# 20122013

UAF Faculty Senate

# UAF GOVERNANCE

# Faculty Senate Office

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# President's Memorandum

TO: UAFFaculty Senators and Members of the Standing and Permanent Committees

FROM: Jennifer Reynolds, President, UAF Faculty Senate

SUBJECT:20122013Faculty Senate

Welcome, everyone.

As members of the Faculty Senate and its committees we have the opportunity and responsibility to participaten shared governance of the university. The UAF Faculty Senate is the formal voice of the face of thj 1.293 0 Td ()Tj-7(ic)E23(ic)-2(ip)2(a)11(t)-TgMI-1.2f1()Tj ET i1()Ti 0.228.3

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# General Information

# FacultySenate Meeting Calendar 2001 2-2013

		Fall 2012 S	emeser	
Meeting #:	Date	Day	Time	Туре
184	Sept. 1,02012	Monday	1-3 PM	Audio Conference
185	Oct. 8, 2012	Monday	1-3 PM	Face to Face
186	Nov. 5, 2012	Monday	1-3 PM	Audio Conference
187	Dec.3, 2012	Monday	1-3 PM	Audio Conference
		Spring 203	Semester	
188	Feb.4, 2013	Monday	1-3 PM	Face to Face
189	Mar.4, 2013	Monday	1-3 PM	Video/Audio Conference
190	Apr. 1, 2013	Monday	1-3 PM	Audio Conference
191	May6, 2013	Monday	1-3 PM	Face to Face

Meeting Location and Information

The meeting location for Facultyn Stemeetings that are listed as audio conferences-tor face face is typically the Wood Center Carol Brown Ballroom. Meetings that include video conferencing are scheduled upon availabilityooms. Meeting cation should be verified by checking the AF Governance web site. Meetings begin at 1:00 PM and usually end about 3:00 PM. All meetings are audionferenced and recorded. The test audio conference number is posted online at the Governance web site and included with each meeting agenda. http://www.uaf.edu/uafgo/facultysenate/meetings/

From time to time a location change is necessary on short notice. Please **refet tink**he shownabovefor the official meeting locatiorAll meetings are public and included on UAF's Public Events **@**endar. http://www.uaf.edu/calendars/events/

# Faculty Senate Administrative Committee MeetilogsR

Fall 2012 Semester	Time	Location
Wedneday, Sept, 2012	1-3 PM	408 LIB, Kayak Room
Friday Sept28, 2012	1-3 PM	330 Signer's HalCCR
Friday, Oct26, 2012	1-3 PM	

Karen Jensen (†)
Library Collection Development
417A Rasmuson Library
474-6695 kljensen@alaska.edu

Duff Johnston (13) English, Linguistics 866 Gruening Building 474-

# 2012-2013 Faculty Senates College/School/Unit

President:
Jennifer Reynolds
SFOS
President Elect:
David Valentine
SNRAS

# College of Liberal Arts

Representatives Alternates Arts & Communication-Arts & Communication-Vince Cee (14) Jun Watabe (13) English & Humanities-English & Humanities-Duff Johnston (13) Michael Edson (14) Language & Culture-Language & Culture David Henry (13) Alla Grikurova (14) Library Science-Library Science-Karen Jensen (14) Kathy Arndt (13) Social Sciences Social Sciences Cecile Lardon (13) - Vacancy Applied & Distance Program Applied & Distance Pograms-Retchenda Georgeettisworth (13) Jon (Rob) Duke (14) At large-John Heaton (13) At large-Vacancy At large-Karen Gustafson (13)

College of Natural Sciences & Mathematics
Representatives Alternates
Javier Fochesatto (14) Falk Huettmann (14)

Donie BretHarte (13)



# 2012-2013 Faculty Senate Committees

### STANDING COMMITTEES

(Faculty Senate members only)

### Curricular Affairs

Ken Abramowicz, SOM (13)

Retchenda Geordettisworth, CLA (13)

Karen Gustafson, CLA (13)

Cindy Hardy, CRCD (13)

Sarah Hardy, SFOS (13) David Henry, CLA (13)

Diane McEachern, CRCD (Kuskokwim) (13)

Rainer Newberry, CNSM (140hair

Todd Radenbaugh, CRCD (Bristol Bay) (13)

Subcommittee

General Education Revitalization Committee www.uaf.edu/uafgov/facults/enate/committees

### Faculty Affairs

Leif Albertson, CES (Kuskokwim) (14)

Mike Davis, CRCD (Bristol Bay) (14)

Chris Fallen, IARC (13)

Duff Johnston, CLA (13)

Julie L. Joly, SNRAS (13)

Cecile Lardon, CLA (13)Ghair

Margaret Short, CNSM (13)

### Unit Criteria

Vladimir Alexeev, IARC (13)

Sukumar Bandopadhyay, CEM (13)

Christina Cook, SoEd (14)

Javier Fochesatto, SN (14)

Karen Jensen, CLA (140 hair

Jun Watabe, CLA (13)

Cathy Winfree, CRCD CTC (13)

### PERMANENT COMMITTEES

(appointed by Faculty Senate)

Faculty Development, Assessment & Improvement

Stephen Brown, CES (Palmer) (13)

Izetta Chambers, SFOS (Bristol Bay) (14)

# Constitution and Bylaws

Faculty Senate Constitution

CONSTITUTION of the UNIVERSITY OF ALASKA FAIRBANKS FACULTY SENATE

### Preamble

Under Board of Regents' Policy, the University of Alaska
Fairbanks Facilty Senate isormed so that the faculty may
carry out its professional responsibility as the gislative
body of the University of Alaska Fairnks in matters of
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Sect. 2	Faculty re	sponsibilities	include t	he formi	ulation of	f policies	and re	gulations	quiding	וג

- A. Faculty appointment, reppointment, termination, development, evaluation and workload.
- B. Tenure
- C. Promotion
- D. Teaching
- E. Research/creative activities
- F. Advising
- G. Service
- H. Sabbatical leave
- I. Honorary degree candidates

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- J. Scholastic standards
  - 1. Degree requirements
  - 2. Curriculum review
  - 3. Admission standards
  - 4. Grading policy
  - 5. Academic probation
  - 6. Academic suspensionResearesear.OrsioDegAcc suspension

- Sect. 2 Voting members of the Senate must either hold academic rank witimfell continuing appointment at the University of Alaska Fairbanks or hold special academic rank ith title preceded by "research" or "term".
- Sect. 3 Senate members shall be elected from and by the faculty of their respective units, as set forth in the bylaws, to two ear terms which shall be staggered to ensure continuity.
- Sect. 4 The terms of theewly elected and appointed members shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the academic year.
- Sect. 5 Any voting member of the Senate may be recalled according to the provisions of the bylaws.
- Sect. 6 Non-voting members of the Senate shall have voting privileges on any Senate committee on which they serve.

ARTICLE IV - Officers

- Sect. 1 The two officers of the Senate shall be the President and the President
- Sect. 2 The President and President shall be elected by the elected representatives of the Senate for one rems. Eligible nomination of the Senate for one rems. Eligible nomination of the Senate for one rems.

ARTICLE VI - Relation to the University of Alaska Fabanks Governance Coordinating Committee and the University of Alaska System Governance.

- Sect. 1 The UAF Faculty Senate President and President shall represent the faculty on the University of Alaska Fairbanks Governance Coordinating Committee.
- Sect. 2 The UAF Faculty Senate President, President, and one other designee appointed by the Senate President shall represent the Senate on the University of Alaska Faculty Alliance and one will serve on the System Governance Council.

ARTICLE VII - Meetings

Sect. 1 There shall be a minimum of seven regular meetings each academic year. Other meetings may be held on special call of the Administrative Committee of the Senate.

ARTICLE VIII - Quorum

Sect. 1 The presence of a majority of the meansthip shall constitute a quorum. Presence may be established by participation in an audioconference.

ARTICLE IX - Parliamentary Authority

Sect. 1 The parliamentary guidelineshall be themost recent version of Robert's Rules of Order.

ARTICLE X - Amendments

Sect. 1 Amendments to the constim s1EMC /P quipmentaintents

If the Senate and the Chancellor's Office are not able to resolve the impasse, then the Senate, upon a two vote, may elect to forward its previous action through the University of Alaska governance structure as provided for under Regents' policy.

ARTICLE XII - Faculty Referendum

Sect. 1 A faculty referendum on and8um

# Faculty Senate Bylaws

# BYLAWS of the UNIVERSITY OF ALASKA FAIRBANKS FACULTY SENATE

Sect. 1 (ART III: Membership)

A. The membership of the Faculty Senate, hereinafter referred to as "Senate," shall consist of approximately 41 members plus one weating presiding officer.

Approximately 35 members shall be elected by and from the faculty and will have voting privileges. Foundon-voting members will be selected by and from other university constituencies as follows: one student selected by the ASUAF; one deanor directorselected by the Provostne staff representative from the registrar's office; and one additional staff member selected by the Staff Council. Three additional now

C.	Election	Procedure
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1.

1.

- from the close of the last Senate meeting in the spring until the opening of the first Senate meeting of the fall semester; and
- 9. At the first meeting in the fall semester make a report of all actions carried out in the name of the Senate since the last negitatithe spring semester.
- The Administrative Committee shall oversee the process of evaluation of academic administrators.
- B. Membership on standing and permanent committees will be for two years except as noted below with the possibility of appointment. The initial appointment or re-appointment is made by the Administrative Committee or as specified in the definition of a Permanent Committee and confirmed by the full Senate. Senators are limited to serving on a maximum of one standing committee at any one time. To provide continuity, terms will be staggered and an initial appointment may be made for one or two years as determined by the Administrative Committee based on need.
- C. Standing committees will be constituted entirely of Senate membermanent committees can be constituted without Senate members.
- D. All permanent and standing committee chairs will be elected from and by the members of their respective committee and must be infinitely faculty at UAF.
- E. The standing and permanent committees of the Senate are:

### STANDING

- 1. The Curricular Affairs Committee will deal with curricular and academic policy changes on all levels except the graduate level.
  - In addition to the nowoting ex officio member(s) appointed by the provost, th committee may add newroting ex officio members for one ar terms as deemed necessary.
- 2. The Faculty Affairs Committee shall review issues dealing with faculty prerogative and recommend policy changes to the Faculty Senate. Issues of faculty prerogative include academic freedoffaculty ethics, research and creative activity, and legislative and fiscal issues that may impact faculty concerns at the university. The committee will act as a faculty advocate with legislators and candidates. In its concern for fiscal issues the committee shall monitor budget appropriations to the university and evaluate any notice to the faculty of financial exigency. In performing these duties, the committee will coordinate as necessary with the relevant officers (attation representatives) of the extant collective bargaining units who serve asympting members of the Senate and exificio members of this committee.

The committee will also act as a pool to be drawn upon to act as the United Academics representates to the Faculty Appeals Board. The chair of the Faculty Affairs Committee will appoint, from the committee, tenured members of the United Academics bargaining unit who will serve on the particular appeals board. If no qualified faculty members are available within the Faculty Affairs Committee, the matter will be referred to the Faculty Senate president for appointment of faculty senators to the Faculty Appeals Board.

establishment of need for new programs, and resource impacts of curricular changes. Decisions of the Curriculum Review Committee may be appealed to Curricular Affairs by the department **subt**ing the proposal. The Committee shall be composed of the chairs of the college/school curriculum councils, the University Registrar or the Registrar's designee, and shall be chaired by a member of the Curricular Affairs Committee.

5. The Core Review Committee reviews and approves courses submitted by the appropriate school/college curriculum councils for their inclusion in the core curriculum at UAF. The Core Review Committee coordinates and recommends changes to the core curriculum, develops the for assessment of the core curriculum, regularly reports on assessment of the core curriculum, monitors transfer guidelines for core courses, acts on petitions for core credit, and evaluates guidelines in light of the total core experience. This itternwill also review courses for oral, written, and natural science core classification. If the committee determines that a course fails twice in a row to meet "O" or "W" guidelines as specified by the Faculty Senate, the committee shall have the powerto revoke "O" or "W" designators from that course.\* Committee actions made prior to March 1 will become effective in the next year's Catalog. Designators will be restored as soon as the course has been reapproved by the committee as once again conformitog"O" or "W" guidelines.

### \*As found at:

http://www.uaf.edu/uafgov/facultsenate/curriculum/coursategreeprocedures/quidelinesfor

Committee	will provide a c	connection be	nmunity. The tween the fa	culty and the	e UAF v



х	Committees with members from outlying areas audioconference each committee meeting. Wood Centeand Rasmuson Library

f The Faculty Senate coordinator is available to assist you with setting up a Google group or Blackboard site if this would be useful to conducting committee business.

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- x Administrative Committeenees about ten days por to each Senate meeting to set the Senate meeting agenda. Motions scheduled to be presented to the Senate are first reviewed by the Administrative Committee. If there is considerable disagreement about proposed actions, the Administrative Committeey measurement that the issue be referred back to committee for further evaluation.
- x Following the Administrative Committee meetings, the Senate president and president elect meet with the chancellor and provost to discuss the Senate meeting agenda.
- x Reference Sect. 2 (ART IV: Officers) and Sect. 3 (ART. V: Committeesction A.of the Senate Baws for additional information about roles and duties of the Administrative Committee.

# Senate Actions

About

# \*\*\*SAMPLE MOTION TO AMEND EXISTING POLICY\*\*\*

The UAF Faculty Senate passed the following at Meeting #181,	March 5,	2012:

MOTION:

***SAMPLE MOTION TO AMEND DEGREE***					

Similarly, under Bachelor of Science, second column:					
Of the above, at least 39 credits must be taken in uniposition (300 level or higher) courses.					
<del>-</del>					

# \*\*\*SAMPLE BYLAW/CONSTITUTION AMENDMENT\*\*\*

The following was passed at the March 5, 2010, Faculty Senate Meeting #165:

### **MOTION**:

The UAF Faculty Senate moves to amend the Bylaws of the University of Alaska Fairbanks Faculty Senate, Section 1, Article III: Membership, subsection C.1 (page 14). This amendment addresses the procedure for election of representatives from research institutes to the Faculty Senate.

EFFECTIVE: Fall 2010

RATIONALE: The current Bylaws are written with the assumption that the research institutes will not qualify for separate resentation on the Faculty Senate. Instead, they are grouped into a "conglomerate group." The Bylaws specify that elections for Faculty Senate representatives for the research institutes are to be held by the Senate office. This provision is reasonable beause there is no central organization or administrative office for such a collection of research institutes. However, several research institutes are now large enough for separate representation on the Faculty Senate. Each of them has the same organizational ability to run internal elections as the academic units have. This amendment removes the assumption that research institutes will not have separate representation, and specifies that all individual units represented on the Faculty Senate, i.e., research institutes as well as schools and colleges, are responsible for their own elections and election procedures. The Senate office will continue to have responsibility for elections by any "conglomerate groups."

\*\*\*\*\*\*\*\*\*

CAPS and Bolded - Addition
[[ ]] = Deletion

### C. Election Procedure

1. Election shall be CONDUCTED the REPRESENTED [academic] units, or BY the Senate office for ANY CONGLOMERATE GROUPS, [fine research institut] sto provide representatives to the Semante ording to Article III of the Senate Constitution. Elections and election procedures are the responsibility of the units, subject to the following:

. . .

# \*\*\*SAMPLE MOTION TO AMEND UA POLICY/REGULATION\*\*\*

# \*\*\*SAMPLE RESOLUTION\*\*\*

# Governance Coordinating Committee

The UAF Governance Coordinating Committee provide for the three individual UAF governance bodies to address common concerns that affect faculty, staff, and students. GCC exists for the express purpose of coordinating unified action from the individual rnance bodies (UAF Faculty Senate, StatCouncil and ASUAF).

Leadership for the UAF Governance Coordinating Committee is provided by the president and president elect of each constituency. The UAF Governance Coordinating Committee meets twice a semester during the academic year.

Contact Info rmation

Support for GCC is provided by the Staff Council executive secretary.

Nicole Dufou, Executive Secretary, Staff Council email: uaf-staff-council@alaska.edu

phone: 907-474-7056 fax: 907-474-5213

http://www.uaf.edu/uafgov/governanceordinatingc/

# Faculty Alliance

The Faculty Alliance includes three faculty members from each of the three academic Metalsers also sit on the System Academic Council Which includes chief academic officers of the three universities the UAF vice chancellor foresearch, and the UA vice president for academic affairs formulate academic and research politory the UA system The chair for the Faculty Alliance addresses the Board of Rege

University of Alask®oard of Regents					
The University of Alaska Board of Regents is annielmber	board,	appointed/	the	Governor	and

# University of AlaskayStem Governance

Within the University of Alaska, governance for faculty, staff and students exists because the Board of Regents authorized its existence in Regents Policy 03.01.01-12(.)-5(e)-8(nc0(fR)-2(e)-82(t)-5e)-2.ntsts bn7(regents authorized its existence in Regents authorized its existence i	ve

# Useful Web URLs

# Governance

AF Governance http://www.uaf.edu/uafgov
Course & Degree Procedu http://www.uaf.edu/uafgofaculty-senate/curriculum/
Syllabus Requirements **UAF** Governance