

BYLAWS FOR FACULTY GOVERNANCE UNIVERSITY OF ALASKA SOUTHEAST

SECTION 1 GENERAL PROVISIONS

- A. The ByLaws enumerated below, in conjunction with the Constitution for Faculty Governance, represent the procedures by which faculty governance shall operate at the University of Alaska Southeast.
- B. The Faculty Senate of the University of Alaska Southeast shall carry out its responsibilities and functions subject to the authority of the Board of Regents, UA President, and UAS Chancellor consistent with the laws of the State of Alaska (BOR Policy 03.01) and faculty bargaining agreements.
- C. Senate actions taken under these ByLaws shall otherwise be binding and subject to veto in accordance with ARTICLE IX (Senate Actions and Chancellor's Veto Powers) of the Constitution of the Faculty Senate.

SECTION 2. ELECTIONS (Article III. Membership)

A. Election of Faculty Senators (Article III. Section 3.A)

(1) A faculty academic unit is a single academic unit (excluding the individual campuses) having either a Chair, Dean, or Director. Currently there are seven: Business/PADM, Career Education, Education, Humanities, Library, Natural Sciences, and Social Sciences.

(2) Between March 1 and March 10, each faculty academic unit will elect or re-elect a Senator. All members of the Faculty Assembly are eligible to vote for one senator from their faculty academic unit and one senator from their campus.

(3) Faculty academic units will establish their own procedures for filling this post, including, as may be desired, provisions for equal distribution of service in this position.

(4) The current Chair or Dean of each faculty academic unit will coordinate the selection by a method that the unit determines.

(5) Current Chairs or Deans will report selection results to the Senate President by March 15.

B. Election of Campus Senators (Article III. Section 3.B)

(1) By March 20, members of the Faculty Assembly on each campus (Ketchikan, Sitka, Juneau) will elect a Campus Senator.

(2) The incumbent Campus Senator will coordinate the election by a method that members of the Faculty Assembly at each campus shall determine.

(3) By March 31, incumbent Campus Senators will report election results to the Senate President.

C. Election of Officers (Article III. Section 5)

(1) At the March meeting of the Faculty Senate, the Senate President will open nominations for Senate President-Elect. All Faculty Assembly members are eligible for nomination. Nominations may be taken from the floor and will remain open until March 31.

(2) It is the obligation of Faculty Senators organized under each Dean (or Director, if not under a Dean) to provide at least one nominee for that faculty group. Should this fail to produce a

nomination, by default current Faculty Senators under that Dean (or Director) will automatically be nominated for President-Elect.

(3) By April 1, the Senate President will notify each nominee of his or her nomination. Those who wish to accept the nomination must communicate this to the Senate President by April 5.

(4) Should the nomination process produce fewer than two candidates for President-Elect, the following steps (numbers 5 through 9) become null and void. The current President-Elect, upon becoming President, will make the nomination and election of a President-Elect the first item of business at the Faculty Assembly meeting held during convocation of the current academic year. No further business may be conducted by the Faculty Assembly or the Faculty Senate until at least two nominations have been confirmed by the nominees and a schedule for elections has been agreed upon by members of the Faculty Assembly attending the Fall Convocation meeting (quorum not required).

(5) By April 15, the written list of nominees will be delivered to all members of the Faculty Assembly in the form of a nominating ballot with a due date for return to the Chancellor's office. An Assembly member may vote for no more than five of the nominees and only one vote may be given to a particular nominee. A ballot with more than five votes is void. The ballot will be constructed in such a way that it can be submitted with anonymity.

(6) On the due date, the Chancellor's office will tally the votes and construct and distribute a final written ballot, with a due date for return and provision for anonymity, which will consist of the names of faculty with the six largest numbers of votes.

(7) On the due date for the second ballot, the Chancellor's office will tally and report the results and deliver all initial and final ballots to the current Senate President.

(8) The nominee receiving the largest number of votes will become the Senate President-Elect for the upcoming academic year, unless that position is already vacant, in which case that nominee will become President and the nominee receiving the second largest number of votes will become the President-Elect for the upcoming academic year.

(9) By April 30, the Senate President will announce the results of the election to members of the Faculty Assembly.

SECTION 3. OFFICERS OF THE SENATE

A. Senate President

(1) This position is assumed by the President-Elect of the preceding academic year at the first Senate meeting of the new academic year.

(2) Only tenure-track faculty are eligible for the position of Senate President.

B. President-Elect

(1) This position is assumed at the first Senate meeting of the new academic year by the Assembly member who received the second largest number of ballot votes in the election of the preceding academic year.

(2) Only tenure-track faculty are eligible to serve as President-Elect.

SECTION 4. TERMS OF OFFICE (Article III. Membership. Section 4 Terms of office)

A. Term Each Senator, assumes his/her position at the beginning of the university contract date for the new academic year and retains that position until it is assumed by a new member.

B. Recall of Senators

(1) Each faculty academic unit or campus may recall its Senator provided that a replacement is immediately identified.

(2) Each faculty academic unit or campus will provide for its own procedures for recall.

(3) If a Senator is recalled, the Chair or Dean of the faculty academic unit or the Campus Director shall communicate the recall to the Senate President and identify the replacement Senator before the next Senate meeting.

SECTION 5. COMMITTEES (Article V. Committees)

A. Permanent Committees (Article V. Section 1)

- (1) Undergraduate Curriculum Committee
 - a. Composition of the committee
 - i. Voting members of the Undergraduate Curriculum Committee shall include one Assembly member representing each of the faculty academic units, currently numbering seven: Business/PADM, Career Education, Education, Humanities, Library, Natural Sciences, and Social Sciences.
 - ii. Non-voting, ex-officio members of the Undergraduate Curriculum Committee are: the Registrar, the Senate President, the President of the Student Government (or designee), and the Provost.
 - iii. Non-voting campus representatives shall be elected by Faculty Assembly members at the Ketchikan and Sitka campuses.
 - b. Selection of committee members
 - i. Faculty academic units and each campus will establish their own procedures for selecting a member of the Faculty Assembly to sit on this committee, including provisions for equal distribution of service in this position, if desired.
 - ii. The current Chair or Dean of the faculty academic unit will coordinate the selection and inform the Senate President by March 15 of the representative's name.
 - iii. Newly elected members of the committee will meet before April 1 in order to elect a chair and allow workload adjustment to be made for that individual.
 - c. Terms of service
 - i. Committee members serve terms commencing on the first day of a Fall term contract and ending at the conclusion of a Spring term contract.
 - ii. Committee members may serve more than one term.
 - d. Duties of the committee The duties of the Undergraduate Curriculum Committee include but are not limited to:
 - i. developing rules of internal procedure;
 - ii. submitting proposed actions to the Faculty Senate for its approval and conveyance to the Chancellor ;
 - iii. in conjunction with the Graduate Committee, jointly developing guidelines for submission of curriculum proposals;
 - iv. reviewing, amending, and recommending approval of new undergraduate courses and changes in number, content, title, and description of existing undergraduate courses;
 - v. reviewing, amending, and recommending approval of changes in existing undergraduate degree and certification programs;
 - vi. reviewing, amending, and making recommendations on all program proposals referred to the committee by the Senate;
 - vii. checking language in the UAS catalog and other publications pertaining to undergraduate programs.
 - e. Meetings and timelines
 - i. The committee will determine its own meeting schedule.
 - ii. Timelines for submission of proposals and supporting documents will be set by the committee and be widely publicized among members of the Faculty Assembly.
 - f. Actions
 - i. The committee's findings, recommendations, and minutes of committee meetings will

be submitted to the Senate as directed by the Faculty Senate President.

ii. The Senate will vote on whether to accept the committee's findings and recommendations.

(2) Graduate Committee

a. Composition of the committee

i. One Assembly member from each active graduate degree program.

ii. Three ex-officio, non-voting members: the Senate President, one UAS graduate student, and the Dean of Graduate Studies.

b. Selection of committee members

i. Faculty academic units with graduate programs will select their representative from full time, tenure track faculty involved with their graduate degree program.

ii. Units will inform the Faculty Senate President by April 1 with their representative's name.

c. Terms of service

i. Committee members serve terms commencing on the first day of a Fall term contract and ending at the conclusion of a Spring term contract.

ii. Committee members may serve more than one term.

d. Duties of the committee The duties of the Graduate Committee include but are not limited to:

i. developing rules of internal procedure;

ii. submitting proposed actions to the Faculty Senate for its approval and conveyance to the Chancellor;

iii. in conjunction with the Undergraduate Curriculum Committee, jointly developing guidelines for submission of curriculum proposals;

iv. reviewing, amending, and recommending approval of new graduate courses and changes in number, content, title, and description of existing graduate courses;

v. reviewing, amending, and recommending approval of changes in existing graduate degree and certification programs;

vi. reviewing, amending, and recommending approval of all program proposals referred to the committee by the Senate;

vii. checking language in the UAS catalog and other publications pertaining to graduate programs.

e. Meetings and timelines

i. The committee will determine its own meeting schedule.

ii. Timelines for submission of proposals and supporting documents will be set by the committee and be widely publicized among members of the Faculty Assembly.

f. Actions

i. The committee's findings, recommendations, and minutes of committee meetings will be submitted to the Senate as directed by the Faculty Senate President.

ii. The Senate will vote on whether to accept the committee's findings and recommendations.

(3) Faculty Alliance Committee

a. Composition of the committee

i. The Faculty Alliance Committee shall be composed of three members: the Faculty Senate President, the Faculty Senate President-Elect, and a third member selected by the first two from the Faculty Senate or from tenure-track members of the Faculty Assembly.

ii. This third member may be, but is not required to be, the immediate past Senate President.

iii. The President is not required to seek Senate ratification of the third member.

iv. The current Senate President coordinates this committee.

b. Duties of the committee

i. Attend the regular meetings of the Faculty Alliance and serve on its committees and

task forces as appropriate.

ii. Communicate to the Faculty Senate whatever issues and concerns are discussed at meetings of the Faculty Alliance.

iii. Solicit comments and concerns of Senators and members of the Faculty Assembly to convey to the Faculty Alliance.

(4) Communications Committee

a. Composition of the committee At least one Senator shall sit on this committee along with at least one other Assembly member from any of the campuses.

b. Selection of committee members The Senate President will appoint a Senator to sit on this committee and recruit one or more volunteer members of the Faculty Assembly.

c. Terms of service

i. Committee members serve terms commencing on the first day of a Fall term contract and ending at the conclusion of a Spring term contract.

ii. Committee members may serve more than one term.

d. Duties of the committee

i. Arranging to take, prepare, and publish minutes of each Senate meeting;

ii. Communicating the business of the Senate to members of the Assembly. Such communication may occur in any reasonable form.

iii. Collaborating with a staff support person appointed by the Chancellor's office to

(a.) Design and maintain a faculty web site that reflects the needs of faculty for information regarding faculty, academic, and administrative affairs;

(b.) Provide timely access by faculty to agendas, minutes, documents, and other files needed to carry out the Senate's business;

(c.) Maintain an archive of documents pertaining to Senate business.

f. Meetings and timelines

i. The committee will determine its own meeting schedule.

ii. Timelines for submission of proposals and supporting documents will be set by the committee and be widely publicized among members of the Faculty Assembly.

(ii) Provide timely access by faculty to agendas, minutes, documents, and other files needed to carry out the Senate's business.

(iii) Maintain an archive of documents pertaining to Senate business.

g. Actions

i. The committee's findings, recommendations, and minutes of committee meetings will be submitted to the Senate as directed by the Faculty Senate President.

ii. The Senate will vote on whether to accept the committee's findings and recommendations.

(5) Faculty Evaluation Committee

a. Composition of the committee

i. The Faculty Evaluation Committee shall be composed of four tenured faculty members being at the rank of Associate Professor or Professor, with three of those members having the rank of Professor.

ii. Three ex-officio, non-voting members: the Senate President, one UAS graduate student, and the Dean of Graduate Studies.

b. Selection of committee members

- i. Faculty academic units with graduate programs will select their representative from full-time, tenure track faculty involved with their graduate degree program.
- ii. Units will inform the Faculty Senate President by April 1 with their representative's name.
- iii. Those having completed service in a prior year are placed at the bottom of the list, and those not serving because they are standing for promotion to professor rank or who are on sabbatical leave, will maintain their position on a list until qualified or able to serve.
- iv. Those becoming tenured faculty members at the rank of Associate Professor or Professor are added to the bottom of the list before members of the evaluation committee from the previous year.
- v. Alternates are selected from the top of the service lists from the appropriate rank on an as-needed basis.

- c. Terms of service
 - i. Committee members serve one year terms.
 - ii. Committee members may serve more than one term.
- d. Duties of the committee include but are not limited to:
 - i. Review faculty evaluation files for each faculty member who is undergoing performance evaluation for retention, tenure, promotion, or sabbatical leave, according to processes provided for in Board of Regents' Regulations and/or Collective Bargaining Agreements and the following criteria:
 - (i) Mastery of subject matter
 - (ii) Teaching
 - (iii) Public service
 - (iv) University service
 - (v) Research and/or Creative Activity
 - (vi) Professional development
 - ii. Based on review of a faculty evaluation file, make a joint written recommendation to the Provost regarding retention, tenure, promotion, and sabbatical leave, as appropriate, addressing the above criteria in a substantive, evaluative way.
 - iii. Adhere to the calendar of evaluation that is established pursuant to Board of Regents' Regulations and/or Collective Bargaining Agreements and submit reports and recommendations in a timely way.
 - iv. Enlist the help of administrative support staff to facilitate the review process, as needed.

B. Additional Committees (Article V Section 2) On an as-needed basis, members of the Faculty Assembly will be asked to form ad hoc committees to undertake special assignments in various areas, including but not limited to the areas of University of Alaska Southeast policy, curriculum, and faculty affairs.

- (1) Ad hoc committees are formed for explicit periods of time, usually until their objectives are met.
- (2) By majority vote of the quorum at any meeting, the Senate may establish an ad hoc committee, when deemed necessary for the conduct of Faculty Senate business.
- (3) The Senate President may appoint members of the Faculty Assembly to any ad hoc committee.

C. Committee Chairs

- (1) Committee Chairs may appoint ex-officio non-voting members to participate in committee activities for specified periods of time.

Section 64. AMENDMENTS TO THE BYLAWS

Section 1 Proposals

- A. Amendments to the By-Laws may be proposed only by members of the Senate and copies will be sent to all members of the Senate.
- B. Amendments must be formally read and incorporated into the minutes of the Senate meeting.
- C. A motion for an amendment should include an effective date that either coincides with the Chancellor's approval of the amendment or post-dates it.

Section 2 Approval

- A. Approval of amendments to the By-Laws requires a majority vote of the Senate membership, not just a majority of a quorum at any particular meeting.
- B. Approval cannot occur sooner than 28 calendar days from the date of the meeting at which the amendments was first read and discussed.

Section 3 Implementation

- A. An amendment becomes effective either on the date of the Chancellor's approval or on a later date if so stated in the proposal for the amendment.

Revised 03/16/05 Version 2.63.

EFFECTIVE: March 16, 2005

_____ Date: _____ Janet
Dye, President, UAS Faculty Senate

APPROVAL: _____ Date: _____ John
Pugh, Chancellor

DISAPPROVAL: _____ Date: _____ John
Pugh, Chancellor

John Pugh, Chancellor