

BYLAWS OF THE FACULTY SENATE OF UA LITTLE ROCK

As stated in the UA Little Rock Constitution, the Faculty Senate shall establish bylaws for its operation; these bylaws must be consistent with the Constitution and with applicable policies of the UA System and the Board of Trustees.

Protocols of the Faculty Senate

Voting at Faculty Senate meetings shall follow Roberts Rules of Order Newly Revised. There is no provision for proxy or cumulative voting in the Faculty Senate.

For the purposes of Faculty Senate representation, a vacancy is when a senator faces an extended absence of a semester or longer (for reasons such as, but not limited to OCDA) and cannot fulfill their elected duties.

The officers of the Staff Senate and the executive officers of the Student Government Association shall be welcome to address the Faculty Senate at each meeting, the exact period of time for each speaker to be determined by the president of the Faculty Senate. The president may extend or withhold speaking privileges to persons who are not members of the Senate, subject to challenge on the floor of the Senate.

With the exception of the president, newly elected officers of the Faculty Senate shall assume their offices immediately after the meeting at which they are elected, except that the outgoing secretary remains responsible for the minutes of that election meeting.

The Faculty Senate shall be the judge of the elections, returns, and qualifications of its own members, and shall have the power to expel a member for nonattendance, disorderly behavior, or misconduct by the concurrence of two-thirds of those present and voting, provided a quorum is present.

The Faculty Senate Executive Committee shall meet at least once each academic year with the elected officers of the Staff Senate and the Student Government Association on matters of joint concern, and the Executive Committee shall report to the Senate about these meetings.

Procedures for Review and Approval of College and Unit-level Governance Documents

As stated in Article III. of the Constitution, the faculty of academic units develop governance documents. Governance documents for review shall be submitted first to the dean, then simultaneously to the executive vice chancellor and provost and to the Faculty Governance Committee, and finally to the Chancellor for approval. Each review shall be accomplished within 30 calendar days and comments from the reviewers shall accompany the document as it is forwarded throughout the review and approval process. Responses from academic units to feedback received from the executive vice chancellor and provost and from the Faculty Governance committee must also be submitted simultaneously to both within 30 days. The review of governance documents must occur normally during the regular nine-month academic year. Upon the agreement of the dean, executive vice chancellor and provost, and two representatives of the faculty governance committee, the review time may be extended to ninety days.

Apportionment of Faculty Senators

Colleges with ten (10) or more faculty shall be entitled to elect a minimum of one senator, with additional Faculty Senate seats apportioned on the following basis: a second Faculty Senate seat for those colleges with twenty (20) to twenty-nine (29) full-time faculty; a third Faculty Senate seat for those colleges with thirty (30) to thirty-nine (39) full-time faculty members; a fourth Faculty Senate seat for those colleges with forty (40) to forty-nine (49) full-time faculty members; a fifth Faculty Senate seat for those colleges with fifty (50) to fifty-nine (59) full-time faculty members; and so forth for each additional ten (10) full-time faculty. The Faculty Senate will be reapportioned every two years in odd-numbered years, prior to Faculty Senate elections in the spring, by the Executive Committee of the Faculty Senate, based on current information as to the number of full-time faculty members in each college. If a new college is created in the year between reapportionment, the Faculty Senate shall be reapportioned prior to Faculty Senate elections in that interim year. The Executive Committee of the Faculty Senate shall assign faculty members of units not otherwise represented in the Faculty Senate to a single unit solely for purposes of representation in the Faculty Senate provided that such full-time faculty members number twenty (20) or greater; otherwise, the Executive Committee shall, subject to challenge on the floor of the Faculty Senate, assign such faculty members to one or more units that are represented in the Faculty Senate, such assignment being solely for purposes of representation in the Faculty Senate. When a single unit is created for purposes of representing faculty members of units not otherwise represented in the Faculty Senate, the Executive Committee of the Faculty Senate has the responsibility for supervising elections to the Faculty Senate from this unit. As stated in the UA Little Rock Constitution, the William H. Bowen School of Law is treated as a college for the purposes of representation in the Faculty Senate.

Colleges that have academic units and that are represented by three or fewer Faculty Senators shall not have more than one Faculty Senator from the same academic unit. Colleges that have academic units and that are represented by more than three but fewer than nine Faculty Senators shall not have more than two Faculty Senators from the same academic unit. Colleges that have academic units and that are represented by nine or more Faculty Senators shall not have more than three Faculty Senators from the same academic unit. When an academic unit is a school comprised of multiple disciplinary programs (multi-disciplinary school), this requirement only applies to members from a single disciplinary program. This requirement may be waived by the Executive Committee of the Faculty Senate only when the Executive Committee has determined that following the requirement would make it impossible for a college to elect its full complement of Faculty Senators. In all instances the Executive Committee and the faculty of each college should be sensitive to the need to have Faculty Senators from as many different academic units as possible.

Elections of the Faculty Senate and Faculty Senate Officers

Faculty Senate elections shall be by secret ballot, and shall be held before the end of the Spring semester of each year, the exact date to be determined by the assembly of each college. Senators elected at these college meetings shall assume office at the first Faculty Senate meeting of the academic year in August or September. Members shall serve two-year, staggered terms.

Seats in the Faculty Senate that become vacant during the academic year shall be filled for the remainder of that year from a list of alternates provided by each college and maintained by the Executive Committee, and for the next year (if required) by special election at the annual college meeting at which members of the Faculty Senate are elected.

For details about the Officers of the Faculty Senate, see the UA Little Rock Constitution. During the final meeting of the academic year in even-numbered years, the Faculty Senate shall elect its president. The

candidates for president may be, but are not required to be, current faculty senators. The candidates must all be eligible for Faculty Senate membership. During the first meeting of the academic year in even-numbered years, the Faculty Senate shall elect the vice president, secretary, and parliamentarian for 2-year terms.

Faculty Senate Councils and Committees

As stated in the UA Little Rock Constitution, the Faculty Senate may establish councils and committees to aid in its work and report to the Senate. Such councils and committees may be elected or appointed, standing or *ad hoc*.

Faculty Eligibility for Service on Faculty Senate Councils and Committees

Faculty service on elected and appointed standing councils and committees of the Faculty Senate shall be limited to those members of the faculty who are eligible to serve on the Faculty Senate. The William H. Bowen School of Law is treated as a college for purposes of representation on Faculty Senate committees and councils.

A member of a Faculty Senate council or committee is expected to vote in council or committee deliberations so as to promote, in their own judgment, the best interests of the entire UA Little Rock community.

Standing Councils of the Faculty Senate

Council on Core Curriculum and Policies: On behalf of the Faculty Senate, and subject to that body's authority, the Council on Core Curriculum and Policies shall maintain, review, interpret, and recommend modifications to core student learning outcomes and to policies and criteria governing general education requirements. It shall approve courses for inclusion and retention in the UALR Core Curriculum (Standard Core and College Cores) and shall have responsibility for policies governing how transfer courses satisfy core curricular areas.

The Council on Core Curriculum and Policies shall report all of its actions promptly to the faculty. In reviewing curriculum matters, the Council on Core Curriculum and Policies shall assure compliance with current policies and criteria of UA Little Rock, the UA System, the Board of Trustees, and the Arkansas division of higher education.

In academic units (programs, departments, schools, colleges) curricular proposals affecting the UALR Core, including but not limited to course inclusion in the core, modifications to existing core courses, and inclusion in the college core, will be routed through program, department, school, college curriculum committees and to the Undergraduate Council before being sent to the Council on Core Curriculum and Policies. In academic units not organized into departments, colleges, or schools, routing shall be according to an analogous process certified to the Council on Core Curriculum and Policies by the Faculty Senate. Revisions and modifications to student learning outcomes and to policies and criteria governing general education requirements may be proposed to the Council on Core Curriculum and Policies by any faculty or academic unit. Recommendations by the Council on such matters shall be informed by written opinion of each academic unit directly impacted by the proposed change. Recommendations of the Council on Core Curriculum and Policies are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of

passage by the Council on Core Curriculum and Policies. Proposals not reviewed by the Faculty Senate or having passed Faculty Senate review shall be routed to the executive vice chancellor and provost and the chancellor.

The Council on Core Curriculum and Policies shall be composed of one representative elected from and by each curricular area with a course in the core and one representative elected from and by each college. Each representative serves a three-year term.

Faculty Appeals Council: Some appeals and grievances involving faculty are made to the Faculty Appeals Council. This includes but is not limited to appeals and grievances about dismissal, tenure, and promotion. Membership of the Faculty Appeals Council shall include one representative from the library faculty, one representative from the Bowen School of Law, seven full-time faculty members, with tenure, elected from each college represented in the Faculty Senate, and all members of the Committee on Tenure. The Faculty Senate Executive Committee may appoint additional full-time faculty members to ensure adequate representation of all constituencies.

Internal Structure and Processes of the Faculty Appeals Council: The chairperson shall appoint members of the council to three-person informal and five-person formal panels when appeals are made. In making hearing panel appointments, the chairperson shall distribute faculty members as evenly as possible in relation to tenure status, administrative status, race, and gender and previous service on other panels during the academic year. Any panel member may disqualify herself or himself for good cause. Panel members may be challenged for cause, with the merits of each challenge decided by majority vote of the panel. In addition, the appellant shall be permitted one peremptory challenge.

Graduate Council: On behalf of the Faculty Senate, and subject to that body's authority, the Graduate Council shall review, interpret, and recommend action on new graduate courses, programs, and degrees and consider other matters related to graduate work, including graduate faculty status. This Council shall report all of its actions promptly to the faculty.

In reviewing proposals, the Graduate Council shall consider the current policies and criteria of the UA Little Rock and those of the University of Arkansas system, the Board of Trustees, and the Arkansas division of higher education.

Proposals for graduate programs and courses which originate with academic unit faculties shall be routed to college curriculum committees, to college faculties, and to the Graduate Council. In academic units not organized into departments, colleges, or schools, routing shall be according to analogous process certified to the Graduate Council by the Faculty Senate. Proposals for graduate program closures (suspensions or deletions) that originate as a result of program review or low productivity pursuant to UA Board Policy 620.1 shall be reviewed by program faculty, college curriculum committees, and college faculties before routing to the Graduate Council. Written comments from the reviewing committees will be attached to the closure proposals and travel with the proposals as they move through the review process.

Recommendations of the Graduate Council must be submitted to the Faculty Senate and are subject to review by the Faculty Senate upon decision of the Executive Committee or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Graduate Council. Proposals not reviewed by the Faculty Senate or having passed Senate review are routed to the executive vice chancellor and provost and the chancellor, and for new degree programs, to the UA System president, the Board of Trustees, and any required external review.

The Graduate Council shall be composed of five representatives qualified for graduate faculty status elected from each college represented in the Faculty Senate, and three graduate students appointed by the Committee on Committees for one-year terms from nominations submitted by the Graduate Dean, the coordinators of graduate programs, and graduate student organizations. Elected representatives shall serve staggered three-year terms.

Policy Advisory Council: This Council shall advise the chancellor on academic and administrative policies of the university. This Council shall consist of the president, the immediate past president, and the elected officers of the Faculty Senate; the elected chairpersons of elected standing councils and committees of the Faculty Senate; the chairperson of the Planning and Finance Committee; the president of the Staff Senate or that person's designee, and one staff representative from each vice chancellor's area; the president of the Student Government Association or that person's designee; and one additional Student Affairs representative recommended by that vice chancellor. The Faculty Senate vice president serves as chair.

Undergraduate Council: On behalf of the Faculty Senate, and subject to that body's authority, the Undergraduate Council shall review, interpret, and recommend action on all general undergraduate academic policies except for the duties delegated to the Council on Core Curriculum and Policies; it shall review and recommend approval or disapproval of curriculum proposals and degree programs. The council shall report all of its actions promptly to the faculty.

In reviewing curriculum matters, the Council shall consider current policies and criteria of UA Little Rock, the University of Arkansas system, the Board of Trustees, and the Arkansas division of higher education.

In academic units organized into departments and colleges and schools, all proposals for undergraduate curriculum and degree programs shall be routed to department, college, or school curriculum committees; to college faculties; and to the Undergraduate Council. In academic units not organized into such departments and colleges and schools, routing shall be according to analogous process certified to the Undergraduate Council by the Faculty Senate. Proposals for undergraduate program closures (suspensions or deletions) that originate as a result of program review or low productivity pursuant to UA Board Policy 620.1 shall be reviewed by program faculty, college curriculum committees, and college faculties before routing to the Undergraduate Council. Written comments from the reviewing committees will be attached to the closure proposals and travel with the proposals as they move through the review process.

Recommendations of the Undergraduate Council must be submitted to the Faculty Senate and are subject to review by the Faculty Senate upon decision of the Executive Committee or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Undergraduate Council. Proposals not reviewed by the Faculty Senate or having passed Faculty Senate review shall be routed to the executive vice chancellor and provost, the chancellor, and for new degree programs, to the UA System president and the Board of Trustees and any required external review.

The Undergraduate Council shall be composed of four faculty members elected to two-year staggered terms by faculty from each college offering undergraduate work and represented in the Faculty Senate, and five undergraduate students. The student representatives are appointed by the Student Government Association for one-year terms and are selected to represent the broadest range possible of academic areas. The associate vice chancellor responsible for educational programs and a representative from the Office of the Registrar shall be ex officio members without vote.

Elected Standing Committees

Committee on Committees: The Committee on Committees shall appoint members of the appointed committees and councils of the Faculty Senate and typically designate a member to call the first meeting of each. The Committee shall consist of the members of the Executive Committee of the Assembly and an elected faculty representative from each college having representation in the Faculty Senate. The president of the Faculty Senate shall serve as the chairperson of the committee and shall have the responsibility for facilitating the initial meetings of the committees and councils of the Faculty Senate in the fall semester.

Committee on Tenure: This committee shall have two functions: to keep under review all policies and procedures involving faculty tenure, promotion, non-reappointment and dismissal, and to offer such recommendations and comments to the Faculty Senate as it deems appropriate. The Committee on Tenure shall be composed of one member from the library faculty elected by the library faculty, two faculty members elected from the Bowen School of Law and three faculty from each main campus college, excluding in all instances deans, school directors, and department chairs. Members shall serve two-year staggered terms.

Faculty Governance Committee: This committee acts to facilitate faculty governance and to ensure that governance documents and policies are in accordance with all campus and University of Arkansas Board of Trustee policies. It monitors the Faculty Handbook ensuring that approved changes are promptly and accurately incorporated into the Handbook every two years in odd-numbered years. The committee shall establish cycles of review for all faculty governance documents from academic departments and schools and colleges. In the event a governance document does not reflect current campus policy(ies), the committee shall inform the unit(s) involved and assist the unit in developing needed modifications as feasible. The committee shall develop for approval by the Faculty Senate and chancellor a generic college governance document, a generic department governance document that can also be used for mono-disciplinary schools, and a generic multi-disciplinary school governance document to be available for use by a newly created academic unit.

In the event such a new academic department, mono-disciplinary school, multi-disciplinary school, or college is created, this committee shall assist the new unit(s) with the development of governance document(s). Until such new document(s) is/are created, the new unit shall operate within the framework of the generic governance document provided by the committee.

The Faculty Governance Committee shall consist of one member from the library elected by library faculty; one member of the Faculty Senate Executive Committee selected by the Executive Committee; all past presidents of the Faculty Senate who do not hold an administrative appointment above the level of department chair and who are willing to serve; one member from each college represented in the Faculty Senate elected by the faculty of the college; and one member of the Faculty Senate elected by the Faculty Senate. Elected members will serve three-year, staggered terms.

Appointed Committees

Academic Offenses and Grade Appeals Committee: The Academic Offenses and Grade Appeals Committee hears specific grade appeals and cases involving certain academic offenses. This committee comprises twenty-one (21) faculty to be appointed by the Committee on Committees. Each main campus college will have six (6) representatives appointed for three-year staggered terms (18 faculty). The

remaining seats must be filled by faculty from the library faculty and Bowen School of Law. Student representation will comprise 15 students, 12 voting undergraduate students and 3 voting graduate students to be appointed no later than the beginning of the fall semester. Students shall serve one-year terms and may be re-appointed.

For information on the operating policies of this committee see the Academic Offenses and Grade Appeals policies in the UA Little Rock policy library.

Academic Calendar and Schedules Committee: This committee shall recommend to the Faculty Senate the academic calendar, schedules, and schedule policy, and shall present academic schedules to the Senate. Normally, these calendars and schedules, in draft form, originate in the Registrar's Office, following approved policies, and are forwarded to the committee for its approval before being submitted to the Faculty Senate. When questions arise, the committee shall, on behalf of the Faculty Senate, interpret the calendar and schedules.

The Academic Calendar and Schedules Committee shall be composed of one representative of the library, two faculty members from each college represented in the Faculty Senate to be appointed to two-year, staggered terms by the Committee on Committees, the vice president of the Faculty Senate, the chair of the Undergraduate Council or that person's designee, the registrar or that person's designee, the executive vice chancellor and provost or that person's designee. In addition, two students appointed by the Student Government Association shall serve one-year terms.

Academic Technology and Computing Committee: This committee shall be concerned with university information technology policies that affect academic programs and the general interest of UA Little Rock. This committee serves as a formal communication channel for the faculty and students with Information Technology Services. The vice chancellor of Information Technology Services shall keep the committee informed on projects, developments, issues, and resource allocations affecting the academic community with respect to technology and computing at the university level. The function of the committee shall be to advise and consult with Information Technology Services and eLearning staff about matters pertaining to ITS policies and technology needs of the academic community. The committee shall furnish a report to the Faculty Senate by March 15 of each year summarizing the work of the committee for that academic year.

The Academic Technology and Computing Committee shall be composed of one library faculty and two full-time faculty members from each college appointed to two-year staggered terms by the Committee on Committees. In addition, two students shall be named by the Student Government Association to serve one-year terms. The vice chancellor of Information Services, the executive vice chancellor and provost or their designees shall serve as ex officio members without vote.

Admissions and Transfer of Credit Committee: On behalf of the Faculty Senate, this committee shall be responsible for establishing and maintaining appropriate standards for admitting students to UA Little Rock and accepting transfer credit. It shall recommend policies to the Faculty Senate in the areas of its responsibility. It also shall hear appeals from applicants denied admission and from students concerned with transfer credit.

The Admissions and Transfer of Credit Committee shall be composed of one member from the library faculty, two faculty members from each college represented in the Faculty Senate (excluding the Bowen School of Law), to be appointed to two-year staggered terms by the Committee on Committees, two student members appointed by the Student Government Association, and, as ex officio with vote, the

director of admissions (or designee) and the registrar (or designee). Ex officio members without vote will be the administrative officers in charge (or designee) of the Office of Transfer Student Services, the Office of Testing services, and the director of student retention. The director of admissions' designee shall coordinate processing of materials for the committee. All non-faculty members shall serve a one-year term.

Athletics Committee: This committee shall consider matters pertaining to the intercollegiate athletic program and shall be advisory in nature with respect to the relationship of athletics to the academic purposes of the University. These matters may include, but are not limited to, the monitoring of academic progress and eligibility of student-athletes, scheduling of athletic events, allocation of scholarships, recruitment of student-athletes, the adding and dropping of sports, NIL, NCAA and conference rules and changes, and other matters related to intercollegiate athletics.

The Athletics Committee shall be composed of four full-time faculty members to be appointed by the Committee on Committees, one from each college. The Committee on Committees shall also appoint two staff members to the committee. The Student Government Association shall appoint two students to the committee. The faculty and staff members shall serve two-year, staggered terms, and the student members shall serve one-year terms. The director of athletics, registrar, and the advisor for student-athletes shall serve as ex officio members without vote. A Faculty Athletics Representative (FAR) will be appointed by the chancellor with advice from the Athletics Committee. The FAR will serve for a three-year term and may be reappointed for subsequent three-year terms. The FAR will serve on the Athletics Committee as an ex officio member with vote.

Buildings and Grounds Committee: The purpose of this committee shall be to insure protection of the natural and aesthetic environment of the UA Little Rock campus consistent with reasonable growth and development of the campus. The committee shall promote beautification of the campus through a continuous review of landscaping, building and signage appearance, and campus roads and paths. The committee shall comment on plans for new campus construction, and shall recommend to the chancellor steps that should be taken to preserve the natural environment and beauty of the campus. The committee shall periodically review the campus master plan.

The Building and Grounds Committee shall be composed of one member from the library faculty and two members from each college represented in the Faculty Senate, appointed to two-year, staggered terms by the Committee on Committees; two members of the Staff Senate, selected by the Staff Senate to two-year, staggered terms; two students appointed by the Student Government Association to one-year terms. The administrator in charge of planning buildings and grounds shall serve as an ex-officio member without vote.

Dining Committee: The purpose of the Dining Committee is to ensure the quality and availability of dining services that are consistent with the needs of the faculty, staff, and students at UA Little Rock. The committee shall meet monthly during the academic year and on call during the summer; and it shall serve in an advisory capacity to campus dining services and the division of Student Affairs to review dining options, policies, and facilities.

Membership shall include five faculty members named by the Committee on Committees, two staff members named by the Staff Senate, two student representatives named by the Student Government Association, and one student representative named by the Graduate Student Association. Additionally, the committee shall include ex officio with vote the vice chancellor for Student Affairs (or designee), the vice chancellor for Finance and Administration (or designee), and three staff members broadly representative

of student services areas, selected by the vice chancellor of Student Affairs. Faculty and staff shall serve staggered, two-year terms, and students shall serve one-year terms. Two representatives of campus dining services shall serve on this committee as ex officio members without vote.

Faculty Professional Development Committee: The purpose of this committee is to review and make recommendations concerning policies and procedures involving the enhancement of the research, teaching, and service functions of the University. The committee is concerned with faculty improvement workshops and other activities and conditions designed to recruit, improve, and retain a highly productive faculty. This committee shall make recommendations to the Faculty Senate concerning research policies of a general nature and methods of encouraging research activity. The Faculty Professional Development Committee shall consist of one member from the library faculty, two faculty members from the Bowen School of Law, and three faculty members from colleges represented in the Faculty Senate to be named by the Committee on Committees to staggered terms of two years each; the directors of the Academy for Teaching and Learning Excellence; a designee appointed by the executive vice chancellor and provost and the vice provost of Research (or designee), both ex-officio without vote.

Governing Relations Committee: This committee shall be responsible for reviewing system policies and procedures with reference to their impact on UA Little Rock. Similarly, the committee shall review to the extent possible proposed policies and procedures from governing bodies (e.g. Arkansas legislature, higher education governing entities) with reference to their impact on UA Little Rock. The committee shall outline the advantages and disadvantages of each policy to faculty, staff, and students in a timely manner and make recommendations to the appropriate representative body or bodies.

Membership shall be composed of the Faculty Senate president, who shall serve as chairperson of the committee, the executive vice chancellor and provost, the president of the Student Government Association, the president of the Staff Senate, and the vice chancellor for University Affairs. In addition, the Committee on Committees shall select one dean of a college or school, one other academic administrator below the level of dean, one Student Affairs administrator, four faculty members (one from each college), and two staff members to serve on the committee.

Honors and Awards Committee: This committee shall, on behalf of the Faculty Senate, select the recipients of specified university-wide honors and awards. This committee also shall advise the chancellor on the awarding of honorary degrees. In such matters, members of the committee shall act with the utmost confidentiality and discretion. The Honors and Awards Committee shall consist of two undergraduate students appointed by the Student Government Association and one graduate student appointed by the Graduate Student Association, to serve one-year terms; and three faculty members from each college, one Graduate School representative, and two alumni to be named by the Committee on Committees to staggered terms of two years each.

Planning and Finance Committee: This committee exists primarily for informational and advisory purposes. While recognizing that the responsibility for the budgetary and planning process rests with the chancellor and administration, this committee shall assist in these areas by reviewing proposed plans that have an impact on the academic mission of the University, such as revenues and revenue projections, budgets and budget projections, and the relationship of academic and capital planning to finance and budget matters.

The committee shall work with the vice chancellor for Finance and Administration to review existing university reports, to make suggestions for changes to reports, and to provide input into developing reports that would be of significant interest to faculty. The committee shall report regularly to the Faculty

Senate concerning the UALR financial statement and shall endeavor to produce other reports to show the use of funds by the university and changes in the proposed and actual budgets. In reporting on the UALR financial statement the committee shall include such information as the amount of reserve funds and the total endowment. The committee may make recommendations to the Faculty Senate, which may make recommendations to the chancellor. In circumstances where time does not allow deliberation and action by the Faculty Senate, faculty members of the committee may make its recommendations directly to the chancellor, providing a copy (or report of oral recommendations) to each member of the Faculty Senate. To further facilitate significant involvement of the committee with the above processes, faculty members of the committee may be called to participate in planning and finance matters during the summer.

The Planning and Finance Committee shall consist of one member from the library faculty, and two faculty members from each college represented in the Faculty Senate to be named by the Committee on Committees, two staff members appointed by Staff Senate, and as ex officio (with vote) members, the Executive Committee of the Faculty Senate; the administrator responsible for budgeting and planning, the vice chancellor for finance and administration, and the vice chancellor for university advancement. In addition, two students appointed by the Student Government Association shall serve as members. Appointed faculty and staff members shall serve three-year staggered terms and students shall serve one-year terms.

Student Research and Creative Scholarship Committee: The mission of this committee is to promote, support, and extend undergraduate and graduate research, scholarship, artistry, and other forms of creative activities, as well as to encourage collaboration in such between faculty and students. In this capacity, the committee shall maintain policies related to university-financed student publications, facilitate the administration of the Signature Experience Grant program, and the Student Research and Creative Scholarship expo, and inform the Faculty Senate as appropriate.

The Student Research and Creative Scholarship Committee shall consist of one member from the library faculty and four faculty members from each college represented in the Faculty Senate with an undergraduate program to be named by the Committee on Committees to staggered terms of three years each; one undergraduate student named by the Committee on Committees to a one-year term from nominations by the Undergraduate Research Committee; and, as ex-officio members (without vote), the editors and advisors of university-financed student publications, one Student Affairs representative, one representative from eLearning, and the vice provost for research and dean of the Graduate School or designee.

Traffic Committee: This committee shall recommend parking and traffic rules and improvements in parking facilities to the Faculty Senate and the chancellor. It also shall hear appeals concerning traffic violations from individuals who are not students at UA Little Rock. Membership shall include four faculty members and two staff members named by the Committee on Committees and two student representatives named by the Student Government Association. Faculty and staff shall serve staggered, two-year terms, and students shall serve one-year terms. The administrative officer in charge of parking facilities and the chief of campus police shall serve as ex officio members without vote.

Protocols for Faculty Senate Committees and Councils

Ad Hoc Committees: Ad hoc committees may be appointed by the president or the Executive Committee of the Faculty Senate to study special problems not within the purview of the various councils or standing committees. An ad hoc committee shall report its findings and recommendations to the president or the Executive Committee of the Faculty Senate. The appointing officer or body shall prepare a written notice

of the charge of the committee, as well as a membership list, and distribute that information to the Faculty Senate, the Staff Senate, and the officers of the Student Government Association.

Appointments: In making appointments, the appointing authority shall be mindful of the need to provide broad campus representation whenever possible.

Chairpersons: Unless otherwise specified, the chairperson of each committee or council of the Faculty Senate shall be elected annually by the members from the members serving on the committee or council. Administrators and students are not eligible to chair committees and councils.

Meetings of Councils and Committees: Unless specified otherwise, councils and standing committees shall be expected to hold an organizational meeting in the first thirty days of the academic year to elect a chair and to set a schedule for meetings. Special meetings shall be held upon call of the chairperson or a majority of the committee or council or at the request of the president of the Faculty Senate or the chancellor.

Proxies: Any member of a standing council or committee of the Faculty Senate may issue a proxy for a meeting of the council or committee. If members of a council or committee are selected from specified constituent units, e.g. a college or administrative unit, the person representing the proxy must come from the same unit and meet the same criteria for membership as the person filing the proxy. Each regular member issuing a proxy must notify the chair of the committee in writing to provide the name of the person receiving the proxy and the date of the meeting for which it is effective. Proxies are valid for one meeting only. At any committee meeting, proxies may be counted for quorum purposes and may vote except in elections of council or committee chair and officers.

Records and Reports: Each committee or council shall produce minutes of each meeting and provide them to the secretary and the president of the Faculty Senate. The committee or council shall provide regular or special reports to the Faculty Senate at its own initiative, as provided for in the meeting charge, or at the request of the president of the Faculty Senate.

Vacancies: Seats in the Faculty Senate and memberships on elected Faculty Senate councils and committees that become vacant during the academic year shall be filled for the remainder of that year from a list of alternates maintained by the Executive Committee, and for the next year (if required) by special election at the annual college meeting at which members of the Faculty Senate and its councils and committees are elected. Vacancies on appointed Faculty Senate Committees shall be filled by the Faculty Senate president in consultation with the college assembly, unit faculty, Staff Senate, or whatever appropriate body is represented by the position, using alternates provided by the Committee on Committees when possible.

Asynchronous eVoting: Asynchronous eVoting is permitted for councils and committees for routine business except for the election of chair. The eVoting agenda item must be shared with committee members at least 5 days prior to the beginning of the voting period. A minimum of two business days is required and a maximum of five business days is allowed for eVoting. An absolute majority of committee members is required for approval of the motion.

Amending the Faculty Senate Bylaws

These bylaws shall be reviewed every two years in odd-numbered years for needed updates and potential amendments. The bylaws shall be subject to recommendation for amendment by two-thirds vote of those

present and voting at one Faculty Senate meeting, provided that a quorum is present and that the proposed amendment has been submitted to the Executive Committee of the Faculty Senate and published as part of the agenda for that Faculty Senate meeting. Recommended amendments to the bylaws are routed to the chancellor for approval. If the chancellor declines to act favorably upon a recommended amendment to the bylaws within 15 calendar days after receiving it, and if no other option can be agreed upon in a reasonable period of time, the campus governance structure may request that the UA System president consider the matter upon a three-fifths vote of the three governing bodies. If a resolution is not achieved within 30 days, the president may submit the recommendation to the Board of Trustees for consideration.