

UNIVERSITY OF ARKANSAS AT LITTLE ROCK

TRANSMITTAL OF FACULTY SENATE LEGISLATION

(Faculty Senate legislation is to be submitted to the chancellor to approve or disapprove within *ten calendar days* of the Faculty Senate action. The chancellor may approve or veto any Faculty Senate legislation within a period from the *eleventh through the twenty-fifth calendar day* after such action has been presented, unless the Assembly has been petitioned to amend or rescind the Faculty Senate legislation. In the latter case, the chancellor's approval or veto shall be made no later than fifteen calendar days after the Assembly has voted on and failed to approve a motion to amend or rescind a legislative action of the Faculty Senate. The chancellor shall provide written reasons for a veto to the Faculty Senate.)

To the Chancellor of the University of Arkansas at Little Rock:

The following resolution/legislation passed the UALR Faculty Senate on December 13, 2013.
Paragraph numbering was changed from the passed legislation to make all numbering follow I.A.1.a format.

Motion FS_2013_15. Faculty Governance Committee. (Legislation. Majority Vote at One Meeting) To adopt the Generic College Governance Document in Attachment 1. (no second required)

Attachment 1. Draft Generic College Constitution

Motion. Faculty Governance Committee (Legislation. Requires majority vote at one meeting.)
That the Faculty Senate approves the following generic college constitution to be used by new colleges until they can get approval for their own document.

Generic Constitution For a College Assembly

(The following document shall be used by colleges until they have produced their own document and it has been approved.)

I. Governance of the College

The faculty governance of the college shall be through the Assembly. For purposes of governance and representation, the College shall be divided into academic units, where an academic unit is a department or other academic program within the College.

The faculty of each academic unit shall develop its own policies and procedures for conducting business. Such policies and procedures shall be submitted for review to the academic unit chairperson or program director or program coordinator, the dean, the vice chancellor and provost, and Faculty Governance Committee and for approval to the chancellor. Such policies shall not be in conflict with provisions outlined in the UALR Faculty Handbook.

Any program that is administered by faculty members from multiple departments, multiple colleges, or multiple institutions shall be governed by a separate program committee. The faculty involved in the program shall develop its own policies and procedures for conducting business. Such policies and procedures shall follow the same review and approval process as indicated

above for academic units with the addition of a review by the appropriate college curriculum committee before going to the dean. Any curriculum recommendations shall be made to the appropriate college curriculum committee.

II. General Purposes of the College Assembly

The College Assembly shall be the ruling legislative body on educational policies and programs of the college and be a mechanism for information flow to all members of the college community. It shall act within the framework of principles and procedures officially established under the authority of the Board of Trustees of the University of Arkansas and within the framework of faculty and organization provided by the University Assembly of the University of Arkansas at Little Rock. The areas of its authority shall include, but not be limited to, the following:

- A. Curriculum
- B. Degrees and requirements for degrees
- C. Schedule policies
- D. Interpretation of its own legislation
- E. Choice of representatives to the Faculty Senate and the University Assembly's Councils and Committees

III. Membership of the College Assembly

The Assembly shall consist of all full-time faculty members with primary responsibility in (50% or more duties) the college holding academic rank of Distinguished Professor, University Professor, Professor, Associate Professor, Assistant Professor, and Instructor. All members have voice and vote. Professor emeriti, persons with adjunct, visiting, or research academic rank, lecturers, part-time faculty members, teaching assistants, and staff within the college have attendance and voice privileges but no vote in the Assembly. Questions concerning Assembly membership shall be resolved by the Assembly itself.

IV. Officers of the College Assembly

The Assembly shall elect its officers from the members of the College Assembly. The officers shall be elected for a one-year term. The Assembly shall have the following officers:

- A. President
- B. Vice President
- C. Secretary
- D. Parliamentarian

E. Immediate Past-President

The Officers of the Assembly shall constitute the Executive Committee of the Assembly. In the interim between Assembly meetings, this committee shall act as the representative of the Assembly and shall stand available for consultation on matters deemed important by the Dean or other academic administrator.

V. Meetings of the College Assembly

- A. There shall be a minimum of one meeting of the Assembly each semester during the nine-month academic year. The dates for meetings shall be set and communicated to Assembly members by the Executive Committee, normally using the official college list serve, at least ten business days (Monday through Friday except for University holidays) prior to the meeting. Special meetings may be convened on the initiative of the President of the College Assembly, at the request of the Dean, or by a formal written request by at least five members of the Assembly to a member of the Executive Committee. Such special meetings shall be held within twelve business days after a request is made. In an emergency, meetings may be scheduled with two business days written notice to all Assembly members.
- B. The Executive Committee shall solicit items for the agenda no later than ten business days prior to a regularly scheduled meeting, shall prepare an agenda for each meeting, and shall distribute it to all the members of the Assembly at least five business days prior to the date of the meeting with the exception of emergency meetings. For an emergency meeting, an agenda shall be distributed at the time of the call for the meeting, at least two business days prior to the date of the meeting.
- C. A request to the Executive Committee for the inclusion of any item of business made by at least five members of the Assembly or by the Dean at least three business days before the deadline for distributions of the agenda shall be honored.
- D. A minimum of fifty percent of the Assembly membership shall constitute a quorum. Except when otherwise specified, matters placed before the Assembly shall be decided by a simple majority of those present and voting, providing a quorum is present.
- E. Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise specified by this Constitution.
- F. Voting by proxy shall not be allowed.

- G. Vote shall be by secret ballot if any member so requests.
- H. At each meeting of the Assembly, the Executive Committee shall make a report on all the actions taken and all the decisions and recommendations made by the Committee in the interim between this and the previous meeting of the Assembly.
- I. An action approved by the Assembly shall become effective after ten business days unless specifically vetoed by the Dean. On matters requiring the approval of the Dean, an action of the Assembly may be vetoed by the Dean by notifying in writing the Executive Committee within ten business days from the presentation of the action of the Assembly.
- J. The Assembly may override the Dean's veto at its next meeting providing a quorum is present. An override requires a vote by at least two-thirds of the members present and voting. If the Dean does not elect to withdraw his/her veto within ten business days after the record of the overriding action of the Assembly has been presented, in writing, to the Dean, the Assembly may refer the matter to the Vice Chancellor and Provost. If a settlement is not reached at the dean's or any other higher administrative level, at intervals not to exceed twenty days, the matter may be appealed for resolution to the next higher authority and ultimately to the Board of Trustees of the University of Arkansas.
- K. For elections requiring more than fifty percent majority of those voting to win, the following runoff procedure shall be used. In the event that no candidate receives more than fifty percent of the vote, the two candidates with the highest number of votes shall stand for a new election, with the person receiving more than fifty percent of the vote declared elected. If an election between two candidates results in a tie, then the election shall be decided by lot.

VI. Committees of the Assembly

A. The Standing committees of the Assembly shall be:

1. Undergraduate Curriculum
2. Graduate Curriculum
3. Policy Advisory

4. Awards

B. Each committee, except as specified elsewhere in the constitution, shall have one voting representative from each academic unit of the college. The academic units shall select their representatives no later than April 1. Except as specified in the Constitution, service on any committee shall be limited to those faculty who are (a) a member of the Assembly and (b) elected by the faculty of his/her academic unit. Representatives shall assume their duties at the first meeting described in IX. A.1.

C. Each committee shall elect its own Chairperson and Secretary except as noted below. The term of any member or officer of a committee shall be one year except that curriculum committee members shall serve two-year staggered terms. There is no restriction as to re-election.

D. Each committee shall report its decisions to the faculty and the Dean within 10 business days after such decisions are made except as noted below.

E. Specification of Committees

1. The College Undergraduate Curriculum Committee

- a) The College Undergraduate Curriculum Committee shall review, interpret, and recommend changes in all undergraduate policies, including undergraduate intercollegiate programs. It shall recommend approval or disapproval of curriculum proposals, off-campus programs, and new degree programs.
- b) In reviewing the policies and procedures of programs involving faculty members from multiple departments, multiple colleges, or multiple institutions, the College Undergraduate Curriculum Committee shall ensure that all faculty members participating in the program have an appropriate role in governing the program.
- c) Any program including intercollegiate programs in the college with curriculum issues before the College Undergraduate Curriculum Committee shall have voice privileges before the Undergraduate Curriculum Committee on its curriculum issues.
- d) Decisions of this committee shall be distributed to the college faculty. If none of the Assembly challenges any action made by the committee within five business days after notification, the committee's action shall be considered ratified. However, if five or more members of the Assembly register written objections with the Chairperson of the College Undergraduate Curriculum Committee within five business days after

ratification, a College Assembly meeting shall be called to resolve the issue in question if the matter is not otherwise resolved to the satisfaction of the disputants.

- e) In the event that a representative to the University Undergraduate Council is not a current academic unit representative to the College Undergraduate Curriculum Committee, he or she shall serve as an ex-officio member without vote of the Undergraduate Curriculum Committee and may participate in all committee meetings.

2. The Graduate Curriculum Committee

- a) The College Graduate Curriculum Committee shall review, interpret, and recommend changes in all graduate policies including intercollegiate programs. It shall recommend approval or disapproval of curriculum proposals, off-campus programs, and new degree programs.
- b) In reviewing the policies and procedures of programs involving faculty members from multiple departments, multiple colleges, or multiple institutions, the College Graduate Curriculum Committee shall ensure that all faculty members participating in the program have an appropriate role in governing the program.
- c) Any college programs, including intercollegiate programs, with curriculum issues before the College Graduate Curriculum Committee shall have voice privileges before the Graduate Curriculum Committee on its curriculum issues.
- d) Decisions of this committee shall be distributed to the college faculty. If none of the Assembly challenges any action made by the committee within five business days after notification, the committee's action shall be considered ratified. However, if five or more members of the College Assembly register written objections with the Chairperson of the Graduate Curriculum Committee within five business days after ratification, a College Assembly meeting shall be called to resolve the issue in question if the matter is not otherwise resolved to the satisfaction of the disputants.
- e) In the event that a representative to the University Graduate Council is not a current academic unit representative to the College Graduate Curriculum Committee, he or

she shall serve as an ex-officio member without vote of the Graduate Curriculum Committee and may participate in all committee meetings.

3. Policy Advisory Committee

- a) The College Policy Advisory Committee (PAC) shall advise the Dean on academic and administrative policies of the college. Any formal recommendation made by the committee to the Dean shall be reported to the College Assembly.
- b) At its initial meeting each year, the College PAC shall establish a schedule of meetings agreeable to the Dean and to the committee.

4. Awards Committee

The Awards Committee shall have the following functions:

- a) To identify and select recipients of any college-level awards to students.
- b) To select the college recipients of the Faculty Excellence Awards. For this function only, to meet University requirements, the College Assembly President shall appoint one student and one alumnus of the college to serve on this committee. The two shall be from separate academic units.
- c) To identify and award a College Distinguished Alumnus Award to an outstanding graduate of the college.
- d) To work with the Dean's office to arrange for awards and an awards' ceremony near the end of the Spring semester.
- e) To coordinate with academic units in the college in the recognition of additional outstanding students as selected by each academic unit.

F. Special Purpose Committees

Special Purpose Committees may be created in the college to consider matters outside the purview of standing committees. These committees shall operate under the same general guidelines as described for the Standing Committees of the College Assembly.

1. General Ad-hoc Committees

The College Assembly and/or its President may create ad-hoc committees, which shall report to the Assembly.

2. Dean's Ad-hoc Committees

The Dean may also appoint ad-hoc committees, which, at the Dean's discretion, shall report either to the Dean or to the Assembly.

VII. Officers of the Assembly – Duties

- A. The President shall preside at the College Assembly and Executive Committee meetings and shall be the chief executive officer for all functions and responsibilities of the Assembly.

- B. The Vice President shall preside at the College Assembly and the Executive Committee meetings during the absence of the President. As the agent of the Executive Committee, the Vice President shall also:
 - 1. Collect items for the agenda.
 - 2. Prepare the agenda.
 - 3. Distribute the agenda and the minutes of the Assembly meetings.
 - 4. Be in charge of any activities related to the agenda and the minutes of the Assembly meetings.

- C. The Secretary shall:
 - 1. Prepare the minutes of the meetings.
 - 2. Submit minutes to the Vice President.
 - 3. Obtain information from various committee and academic units for dissemination to the Assembly members.
 - 4. Take care of correspondence work.
 - 5. Act as Secretary of the Executive Committee.

- D. The Parliamentarian shall advise the Assembly and the Executive Committee on questions of procedures and propriety for impartial and efficient transaction of business of these bodies and on qualified voting members of the body for the purposes of determining a quorum.

VIII. Election of the Officers of the Assembly

- A. Elections shall be held during an Assembly meeting no later than during the first week of May on a date set by the Executive Committee.
- B. The Executive Committee shall solicit nominations for officers and publish a slate of nominees with the meeting agenda.
- C. Nominations for a particular office may also be made from the floor.
- D. All elections shall be held by secret ballot unless there is only one nominee standing for a position. The person receiving more than fifty percent of the votes of the members voting shall be declared elected. Runoff elections may be held.
- E. The officers shall assume their duties on July 1st following their election.

IX. Officers of Committees

A. Election of the Officers of Committees

1. Election shall be held each academic year during the first meeting of the committee with a member of the Executive Committee presiding. The first meeting shall be held prior to the end of the second week of classes for the Fall semester.
2. Nominations shall be accepted from the floor. The person receiving more than fifty percent of the votes of the members voting shall be declared elected. Runoff elections may be held. In the event of a tie, the presiding member of the Executive Committee shall select, by lot, one of the contestants for the office.

A. The Chairperson shall preside at the committee meetings and shall be the chief executive officer and spokesperson for all the functions and responsibilities of the Committee.

B. The Secretary shall be responsible for collection of agenda items and preparation and distribution of the agenda and the minutes of meetings.

X. Elections for UALR Elected Committees and Faculty Senate

A. Elections shall be held during a College Assembly meeting no later than during the first week of May of the final year of the term of service for the respective representatives. The meeting date shall be set by the Executive Committee.

B. Nominations may be made from the floor.

C. All elections shall be held by secret ballot. The person receiving more than fifty percent of the votes of the members voting shall be declared elected. Runoff elections may be held.

D. To ensure broad representation, senators to the UALR Faculty Senate shall be elected according to the following procedure:

1. Nominations are solicited from all voting members of the college at least 10 days prior to the meeting. Nominations are also solicited from the floor. College faculty are encouraged to consider broad representation of academic units when nominating and electing Senators.
2. Nominees with the most votes, up to the number of senators allowed, shall be elected as senators representing the college. The number of votes each voting faculty member is allowed equals the number of available positions. Only one vote may be cast per nominee.
3. Nominees with the next most votes, up to the number of alternates allowed, shall be elected as alternate senators.
4. In the event of a permanent vacancy, the alternate who received the most vote total will fill the vacancy.

XI. Filling Office Vacancies

A. The Vice President shall assume the office of President of the College Assembly in the event of such a vacancy.

B. For any other vacancy at any other position occurring among College Assembly officers, University committees, and the Senate, the Executive Committee shall appoint an individual from the college to serve the remaining term. Such appointments shall follow all guidelines for academic unit representation.

XII. Academic Units

The faculty of each academic unit shall develop its own policies and procedures for conducting business and shall hold meetings at least once each semester of the nine-month academic year for the purpose of discussing and acting upon departmental affairs. In addition to the methods of calling meetings specified in an approved governance document, faculty meetings may be convened by a written call of the department chairperson or by a written call of one-fourth or more of the full-time faculty.

Each academic unit needs to ensure that its written policies and procedures for conducting business include, but are not limited to, the following areas of faculty decision making:

- A. Attendance, discussion, and voting rights
- B. Calling and holding meetings
- C. Curriculum
- D. Academic policies
- E. Faculty recruiting and appointments
- F. Promotion
- G. Tenure
- H. Annual review of faculty and chair
- I. Term and selection of the chair

In specifying the term and selection of the chair, the rules of governance for each academic unit shall specify the procedure by which the academic unit faculty makes its recommendation for chair to the dean. This procedure may specify an election process. The rules of governance for each academic unit shall also specify the term length of the chair.

The governance document shall follow the review and approval process as specified in the Constitution of the University Assembly.

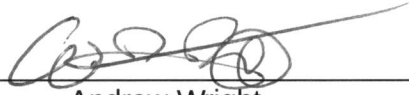
XIII. Coda

As a generic college constitution, this document is to be used by a new college until its own document is approved. The expectation is that each college will replace this document with a document of its own designed to meet the specific needs of the college. To approve a replacement for this document requires a favorable vote from a majority of the members present and voting at two consecutive meetings. The proposed document must then go through the normal review process of the university with approval being at the discretion of the Chancellor.

When the college engages in the process of writing its own constitution, it needs to add language to specify how to amend the constitution for example, by a statement such as shown below:

Amendments may be proposed by any member of the Assembly through motions submitted at a meeting of the Assembly. Amendments must receive a favorable vote from two-thirds of the members present and voting at two consecutive meetings to become effective. All amendments to this document are subject to review and approval in accordance with the Constitution of the University Assembly before they come into effect.

Commentary: The UALR Constitution requires the Faculty Governance Committee to create and submit to the Faculty Senate a generic governance document for new colleges. This document serves that purpose. It is the Committee's hope that established colleges may also find useful ideas that they wish to incorporate into their documents. However, a generic document must be specific whereas a document that could be used as a template for writing general documents would contain lists of possible variations that colleges might want to use. So colleges are cautioned not to see this document as requiring them to do things as specified here. Colleges are free to address governance issues in their own way within the relevant campus and University system authorization.

Signature  (Faculty Senate President) Date December 17, 2013
Andrew Wright

Received in chancellor's office on 12/20/13 (date)

Chancellor's Action:  APPROVED DISAPPROVED
(reasons to be attached)

Chancellor's Signature  Date 1-2-14
Joel Anderson