

BYLAWS OF THE CONSTITUTION  
OF THE  
FACULTY SENATE  
UNIVERSITY OF ALASKA ANCHORAGE

**Section 1. (Article III. Membership)**

a. Nomination of Senators

- (1) The Nominations and Elections Committee shall prepare a slate of candidates for Senate positions to be presented at the Special Nominations Meeting held within one week of the start of balloting for membership.
- (2) The slate of candidates may be augmented by nominations from the floor of the Senate at the Special Nominations Meeting. Nominations shall be made in accordance with Article III, sections 3, 4, and 5 of the Constitution.

b. Election of Senators

- (1) Election of Senators shall be by ballot.
- (2) Faculty Members shall vote in accordance with Article III, sections 3, 4, and 5 of the Constitution.
- (3) The terms of the newly elected Senators shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the Academic year.

c. Recall of Senators

- (1) Any elected Senator may be recalled by a two-thirds vote of all qualified voters in the Senator's unit as defined in Article III, sections 3, 4, and 5 of the Constitution casting ballots in a recall election held in accordance with paragraph (2) below. Recall shall be effective immediately upon tabulation of all ballots cast.
- (2) A recall election shall be held upon receipt by the Faculty Senate Executive Board of a written petition signed by at least 10 % of the tenure-track faculty members in the Senator's unit as defined in Article III, sections 3, 4, and 5 of the Constitution, which sets forth the basis for recall. A copy of the petition shall be provided to the Senator who is the subject of the petition. Announcement of a pending recall election shall be published in the agenda for the next Faculty Senate meeting, and the Senator whose recall is being sought shall be provided an opportunity to address the Faculty Senate at that meeting if the Senator so desires. At the Faculty Senate Executive Board's discretion other members of the faculty may be permitted a reasonable opportunity to address the body, either in favor of or in opposition to the recall petition. A recall election shall then be conducted within 14 days after the meeting.

**Section 2. (Article IV. Officers)**

a. Nomination of Officers

- (1) The Nominations and Elections Committee shall prepare a slate of candidates for the officer positions of President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President to be distributed to the faculty at large prior to the Special Nominations Meeting held within one week of the start of balloting for membership. The slate of candidates may be augmented by nominations from the floor at the Special Nominations Meeting.

b. Election of Officers

- (1) Officers shall be elected by the faculty at large following the Special Nominations Meeting.
- (2) Election of officers shall be by ballot.
- (3) The terms of the newly elected officers shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the Academic year.

c. Recall of Officers

- (1) Any elected officer may be recalled by a two-thirds vote of all qualified voters casting ballots in a recall election held in accordance with paragraph (2) below. Recall shall be effective immediately upon tabulation of all ballots cast.
- (2) A recall election shall be held upon receipt by the Faculty Senate Executive Board of a written petition signed by at least 10 % of the tenure-track faculty members, which sets forth the basis for recall. A copy of the petition shall be provided to the officer who is the subject of the petition. Announcement of a pending recall election shall be published in the agenda for the next Faculty Senate meeting, and the officer whose recall is being sought shall be provided an opportunity to address the Faculty Senate at that meeting if the officer so desires. At the Faculty Senate Executive Board's discretion other members of the faculty may be permitted a reasonable opportunity to address the body, either in favor of or in opposition to the recall petition. A recall election shall then be conducted within 14 days after the meeting.

**Section 3. (Article V. Boards and Committees)**

(1), (2), (3), (4) and (5) will apply to the following committees: Academic Computing, Distance Learning, Instructional Technology, and eLearning; Student Academic Support and Success; Budget, Planning and Facilities Advisory; Diversity; Library Advisory; Professional Development and Institutional and Unit Leadership Review.

- (1) The Senate shall select a minimum of three Senators for the Committee, with a maximum of two Senators from any unit as defined in Article III, section 3, subsections A-K, and section 4 of the Constitution.

- (2) A Senate member of the Committee shall convene the first meeting.
- (3) New and continuing members shall elect the chair(s) no later than May 15, with service to begin June 1. The Chair or a Co-chair must be a member of the Faculty Senate.
- (4) The Committee shall present an outline of its yearlong agenda and goals to the Faculty Senate no later than the regularly scheduled October meeting.
- (5) The Committee shall present a report of its yearlong activities to the Faculty Senate at the regularly scheduled May meeting.

It is recommended that committees with overlapping interests hold at least one joint meeting in the spring semester.

a. Composition of the Undergraduate Academic Board. Faculty members on Sabbatical are not eligible to serve as members of the Undergraduate Academic Board and must relinquish the position.

- (1) Each of the units listed in Article III, Section 3, of the Constitution shall elect representatives to the Undergraduate Academic Board so that total membership on the Board is the equivalent of one representative for each sixty (60) or fraction thereof of faculty members who meet the requirements laid down in Article V, Section 3, of the Constitution.
- (2) The Senate shall choose four members to serve on the Board.  
Senate Representation
  - Arts and Sciences (1)
  - At Large Members (3)
- (3) Non-Senate Faculty Members shall be elected by faculty within their respective units as defined in Article III, section 3 of the Constitution.

Non-Senate Faculty Representation:

- Arts and Sciences
- College of Business & Public Policy
- College of Education
- College of Health
- Community & Technical College
- School of Engineering
- Library
- Matanuska-Susitna College
- Kenai Peninsula College
- Kodiak College
- Student Affairs
- Adjunct (Part-time) Faculty

Matanuska-Susitna College, Kenai Peninsula College and Kodiak College may attend the meetings of the Undergraduate Academic Board as voting members via remote link.

- (4) Faculty holding appointments of less than .50 F.T.E. (hereafter called adjunct or part-time faculty) may collectively elect one representative to the Undergraduate Academic Board.
- (5) Faculty members of the Board for Undergraduate Academic Board shall

serve two-year staggered terms.

- (6) The students of the University of Alaska Anchorage may appoint one undergraduate or certificate-seeking student to voting membership on the Undergraduate Academic Board. The method of selection of the student representative shall be the responsibility of the student government.
- (7) New and continuing members of the Board shall elect the chair person(s) no later than May 15, with service to begin June 1. The chair(s) shall be elected by the Board from those members who are in the second year of their terms or who have served at least one previous term of office. If no chair is an elected senator, a chair shall act as an ex-officio, voting member of the Senate at Senate meetings.
- (8) One representative from the Office of Academic Affairs, appointed by the Provost, one representative from the Office of the Registrar, and one representative from Enrollment Services, Publications and Scheduling, shall be ex-officio and non-voting members of the Undergraduate Academic Board. The Governance Office shall be responsible for coordinating the activities of the Undergraduate Academic Board.

b. Functions and Responsibilities of the Undergraduate Academic Board

- (1) The Board may initiate and review all academic policies of undergraduate programs as defined in Article II, Section 2, subsection c(1) of the Faculty Senate constitution.
- (2) Subject to Article V, Sections 5, 5a, and 5b of the Constitution, the Board shall have the authority to
  - (a) approve all new permanent numbered courses, including those from Community Campuses and changes in number, content, title, and description of existing undergraduate courses;
  - (b) review and recommend any changes in existing undergraduate degree and undergraduate certificate programs, which have been initiated by program faculty;
  - (c) review and recommend any new undergraduate degree or undergraduate certificate programs, which have been initiated by faculty.
- (3) The Board may forward issues about academic computing, distance learning, instructional technology, e-learning, or telecommunications to the Academic Computing, Distance Learning, Instructional Technology, and eLearning Committee. These requests may include a request for a timely response.
- (4) Approved actions of the Board shall be submitted for review to the Faculty Senate at the next regularly scheduled meeting of the Senate.
- (5) The Chair of either the Undergraduate Academic Board or the Graduate Academic Board may request that the Faculty Senate establish a joint special committee to consider matters of mutual concern to the Academic

Boards.

- (6) The Undergraduate Academic Board shall present an outline of its yearlong agenda and goals to the Faculty Senate no later than the regularly scheduled October meeting.
- (7) The Undergraduate Academic Board shall present a report of its yearlong activities to the Faculty Senate at the regularly scheduled May meeting.

The General Education Review Committee (GERC) is a standing committee of the Undergraduate Academic Board (UAB) reporting to the Undergraduate Academic Board.

The membership of the GERC shall consist of a minimum of eight to a maximum of twenty members. The UAB Chair will serve in an *ex officio* position. A minimum of three other members will be concurrently serving members of UAB and UAB members will be from different curricular divisions or campuses. The following units shall be represented by a faculty member: Each of the GER Tier I and II Categories (i.e. Written Communications, Oral Communications, Quantitative Skills, Natural Sciences, Social Sciences, Humanities, and Fine Arts), College of Arts and Sciences, College of Business and Public Policy, College of Health, Community and Technical College, College of Education, School of Engineering, Consortium Library, and Community Campuses. At least one Community Campus must be represented. There shall be a student member. Members representing Tier I or II Categories may also represent their respective administrative units.

All membership terms are for two academic years.

The UAB GERC members will be elected by UAB members at a meeting prior to the first Faculty Senate meeting of the academic year. Other members will be appointed by UAB and (Faculty Senate Executive Board if necessary). UAB will request a nomination from faculty of any unit with an open position.

A quorum is constituted by a majority of UAB members of the GERC. All other regulations of UAB apply to the GERC.

The Committee shall: (with respect to course actions and reviews)

- 1) apply the current UAA catalog's GER category descriptors and GER Student Outcomes as primary criteria for evaluating all GER courses for inclusion in specific categories of the General Education curriculum. Tier 3: Integrative Capstone courses have additional criteria (see <http://www.uaa.alaska.edu/governance/ger/upload/tier3model.pdf>);
- 2) review all requests to add to, delete from, or substantively modify the courses in the General Education curriculum;
- 3) recommend course actions to the Board based on the criteria;
- 4) facilitate the overall review and processing of General Education course actions by working with initiators and departments;
  - 4b. expedite the review of course action requests currently on hold (with respect to policy)
- 5) review all requests to modify General Education Requirements or policies;
- 6) recommend actions to the Board based on the review;
- 7) undertake such additional tasks or responsibilities relating to GERs as assigned by the

Board.

- c. Composition of the Graduate Academic Board. Representation on the Graduate Academic Board is limited to faculty representing graduate programs. Faculty members on Sabbatical are not eligible to serve as members of the Graduate Academic Board and must relinquish the position.
  - (1) The Senate shall choose four members to serve on the Board:
    - College of Arts & Sciences (1)
    - At large members (3)
  - (2) Non-Senate Faculty Members shall be elected by faculty within their respective units as defined in Article III, section 3 of the Constitution.
    - College of Arts & Sciences (2)
    - College of Business & Public Policy (2)
    - College of Education (1)
    - College of Health (1)
    - Community & Technical College (1)
    - School of Engineering (1)
    - Library (1)
  - (3) Faculty members of the Board for Graduate Academic Board shall serve two-year staggered terms.
  - (4) The students of the University of Alaska Anchorage may appoint one graduate student to voting membership on the Graduate Academic Board. The method of selection of the student representative shall be the responsibility of the student government.
  - (5) Newly elected and continuing members of the Board shall elect the chairperson no later than May 15, with service to begin June 1. The chair shall be elected by the Board from those members who are in the second year of their terms or who have served at least one previous term of office. If the chair is not an elected senator, the chair shall become an ex-officio, voting member of the Senate.
  - (6) One representative from the Office of Academic Affairs, appointed by the Provost, one representative from the Office of the Registrar, and one representative from Enrollment Services, Publications and Scheduling shall be ex-officio and non-voting members of the Graduate Academic Board. The Governance Office shall be responsible for coordinating the activities of the Graduate Academic Board.
- d. Functions and Responsibilities of the Graduate Academic Board
  - (1) The Board may initiate and review all academic policies of graduate programs as defined in Article II, Section 2, subsection c (1) of the Faculty Senate Constitution.
  - (2) Subject to Article V, Sections 5, 5a, and 5b, of the Constitution, the Board shall have the authority to
    - (a) approve all new permanent numbered courses, including those from Community Campuses, and changes in number, content, title, and description of existing graduate courses;

- (b) review and recommend any changes in existing graduate degree and graduate certificate programs; which have been initiated by program faculty;
    - (c) review and recommend any new graduate degree or graduate certificate programs, which have been initiated by faculty.
  - (3) The Board may forward issues about academic computing, distance learning, instructional technology, e-learning, or telecommunications to the Academic Computing, Distance Learning, Instructional Technology, and eLearning Committee. These requests may include a request for a timely response.
  - (4) Approved actions of the Board shall be submitted for review to the Faculty Senate at the next regularly scheduled meeting of the Senate.
  - (5) The Chair of either the Undergraduate Academic Board or the Graduate Academic Board may request that the Faculty Senate establish a joint special committee to consider matters of mutual concern to the Academic Boards.
  - (6) The Graduate Academic Board shall present an outline of its yearlong agenda and goals to the Faculty Senate no later than the regularly scheduled October meeting.
  - (7) The Graduate Academic Board shall present a report of its yearlong activities to the Faculty Senate at the regularly scheduled May meeting.
- e. Composition of the Academic Computing, Distance Learning, Instructional Technology, and eLearning Committee
- (1) Membership on the committee is open to any faculty member who submits their name to the Nominations and Elections Committee, or to a Senate member of the Academic Computing, Distance Learning, Instructional Technology, and eLearning Committee by April 20 or as vacancies permit.
- f. Functions and Responsibilities of the Academic Computing, Distance Learning, Instructional Technology, and eLearning Committee
- (1) The Committee may initiate and review all policies affecting academic computing, instructional technology, distance education, and e-learning as defined in Article II, Section 2, subsections c (1) and (3) of the Faculty Senate constitution.
  - (2) The Committee shall represent the faculty to the Chancellor and the Faculty Alliance on academic computing, instructional technology, distance education, e-learning, and telecommunications as defined in Article II, Section 2, subsections d (5) and (8) and subsection e (5), (6), (7), and (8) of the Faculty Senate constitution.
  - (3) The Committee shall respond to requests from the Boards for Undergraduate Studies or Graduate Studies in reference to academic computing, instructional technology, distance education, e-learning, and telecommunications. In addition to any reports requested by the initiating Board, the Committee shall submit a report to the Faculty Senate summarizing any findings or recommendations. This may be the same

report submitted to the initiating Board.

g. Composition of the Student Academic Support and Success (SASS) Committee

- (1) Membership on the committee is open to any faculty member who submits their name to the Nominations and Elections Committee, or to a Senate member of the Student Academic Support and Success (SASS) Committee by April 20 or as vacancies permit.

h. Functions and Responsibilities of the Student Academic Support and Success (SASS) Committee

- (1) The Committee may initiate and review all policies affecting student academic support to include but not be limited to attrition, assessment, placement, and advising. Examples of academic support include supplemental instruction, tutoring, learning communities, and in-take processes.

i. Composition of the Budget, Planning and Facilities Advisory Committee

- (1) Membership on the committee is open to any faculty member who submits their name to the Nominations and Elections Committee, or to a Senate member of the Budget, Planning and Facilities Advisory Committee by April 20 or as vacancies permit.

j. Functions and Responsibilities of the Budget, Planning and Facilities Advisory Committee

- (1) The Committee shall represent the faculty to the Chancellor and the Faculty Alliance on budget matters as defined in Article II, Section 2, subsections d (1), (3), and (8) and subsections e (1), (3), and (5) of the Faculty Senate constitution including, but not limited to, budget and planning, administrative appointments, and computing.
- (2) The Committee may initiate and review all policies affecting the facilities and equipment of the university as defined in Article II, Section 2, subsections c (3) and (4) of the Faculty Senate constitution including, but not limited to, physical facilities, safety, parking, offices, space, and classrooms.
- (3) The Committee shall represent the faculty to the Chancellor and the Faculty Alliance on the budget as defined in Article II, Section 2, subsections d (4), (6), (7) and (8) and subsection e (4) of the Faculty Senate constitution including, but not limited to, physical facilities, safety, parking, offices, space, and classrooms.

k. Composition of the Nominations and Elections Committee

- (1) The Nominations and Elections Committee will consist of the 2nd Vice President and two members elected by the faculty. The two elected faculty must be eligible to serve on the Faculty Senate. The chair shall be the Second Vice President of the Faculty Senate, with service to commence at the beginning of "New



Business” at the last regularly scheduled senate meeting of the academic year.

I. Functions and Responsibilities of the Nominations and Elections Committees

- (1) To prepare slates of candidates for Senators.
- (2) To prepare a slate of candidates for the posts of President, First Vice President, and Second Vice President of the Senate.
- (3) To prepare slates of candidates to serve in at-large positions on boards and committees.
- (4) To prepare slates of candidates to serve on all boards, and committees, which include representation from the Faculty Senate.
- (5) The Committee shall present an outline of its yearlong agenda and goals to the Faculty Senate no later than the regularly scheduled October meeting.
- (6) The Committee shall present a report of its yearlong activities to the Faculty Senate at the regularly scheduled May meeting.

m. Composition of the Diversity Committee

- (1) Membership on the committee is open to any faculty member who submits their name to the Nominations and Elections Committee, or to a Senate member of the Diversity Committee by April 20 or as vacancies permit.

n. Functions and Responsibilities of the Diversity Committee

- (1) The Committee may initiate and review all policies affecting diversity in faculty and student populations, including community outreach, as defined in Article II, Section 2, subsection c (4) of the Faculty Senate constitution.
- (2) The Indigenous Peoples Committee will be a standing committee of the Diversity Committee.

Composition of the Indigenous Peoples Committee

This committee shall maintain a minimum membership of 50% who are Indigenous Faculty

Two (2) members of this sub-committee must be from the Native Coalition Group on campus which includes representatives of the programs that service indigenous students.

Two (2) Indigenous students

- (3) The Indigenous Peoples Committee may initiate and review all policies affecting indigenous faculty and students.

o. Composition of the Library Advisory Committee

- (1) Membership on the committee is open to any faculty member who submits their name to the Nominations and Elections Committee, or to a Senate member of the Library Advisory Committee by April 20 or as vacancies permit.

p. Functions and Responsibilities of the Library Advisory Committee

- (1) The function of the Committee shall be to advise the Dean of the Library with regard to collection development, levels of service, and other policies affecting use of the Library to the Faculty Senate no later than the regularly scheduled October meeting.

q. Composition of the Professional Development Committee

- (1) Membership on the committee is open to any faculty member who submits their name to the Nominations and Elections Committee, or to a Senate member of the Professional Development Committee by April 20 or as vacancies permit.

r. Functions and Responsibilities of the Professional Development Committee

- (1) The Committee may initiate and review all policies affecting faculty as defined in Article II, Section 2, subsection c (2) and subsection c (3) of the Faculty Senate constitution including, but not limited to, professional development matters relating to teaching, research, and service. In addition, the committee will advocate for professional development opportunities for faculty and will participate in strategic planning processes related to professional development.

s. Composition of the University-wide Faculty Evaluation Committee

The Faculty Senate shall establish one University-wide Faculty Evaluation Committee consisting of a total of fifteen (15) tenured full professors, five (5) from each workload track (Bipartite-Vocational, Bipartite-Academic, and Tripartite-Academic). No more than two (2) faculty members may be from an individual school or college in each Bipartite-Academic and Tripartite-academic workload category. Tenured associate professors will be elected if there are insufficient numbers of full professors to staff the committee. All faculty members who serve on this committee shall be elected by the faculty at large to three-year terms. No one on a promotion or tenure committee at a prior level, and no one standing for promotion or tenure is eligible to serve on the committee. Elections shall be held annually, and in each year seven or eight members shall be elected. No faculty member who holds an administrative appointment (dean, associate dean, assistant dean) in the University is eligible. The committee shall establish subcommittees composed of committee members for the purposes of evaluation of individual faculty. Each subcommittee shall include a majority of representatives from the same workload track as the faculty member being evaluated and at least one member from each of the other tracks.

No committee member may review files nor participate in a meeting where files are being reviewed when the committee member's or an immediate family member's file is being reviewed.

t. Functions and Responsibilities of the University-wide Faculty Evaluation Committee

- (1) to review and recommend policies on tenure, promotion, appointment reappointment, and termination as defined in Article II, Section 2, subsections c. (2) of the Faculty Senate constitution.

- (2) to review school and college evaluation criteria and processes for consistency with Board of Regents and University policies, and to make change recommendations to the Provost.
- (3) to review the recommendations of school and college peer review committees and of deans and directors for their consistency with Board of Regents and University policies and with the requirements adopted by the schools and colleges.
- (4) to make recommendations on faculty promotion and tenure to the Provost.

u. Composition of the Faculty Grants and Leave Committee

Tenure-track faculty elected from the following units:

College of Arts & Sciences	(3)
College of Business & Public Policy	(1)
College of Education	(1)
College of Health	(2)
Community & Technical College	(1)
School of Engineering	(1)
Library	(1)

- (1) The Committee shall be composed of faculty members serving three year, staggered terms. No committee member may review sabbatical files nor participate in a meeting where sabbatical files are being reviewed when the committee member's or an immediate family member's file is being evaluated.

v. Functions and Responsibilities of the Faculty Grants and Leave Committee

- (1) The Committee may initiate and review grant and leave policies as elements in academic and faculty affairs subject to statewide authority. Grant and leave policies include but are not limited to policies concerning
  - (a) release time and research and faculty development work load measurement,
  - (b) categorization and prioritization of objectives,
  - (c) support services,
  - (d) allocations among units,
  - (e) standards,
  - (f) research and faculty development opportunities,
  - (g) Sabbatical leave.Sabbatical leave policies shall be considered independently of other grant and leave policies.
- (2) The Committee may provide advice and consultation to the Chancellor, University of Alaska Anchorage in matters relating to the administration of Faculty Development Funds, Research and Travel Funds, and Sabbatical Leave including but not limited to
  - (a) development of time lines and procedures for awarding grants;
  - (b) review and assessment of applicants for University grants; and,
  - (c) fostering of faculty development and research opportunities for faculty members.

- (3) The Committee shall present a report of its activities to the Faculty Senate at the regularly scheduled December and May meetings.
- w. Composition of the Institutional and Unit Leadership Review Committee:
- (1) A Senator on the Committee shall convene the first meeting in each academic year.
  - (2) Membership on the committee is open to any faculty member who submits his or her name to the Nominations and Elections Committee by April 20 or as vacancies permit.
- x. Functions and Responsibilities of the Institutional and Unit Leadership Review Committee
- (1) Oversee the faculty review of Deans and Directors via a periodic survey.
  - (2) Annually advise the Senate's Executive Board by the end of September of the Committee's timeline and milestones for that academic year; thereafter, the Committee shall present an outline of its yearlong agenda and goals to the Faculty Senate no later than the Senate's regularly scheduled October meeting.
  - (3) Annually review the survey instrument and modify as needed.
  - (4) Annually discuss with the University's Deans and Provost the overall scope of the survey instrument, the expected protocols for its administration, and the timeline noted in (2) above.
  - (5) Notify faculty prior to the survey's administration; advance faculty participation in the survey process.
  - (6) Confer with each dean to determine the reporting process most suitable for that dean's respective unit. If a dean is newly appointed or leaving his/her post during a year when his/her unit is to be surveyed, the Committee, following discussion with that dean and the Senate's Executive Board, may elect to postpone the survey period by up to two years.
  - (7) Oversee the survey's administration.
  - (8) Provide annually a summary report to the Senate addressing faculty participation rates, suggestions from the Deans and Provost on needed improvements for subsequent surveys, faculty perceptions on how well the survey instrument addressed faculty concerns, faculty views on the effectiveness of the overall survey process in improving their respective college or school, a template summarizing survey results, etc.
- At the discretion of its Dean, a unit may be subdivided, with the Committee's approval, into subunits provided such subunits are sufficiently large to ensure the anonymity of respondents.
- y. Composition of the Distinguished Service Awards Committee

At the regular February Senate meeting, the Second Vice-President will ask for volunteers for a senator from each School or College, Library, and Community Campus to serve on this committee. If more than one Senator from a unit wishes to volunteer, the Senate will vote to fill that position. If volunteers from all units cannot be found, the committee must include at least five members from different units among the ones listed. The committee will vote to select a chairperson/co-chairs.

z. Functions and Responsibilities of the Distinguished Service Awards Committee

Any member of the University of Alaska Anchorage faculty may submit one or more documented nominations for the Faculty Senate Distinguished Service Awards. Up to three types of awards may be given:

- i. To a member of the Faculty Senate or its Boards and Committees for Outstanding and Distinguished Service to the Senate.
- ii. To a faculty member for service to the university outside of the Senate.
- iii. To a community member who has made distinguished contributions to the University. Nominees may be students, staff members, or members of the community.

Note: Members of the Faculty Senate Executive Board are not eligible for these awards. Documented nominations are to be submitted to the chairperson/co-chairs of the Faculty Senate Distinguished Service Awards Committee two weeks before the regular April Senate meeting. A letter or e-mail of acknowledgment will be sent to each nominator by the chair/co-chairs of the committee.

The Faculty Senate Distinguished Service Awards Committee will review all nominations and will select zero to three candidates in each of the award types to forward to the Senate with a description of each candidate prior to the April Faculty Senate meeting.

The Faculty Senate will vote by secret ballot at the April Senate meeting to select the winner of each award from the forwarded list of candidates. The winners will be presented with their Distinguished Service Awards at the May Faculty Senate meeting.

Aa. Academic Assessment Committee

Composition of the Assessment Committee

- (1) Representation on the Assessment Committee shall be elected by faculty within their respective units as follows:
  - a. College of Arts & Sciences (1)
  - b. College of Business & Public Policy (1)
  - c. College of Education (1)
  - d. College of Health (1)
  - e. Community & Technical College (1)
  - f. School of Engineering (1)
  - g. Library (1)
  - h. Kodiak College (1)
  - i. Kenai Peninsula College (1)
  - j. Matanuska-Susitna College (1)

- (2) In addition there shall be 4 representatives from Faculty Senate (4)
- (3) Faculty members of the Assessment Committee shall serve two year staggered terms.
- (4) Newly elected and continuing members of the Assessment Committee shall elect the chairperson no later than May 15 with service to begin June 1. After AY10, the chair shall be elected by the Assessment Committee from those members who are in the second year of their terms or who have served at least one previous term of office. The Chair or a Co-chair must be a member of the Faculty Senate.
- (5) One representative from the Office of Academic Affairs, appointed by the provost and one representative from the office of the Registrar shall be ex-officio and non-voting members of the Assessment Committee. OAA shall be responsible for coordinating and supporting the activities of the Assessment Committee.

The Assessment Committee is a standing committee of the Faculty Senate.

Ab. Functions and Responsibilities of the Academic Assessment Committee:

- (1) Develop and maintain UAA Assessment Handbook.
- (2) Apply the current UAA Assessment Handbook as primary criteria for evaluating all program assessment, both of existing assessment efforts and of proposed or modified programs;
- (3) Recommend program assessment-related actions to the Senate;
- (4) Develop institutional learning outcomes assessments and direct the collection and analysis of that data;
- (5) Review and recommend all requests to modify institutional learning outcomes;
- (6) Review all requests to modify assessment policies;
- (7) Refer all curricular and academic issues to the Boards;
- (8) Undertake such additional tasks or responsibilities relating to program and institutional assessment as assigned by the Senate.

Ac. Composition of the Community Campus Committee

- (1) The committee membership shall include at least one eligible faculty member from each of the three community campuses listed in ARTICLE III, Section III of the Constitution. Membership on the committee is open to any eligible faculty member who submits their name to the Nominations and Elections Committee or to a Senate member of the Community Campus Committee by April 20<sup>th</sup>, or as vacancies permit.

Ad. Functions and Responsibilities of the Community Campus Committee

- (1) Annually advise the Senate's Executive Board of the committee's timeline and milestones for that academic year, and that of each of the community campus Faculty Forums.
- (2) To communicate information, and to coordinate action(s) of mutual interest, between the Faculty Senate and the community campus Faculty Forums. When necessary, the committee shall facilitate consultation between any Faculty Forum and the Faculty Senate's Executive Board on governance matters common to both.
- (3) To provide a single point of liaison between the community campus Faculty Forums and other standing committees of the Faculty Senate.
- (4) Assist each community campus Faculty Forum, when requested by such, in developing and implementing a system of periodic feedback between the Director and faculty on matters specific to their respective campuses; each feedback system shall provide information useful to the respective campus Director and shall enhance communication between that Director and his or her faculty on matters derived therein. Each Forum shall periodically report its activities to the committee for inclusion in the latter's year-end report.

**Section 4. (Article VI. Meetings)**

- a. Faculty Senate meetings shall be open to attendance by all faculty members.
- b. Faculty Retreats shall be open to attendance by all faculty members.

**Section 5. (Article VIII. Parliamentary Authority)**

- a. A roll call vote shall be ordered if requested by one-third of the members present.

**Section 6. (Article X. Amendments)**

- a. Amendments to the Bylaws may be proposed by any tenure-track member of the faculty eligible to serve as a Senator.
- b. Copies of proposed amendments shall be sent to all members of the Faculty.
- c. 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 not sooner than the second regular meeting following the distribution of copies. Any tenure-track or term faculty member eligible to serve as a Senator may participate in floor discussions during the first and second readings.
- d. 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 a simple majority vote. The vote shall be considered invalid if fewer than 25% of the eligible voters respond. A Motion to Reconsider may be made only at the following meeting.