

Faculty Senate



M.2020.21.33 Motion to Recommend Amendment of Faculty Handbook Sections 1.7, 2.11, 2.12, and Appendix A

Originator: Faculty Policies Committee

Whereas,

The information on University Standing Committees in the current Faculty Handbook is out of date. University Standing Committees are established by various administrative divisions to facilitate input and recommendations from a variety of constituencies. The charge, composition, and procedures for the standing committees are the responsibility of the official in charge of the division.

Whereas,

An important function of the Faculty Senate resides in its responsibilities to appoint representatives to university standing committees that relate to policy, procedures, or other matters of interest to faculty. For the current list of University Standing Committees, the number, terms, and term limits for faculty appointed representatives have previously been negotiated by the Faculty Senate with the administration at the time when the standing committees were formed. The Faculty Handbook is the only official source which preserves the historical agreements in Faculty Senate appointed representation in University Standing Committees.

Whereas,

The current Faculty Handbook states the Faculty Senate can appoint 1 member to the University Undergraduate Council and 1 member to the University Council for Graduate Studies. Previous Faculty Senates and Senate Presidents have made both formal and informal requests to increase Faculty Senate appointed representation on both Councils.

Be it resolved that,

The Faculty Senate recommends the following changes:

- 1) An increase in the number of Faculty Senate appointed representation on the University Undergraduate Council from 1 to 2, each with a term of 2 years.
- 2) An increase in the number of Faculty Senate appointed representation on the University Council for Graduate Studies from 1 to 2, each with a term of 2 years.
- 3) Amendments and additions to Faculty Handbook, as indicated in the attached documents, to reflect the change in representation on both councils and to update sections 1.7, 2.11, 2.12, and Appendix A which relate to University Standing Committees.

Recipients:

Tom Nenon, Provost

Helen Johnson, Office of the Provost

1.6 Accreditation

The University of Memphis is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award bachelor's, first professional, master's, educational specialist, and doctoral degrees. Individual programs that are accredited can be found at <http://www.memphis.edu/acadaassessment/>

1.7 Standing Committees of the University

~~Standing Committees of the University report to the officials listed below. The membership of all standing committees should reflect the diversity of the University community. Names of committee chairs and the membership can be obtained from the offices of the designated officials.~~

President

- ~~• Faculty Athletics Committee~~
- ~~• Faculty Tenure and Promotion Appeals Committee~~
- ~~• Policies Review Board~~
- ~~• Honorary Degree~~

Executive Vice President for Academic Affairs and Provost

- ~~• Academic Freedom and Responsibility~~
- ~~• Enrollment Management and Retention Council~~
- ~~• Grade Appeals~~
- ~~•~~
- ~~• Program Assessment~~
- ~~• Provost Council~~
- ~~•~~

Executive Vice President for Research and Innovation

- ~~• Institutional Animal Care and Use~~
- ~~• Biological Safety~~
- ~~• Chemical Hygiene~~
- ~~• Radiation Safety~~
- ~~• Institutional Review Board for Rights of Human Subjects~~
- ~~• Intellectual Property~~
- ~~• Academic Integrity Committee~~
- ~~• Behavioral Standards Committee~~
- ~~• Dining Services Committee~~
- ~~• University Appeals Committee~~

2.11 Faculty Senate Constitution, Special Rules of Order and Standing Rules

The Faculty Senate is governed by The Constitution of the University of Memphis Faculty Senate established in the [Articles of Authority](#)

2.12 Faculty Senate Appointed Representatives to Standing Committees of the University

In addition to faculty shared governance through the work of the Faculty Senate, faculty members should be active participants in the committees within departments, colleges, and the University. The membership of all standing committees should reflect the diversity of the University community. The Faculty Senate retains the responsibility for appointing faculty members as indicted to the Standing Committees of the University listed below. Unless otherwise noted, the committee composition and procedures for each committee can be obtained from the offices of the designated officials. When new University Standing Committees are formed that relate to University policy, procedures, or other matters of legitimate interest to faculty, the University official shall consult with the Faculty Senate to ensure that an appropriate portion of the total number of faculty member appointments are made by the Faculty Senate. The number of Faculty Senate appointed faculty members, terms, and term limits for those appointments must be approved by both the University official and the Faculty Senate when the committee is formed.

Office of the President

Standing Committees	Representatives	Term (years)	Term Limit
Institutional Effectiveness Council	1	1	-
Honorary Degree Committee	1	1	-
Policy Review Board	1	1	-
Faculty Athletics Committee	2	2	3

Office of the Provost

Standing Committees	Representatives	Term (years)	Term Limit
Academic Freedom & Responsibility Committee	9	2	-
Faculty Safety & Security Committee	1	1	-
Undergraduate Grade Appeals Committee	2	2	-
Graduate Grade Appeals Committee	2	2	-
University Council for Graduate Studies	2	2	-
University Undergraduate Council	2	2	-
Space Policy Council	1	1	-

Division of Business and Finance

Standing Committees	Representatives	Term (years)	Term Limit
Facilities & Service Committee	2	2	-
Fee Refund & Appeals Committee	3	2	-
Public Records & Forms Committee	1	2	-
Traffic & Parking Committee	2	2	-

Office of Institutional Equity

Standing Committees	Representatives	Term (years)	Term Limit
Compliance Council	2	2	-

Information Technology Division

Standing Committees	Representatives	Term (years)	Term Limit
IT Policy & Planning Council	1	2	-
Technology Access Fee Committee	1	2	-
Enterprise Systems Advisory Committee	1	2	-
Information Security Advisory Committee	1	2	-
Teaching & Learning Advisory Committee	1	2	-

Division of Research and Innovation

Standing Committees	Representatives	Term (years)	Term Limit
Research Council	5	1	-

Office of the Faculty Senate

Standing Committees	Representatives	Term (years)	Term Limit
Tenure & Promotion Appeals Committee	8	3	-
Tenure & Promotion Appeals Advocates	3	3	-
Faculty Grievance Committee	9	-	-

9 Appendix A: Standing Committees

9.1 Standing Committee: Academic Freedom and Responsibility

CHARGE

Membership

Eleven (11) members, including nine (9) faculty members, elected for two-year terms by the Faculty Senate. Six faculty members will be replaced in even-numbered years; three faculty members will be replaced in odd-numbered years. The Provost and the President of the Faculty Senate will serve as ex officio members.

Purpose

The Academic Freedom and Responsibility Committee is charged with responsibility for hearing faculty grievances when a faculty member's academic freedom is challenged and for hearing cases when a faculty member is charged with failure to maintain professional standards. Charges for faculty misconduct in research will not be heard by the Academic Freedom and Responsibility Committee. Such misconduct is governed by University policy RE 7001.

The University's position on academic freedom is outlined in Policy AA 3014 I, and in the *University of Memphis Faculty Handbook*, in the chapter entitled Academic Freedom and Faculty Roles.

Process

An appeal to the Academic Freedom and Responsibility Committee will be filed in the Office of the Faculty Senate when a faculty member's academic freedom is challenged. An appeal will be filed in the Office of the Provost when a faculty member is charged with failure to maintain professional standards.

The committee shall meet when an appeal is filed and will review the purpose and authorizing documents of the committee and review the complaint.

Annual Report

If any appeals are processed during the year, the Committee chair will prepare an annual report stating the disposition of the appeal(s). This report will be forwarded to the Provost no later than July 15.

PROCEDURES

I. Mandate

A. The Committee is responsible for hearing grievances related to the University's policies on academic freedom and responsibility.

B. The University's position on academic freedom is outlined in Policy AA 3014, and in the University's *Faculty Handbook*.

C. After hearing a case, the Committee will make a recommendation about its disposition to the Provost.

D. The Committee will meet when a grievance is filed. If a grievance is filed during an academic year, the chair of the Committee will submit, no later than July 15, an annual report to the Provost, stating the disposition of the case.

II. Membership and Voting

A. The Committee will consist of eleven members, including nine faculty members, elected for two-year terms by the Faculty Senate. The Provost and President of the Faculty Senate will serve as *ex officio* members. *Ex officio* members of the Committee may attend a hearing, but will not participate in the deliberations of the Committee.

B. The Committee will elect a Chair at its first meeting in the academic year. The Chair will serve for one year.

C. A member of the Committee shall recuse herself/himself from deliberations when he or she has a conflict of interest.

D. In the event of a vacancy on the Committee, the Faculty Senate shall appoint a replacement.

E. Each decision will be made by majority vote, although minority views may be expressed in the final recommendation.

III. Timelines and the Hearing Process

A. The Chair of the Committee shall forward a grievance to the respondent within seven days after it is filed, with instructions to respond within fifteen days. In consultation with the Committee, the Chair has the discretion of extending this deadline. The response shall contain the name, address, telephone number, and e-mail address of the respondent, along with a written statement of the respondents position on the issue.

B. The Committee will schedule a hearing date. The hearing should begin within sixty days of the filing of the grievance. The Chair will notify the grievant and the respondent in writing of

the date of the hearing and describe to them, orally and in writing, the procedures of the Committee.

C. No later than fifteen days before the hearing date, the grievant and respondent will submit to the Committee complete written documentation of the grievance and a list of witnesses.

D. The Chair of the Committee may meet with the parties a week before the hearing in order to narrow the issues, and to discuss the number of witnesses and documents, and any related matters.

E. At the completion of the hearing, the Chair of the Committee will notify the parties that within thirty days the Committee will submit a recommendation and report to the Provost.

IV. Procedures at the Hearing

A. Each grievant and respondent may choose an advisor, drawn from the general faculty, who may advise them during the proceedings.

B. In the interest of fair treatment, it is expected that any member of the University community called to give testimony will testify.

C. The grievant and respondent will hear all testimony.

D. Generally, the Committee will allow witnesses to testify and documents to be presented that are related to the appeal or the response. Each witness shall only be permitted to attend the hearing when testifying or after having given testimony.

E. The Chair of the Committee may call one or more witnesses upon request of either party or on the Chair's initiative. The Chair may also require the production of books, records, or other evidence. Request [s] shall be made either by personal delivery or certified mail.

F. The Chair of the Committee shall send a copy of the written documentation and witness lists submitted by the grievant and the respondent to the Committee members within three working days after receipt. The grievant's witness list and documentation will be forwarded to the respondent, and vice versa.

G. Each party may present an opening statement of her or his position. Generally, the grievant will then present all of her or his witnesses and documents. The Committee may question the witnesses and ask questions about documents presented. The respondent may question the grievant and her or his witnesses. After the grievant has presented her or his case, the respondent shall have an opportunity to present witnesses and documents, and the Committee members may question the witnesses and ask questions about documents presented. The grievant may question the respondent and her or his witnesses. The members of the Committee may question both parties throughout the hearing.

- H. The Committee will not be bound by strict rules of legal evidence and may admit any evidence of probative value in determining the issues involved.
- I. Each hearing shall be recorded on tape. Deliberations are not part of the hearing.
- J. Generally, hearings will be open to the public.
- K. Unless there are overriding reasons not to, the grievant and respondent shall have access to all information that is presented at the hearing.

~~9.2 Standing Committee: University Council for Graduate Studies (UCGS) (link to the UCGS by-laws) https://www.memphis.edu/gradschool/ucgs_bylaws.php.~~

~~The University Council for Graduate Studies shall be composed of two ex-officio members and twenty-one voting members. The ex-officio members shall be the Vice Provost for Graduate Studies and the Coordinator of Graduate Systems. Voting members shall be the Directors of Graduate Studies (one from each of the graduate colleges and schools: College of Arts and Sciences, Fogelman College of Business and Economics, College of Communication and Fine Arts, College of Education, Health and Human Sciences, Herff College of Engineering, the School of Communication Sciences and Disorders [AUSP], Loewenberg School of Nursing, the School of Public Health, and University College), the president of the Graduate Student Association (GSA), eleven Graduate Faculty representing the various graduate colleges, and one representative elected by the Faculty Senate. In recognition of the various college and school discipline areas and the population of graduate faculty, the following formula allotment has been determined:~~

~~ARTS AND SCIENCES~~

~~3~~

~~BUSINESS AND ECONOMICS~~

~~2~~

~~COMMUNICATION AND FINE ARTS~~

~~2~~

~~EDUCATION~~

~~2~~

~~ENGINEERING~~

~~The duties and responsibilities of the university council are to consider proposals to change graduate admissions; graduate curriculum, including courses, majors, minors, degrees, and programs; graduate policies and procedures; and research policies and procedures. Proposals approved by the university council and the assistant vice provost for graduate studies are forwarded, when necessary, to the provost for appropriate University and State review. The university council hears and acts upon appeals from students denied admission to a graduate program and on other academic appeals from graduate students (except grade appeals), which have not been resolved at a lower level. The university council also establishes criteria for membership on the graduate faculty.~~

9.3 Standing Committee: Institutional Animal Care and Use

~~**STATUTORY RESPONSIBILITY:** This is the Institutional Animal Care and Use Committee required by the Animal Welfare Act (9 CFR Ch1, Subchapter A, 1992) and U.S. Public Health Service Regulations.~~

~~**MEMBERSHIP:** At least eight voting members who are knowledgeable about the care and use of animals in instruction and research. Statute requires that (i) the Chairperson and all members of this Committee be appointed by the President of the University; (ii) at least one member shall be a doctor of veterinary medicine, (iii) at least one member shall be a community representative with no other connection with the University, and (iv) no more than three members of the committee may be members of the same department. The Vice President of Physical Plant and the Executive Vice President for Research and Innovation will serve as ex-officio, non-voting members of the Committee. Other non-voting members may be appointed by the President at the Presidents discretion.~~

~~**REPORTS TO:** Executive Vice President for Research and Innovation acting on behalf of the Provost and the President as the institutional official responsible for compliance with the Animal Welfare Act.~~

~~**PURPOSE:** This Committee shall review and approve, require modifications in, or disapprove, any proposed activity involving the maintenance or use of animals in teaching or research on the University of Memphis campus or as a part of any university instructional or research activity, as provided by the Animal Welfare Act and PHS regulations. It will also review, at least once every six months, the University's program for the humane use and care of animals and shall inspect, at least once every six months, all of the University's animal study areas. It shall also review and, if warranted, investigate any complaints from the public or university personnel involving the care and use of animals under university auspices.~~

~~**MEETINGS:** The Committee will normally meet monthly throughout the calendar year. The Chairperson may cancel meetings if there are no matters for review and may call additional meetings if required to fulfill Committee responsibilities. Members terms shall expire on publication of a new membership list as approved by the President at the beginning of each fall semester. The President, shall, however, appoint additional members to replace those who resign during the year as quickly as practicable. Members who miss three consecutive meetings are presumed to have resigned.~~

~~**ANNUAL REPORT:** Due on or before July 15 and shall contain at least the following information: a summary of all approvals, disapprovals, investigations and inspections conducted by the committee, a description of any major issues or unsolved problems identified by the committee, together with proposed solutions or recommendations for action and any recommendations for membership on the following years committee.~~

~~9.4 Standing Committee: Biological Safety~~

~~The Biological Safety Committee shall be responsible for the following:~~

- ~~1. governing the development and implementation of the University Biosafety Program;~~
- ~~2. reviewing the Biosafety Program on an annual basis;~~
- ~~3. authorizing recombinant DNA protocols requiring approval, and~~
- ~~4. recommending appropriate corrective actions for individuals or departments violating applicable statutes, codes, regulations, or internal policies and procedures.~~

~~**Meetings:** The Biological Safety Committee shall meet at least annually and as necessary to carry out the duties of the Committee.~~

~~**Composition:** Committee members shall be appointed by the President based on their knowledge and experience with biological agents. The committee shall consist of at least six (6), but not more than nine (9), members who should include qualified faculty and staff. Ex-officio members will include the Director of Environmental Health and Safety and the Laboratory Safety Specialist for the Environmental Health and Safety Section.~~

~~**Reports to:** The Executive Vice President for Research and Innovation.~~

~~**Annual Report:** An annual report should be submitted to the Executive Vice President for Research and Innovation by July 15 of each year.~~

~~9.5 Standing Committee: Chemical Hygiene~~

~~The Chemical Hygiene Committee shall be responsible for the following functions:~~

- ~~1. Governing the development and implementation of the Laboratory Chemical Hygiene Program;~~
- ~~2. Reviewing the Laboratory Chemical Hygiene Program on an annual basis; and~~
- ~~3. Recommending appropriate corrective actions for individuals or departments violating applicable statutes, codes, regulations, or internal policies and procedures.~~

~~**Meetings:** The Chemical Hygiene Committee shall meet at least annually and as necessary to carry out the duties of the committee.~~

~~**Composition:** Committee members shall be appointed by the President based on their knowledge and experience with chemical use in academic laboratories. The committee shall consist of at least six (6), but not more than nine (9), members who should include qualified faculty and staff selected from departments which use hazardous chemicals in laboratories. The Chemical Hygiene Officer shall be appointed to the committee and should serve as secretary to the committee. The chair shall be elected by the committee and be approved by the Vice President for Research.~~

~~**Reports to:** The Chemical Hygiene Committee reports to the Executive Vice President for Research and Innovation.~~

~~**Annual Report:** An annual report should be submitted by July 15 of each year.~~

9.6 Standing Committee: Enrollment Management Planning Group

~~The Enrollment Management Planning Group (EMPG) is the core planning group for the strategic enrollment plan. This committee is the coordinating committee for enrollment planning implementation. It exists in partnership with other institutional committees that focus on retention, recruitment, transfer, student involvement, scholarships, and orientation as they impact the enrollment goals of the institution. Any partner committees should consist of appropriate members of the Enrollment Management Planning Group as well as extended membership from the campus community for purposes of expertise and campus functional roles. The EMPG does not have an oversight or management function for programs and other committees on campus, but functions as the core committee for communication and collaboration as well as a recommending body to the senior leadership on issues of strategic enrollment initiatives and implementation.~~

~~The EMPG is chaired by the Vice Provost for Enrollment~~

~~Membership:~~

~~Vice Provost for Enrollment~~

~~Director of Institutional Research~~

~~Director of Admissions~~

~~Assistant Vice President for Finance~~

~~Director of Budgeting~~

~~Vice President Communications, Marketing, and Public Relations~~

~~Assistant Vice President for Student Affairs Student Development
Assistant Vice Provost Student Affairs Campus Services
Vice Provost for Graduate Programs
Faculty and Dean Representatives~~

9.7 Standing Committee: Radiation Safety

PURPOSE: ~~The Radiation Safety Committee governs the possession and use of radioactive materials and other sources of radiation at the University of Memphis. By ensuring compliance with all applicable state and federal statutes and regulations, the committee fosters an environment that promotes the safe use of radiation in teaching and research. Duties of the committee shall include:~~

- ~~1. Preparing, or causing to be prepared, a radiation safety manual which delineates policies, procedures, and control measures for the possession and use of radioactive materials and radiation producing devices;~~
- ~~2. Receiving and reviewing reports on:
 - ~~o proposed changes to procedures, equipment, or systems as required in the radiation safety manual;~~
 - ~~o tests or experiments not previously reviewed and approved by the Committee;~~
 - ~~o violations of applicable statutes, codes, regulations, technical specifications, license requirements, internal procedures and instructions;~~
 - ~~o radiological events which have been reported to the U.S. Nuclear Regulatory Commission or Tennessee Division of Radiological Health; and~~
 - ~~o other topics of concern.~~~~
- ~~3. Approving experimental procedures and related items as outlined in the radiation safety manual;~~
- ~~4. Imposing appropriate sanctions for individuals or departments violating applicable statutes, codes, regulations, technical specifications, license requirements, internal procedures and instructions; and~~
- ~~5. Serving in an advisory capacity to the President of the University in matters related to safety and health of personnel, and for the acquisition, use, and distribution of radioactive materials and radiation producing devices.~~

MEETINGS: ~~The Radiation Safety Committee shall meet at least quarterly.~~

COMPOSITION: ~~Committee members shall be appointed by the President of the University on the basis of their knowledge and experience with radiation and radioactive materials. The committee shall consist of at least six (6), but not more than nine (9), members who may include faculty and staff. The Radiation Safety Officer shall be appointed to the committee and should serve as secretary to the committee. The chair shall be elected by the committee and be approved by the Executive Vice President for Research and Innovation.~~

REPORTS TO: ~~Executive Vice President for Research and Innovation.~~

~~**ANNUAL REPORT:** An annual report will be submitted by July 15 of each year.~~

9.8 Standing Committee: Institutional Review Board for Human Subject Protection

~~**STATUTORY RESPONSIBILITY:** This is the Institutional Review Board required by federal regulations 45 CFR 46 and 21 CFR 50.56 and by the policies of the Department of Health and Human Services (DHHS) including the National Institutes of Health and the Food and Drug Administration.~~

~~**PURPOSE:** This Board is responsible for the following functions.~~

- ~~1. Reviewing all research protocols in which the use of human participants as subjects is planned, except those which involve only procedures specifically exempt from review under current regulations. This review shall ensure that the rights and welfare of the participants involved are adequately protected, that the risks to an individual are outweighed by the potential benefits to that individual or by the knowledge to be gained, and that informed consent is to be obtained by methods that are adequate and appropriate.~~
- ~~2. Approving research protocols that it finds to be ethical and consistent with the appropriate laws and regulations, and to disapprove or require modification in protocols unacceptable under current standards of research conduct. Negative decisions by the Board may not be overruled by any officer of the University, but appeals of Board decisions may be heard as provided in the pertinent regulations.~~
- ~~3. Establish a basis for continuing review of approved activity in keeping with these determinations.~~

~~**REPORTS TO:** Executive Vice President for Research and Innovation.~~

~~**MEMBERSHIP:** The Institutional Review Board includes at least five voting members with diverse backgrounds, with at least one person with primary concerns in scientific areas and one with primary concerns in non-scientific areas. At least one member must be female; one person must not be otherwise affiliated with the University. Two staff members, one experienced research administrator qualified to interpret pertinent DHHS and other regulations, and one acting as Board secretary, serve as non-voting members. Normally, at least two of the Board members will have expertise in the behavioral sciences. In addition, not all of the voting members will be of the same racial background~~

~~**MEETINGS:** The Board shall normally meet monthly throughout the calendar year. The Chair may cancel meetings if there are no matters for review and may call additional meetings if required to fulfill Board responsibilities. Member terms will expire on publication of a new membership list as approved by the Executive Vice President for Research and Innovation at the beginning of each fall semester. Members may, however, be reappointed for an indefinite number of terms. The Executive Vice President for Research and Research will appoint additional members to replace those who resign during the year as quickly as practicable. Members who miss three consecutive meetings are presumed to have resigned.~~

~~**ANNUAL REPORT:** Due on or before July 15 and shall contain at least the following information:~~

- ~~1. A summary of all approvals, disapprovals, and other actions taken by the Board;~~
- ~~2. A description of any major issues or unresolved problems identified by the Board together with proposed solutions or recommendations for action;~~
- ~~3. Any recommendations for membership on the following years' Board.~~

9.9 Standing Committee: Grade Appeals

~~**PURPOSE:** The student appeals procedure is designed to provide any undergraduate or graduate student at The University of Memphis with a clearly defined avenue for appealing the assignment of a course grade which he or she believes was based upon prejudice, discrimination, arbitrary or capricious action or other reasons not related to academic performance. Although the primary responsibility of the Committee is to review appeals, the Committee is also charged with responsibility for reporting any obvious discriminatory or capricious conduct on the part of either the student or the instructor to the Provost for his/her consideration and action.~~

~~**PROCEDURE:** After a course grade has been appealed to the instructor, the department chair, and the dean, the student or the faculty member may request a hearing before the University Grade Appeals Committee. If the Committee finds the student's or the instructor's request merits a hearing, the Committee notifies the student, the instructor, the chair, and the dean of the time and location of the hearing. If the committee finds that the request does not merit a hearing, the student or the instructor shall be so notified. Based on its appeal process, the Committee makes a decision as to whether or not the grade should be changed. The decision of the Committee is final.~~

~~**REPORT TO:** Provost~~

~~**MEMBERSHIP:** The Appeals Committee is composed of seven (7) members and seven (7) alternates constituted as follows:~~

- ~~• If the matter involves a graduate student, the Provost designates a member of the graduate faculty as chair. The other members will include a graduate faculty member and an alternate designated by the Vice Provost of Graduate Programs, two faculty members and two alternates elected by the Graduate Council, and three students and three alternates selected through the Graduate Student Association.~~
- ~~• If the matter involves an undergraduate student, the Provost designates a faculty member as chair. The other members will include a faculty member and alternate designated by the dean of the college involved, two faculty members and two alternates elected by the Faculty Senate, and three students and three alternates selected through the Student Government Association.~~

~~**MEETINGS:** An organizational meeting will be called as soon as the membership is confirmed to familiarize members with the committee purpose and to determine the schedule of future meetings. Thereafter, meetings will be held as necessary to fulfill the Committees functions.~~

~~**ANNUAL REPORT:** Due on or before July 15 and shall contain at least the following information:~~

- ~~• Activities~~
- ~~• Issues~~
- ~~• Proposed solutions discussed by the Committee~~
- ~~• An outline of unresolved issues which might be considered, discussed, and acted upon during the next year~~
- ~~• A report on contributions of committee members~~
- ~~• Any recommendations for membership of the following years committee.~~

~~For additional information concerning process, see chapter entitled "Instruction."~~

~~9.10 Standing Committee: Undergraduate Council~~

~~**BYLAWS OF THE UNIVERSITY UNDERGRADUATE COUNCIL** (link to the by laws) This section is different from what is on the web,~~

~~ARTICLE I~~

~~NAME~~

~~The name of this organization shall be the University Undergraduate Council (hereinafter referred to as the UUC).~~

~~ARTICLE II~~

~~MISSION~~

~~The UUC acts on behalf of faculty in the governance of undergraduate programs and policies. It performs both as a policy making body, subject to approval by the provost and president, and as an advisory body to the provost. The UUC will:~~

- ~~1. Review requirements and recommend action on both the lower and upper division graduation requirements, including general education requirements, and approval of courses for general education.~~
- ~~2. Propose through the vice provost for academic affairs to the provost and the president policies and procedures that influence the quality of undergraduate instruction and research programs.~~

- ~~3. Review proposals and recommend action on new or revised undergraduate programs and courses.~~
- ~~4. Advise the Vice Provost for undergraduate Programs on such matters as may be brought to the UUC.~~

~~ARTICLE III~~

~~Section 1: REPRESENTATION~~

~~The University Undergraduate Council shall be composed of fifteen voting members. Voting members shall be from each of the colleges and schools as described below, and a Faculty Senate representative. Eight ex officio members shall include the vice provost for undergraduate programs, vice provost for assessment, institutional research and reporting, assistant vice provost for academic programs and effectiveness, director of university honors program, registrar, university libraries representative, director of curriculum planning, director of the Academic Counseling Center, and a representative from the Student Government Association.~~

~~The number of representatives from each college or school will be the following:~~

~~Arts and Sciences 4
Business and Economics 2
Communication & Fine Arts 2
Education, Health, & Human Sciences 2
Engineering 2
Nursing 1
University College 1~~

~~Section 2: ELECTIONS / APPOINTMENTS~~

~~Each college or school shall establish criteria for election or appointment to the UUC that will ensure broad disciplinary representation. If in subsequent years there is a significant change to this distribution, the formula will be adjusted and colleges/school notified.~~

~~Prior to the first meeting of the academic year the respective units shall forward the names of the newly elected or appointed members to the vice provost for academic affairs. At the meeting in September, the vice provost for academic affairs shall announce the newly constituted University Undergraduate Council. A two year term of service begins in September.~~

~~Ex officio members shall serve without vote.~~

~~ARTICLE IV~~

~~OFFICERS~~

~~The officers of the University Undergraduate Council shall be the vice provost for undergraduate programs and the director of curriculum planning. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the UUC.~~

~~ARTICLE V~~

~~MEETINGS~~

~~Section 1: REGULAR MEETINGS~~

~~The regular meetings of the UUC shall be held monthly during the academic semesters from September through May, unless otherwise requested by the chair or a majority vote of the UUC. If necessary, meetings may be scheduled during summer months by the chair.~~

~~Meetings of the UUC shall be chaired by the vice provost for undergraduate programs. In the vice provost's absence, the director of curriculum planning shall preside.~~

~~Section 2: SPECIAL MEETINGS~~

~~Special meetings may be called by the chair. The purpose of these meetings shall be stated in the call and, except in cases of emergency, a notice of at least five working days shall be given.~~

~~Section 3: ABSENCE OF MEMBERS~~

~~If for any reason a member of the UUC cannot attend a meeting, another faculty member from that college or school may be designated as proxy for voting purposes. The chair or secretary shall be notified prior to the meeting.~~

~~Section 5: QUORUM~~

~~Ten (10) voting members of the UUC shall constitute a quorum.~~

~~ARTICLE VI~~

~~COMMITTEES~~

~~Standing or special committees shall be appointed by the chair as necessary to carry on the work of the UUC.~~

~~ARTICLE VII~~

~~PARLIAMENTARY AUTHORITY~~

~~Section 1: PROCEDURE~~

~~The rules contained in the latest edition of Roberts Rules of Order Newly Revised shall govern the University Undergraduate Council to the extent that they are not inconsistent with these bylaws or with any special rules of order the UUC may adopt.~~

~~Section 2: OPEN MEETINGS~~

~~All meetings of the UUC shall be open to the university community. If confidential issues are on the table, then the chair has the power to call the UUC to executive session.~~

~~ARTICLE VIII~~

~~AMENDMENT TO BYLAWS~~

~~These bylaws can be amended at any meeting of the UUC by a two thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.~~

~~Approved by the University Undergraduate Council, December 10, 2004. Revised October 13, 2006.~~

~~Approved by the Provost~~

9.11 Standing Committee: Space Policy Council

SPACE POLICY COUNCIL

The Faculty Senate is responsible for appointing one members to serve on the [Space Policy Council](#)

Introduction

~~The University's facilities are a resource that must be viewed from a comprehensive institutional perspective. In order to address changing programmatic space needs, the University must develop effective methods to analyze and evaluate space requests and allocate facility resources. This will be accomplished through the establishment of a University Space Policy Council through the Office of the Provost. The President will appoint members to the Space Policy Council on an annual basis. The Chair and Vice Chair shall be appointed by the President from among the voting members.~~

Composition

~~Representative from the Office of the President~~

~~Representative from the Provost Office~~

~~Representative from Business and Finance~~

~~Representative from Advancement and Marketing~~

~~Representative from Information Technology~~

~~Representative from Student Affairs~~

~~Representative from Communications, Public Relations & Marketing~~

~~Representative from Research Office~~

~~Dean of Arts & Sciences~~

~~Three Deans from colleges other than Arts & Sciences~~

~~Representative from the Office of the Registrar~~

~~Representative from the Student Government Association~~

~~Chair and Co-Chair of the Facilities and Services Committee~~

~~Faculty Senate representative~~

~~Staff Senate representative~~

~~Director for Space Planning and Utilization, ex-officio~~

~~Space Analyst for Space Planning and Utilization (ex-officio, recording secretary)~~

Charge

~~The Space Policy Council is a decision-making body regarding space issues. As such, it will provide a forum for the discussion and approval of individual space requests, campus-wide space plans, plans for new space, space utilization reports, policies and procedures regulating the use of facilities, and other critical space planning issues that require policy level deliberation. A few decisions are of such magnitude that deliberation and support from the Executive Officers of the University are needed for a high probability of successful implementation. In such circumstances, the Council may be called upon to provide an analysis of options and a recommendation for consideration, including legal, environmental, and budgetary issues.~~

~~The Council Chair and Vice Chair, in consultation with the Director for Space Planning and Utilization, will work with the Provost to determine if a space issue has potential policy ramifications and thus should be placed on the agenda for a regular Council meeting. Agenda items should be established prior to the meeting date so that materials for discussion can be made available to Council members in advance.~~

~~The Chair and Vice Chair will preside over regular Council meetings and will coordinate with the Provost to ensure that activities are aligned in such a way as to be most beneficial to the decision-making process and a productive operational environment.~~

~~The Council will be responsible for obtaining input from various sources as appropriate and may create advisory sub-committees to examine and recommend decisions about specific issues. However, the Council will consult with the Provost before delegating specifically stated decision-making authority, such as the prioritization of requested modifications.~~

~~NOTE: The Council will not be responsible for event scheduling, assignment of space for events, or assignment of space for classes. However, changes in classroom usage to something other than a classroom category requires the approval of the Council.~~

~~**Guidelines for Council Operation**~~

~~The Space Policy Council consists of members representing constituencies from all segments of the University. Members will simultaneously represent both the overall University and their constituency area. Members should strive to cultivate good communication links to solicit input and to provide feedback to constituencies regarding the rationale leading to decisions, standards, or policies. Each member should use his or her foremost judgment, based upon an understanding of what constitutes the best overall solution for the institution as a whole. When recommendations have been reached members need to assume responsibility, wherever possible, to assure outcomes that contribute to the mission, goals, and best interest of the University.~~

~~As a policy-oriented body, the Councils primary focus should be on the following points:~~

- ~~(1) to assure that the space process is functioning productively;~~
- ~~(2) to define and prioritize parameters and processes to be utilized in operational decision-making,~~
- ~~(3) to define and approve policies and procedures, including detailed forms and instructions for requesting space use changes,~~
- ~~(4) to ensure that recommendations from the advisory sub-committees have appropriately considered options, costs, and benefits and determine if additional analysis should be conducted; and~~

~~(5) in a few circumstances where a decision between alternatives has policy or program implications, to weigh the competing options based on the best interests of the institution as a whole and recommend to the Provost which option to implement.~~

~~Any Executive Officer of the University may request the Provost to review such a recommendation if it has policy or operational impacts upon his/her administrative unit.~~

~~**Role of the Director for Space Planning and Utilization**~~

~~The Director for Space Planning and Utilization will process routine space assignments that do not require Council action. Examples of these assignments are:~~

- ~~• Reassignment of offices within a department/unit due to turnover of employees.~~
- ~~• Temporary assignments to allow construction or space renovations to occur.~~
- ~~• Allocation of space that is unsuitable for occupation or use other than temporary storage.~~

~~The Director will also work with the University faculty and staff to acquire input on space issues, requests, proposals, and to provide technical assistance and guidance to the Council. As an ex-officio, non-voting member the Director for Space Planning and Utilization will:~~

- ~~1. Develop and maintain long-range space utilization plans for all University facilities with input from the Council.~~
- ~~2. Develop and recommend space assignment policies and procedures, with input from the Council, for the University in accordance with THEC standards.~~
- ~~3. Support the Council's efforts to consider requests and recommend changes in space utilization within existing buildings; prepare data analysis reports and impact reports as required for inclusion with Council recommendations.~~
- ~~4. Support the Council's efforts to recommend the assignment of space within new buildings or buildings that have been vacant and are being reoccupied.~~
- ~~5. Review the leasing to non-University occupants of any real property assigned to the University, including land, buildings, and other improvements.~~
- ~~6. Review the leasing by the University of any non-University real property, including land, buildings, and other improvements.~~

~~Agenda items should be submitted prior to the meeting date so that materials for discussion can be made available to Council members in advance. The chair and vice chair will review requests with the Provost to set the agenda for the Council meetings and determine what additional information is needed to ensure the meeting is productive.~~

~~**Meetings**~~

~~Meetings will be held monthly, or as necessary.~~

~~**Annual Report**~~

~~Due on or before July 15 and shall contain at least the following information: log of requests received with note of disposition, such record to be open to the University community; assignments recommended by the Committee; unresolved space requests; an outline of unresolved issues which might be considered, discussed, and acted upon during the following year; a report on contributions of Committee members; and any recommendations for membership on the following years Committee.~~

9.12 Protocol for Updating the Faculty Handbook

Proposals

Proposed changes to the Faculty Handbook may be submitted by any member of the University faculty to the Faculty Policies Committee of the Faculty Senate. The Faculty Policies Committee may also propose changes to the Faculty Handbook.

Recommendations

The Faculty Policies Committee will then forward their recommendations for changes to the Faculty Senate for debate and approval, including a full list of all submitted ideas for policy change consideration. If approved by the Faculty Senate, the proposal will be forwarded to the Provost as head of Academic Affairs.

Review:

(a) If the Provost's office agrees to the changes as passed, then they will be incorporated into the Faculty Handbook. (b) If Academic Affairs is in disagreement with the approved changes from the Faculty Senate, then the Faculty Policies Committee will reexamine the proposal and work with Academic Affairs to develop a mutually acceptable proposal, which would then be returned to the Faculty Senate for debate and approval.

Resolution:

The revised proposal must then be approved by three fourths of the Senate to be officially inserted into the Handbook. If there is not a three-fourths approval vote, the proposed changes will not be made in the Handbook until a revised proposal obtains the needed consensus.

Effective date for Handbook changes