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University of South Alabama Faculty Senate Bylaws
As Amended November 2013, May 2014, November 2014, September
2020, and February 2022

BYLAW 1. GENERAL SENATE BODY

Section 1. Formula for Determining Faculty Senate Representation

- 1.1.1. Each academic unit shall elect one Faculty Senator at large. In addition, each academic unit with fifteen members or less shall elect one Faculty Senator for the first fifteen or less eligible faculty members. Those academic units with more than fifteen eligible u.l001 Tw 0.001 Tw 0.265 0

three-year consecutive terms.

BYLAW 2. OFFICERS

Section 1. Election and Terms

- 2.1.1. Nomination of candidates for senate offices will be made from the floor during the first general senate meeting for that electoral year. The current Vice-President shall automatically be nominated for President at the end of their term in office. Candidates for officer positions will be elected by ballot with winners being decided on the basis of a simple plurality of Faculty Senators voting. The ballot will be secret in the event of multiple candidates for an office.
- 2.1.2. Officers will serve a one-year term and can be reelected for a second consecutive term.
- 2.1.3. A vacancy in the office of President shall be filled by the Vice President. In the event the Past President position becomes vacant, the latest active Past President available and willing to serve shall assume the position. Other vacancies shall be filled for the unexpired term by appointment by the Executive Committee.

Section 2. Officer Duties

- 2.2.1. President: The President shall be responsible for the operation of the Faculty Senate and other duties, including: (1) preside at all meetings; (2) plan the agenda for General Senate meetings; (3) when warranted, call special meetings of the Senate; (4) when invited, attend other meetings related to the work of the Faculty Senate; (5) oversee the preparation and Senate adoption of a statement reviewing the academic program of the University and other concerns of the faculty and making appropriate recommendations (Constitution Article II. Section 2.4). The President or designated representative will serve as a voting member of all major academic councils and committees with an impact university-wide, including, but not limited to, committees whose work involves planning, budgetary matters, curriculum, policy and development.
- 2.2.2. Vice President: The Vice President shall act for the President ~~and~~

2.2.3. Secretary: The Secretary shall assist the President in the operation and reporting of the Faculty Senate and other duties, including: (1) assist the President in the construction and distribution of an agenda; (2) issue calls for all meetings; (3) receive reports, motions, or resolutions to be presented at General Senate meetings; (4) record and maintain accurate minutes of all meetings including attendance; (5) conduct necessary correspondence; (6) keep and distribute an accurate list of the membership of the Senate; (7) provide updates and current documents (i.e. agenda, minutes, etc.) for posting on the Faculty Senate website; (8) determine membership of Standing Committees; (9) determine the number of eligible faculty for establishing the appropriate Faculty Senate representation (Bylaw 1. Section 1.2) and notify the Caucus Leader in each academic unit of the number of openings that need to be filled for the upcoming year (Bylaw 1. Section 2.1); (10) perform other duties as may be appropriate, including maintaining the archives of the Senate.

2.2.4. Immediate Past-President: At the end of her/his term(s), a President will serve for one year as Past-President. The Past-President will serve as senior advisor to the current president. If the senate term of the Past President expires, she/he will serve as an ex-officio, non-voting member of the Senate.

BYLAW 3. COMMITTEES AND CAUCUSES

Section 1. Committee Structure

3.1.1. The Faculty Senate shall establish Standing, *ad hoc*, and Advisory committees that represent faculty interests. Standing Committees will consist of, to the extent possible, Faculty Senators from all Colleges, Schools and Libraries. Standing committees will include, but are not limited to: (1) University Policies and Faculty Handbook Committee; (2) Faculty Salaries and Benefits Committee; (3) University Planning and Development Committee; (4) Technology Utilization Committee; (5) Environmental Quality Committee; (6) Academic Development and Mentoring Committee; (7) Research and Creative Activities.

3.1.2. Chairs of Standing Committees will be appointed as voting members of the complementary University Committees. For example:

The Chair of the University Policies and Faculty Handbook Committee will serve on the University Academic Policies Committee.

The Chair of the Faculty Salaries and Benefits Committee will serve on the University Fringe Benefits Committee.

The Chair of the University Planning and Development Committee will serve on the University Space Committee and on the University Long Range Planning Committee.

The Chair of the Teaching, Learning, and Technology Committee will serve on the University Teaching and Learning Committee and the University Academic Computing Committee.

The Chair of the Environmental Quality Committee will serve on the University Safety Committee and the University Sustainability Committee. The Chair of the Academic Development and Mentoring Committee will serve on the Faculty Development Council.

Section 2. Standing Committee Charges

- 3.2.1. University Policies and Handbook Committee: This Committee represents the faculty concerning all academic policies of a general nature. The Committee shall also assist University Administrators in constructing the *Faculty Handbook* and on behalf of the Faculty Senate, be responsible for reviewing all proposed changes in the *Faculty Handbook*.
- 3.2.2. Faculty Salaries and Benefits Committee: This Committee represents the faculty in matters related to salaries and fringe benefits.
- 3.2.3. University Planning and Development Committee: This Committee represents the faculty in matters related to planning at the university level. Its activities include, but are not limited to, participation in the planning for academic programs, facilities and infrastructure.
- 3.2.4. Teaching, Learning, and Technology Committee: This Committee represents the faculty in matters related to teaching, learning, academic affairs, and the use of computing and other technological facilities. Its activities include, but are not limited to face-to-face and online education, technology, and computing infrastructure for all teaching and learning-related activities.
- 3.2.5. Environmental Quality Committee: This Committee represents the faculty in matters related to the physical environment. Its activities include, but are not limited to, recycling programs, environmental safety issues, overseeing the use of resources on campus, and construction practices and initiatives as related to their impact on the campus environment.
- 3.2.6. Academic Development and Mentoring Committee: This Committee represents the Faculty in matters related to academic development and faculty mentoring at the university level. Its activities include providing collaborative planning and consultation on matters as they relate to teaching, research, and service activities of the faculty; to provide input into University policy concerning academic development and faculty mentoring; and assess policy approaches to, and delivery of, Faculty mentoring within the University.
- 3.2.7. Evaluation Committee: This Committee shall assist in the development and implementation of evaluation procedures. It shall further represent the faculty in matters relating to promotion and tenure.
- 3.2.8. Research and Creative Activities Committee: This Committee shall support the

3.8.7. The Caucus Leader from each academic unit shall conduct elections for all new Senators within their academic unit as directed by the Faculty Senate Secretary or as such elections become necessary due to vacancies. In the event that the Caucus Leader is also a candidate for reelection, they shall appoint a member of their Caucus who is not a candidate for reelection to conduct the election.

Section 9. Advisory Committee Establishment and Structure

3.9.1 The Faculty Senate may establish Advisory Committees to deal with issues that are not addressed by Standing Committees or *ad hoc* Committees. Members of the Faculty Senate as well as other qualified persons from within the University community may be requested to serve on these committees. Motions to establish Advisory Committees shall include the name of the committee, its charge, the term of service of committee members, and its size and composition. Following discussion by the Senate Body at a regular or special meeting of the Faculty Senate, a vote will be taken and the Faculty Senate Advisory Committee will be established if a two-thirds majority of a quorum at the meeting is reached. Members of Advisory Committees shall be nominated from the Faculty Senate at large, who shall submit nominations to the Secretary of the Faculty Senate. The President of the Faculty Senate, in consultation with the Executive Committee, shall appoint Advisory Committee members from the pool of nominees.

BYLAW 4. MEETINGS

Section 1. Regular and Special Meetings
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vote of the Senate or on invitation by the President of the Senate after an opportunity for the Senate to object and, in case there is objection, after approval of the invitation by the Senate.

4.1.5. A quorum shall consist of 50% plus one of the total Faculty Senate seats filled at the time of the meeting. Once quorum is attained in a meeting, a simple majority of those present is sufficient to pass a motion or approve an item of business.

Section 2. Absences

4.2.1. Unexcused Absences: In the event that a 0 Td (re 0-306) 05 Wc (0-94) 05 B (1976) 18-206

- 8.2 Chairs of Standing Committees shall provide written final reports at the end of the electoral year on their areas of responsibility. These reports will be orally summarized during the final General Senate meeting of the term. A copy of the report will be deposited into the Senate archives and an electronic copy of the report will be added to the Faculty Senate website.
- 8.3 At the request of the President, principal Senate representatives appointed to University Committees shall also provide written year-end reports.
- 8.4 The President will oversee the preparation and Senate adoption of a statement reviewing the academic program of the University and other concerns of the faculty and making appropriate recommendations (Constitution Article II. Section 2.4). This is intended as an assessment of the current state of the University from the special vantage point of the President. This statement will be presented at the January meeting with discussion and vote at the February meeting. Should the Senate fail to adopt this statement at the February meeting, a revised statement will be presented, discussed, and voted upon at the March meeting. Upon approval, this statement will be distributed to the general faculty, administration, and Board of Trustees, aw8 (e)TJ0p1ng,ak 0 Tw -3 (ed,gu Tc 0VTw 100 1