

CONSTITUTION OF THE FACULTY SENATE
UNIVERSITY OF ALASKA ANCHORAGE

The faculty of the University of Alaska Anchorage, in order to provide a forum for and create a voice to address university-life issues including curriculum, student success, institutional development, and professional development, establish this constitution.

ARTICLE I. 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 II. 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, disseminated and discussed.
- 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) conduct of research, scholarship, and creative activities
- (n) mentorship of research, scholarship, and creative activities
- (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) appointment, reappointment and termination,
- (e) professional ethics,
- (f) faculty development,
- (g) grants,
- (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) community outreach,
- (d) safety,
- (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) offices,
- (7) parking,
- (8) computing,
- (9) creation of or changes to institutes or centers,
- (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) coordinated policies,

- (9) telecommunications,
- (10) research, scholarship, and creative activities,
- (11) other matters affecting the general welfare.

ARTICLE III. MEMBERSHIP

Section 1. Those eligible for membership in the Faculty Senate shall be tenure-track or term faculty members with a .5 F.T.E. or greater, non-administrative assignment, and who 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. College of Education
- D. College of Health
- E. Community & Technical College
- F. School of Engineering
- G. Consortium Library
- H. Kenai Peninsula College
- I. Kodiak College
- J. Matanuska-Susitna College
- K. 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 representatives 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 trimester 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 Nominations and Elections Committee 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 and not before.

ARTICLE IV. 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.
- 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, University Assembly and Chancellor’s Advisory 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 University Assembly and the Faculty Alliance and as necessary to 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 chair the Nominations and Elections Committee. The Second Vice President shall serve as a representative of the Faculty Senate to the University Assembly as necessary. The Second Vice President shall serve as a representative of the Faculty Senate to the CAFÉ Advisory Board.
- Section 8.** The Chair of the Graduate Academic Board, the Chair of the Undergraduate Academic Board, the Second Vice President or the Past President, shall serve as a representative of the Faculty Senate to the Faculty Alliance. The UAA Faculty Senate President will select this representative.

- 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 V. 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
 - General Education Review (GERC)
 - 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) Nominations and Elections
 - 5) Diversity
 - Indigenous Peoples
 - 6) Library Advisory
 - 7) University-wide Faculty Evaluation
 - 8) Faculty Grants and Leave
 - 9) Institutional and Unit Leadership Review
 - 10) Distinguished Service Awards
 - 11) Academic Assessment
 - 12) Community Campus
 - 13) Academic Honesty and Integrity
 - 14) Research and Creative Activity
 - 15) 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. If a board or committee does not present any approved actions during the academic year, a written report of the year's activities shall be presented to the Faculty Senate at the May meeting.
- a. The Faculty Senate may, by a majority vote of the members present, empower Boards and Committees to act in the name of the Senate.
 - b. The Undergraduate Academic Board and Graduate Academic Board are empowered to act in the name of the Faculty Senate on the following issues
 1. All requests for permanent course numbers including those from Community Campuses.
 2. Change in credit hours, grading basis and course level.
 3. Addition/deletion of courses with permanent numbers.
 4. Stacking/Cross-listing of courses.
- 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 VI. 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 special call of the President of the Faculty Senate. Only matters pertaining to course or program approval may be voted on electronically. 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 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.
- 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 VII. QUORUM

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

ARTICLE VIII. 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 IX. 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 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 meeting.

ARTICLE X. 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.

- The petition shall be considered to second the motion.
- The Senate must consider this motion at the meeting following the submission of the petition.
- 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.
- 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,

- 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.
- 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 XI. 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's Office 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's Office shall constitute a reconciliation committee whose task it shall be to formulate recommendations to the Senate and the Chancellor's office.
- Section 6.** If the Senate and the Chancellor's Office 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.

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 consisting of eligible faculty nominated by faculty.
- (2) 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 two (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 ten percent (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, First Vice President, and Second Vice President and must consist of eligible faculty nominated by faculty..

b. Election of Officers

- (1) Officers shall be elected by the faculty at large.
- (2) Election of officers shall be by secret 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 ten percent (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 fourteen (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; Institutional and Unit Leadership Review; Academic Honesty and Integrity; and Research and Creative Activity.

- (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.
- a. Composition of the Undergraduate Academic Board. Faculty members on leave that prevents them from meeting the qualifications for membership and attendance requirements in the Faculty Senate Constitution (Article 5, Sections 3 & 12) 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 senators to serve on the Board.
Senate Representation
Arts and Sciences (1)
Any Senators (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
- Members 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
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;
- 5) . expedite the review of course action requests currently on hold (with respect to policy);
- 6) review all requests to modify General Education Requirements or policies;
- 7) recommend actions to the Board based on the review;

- 8) 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 leave that prevents them from meeting the qualifications for membership and attendance requirements in the Faculty Senate Constitution (Article 5, Sections 3 & 12) are not eligible to serve as members of the Graduate Academic Board and must relinquish the position.
- (1) The Senate shall choose four senators to serve on the Board:

College of Arts & Sciences	(1)
Any senator	(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)
- Members may attend the meetings of the Graduate Academic Board as voting members via remote link.
- (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 UAB or GAB 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 Second 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.

l. 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) To review the Faculty Senate Constitution and Bylaws annually, and recommend changes or corrections to the Executive Board.
- (6) The Committee shall present an outline of its yearlong agenda and goals to the Faculty Senate no later than the regularly scheduled October meeting.
- (7) 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 percent (50%) who are Indigenous Faculty

Two (2) members of this subcommittee 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 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, seven (7) from the bipartite workload tracks and eight (8) from the tripartite workload track. 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 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.

r. 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.
- s. 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.
- t. 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 workload 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.
- u. 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.

v. 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 for up to two years.
- (7) Oversee the survey's administration.
- (8) Provide an annual 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.

w. 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.

x. 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 or electronically in early April 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.

y. 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 four (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. 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.

z. Functions and Responsibilities of the Academic Assessment Committee:

- (1) Develop and maintain the 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.

Aa. 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 3 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, or as vacancies permit.

Ab. 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.

Ac. Composition of the Academic Honesty and Integrity 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 Honesty and Integrity Committee by April 20 or as vacancies permit. In addition, up to 2 student members will be solicited and the committee shall have two ex officio members representing the Office of Academic Affairs and the Office of the Dean of Students.

Ad. Functions and Responsibilities of the Academic Honesty and Integrity Committee

- (1) The committee may initiate and/or review all policies affecting student academic honesty and integrity on campus, to include but not be limited to the regular reviews of the Student Code of Conduct, guidance and instruction on academic honesty and integrity principles and procedures for faculty and students, incident reporting, sanctioning, adjudication of cases, and the promotion of awareness of academic integrity issues on campus.

Ae. Composition of the Research and Creative Activity Committee

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

Af. Functions and Responsibilities of the Research and Creative Activity Committee

- (1) The Committee may initiate and review all policies affecting research and creative activity.
- (2) The Committee will provide a connection between the faculty and the UAA Vice Provost for Research and Graduate Studies (VPRS), and advise the VPRGS on developing productive relationships with faculty engaged in research and creative activity across the campus.
- (3) The Committee will provide reports and recommendations to the Faculty Senate on behalf of the faculty engaged in research and creative activity at UAA.
- (4) The Committee may conduct needs assessments, engage in planning and advocate on behalf of faculty engaged in research and creative activity.

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 Senators, 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 twenty-five (25%) of the eligible voters respond. A Motion to Reconsider may be made only at the following meeting.