

**University of South Alabama Faculty Senate Bylaws**  
**As Amended November 2013, May 2014, November 2014,**  
**September 2020, and February 2022, August 2023,**  
**September 2024, October 2024, November 2024**

**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 as defined by the Faculty Senate Constitution Article 2 Section 1. Those academic units with more than fifteen eligible faculty members shall elect one Faculty Senator for every fifteen members. In cases of fractions of 8/15 or greater the academic unit shall elect one additional Faculty Senator. For example, an academic unit with 38 eligible faculty members shall elect three Faculty Senators ( $38/15 = 2 + 8/15 = 3$  FS) in addition to one Faculty Senator at large for a total of four Faculty Senators to represent them.
- 1.1.2. The Faculty Senate Secretary shall determine the number of eligible faculty in each academic unit by January 31 for establishing the appropriate Faculty Senate

Caucus Leader in each academic unit of the number of openings that need to be filled for the following year by February 1.

- 1.2.2. Faculty Senators shall be elected for a term of three years commencing at the April full Senate meeting.

Section 3. Orientation

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- 1.3.1. A new senator orientation session will be held each year prior to the new senators' first April senate meeting.
  - 1.3.2. The new senator orientation session will be led by the Vice President and attended by the executive committee and Caucus Leaders. All new senators that have not previously served on the Faculty Senate are required to attend the orientation session. New senators that have previously served on the Senate are invited to attend the orientation session but are not required to attend.



1.6.3. A Faculty Senator who has by special election filled a vacated seat for not more than one year shall at that the end of that term be eligible to serve two further three-year consecutive terms.

## **BYLAW 2. OFFICERS**

### Section 1. Election and Terms

2.1.1. Nomination of candidates for senate offices can be submitted to Senate officers prior

administrators whose authority and responsibility have an impact on academic programs university-wide.

- 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, they 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 Handbook Committee; (2) Faculty Salaries and Benefits Committee; (3) University Planning and Development Committee; (4) Teaching, Learning, and Technology Committee; (5) Sustainability and Environmental Quality Committee; (6) Faculty Development and Mentoring Committee; (7) Evaluation Committee; and (8) Research and Creative Activities Committee.
- 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 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 Institutional Planning and Assessment 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 Sustainability and Environmental Quality Committee will serve on the University Safety Committee and the University Sustainability Committee
- The Chair of the Faculty 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*. The Committee Chair, or a representative of the committee designated by the committee chair, may be called upon to attend Council of Academic Deans meetings to address proposed policy.
- 3.2.2. **Faculty Salaries and Benefits Committee:** This Committee represents and advocates for the faculty in all matters related to salaries, equitable compensation, and fringe benefits.
- 3.2.3. **University Planning and Development Committee:** This Committee represents the faculty in matters related to university priorities and strategic planning. Its activities

faculty development and mentoring; and assess policy approaches to, and delivery of, faculty mentoring.

3.2.7. **Evaluation Committee:** The Committee shall oversee the development, implementation, and periodic review of all university-level evaluation processes, including promotion and tenure. It will represent the faculty in advising on policies regarding teaching evaluation, workload, and administrative assessments. Additionally, the Committee will recommend improvements to evaluation methods, ensuring alignment with university policies and best practices in higher education. The Committee shall also solicit faculty feedback on evaluation processes to enhance transparency and fairness.

3.2.8. **Research and Creative Activities Committee:** This Committee serves as the representative voice of the faculty in all matters related to research, creative, and scholarly activities. The committee seeks to improve and promote professional scholarly productivity of faculty members, assist in the development and implementation of procedures and policies governing research and/or creative activities, and reviews proposed changes in ex7pu108 482.ulticies oe pr(i)2.6 (es)-2 (,)4.3 ( and )11.3 (r)

expected to present progress and/or final reports. An *Ad hoc* committee will be considered dissolved after a final report.

#### Section 6. Establishment of New Faculty Senate Standing Committees

- 3.6.1. In addition to the Faculty Senate Standing Committees listed (Bylaw 3. Section 1.1), the Faculty Senate may establish Standing Committees to address issues of interest to the faculty of the University. An *ad hoc* committee in place for one year is eligible to become a standing committee. An *ad hoc* committee's status can be elevated to standing committee status by any senator during a general or special meeting of the Senate. Following discussion by the Senate Body, a vote will be taken and the Faculty Senate Standing Committee will be established super majority of two thirds of the senators present is reached.
- 3.6.2. Faculty Senators wishing to serve on the new committee in addition to their current committee duties will submit their names to the Secretary of the Faculty Senate, who will then assign membership so as to have representation from each academic unit, as possible. Nominations for Chair of the new Standing Committee will be presented at the next general meeting of the Faculty Senate at which time the Senate will vote on the nominees with the winner obtaining a simple majority of votes cast. The newly elected Chair will then call a meeting of the Standing Committee at the earliest convenience of its membership.

#### Section 7. Dissolution of a Faculty Senate Standing or Advisory Committee

- 3.7.1 If a Faculty Senate Standing or Advisory Committee is no longer considered to be





4.1.2. Special meetings of the Senate are initiated by a request of the President of the University or of the Board of Trustees directed to the President of the Senate; by a majority vote of the Faculty Senate Executive Committee; or by a written request directed to the Senate President from ten or more Senate members. The written request shall state explicitly the matter proposed for Senate consideration, which

- 5.1. The Executive Committee shall appoint, with the advice and consent of a super majority of 2/3rds of the senators present, a Parliamentarian whose duty shall be to demonstrate familiarity with the Bylaws of the Senate, with *Robert's Rules of Order*, and with the Senate Constitution.

The Parliamentarian shall attend all plenary and special Senate meetings, and shall give an opinion on the manner of conduct of proceedings when requested by the President.

The term of the Parliamentarian, who may be selected from outside the Senate membership, shall run for one Senate year but shall expire automatically with the tenure of the Senate President in whose term the appointment was made.

The Parliamentarian may be reappointed. If selected from outside the Senate membership, the Parliamentarian shall be an ex officio, non-voting member of the Senate.

#### **BYLAW 6. ORDER OF BUSINESS AND AGENDA ITEMS**

- 6.1. With the exception of the order of business stated below, meetings of the Senate shall be conducted according to the latest edition of *Roberts Rules of Order*, Revised.

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