

Procedures Manual of the Faculty Senate of The University of Tennessee Health Science Center

Section I. Name.

The name of this manual is the Procedures Manual of the Faculty Senate of The University of Tennessee Health Science Center (hereafter called Procedures Manual).

Section II. Purpose.

The Procedures Manual exists to facilitate the orderly conduct of Faculty Senate business. Generally, sections of the Procedures Manual correspond to similarly named articles of the Bylaws. However, exceptions occur when there is no article containing information that directly corresponds to a particular section. In this situation the name of the section describes the content. The sections of the Procedures Manual are divided into items.

Section III. Calendar of Events

On March 2, 1993, the Faculty Senate adopted an amendment to the Bylaws that delineated the following calendar of events.

Item 1. Regular and Business Meetings.

The Senate meets during the months of January, March, May, June, September, and November. If necessary, the Senate may meet in other months. Regular Faculty Senate meetings are scheduled on or about the second Tuesday of the month. The May meeting is the annual business meeting.

Item 2. Elections and Terms of Office.

Senators are elected in March and take office at the Annual Business Meeting in May. The Executive Committee representatives are elected between April 1 and May 1.; the terms of the new Executive Committee members begin immediately following adjournment of the annual business meeting. New officers (i.e., Secretary-Treasurer and President-elect) of the Faculty Senate are elected at the annual business meeting and take office immediately following adjournment of that meeting. Thus, the terms of the outgoing Secretary-Treasurer and the outgoing members of the Executive Committee are completed at adjournment of the annual business meeting. The term of the Past President ends during the annual business meeting when the current President becomes the immediate Past President and the President-elect becomes the President.

Item 3. Appointment of Standing Committees and Terms of Office.

At the April meeting of the Faculty Senate, the Senate shall elect as the Committee on Committees the incoming members of the Faculty Senate Executive Committee with the Faculty Senate President-elect serving as chair of the committee. Between the April meeting and the annual business meeting in May, the Committee or Committees selects the membership of the standing committees of the Senate, including appointment of committee chairs. At the annual business meeting, the newly installed President presents the appointments of the standing committees to the Senate for approval. The term of office for members of the committees begins at the adjournment of the annual business meeting. Their terms expire at the next annual business meeting or when their successors are appointed. For continuity the Committee on Committees usually reappoints the majority of the members for additional one-year terms. In making a decision to reappoint a senator to the same committee, the Committee on Committees will consider the expressed wishes of that senator and the

recommendations of the incoming and outgoing chairs.

Item 4. Planning for the Academic Year.

Between the June and September meetings, the Executive Committee and standing committees plans for the forthcoming academic year. At the end of August, chairs of the standing committees will communicate with the Executive Committee in preparation for the September meeting at which the plans for the academic year will be presented.

Item 5. Events of the Academic Year.

At the September meeting the plan for the academic year is presented to the Faculty Senate. Over the next several months the Faculty Senate works to complete the objectives outlined at the September meeting. The majority of this work is completed by the Executive Committee and the standing committees and presented to the Faculty Senate for review and approval. Unplanned activities, which may develop, will be handled by the Executive Committee or assigned to the appropriate individual, standing committee, or special committee. During regular meetings from September through March, chairs of the standing committees make progress reports. The annual business meeting is described in sections vi and xii.

Section IV. Members

Item 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; deans of all colleges or the equivalent; and presidents of the faculty organizations of the colleges or the equivalent.

Item 2. Eligibility for Membership as a Voting Elected Senator.

Faculty members with regular full-time, part-time, or emeritus appointments are eligible to be senators. Any regular full-time or part-time faculty member, except those with administrative appointments above the level of chairperson, is eligible to be elected to the Faculty Senate as a senator. Eligibility of departmental chairpersons is defined in the Bylaws. Emeritus faculty members may also be elected to the Faculty Senate. Limited term, volunteer, adjunct, and affiliated faculty are not eligible for election to the Faculty Senate. Note that, although ineligible for election as senators, limited term faculty are counted for purposes of apportionment and are eligible to vote in elections. In the event a senator's appointment changes from an eligible to an ineligible one, the senator must resign. Resignation of a senator is followed by a special election (described in section xiii). In the event eligibility of a senator is in question, the matter is referred to the Executive Committee for resolution.

Item 3. Duties of Senators.

A senator is the elected representative of the faculty who comprise his or her constituency. The primary duty of a senator is representing the needs and point of view of that constituency as a member of the Faculty Senate. To this end, a senator attends scheduled meetings of the Faculty Senate, participates in Faculty Senate and committee activities, and makes regular reports on Faculty Senate actions to that constituency.

Senators who accept appointments as Faculty Senate representatives to campus committees have the duty to represent the needs and point of view of all faculty at the University of Tennessee Health Science Center. Thus, as Faculty Senate representatives, these senators have the additional responsibilities to set aside some personal, departmental, and collegiate perspectives, thereby represent the interests and perspectives of all faculty.

Item 4. Apportionment of Senators.

Apportionment of senators is based on Article III, Section 2 of the Bylaws of the Faculty Senate of The University of Tennessee Health Science Center.

Collegiate representation. The number of senators apportioned to each college or equivalent is based on both the number of the departments and the number of regular faculty with primary appointments in each of the departments within the college or equivalent. 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. Each college or the equivalent may elect one chairperson as an additional member at large.

Departmental representation. 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 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. For this purpose a faculty member may have any of the following types of appointments: full-time, limited term, or part-time.

Representation of unaffiliated departments. Unaffiliated departments are departments that report to an administrator other than a Dean. Representation for unaffiliated departments will be determined in a manner similar to that for other departments. For the purposes of electing departmental representatives (i.e., senators), the Library is regarded as a separate, unaffiliated department. Likewise, those units, formerly known as the Departments of Education and Computer Science, are regarded as a single, separate, unaffiliated department. For the purposes of electing a representative to the Executive Committee, senators from all unaffiliated departments will elect one of their members. That representative to the Executive Committee will have all the responsibilities and privileges thereof.

Annual apportionment. Prior to the annual election of new senators, the Secretary-Treasurer obtains the following information from the office of the Assistant Vice Chancellor of Academic Administration: (1) a list of regular full-time, limited term full-time, regular part-time, and limited term part-time faculty with primary appointments in each department or the equivalent and (2) the mean percentage effort of part-time faculty with primary appointments in each college or the equivalent. On the basis of on these data, the Secretary-Treasurer determines the apportionment of senators for the next year. The total number of full-time faculty in the i-th department of a particular college or the equivalent may be computed with the following formula:

$$N_i = (PF_i * MPE) + FF_i,$$

where N_i is the adjusted number of full-time faculty with primary appointments in the i-th department (i.e., the total number of faculty on which apportionment is based); PF_i is the actual number of regular and limited term part-time faculty members with primary appointments in the i-th department; MPE is the mean percentage effort of part-time faculty with primary appointments in the relevant college or the equivalent; and FF_i is the actual number of regular and limited term full-time faculty members with primary appointments in the i-th department.

Item 5. Notification of Constituencies Prior to the Annual Election.

Departmental constituencies. About the middle of February, the Secretary-Treasurer notifies the Chair of each department or equivalent regarding the number of senators currently serving and the number of vacancies that need to be filled. If none of the terms of the senators representing a particular department will expire at the end of March, the Secretary-Treasurer includes a statement that no election is needed. If the term of any senator will expire, the notice contains a statement about the need to schedule an election during March and the incumbent's eligibility for reelection. If the Chair needs to schedule an election, the Secretary-Treasurer encloses the Guidelines for Departmental Elections of Faculty Senators, listing the categories of faculty who are eligible for election and eligible to vote. In addition, the Secretary-Treasurer requests that the Chair relate results of the election to him or her immediately following the election.

Collegiate constituencies. If the term of any senator representing a college at large will expire at the end of March, the Secretary-Treasurer notifies the President of the relevant faculty organization. If there is no faculty organization, the Secretary-Treasurer notifies the Dean of the relevant college. The notice contains a statement about the need to schedule an election during March; the notice also contains the name of the senator whose term will expire and the incumbent's eligibility for reelection. In addition, the Secretary-Treasurer encloses the Guidelines for Collegiate Elections of Faculty Senators, listing the categories of faculty who are eligible for election. The Secretary-Treasurer requests that the President or Dean relate results of the election to him or her immediately following the election.

Item 6. The Annual Election.

Constituencies. The constituency of any senator is comprised of the faculty who are eligible to participate in the election. In the event of an increase in the number of senators, the constituency is comprised of those faculty members who are eligible to vote in the election of the senator filling the newly created seat.

Scheduling departmental elections. Each department may schedule the election at a convenient time during March. The faculty should be notified in advance when and where the election will take place and provided a list of nominees. The Faculty Senate expects that each Chair will make a diligent effort to notify all eligible faculty and provide them with the opportunity to vote.

Scheduling collegiate elections. Faculty organizations of each college may schedule the election for at large seats at a convenient time during March. All faculty eligible to vote should be notified in advance when and where the election will take place. The Faculty Senate expects that the President of each faculty organization or Dean of the relevant college will make a diligent effort to notify all faculty eligible to participate in the election and provide them with the opportunity to vote.

Voting. In the departmental and collegiate elections, voting is by secret ballot, when there is more than one candidate for a position. Tellers for elections are either current or incumbent faculty senators representing the same constituency or other designated faculty members.

Transition of office for senators. Terms of incumbent senators expire at the opening of the annual business meeting. Newly elected senators begin their terms immediately upon installation at the annual business meeting.

Item 7. Eligibility to Vote in the Annual Election.

Any faculty member with a regular full-time, regular part-time, limited term full-time, or limited

term part-time appointment, including those with administrative appointments above the level of chairperson, is eligible to vote in the annual election. Thus, faculty members with either tenure track or non tenure track appointments are eligible to vote. Emeritus faculty are also eligible to vote. Volunteer, affiliated, and adjunct faculty are not eligible.

Item 8. Increase in Senators.

In the event one additional representative is authorized for any college or the equivalent, this representative is elected for a term of three years. If two additional representatives for a college or equivalent are authorized, the first is elected for a term of three years and the second for a term of two years. If the increase occurs after the annual election of senators, the term is the remainder of the unexpired three-year term. In the event eligibility of a senator is in question, the matter is referred to the Executive Committee.

Item 9. Decrease in Senators.

In the event of a decrease in the number of representatives authorized for any college or equivalent or department, the decrease in representation is made at the time of the next election for senators in which a seat in the affected college or department is open for election. In the event eligibility of a senator is in question, the matter is referred to the Executive Committee.

Item 10. Effects of Reorganization on Collegiate and Departmental Representation.

After a major reorganization of a college or department, Faculty Senate representation remains unchanged for at least the remainder of the electoral year. Before the next scheduled election, the Executive Committee reviews the situation and makes recommendations about the eligibility of senators from the affected college or department to retain or transfer their elected seats.

Item 11. Updating the Official Roster of Senators.

After the results of annual elections of new senators in March are received, the Secretary-Treasurer updates the list of senators and presents it to the Executive Committee for verification. This list provides the basis for meeting notification and committee assignments during the next year. An updated copy of the official roster is sent to the Chancellor's office in April. In May, the Secretary-Treasurer distributes an updated roster to the Faculty Senate.

Item 12. Length of Service.

A senator may serve at most three consecutive terms. In the event eligibility of a senator is in question, the matter is referred to the Executive Committee for resolution. The following situations constitute exceptions to the rule on three consecutive terms: (1) A senator, who has represented a college or the equivalent as a senator at large for three consecutive terms, is eligible to be elected as a senator from a department, if otherwise eligible. (2) A senator, who has represented a department for three consecutive terms, is eligible to be elected as a senator at large from a college or the equivalent, if otherwise eligible. (3) No other faculty member in the department is eligible for election or willing to serve if elected. In the third circumstance, the senator must send a written memorandum to the Executive Committee requesting an exemption with the reasons explicitly stated.

Item 13. Senator's Kit.

Each senator receives a Senator's Kit prior the first scheduled Faculty Senate meeting in September. The Senator's Kit includes the Bylaws; Procedures Manual; official roster; lists of members of the Executive Committee, standing committees, and special committees; and representatives of the Faculty Senate to various university committees. The official roster

contains names, addresses, and phone numbers of all senators, as well as any other pertinent information. Documents in the Procedures Manual are not confidential and may be copied in part or whole and distributed to faculty members.

In addition, each September the Secretary-Treasurer sends a Senator's Kit to the following individuals: the staff assistant for the Office of the Chancellor; the Assistant Dean for Academic Affairs, College of Allied Health; the Executive Associate Dean for Academic Affairs, College of Dentistry; the Associate Dean for Academic and Faculty Affairs, College of Medicine; the Associate Dean, Chattanooga Unit, College of Medicine; the Associate Dean for Academic Affairs, Graduate School of Medicine, Knoxville; the Associate Dean for Academic Affairs, College of Nursing; and the Executive Associate Dean, College of Pharmacy.

Section V. Officers

Item 1. Transition of Office - Past President, President, and President-elect.

After the President gives the annual report at the annual faculty meeting, the term of office of the Past President expires, the President assumes the office of Past President, and the President-elect becomes the President. Some formalities accompany this transition. After the President recognizes the contributions of the Past President during the year, the President assumes the office of the Past President by passing the gavel to the President-elect.

Item 2. Nominations for President-elect and Secretary-Treasurer.

Restrictions on elected offices. There are several restrictions that apply to elected offices. The Executive Committee ensures that no more than three of the four elected officers have their primary academic appointment in any one college (as defined by The University of Tennessee Health Science Center). The President-elect may not be nominated for a successive term. Neither the current President nor the Past President may be nominated as President-elect. Thus, the offices of President, Past President, or President-elect cannot be occupied concurrently by the same elected officer. The Secretary-Treasurer may serve no more than three successive terms. A President-elect may be elected during the final year of a three year term as senator and assume the office the following year.

Slate of candidates nominated by the Executive Committee. In March and April, the Executive Committee selects a slate of nominees for President-elect and Secretary-Treasurer. The current President-elect contacts the nominees to ascertain their willingness to serve as officers, if elected. About two weeks prior to the annual business meeting, the Secretary-Treasurer sends meeting notifications to all senators. Accompanying this notification are the following items: the slate of candidates nominated by the Executive Committee along with their brief formatted biographical sketches. The biographical sketch written by each candidate is limited to one page. A description of the formatted biographical sketch is found in the appendix.

Other candidates for offices. Two mechanisms exist for nominating additional senators as candidates for the office of either President-elect or Secretary-Treasurer. First, a written memorandum of nomination, signed by the senators making and seconding the nomination, may be sent to the Secretary-Treasurer. If a memorandum of nomination is received on or before April 15, the name of that nominee will appear on the ballot and a biographical sketch may be included with the meeting notification. Second, at the annual business meeting a senator may make a nomination from the floor. The nomination must be seconded by a senator other than the nominee. A senator who expects to be nominated from the floor may prepare a formatted biographical sketch for distribution after the nominations for both offices

Item 3. Election of the President-elect and Secretary-Treasurer.

Ballots. Prior to the annual business meeting, the Secretary-Treasurer prepares sufficient numbers of ballots and at least two ballot boxes for the election. Provisions are made for the President to check the election ballots for accuracy and completeness before balloting. In addition, a nearby room is reserved for tabulations.

Introduction of candidates. To begin the election, the new President introduces all candidates. The slate of candidates nominated by the Executive Committee is presented first. Next, the President introduces candidates who have been nominated by written memorandum.

Nominations from the floor. Finally, the President asks for nominations from the floor. After nominations for both offices have been closed, the President may request that all nominees make some brief remarks to the Faculty Senate.

Tabulation and verification of results. Prior to the annual business meeting, the President appoints two senators to be tellers. Tellers are responsible for distributing the ballots to voting senators, collecting the marked ballots in boxes, and tabulating the results. After the ballots have been distributed, the President requests that the senators mark their choices. The marked ballots are collected by the tellers. After tabulating and verifying their results, the tellers give a written summary of the results to the President. For each office the candidate receiving the majority of votes cast is elected. After reviewing the results, the President announces the names of the new President-elect and Secretary-Treasurer and the numerical results of the balloting.

Tie votes. In the event of a tie, the President casts the deciding vote. In the event there are more than two candidates and no candidate receives a majority, a run-off by secret ballot is held to determine the majority for the two candidates with the highest numbers of votes.

Section VI. Meetings

Item 1. Order of Business of Regular Meetings.

At regular meetings of the Faculty Senate, the order of business is ordinarily the following:

- a. Approval of Minutes. Because the minutes have been circulated, the Secretary-Treasurer does not usually read the minutes. Instead, the President asks if there are any changes or additions to the minutes. After noting any of these, the President asks for a motion that the minutes be approved as distributed or as amended.
- b. Correspondence and Announcements.
- c. Unfinished Business.
- d. Reports of Committees.
- e. New Business.
- f. Announcement of Time and Place of Next Meeting.
- g. Adjournment.

Generally, if someone who is not a senator is speaking to the Faculty Senate, the presentation

is scheduled at the beginning of the meeting (i.e., after approval or amendment of the minutes and before correspondence and announcements). If a senator is making a presentation, the topic determines when the presentation is scheduled during a meeting.

Item 2. Annual Faculty Meeting.

In the month of May, the entire faculty of the University of Tennessee, Memphis, is invited to the Annual Faculty Meeting, which immediately precedes the annual business meeting of the Faculty Senate. The Faculty Senate President presides over this faculty-wide meeting and the following items constitute the agenda:

- a. Chancellor's address to the faculty;
- b. Annual report of the Faculty Senate given by the President;
- c. Transition of Office: The term of office of the Past President expires, the President assumes the office of Past President, and the President-elect becomes the President; and
- d. Adjournment: Faculty senators remain for the annual business meeting of the Faculty Senate.

Item 3. Order of Business of the Annual Business Meeting.

The new President is the presiding officer at the annual business meeting of the Faculty Senate. The order of business is ordinarily the following:

- a. Approval of Minutes. This occurs in the same manner as a regular meeting.
- b. Correspondence and Announcements.
- c. New Business
 - Installation of new senators. The President asks the newly elected senators to stand and welcomes them to office in the Faculty Senate.
 - Election of President-elect and Secretary-Treasurer. The new President presides over the election, which is by secret ballot. The President presents the slate of officers nominated by the Executive Committee and any other nominees and then asks for nominations from the floor. Two senators, appointed as tellers, count the ballots and verify the results.
 - Approval of Senate Committees. The President presents the newly appointed Senate Committees to the Senate for approval.
- d. Unfinished Business.
- e. Other New Business - announcement of the election results.
- f. Announcement of the Time and Place of Next Meeting.
- g. Adjournment.

Item 4. Petition for a Special Meeting.

Special meetings may be called by the President, the majority of voting members of the Executive Committee, or by written request of ten senators. The petition is addressed to the President and must contain (1) a stated purpose for the special meeting, (2) the printed or typed names of at least ten senators, and (3) their signatures. Optional information includes a suggested time and location for the meeting.

Item 5. Order of Business for a Special Meeting.

At a special meeting of the Faculty Senate, the business agenda is limited to the purpose stated in the call (i.e., meeting notice).

Item 6. Recording Attendance at Faculty Senate Meetings.

Voting Senators. Each senator has the responsibility to indicate attendance at a Faculty Senate meeting by initialing the official roster. Names of attendees and absentees are printed in the minutes. For convenience of the senators, rosters are located near the entrances of the meeting room. If a senator has appointed a substitute, the substitute has the responsibility to indicate attendance for the elected senator. The substitute provides the necessary information by (1) printing his or her name above the appropriate elected senator's name, (2) placing the word "for" in front of the senator's name, and (3) writing his or her initials in the space to the right of the senator's name.

Faculty attendees. Any faculty members with a regular or limited term, full-time or part-time, or emeritus appointment may attend Faculty Senate meetings. A faculty attendee, who is not a senator, has the responsibility to indicate his or her attendance at a Faculty Senate meeting by legibly signing the official roster. Names of faculty, who are guests and observers, are printed in the minutes.

Item 7. Appointing Substitutes for Faculty Senate Meetings.

In the event that an elected senator cannot attend a Faculty Senate meeting (regular, special, or annual business), he or she may appoint a substitute. The substitute must be a regular full-time, part-time, or emeritus faculty member from the constituency represented by the senator. The substitute has the same responsibilities and privileges, including voting, as the elected senator.

Item 8. Preparation and Distribution of Meeting Notices.

The Secretary-Treasurer prepares the meeting notices before each Faculty Senate meeting. These are sent to the senators about a week before the scheduled meeting. The notice contains information about the meeting time and location, as well as an itemized agenda. Except for senators from the Knoxville and Chattanooga units, all senators and ex officio members of the Faculty Senate usually receive their notices by campus mail.

Item 9. Preparation and Distribution of Minutes.

Format. The Secretary-Treasurer keeps a record of all actions taken by the Faculty Senate. The format of the minutes follows the order of business. When a guest speaker addresses the Faculty Senate, the Secretary-Treasurer summarizes the speaker's remarks; these remarks are either attached to the minutes or included as part of the minutes. Minutes ordinarily contain the name of the maker of the motion, but not the name of the member who seconds the action. Nonessentials, such as announcements and room numbers, are not usually recorded. The purpose of minutes is to report actions. When necessary, minutes may record discussions leading to the action. The Secretary-Treasurer sends the minutes of the previous meeting to each senator with the meeting notice for the next meeting.

Titles. In the minutes, professional titles of senators and officers of the Faculty Senate are not given. Instead, the title "Senator" prefaces a senator's surname. Likewise, officers are identified by their titles (e.g., President, President-elect, etc.). Professional titles are given for nonsenators.

Electronic recording devices. At Faculty Senate meetings, the Secretary-Treasurer may use a

tape recorder or other electronic device, the purpose of which is maintaining the accuracy of the minutes. However, summaries of statements and remarks made during the meeting (rather than verbatim accounts) are reported in the minutes. The Secretary-Treasurer does not use any recording device during a presentation by an invited speaker outside the Faculty Senate, unless the speaker agrees in advance to having a recording made.

Record of yearly activities. Minutes of the Faculty Senate are compiled each year. The complete yearly record includes all minutes of the following meetings: Faculty Senate, Executive Committee, standing committees, and special committees. The complete yearly record also includes report forms submitted by representatives of the Faculty Senate to university committees. One copy of the complete record is kept by the Secretary-Treasurer and one is retained in the Faculty Senate files. The minutes of the Executive Committee, standing committees, and special committees and reports of Faculty Senate representatives are available to the membership.

Item 10. Reports and Other Distributed Material.

Reports and exhibits are ordinarily prepared and distributed prior to the start of the meeting.

Item 11. Provisions for Students to Attend Faculty Senate Meetings.

Students may attend Faculty Senate meetings as guests or observers. The Student Government Association Executive Committee may appoint a representative who regularly attends Faculty Senate meetings. Any other student organization may appoint one or more regularly attending representatives. A student attendee has the responsibility to indicate attendance at a Faculty Senate meeting by legibly signing the official roster. Names of students, who are guests and observers, are printed in the minutes.

Section VII. Executive Committee

Item 1. Election of Members of the Executive Committee.

The Executive Committee is composed 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. Representatives to the Executive Committee are elected between April 1 and May 1. As soon as possible, following the annual March election of new senators, the incumbent Executive Committee member from each college or equivalent schedules a meeting of all senators representing the relevant constituency during the next year. The purpose of this meeting is the election of a senator or the requisite number of senators, who will serve as their new representative or representatives to the Executive Committee. For these purposes, the faculties of the basic science and clinical medicine departments of the College of Medicine are both regarded as the equivalent of separate colleges. Similarly, the unaffiliated departments are regarded as the equivalent of a separate college and senators from the unaffiliated departments will elect one of their members as a representative. No limits are established for length of service for Executive Committee members; a representative to the Executive Committee serves until his or her successor is elected. Results of the election are transmitted to the President-elect by each incumbent Executive Committee member. The new Executive Committee members take office immediately following the annual business meeting. The term expires at adjournment of the next annual business meeting.

Item 2. Meetings - Preparation and Distribution of Minutes.

Format. The Secretary-Treasurer keeps a record of all actions taken by the Executive Committee of the Faculty Senate. The format of the minutes follows the order of business and

is the same as that of the Faculty Senate. The minutes list each action in sequence as it appears on the agenda. When a guest speaker addresses the Executive Committee of the Faculty Senate, the Secretary-Treasurer summarizes the speaker's remarks; these remarks are either attached to the minutes or included as part of the minutes. Minutes ordinarily contain the name of the maker of the motion, but not the name of the member who seconds the action. Nonessentials are not recorded. The purpose of minutes is to report actions; when necessary, minutes may record discussions leading to the action.

Distribution of minutes. Generally, the Secretary-Treasurer sends the minutes of the previous meeting to each member of the Executive Committee with the meeting notice for the next meeting. However, minutes for previous meetings may be distributed before the start of the next meeting. If a member of the Executive Committee is absent, the member has the responsibility to contact the Secretary-Treasurer and request copies of the minutes and any other distributed materials.

Titles. Protocol regarding professional and elected titles is the same as that observed for the minutes of the meetings of the Faculty Senate.

Electronic recording devices. Generally, the Secretary-Treasurer does not use a recording device during meetings.

Record of yearly activities. Minutes of the Executive Committee of the Faculty Senate are compiled each year. One copy is kept by the Secretary-Treasurer and one is retained in the Faculty Senate files.

Item 3. Meetings - Preparation and Distribution of Notices.

Generally, the Secretary-Treasurer prepares the meeting notices before each meeting of the Executive Committee of the Faculty Senate. These are sent to the representatives about a week before the scheduled meeting. The notice contains information about the time and location, as well as an itemized agenda. Generally, members of the Executive Committee receive their notices by campus mail. When only a short time interval elapses between meetings, the Secretary-Treasurer (or someone designated by the President or Secretary Treasurer) may contact Executive Committee members by telephone. In this situation, the Secretary-Treasurer ordinarily distributes an itemized agenda at the beginning of the meeting.

Item 4. Meetings - Confidentiality Statement

According to Robert's Rules of Order (9th edition, 1990), the minutes "should contain mainly a record of what was done at the meeting, not what was said by the members" (p. 458). In keeping with this rule, members of the Executive Committee should respect the confidentiality of all discussions at Executive Committee meetings and report to their constituents only the business of the Executive Committee.

Item 5. Substitutes.

When a member of the Executive Committee cannot attend a meeting, the member may not appoint a substitute. If an item is scheduled for a vote, the absent member may designate another member as a proxy for the purpose of voting. However, a signed statement designating the member who may vote by proxy must be received by the President or Secretary-Treasurer prior to the meeting for which the proxy is given.

Item 6. Recording Votes.

The Executive Committee uses the following procedure for recording votes at each Executive

1. Individual votes of each member are recorded in the minutes when a split yes / no vote is taken on any motion.
2. In the event a member chooses to abstain or is absent that members vote is recorded automatically as abstain.
3. Any action or vote not recorded is interpreted as consensus among those present and voting.

Item 7. Emergency Decision Making Process.

The following is the President's emergency decision-making procedure. In the event of an emergency, a decision normally made by the Executive Committee will be made by the President who immediately asks for ratification by the Executive Committee.

The following is the Executive Committee's emergency decision-making procedure. In the event of an emergency, a decision normally made by the Faculty Senate will be made by the Executive Committee; the President asks for ratification of the action by the Faculty Senate at the next scheduled meeting. The procedure to be followed is described in Robert's Rules of Order, Newly Revised, 9th Edition, pp. 121-122.

Item 8. Reports and Other Distributed Material.

Reports and exhibits are usually prepared and distributed prior to the start of the meeting.

Section VIII. Standing Committees

The five standing committees listed below have been constituted to function continuously and, therefore, remain in existence permanently or until changed by formal amendment of the Bylaws of the Faculty Senate. Appointments to standing committees of the Faculty Senate are made according to Sections III and IX of the Procedures Manual.

Item 1. Budget and Benefits Committee.

The Budget and Benefits Committee reviews and recommends policies, rules, and procedures governing all aspects of faculty compensation. Specific areas of responsibility include, but are not limited to, policies and recommendations related to the following:

- Faculty Handbook sections related to faculty compensation;
- Compensated outside activities policy;
- Faculty compensation package;
- Campus-wide long-range planning;
- Evaluation of space allocations and physical facilities;
- Faculty recruitment and retention; and
- Education of faculty about the budget process and related issues.

Item 2. Educational Policy Committee.

The Education Policy Committee reviews and recommends policies, rules, and procedures governing all aspects of education. Specific areas include, but are not limited to, policies and recommendations related to the following:

- Faculty Handbook sections related to education policy;

- Honor Code;
- Issues related to distance learning;
- Curricular and instructional goals;
- Proposal, review, and approval of new programs and elimination of existing programs;
- Development of interdisciplinary educational programs;
- Standards for admission, retention, graduation, and grading; and
- Teaching awards.

Item 3. Faculty Affairs Committee.

The Faculty affairs Committee reviews and recommends policies, rules, and procedures governing all aspects of faculty life. Specific areas include, but are not limited to, policies and recommendations related to the following:

- Faculty Handbook sections related to faculty affairs;
- Upward evaluation of administrators;
- Faculty compensation package;
- Faculty recruitment and retention;
- New faculty orientation;
- Policies for appointment, promotion, and tenure;
- Policies for off-campus assignments and leaves of absence;
- Policy for discharge for cause;
- Procedures for faculty performance assessment;
- Workshops on promotion and tenure;
- Reports on climate for women and minority faculty; and
- Evaluation of space allocations and physical facilities.

Item 4. Faculty Communication Committee.

The Faculty Communication Committee reviews and recommends policies, rules, and procedures governing all aspects of intramural and extramural communication. Specific areas include, but are not limited to, policies and recommendations related to the following:

- Faculty Handbook sections related to communication issues;
- Providing input for development of Record II;
- Establishment and maintenance of faculty data base;
- Faculty forums;
- Alumni relations; and
- Public relations.

Item 5. Faculty Research Committee.

The Research Committee reviews and recommends policies, rules, and procedures governing all aspects of research. Specific areas include, but are not limited to, policies and recommendations related to the following:

- Faculty Handbook sections related to research;
- Policies on research grants, contracts, and funding;
- Policies on copyrights and patents;
- Policies on human and animal research;
- Policies on scientific misconduct and fraud; and
- Development of interdisciplinary research.

Item 6. Duties of Standing Committees.

Charges to standing committees. Standing committees receive charges from the Faculty

Senate either (1) by way of the Executive Committee or (2) directly from the Faculty Senate at a meeting. The Executive Committee coordinates charges to the standing committees of the Faculty Senate. Any faculty member with an item, needing consideration by the Faculty Senate, may raise the issue with the appropriate departmental senator. The departmental senator conveys the information to the appropriate representative to the Executive Committee. The matter will be placed on the agenda for the next scheduled Executive Committee meeting. The Executive Committee then formulates the charge and determines the appropriate committee(s) to which it should be routed. The President or Secretary-Treasurer communicates the charge to the committee chair with copies to the Executive Committee liaison. At the next regularly scheduled meeting of the Faculty Senate, the President reports on delivery of the charge.

Charges to standing committees by introduction of new business at a meeting. Alternatively, at a regular meeting of the Faculty Senate, any senator may bring an item to the floor as new business. At this time a motion is made to relegate the matter to the appropriate committee for further consideration. Any motion for action, approved by the Faculty Senate, will be referred to the Executive Committee for formulating the charge and assigning to the appropriate committee.

Progress reports. Generally, the chair of each standing committee functions as the reporting officer at meetings of the Faculty Senate. A portion of the agenda is generally set aside for standing committee reports. The reporting officer makes an oral report pertaining to progress on specific charges. When a report contains recommendations, the reporting officer may make the necessary motion to implement the recommendations at the conclusion of the presentation. Since the motion is made on behalf of the committee, no second is required in this situation. The committee chair must provide copies for all senators for any item, requiring action at Faculty Senate meetings. In the event that these are not available, the Faculty Senate must vote to allow consideration of the matter at this time.

Minutes of standing committee meetings. Standing committees of the Faculty Senate provide written minutes of each meeting to the Executive Committee. Standing committee minutes follow the same format and content suggested for the Faculty Senate minutes. Committee recommendations, requiring a vote by the Faculty Senate, should be clearly delineated. The Secretary of each committee sends the initial draft of the minutes within two weeks of the meeting to the President and Secretary-Treasurer of the Faculty Senate. After the minutes have been approved or amended, the Chair sends the official minutes to the President and Secretary-Treasurer.

Item 7. Duties of Chairs of Standing Committees.

A standing committee chair has the responsibility for developing a plan and scheduling meetings, as necessary, to address specific items, charged to the committee. A committee chair makes project assignments to individual members of the committee, as necessary. However, formal subcommittees may not be established. A committee chair functions as the reporting officer in regular meetings of the Faculty Senate and delivers the standing committee annual report, including any incomplete items. A committee chair is responsible for transfer of information and records to the new committee chair on a yearly basis. A committee chair makes recommendations to the Executive Committee for future appointments.

Item 8. Responsibilities of Executive Committee Liaisons to Standing Committees.

The responsibilities of the liaison are the following:

- a. serve as a resource person between the Executive Committee and the assigned standing committee;
- b. facilitate committee reviews of all referrals from the Executive Committee;
- c. assist the Executive Committee in evaluating committee progress;
- d. assist the Executive Committee in identifying areas of interest and concern similar to those of other committees so that they may work together, but without duplication; and
- e. assist in the transition by conferring with the previous liaison, the President, and the Executive Committee.

Item 9. Reporting Channels of Standing Committees.

All standing committees of the Faculty Senate are responsible to and accountable to the Faculty Senate through the Executive Committee. Any written correspondence from a committee must be copied to the President and the Executive Committee liaison(s).

Item 10. Documents and Manuals.

All documents and manuals prepared by committees of the Faculty Senate should be dated, reflect the committee that prepared them, and list the name of the committee chair.

Section IX. Appointment and Confirmation of Committees

Item 1. Standing Committees.

Appointment. Annual selection of the faculty senators to serve on standing committees is made by the Faculty Senate Committee on Committees. Individuals selected for committee positions should be qualified (i.e., have experience related to the particular positions they fill). Every voting elected faculty senator serves on a standing committee each year, unless exempted by the Executive Committee. The membership of each standing committee includes at least one senator from each college or equivalent; for this purpose the basic science and clinical medicine departments are considered separate colleges.

Appointments are made by the Committee on Committees with the approval of the Faculty Senate membership at the annual business meeting. The Committee on Committees meets before the regularly scheduled annual business meeting for the purpose of selecting membership and appointing the chairs of standing committees. In the selection process, efforts are made to ensure continuity of committee membership. Before this meeting, the Committee on Committees members notify senators from their respective colleges and request from them any preferences for assignment. After this meeting, the Chair of the Committee on Committee contacts the selected chair to ascertain willingness to serve.

Confirmation. At the annual business meeting, the President formally presents the list of committee appointment and requests that the Faculty Senate approve the list as proposed.

Term of office. For committee members, the term of office begins immediately following the annual business meeting. The term expires at adjournment of the following annual business meeting or when his or her successor is appointed. Usually, chairs of standing committees should have a minimum of one year experience as a committee member prior to serving as a Chair of that particular committee. Generally, the Chair of a standing committee serves at most three consecutive terms

Item 2. Special Committees.

Appointments. Special committees may be established by the Executive Committee. The Executive Committee determines the need and time frame for the establishment of any such committee. These determinations are subject to the approval of the Faculty Senate. Members of special committees are appointed by the Executive Committee and serve until the committee is dissolved or until his or her successor is appointed. The Faculty Senate must be informed about the membership of a special committee at the next regular Faculty Senate meeting. If a special committee's activities extend beyond May, the committee must be reappointed by the Executive Committee and confirmed by the Faculty Senate at the June meeting.

Charges to special committees. Special committees receive written charges from the Executive Committee. Generally, proposed committee objectives or charges are submitted by the President at a Faculty Senate meeting before the committee meets. Whenever a charge must be given prior to approval by the Faculty Senate, the President reports on the situation at the next Faculty Senate meeting.

Progress reports. Generally, at each Faculty Senate meeting, the chair acts as the reporting officer and makes an oral report pertaining to progress on specific committee charges.

Minutes of special committee meetings. Special committees of the Faculty Senate provide written minutes of each meeting to the Executive Committee. Committee minutes follow the same format and content suggested for the Faculty Senate minutes. The Secretary of each committee sends the initial draft of the minutes within two weeks of the meeting to the President and Secretary-Treasurer of the Faculty Senate. After the minutes have been approved or amended, the Chair sends the official minutes to the President and Secretary-Treasurer.

Duties of chairs of special committees. The duties of chairs of special committees are similar to those of chairs of standing committees.

Reporting channels of special committees. All special committees of the Faculty Senate are responsible to and accountable to the Faculty Senate through the Executive Committee. Any written correspondence for a committee must be copied to the President and the Secretary-Treasurer.

Item 3. Vacancies.

Vacancies on standing or special committees occur whenever a senator's seat is unfilled. The Executive Committee makes appropriate appointments following a special election.

Item 4. Consultants to Standing and Special Committees.

Faculty who are not senators and other appropriate individuals may serve as consultants to standing and special committees. These individuals are appointed by the Executive Committee, on the recommendations of the standing or special committee chair.

Item 5. Guidelines for Appointing a Special (Grievance) Committee.

Dismissal by UT Health Science Center of a faculty member with tenure or a probationary or a non-tenure track faculty member before the end of the specified term of appointment may occur under extraordinary circumstances because of (a) adequate cause or (b) gross misconduct. Such termination by UT Health Science Center is subject to general and specific appeal procedures described in the Faculty Handbook. The formal appeal proceedings require

the President of the Faculty Senate to appoint a Special Committee, subject to the approval of the Faculty Senate Executive Committee. The members of this Special Committee should be chosen on the basis of their reputations for objectivity and competence and the regard in which the academic community holds them. The following guidelines apply to appointees for this committee, but are not binding on the President or the Executive Committee:

1. The Special Committee should consist of five, seven, or nine members;
2. No more than twenty-five percent of the membership should be administrators with rank above that of chairperson;
3. None of the members may have been concerned previously with the case;
4. The highest ranking administrative representatives should be the academic deans of the various colleges; and
5. Good sources of potential faculty representatives include the memberships of the various college appointments, promotions, and tenure committees; the officers of the various college faculty organizations; and the Faculty Senate, excluding members of the Executive Committee.

Section X. Other Appointments

Item 1. Parliamentarian.

Nomination and confirmation. At the June meeting of the Faculty Senate, the President announces the name of the senator chosen as parliamentarian for the next year and asks if there is a motion that the appointment of this senator be confirmed by the Senate. Then, the Senate votes on the nomination. The Parliamentarian serves until his or her successor is confirmed.

Responsibilities. Duties of a parliamentarian are described in Robert's Rules of Order, Newly Revised, 9th Edition, p. 456-458.

Item 2. Representatives of the Faculty Senate to University Committees.

Appointments. When requested, the Executive Committee appoints senators to serve on university committees as representatives of the Faculty Senate. Each appointment is subject to annual review; each representative serves until his or her successor is appointed. The Executive Committee may choose to reappoint the same senator or appoint another senator. At the next meeting, the President must inform the Faculty Senate about the appointment of senators who are representing the Faculty Senate on university committees. In making these appointments, each representative to the Executive Committee has a responsibility to solicit nominations from the senators from their respective college or the equivalent.

Report forms. After each university committee meeting, the Faculty Senate representative completes a written report and sends it to the President or Secretary-Treasurer within three days. The Executive Committee reviews the report and determines whether to request a formal report from the representative at a meeting of the Faculty Senate or the Executive Committee. Appendix III contains a copy of the report form.

Section XI. Disciplinary Procedures

Item 1. Disciplinary Procedures.

The Faculty Senate has the right to make and enforce its own rules. The Faculty Senate has the right to require its members to conduct themselves in ways that are not injurious to the

Faculty Senate or its purposes. Formal disciplinary procedures represent a drastic step taken only when the seriousness of the offense warrants such action. Efforts should be made to handle the situation informally and quietly, if possible. In the event of disciplinary action against a senator or an officer, the procedure to be followed is described in Robert's Rules of Order, Newly Revised, 9th Edition, p. 638-657.

Special cases. If a senator is absent from two successive meetings where his or her attendance has been requested, without providing a substitute, the Secretary-Treasurer notifies the senator in writing. If a senator is absent from three successive meetings where his or her attendance has been requested, with or without providing a substitute, the Secretary-Treasurer notifies the senator in writing. This notice serves as an official reprimand and states that attendance at the next meeting is required or the senator will be asked to resign from the position in question.

Item 2. Removal of an Appointee.

The following procedure applies to chairs and members of standing and special committees, representatives of the Faculty Senate to university committees, and other appointees. Generally, the Executive Committee first requests a resignation in writing. If the resignation is not received, the Executive Committee removes an appointee by a motion to rescind. The primary reason for removal is failure to carry out the charge. Other reasons may include failure to attend meetings or submit reports. Any action is reported to the Faculty Senate.

Item 3. Replacement of an Appointee.

The following procedure applies to vacancies on standing and special committees, among representatives of the Faculty Senate to university committees, and of other appointed offices. When a vacancy occurs because of resignation or other cause, the Executive Committee of the Faculty Senate appoints the successor with confirmation at a regularly scheduled meeting of the Faculty Senate.

Section XII. Annual Report to the Faculty

Item 1. Preparation, Distribution, and Presentation to the Faculty.

Prior to the annual faculty meeting, the Secretary-Treasurer prepares the report and distributes it to all faculty. The Secretary-Treasurer also prepares and distributes an agenda for the annual faculty meeting, which includes the time and location. The President presents a summary of the annual report to the faculty at the annual faculty meeting.

Item 2. Format.

The annual report contains the following information:

- a. Officers of the Faculty Senate;
- b. Members of the Executive Committee;
- c. Standing and special committee members and officers;
- d. Campus committees on which the Faculty Senate is represented and the appointed representatives;
- e. System committees on which the Faculty Senate is represented and the appointed representatives;
- f. Dates of Faculty Senate meetings during the previous year;

- g. All actions taken by the Faculty Senate in the previous year as reflected in the minutes;
- h. Introduction of the chairs of the Faculty Senate committees and acknowledgment of the work accomplished by the various committees;
- i. Financial report and summary of expenditures during the previous year; and
- j. Recognition of the contributions made by support staff members.

Section XIII. Special Election to Fill a Vacancy

Item 1. Special Election of a Senator

Notification of a vacancy. Generally, the senator vacating the office has the responsibility to notify the appropriate representative to the Executive Committee; this Executive Committee member then notifies the President and the Secretary-Treasurer. In the event of a death, the vacancy is noted in a meeting of the Executive Committee. At this time, the Secretary-Treasurer updates the official roster of senators.

Filling a vacancy. The Faculty who comprise the constituency of the former senator are those who elect the successor. In the event that the vacancy is a departmental seat, the Secretary-Treasurer notifies the appropriate departmental chair that a new election is necessary. In the event that the vacancy is a collegiate seat at large, the Secretary-Treasurer notifies the President of the appropriate faculty organization. If there is no faculty organization, the Secretary-Treasurer notifies the Dean of the relevant college. The electoral process is identical to that described in Section IV. Members. The term of office of the successor is the unexpired term of the former senator. As soon as the results are verified, the Secretary-Treasurer updates the official roster and notifies the Faculty Senate and the Chancellor's office.

Special case. An elected senator must resign for a leave of absence of one semester or longer due to any cause.

Item 2. Special Election of a Representative to the Executive Committee.

Generally, the Executive Committee member vacating the office has the responsibility to notify the President. As soon as possible, the incumbent Executive Committee member schedules a meeting of the senators who represent the affected College or equivalent. In the absence of the incumbent, the President schedules the meeting. At that meeting the senators elect a successor who serves for the unexpired term. In the event of a death, the vacancy is noted in a meeting of the Executive Committee.

Item 3. Special Election of an Officer.

President-elect. In the event that the office of President-elect is vacant and will remain vacant for more than one semester, the Executive Committee nominates at least one replacement candidate. The electoral process is identical to that described in Section V. Election of the President-elect and Secretary-Treasurer. Generally, the election occurs during the next scheduled meeting of the Faculty Senate; however, a special meeting may be called for the purpose of electing a successor. The successor serves for the unexpired term.

Secretary-Treasurer. In the event that the office of Secretary-Treasurer is vacant, the Executive Committee appoints an acting Secretary-Treasurer. This appointment is subject to the approval of the Faculty Senate at the next scheduled meeting.

Item 4. Special Election to Fill the President's Senatorial Seat.

If the President-elect is elected during the first or second year of his or her three-year term, a special vacancy occurs when the President-elect assumes the office of President. The President of the Faculty Senate is the chief spokesperson and representative for the Faculty Senate and the faculty of The University of Tennessee Health Science Center. Therefore, because the office of President requires duties that supersede those of an elected senator, the President is a senator but is not considered as the representative of his or her original constituency. Thus, the offices of President and Senator may not be held concurrently. When the President-elect assumes the office of President, a vacancy automatically occurs in the seat for which the President was elected. A special election is held to fill the vacated office for the one year absence. Within two weeks after the annual business meeting, the constituency of the President has the responsibility of electing another faculty member to serve for that one year absence. At the conclusion of the one year absence, if an unexpired portion of the original term remains, the Past President is again considered as the elected representative of his or her original constituency. If no unexpired portion of the original term remains, the Past President is a senator but is not considered as representing a constituency, unless re-elected in the usual manner.

A senator, who is in the ninth year of service, may be elected as an officer of the Faculty Senate. Thus, the President-elect may be elected during the final year of his or her three-year term as a senator and assume the office of President the following year. In this event the President is a senator while he or she holds the offices of President and Past President. However, the President is not considered as representing an individual department or college. The appropriate constituency elects a new senator in the usual manner.

Section XIV. Authorization of Expenditures

Item 1. Regular Procedure.

The President is the official PI for the account of the Faculty Senate. After the annual business meeting in May, the President notifies the Business Office in writing regarding the change of addressee (i.e., PI) and location (i.e., address). All expenditures charged to the Faculty Senate account must have the approval of the President and the Secretary-Treasurer. No individual may charge any expenses to the Faculty Senate account without the expressed approval of either the President or the Secretary-Treasurer. Authorization of non-routine expenditures requires approval by the Executive Committee.

Item 2. Secretary-Treasurer's Report to the Executive Committee.

The Business Office sends monthly reports of the Faculty Senate account to the President, who copies these to the Secretary-Treasurer. Each month the Secretary-Treasurer provides an accounting of all encumbrances and expenditures to the Executive Committee.

Section XV. Grievances

Item 1. Summary Report to the Faculty and the Faculty Senate.

In the annual report the Secretary-Treasurer informs the faculty and the Faculty Senate about the number and general nature of grievances considered during the previous year by the Executive Committee. No confidential matters are reported.

Item 2. General Appeals Procedure.

The following describes the general appeals procedures for faculty complaints or grievances. The Executive Committee of the Faculty Senate serves as an Appeals Committee to hear individual faculty complaints regarding matters of alleged violations of due process or academic freedom; inequivalency of treatment; discrimination; and denial of promotion, tenure, traditional privileges, or courtesies.

The faculty complainant initiates the process by presenting the appeal to the President of the Faculty Senate. The following rules of practice and procedure will be observed for grievances presented for resolution:

1. If the faculty complainant fails to obtain a satisfactory result after the President has attempted to resolve the matter through existing administrative channels, the complainant will formally request in writing that the Faculty Senate Grievance Committee be convened to hear the matter. The faculty complainant will at the time, in addition to the formal request, forward any supporting materials (e.g., a brief summary of the facts that led to the grievance being filed and any correspondence between the disputants).
2. All proceedings of the committee will be confidential. A majority of the committee must be present at (a) the meeting to determine jurisdiction as described in paragraph 3, below, and at (b) the hearing described in paragraphs 4 and 5, below.
3. The Grievance Committee will meet following the next scheduled meeting of the Executive Committee of the Faculty Senate. The President-Elect will preside as chairperson of the Grievance Committee; if the President-Elect does not preside (e.g., due to absence or recusal), the senior member of the committee (i.e., the member who has served longer than any other member on the committee) will preside. At that time, the committee will consider only the matter of jurisdiction. If, after a review of the formal request and supporting materials, the committee determines that the complainant has a valid basis for filing a grievance, the committee will proceed to hear the matter. After review, if the committee determines that the faculty complaint lacks a valid basis, then the matter will be dismissed for lack of jurisdiction. In reviewing the formal request and supporting materials, the committee will attempt to view these materials in as favorable a light for the faculty complainant as is reasonable.
4. If a later hearing is to be held, it will be held within 1 month of the date the issue of jurisdiction was determined, or as soon thereafter as possible. The hearing will be chaired by the same member who chaired the committee when the issue of jurisdiction was determined.
5. The hearing, involving only the principals to the dispute, will be conducted as follows:
 - a. Oral presentation by faculty complainant;
 - b. Oral response to faculty complainant by the other involved parties; and
 - c. Rebuttal and/or summary by faculty complainant.
6. After committee review and deliberation on the substance of the grievance, the committee will
 - a. Find that it can offer no options regarding the problem, or
 - b. Make specific, alternative suggestions and/or recommendations.
7. Findings, suggestions, or recommendations for settlement of the dispute will be forwarded to the Chancellor via the President of the Faculty Senate. The committee's recommendations are not binding on the Chancellor.
8. Any records maintained by the Grievance Committee or its members relative to any matter

that comes before it for resolution will be destroyed within 30 days following the submission of any findings, suggestions, or recommendations to the Chancellor.

Section XVI. Amendment of the Bylaws

Provisions for amendment of the Bylaws are stated in Article IX of the Bylaws: The bylaws may be amended by a 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.

Section XVII. Amendment of the Procedures Manual

Changes and amendment of the Procedures Manual requires adoption of a motion to make particular changes or additions by a simple majority vote. Proposed changes may be brought to the Faculty Senate in two ways: (1) an oral communication accompanied by written changes distributed at the beginning of the meeting or (2) a written proposal attached to the meeting notification and agenda.

Section XVIII. Honors and Recognition

Item 1. Plaques of Presidents and Secretary-Treasurers.

A plaque listing all Faculty Senate past Presidents is maintained. Also, a plaque listing all Faculty Senate past Secretary-Treasurers (officers formerly called Secretaries) is maintained. A list of all Faculty Senate past Presidents is also printed in the Faculty Handbook. After they have finished their year of service, the officers of the Faculty Senate, members of the Executive Committee, and chairs of the standing committees receive certificates of appreciation. The Faculty Senate Executive Committee may award certificates of appreciation to other individuals in recognition of meritorious service to the Faculty Senate or to the faculty of The University of Tennessee Health Science Center.

Item 2. Citations and Certificates for Presentation Annually.

Nominations for the following, based on recommendations initiated by any Faculty Senate officer, Executive Committee member, senator, faculty member or administrator, will be approved by a majority of the Senate's Executive Committee and forwarded to the Senate President with appropriate recommendations:

a. Presidential Citation. Recommendations received will be awarded to those members of UT faculty, administration, staff or student body for performing a specific act or acts not implicit in their assigned duties which contribute to an exceptional degree to accomplishing the mission, goals or purposes of the UT Health Science Center Faculty Senate. May be awarded to any individual, section, service, department, business, corporation or like entity, whether or not directly associated with the UT Health Science Center Faculty Senate, in appreciation of significant contribution(s) to the Senate.

b. Exceptional Meritorious Achievement Certificate. Recommendations received will be awarded to those members of UT faculty, administration, staff or student body whose exceptionally noteworthy performance has contributed significantly to the accomplishment of the mission, goals or purposes of the UT Health Science Center Faculty Senate.

c. Certificate of Appreciation. May be awarded to any individual, section, service, department, business, corporation or like entity, whether or not directly associated with the UT Health Science Center Faculty Senate, in appreciation of significant contribution(s) to the Senate.

d. Awards listed above may also be processed and awarded by the Senate President, on appropriate occasions other than annually.

f. No current UT Health Science Center Faculty Senate Officer or any current member of its Executive Committee will be eligible for any of these awards. The sole exception will be those persons known to be soon ceasing to be an Officer and/or an Executive Committee member, i.e. their successor has been elected and he/she is not running for another of these positions. For purposes of voting upon those proposed recipient(s) for the above awards, those so eligible will recuse and absent themselves from the meeting while such voting is taking place.

Item 3. Faculty Senator of the Year Award.

Nominations for the UT Health Science Center Faculty Senator of the Year, based upon recommendations initiated by any Faculty Senate officer, Executive Committee member, senator, faculty member or administrator, will be processed by the Senate's Executive Committee which shall consider the following as the minimum necessary qualifications for a nominee:

1. Active, continuous, regular membership in the UT Health Science Center Faculty Senate;
2. Outstanding service to and through the UT Health Science Center Faculty Senate;
3. Dedication to the UT Health Science Center Faculty Senate's mission and goals as well as intense devotion to furthering all of its aims and purposes;
4. Proven qualities of leadership, tact, and resourcefulness in promoting and furthering teamwork in the activities of the UT Health Science Center Faculty Senate;
5. Not currently serving as a UT Health Science Center Faculty Senate Officer or Executive Committee member; and
6. Not having received the Award previously. The Executive Committee normally selects a nominee for the award of the UT Health Science Center Faculty Senator of the Year, by a two-thirds majority of the Executive Committee present and voting. It is the highest award which may be conferred by the Senate to a faculty member, for long, faithful and meritorious service to the Senate. Except under unusual circumstances, it will be awarded to only one recipient annually. Generally, the Award will be presented at the Annual Meeting or an Awards Dinner conducted by the UT Health Science Center Faculty Senate.

The Executive Committee will consider all nominations and will usually recommend one name to a regular UT Faculty Senate meeting one to three months prior to its Annual or Awards meeting. If the circumstances warrant, a "no recommendation" report may be made. The UT Faculty Senate shall confirm the nomination of the Executive Committee; if there are two or more nominees, the vote will be taken by a secret ballot, a two-thirds (2/3) favorable vote by those present and voting being necessary for the award. Selected Executive Committee members will act as tellers to distribute and collect the ballots, tally the vote, and report only the result.

No official records, other than names of recipients and the years awarded, will be maintained for the UT Health Science Center Faculty Senate Faculty Senator of the Year Award. This includes the Executive Committee deliberations thereon, the actual ballot tally, et cetera.

Item 4. Administrator of the Year Award.

Nominations for the UT Health Science Center Administrator of the Year, based upon recommendations initiated by any Faculty Senate officer, Executive Committee member, senator, faculty member or administrator, will be processed by the Senate's Executive Committee which shall consider the following as the minimum necessary qualifications for a nominee:

1. Outstanding service to UT Health Science Center;
2. Dedication to the UT Health Science Center mission and goals;
3. Proven qualities of leadership, tact, and resourcefulness in promoting and furthering the missions and goals of his or her unit or UT Health Science Center as a whole; and
4. Not having received the Award within the past five years.

The Executive Committee normally selects a nominee for the award of the UT Health Science Center Administrator of the Year, by a two-thirds majority of the Executive Committee present and voting. It is the highest award which may be conferred by the Senate to an administrator. Except under unusual circumstances, it will be awarded to only one recipient annually. Generally, the Award will be presented at the Annual Meeting or an Awards Dinner conducted by the UT Memphis Health Science Center.

The Executive Committee will consider all nominations and will usually recommend one name to a regular UT Faculty Senate meeting one to three months prior to its Annual or Awards meeting. If the circumstances warrant, a "no recommendation" report may be made. The UT Faculty Senate shall confirm the nomination of the Executive Committee; if there are two or more nominees, the vote will be taken by a secret ballot, a two-thirds (2/3) favorable vote by those present and voting being necessary for the award. Selected Executive Committee members will act as tellers to distribute and collect the ballots, tally the vote, and report only the result.

No official records, other than names of recipients and the years awarded, will be maintained for the UT Health Science Center Faculty Senate Administrator of the Year Award. This includes the Executive Committee deliberations thereon, the actual ballot tally, et cetera.

Item 5. Annual Awards Dinner.

The faculty Senate hosts an annual awards dinner during which the President recognizes various individuals and presents the awards. In addition to elected and ex officio senators, the list of invitees includes award recipients and past presidents of the Senate. An example of the invitation is found in Appendix VI.

Appendix I. Guidelines for Departmental Elections of Faculty Senators**Eligibility for Membership in the Faculty Senate as a Voting Elected Senator.**

Any regular full-time or part-time faculty member, except those with administrative appointments above the level of chairperson, is eligible to be elected to the Faculty Senate as a senator. Eligibility of departmental chairpersons is defined in the Bylaws. Emeritus faculty members may also be elected to the Faculty Senate. Limited term, volunteer, adjunct, and affiliated faculty are not eligible for election to the Faculty Senate. Note that, although ineligible for election as senators, limited term faculty are counted for purposes of apportionment and are eligible to vote in elections. In the event a senator's appointment changes from an eligible

to an ineligible one, the senator must resign. Resignation of a senator is followed by a special election. In the event eligibility of a senator is in question, the matter is referred to the Executive Committee for resolution.

Notification of Departmental Constituencies Prior to the Annual Election.

About the middle of February, the Secretary-Treasurer notifies the Chair of each department or equivalent regarding the number of senators currently serving and the number of vacancies which need to be filled. If none of the terms of the senators representing a particular department will expire at the end of March, the Secretary-Treasurer includes a statement that no election is needed. If the term of any senator will expire, the notice contains a statement about the need to schedule an election during March and the incumbent's eligibility for reelection. If the Chair needs to schedule an election, the Secretary-Treasurer encloses the Guidelines for Departmental Elections of Faculty Senators, listing the categories of faculty who are eligible for election and eligible to vote. In addition, the Secretary-Treasurer requests that the Chair relate results of the election to him or her immediately following the election.

The Annual Election.

Constituencies. The constituency of any senator is comprised of the faculty who are eligible to participate in the election. In the event of an increase in the number of senators, the constituency is comprised of those faculty who are eligible to vote in the election of the senator filling the newly created seat.

Scheduling departmental elections. Each department may schedule the election at a convenient time during March. The faculty should be notified in advance when and where the election will take place and provided a list of nominees. The Faculty Senate expects that each Chair will make a diligent effort to notify all eligible faculty and provide them with the opportunity to vote.

Voting. In the departmental elections, voting is by secret ballot, when there is more than one candidate for a position. Tellers for elections are either current or incumbent faculty senators representing the same constituency or other designated faculty members.

Transition of office for senators. Terms of incumbent senators expire at the opening of the annual business meeting. Newly elected senators begin their terms immediately upon installation at the annual business meeting.

Eligibility to Vote in the Annual Election.

Any faculty member with a regular full-time, regular part-time, limited term full-time, or limited term part-time appointment, including those with administrative appointments above the level of chairperson, is eligible to vote in the annual election. Thus, faculty members with either tenure track or non tenure track appointments are eligible to vote. Emeritus faculty are also eligible to vote. Volunteer, affiliated, and adjunct faculty are not eligible.

Appendix II. Guidelines for Collegiate Elections of Faculty Senators

Eligibility for Membership in the Faculty Senate as a Voting Elected Senator.

Any regular full-time or part-time faculty member, except those with administrative appointments above the level of chairperson, is eligible to be elected to the Faculty Senate as a senator. Eligibility of departmental chairpersons is defined in the Bylaws. Emeritus faculty members may also be elected to the Faculty Senate. Limited term, volunteer, adjunct, and affiliated faculty are not eligible for election to the Faculty Senate. Note that, although ineligible for election as senators, limited term faculty are counted for purposes of apportionment and

are eligible to vote in elections. In the event a senator's appointment changes from an eligible to an ineligible one, the senator must resign. Resignation of a senator is followed by a special election. In the event eligibility of a senator is in question, the matter is referred to the Executive Committee for resolution.

Duties of Senators.

A senator is the elected representative of the faculty who comprise his or her constituency. The primary duty of a senator is representing the needs and point of view of that constituency as a member of the Faculty Senate. To this end, a senator attends scheduled meetings of the Faculty Senate, participates in Faculty Senate and committee activities, and makes regular reports on Faculty Senate actions to that constituency.

Notification of Collegiate Constituencies Prior to the Annual Election.

If the term of any senator representing a college at large will expire at the end of March, the Secretary-Treasurer notifies the President of the relevant faculty organization. If there is no faculty organization, the Secretary-Treasurer notifies the Dean of the relevant college. The notice contains a statement about the need to schedule an election during March; the notice also contains the name of the senator whose term will expire and the incumbent's eligibility for reelection. In addition, the Secretary-Treasurer encloses the Guidelines for Collegiate Elections of Faculty Senators, listing the categories of faculty who are eligible for election. The Secretary-Treasurer requests that the President or Dean relate results of the election to him or her immediately following the election.

The Annual Election.

Constituencies. The constituency of any senator is comprised of the faculty who are eligible to participate in the election. In the event of an increase in the number of senators, the constituency is comprised of those faculty who are eligible to vote in the election of the senator filling the newly created seat.

Scheduling collegiate elections. Faculty organizations of each college may schedule the election for at large seats at a convenient time during March. All faculty eligible to vote should be notified in advance when and where the election will take place. The Faculty Senate expects that the President of each faculty organization or Dean of the relevant college will make a diligent effort to notify all faculty eligible to participate in the election and provide them with the opportunity to vote.

Voting. In collegiate elections, voting is by secret ballot, when there is more than one candidate for a position. Tellers for elections are either current or incumbent faculty senators representing the same constituency or other designated faculty members.

Transition of office for senators. Terms of incumbent senators expire March 31. Newly elected senators begin their terms April 1.

Appendix III. Guidelines for Faculty Senators Appointed to Campus Committees

Appointments.

When requested, the Executive Committee appoints senators to serve on university committees as representatives of the Faculty Senate. Each appointment is subject to annual review; each representative serves until his or her successor is appointed. The Executive Committee may choose to reappoint the same senator or appoint another senator. At the next meeting, the President must inform the Faculty Senate about the appointment of senators who are representing the Faculty Senate on university committees. In making these appointments,

each representative to the Executive Committee has a responsibility to solicit nominations from the senators from their respective college or the equivalent.

Duties.

Senators who accept appointments as Faculty Senate representatives to campus committees have the duty to represent the needs and point of view of all faculty at the University of Tennessee Health Science Center. Thus, as Faculty Senate representatives, these senators have the additional responsibilities to set aside some personal, departmental, and collegiate perspectives, thereby represent the interests and perspectives of all faculty.

Report forms.

After each university committee meeting, the Faculty Senate representative completes a written report and sends it to the President or Secretary-Treasurer within three days. The Executive Committee reviews the report and determines whether to request a formal report from the representative at a meeting of the Faculty Senate or the Executive Committee. Appendix III contains a copy of the report form.

COMMITTEE ATTENDANCE E-Z REPORT*
UT Health Science Center Faculty Senate Representative

DATE: _____

FROM: _____

TO: President, UT Health Science Center Faculty Senate

VIA: Secretary, UT Health Science Center Faculty Senate

SUBJ: MEETING OF _____ Committee to which respondent was appointed or recommended for appointment by the UT Health Science Center Faculty Senate.

1. Purpose of the meeting: (circle or write in as applicable) routine special other:

2. Meeting Date _____ Place

3. Number Attending: (circle one) 2-5 6-10 11-15 16-25 >25 persons

4. List any key or VIP attendees:

5. The meeting covered the following points: (continue on reverse as needed)

- a.
- b.
- c.
- d.
- e.
- f.
- g.

6. If date of next meeting was announced, when?where?

7. Other comments on the meeting:

8. Do you wish to make a report on this Committee's activities at our next UT Health Science Center Faculty Senate meeting? (circle one) yes no

9. Senator(s) _____ also attended.

(Please circle the Senator(s) with whom you are making this a joint report.)

(SIGNATURE)

*Submitted in accordance with Procedure Manual, UT Health Science Center Faculty Senate within five working days of the meeting reported herein. NOTE: This form is to be used for reporting all meetings except those of the Faculty Senate Standing or ad hoc Committees.

Appendix IV. Guidelines for Faculty Senators Elected to the Executive Committee

Election.

Representatives to the Executive Committee are elected between April 1 and May 1. As soon as possible, following the annual March election of new senators, the incumbent Executive Committee member from each college or equivalent schedules a meeting of all senators representing the relevant constituency during the next year. The purpose of this meeting is the election of a senator or the requisite number of senators, who will serve as their new representative or representatives to the Executive Committee. No limits are established for length of service for Executive Committee members; a representative to the Executive Committee serves until his or her successor is elected. Results of the election are transmitted to the President-elect and Secretary-Treasurer. The new Executive Committee members take office immediately following the annual business meeting. The term expires at adjournment of the next annual business meeting.

Duties.

An Executive Committee member is the elected representative of the faculty who comprise his or her constituency. The primary duty of this elected member is representing the needs and point of view of that constituency on the Executive Committee. To this end, an Executive Committee member attends scheduled meetings of the Executive Committee and Faculty Senate. Each representative to the Executive Committee is a liaison to a Faculty Senate standing committee. As a liaison, the Executive Committee member participates in committee activities and makes regular reports to the Executive Committee. An Executive Committee member may serve as ex officio members of campus committees; as such, the individual participates in committee activities and makes regular reports to the Executive Committee, the Faculty Senate, or appropriate Senate standing committee.

The time commitment required for Executive Committee members to perform their duties is considerable. An Executive Committee member can expect to attend about one meeting a week. Many of these meetings may last longer than two hours. In addition, Executive Committee members may spend modest amounts of preparation time before and after meetings. Therefore, before seeking election to the Executive Committee, senators should discuss this time commitment with their chairpersons or directors. Only those senators who have sufficient time or who can make arrangements for sufficient time should seek election.

Substitutes.

When a member of the Executive Committee cannot attend an Executive Committee meeting, the member may not appoint a substitute. If an item is scheduled for a vote, the absent member may designate another member as a proxy for the purpose of voting. A signed statement designating the member who may vote by proxy must be received by the President or Secretary-Treasurer prior to the meeting for which the proxy is given.

Confidentiality Statement.

Executive Committee members are obliged to use discretion in discussing Executive Committee matters outside of meetings. According to Robert's Rules of Order (9th edition, 1990), the minutes "should contain mainly a record of what was done at the meeting, not what was said by the members" (p. 458). In keeping with this rule, Executive Committee members should respect the confidentiality of all discussions at Executive Committee meetings and report to their constituents only the business of the Executive Committee. Thus, matters should be divulged at the level of detail that would be expected in the minutes.

Appendix V. Guidelines for Biographical Sketches of Candidates for Faculty Senate Offices

The biographical sketch is limited to one page and should conform to the following format. Faculty Senate and other university and community service activities should be given the greatest amount of emphasis. Educational responsibilities should be summarized in a separate section. Research and Other Scholarly Activities may be combined with Service and Patient Care Responsibilities.

Name

Statement for Faculty Senate [office] Candidacy: Brief statement concerning background, previous work with the Senate, and goals for the Faculty Senate during the next year or two.

Faculty Senate and Other University, College, and Community Service Responsibilities: List of these activities and describe any special duties or accomplishments. Administrative appointments, if any, should be included here.

Educational Responsibilities: Summarize these activities in a brief list.

Research and Other Scholarly Responsibilities: Summarize these activities in a brief list.

Service and Patient Care Responsibilities: Summarize these activities in a brief list.