

APPENDIX H F
CONSTITUTION FOR A FACULTY SENATE AT
THE UNIVERSITY OF ALABAMA

Article I. Purpose

The purpose of the Faculty Senate is to aid The University of Alabama in making judgments on questions of policy, development and operations and thereby to assist the University in its continuing quest for excellence. It seeks to accomplish this goal by:

1. Facilitating and encouraging meaningful input on matters of general faculty concern.
2. Providing a readily accessible channel of communication through which continual dialogue and exchange of information and ideas may be carried on between the Faculty and University Officials.

Article II. Responsibilities and Functions

The responsibilities of the faculty rest with the faculty as a whole, but faculty opinion will normally be articulated through a Faculty Senate as herein constituted.

The Faculty Senate has the responsibility and authority to deliberate issues of general faculty concern and to communicate the results of these deliberations and its recommendations to the President of the University.

The Senate receives information from the administrative officers of the University regarding pending policy decisions or it determines through independent study that certain policy decisions appear to be appropriate; in either instance its function is to aid in the formulation or re-formulation of University policy.

The function may be served in some instances by discussion in which Senate members contribute their advice for consideration by those who are responsible for formulation and implementation of policy regarding the matter in question. In particular instances, on the other hand, the Senate may choose to make formal statements by majority vote.

The Faculty Senate is entitled to be advised of the disposition of any recommendations it makes.

Some general matters appropriate for faculty deliberation include:

1. General policies for admission of students to the University and the establishment of academic standards and requirements for graduation.
2. Establishment of the terms and conditions of faculty service and well being.
3. Selection of a University President or Vice-President. The views of the Faculty Senate should be solicited and considered before an appointment is made. In the case of selection of a divisional Dean only the faculty of that particular division should be consulted.
4. Budgetary Matters: Reviewing past and current allocations; Faculty Senate will designate one of its members to be available to the President to serve on all groups which make budgetary decisions on a campus-wide basis. Such groups include those concerned with establishing need, establishing priorities for allocations, and deciding on allocations.
5. Establishment of the University calendar.
6. Major changes in academic or research programs which are of an interdivisional nature or which have significant interdivisional impact.

Repudiation by a majority vote of the faculties of 2/3 of the divisions voids an action of the Faculty Senate.

Article III. Apportionment of Senate Representation

Each division of the University, including colleges, schools, and the University Libraries, is represented in the Faculty Senate by one senator for each twenty persons, or fraction thereof, serving on the date of the election under a regular appointment* as an instructor, assistant professor, associate professor, or professor engaged in teaching or research at least half of a normal load during the regular year, or a librarian having corresponding rank and professional engagement.

Each division of the University shall elect alternate senators in a number equal to the number of its senators. Such alternate senators can substitute for any senator within the alternate's division of the University on request of the Senator. When serving for a senator, an alternate may perform any of the functions of a senator with the full power of the senator. No senator may be represented by other than a duly elected alternate from the same division of the University.

A person holding a joint appointment involving more than one division must choose the division through which to participate in senate representation.

The dean or corresponding administrative officer of each division will be responsible for certifying the number of persons who qualify under this section to be counted in determining the number of senators for the division.

Article IV. Elections

The divisions of the University will hold General elections for Senators and alternates by secret ballot within the first two weeks in April for a term of two years commencing August 15. In the divisional elections nominations may be made anonymously or from the floor. Only regular faculty members as defined in Article III are eligible for election to the Senate. However, the faculty of each division may determine who is eligible to vote in its particular election and in making this determination is not governed by the factors of eligibility to be counted for appointment purposes under Article III.

The faculty of a division may either elect its senators at large or assign them for election by any arrangement of faculty subgroups as determined by faculty vote.

The dean or corresponding administrative officer of each division will conduct the election.

Except for Special elections, election as a senator is for a two year term of office and to replace those senators whose terms are expiring. The Senate Secretary will notify the deans of the divisions by March 1 of the number of Senate vacancies which will occur that year in each division.

The term of office for a senator elected in a Special election is for the remaining portion of the term of the senator being replaced.

Article V. Organization and Procedures

A newly elected Senate will meet during the last week in August following its election to organize itself. The incumbent President will convene the organizational meeting and preside until its own presiding officer is elected, which will be the first order of business.

The Senate will elect from its membership a President, Vice-President, and a Secretary, and may establish standing and special committees and the manner of selecting Senate members to serve in those capacities.

The presiding officer of the Faculty Senate will call a meeting of the faculty of the University when so requested by a petition from one-fifth of the members of the faculty as determined by the total number of persons certified by the administrative officers of the divisions of the University at the time of the last General Senate election, by a vote of the majority of the Senators present at a meeting of the Senate, or by the President of the University.

The elected officers, the immediate past President of the Faculty Senate, and chairpersons of standing committees will comprise a steering committee. If the immediate past President of the Faculty Senate is no longer a senator, ex officio status in the steering committee will be automatic. The immediate past President who is no longer a senator will be privileged to attend all open and executive sessions of the Senate with right of debate but without vote. The steering committee will determine the agenda of all Senate meetings. Anyone may propose agenda topics for Senate meetings. A topic must be put on the agenda if as many as five senators, twenty faculty members or the President of the University request it.

The Senate will meet each month during August through April, according to a schedule. The steering committee may call special meetings at any time while the University is in session during the regular academic year or a summer term (not including the interim term), and must do so when as many as ten senators, forty faculty members or the President of the University request it.

A senator's absence from three meetings during a term of office without being represented by a duly elected alternate may vacate the office. The Senate shall be the judge of the reasonableness of the senator's absence without representation. Upon notification by the Senate, the dean of a division in which a senator's office is vacated shall hold an immediate Special election for a replacement.

The dean of a division also will hold Special elections to senate seats when these seats are vacant because of death of the senator, resignation of the senator from the Senate, resignation of the senator from the faculty of the University, or for vacancies caused by a change in the status of a senator of such nature that the senator no longer is eligible to hold the office under provisions of this constitution. Such Special elections will be held following notification by the Senate of a vacancy and as promptly as feasible after this notification.

Action to recall a Senate member from a division or faculty subgroup may be initiated by petition of not less than one-third of the voting members from that division or subgroup. Upon receiving this petition, the dean of the division shall notify the Senate member promptly and convene a special meeting of the voting members of the division to consider the petition. After opportunity for discussion of the substance of the petition, a secret vote shall be taken. If two-thirds of the voting members present vote to support the petition to recall the Senate member, the seat shall be declared vacant. The dean shall hold a Special election promptly to select a replacement and will notify the Senate President of the action. In such a meeting for recall and in all General and Special elections, a vote will be taken only after it is determined that a quorum is present as defined by

the most recent edition of [*Robert's Rules of Order*].

The most recent edition of [*Robert's Rules of Order*] will govern the proceedings of the Senate except when they contravene a rule adopted by the Senate.

Article VI. Adoption

Approval of this Constitution by a simple majority vote of the eligible faculty and by the President of the University will have the effect of establishing a University of Alabama Faculty Senate as herein defined.

Article VII. Amendment

Amendments to this Constitution will originate in the Senate. An amendment will be proposed and debated at a meeting of the Senate, and following further debate will be voted on at the next subsequent meeting of the Senate. If the amendment receives a majority vote of the Senate, it will be presented to the faculty of the University for its action in a University-wide referendum. There will be a 30 day period between the announcement of the referendum and the date of the ballot. Amendments which receive a favorable vote of the majority of the faculty voting in the referendum will be presented to the President of the University for approval.

BYLAWS

THE UNIVERSITY OF ALABAMA FACULTY SENATE

Article I. Senate Officers

In all elections of Senate Officers--President, Vice President, and Secretary--elections will be by the vote of the majority of the senators voting, in a meeting at which a quorum of the Senate is present. Nominations will be made from the floor at the time of the election. Nominations and election of the Senate President will be completed before the floor is opened for nominations for Vice President, and the election of the Vice President will be made before nominations are received for the Office of Secretary.

Article II. Organization

Section 1. Steering Committee.

The Steering Committee is authorized to make representations in its own name in regard to any matter within the scope of the Senate's responsibilities and functions (as defined in Article II of the Constitution) when, in the Committee's judgment, circumstances require action before it is possible to convene a meeting of the Senate. In such instances, the Committee will be guided by its best judgment regarding the intention of the Senate if such intention is known.

Section 2. Standing Committees.

(1) There shall be standing committees on:

Academic Affairs (11)

Financial Affairs (9)

Planning and Operations (5)

Research and Service (5)

Student Affairs (5)

Senate Operations (3)

(2) Subject to reasonable exceptions to accommodate the needs of the Senate and the interests of senators, each senator ordinarily will have one standing committee assignment. The number of members shall be approximately that indicated in parentheses for the respective committees.

(3) After senators have been afforded an opportunity to register their preferences for committee assignments, the retiring Steering Committee shall appoint members of standing committees subject to confirmation by the Senate. Appointments may not be confirmed until the list of appointees has been furnished to senators. Standing committees will elect their chairpersons from among their members. Committees that recognize the need for co-chairs may elect them. All co-chairs elected shall represent their committees as members of the Steering Committee of the Senate. Standing committees may elect vice chairpersons. Such vice chairpersons are eligible to serve in the absence of chairpersons and can represent the committee to the Steering Committee and the Senate.

(4) Standing committees will inform themselves, on their own initiative or pursuant to specific instructions from the Senate, concerning matters of current concern within their respective jurisdictions. Standing committees, directly or through their chairs are expected to seek and maintain continual dialogues with the vice presidents in charge of the areas of University affairs in which the respective committees have jurisdiction. Monthly meetings are an example of a mechanism for such dialogues. The committees shall make such reports and recommendations to the Senate as they deem appropriate or as the Senate requires.

(5) Committee on Senate Operations.

A. The Committee on Senate Operations is responsible for continuous review of the Senate's organization and procedures and for recommending changes it deems desirable in either the Constitution or the Bylaws.

B. The Senate Operations Committee will consider the reasonableness of all absences in excess of two by a senator from Senate meetings in which the senator is not represented by a duly elected alternate and will make a recommendation to the Senate whether the position should be declared vacant. The Operations Committee also will be responsible for determining if a Senate seat is vacant for reasons other than absence and will make appropriate recommendations to the Senate.

C. The Senate Operations Committee is responsible for interpreting the Constitution and Bylaws and may receive requests for interpretation from the Senate or the Senate President or may initiate action by itself. All such interpretations must be reported to the Senate and are subject to Senate concurrence.

D. The Senate Operations Committee is charged with responsibility for determining the constitutionality of the Senate Bylaws. Such determinations must be reported to the Senate and are subject to Senate concurrence.

(6) The chairperson of the Senate Committee on Financial Affairs will represent the Senate on all decision-making committees or bodies which have responsibility for establishing priorities and allocating funds within the University budget when the Senate is requested by the University President to provide such representation (Article II-4 of Constitution).

Section 3. Special Committees.

Special committees may be created by the Senate as needed. Unless the Senate directs otherwise, special committee members and chairpersons shall be designated by the same methods as for standing committees. Persons eligible to vote in Senate elections who are not members of the Senate may be appointed by special committees as their consultants.

Section 4. Subcommittees.

Standing and special committees may establish such standing or special subcommittees as they deem useful. Persons eligible to vote in Senate elections who are not members of the Senate may be appointed by subcommittees as their consultants.

Section 5. Parliamentarian.

The Senate President will nominate a parliamentarian, subject to Senate confirmation, to serve as recommended in the most recent revision of Robert's Rules of Order except where these Rules are contravened by a rule adopted by the Senate. This person will be a member of the Faculty, as defined in the Constitution, who is not a senator. It shall be the duty of the Parliamentarian to attend all meetings of the Senate and of the Steering Committee.

Article III. Procedures

Section 1. Meeting (Senate and Steering Committee).

(1) The times and places of all Senate meetings will be determined and published by the Steering Committee.

(2) The Steering Committee ordinarily shall hold regular meetings seven to fourteen days prior to regular Senate meetings. Special meetings of the Steering Committee can be called by the President of the Senate and shall be called upon the written request of three of the committee's members.

(3) All resolutions and original motions to be presented to the Senate must be in writing and should be mailed by the Senate Secretary with the agenda for the meeting.

Section 2. Agenda

(1) Except when the Steering Committee or the Senate orders otherwise, the customary order of business as described in Robert's Rules of Order will be followed.

(2) Agenda will be distributed to members during the week in advance of the meetings by the Senate Secretary except when exigent circumstances make it necessary, in the judgment of the Steering Committee, to prepare or change an agenda so soon before the meeting that advance

circulation is impractical.

(3) The Steering Committee will employ whatever means are feasible and appropriate to give notice of pending agenda to all members of the Senate.

Section 3. Access to Senate Meetings.

(1) Any person may attend Senate meetings during other-than-executive sessions for the purpose of observing its proceedings.

(2) Anyone other than a senator may address the Senate only on invitation by 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.

(3) An executive session, from which all persons except senators are excluded, may be held by vote of the Senate. Motions to hold executive sessions will take precedence over other regular business.

(4) The privilege of the floor, including the right to address the Senate on any pending question subject to applicable rules or parliamentary procedure, is extended to one delegate representing the Retired Faculty Association of The University of Alabama, one delegate representing the Professional Advisory Committee, and one delegate representing the Office of Alumni Affairs.

Section 4. Minutes of Senate Meetings.

(1) Minutes of all Senate meetings shall be furnished to all senators as early as possible.

(2) Minutes of open Senate meetings are to be freely available to anyone within or without the University of Alabama: first, within the University; second, outside the University on request and if available.

(3) Divisional delegations are expected to adopt measures for effective and expeditious reporting of Senate actions to their constituencies.

(4) The official minutes of all open Senate meetings shall be available for inspection by all persons eligible to vote in the election of senators. The official minutes of executive sessions of the Senate shall be made available for this purpose only to the extent that the Senate may approve.

(5) Minutes of executive sessions of the Senate are confidential and are not to be released.

(6) Minutes of the Steering Committee may be made available outside the University of Alabama only by a majority vote of the Steering Committee that is asked for such material.

(7) Reports submitted to the Senate become part of the open-meeting minutes or executive-session minutes and are to be treated as those minutes.

Section 5. Committee Records.

(1) All Senate committees shall keep records of their meetings and proceedings, describing in summary form all noteworthy matters considered and noting all committee decisions and actions.

Section 6. Additional Responsibilities of the Senate Secretary.

(1) The Secretary has responsibility for conducting all University-wide referenda regarding proposed amendments to the Constitution.

(2) The Secretary is charged with keeping the official, up-to-date copies of the Constitution and Bylaws, and with assuring that a signed and dated notification of official approval by the Secretary is affixed to all copies of the Constitution and Bylaws.

(3) The Secretary will call the roll of senators at each meeting of the Senate. Any absences in excess of two by a senator will be reported by the Secretary to the Senate Operations Committee.

(4) It shall be a duty of the Senate Secretary to notify the deans of the divisions of the University of the need for regular and special elections of senators. In so doing, the Secretary will note the name of the Senator who previously held the position or of the need to elect additional senators.

(5) It shall be the duty of the Senate Secretary to publish a calendar of Senate meetings for the academic year at the beginning of each fall semester. It shall contain the times and locations of Senate meetings and the listing of the dates upon which the Senate must take actions such as the naming of members of official bodies of the University or the appointment of committees to nominate award recipients.

Article IV. Amendments of Bylaws

The Bylaws may be amended by a majority vote of the members of the Senate at a meeting subsequent to the meeting at which the amendment was proposed.

Approved: Wythe Holt

Secretary, Faculty Senate

Date: April 11, 1988

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