



2012-2013

UAF Faculty Senate

Directory and Handbook

UAF GOVERNANCE

Faculty Senate Office

Prepared by:

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President's Memorandum

TO: UAF Faculty Senators and Members of the Standing and Permanent Committees

FROM: Jennifer Reynolds, President, UAF Faculty Senate

SUBJECT: 2012-2013 Faculty Senate



Welcome, everyone.

As members of the Faculty Senate and its committees we have the opportunity and responsibility to participate in shared governance of the university. The UAF Faculty Senate is the formal voice of the faculty and a forum for collective decisions, judgments, and initiatives. Its main focus is on academics and the professional activities of the faculty, and it has the ability to drive improvements in the university. The better the Faculty Senate functions the more influence it will have, and that will benefit all of us. Let's make good use of the opportunity.

Your role is to represent your unit and to lend your perspective and judgement to Faculty Senate policies and decisions. It is important that you read the agenda and motions before meetings and actively participate in committee work. Representing your unit involves two-way communications with faculty in your own school or college. Let them know about Senate actions that directly affect them (email summaries can be useful), and bring their concerns and suggestions to the Senate. If you are not sure who to speak to, the Faculty Senate Office is always a good point of contact and of course you are welcome to contact me directly.

This handbook contains a membership directory, schedules and calendars, the bylaws and constitution of the Faculty Senate, descriptions of its committees, and example documents that committees may use as templates for drafting new resolutions or motions. I encourage you to read this background information to understand how the Faculty Senate functions.

The web site has much more information: <http://www.uaf.edu/uafgov/faculty-senate/>. There you will find the handbook contents plus committee web pages, policies and procedures, and records for everything that the UAF Faculty Senate has done since it was established in 1988. Fortunately, all that information is indexed by topic.

A few of the items on our agenda this year will be:

- A major revision of the undergraduate core curriculum/general education requirements.
- E-learning at UAF, including support for best practices, distance delivery of science labs, expansion of e-learning opportunities, and integration of e-learning into established academic programs.
- Strengthening the role of faculty in the administration and support of research at the university-wide level through the Research Advisory Committee.

There are many more on the list, and no doubt we will encounter some surprises during the year.

I look forward to working with you.

General Information

Faculty Senate Meeting Calendar for 2012-2013

Fall 2012 Semester				
Meeting #:	Date	Day	Time	Type
184	Sept. 10, 2012	Monday	1-3 PM	Audio Conference
185	Oct. 8, 2012	Monday	1-3 PM	Face to Face
186	Nov. 5, 2012	Monday	1-3 PM	Audio Conference
187	Dec. 3, 2012	Monday	1-3 PM	Audio Conference
Spring 2013 Semester				
188	Feb. 4, 2013	Monday	1-3 PM	Face to Face
189	Mar. 4, 2013	Monday	1-3 PM	Video/Audio Conference
190	Apr. 1, 2013	Monday	1-3 PM	Audio Conference
191	May 6, 2013	Monday	1-3 PM	Face to Face

Meeting Location and Information

The meeting location for Faculty Senate meetings that are listed as audio conferences or face-to-face is typically the Wood Center Carol Brown Ballroom. Meetings that include video conferencing are scheduled upon availability of rooms. Meeting location should be verified by checking the UAF Governance web site. Meetings begin at 1:00 PM and usually end about 3:00 PM. All meetings are audio-conferenced and recorded. The toll-free audio conference number is posted online at the Governance web site and included with each meeting agenda. <http://www.uaf.edu/uafgov/faculty-senate/meetings/>

From time to time a location change is necessary on short notice. Please refer to the web link shown above for the official meeting location. All meetings are public and included on UAF's Public Events Calendar. <http://www.uaf.edu/calendars/events/>

Faculty Senate Administrative Committee Meetings

Fall 2012 Semester	Time	Location
Wednesday, Sept. 5, 2012	1-3 PM	408 LIB, Kayak Room
Friday, Sept. 28, 2012	1-3 PM	330 Signer's Hall - CCR
Friday, Oct. 26, 2012	1-3 PM	330 Signer's Hall - CCR
Monday, Nov. 26, 2012	1-3 PM	408 LIB, Kayak Room
Spring 2013 Semester		
Friday, Jan. 25, 2013	1-3 PM	330 Signer's Hall - CCR
Friday, Feb. 22, 2013	1-3 PM	330 Signer's Hall - CCR
Friday, Mar. 22, 2013	1-3 PM	330 Signer's Hall - CCR
Friday, Apr. 26, 2013	1-3 PM	330 Signer's Hall - CCR

Faculty Senate Directory 2012-2013 Alphabetical Listing of Senators

Ken Abramowicz (13)
Accounting
225C Bunnell Building
474-7080 kf Abramowicz@alaska.edu

Leif Albertson (14)
CES – Bethel District Agent
Kuskokwim Campus: P.O. Box 368
Bethel, AK 99559
907-543-4553 lealbertson@alaska.edu

Vladimir Alexeev (13)
Climatology
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Sukumar Bandopadhyay (13)
Mining & Geological Engineering
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Donie Bret-Harte (13)
Biology & Wildlife
T-6 Arctic Health Research Bldg.
474-5434 msbretharte@alaska.edu

Stephen Brown (13)
CES, Mat-Su: Agriculture, Horticulture
809 S. Chugach, Ste. 2, Palmer, AK 99645
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Music Education
211 Fine Arts Complex
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Izetta Chambers (14)
Marine Advisory Program
Bristol Bay Campus: P.O. Box 1070
Dillingham, AK 99576
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Mechanical Engineering
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Christine Cook (14)
Education
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Mike Davis (14)
Rural Development / Bristol Bay Campus
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Chris Fallen (13)
Computer Science
105 West Ridge Research Building
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Atmospheric Sciences
315 Akasofu Building
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Retchenda George Bettisworth (13)
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209 Fine Arts Complex
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Developmental Education
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Sarah Hardy (13)
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233 Laurence Irving Building II
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Special Education
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John Heaton (14)
History
606B Gruening Building
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David Henry (13)
Foreign Languages & Literature
612A Gruening Building
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Library Collection Development
417A Rasmuson Library
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English, Linguistics
866 Gruening Building
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Rainer Newberry (14)
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Physics, Space Physics
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Todd Radenbaugh (13)
Environmental Science / Bristol Bay Campus
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SFOS/Global Undersea Research Unit
209B O'Neill Building
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Statistics
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Forest Sciences, AFES
309 O'Neill Building
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NOTE: This list is printed in Fall '12, and may not reflect staffing changes. The most current lists will be maintained at the UAF Governance web site.
<http://www.uaf.edu/uafgov/faculty-senate>

Faculty Senate Alternates –

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Alaska & Polar Regions Bibliographer
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Jon (Rob) Duke (14)
Justice
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474-6501

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2012-2013 Faculty Senate by College/School/Unit

President:

Jennifer Reynolds
SFOS

President-Elect:

David Valentine
SNRAS

College of Liberal Arts

Representatives

Arts & Communication –
Vince Cee (14)
English & Humanities –
Duff Johnston (13)
Language & Culture –
David Henry (13)
Library Science –
Karen Jensen (14)
Social Sciences –
Cecile Lardon (13)
Applied & Distance Program –
Retchenda George-Bettisworth (13)
At large – John Heaton (13)
At large – Karen Gustafson (13)

Alternates

Arts & Communication –
Jun Watabe (13)
English & Humanities –
Michael Edson (14)
Language & Culture –
Alla Grikurova (14)
Library Science –
Kathy Arndt (13)
Social Sciences –
– Vacancy
Applied & Distance Programs –
Jon (Rob) Duke (14)
At large – Vacancy

College of Natural Sciences & Mathematics

Representatives

Javier Fochesatto (14)
Donie Bret-Harte (13)
Elisabeth Nadin (13)
Rainer Newberry (14)
Chung-sang Ng (13)
Margaret Short (13)

Alternates

Falk Huettmann (14)
Brian Rasley (13)
Hui Zhang (13)

College of Rural & Community Development

Representatives

Mike Davis (14) – BBC
Diane McEachern (13) – KUC
Cindy Hardy (13) – CRCD
Todd Radenbaugh (13) - BBC
Jane Weber (14) – CRCD
Cathy Winfree (13) - CTC

Alternates

Theresa John (13) – IAC
Jennie Carroll (14)
Patty Merritt (14)

Cooperative Extension Service

Representatives

Stephen Brown (13)
Leif Albertson (14)

Alternate(s)

Julie Cascio (14)

College of Engineering & Mines

Representatives

Sukumar Bandopadhyay (13)
Cheng-fu Chen (14)
Orion Lawlor (13)
Xiong Zhang (14)

Alternates

Debu Misra (13)
Vacancy

2012-2013 Faculty Senate by College/School/Unit - continued

School of Natural Resources & Agriculture

Representatives	Alternate(s)
Julie L. Joly (13)	Glenn Juday (14)
John Yarie (14)	

School of Education

Representatives	Alternate(s)
Christine Cook (14)	Vacancy
Joanne Healy (13)	

School of Fisheries & Ocean Sciences

Representatives	Alternates
Izetta Chambers (14)	Tori Baker (14)
Sarah Hardy (13)	Vacancy
Peter Winsor (14)	

School of Management

Representatives	Alternate(s)
Ken Abramowicz (13)	Jungho Baek (14)
Wayne Marr (14)	Charlie Sparks (13)

Geophysical Institute

Representatives	Alternate(s)
Franz Meyer (13)	Vacancy
Peter Webley (14)	

Int'l Arctic Research Center

Representatives	Alternate(s)
Vladimir Alexeev (13)	Georgina Gibson (14)
Chris Fallen (13)	

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<http://www.uaf.edu/uafgov/faculty-senate>

2012-2013 Faculty Senate Committees

STANDING COMMITTEES

(Faculty Senate members only)

Curricular Affairs

Ken Abramowicz, SOM (13)
 Retchenda George-Bettisworth, CLA (13)
 Karen Gustafson, CLA (13)
 Cindy Hardy, CRCD (13)
 Sarah Hardy, SFOS (13)
 David Henry, CLA (13)
 Diane McEachern, CRCD (Kuskokwim) (13)
 Rainer Newberry, CNSM (14) – Chair
 Todd Radenbaugh, CRCD (Bristol Bay) (13)
Subcommittee:
 General Education Revitalization Committee
www.uaf.edu/uafgov/faculty-senate/committees

Faculty Affairs

Leif Albertson, CES (Kuskokwim) (14)
 Mike Davis, CRCD (Bristol Bay) (14)
 Chris Fallen, IARC (13)
 Duff Johnston, CLA (13)
 Julie L. Joly, SNRAS (13)
 Cecile Lardon, CLA (13) – Chair
 Margaret Short, CNSM (13)

Unit Criteria

Vladimir Alexeev, IARC (13)
 Sukumar Bandopadhyay, CEM (13)
 Christina Cook, SoEd (14)
 Javier Fochesatto, CNSM (14)
 Karen Jensen, CLA (14) - Chair
 Jun Watabe, CLA (13)
 Cathy Winfree, CRCD CTC (13)

PERMANENT COMMITTEES

(appointed by Faculty Senate)

Faculty Development, Assessment & Improvement

Stephen Brown, CES (Palmer) (13)
 Izetta Chambers, SFOS (Bristol Bay) (14)
 David Fazzino, CLA
 Andrea Ferrante, CNSM
 Kelly Houlton, CRCD
 Trina Mamoon, CLA
 Franz Meyer, GI (13) – Chair
 Amy Vinlove, SoEd

Graduate Academic & Advisory Committee

Donie Bret-Harte, CNSM (13) – Chair
 Vincent Cee, CLA (13)
 Cheng-fu Chen, CEM (14)
 Michael Daku, CLA
 Lara Horstmann-Dehn, SFOS
 Wayne Marr, SOM (14)
 Franz Mueter, SFOS (Juneau)
 Elisabeth Nadin, CNSM (13)
 Chung-sang Ng, CNSM (13)
 John Yarie, SNRAS (14)

Research Advisory Committee

Jon Dehn, GI - Chair
 Joanne Healy, SoED (13)
 John Heaton, CLA (13)
 Kris Hundertmark, IAB
 Orion Lawlor, CEM (13)
 Peter Webley, GI
 Peter Winsor, SFOS (14)

PERMANENT COMMITTEES

(various methods of selecting members)

Core Review (appointed)

CLA:
 Derick Burleson, English (13)
 Walter Skya, Social Sciences (14)
 Miho Aoki, Humanities (14)
 Jean Richey, Communication (14)
 Anne Christie, Library (13)
 CNSM:
 Latrice Bowman, Math (14) – Chair
 Michael Whalen, Science (13)
 College Reps:
 CNSM - TBD
 Kevin Berry, SOM
 At-Large Representative:
 David Verbyla, SNRAS (14)

Committee on the Status of Women *(elected)*

Diana DiStefano, CLA (14)
 Mary Ehrlander, CLA (14)
 Nilima Hullavarad, INE (13)
 Jenny Liu, CEM (13)
 Ellen Lopez, CANHR (13)
 Megan McPhee, SFOS (14)
 Shawn Russell, CRCD (14)
 Derek Sikes, CNSM (13)
 Kayt Sunwood, Women's Center
 Jane Weber, CRCD (14) – Chair

Student Academic Development & Achievement Committee *(appointed)*

Nancy Ayagarak, CRCD Kuskokwim Campus
 Amy Barnsley, CRCD/DevEd
 John Creed, CRCD Chukchi Campus
 Diane Erickson, CRCD/DevEd
 Dana Greci, CRCD/DevEd
 Linda Hapsmith, Academic Advising Center
 Cindy Hardy, CRCD/DevEd (13) – Chair
 Ginny Kinne, Academic Advising Center
 Joe Mason, CRCD Northwest Campus
 David Maxwell, Math/CNSM
 Gabrielle Russell, Rural Student Services
 Sarah Stanley, CLA – English (14)
 Curt Szuberla, Science/CNSM
 Dave Veazey, Science/SNRAS
 Sandra Wildfeuer, CRCD IAC, Co-Chair

Curriculum Review Committee *(appointed by units)*

Rainer Newberry, CNSM (14) – Chair
www.uaf.edu/uafgov/faculty-senate/committees

Constitution and Bylaws

Faculty Senate Constitution

CONSTITUTION of the UNIVERSITY OF ALASKA FAIRBANKS FACULTY SENATE

Preamble

Under Board of Regents' Policy, the University of Alaska Fairbanks Faculty Senate is formed so that the faculty may carry out its professional responsibility as the legislative body of the University of Alaska Fairbanks in matters of instruction, research/creative activity, and service.

ARTICLE I - Name

Sect. 1 The name of the organization shall be the University of Alaska Fairbanks Faculty Senate, hereinafter referred to as "Senate".

ARTICLE II - Rights, Responsibilities and Authority

Sect. 1 Faculty rights include the following:

- A. To exercise academic freedom.
- B. To form a representative body to develop legislation concerning the professional activities of the faculty.
- C. To have elected representatives to appropriate governance bodies.
- D. To have primary authority through the Senate to initiate, develop, review and approve academic criteria, regulation and policy with regard to the responsibilities outlined in Section 2.
- E. Other rights as may be defined under this constitution and bylaws.

- Sect. 2* Faculty responsibilities include the formulation of policies and regulations guiding:
- A. Faculty appointment, re-appointment, termination, development, evaluation and workload.
 - B. Tenure
 - C. Promotion
 - D. Teaching
 - E. Research/creative activities
 - F. Advising
 - G. Service
 - H. Sabbatical leave
 - I. Honorary degree candidates
 - J. Scholastic standards
 - 1. Degree requirements
 - 2. Curriculum review
 - 3. Admission standards
 - 4. Grading policy
 - 5. Academic probation
 - 6. Academic suspension
 - 7. Academic dismissal
 - 8. Class length and structure of the academic year
 - K. Other responsibilities as may be defined by the faculty under this constitution and bylaws.

- Sect. 3* Further Responsibilities
- A. To advise the administration of the University of Alaska Fairbanks on academic and faculty matters.
 - B. To provide faculty representatives to the appropriate governance bodies.
 - C. To support student and staff constituencies on matters of mutual concern.

Sect. 4 Authority

The Senate shall carry out its responsibilities and functions subject to the authority of the Board of Regents Policy. Senate actions will be binding, subject to review, veto, and override in accordance with ARTICLE XI (Veto Powers) of this constitution.

ARTICLE III - Membership

- Sect. 1* The Senate shall be constituted according to the provisions specified in the bylaws.

- Sect. 2* Voting members of the Senate must either hold academic rank with full-time continuing appointment at the University of Alaska Fairbanks or hold special academic rank with title preceded by "research" or "term".
- Sect. 3* Senate members shall be elected from and by the faculty of their respective units, as set forth in the bylaws, to two-year terms which shall be staggered to ensure continuity.
- Sect. 4* The terms of the newly elected and appointed members shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the academic year.
- Sect. 5* Any voting member of the Senate may be recalled according to the provisions of the bylaws.
- Sect. 6* Non-voting members of the Senate shall have voting privileges on any Senate committee on which they serve.

ARTICLE IV - Officers

- Sect. 1* The two officers of the Senate shall be the President and the President-Elect.
- Sect. 2* The President and President-Elect shall be elected by the elected representatives of the Senate for one-year terms. Eligible nominees for the offices of President and President-Elect shall be elected representatives and/or chairs of standing and permanent committees of the Senate.
- Sect. 3* The President-Elect, after serving for one year in this position, subject to Sections 4 and 5, will automatically become President for one year.
- Sect. 4* The term of the President may be extended for one additional year by a two-thirds majority vote of the entire voting membership of the Senate. The vote will be by secret ballot and, if passed, the term of the President and the current President-Elect will be extended for no more than one additional year.
- Sect. 5* If for any reason the President should relinquish or be recalled from office, the President-Elect will automatically and immediately assume the Presidency. The Senate shall elect a Vice President to fill out the remainder of the year at which time a new election for President-Elect will be held. The previously elevated President-Elect will complete the next academic year as President.
- Sect. 6* If for any reason the President-Elect should relinquish or be recalled from office, the Senate shall elect a President-Elect to fill out the remainder of the year at which time a new election for President-Elect will be held.
- Sect. 7* The terms of the newly elected President and President-Elect shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the academic year.

ARTICLE V - Committees

- Sect. 1* The requirements for membership on standing, permanent, and ad hoc committees of the Faculty Senate will be specified in the bylaws.

ARTICLE VI - Relation to the University of Alaska Fairbanks Governance Coordinating Committee and the University of Alaska System Governance.

- Sect. 1* The UAF Faculty Senate President and President-Elect shall represent the faculty on the University of Alaska Fairbanks Governance Coordinating Committee.
- Sect. 2* The UAF Faculty Senate President, President-Elect, and one other designee appointed by the Senate President shall represent the Senate on the University of Alaska Faculty Alliance and one will serve on the System Governance Council.

ARTICLE VII - Meetings

- Sect. 1* There shall be a minimum of seven regular meetings each academic year. Other meetings may be held on special call of the Administrative Committee of the Senate.

ARTICLE VIII - Quorum

- Sect. 1* The presence of a majority of the membership shall constitute a quorum. Presence may be established by participation in an audioconference.

ARTICLE IX - Parliamentary Authority

- Sect. 1* The parliamentary guidelines shall be the most recent version of Robert's Rules of Order.

ARTICLE X - Amendments

- Sect. 1* Amendments to the constitution may be proposed only by members of the Senate and copies shall be sent to all members of the Senate. Amendments must be formally read and incorporated in the minutes of a Senate meeting.
- Sect. 2* Approval of amendments to the constitution requires a two-thirds vote and cannot occur sooner than 28 days from the date of the meeting at which the amendments were first read and discussed.
- Sect. 3* Approval of amendments to the bylaws requires a majority vote.

ARTICLE XI - Veto Powers

- Sect. 1* The Chancellor's Office shall have the right to veto actions taken by the Senate relating to academic, research, service and faculty affairs. A Senate action shall be considered approved unless written reasons for a veto are received in the Senate Office within 30 days of that action being received by the Chancellor's Office. The Administrative Committee upon request by the Chancellor may extend the 30 day requirement.
- Sect. 2* Any action approved by the Senate and vetoed by the Chancellor's Office may be submitted to a reconciliation committee upon a two-thirds vote of the Senate. Up to three members appointed by the Senate and up to three members appointed by the Chancellor's Office shall constitute a reconciliation committee whose task it shall be to formulate recommendations to the Senate and the Chancellor's Office.

If the Senate and the Chancellor's Office are not able to resolve the impasse, then the Senate, upon a two-thirds vote, may elect to forward its previous action through the University of Alaska governance structure as provided for under Regents' policy.

ARTICLE XII - Faculty Referendum

- Sect. 1* A faculty referendum on any Senate action will be called when a petition containing the signatures of ten percent of the full-time, permanent faculty is filed with the Senate Office. The Administrative Committee of the Senate will call for a Senate convocation at which time any business of the Senate may be reconsidered if the majority of the faculty eligible to elect members to the Senate, as described in the bylaws, is present at the convocation.
- Sect. 2* The convocation must take place within 21 working days after the petition is filed with the Senate Office.
- Sect. 3* The Senate actions may be modified by a simple majority vote of the members at the convocation.

11/2010

Faculty Senate Bylaws

BYLAWS of the UNIVERSITY OF ALASKA FAIRBANKS FACULTY SENATE

Sect. 1 (ART III: Membership)

- A. The membership of the Faculty Senate, hereinafter referred to as "Senate," shall consist of approximately 41 members plus one non-voting presiding officer. Approximately 35 members shall be elected by and from the faculty and will have voting privileges. Four non-voting members will be selected by and from other university constituencies as follows: one student selected by the ASUAF; one dean or director selected by the Provost; one staff representative from the registrar's office; and one additional staff member selected by the Staff Council. Three additional non-voting members will be selected by and from the faculty unions as follows: one elected official each from United Academics-AAUP/AFT, UAFT, and Adjuncts (United Academics)-AAUP/AFT.

Terms shall be for two years and staggered, with approximately one-half of the Senate elected each year.

- B. Representation shall be by academic or research unit and based on the number of qualifying faculty in each unit as described below.
1. A unit is a single school or college or research institute, a collection of schools and/or colleges or collection of research institutes (see item 5).
 2. For representational purposes only, a qualifying faculty member shall be defined as one who holds academic rank or special academic rank.
 3. Tenure-track faculty with split appointments will be counted only in the tenure-granting unit. Research faculty and other qualifying faculty with split appointments will be counted only in the unit of primary appointment.
 4. Each unit will elect the number of representatives to the Senate equal to the number of qualifying faculty in that unit divided by the total number of qualifying faculty at UAF, multiplied by 35 and rounded to the nearest integer.
 5. Schools, colleges and research institutes whose representation under item 4 is zero may form a conglomerate group for the purpose of joint representation as a single unit, if together they qualify for representation under item 4. If they do not qualify as a conglomerate group, or if they do not choose to be represented as a group, then each unit shall join with a represented school, college or research institute.
 6. Re-apportionment will be done in the year of accreditation review of UAF, expected to be every seven years, or upon two-thirds vote of the Senate.
 7. Each unit will have at least 2 representatives.

C. Election Procedure

1. Election shall be conducted by the represented units, or by the Senate office for any conglomerate groups to provide representatives to the Senate according to Article III of the Senate Constitution. Elections and election procedures are the responsibility of the units, subject to the following:
2. A faculty member may vote for Senate representatives in only one unit. For tenure-track faculty, that unit must be the tenure-granting unit. Research faculty and other qualifying faculty must vote in the unit of primary appointment.
3. Units with full-time permanent faculty based on other than the Fairbanks campus should elect Senate representatives in a number that is at least equal to the proportion of the non-Fairbanks based qualifying faculty.
4. Units with faculty who teach in associate, certificate, or noncredit programs should elect representatives in proportion to such faculty.
5. Units with senior faculty should elect associate and full professors as Senate representatives in a number that is at least equal to the proportion of such faculty.
6. Units with graduate programs should elect at least one graduate faculty member.
7. Each unit shall elect at least half as many alternate representatives as representatives.

D. Vacancies

1. In the case of death, resignation, transfer, or other reason why an elected representative can no longer represent the unit, an alternate shall immediately become the representative. The president of the Senate will appoint a replacement from among the unit's elected alternates, with the concurrence of the affected constituency and the consent of the Administrative Committee.

E. Changes in Unit Representation

1. Changes in a unit's number of representatives on the Faculty Senate shall be implemented at the time of the next scheduled election. Reductions in a unit's number of representatives shall be accomplished by attrition, as terms expire. Increases in a unit's number of senate representatives shall be implemented through election of additional representatives at the next scheduled election.
2. Representatives should serve out the terms to which they are elected. This includes but is not limited to representatives who hold office at a time of reapportionment of the Faculty Senate, and those whose unit affiliation changes during a term of office. If the representative is no longer affiliated with the unit from which they were elected, then an alternate shall be appointed and both shall serve concurrently to the end of the term. This may lead to a temporary increase in the number of elected representatives serving on the Faculty Senate.

F. Absenteeism

1. When elected members are unable to attend the meetings, their alternates will serve.

G. Recall

1. Unethical and/or unprofessional conduct by any elected officer or member of the Senate may constitute a cause for a vote of no confidence and hence a recall. In order to recall an elected officer or member, the Senate must have a 2/3 majority vote of its total membership.

Sect. 2 (ART IV: Officers)

The President of the Senate shall be an ex-officio, non-voting member of all elected and appointed committees of the Senate. The President-Elect of the Senate shall be chairperson of the Administrative Committee of the Senate and shall be an ex-officio, non-voting member of such elected and appointed committees of the Senate as the President of the Senate shall direct.

Sect. 3 (ART V: Committees)

- A. An Administrative Committee will be composed of the chairpersons of all standing Senate committees and of permanent Senate Committees. The Provost of UAF shall be an ex-officio, non-voting member. Specific duties of the Administrative Committee in its obligation to fully prepare the agenda and materials for efficient operation of the Senate are:
1. Receive reports from the president of the Senate, the Provost, and, as deemed timely, other individuals, on issues of current and future importance to the Senate;
 2. Accept and review the motions of standing and permanent committees, and from members of the Administrative Committee;
 3. Make certain that the motions are ready for Senate action to the maximum degree possible, and if not, refer them back for further work and/or direct them to other relevant committees that may not have considered the motions;
 4. Move the motions to the Senate's agenda;
 5. Review and approve other items of the Senate's agenda, as deemed necessary;
 6. Review reports of all committee work in progress; and
 7. Discuss other issues, which may or should lead to later committee and senate actions.

In addition,

8. Within the scope of authority granted by the Senate at the last meeting of the spring semester, the Administrative Committee will represent the Senate

from the close of the last Senate meeting in the spring until the opening of the first Senate meeting of the fall semester; and

9. At the first meeting in the fall semester make a report of all actions carried out in the name of the Senate since the last meeting in the spring semester.
 10. The Administrative Committee shall oversee the process of evaluation of academic administrators.
- B. Membership on standing and permanent committees will be for two years except as noted below with the possibility of re-appointment. The initial appointment or re-appointment is made by the Administrative Committee or as specified in the definition of a Permanent Committee and confirmed by the full Senate. Senators are limited to serving on a maximum of one standing committee at any one time. To provide continuity, terms will be staggered and an initial appointment may be made for one or two years as determined by the Administrative Committee based on need.
- C. Standing committees will be constituted entirely of Senate members. Permanent committees can be constituted without Senate members.
- D. All permanent and standing committee chairs will be elected from and by the members of their respective committee and must be full-time faculty at UAF.
- E. The standing and permanent committees of the Senate are:

STANDING

1. The Curricular Affairs Committee will deal with curricular and academic policy changes on all levels except the graduate level.

In addition to the non-voting ex officio member(s) appointed by the provost, the committee may add non-voting ex officio members for one-year terms as deemed necessary.

2. The Faculty Affairs Committee shall review issues dealing with faculty prerogative and recommend policy changes to the Faculty Senate. Issues of faculty prerogative include academic freedom, faculty ethics, research and creative activity, and legislative and fiscal issues that may impact faculty concerns at the university. The committee will act as a faculty advocate with legislators and candidates. In its concern for fiscal issues the committee shall monitor budget appropriations to the university and evaluate any notice to the faculty of financial exigency. In performing these duties, the committee will coordinate as necessary with the relevant officers (and/or their representatives) of the extant collective bargaining units who serve as non-voting members of the Senate and ex-officio members of this committee.

The committee will also act as a pool to be drawn upon to act as the United Academics representatives to the Faculty Appeals Board. The chair of the Faculty Affairs Committee will appoint, from the committee, tenured members of the United Academics bargaining unit who will serve on the particular appeals board. If no qualified faculty members are available within the Faculty Affairs Committee, the matter will be referred to the Faculty Senate president for appointment of faculty senators to the Faculty Appeals Board.

3. The Unit Criteria Committee will review proposed unit criteria for evaluation of faculty submitted by the various peer-review units of UAF, and to work with the heads of those units (or their designees) to ensure that their criteria are consistent with criteria defined in the UAF Faculty Appointment and Evaluation Policies and Regulations "Blue Book". The committee will also review proposed changes to the "Blue Book."

To ensure that perspectives from across UAF are represented, membership will consist of faculty senators, with one member drawn from each of the following schools/colleges: CLA; CRA/CES; CSEM; SFOS; Engineering; and one from SNRAS, SoEd, or SOM.

PERMANENT

1. The Graduate Academic & Advisory Committee will include ten faculty members. The Dean of the Graduate School, Director of the Library, the University Registrar, and two graduate student, are non-voting ex-officio members. The committee will be responsible for the review and approval of graduate courses, curriculum and graduate degree requirements, and other academic matters related to instruction and mentoring of graduate students. The committee will also have responsibility for oversight, review and approval of all professional degree courses and programs including 500-level courses. The committee will advise the Dean of the Graduate School and the Provost on administrative matters pertinent to the operation and growth of graduate studies at UAF, including financial and tax-related issues and dealings with other universities.
2. The Student Academic Developmental and Achievement Committee will include one representative from each of the following units of the College of Rural and Community Development: Bristol Bay Campus, Chukchi Campus, Interior-Aleutians Campus, Kuskokwim Campus, Northwest Campus, and the Community and Technical College. One or more of these should be from rural campus student services. The committee will also include one representative from the Department of Developmental Education; two at large representatives from the College of Natural Sciences and Mathematics: one from the Sciences (Biology, Chemistry, Geology, or Physics), and one from Math; one from the College of Liberal Arts English Department; and one each from Rural Student Services, the Academic Advising Center, and the Student Support Services Program.

The Student Academic Developmental and Achievement Committee shall consider policies concerning student development and retention. This committee will function as a curriculum review committee for all developmental education courses and other courses facilitating student progress.

3. The Faculty Development, Assessment and Improvement Committee will be composed of faculty members and a representative from the Office of Faculty Development to be selected by the Provost. This committee will deal with faculty and instructional development and evaluation.
4. The Curriculum Review Committee evaluates proposed substantive undergraduate course and program additions, changes, and deletions submitted by the appropriate school/college curriculum committees. Among the topics of its review are number and duplication of courses, credit assignment,

establishment of need for new programs, and resource impacts of curricular changes. Decisions of the Curriculum Review Committee may be appealed to Curricular Affairs by the department submitting the proposal. The Committee shall be composed of the chairs of the college/school curriculum councils, the University Registrar or the Registrar's designee, and shall be chaired by a member of the Curricular Affairs Committee.

5. The Core Review Committee reviews and approves courses submitted by the appropriate school/college curriculum councils for their inclusion in the core curriculum at UAF. The Core Review Committee coordinates and recommends changes to the core curriculum, develops the process for assessment of the core curriculum, regularly reports on assessment of the core curriculum, monitors transfer guidelines for core courses, acts on petitions for core credit, and evaluates guidelines in light of the total core experience. This committee will also review courses for oral, written, and natural science core classification. If the committee determines that a course fails twice in a row to meet "O" or "W" guidelines as specified by the Faculty Senate, the committee shall have the power to revoke "O" or "W" designators from that course.* Committee actions made prior to March 1 will become effective in the next year's Catalog. Designators will be restored as soon as the course has been reapproved by the committee as once again conforming to "O" or "W" guidelines.

*As found at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-core-design/>

The committee shall be composed of one faculty member from each of the core component areas: (Social Sciences, English, Humanities, Mathematics, Natural Sciences, Communication, and Library Science) and one faculty member from a non-core component area. Membership on the committee will include an undergraduate student, and representatives from the colleges specifically tasked with core assessment.

6. The Committee on the Status of Women. Membership will consist of nine people, two of whom will be a senator, the others to be elected at large from among UAF faculty.

The purpose of this committee is to monitor the status of women faculty at UAF and to work proactively for gender equity.

Such actions will include, but are not limited to: Maintaining lists of women faculty with hire, tenure and promotion dates; Organizing and supervising surveys on the status of women and assessing the cultural climate of the university as it pertains to women; Recommending policy to address the needs of women faculty; Supporting mentoring of women, both new and mid-career faculty, including running workshops on mentoring, promotion & tenure, negotiating techniques and other forms of faculty development identified as necessary; Addressing family-work issues, such as child care, parental leave, spousal/partner hire; Coordinating with other campus and university groups which deal with women's and gender issues; and any other issues which would help women to achieve equity at UAF.

7. The Research Advisory Committee. The Research Advisory Committee consists of up to ten voting members, a chair and a co-chair, along with at least one ex officio member who is the vice chancellor research. The committee exists to review the issues of researchers at the University of Alaska Fairbanks

and to provide reports, recommendations, and resolutions to the UAF Faculty Senate on behalf of the UAF research community. The Research Advisory Committee will provide a connection between the faculty and the UAF vice chancellor for research, and advise the VCR on developing productive relationships with the different research facilities across UAF.

- F. Any standing or permanent committee may create subcommittees to assist the committee.
- G. The Senate President may create and appoint the members of any ad hoc committee necessary for conducting Senate business. Ad hoc committees are subject to later ratification by the Senate.
- H. Committees must forward any legislation which involves the setting or altering of policy to the full Senate for approval. Committees which are specifically charged with applying policy to make decisions may do so without having the Senate approve those decisions. A review by the full Senate may be requested by the reviewing Senate committee. A request to the Senate Administrative Committee for a further Senate review may also be submitted by individual Senators if the question has policy implications. The committee chair is responsible for the presentation of the committee's motion to the Senate at the meeting in which it will be considered.

Sect. 4 (Art. IX Parliamentary Authority)

Majority and supermajority votes of the Senate shall be counted on the basis of a majority or supermajority of the votes cast by members present, with abstentions not counting as votes.

October 8, 2012

Chart A: UAF Faculty Senate Flowchart

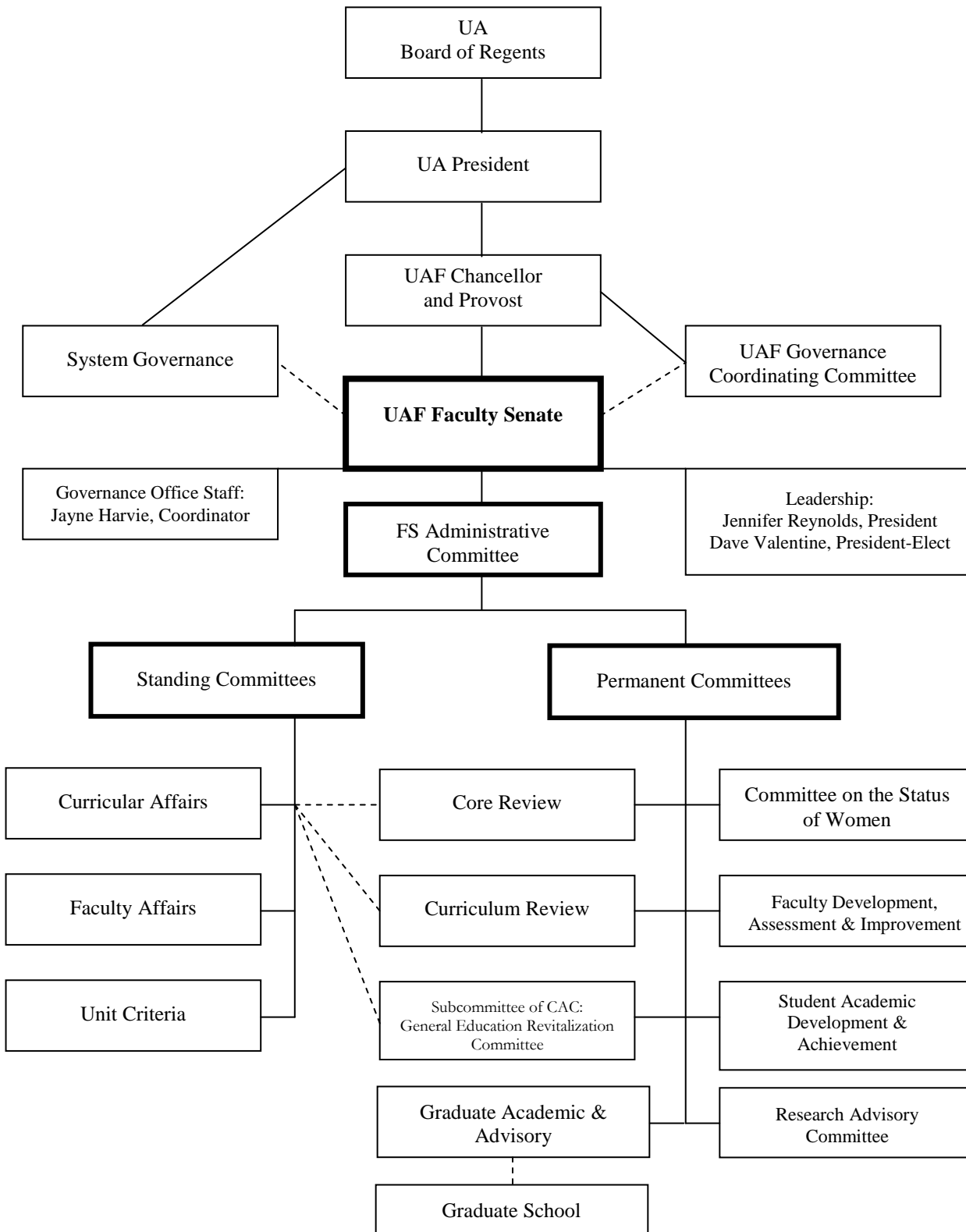
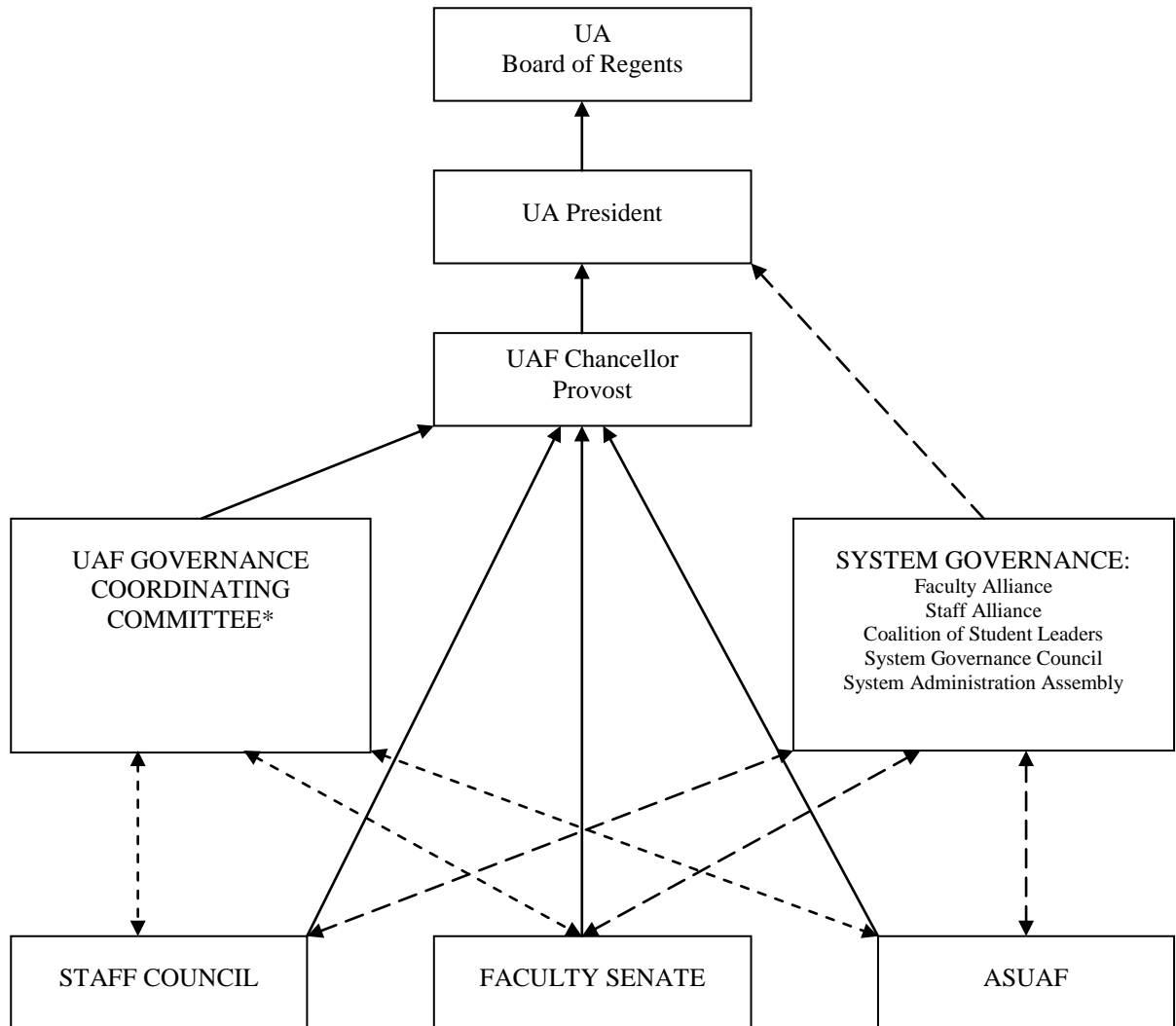
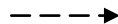


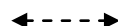
Chart B: UAF Governance Structure



Policy actions affecting faculty, staff, OR students require Chancellor approval.



Policy actions affecting faculty, staff, AND students require consideration by UAF Governance Coordinating Committee prior to Chancellor approval.



Policy actions affecting UAA, UAF, and UAS require consideration by the System Governance Council prior to President and/or BOR approval.

*UAF Faculty Senate, Staff Council, and ASUAF each have two seats on the UAF Governance Coordinating Committee.

Comparing this chart with the standard organizational chart for the university clearly illustrates the opportunity provided by Governance for faculty, staff and students to have a voice in matters affecting them.

Procedures

Administrative Support

Contact Information

Offices for Governance are located in rooms 312B and 314 of Signers' Hall. The staff include:

Jayne Harvie, Coordinator and Office Manager, Faculty Senate

email: jbharvie@alaska.edu

phone: 907-474-7964

fax: 907-474-5213

Nicole Dufour, Executive Secretary, Staff Council

email: uaf-staff-council@alaska.edu

phone: 907-474-7056

fax: 907-474-5213

Scheduling and Audio Conferencing Committee Meetings

- The Governance Office will schedule committee meetings at the request of the chair; and reserve rooms and audio conference equipment and schedule a telephone bridge as needed. Committee members are notified by e-mail or listserve of the meeting place, agenda, date and time. It is important to note whether or not the meeting will be audio-conferenced, as two committees may not use the same PIN numbers at the same time. Additional PIN numbers will be arranged as needed.
- The Governance Office provides public notice at least three days prior to the meeting (if possible, and as required by law). Notices are posted in the Rasmuson Library's west entrance, and on the first floor hallway between Signers' Hall and the Eielson Building. All meetings are posted on the UAF Events Calendar found online at: <http://www.uaf.edu/calendars/events/>
- Committees should try to set their meeting schedule for the semester at their first meeting and provide the Faculty Senate Coordinator with that information in a timely manner as campus meeting rooms fill up fast during the semester.
- It is suggested that committees schedule meetings to coincide when the rural members are on campus for face-to-face Senate meetings, if possible.

- Committees with members from outlying areas audioconference each committee meeting. Wood Center and Rasmuson Library conference rooms have audio equipment available; and the Governance Office can set up audio equipment in the Chancellor's Conference Room with adequate notice.
- A Polycom unit is available to borrow from Governance if advance notice is provided. The Polycom unit is also shared with Staff Council for their meetings. Audio equipment is also available for checkout at Media Services of the Rasmuson Library.
- The Governance Office staff is able to supply only a limited amount of clerical support. They cannot, for example, attend committee meetings to take minutes. However, they can prepare documents for distribution to the committee via e-mail or listserve.
- Committees are encouraged to correspond as much as possible via e-mail or listserve. This is the most efficient and cost effective way to accomplish the Senate's work.

Convener and Committee Chair Responsibilities

- Convene your committee early in the fall semester and have the members elect the chair for the academic year.
 - Notify the Faculty Senate coordinator with the name of the chair.
 - Committee chairs comprise the Faculty Senate Administrative Committee (along with FS leadership and the Provost).
 - The chair will be added to the email distribution list for the Administrative Committee.
(See "Attend Administrative Committee meetings" below for more info.)
- Identify a regular meeting time for your committee.
 - Contact the Faculty Senate coordinator if you would like a Doodle poll to be done for you.
 - Notify the Faculty Senate coordinator of your regular meeting time, and indicate if you will be using audio conferencing so PINs may be provided for your group.
 - Notify the Faculty Senate coordinator if you need rooms booked for meetings.
- Review the Faculty Senate bylaws with your committee and decide if they need to be updated.
 - See page 15 of this handbook for the bylaws related to Committees.
 - Changes to committee-related bylaws require a formal motion to go before the full Faculty Senate for voting.
 - See pages 27-34 of this handbook for examples of motions and resolutions.
 - The finalized motion is brought by the committee chair to the Administrative Committee for discussion and approval to be included in the next Faculty Senate meeting agenda.
- Set the agenda for committee meetings.
 - You may distribute agendas to your committee members if that is your preference; however, the Faculty Senate coordinator usually distributes them for you via email.
 - Include the meeting location and audio conference information (if applicable) in your agenda.

- The Faculty Senate coordinator is available to assist you with setting up a Google group or Blackboard site if this would be useful to conducting committee business.
- Identify a committee member to take meeting minutes during the meeting.
 - Usually minutes from the prior meeting are reviewed at the next meeting and approved by all committee members. Minutes can be approved via email if that is preferred.
 - Send a copy of the approved minutes to the Faculty Senate coordinator for inclusion in the Administrative Committee and Faculty Senate meeting agendas.
 - Approved minutes will also be posted online at the committee's web page.
 - The Faculty Senate coordinator is not available to take minutes for committees with the notable exceptions of the Curriculum Review Committee and the Graduate Academic and Advisory Committee (due to the extensive follow-up required with processing curriculum).
- Attend Administrative Committee meetings.
 - Committee actions (usually in the form of motions or resolutions) are brought by the committee chairs to the Administrative Committee for discussion. Upon the consensus of the Administrative Committee, actions will be included in the agenda for Faculty Senate.
 - The Administrative Committee is also a forum for discussion of issues affecting faculty and the university. The Provost is an ex officio member of the Administrative Committee.
 - Attending Administrative Committee meetings is not optional. If a chair can not make a particular meeting, arrange for an alternate to attend that meeting.
 - If a committee has co-chairs, both usually attend the Administrative Committee meetings. If one of the co-chairs can not attend, the co-chair in attendance has the responsibility to update the other.
- Attend Faculty Senate meetings.
 - Attendance at Faculty Senate meetings is a primary responsibility of all Faculty Senate members, but particularly committee chairs.
 - If your committee has formal action for the Faculty Senate, the chair brings this action to the floor of the senate and provides background and information and answers questions as necessary.
 - If an action is referred back to the committee, the chair brings the matter back to the committee at their next meeting.
- Prepare an annual report at the close of the academic year.
 - The annual report summarizes the work of the committee for the past academic year. Its purpose is to inform and prepare the next term's committee for continuing business.
 - The annual report is turned in prior to the last Administrative Committee meeting in April to be included in the May Faculty Senate agenda.

Administrative Committee

- The Administrative Committee members include the Senate president, president-elect and chairs of the standing and permanent committees. The provost is an ex officio member. The president-elect chairs the meetings.

- Administrative Committee meets about ten days prior to each Senate meeting to set the Senate meeting agenda. Motions scheduled to be presented to the Senate are first reviewed by the Administrative Committee. If there is considerable disagreement about proposed actions, the Administrative Committee may recommend that the issue be referred back to committee for further evaluation.
- Following the Administrative Committee meetings, the Senate president and president-elect meet with the chancellor and provost to discuss the Senate meeting agenda.
- Reference Sect. 2 (ART IV: Officers) and Sect. 3 (ART. V: Committees) – section A. of the Senate Bylaws for additional information about roles and duties of the Administrative Committee.

Senate Actions

About Faculty Senate and Actions

The university, as a community of scholars sometimes referred to as the "academy", vests responsibility for effectively carrying out its educational mission to the faculty. Faculties have traditionally played a key role in shared governance and academic collegiality of institutions of higher education.

The primary mechanism for the formulation and oversight of academic policy is the Faculty Senate. Among concerns addressed by the Faculty Senate are: course and program development and change; policies related to academic procedures; academic freedom and faculty rights and responsibilities; and, quality of teaching, research and service.

Organized in January 1988, the UAF Faculty Senate typically consists of approximately 37 faculty members elected proportionally from the faculty of each college/school or institute. In addition to monthly plenary meetings, the standing and permanent committees meet regularly to carry out the majority of the work. The president, president-elect and committee chairs constitute an Administrative Committee which sets the full Senate agenda and coordinates the various activities of the Senate.

In addition to the above legislative and oversight activities, the Faculty Senate

- serves as a major part of UAF's institutional memory, archiving policy decisions over the years,
- provides information on programs, policies, procedures, formats and responsible individuals for accomplishing the academic tasks of the institution, and,
- through the UAF Governance Coordinating Committee, works in close cooperation with the other governance bodies (Staff Council and ASUAF) on issues which affect the wider university community.

Samples of Motions and Resolutions of the Faculty Senate

The following pages provide examples of Senate motions and resolutions that are useful to chairs and committees. Additional information and examples are available online at the Faculty Senate web site, or you may call the Faculty Senate office for assistance.

SAMPLE MOTION TO AMEND EXISTING POLICY
=====

The UAF Faculty Senate passed the following at Meeting #181, March 5, 2012:

MOTION:
=====

The UAF Faculty Senate moves to amend the UAF Academic Honors policy as indicated below:

EFFECTIVE: Fall 2012

RATIONALE: The current catalog language is vague enough that some students might expect to be on both lists, when the intention was that they are on one or the other, but not both.

CAPS = additions
[[]] = deletions

Page 49, 2011-12 UAF Catalog:

ACADEMIC HONORS

Undergraduate and certificate students -- To be eligible for academic honors at the end of a semester, you must be a full-time undergraduate degree or certificate student who has completed at least 12 UA institutional credits graded with the letter grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. If you have received an incomplete or deferred grade, your academic honors cannot be determined until those grades have been changed to permanent grades. Academic honors are recorded on your permanent record. You will make the chancellor's list with a semester GPA of 3.9 **[[and]]** **OR** the dean's list with a GPA of 3.5 **TO 3.89**. UAF announces the students who have earned honors each semester. Students with incompletes or deferred grades that are changed after publication of honors will not be announced separately. If you've requested that information not be released about you (under FERPA), your name will not be released to the media.

SAMPLE MOTION TO ESTABLISH POLICY

=====

The UAF Faculty Senate passed the following at its Meeting #143 on April 9, 2007:

MOTION:

=====

The UAF Faculty Senate moves to approve a policy on Retention of Course Records.

Retention of Course Records

The classroom records pertaining to course work of any student that have not been returned to the student must be retained by the instructor for a period of one full semester (excluding summer session) after the semester in which the course was completed. These records may include but are not limited to: exams and answer sheets, homework, course papers, term papers, essays, laboratory reports, and other assignments submitted by the student in order to fulfill the requirement of the particular course. The Office of Information Technology must archive all Blackboard course content, including statistics, for a period of 1 ½ years following completion of the course.

Classroom records of any instructor for the purpose of evaluation of grade must also be retained for a period of at least one full semester (excluding summer session) following the semester in which the course was completed. These records may include but are not limited to: syllabus, class attendance, complete list of student's performance in all relevant course work, paper work related to the determination of a grade, and a record of final grades.

In case of any dispute or grievance process initiated by the student all the above records must be retained until the end of the process. Any records or copies of records that are required for program review, accreditation purposes, or any other audit as mandated by the university may be retained for a period as deemed required by the process.

After the retention period, all records may be destroyed or properly discarded.

EFFECTIVE: Fall 2007

RATIONALE: The University does not have any policies or regulations regarding the retention of course materials, which has led to confusion among the faculty and has resulted in different retention practices and policies across the disciplines. This proposed motion will help alleviate the confusion and provide a uniform retention policy across all disciplines. The one-semester guideline is what was suggested by UA General Counsel as a reasonable policy to accommodate grade appeals. This policy should be added to the faculty handbook.

SAMPLE MOTION TO AMEND DEGREE

=====

The UAF Faculty Senate passed the following at Meeting #181, March 5, 2012:

MOTION:

=====

The UAF Faculty Senate moves to amend the Bachelor of Arts and the Bachelor of Science degree requirements as indicated below:

EFFECTIVE: Fall 2012

RATIONALE: There are many cases in which a course might be required for a major or a minor (example: PSY F101 for a BA in Psychology) but that course also carries a General Education designator (such as “S” for Social Sciences). Strictly interpreted the way it’s written, the PSY F101 could not be counted toward the required credits in Social Sciences and Humanities, no matter how many PSY credits were earned (say, 36). This would have the unintended and unfortunate consequence of requiring well over 120 credits for a B.A. degree and well over 130 for a B.S. degree if the language is not altered. This is something that has been broadly misunderstood in the advising community for many years (ever since the inception of the Core, as far as we can tell). This was brought before Curricular Affairs in 2009 and both the Registrar’s Office and the Academic Advising Center was under the impression this change had already taken place.

Note that with this change, no credits used toward the major could be used toward GERs until they have gone over 30, or for a minor over 15.

CAPS = additions

[[]] = deletions

2011-12 *UAF Catalog*: Pages 136, Beyond the Core:

Under Bachelor of Arts, first column, paragraph after “Minimum credits required for degree”:

Of the above, at least 39 credits must be taken in upper-division (300-level or higher) courses. Courses beyond 30 credits in a major complex and 15 credits in a minor complex [[that are not in the primary discipline of that major or minor]] may be used to fulfill the B.A. degree requirements in humanities, social sciences or mathematics. Courses used to fulfill [[minor degree]] requirements **FOR A MINOR** may be used at the same time to fill major or general distribution requirements if so designated.

Similarly, under Bachelor of Science, second column:

Of the above, at least 39 credits must be taken in upper-division (300-level or higher) courses. Courses beyond 30 credits in a major complex and 15 credits in a minor complex [[that are not in the primary discipline of that major or minor]] may be used to fulfill the B.S. degree requirements in mathematics or natural science. Courses used to fulfill [[minor degree]] requirements **FOR A MINOR** may be used at the same time to fill major or general distribution requirements if so designated.

SAMPLE BYLAW/CONSTITUTION AMENDMENT

=====

The following was passed at the March 5, 2010, Faculty Senate Meeting #165:

MOTION:

The UAF Faculty Senate moves to amend the Bylaws of the University of Alaska Fairbanks Faculty Senate, Section 1, Article III: Membership, subsection C.1 (page 14). This amendment addresses the procedure for election of representatives from research institutes to the Faculty Senate.

EFFECTIVE: Fall 2010

RATIONALE: The current Bylaws are written with the assumption that the research institutes will not qualify for separate representation on the Faculty Senate. Instead, they are grouped into a “conglomerate group.” The Bylaws specify that elections for Faculty Senate representatives for the research institutes are to be held by the Senate office. This provision is reasonable because there is no central organization or administrative office for such a collection of research institutes. However, several research institutes are now large enough for separate representation on the Faculty Senate. Each of them has the same organizational ability to run internal elections as the academic units have. This amendment removes the assumption that research institutes will not have separate representation, and specifies that all individual units represented on the Faculty Senate, i.e., research institutes as well as schools and colleges, are responsible for their own elections and election procedures. The Senate office will continue to have responsibility for elections by any “conglomerate groups.”

CAPS and **Bolded** - Addition

[[]] = Deletion

C. Election Procedure

1. Election shall be **CONDUCTED** by the **REPRESENTED** [[academic]] units, or **BY** the Senate office for **ANY CONGLOMERATE GROUPS**, [[the research institutes]] to provide representatives to the Senate according to Article III of the Senate Constitution. Elections and election procedures are the responsibility of the units, subject to the following:

...

SAMPLE MOTION TO AMEND UA POLICY/REGULATION

=====

The UAF Faculty Senate passed the following at its Meeting #126 on December 13, 2004:

MOTION:

=====

The UAF Faculty Senate moves to recommend the amendment of Regents' Policy 04.04.040 A.1.e.(1) as follows:

[[]] - Deletions
CAPS - Additions

REGENTS POLICY P04.04.040.A.1.e.(1)

Appointment

P04.04.040

- e. Appointments of distinction for faculty.
- (1) Distinguished [[and University]] Professors. Tenured appointment as Distinguished [[Teaching]] Professor [[Distinguished Research Professor, Distinguished Service Professor or University Professor]] may be made by the President, SUBJECT TO A PROCESS OF REVIEW AND RECOMMENDATION ESTABLISHED BY THE CHANCELLOR OF THE MAJOR ADMINISTRATIVE UNIT (I.E., UAA, UAF, UAS) IN WHICH THE FACULTY MEMBER HOLDS TENURE.

EFFECTIVE: Immediately, Upon BOR Approval

RATIONALE: In line with common practice, the title is being changed to Distinguished Professor. The addition of the process of review and recommendation is to bring it in accord with usual university practice in the matter of faculty appointments.

*****SAMPLE RESOLUTION*****

Traditional Style

The UAF Faculty Senate passed the following at Meeting #182, April 2, 2012:

RESOLUTION:

WHEREAS

The University of Alaska Statewide administration has proposed a policy that the University of Alaska would not hire tobacco users, or anyone whose spouse or dependents are tobacco users;

WHEREAS

A university employee may have no knowledge or control over the tobacco use of family members such as a 25-year old dependent child;

WHEREAS

Tobacco use rates are high in some countries, including many with highly productive potential university faculty and staff, and this policy would limit hiring of these potential faculty and staff;

WHEREAS

The rate of tobacco use among Alaska Natives is approximately double that of the state population as a whole, and this policy would have a disproportionate effect on the hiring of Alaska Natives by the University of Alaska;

WHEREAS

Extrapolating medical costs from lifestyle choices and its use in hiring decisions suggests the potential of institutional control over other conditions such as weight, exercise, diet, sleep, and blood chemistry, and is a form of discrimination that contradicts University of Alaska non-discriminatory hiring policies;

AND WHEREAS

Many other avenues for cost reduction in the University of Alaska's approach to health care self-insurance have not been explored or tested, including numerous suggestions from the UA Joint Health Care Committee;

THEREFORE BE IT RESOLVED

The UAF Faculty Senate condemns the proposed policy of not hiring a specific group of people based on higher predicted medical expenses, and views this as incompatible with the operation of an open, inclusive institution.

Further, the UAF Faculty Senate urges the University of Alaska administration to actively investigate suggestions from the Joint Health Care Committee, in a collaborative approach to addressing the problem.

State of Alaska Division of Public Health:

<http://www.hss.state.ak.us/dph/infocenter/topics/tobacco.htm>

<http://www.hss.state.ak.us/dph/chronic/tobacco/factsheets.htm>

Proposed tobacco user policy: <http://www.alaska.edu/files/benefits/HealthCareFY13Q-A.pdf>

*****SAMPLE RESOLUTION*****
Contemporary Style

The UAF Faculty Senate passed the following at Meeting #175, May 2, 2011:

RESOLUTION:

The UAF Faculty Senate recommends the Office of International Programs (OIP), in consultation with national immigration legal counsel, review UAF's interpretation of the "completion date" for graduate programs used for international students, and revise the "completion date" definition to enable students to complete all program requirements before losing F-1 status.

Motivation and background

- According to U.S. immigration rules students in F-1 status have to leave the country within 2 months of the expiration of their visa, or the end date of their graduate program, whichever comes first. Currently UAF considers students in F-1 status to have completed their graduate program ten days after the date of their defense or after the last in-person meeting of a required course.
- In contrast the graduate program for non-foreign students terminates at the end of the semester during which the students have fully met all UAF graduate school requirements.
- Students often do not take in-person coursework during the semester they finish their degree, instead taking 698 (non-thesis research project) or 699 (thesis/dissertation, preparing for scholarly or research activity) which does not extend their visa eligibility under the current definition.
- Typically, a students' thesis is not 100% complete at the date of the defense. The graduate committee recommends some amount of additional work, such as collecting supplementary data or refining the existing data analysis.
- This additional post-defense work often requires access to specialized scientific instrumentation, computer software/hardware, sample collections, and datasets that are not accessible from another location.
- Due to the current definition a student can no longer be paid ten days after his/her defense. While this can be overcome by application for Optional Practical Training (OPT), the process of securing F-1 OPT status requires significant advance planning and expenditure of both student and university resources.
- Many universities use a more student-friendly definition of the "completion date," such as the end of the semester in which the student defends the thesis, the date when all requirements are fulfilled or the date of graduation and degree conferral. [See the appendix for examples.]
- Immigration law is complex and contains many ambiguous regulations. Lawyers often specialize in the field of immigration law and dedicate their whole career to serving clients in this area.
- Seeking consultation from a lawyer specializing in immigration law would aid UAF in revising its definition of the "completion date" for graduate students and ensure that U.S. immigration law is complied with.

About Governance

Staff Council

UAF Staff Council provides non-bargaining non-exempt and exempt employees an avenue to help formulate new policies, change existing policies or working conditions, and other matters that affect services provided by the support staff of the University of Alaska Fairbanks. With membership elected from all non-bargaining UAF support staff, Staff Council seeks to represent all employees by helping to create a better working environment. The Council provides an avenue of exchange between the support staff and University administration.

Over the years, Staff Council has been responsible for a number of employee benefit improvements, including: additional University holidays; leave share program; and a flexible work schedule. Members have worked on refining supervisory training, internal recruitment, the staff recognition and longevity awards, health and leave benefits, smoke-free workplace, development and implementation of the new salary system, correspondence with State legislators on bills concerning the retirement system and the University budget, and consultation with the Human Resources on UAF hiring procedures.

The most important benefit for staff is an open line of communication to administration by means of Staff Council representatives. If any staff member in the University community has a problem with their work environment or sees a way the University could become more productive by creating a better work environment, an avenue for conveyance is open to them through their governance group. Please use that open line. Contact your representative with your ideas and concerns or bring them to Staff Council meetings. Meetings are open to everyone, so bring your constructive ideas and help create a better work environment for all.

Contact Information

Juella Sparks, 2012-13 Staff Council President

email: juella.sparks@alaska.edu

phone: 907-474-7115

Nicole Dufour, Executive Secretary, Staff Council

email: uaf-staff-council@alaska.edu

phone: 907-474-7056

fax: 907-474-5213

Governance Coordinating Committee

The UAF Governance Coordinating Committee provides a forum for the three individual UAF governance bodies to address common concerns that affect faculty, staff, and students. GCC exists for the express purpose of coordinating unified action from the individual governance bodies (UAF Faculty Senate, Staff Council and ASUAF).

Leadership for the UAF Governance Coordinating Committee is provided by the president and president-elect of each constituency. The UAF Governance Coordinating Committee meets twice a semester during the academic year.

Contact Information

Support for GCC is provided by the Staff Council executive secretary.

Nicole Dufour, Executive Secretary, Staff Council
email: uaf-staff-council@alaska.edu
phone: 907-474-7056
fax: 907-474-5213

<http://www.uaf.edu/uafgov/governance-coordinating-c/>

Faculty Alliance

The Faculty Alliance includes three faculty members from each of the three academic MAUs. Members also sit on the System Academic Council (which includes chief academic officers of the three universities, the UAF vice chancellor for research, and the UA vice president for academic affairs) to formulate academic and research policy for the UA system. The chair for the Faculty Alliance addresses the Board of Regents at each of their meetings.

The responsibilities of the Faculty Alliance include, but are not limited to, coordination on matters relating to academic affairs such as academic program review; the addition, deletion or merging of academic programs; curriculum; subject matter and methods of instruction; those aspects of student life relating to the educational process such as degree requirements, grading policy, course coordination and transfer, student probation and suspension, standards of admission and scholastic standards; and faculty welfare issues, including, but not limited to compensation, appointments, reappointments and termination, workload, promotions, the granting of tenure, dismissal, ethics, and other matters affecting the faculty, the general welfare of the university and its educational purposes and effectiveness.

Contact Information
Executive Officer, System Governance Office
phone: 907-450-8042
<http://www.alaska.edu/governance/faculty-alliance/>

University of Alaska Board of Regents

The University of Alaska Board of Regents is an 11-member board, appointed by the Governor and confirmed by the Alaska Legislature. Members serve an 8-year term, with the exception of the student regent who is nominated from his/her campus and serves a 2-year term. The Board was established through the Alaska Constitution and is responsible for University of Alaska policy and management through the University President.

2012-2013 BOR Meeting Schedule (as of August 1, 2012 - subject to change)

8/8/2012	Summer Briefing (audio)	1/23-24/2013	Retreat (Anchorage)
9/27-28/2012	Meeting (Juneau)	2/21-22/2013	Meeting (Anchorage)
11/7/2012	Budget Approval (Anchorage)	4/11-12/2013	Meeting (Sitka)
12/6-7/2012	Meeting (Fairbanks)	6/6-7/2013	Meeting (Fairbanks)

Visit <http://www.alaska.edu/bor/schedules/> for the most current meeting schedule.

Board of Regents - Contact Information (current as of August 2012)

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Kirk Wickersham, Secretary (2007-2015)
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Staff:
Brandi Berg, Executive Officer
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Fairbanks, AK 99775
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University of Alaska System Governance

Within the University of Alaska, governance for faculty, staff and students exists because the Board of Regents authorized its existence in Regents Policy 03.01.01. Governance has been formally recognized in Regents Policy since 1968, although it has taken many forms over the years to meet the needs of faculty, staff and students.

Prior to the 1993-1994 academic year, staff, students, faculty and alumni were represented through the University of Alaska General Assembly, previously known as the Statewide Assembly. The General Assembly Executive Committee was usually made up of staff and faculty and conducted most of the regular business on issues not only of concern to the whole body, but also issues of interest to specific constituents. The need for each constituent group to have an organization to represent them led to the 1993 restructure.

The UA Faculty Alliance came into existence in 1993 as a result of governance restructuring which established statewide constituent specific governance organizations for faculty, for staff, and for students. Today, the Faculty Alliance exists alongside the Staff Alliance, the Coalition of Student Leaders and the System Governance Council. The Faculty Alliance is composed of three representatives each from the UAA Faculty Senate, the UAS Faculty Council, and the UAF Faculty Senate.

The Staff Alliance is composed of two representatives from UAF Staff Council, one each from the UAA APT Council and the UAA Classified Council, two from the UAS Staff Council, and two from the Statewide Administration Assembly.

The Coalition of Student Leaders is primarily composed of the student body presidents of roughly eleven UA campuses and is normally chaired by the Student Regent.

Each of the above groups tackles issues that are specific to its constituents (students, staff, or faculty).

The System Governance Council is made up of four students, four staff, three faculty, and (non-voting) alumni representatives. The Council is a place where issues are discussed that impact more than one constituency or which affect the entire university community statewide.

Source: System Governance Council Handbook

<http://www.alaska.edu/governance>

Useful Web URLs

Governance

UAF Governance	http://www.uaf.edu/uafgov/
Course & Degree Procedures	http://www.uaf.edu/uafgov/faculty-senate/curriculum/
Syllabus Requirements	http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/
Academic Policies	http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/
Dept. Chair Policy	http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/department-chair-policy/
UA System Governance	http://www.alaska.edu/governance

Academic Links

UAF Academic Calendar	http://www.uaf.edu/catalog/current/acad_calendar.html
UAF Catalog – online	http://www.uaf.edu/catalog/
UAF Provost's Office	http://www.uaf.edu/provost/
Promotion & Tenure - UNAC	http://www.uaf.edu/provost/promotion-tenure/
Unit Criteria	http://www.uaf.edu/provost/promotion-tenure/unit-peer-criteria/

Labor Relations

United Academics information	http://www.alaska.edu/labor/unac/
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Useful Dates for AY2012-13

FALL SEMESTER 2012	
First day of instruction	Thursday, Aug. 30
Labor Day (most offices closed)	Monday, Sept. 3
Thanksgiving holiday (most offices closed)	Thursday – Sunday, Nov. 22 – 25
Last day of instruction	Monday, Dec. 10
Final examinations	Wednesday – Saturday, Dec. 12 – 15
Deadline for faculty to post grades, noon	Wednesday, Dec. 19
Winter holiday — most offices closed	Saturday – Tuesday, Dec. 22 – Jan. 1
SPRING SEMESTER 2013	
First day of instruction	Thursday, Jan. 17
Spring break (no classes)	Monday – Friday, March 11 – 15
University holiday	Friday, March 15
UAF SpringFest (no classes)	Friday, April 26
Last day of instruction	Monday, May 6
Final examinations	Tuesday – Friday, May 7 – 10
Commencement	Sunday, May 12
Deadline for faculty to post grades, noon	Wednesday, May 15

http://www.uaf.edu/catalog/current/acad_calendar.html