Enhancement program (QEP) Steering Committee and Assessment subcommittee, Faculty Resource Fair and Social Planning Committee, UTHSC Graduate Studies Council, Orthopaedic Surgery Departmental Research Committee & P&T committee, BME Joint Program Level A Exam Committee, Faculty Search Committee.

I am honored to be nominated as a candidate for President-Elect, and if elected I will do my best to represent the faculty of UTHSC and the best interests of the University. The faculty senate represents the face of the faculty on the campus and provides the faculty portion of shared governance for the Health Science Center. The senate should promote support of the faculty in their critical role of performing the missions of the University.

Sincerely,

Richard Smith

## Faculty Senate Biosketch

Laura Reed, DNP, APRN, FNP-BC

I am interested in the position of Faculty Senate Secretary position to serve the UTHSC faculty and Senators in an administrative role. This will provide me a more active role in the Faculty Senate beyond my current responsibility as a member of the Faculty Senate Executive Committee (FSEC) representing the College of Nursing. The past year as FSEC representative has given me the opportunity to see the importance of a strong faculty engagement in the shared governance of the campus.

I am a graduate of the University of Tennessee Health Sciences Center (BSN, 1986 and MSN, 1990). I am certified as a Family Nurse Practitioner (1990) and have practiced in a wide variety of primary care settings including end-stage renal disease, transplantation, and internal medicine. I practiced as a nurse practitioner for the UT transplant team from 1994-2002.

I returned to the University in my current faculty role in 2014 after I earned my DNP from the University of Alabama (2014). Currently I am an Assistant Professor in the College of Nursing, Disease Promotion and Prevention Department and Family Nurse Practitioner Concentration Coordinator. I have served on various committees within the College of Nursing, including curriculum, progressions, and clinical practice. I currently chair the search committee for the executive associate dean of academic affairs position. I also am a member of the SP Advisory Council for the CHIPS center. I have represented the College of Nursing as a Faculty Senator for the past 3 years. Currently I serve as the College of Nursing representative on the Faculty Senate Executive Committee.

In addition to academic activities, I currently practice one day a week in the UT Family Medicine clinic in Memphis. I am a member of Sigma Theta Tau, American Academy of Nurse Practitioners (AANP), National Organization of Nurse Practitioner Faculties (NONPF), and Greater Memphis Area Advanced Practice Nurses association (GMAAPN) where I am currently serving as president. I am the Practice Director on the Tennessee Nurses Association. Board of Directors.

I am a tenured associate professor in the Department of Pediatric Dentistry and Community Oral Health in the College of Dentistry and joined the faculty of the Health Science Center in the fall of 2003 as the program director for the Advanced Dental Education Program in Pediatric Dentistry. I held a position I held until June 2013 when I stepped down to pursue other interests at the Health Science Center, including additional clinical, research, and service opportunities. I am also on the faculty of the College of Graduate Health Sciences. In addition, I am certified by the American Board of Pediatric Dentistry, where I serve as an examiner for the Oral Clinical Examination. I am a program site visitor for the Commission on Dental Accreditation (CODA), serve on the Review Committee for Pediatric Dentistry and on a special committee for the revision of the Accreditation Standards for Advanced Education Standards in Pediatric Dentistry. In 2006, I completed a one-year leadership training fellowship for dental educators sponsored by the American Dental Education Association.

My activities with the Faculty Senate include being a member of the Educational Policy Committee (now called Education and Academic Affairs) for three years and a member then chair of the Communication and Legislative Resource Committee. As a committee chair, I regularly attended meetings of the Executive Committee of the Senate and organized legislative forums with the faculty and administration of the Health Science Center and representatives of the Shelby County Delegation of the State Legislature. These activities occurred in both Memphis and Nashville. I have been a faculty representative to UT Day on the Hill in Nashville for four years where I spoke with our local representatives and committee chairs in health care and education. I have also been a Faculty Senate representative to the Tennessee University Faculty Senates (TUFS), an organization whose goals are to increase communication among faculty senates at the state's universities and provide faculty an opportunity to speak with a united voice on issues of importance at the state level.

My interest in serving as the Senate representative to the University Faculty Council is to continue to support faculty interests for Health Science Center and to promote greater faculty awareness of the affairs of the University of Tennessee System. Since I have established relationships throughout the UT System, I am certain that I can represent our campus very on the UFC.