

CONSTITUTION OF THE FACULTY SENATE UNIVERSITY OF ALASKA ANCHORAGE

The faculty of the University of Alaska Anchorage establishes this constitution to govern the workings of its Faculty Senate. The Senate provides a forum for addressing university-life issues (curriculum, student success, institutional organization, and professional development) and represents faculty as part of UAA shared governance.

ARTICLE 1. NAME

Section 1. The name of this organization shall be the Faculty Senate of the University of Alaska Anchorage (hereafter referred to as Faculty Senate).

ARTICLE 2. PURPOSES, RESPONSIBILITY AND AUTHORITY

Section 1. The Faculty Senate shall carry out its functions subject to the statewide authority of the Board of Regents within the laws of the State of Alaska (BOR Policy 03.01).

Section 2. The purposes of the Faculty Senate are

- A. To provide official representation for faculty of the University of Alaska Anchorage in matters that affect the general welfare of the University and its research, creative activities, and educational programs.
- B. To serve as an agency by which information of general concern and interest to the University of Alaska Anchorage faculty may be freely collected, discussed, and disseminated.
- C. To function as the legislative body having primary authority to initiate, develop, review, and recommend policy of the University of Alaska Anchorage, including but not limited to

(1) Academic Matters

- (a) degree requirements
- (b) program approval
- (c) course approval
- (d) admissions policies
- (e) instructional policies
- (f) transfer policies
- (g) academic advising
- (h) assessment of incoming students
- (i) outcomes of courses
- (j) distance education
- (k) e-learning
- (l) library
- (m) research, scholarship, and creative activities
- (n) mentorship
- (o) other matters directly concerned with the academic programs of the University of Alaska Anchorage

(2) Faculty Matters

- (a) tenure
- (b) promotion
- (c) leave
- (d) professional ethics
- (e) faculty development
- (f) grants
- (g) appointment, reappointment, and termination
- (h) other matters affecting the welfare of the faculty

(3) Physical Facilities and Equipment

- (a) academic computing
- (b) instructional technology
- (c) classrooms
- (d) laboratories, research, and creative arts facilities
- (e) other facilities affecting the quality of instruction and scholarship.

(4) University Community

- (a) diversity
- (b) continuing education
- (c) safety
- (d) community outreach
- (e) other issues affecting students, faculty, and the community.

D. To provide consultative and advisory services to the Chancellor of the University of Alaska Anchorage in matters including but not limited to

- (1) budget,
- (2) calendar
- (3) administrative appointments
- (4) physical facilities
- (5) telecommunications
- (6) computing
- (7) creation of or changes to institutes or centers
- (8) offices
- (9) parking
- (10) other matters affecting the general welfare.

E. To provide consultative and advisory services to the Faculty Alliance in matters including but not limited to

- (1) budget,
- (2) calendar
- (3) administrative appointments
- (4) physical facilities
- (5) computing
- (6) distance education
- (7) e-learning
- (8) coordination
- (9) telecommunications
- (10) research, scholarship, and creative activities
- (11) other matters affecting the general welfare.

ARTICLE 3. MEMBERSHIP

- Section 1.** Those eligible for membership in the Faculty Senate shall be tenure-track or term faculty members with a non-administrative assignment of .5 F.T.E or greater.
These members must hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Faculty members on any type of leave must be able to attend at least eighty percent (80%) or more of Faculty Senate meetings or they are not eligible to serve as members of the Faculty Senate and must relinquish the position.
- Section 2.** The membership of the Faculty Senate shall consist of elected representatives (hereafter referred to as Senators).
- Section 3.** Each of the following units shall elect Senators at a ratio of one Senator per fifteen eligible members, with each unit having at least one Senator. Senators will be elected to staggered two-year terms.
- A. College of Arts & Sciences
 - B. College of Business & Public Policy
 - C. School of Education
 - D. College of Health
 - E. Community & Technical College
 - F. College of Engineering
 - G. Consortium Library
 - H. Kenai Peninsula College
 - I. Kodiak College
 - J. Matanuska-Susitna College
 - K. Prince William Sound College
 - L. Student Affairs
- The faculty of schools and colleges with departments or other logical subdivisions may vote to apportion the selection of senators to represent departments or groupings.
- Section 4.** There shall be eight Senators elected at large.
- Section 5.** A faculty member may vote or be nominated for Senate representative in only one unit.
- That unit must be the unit of primary appointment or, in the case of evenly split appointment, the unit of the faculty member's choice.
- Two faculty members may share a committee/board position if at least one of the faculty members is on the semester system or on leave. The names of the two faculty members sharing the committee/board position and the portion of the term each will cover will be on the ballot.
- Section 6.** Senators shall be elected no later than April 15. Voting will be by secret ballot. Candidates shall be elected by a simple majority of those responding. If two seats of unequal duration are available, the faculty member with the greatest number of votes serves the longer term. If a faculty member wins both a senate position at-large and for a unit, the Faculty Senate Executive Board will determine which one of the offices will be filled by that member.
- Section 7.** The terms of newly elected Senators shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the academic year.

- Section 8.** Any voting member of the Senate may be recalled according to the provisions of the bylaws.
- Section 9.** Changes to the ratio of eligible faculty-to-senate seats shall be done upon a two-thirds vote of the Senate.
- Section 10.** Senate Representatives to Board vacancies shall be elected by the Faculty Senate annually at the May meeting. Thereafter, other vacancies during the academic year shall be elected by the Faculty Senate at the earliest possible convenience.
- Section 11.** A senator or academic board member may run for re-election in the final year of his or her term but not before.

ARTICLE 4. OFFICERS

- Section 1.** The officers of the Faculty Senate shall be the President, First Vice President, and Second Vice President.
- Section 2.** Any faculty member, as defined in Article III, Section 1, shall be eligible to serve as an officer.
- Section 3.** The officers shall be elected from and by the faculty at large. Officers shall be elected no later than April 15. Voting will be by secret ballot. Candidates shall be elected by a simple majority of those responding. If a faculty member wins both a senate position and an officer position, the faculty member must choose which position to fill.
- Section 4.** The term of office for the President, First Vice President, and Second Vice President shall be one year.
- Section 5.** The President shall preside at Executive Board meetings and Senate meetings. The President shall serve as a representative of the Faculty Senate to the Council of Deans and Directors, Faculty Alliance, and the Provost's Academic Council.
- Section 6.** The First Vice President shall be the President-elect and shall assist the President in the performance of all duties and responsibilities relative to the business of the Faculty Senate. The First Vice President shall serve as a representative of the Faculty Senate to the Faculty Alliance and as necessary to the Provost's Academic Council and the Council of Deans and Directors.
- Section 7.** The Second Vice President shall assist the President and First Vice President in the performance of all duties and responsibilities relative to the business of the Faculty Senate. The Second Vice President shall serve as a representative of the Faculty Senate to the Provost's Academic Council as necessary. The Second Vice President shall serve as a representative of the Faculty Senate to the CAFÉ Advisory Board.
- Section 8.** The representatives of the Faculty Senate to the Faculty Alliance are the First Vice President, the President, and the Past President. If any of these people cannot serve on the Faculty Alliance, the Faculty Senate shall appoint that person's replacement, who shall be either the Chair of the Graduate Academic Board, the Chair of the Undergraduate Academic Board, or the Second Vice President.

- Section 9.** If for any reason the President should relinquish or be recalled from office, the 1st Vice President will automatically and immediately assume the Presidency.
- Section 10.** If for any reason the 1st Vice President should relinquish or be recalled from office, the President will call an election.
- Section 11.** If for any reason the 2nd Vice President should relinquish or be recalled from office, the President will call an election.
- Section 12.** The terms of newly elected Officers shall commence at the beginning of “New Business” of the last regularly scheduled Senate meeting of the academic year.
- Section 13.** The President, First Vice President, and Second Vice President of the Faculty Senate together with the chairpersons of the Undergraduate Academic Board; the Graduate Academic Board; and the Past President, who shall be an ex officio, non-voting member; shall constitute the Executive Board of the Faculty Senate. The Executive Board shall be empowered to act in the name of the Senate on an emergency basis. Any actions taken by the Executive Board are subject to Senate review at the next meeting of the Faculty Senate.

ARTICLE 5. BOARDS AND COMMITTEES

- Section 1.** There shall be two permanent boards and fourteen (14) standing committees of the Faculty Senate as established by the Bylaws. The Committee Chairs may appoint ex-officio non-voting members.
- A. Undergraduate Academic Board
 - Subcommittee: General Education Council (GEC)
 - B. Graduate Academic Board
 - C. Committees
 - 1) Academic Computing, Distance Learning, Instructional Technology, and eLearning
 - 2) Student Academic Support and Success
 - 3) Budget, Planning & Facilities Advisory
 - 4) Diversity
 - 5) Library Advisory
 - 6) University-wide Faculty Evaluation
 - 7) Faculty Grants and Leave
 - 8) Senior Administrator Review Committee
 - 9) Academic Assessment
 - 10) Community Campus
 - 11) Research and Creative Activity
 - 12) Ad hoc committees as described in Sections 7-9
- Section 2.** Senate members of permanent boards and committees shall serve one-year terms. The terms of newly elected senate members of permanent boards shall commence at the beginning of “New Business” of the last regularly scheduled Senate meeting of the academic year, unless otherwise noted in the Bylaws. The membership on these Boards and Committees shall be chosen in accordance with the procedures laid down in the Bylaws of the Faculty Senate.
- Section 3.** Membership on the Undergraduate Academic Board and the Graduate Academic

Board is limited to tenure-track faculty members whose F.T.E. workload during the term of appointment consists of less than 50% administration and at least 20% teaching.

- Section 4.** The specific functions of the permanent boards and committees shall be those established by the Bylaws of the Faculty Senate. Additional functions may be assigned to the boards and committees by a simple majority vote of the membership of the Faculty Senate present and voting at a regular meeting.
- Section 5.** Approved actions of the permanent boards and committees shall be submitted to the Faculty Senate at each regular meeting of the Faculty Senate in accordance with the provisions of the Bylaws of the Faculty Senate. Such actions of the permanent boards and committees shall be deemed enactments of the Faculty Senate when confirmed by a simple majority vote of the membership present and voting. A written report of the year's activities shall be presented to the Faculty Senate at the May meeting.
- The Faculty Senate may, by a majority vote of the members present, empower Boards and Committees to act in the name of the Senate.
- Section 6.** Each permanent board and committee shall have a chair person(s) elected by a majority vote of its members.
- Section 7.** The Executive Board may establish any ad hoc committee it deems necessary for the conduct of Faculty Senate business. Ad hoc committees established by the Executive Board are subject to approval by the Faculty Senate at the next regularly scheduled Faculty Senate meeting.
- Section 8.** By the majority vote of those present and voting at any meeting, the Faculty Senate may establish any ad hoc committee it deems necessary for the conduct of Faculty Senate business. The President shall appoint the members of any ad hoc committee. Such committees shall submit their actions to the Faculty Senate in accordance with the provisions of the Bylaws of the Faculty Senate.
- Section 9.** Senate ad hoc committees shall cease to exist when work is completed or no later than the last regularly scheduled Senate meeting of the academic year.
- Section 10.** The President of the Faculty Senate shall be an ex-officio, non-voting member of each of the permanent boards and all the elected and appointed committees of the Faculty Senate.
- Section 11.** The President of the Faculty Senate shall notify the Chancellor in writing within ten working days of any action taken by the Senate that affects administrative practice.
- Section 12.** The position of any member of a permanent board or committee shall be vacated if the occupant fails to attend two consecutive regularly scheduled meetings, unless the absence is excused by the Chair of that board or committee.
- Section 13.** The position of any Senator shall be vacated if the occupant fails to attend two consecutive regularly scheduled meetings or fails to attend four regularly scheduled meetings in an academic year, unless the absence is excused.
- Section 14.** The position of Board or Committee Chair shall be vacated if the occupant fails to attend two consecutive regularly scheduled meetings of the Board or

Committee; or if the occupant fails to attend two consecutive regularly scheduled Senate meetings.

Section 15. Senate, permanent board, and committee vacancies that occur after a regularly scheduled annual election shall be expeditiously filled in the manner designated for that position in the Constitution and shall be for the unexpired term of the position.

Section 16. Board and Committee Chairs may appoint ex-officio, non-voting members.

Section 17. A member of the Undergraduate Academic Board or Graduate Academic Board may designate a voting substitute for a meeting from which the board member will be absent. This substitute must be eligible for membership on the board.
Voting substitutes are not allowed on Faculty Senate committees. The presence of a voting substitute means that the absence of the elected member does not count.

ARTICLE 6. MEETINGS

Section 1. The Senate shall meet once a month from September through December and February through May. Other meetings, including electronic voting meetings, may be held on the call of the President of the Faculty Senate. Electronic voting meetings during the period between May and August can be called only on an emergency basis by the President of the Faculty Senate, at the written request of the Undergraduate and/or Graduate Academic Boards. The results of any electronic voting meeting during the May-August period must be reported to the Senate at its regularly scheduled meeting. Senators may attend the senate meetings as voting members via remote link. Voting within meetings may be conducted using electronic means.

Section 2. Each academic year, the senate shall conduct one Faculty Senate Retreat in the fall semester for senators and board and committee members and one Faculty Forum for all faculty members in the spring semester. The agenda for the Faculty Senate Retreat and Faculty Forum shall be set by the Executive Board in consultation with the faculty.

Section 3. The business of the Faculty Senate shall be conducted in accordance with its Bylaws.

ARTICLE 7. QUORUM

Section 1. The presence of fifty percent (50%) of the membership shall constitute a quorum.

ARTICLE 8. PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority shall be the latest edition of Robert's Rules of Order. The President shall appoint a parliamentarian each year.

ARTICLE 9. AMENDMENTS

Section 1. Amendments to the Constitution may be proposed by any tenure-track member of the faculty eligible to serve as a Senator.

Section 2. Copies of proposed amendments shall be sent to all members of the faculty.

Section 3. The President shall schedule a first reading and discussion of the proposed

amendment at the first meeting of the Faculty Senate following distribution of copies of the proposed amendment. The second reading of a proposed amendment may be held no sooner than the second regular meeting following the distribution of copies. Any tenure-track faculty member eligible to serve as a Senator may participate in floor discussions during the first and second readings.

Section 4. Following the second reading, the amendment shall be voted on by all faculty members eligible to serve as a Senator, as described in Article III, section 1, of this Constitution. Amendments shall be approved by at least a two-thirds vote. The vote shall be considered invalid if fewer than twenty-five percent (25%) of the voting membership respond. A Motion to Reconsider may be made only at the following scheduled meeting.

ARTICLE 10. REFERENDUM

Section 1. Any tenure-track or term faculty member with a teaching load of at least fifty percent 50% may bring a motion before the Senate by submitting a petition signed by a minimum of twenty percent (20%) of the full-time faculty.

- A. The petition shall be considered to second the motion.
- B. The Senate must consider this motion at the meeting following the submission of the petition.
- C. This petition may include a requirement that the entire faculty be notified of the discussion of the petition on the Senate floor and that interested faculty members be included in the floor discussions.
- D. This petition may include a requirement that the vote be put to all tenure-track and term faculty who are eligible to be elected to the Faculty Senate by secret ballot.

Section 2. If a petition is submitted to rescind or amend an action of the Senate,

- A. The Senate shall, after discussion, vote on the motion to rescind or amend the motion. If the Senate concurs with the motion, the original action shall be considered rescinded or amended as appropriate.
- B. If the Senate does not concur with the motion, the question shall be put to the entire faculty by secret ballot.

Section 3. If a question is put to all tenure-track and term faculty eligible to be elected to the Faculty Senate, voting will be by secret ballot, supervised by the officers of the Senate and will be passed by a simple majority of those responding. The vote will be considered invalid if less than twenty-five percent (25%) of the faculty respond.

ARTICLE 11. EFFECTIVE DATE OF ENACTMENTS

Section 1. Enactments of the Faculty Senate shall become effective upon the recommendation of the Provost and the approval of the Chancellor.

Section 2. The Chancellor shall act to approve or disapprove any enactment of the Faculty Senate within 15 working days of the date it is submitted for approval.

Section 3. Approval of a Faculty Senate action by the Chancellor constitutes approval of the enactment. Actions of the Senate may not be partially approved and partially disapproved nor may they be approved as modified or amended by the

Chancellor.

- Section 4.** The Chancellor shall convey in writing to the Faculty Senate the reasons for disapproval within 15 working days of the date of the disapproval.
- Section 5.** Any action approved by the Senate and disapproved by the Chancellor may be submitted to a reconciliation committee upon a two-thirds vote of the Senate. Up to three members appointed by the Senate and up to three members appointed by the Chancellor shall constitute a reconciliation committee whose task it shall be to formulate recommendations to the Senate and the Chancellor.
- Section 6.** If the Senate and the Chancellor are not able to resolve the impasse, then the Senate, upon a two-thirds vote, may elect to forward its previous action through the University of Alaska governance structure as provided for under Regents' policy.