

APPENDIX A

UNIVERSITY OF MONTEVALLO FACULTY CONSTITUTION

Ratified on April 1, 2009

Preamble

To promote and sustain excellence in higher education, facilitate communication and cooperation among Faculty personnel and between Faculty and the Administration, and ensure the continuing development of our educational programs and policies, we, the Faculty of the University of Montevallo, do hereby adopt this Constitution. It is the intent of the Faculty that this Constitution provides a system for participation of the Faculty in the shared governance of the University.

Mission

The overriding mission of the University of Montevallo, unique in Alabama higher education, is to provide to students from throughout the state an affordable, geographically accessible, “small college” public higher educational experience of high quality with a strong emphasis on undergraduate liberal studies and with professional programs supported by a broad base of arts and sciences, designed for their intellectual and personal growth in pursuit of meaningful employment and responsible, informed citizenship.

In accordance with this mission, it is the Faculty’s belief that the basic functions of the University of Montevallo are to preserve, augment, criticize, and transmit knowledge; to develop skills; to foster creative capacities; and to establish the opportunity for the public at large to be exposed to these functions. These functions are performed by a community of scholars who must be free to exercise independent judgment in the planning and execution of their educational responsibilities. The governance of the Faculty therefore should be designed to allow these individuals to select and carry out their responsibilities with maximum effectiveness and integrity.

Vision

UM offers undergraduate and graduate students a learner-centered 21st century education informed by our liberal arts identity.

In accordance with this vision, the Faculty provides learning experiences grounded in liberal arts traditions that emphasize the acquisition and development of critical and creative thinking skills and that leverage innovative pedagogies and emerging technologies. These learning experiences are made possible by a community of scholars who must be free to exercise independent judgment in the planning and execution of their educational responsibilities. The governance of the Faculty therefore should be designed to allow these individuals to select and carry out their responsibilities with maximum effectiveness and integrity.

Core Values

In our fulfillment of the Mission and Vision of the University of Montevallo, we, the Faculty are guided by the following core values in our work of teaching, research, and service:

- *Diversity, equality and inclusion*
- *Intellectual and personal growth*
- *Civic engagement and social justice*
- *Global citizenship and sustainability*

To perform these functions and responsibilities, we adopt this Faculty Constitution.

Article I. Principles of Participation

The operation of the University of Montevallo is the joint concern of many constituents, including the Board of Trustees, Administrators, Faculty, Staff, and Community Members. Because the Faculty performs the primary tasks for which the University is organized, the Faculty is recognized as an essential participant in making and implementing educational policy decisions. We, the Faculty, understand that meaningful input from all constituents is necessary for the success and prosperity of the University.

Therefore, to facilitate communication and trust between all constituencies of the University and thereby more effectively promote academic excellence within the University community, we, the Faculty, do hereby subscribe to this document that sets forth Faculty responsibilities in the shared governance of the University of Montevallo. It is a guiding factor in the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges that the Faculty and Administration shall collaborate in decisions affecting the academic welfare of the University. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the decisions in question.

The University relies on Faculty to share in decisions concerning the selection of Faculty, educational policy related to teaching, curriculum, research, academic ethics, and other academic matters. In every case, the Faculty participates in the governance and operation of the University as provided by and in accordance with the laws and policies of the Board of Trustees, the law and regulations of the State of Alabama, and the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges. The President of the Faculty Senate shall be designated spokesperson for the Faculty when addressing the President of the University, the Board of Trustees, and the Provost and Vice President for Academic Affairs on matters of importance to shared governance.

Article II. Responsibilities of the Faculty

Section 1. The Faculty acknowledges that – consistent with recognized standards of academic excellence suggested in applicable principles of accreditation and elsewhere – the University of Montevallo places primary responsibility for the content, quality, and effectiveness of its curriculum with the Faculty. Therefore, in cooperation with the Administration, the Faculty shall choose the content and structure of the University curriculum as well as the pursuit of pedagogical education and instructional methods, all in accordance with policies prescribed by the Board of Trustees and the State of Alabama.

Section 2. In cooperation with the Administration and in accordance with policies prescribed by the Board of Trustees and the State of Alabama, the Faculty shall endorse academic policy and standards, including authorization and direction of all courses, curricula, and degrees offered;

admissions criteria; regulation of student academic conduct and activities; and determination of candidates for degrees.

Section 3. In cooperation with the Administration and in accordance with policies prescribed by the Board of Trustees and the State of Alabama, the Faculty shall recommend guidelines governing Faculty appointment, reappointment, promotion, tenure and post-tenure review, dismissal, annual Faculty and Administrator evaluation, relative apportionment of salary adjustments allocated to the Faculty, granting of sabbaticals, and the appeal of decisions in these areas. The Faculty may at any time recommend to the Administration the adoption of policies, procedures, or actions designed to aid in the recruitment and retention of qualified Faculty.

Section 4. In cooperation with the Administration and in accordance with policies prescribed by the Board of Trustees and the State of Alabama, and as part of the University's overall budgeting process, the Faculty may make recommendations to the Administration regarding allocations of resources and the delegation and use of University facilities for academic purposes.

Section 5. In cooperation with the Administration and in accordance with policies prescribed by the Board of Trustees and the State of Alabama, the Faculty may make recommendations to the Administration regarding measures designed to ensure Faculty welfare and security, including the promotion of a safe and equitable working environment for all constituencies of the Faculty Senate.

Section 6. The Faculty shall participate in shared governance through its elected representatives in the Faculty Senate.

Article III. Function of the Faculty Senate

The Faculty Senate is the elected representative body of the Faculty, consisting of representatives from the four colleges of the University and from the library; Senators are the voice of the Faculty. The Faculty Senate serves as a recognized channel of communication between the Faculty and the Administration, and as such functions as the primary means of Faculty action. The role of the Faculty Senate is to facilitate effective participation by the Faculty in the academic affairs of the University. The Faculty have this responsibility consistent with the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges Standard 10.4:

The institution (a) publishes and implements policies on the authority of faculty in academic and governance matters, (b) demonstrates that educational programs for which academic credit is awarded are approved consistent with institutional policy, and (c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. (Academic governance).

The authority of the Faculty Senate derives from the will of the Faculty and exists as a feature of the bond of mutual trust that serves as the basis for the general system of governance for the Faculty, Student Body, and Administration.

The Faculty Senate is authorized by the Faculty to act on its behalf on any questions and issues properly brought before it by its own members and committees; Faculty Senate University Committees, Councils, or similar groups; the University Administration; Student Government; Faculty petition; individual Faculty members; and any other appropriate University body. The Senate provides a means for the Faculty to address Faculty issues that have university-wide application and more localized Faculty issues when deemed appropriate by Faculty Senate as set forth in the bylaws.

Article IV. Membership

Section 1. In accordance with section 16-54-6 of the Code of Alabama, the President, Academic Vice President, Professors, Associate Professors, Assistant Professors, and Instructors shall compose the Faculty of the institution.

Section 2. Members of the Faculty are eligible to vote in matters of Faculty government and to hold offices and to serve on committees established in accordance with this Constitution, with exception as outlined in Article II Section 2.

Article V. Amendments

Amendments to this Constitution may be proposed by the Faculty Senate or by petition to the Faculty Senate signed by ten percent (10%) or twenty members of the Faculty, whichever is smaller, during the Fall or Spring Semester. The Faculty Senate shall send copies of such proposals to all members of the Faculty and shall convene a Faculty Assembly to consider them and vote on their adoption. A majority of the votes cast is necessary for adoption.

Article VI. Ratification

This Constitution and Bylaws shall be submitted to the Faculty for approval at a Faculty Assembly. A majority of the votes cast is necessary for ratification. (Ratified on April 1, 2009, by a vote of 75 to 13.) (Amended on November 1, 2023, by a vote of 29-0.)

UNIVERSITY OF MONTEVALLO FACULTY SENATE BYLAWS

Ratified on April 1, 2009

Article I. Role of the Senate

Section 1. These bylaws set forth the specific mechanisms by which the Faculty Senate carries out the tasks assigned to it in the Faculty Constitution.

Section 2. The Faculty Senate is the voice of the Faculty. The Faculty Senate is the permanent body representing the Faculty for the expression of the Faculty's position on University policy and procedures in matters pertaining to institutional purpose; general academic considerations; curricular matters; admission policies; degree requirements; awarding of honors; determining the allocation of resources insofar as they affect teaching, academic research, and other creative endeavors; the delegation and use of University facilities for academic purposes; ensuring Faculty welfare and security, including promotion of a safe and equitable working environment for all constituencies of the Faculty Senate; program development and review; department and college reorganization; those aspects of student life which relate to the educational process; and the oversight of policies and procedures for Faculty appointment, reappointment, promotion, tenure and post-tenure review, sabbaticals, dismissal, annual Faculty evaluation, salary increases, and policies and procedures for the appeal of decisions in these areas. All issues pertaining to academic matters and affecting the Faculty at large should go before the full Faculty Senate for review and, as appropriate, a vote should be taken, prior to implementation.

Section 3. The authority of the Faculty Senate derives from the will of the Faculty and exists as a feature of the bond of mutual trust that serves as the basis for the general system of governance for

the Faculty, Student Body, and Administration. Shared governance is based upon mutual trust and respect for diverse interests and perspectives and is an iterative and consultative process.

Section 4. Issues of the Faculty at large may be presented to the Faculty Senate by its own members and committees, the University Administration, the Student Government, Faculty Senate University Committees or Councils, Faculty petition, individual Faculty members, Staff Senate, and any other appropriate University body. The President of the University and the Provost and Vice President for Academic Affairs (Provost/VPAA) will serve as the primary points of contact and conduits of information between the Faculty Senate and the University Administration. It is expected that the Faculty Senate, where appropriate, may need to engage in direct and open communication with all other officers of the University for consulting purposes regarding matters defined in Section 2 of this Article.

Section 5. The Faculty Senate will, at its option, delegate initial review of matters to committees of the Faculty Senate. Such committees are subordinate to the Faculty Senate. At its option, the Faculty Senate may create such committees as are necessary to facilitate its work. The Faculty Senate is self-regulating with respect to its internal structure and purposes (e.g., ad hoc Faculty Senate Committees), responding to changes within the University in a manner which it finds appropriate.

Section 6. The Faculty Senate will participate in the selection of academic administrators (via representation on search committees and in the case of administrator higher than dean, participation in a scheduled interview during the candidate's visit).

Article II. Membership of the Faculty Senate

Section 1. The Faculty consists of the President, Vice President for Academic Affairs, Professors, Associate Professors, Assistant Professors, Senior Instructors, and Instructors. When the Faculty Senate calls the Faculty as a whole to meet, they constitute the Faculty Assembly. The Faculty Senate may call for special surveys to determine the will of the Faculty Assembly at appropriate times.

Section 2. Any tenured or untenured Faculty member, including department chairs, will be eligible to be elected to membership on the Faculty Senate; administrators above the level of department chairs are not eligible to serve.

Section 3. Composition of the Faculty Senate shall comprise the following: one Senator for departments with up to seven full-time faculty members, two Senators for departments with eight to fourteen full-time faculty members, and three Senators for departments with fifteen or more full-time faculty members. The Executive and Governance Committee will determine how many members are needed from each academic department and the Library. The number of Senators from a department should be modified when the total number of full-time Faculty lines in a department changes. In no case shall a department gain or lose a Senator as a result of one of its members being on leave or as a result of a vacant position.

Section 4. The length of one term of service for Faculty Senators shall be two years. Senators may be re-elected at the discretion of their respective departments for an unlimited number of two-year terms. Membership terms within a department should be staggered, if possible. The Executive and Governance Committee will work with departments to create and sustain a staggered term system.

Section 5. The Faculty Senate is responsible for the management of the election of members of the Faculty Senate and officers of the Faculty Senate.

- (A) The election of members of the Faculty Senate shall be conducted by the Faculty of each department via a method determined to be appropriate by the chair of that department.
- (B) An unexpired term shall be filled by special election in the affected department as soon as is practical. Changes in organization of the University or a reduction in the number of departmental Faculty that causes a department to exceed the number of Faculty Senators for which it qualifies (as defined in Section 3, above) shall be cause for the department to elect from its Senators with continuing terms of office the number of Senators it is entitled to have. Election by the Faculty Senate of a Senate officer that requires longer service on the Faculty Senate than the Senator's term allows at the time of election will result in an automatic extension of that Senator's term to the necessary length. Where possible, the length of terms of office of other Faculty Senators from the same department may be staggered to accommodate this change. This should be done in consultation with the Faculty Senate Executive and Governance Committee.
- (C) Representation in the Faculty Senate shall be determined on the basis of the Faculty lines during the Spring Semester.
- (D) Those elected to the Faculty Senate shall assume their duties at the last Faculty Senate meeting of the Spring Semester. New Senators are expected to attend the last Spring Semester meeting of the Faculty Senate, although they do not assume full voting responsibilities until the first meeting of the following Fall Semester. A discussion of Faculty Senate operations and open offices shall be held.
- (E) If a member of the Faculty Senate is absent without proxy for two consecutive and regularly scheduled meetings, the Faculty Senate President may declare that member's place vacant and direct the Faculty Senate Secretary to notify the appropriate department chair of the vacancy. If a member of the Faculty Senate will be on leave and does not wish to complete their duties as a Senator for more than one semester, that will be considered a vacancy. Any vacancy will then be filled as soon as practical by the appropriate department by election using the procedure described above.

Article III. Officers

Section 1. The officers of the Faculty Senate shall be the Faculty Senate President (one year term), the Faculty Senate President-Elect (one year term), the Faculty Senate Secretary (one year term), and an Alternate Secretary (one year term).

Section 2. Election of officers:

The Faculty Senate President-Elect, the Faculty Senate Secretary, and the Alternate Secretary shall be elected by a majority vote of the Faculty Senate, provided a quorum is present, at the first meeting of the academic year. Nominations for these officers will be made from a slate generated by the Executive and Governance Committee or from the floor. All officers shall assume their duties at the

second meeting of the academic year. Recall of the Faculty Senate President or the Faculty Senate President-Elect can occur at any time in the following manner: a petition from one-third of the sitting Faculty Senators requesting a recall will go to the Faculty Senate Secretary who will then call for a vote of the entire Faculty Senate. A majority vote of the entire Faculty Senate is required to recall an officer. An election to replace the recalled officer will occur immediately. Senate Liaisons, as listed in Article III, Section 6; Senate Standing Committee appointments, as listed in Article VI; and any other necessary appointments will be made at the first meeting of the academic year. These appointments are made at the discretion of the Faculty Senate President and do not require a full vote of the Faculty Senate.

Section 3. Duties of officers:

(A) Faculty Senate President:

1. Shall be a tenured, full-time Faculty member;
2. Presides at meetings of the Faculty Senate and meetings of the Faculty Assembly;
3. Declares that a quorum is present at Faculty Senate meetings;
4. Receives resolutions or other business from Senators or constituents;
5. Sets agendas for meetings (in consultation with the Executive and Governance Committee);
6. Acts as a facilitator of discussions and the voting process in accordance with Robert's Rules of Order;
7. Meets with the Provost/VPAA on a monthly basis or as required, including meetings during Summer Sessions when required (these meetings may include the Senate President-Elect, Senate Secretary, or another Senator if necessary);
8. Meets with the University President on a monthly basis or as required, including meetings during Summer Sessions when required (these meetings may include the Senate President-Elect; when that is not feasible, another Senator may be present; the Senate Secretary may attend as necessary)
9. Represents the Faculty Senate at all Board of Trustees meetings, or designates an alternate representative;
10. Provides the Board of Trustees with a report on Faculty Senate business and of all resolutions passed by the Faculty Senate;
11. Calls two meetings of the whole Faculty Assembly per year, preferably in the Fall Semester and in the Spring Semester;
12. Declares a Faculty Senate meeting to be closed under certain conditions;
13. Speaks for Faculty Senate after due consultation with Faculty Senate;
14. Reports on Faculty Senate business at regularly scheduled University-wide Faculty meetings;
15. Invites special guests to Faculty Senate meetings as deemed appropriate;
16. Serves as chair of the Executive and Governance Committee;
17. Faculty Senate serves as a Committee on University Committees; as chair of the Executive and Governance Committee, the Faculty Senate President, upon recommendation from chairs, deans, and/or the Provost's Office, coordinates nomination of Faculty membership on all University Committees as listed in the Faculty Handbook. This work must be completed by the end of May each year.
18. Calls for nominations for the Faculty Service Award;
19. Calls for nominations for the Forrester Faculty Senate Impact Award.

(B) Faculty Senate President-Elect:

1. Shall be a tenured, full-time Faculty member;
2. Performs the duties of the Senate President when they are absent or unable to serve;
3. Receives resolutions or other business from Faculty Senators or constituents;
4. Assists the Senate President in setting agendas for meetings (in consultation with the Executive and Governance Committee);
5. Serves on the Executive and Governance Committee;
6. Attends scheduled meetings with the Senate President, University President, and the Provost/VPAA, as needed;
7. Serves as Senate President after completion of current Senate President's term;
8. Sets the time and place of Faculty Senate meetings and Standing Committee meetings for the following academic year.

(C) Faculty Senate Past-President:

1. Serves on the Executive and Governance Committee;
2. Performs the duties of the Senate President if they are unable to serve;
3. Receives resolutions or other business from Faculty Senators or constituents;
4. Assists the Senate President in setting agendas for meetings (in consultation with the Executive and Governance Committee).

(D) Faculty Senate Secretary:

1. May be a tenured or untenured Faculty member;
2. Serves as the recorder for the Senate and the Executive and Governance Committee, taking minutes and distributing the approved minutes to the Faculty Senate and other designated persons;
3. Maintains records of minutes of all Faculty Senate meetings.

(E) Alternate Secretary:

1. May be a tenured or untenured Faculty member;
2. Assumes the Secretary's responsibilities if the Secretary is unable to attend a given meeting.

Section 4. The retiring Faculty Senate President shall serve as an ex officio, non-voting member of the incoming Senate except in those circumstances in which the retiring Senate President will, by virtue of an uncompleted term of service on the Senate, already be a member of the incoming Senate.

Section 5. The teaching load of the Faculty Senate President should be reduced by the equivalent of a three- or four-hour course per semester. The election of the Senate President-Elect in the year prior to service as Senate President will allow time for any necessary arrangements needed for this course reduction.

Section 6. The Faculty Senate will appoint the following liaisons whose duties are defined below:

(A) Faculty Senate Liaison to Untenured Faculty:

1. Should be an untenured Faculty member;
2. Is primarily responsible for confidential communication between untenured Faculty and the Faculty Senate;
3. Shall offer to hear reasons for departure of any untenured Faculty member with the goal of passing along information that would improve retention of untenured Faculty.

(B) Faculty Senate Liaison to Undergraduate Curriculum and Standards Committee (UCSC):

1. Should only be appointed if no Faculty Senator is concurrently serving on UCSC;
2. Should attend all UCSC meetings;
3. Assists in communication between UCSC and Faculty Senate;
4. Serves on the Faculty Senate Academic Policies Committee.

(C) Faculty Senate Liaison to the Graduate Council:

1. Should only be appointed if no Faculty Senator is concurrently serving on the Graduate Council;
2. Should attend all Graduate Council meetings;
3. Assists in communication between the Graduate Council and Faculty Senate;
4. Serves on the Faculty Senate Academic Policies Committee.

(D) Faculty Senate Liaison to the Student Government Association (SGA):

1. Should attend SGA meetings;
2. Assists in communication between the SGA and Faculty Senate.

(E) Faculty Senate Liaison to the City of Montevallo:

1. Should represent the Faculty in matters related to the City of Montevallo.

(F) Faculty Senate Liaison to the Technology Advisory Committee (TAC):

1. Should only be appointed if no Faculty Senator is concurrently serving on TAC;
2. Should attend all TAC meetings;
3. Assists in communication between TAC and Faculty Senate.

(G) Faculty Senate Liaison to the Faculty Development Advisory Committee (FDAC):

1. Should only be appointed if no Faculty Senator is concurrently serving on FDAC;
2. Should attend all FDAC meetings;
3. Assists in communication between FDAC and Faculty Senate.

Article IV. Duties of Senators

Section 1. Faculty Senators act as a channel for communication between any Faculty member and the Faculty Senate.

Section 2. Faculty Senators provide information to the Faculty from the Faculty Senate, including reporting on Senate business at regularly scheduled department meetings or via other communication such as email. Senators from each College should work together to ensure that all members of the College receive all information, including those Faculty who do not, in the case of special circumstances, have department representatives on the Faculty Senate.

Section 3. The senior Faculty Senator from each College shall be responsible to report on Senate business at regularly scheduled College Faculty meetings.

Section 4. Faculty Senators participate in the work of the whole Faculty Senate, including regular attendance of Faculty Senate meetings.

Section 5. Faculty Senators must participate in the work of a Faculty Senate Standing Committee or serve in a liaison position.

Article V. Functioning of the Faculty Senate

Section 1. Scheduling of Meetings:

Full Faculty Senate meetings are to be held regularly, at least every second Friday of the month at 2:00 pm during the academic year, except in December and April, when meetings will be scheduled on the first Friday at 2:00 pm. A majority of the total number of Faculty Senators shall constitute a quorum. The Faculty Senate President has the power to cancel a meeting, provided no Faculty Senator objects. The Faculty Senate President has the power to reschedule meetings to accommodate the University calendar. In addition, the first meeting of the Fall Semester will take place on the first Friday of the semester to allow time for elections and appointments.

Section 2. The Faculty Senate will conduct all business according to Robert's Rules of Order, Revised.

Section 3. The Faculty Senate President, in collaboration with the Executive and Governance Committee, is responsible for setting the agenda, provided that one item on the agenda be designated "New Business" to allow Senators to bring forward matters of concern from their constituencies.

Section 4. Faculty Senators, including the Faculty Senate President, shall have one vote each. Motions will be passed by simple majority vote of those present, provided a quorum is present. In the event of a tie vote, the procedures listed in Robert's Rules of Order, Revised, must be followed.

Section 5. The use of proxies shall be strictly regulated to ensure proper representation. Any Faculty Senator unable to attend either a regular Faculty Senate meeting or a Faculty Senate committee meeting may send a substitute with written proxy or may provide their written proxy to the Senate President.

Section 6. All Faculty Senate meetings are normally open to all Faculty members. Visitors to the Faculty Senate may attend at the invitation of the Faculty Senate President and may take part in discussion at the discretion of the Faculty Senate President.

Section 7. Special meetings may be called by the Faculty Senate President or at the written request of one-fifth of all Senators. Such meetings shall be scheduled at times that will ensure maximum attendance. Senators must receive notice of such meetings at least two days in advance.

Section 8. The Executive and Governance Committee will meet the first Friday of every month at 2:00 p.m. and at other times as needed, and Faculty Senate Standing Committees will meet on the third Friday of every month at 2:00 p.m. and at other times as needed.

Article VI. Faculty Senate Standing Committees

Section 1. Faculty Senate Standing Committees are:

- (A) Executive and Governance Committee
- (B) Personnel and Handbook Committee
- (C) Finance, Benefits, and Resources Committee
- (D) Academic Policies Committee

Section 2. Faculty Senate Standing Committee Charges:

- (A) Executive and Governance Committee / Administrative Assessment

Membership:

1. Faculty Senate President, President-Elect, Past-President, Secretary, and three appointed Senators shall comprise the committee.
2. The Faculty Senate President shall call and chair the meetings.
3. A quorum shall consist of four officers.

Charge:

1. Receive all resolutions and other business from the Faculty Senate President, President-Elect, and Past-President. In the case of a proposed resolution, the Executive and Governance Committee will conduct the first reading of the resolution, determining if the resolution has been properly submitted and if it is ready for presentation to the Faculty Senate. Resolutions and/or business originating outside of the Faculty Senate or University Committees may be sent to the appropriate committee for consideration and/or revision.
2. Prepare the agenda for Faculty Senate meetings. This may include but is not limited to any resolutions ready for presentation to the Senate, reports of Standing Committees as needed, and new business.
3. Disseminate Faculty Senate business to appropriate Senate Standing Committees or University Committees.
4. Advise and consult with the University Administration on those matters requiring attention during periods in which the full Faculty Senate cannot be called into regular session.

5. Call for a full Faculty Senate meeting during the Summer Session if critical issues need to be addressed; however, due to logistical constraints and professional consideration, any issue that can be held until the Fall Semester should be tabled until that time.
6. Invite the University President and Provost/VPAA for consultation with the Faculty Senate as needed.
7. Review annually the Faculty Senate bylaws and prepare recommendations (resolutions) for revisions of and additions to the bylaws.
8. Ensure that Faculty Senate elections occur each Spring in all departments and the Library. This will include but is not limited to determining the number of Faculty who should be elected from each department and the Library. The department chairs and the Library Director should be informed well in advance of the election.
9. Ensure Faculty Senate officer elections are held at the first meeting of the Fall Semester via secret ballot.
10. Maintain and distribute to all Faculty an updated roster of all University Committees. This may be done in conjunction with the Provost's Office.
11. Conduct an annual review of the shared governance system of the University and make recommendations for needed changes by submitting a report and request for changes to the appropriate administrative office(s).
12. Serve as the Administrative Assessment Committee under Executive Affairs. Assure that all members of the University community have equal opportunity to evaluate the effectiveness of leadership and to anonymously convey their evaluations to the appropriate administrators.

(B) Personnel and Handbook Committee

Membership:

Four elected Faculty Senators.

Charge:

1. Monitor the quality of the academic and professional environment relative to its impact on Faculty morale and the successful completion of Faculty duties. Review and revise the annual Faculty survey. Coordinate the distribution of the survey with Institutional Research, Planning and Assessment (IRPA), preferably during the Spring Semester.
2. Monitor policies and procedures for Faculty appointments, promotions, award of tenure, sabbatical and other leaves, retirements, terminations due to financial exigency and discontinuation of an educational program, and Faculty evaluations.
 - a. Every five years, in consultation with the Provost's Office, conduct a review of all academic departments' Evaluation of Tenure and Promotion application guidelines (ETP review). To ensure that all areas are represented, the committee will appoint, from within Faculty Senate, an ad hoc committee that includes members representing all four Colleges and the Library to conduct the evaluation. The ad hoc committee may include Personnel and Handbook committee members. The review will be scheduled to coincide with the CUPA comparator list review conducted by the Finance, Benefits, and Resources Committee (see Article VI, Section 2C, Charge 3, below).
3. Assess and make recommendations about the contents of the Faculty Handbook through annual review, updating, and editing.

4. Collect and disseminate information pertaining to Faculty personnel policies and procedures. This committee shall recommend modifications and changes where necessary.

(C) Finance, Benefits, and Resources Committee

Membership:

At least four elected Senators with at least one Senator from each College and the Library.

Charge:

1. Study the University's current operating budget as it compares to the budgets from at least the two preceding fiscal years.
2. Report this information to the Faculty Senate and disseminate this information to the Faculty at large.
3. Every five years (coinciding with the ETP review outlined in Article VI, Section 2B, Charge 2a, above), in collaboration with the Provost's Office and the Human Resources Office, review and make recommendations for comparator institutions from the CUPA (College and University Professional Association) database to be used as references for Faculty salary administration.
4. Serve as the Faculty Salary Committee under Executive Affairs. Review the Faculty Salary Report annually, in addition to other activities deemed necessary in this capacity.
5. Review matters pertaining to campus planning and allocations of space and funding where they pertain to academic needs.

(D) Academic Policies Committee

Membership:

At least four elected Senators with at least one Senator from each College, including, if possible, a Senator who also serves on UCSC and one who also serves on Graduate Council. If there are no Faculty Senators currently serving on UCSC and/or Graduate Council, then a Senator from each of these Standing Committees shall be appointed as liaisons to the Academic Policies Committee (see Article III, Section 6).

Charge:

1. Serve as a liaison between UCSC, Graduate Council, and Faculty Senate.
2. Provide a mechanism for dialogue concerning proposed changes in academic policies within each College.
3. Assess the University-wide impact of any of the Colleges' proposed changes in academic policies and programs.
4. Serve as the Faculty Grievance Committee under Executive Affairs.
 - a. Ensure that Faculty grievances are addressed and recommendations are made to the University President (see UM Policy 04:300—Grievances).
 - b. Examine the Faculty grievance policy (UM Policy 04:300) and make any necessary recommendations for changes.

Section 3. Faculty Senate and/or the Executive and Governance Committee may at any time create an ad hoc Faculty Senate Committee for any purpose or inquiry deemed necessary. The charge and membership of any ad hoc committee will be identified and voted on by Faculty Senate. In addition, Faculty Senate will specify a target date for the committee to dissolve. Alternatively, the committee can dissolve at the completion of a predefined task. Ad hoc committees can become permanent committees if deemed necessary by the Executive and Governance Committee.

Section 4. Faculty Senate may establish a committee including non-Senators, should the need arise. Faculty Senate will be responsible for identifying the charge and membership of the committee and the target date for dissolution of the committee. The Provost will then be responsible for making the official appointments upon the recommendation of the Faculty Senate.

Section 5. Recommendations to the Faculty Senate for addition, deletion, or change of the Faculty Senate Standing Committees will be a part of the annual review done by the Executive and Governance Committee.

Section 6. Minimum attendance requirements of the committee members will be determined by each committee at the first meeting of the academic year. The chair of a committee may request of the Faculty Senate President the replacement of any committee member when minimum attendance requirements are not met. In the case of a vacancy for any other reason, or in the case of the need for an additional committee member, the Faculty Senate President shall appoint the new committee member provided that the Faculty Senate consents by a majority vote of those in attendance at a regular Faculty Senate meeting. The replacement of a committee member will not be in violation of Faculty Senate bylaws or required composition of any committee.

Article VII. Submission of Business to Faculty Senate

Section 1. Formal (in the form of resolutions) or informal new business may be submitted for consideration to the Executive and Governance Committee prior to regular meetings of the full Faculty Senate or during regular meetings of the full Senate by Senators, Senate Committees, Faculty Senate University Committees, Councils or other similar bodies, the SGA, University Administration, Faculty petition, individual Faculty members, Staff Senate, or any other appropriate University body. All formal business shall be submitted in the form of resolutions which state clearly and in detail all actions to be taken and the agencies intended to take these actions. Items which do not conform to this format shall be returned to their originators. The Faculty Senate will, at its option, delegate initial review of matters to Standing Committees of the Faculty Senate or to University Committees.

Section 2. Faculty Senate Committees shall maintain records such as agendas and minutes, as appropriate to the work of the committee. Committee chairs shall submit written reports (via email or in hard copy) to the Senate President prior to meetings at which they are delivering reports. Committee chairs shall submit to the Faculty Senate President annually a report of work completed and outstanding work along with any records, as described above. Recommendations for actions (such as revisions to academic policies or procedures, revision of salary administration, or other suggestions for academic or administrative changes) shall be submitted in the form of resolutions or other official communication.

Section 3. All resolutions shall be submitted electronically to the Faculty Senate President, President-Elect, or Past-President (see Article III, Section 3B and 3C).

Section 4. Once the Faculty Senate President, in consultation with the Executive and Governance Committee, has set the agenda, it shall be sent electronically along with copies of all resolutions on the agenda for the next regular Faculty Senate meeting to each Senator at least 48 hours prior to the upcoming Faculty Senate meeting.

Section 5. Following receipt of agenda and prior to Faculty Senate meeting, all Senators shall review the agenda, all resolutions, and other materials so as to be informed of issues to be discussed and for the purposes of any necessary consultation with concerned constituents.

Section 6. Following discussion, all resolutions and other business on the agenda will be either submitted for a vote or sent to committee for further consideration or revision.

Section 7. During “new business,” a Faculty Senator may move that the Faculty Senate proceed immediately to emergency floor consideration of a resolution not on the agenda, nor before committee. This motion is in order only if the proponent of the motion has on hand hard copies of the resolution for all Senators. The Senator must present ample evidence of urgency of the matter, of the need for immediate action, and of the likelihood that delay would seriously impair the effectiveness of the Senate’s response.

Section 8. When a Faculty Senate resolution is passed, the Faculty Senate President will forward the resolution to the President, the Provost/VPAA, and, when appropriate, to the Board of Trustees.

Section 9. The Faculty Senate Executive and Governance Committee by majority vote of the Committee, after determining the matter is of an emergency nature and should be acted on prior to the next regularly scheduled Faculty Senate meeting, may order that a motion be presented to the Faculty Senate by email or other electronic communication. The communication containing the motion shall specify the deadline for voting on the motion, which deadline shall be at least three calendar days after the email is sent. Deliberation of the issue may occur via an electronic discussion board maintained by the Executive and Governance Committee. Members of the Faculty Senate may vote either by email, in writing, or by an anonymous survey in the event of a closed ballot, but votes must be received by the deadline to be counted. The usual rules shall apply in determining a quorum and the vote required for adoption.

Article VIII. Records of Faculty Senate

Section 1. The file of resolutions, written responses from the Provost/VPAA and/or President’s Office and written minutes of the Faculty Senate are the only official records of Senate proceedings. These records are exclusive. All resolutions are complete as recorded. No debate or testimony of intent may be construed as modifying or expanding the actions of the Faculty Senate.

Section 2. These documents shall be posted electronically and backed up. It is the responsibility of the Senate President to maintain the records of resolutions and any written responses from the President’s Office or Provost’s Office. It is the responsibility of the Secretary to maintain the records of the written minutes.

Section 3. It is the right of each Faculty member to review these records on a regular basis.

Article IX. University Faculty Committees

Section 1. Faculty representation on University Committees may include full-time tenured and tenure-track Faculty members and full-time Instructors.

Section 2. Recommendations for addition, deletion, or change of membership composition on the University Committees will be part of the annual review of shared governance by the Executive and Governance Committee. The Executive and Governance Committee will determine if any changes in the mechanism for and the extent of Faculty/Student Body/Staff/Administration participation should be recommended.

Section 4. The chair of a committee may request of the Faculty Senate President the replacement of any committee member when minimum attendance requirements (as defined by each committee) are not met.

Section 5. The replacement of a committee member will not violate Faculty Senate bylaws or required composition of any committee.

Section 6. The University Committees are listed in the University of Montevallo Faculty Handbook (see Appendix F).

Article X. Amendments to these Bylaws

Section 1. Any Faculty Senator may propose amendments to these Bylaws to the Executive and Governance Committee during the Fall or Spring Semester.

Section 2. Upon recommendation of the Executive and Governance Committee, these Bylaws may be amended by a majority vote of those present at a Faculty Senate meeting at which a quorum is present.

Section 3. No amendment to these Bylaws may be construed as altering the basic University Faculty Constitution.

AMENDED APRIL 26, 2024 24 YAY 0 NAY