

The UAF Faculty Senate passed the following at Meeting #211 on December 7, 2015, as amended:

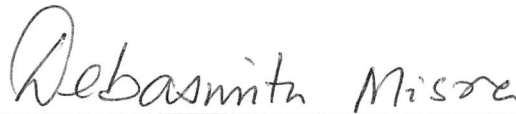
**MOTION:**

The UAF Faculty Senate moves to amend the Faculty Senate Bylaws of the University of Alaska Fairbanks, Section 3, Article V: Committees, as shown below.

EFFECTIVE: AY 2015-16

RATIONALE: Several of the committees of the Faculty Senate have proposed amendments to their bylaws as part of the larger bylaws project undertaken during 2013-14 and 2014-15. These amendments, along with amendments to the general committee bylaws, have been consolidated into one motion.

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President, UAF Faculty Senate

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**Bold Italics** = Addition  
**Strikethrough** = Deletion

Sect. 3 (ART V: Committees)

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- A. An Administrative Committee ~~will be~~ *is* composed of the chairpersons of all standing Senate committees and of permanent Senate Committees. The Provost of UAF ~~shall be~~ *is* 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~~ represents 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, *the Administrative Committee* makes 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~~ oversees the process of evaluation of academic administrators.
  11. *The committee chair will provide committee meeting minutes to the Faculty Senate.*
- B. Membership on standing and permanent committees ~~will be~~ *is* for two years except as noted below with the possibility of re-appointment. The initial appointment or re-appointment is recommended by the President and President-Elect or as specified in the definition of a Permanent Committee, approved by the Administrative 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. *Any faculty member who is eligible to vote for a Faculty Senator can serve on a Senate committee, unless otherwise specified.* Standing committees will be constituted entirely of ~~Senate members~~ *senators or alternates*. Permanent committees can be constituted without ~~Senate members~~ *senators or alternates*.
- D. *On standing committees all voting members must be senators or alternates. Standing committees can have non-voting ex officio members.*
- D E. 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.~~ *Committee chairs are voting members of their committees and of the Administrative Committee.*

F. *A quorum consists of at least 50% of the voting members of a committee. Mode of attendance and procedure for voting in a committee meeting shall be the prerogative of each committee.*

G. *Appointment and responsibilities of committee chairs:*

*The previous chair or a representative approved by the Administrative Committee will convene the first meeting. The committee elects a new chair at that meeting.*

*Committee chairs:*

- 1. Schedule meetings;*
- 2. Preside over meetings;*
- 3. Write and submit a report to the Administrative Committee at the last meeting of the academic year summarizing the actions of the committee;*
- 4. Provide meeting minutes to the Faculty Senate.*

H. The standing and permanent committees of the Senate are:

## STANDING

1. The Curricular Affairs Committee will deal with ***undergraduate*** 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 ***enhance communication of faculty issues with members of the Board of Regents, legislators public officials, and candidates for public office.*** ~~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 reviews proposed unit criteria for evaluation of faculty submitted by the various peer-review units of UAF, and works with the heads of those units (or their designees) to ensure that their criteria are consistent with those defined in the UAF Faculty Appointment and Evaluation Policies and Regulations "Blue Book". ***Special unit criteria may add to the standard template that is drawn from the Blue Book but may not alter its language or formatting. The criteria to be reviewed may include those submitted every five (5) years***

*pursuant to Blue Book Regulations. They may also include those proposed by units for revision at other times.* The committee will also reviews proposed changes to the "Blue Book."

To ensure that perspectives from across UAF are represented, membership will consists of at least five senators, one each from the following five schools / colleges: CLA, CRCD, CNSM, SFOS, and CEM; and at least one from CES, SNRAS ~~SNRE~~, SOE, SOM or LIB; and at least one senator who has an appointment with a research institute. ***There are no student members of this committee.***

Final composition of the Unit Criteria Committee will be *is* approved by the Faculty Senate Administrative Committee.

## PERMANENT

1. The Graduate Academic & Advisory Committee has responsibility for oversight, review and approval of all professional degree courses and programs including 500-level courses. The committee advises 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.

The Graduate Academic & Advisory Committee includes ten faculty members ***and up to two graduate students.*** The Dean of the Graduate School, Director of the Library, ***and*** the University Registrar, ~~and two graduate students~~ are non-voting ex-officio members. ***Graduate student representatives are appointed by the Dean of the Graduate School.***

2. The Student Academic Development and Achievement Committee (***SADA***) shall considers policies ***related to concerning student placement, academic advising and student academic appeals,*** development, and retention. This committee will ***further*** functions as a curriculum review committee for all developmental education courses. ~~and other courses facilitating student progress.~~

~~The Student Academic Development and Achievement Committee (SADA)~~ ***SADA includes*** will include one ***faculty*** representative from each of the following campuses of the College of Rural and Community Development: Bristol Bay, Chukchi, ~~Interior Aleutians~~ ***Interior Alaska,*** Kuskokwim, Northwest, and the Community and Technical College, ~~One or more of these should be from rural campus student services~~ ***One or more of these should be from Developmental Education.*** The committee will also includes one representative from the ***Fairbanks*** 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~~ ***two*** from the College of Liberal Arts, ***including one from the*** English Department; and one each from Rural Student Services, ~~the Academic Advising Center,~~ ***Rural Campus Student Services,*** and ***the Academic Advising Center*** and the Student Support Services Program. ***The committee may also invite a student representative to serve as an ex officio member.***

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.~~

*The Faculty Development, Assessment, and Improvement (FDAI) Committee facilitates faculty development relative to all components of faculty professional activities including teaching, research, and service to the university, the professional community, and the public. FDAI promotes excellence in faculty teaching through evaluating the status of faculty development and assessment, facilitating intellectual activity and interaction among faculty, promoting fair and relevant faculty evaluation systems, and developing and/or piloting professional development initiatives that recognize and promote good practice in teaching and research.*

*The FDAI consists of the Chair, and up to 14 other voting members. The membership of the FDAI must include faculty from both rural and Fairbanks campuses and can include faculty who are senators and non-senators. In addition to its regular members, the FDAI includes non-voting ex-officio members. These include a mandatory ex-officio representative from the Office of Faculty Development (to be selected by the Provost), a member from UAF eLearning, as well as a member of UAF's list of deans. Other non-voting ex-officio members may be invited by the committee.*

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-desig/>

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 **and one faculty member from CRCD, as voting members**. Membership on the committee *may* include an undergraduate student *as a non-voting member*, 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 ***the Committee on the Status of Women*** ~~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 ***facilitating*** ~~running~~ workshops on mentoring, promotion and tenure, negotiating techniques, ***providing venues for networking, collaboration and advocacy*** 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.

Membership will consist of ~~ten~~ ***nine members, at least one*** ~~two]~~ of whom will be a senator, ***eight*** ~~the others~~ to be elected at large from among UAF faculty, ***and the Coordinator of the Women's Center.*** ~~The chair will be a voting member.~~

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 for 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.
8. The Faculty Administrator Review Committee (FARC) will facilitate the process of evaluation of ***all Group A and B administrators*** ~~academic administrators in Groups A and B~~. This will include ***ensuring*** ~~encouraging~~ the timely completion of all reviews and resulting letters, as well as presentation of the results of each review to the Provost, Chancellor, Vice Chancellor for Research, or other supervisor in March. The FARC will also approve the process which each ad hoc administrator review committee utilizes.

The Faculty Administrator Review Committee shall be composed of the chairs of all individual ad hoc ~~academic~~ administrator review committees plus one Faculty Senate representative appointed by the Faculty Senate President who shall chair the committee. The ad hoc administrator review committee chairs may, but do not have to be, members of the Faculty Senate.

9. The Information Technology Committee will address information technology issues and needs affecting aspects of work faculty engage in. They will also be the recognized committee to work with requests submitted for consideration by the Office of Information Technology (OIT).

***To help ensure that perspectives from across UAF are represented, membership will consist of at least five representatives, with not more than one from each of the schools, colleges, institutes or libraries. Members who are not Faculty Senators may be appointed to one-year terms. Representatives from OIT and eLearning shall be ex-officio members of the committee. The committee chair must be a senator or an alternate.***

- 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.