

Revised January 2017

## **PROPOSED BYLAWS OF THE FACULTY OF THE UNIVERSITY OF ARIZONA SOUTH**

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### Article I. Responsibilities

- A. The responsibilities of the Faculty are defined in Article I, Sections A and B of the Constitution of the Faculty of the University of Arizona South.
- B. Specific responsibilities of the Faculty shall include:
  - 1. To recommend curricula and degrees for approval. Recommendations for new programs come to the Faculty Forum through the Curriculum Committee. The General Faculty retains the responsibility for the course approval process.
  - 2. To recommend policies concerning promotion, tenure, continuing status, sabbatical leaves and other leaves of absence. Recommendations come to the Faculty Forum through the Personnel Committee except when the recommendations concern individual faculty in which case they are relayed directly to the Associate Dean of Academic Affairs.
  - 3. To formulate and/or recommend approval for policies stated in official University catalogs. Most policy proposals come to the Faculty Forum upon recommendation of the Curriculum Committee.
  - 4. To establish committees to assist in carrying out the functions assigned to the Faculty Forum by the Constitution and Bylaws of the University of Arizona South Faculty. The standing committees of the General Faculty are the Faculty Policy Committee, the Personnel Committee, the Curriculum Committee, and the Committee on Conciliation and Grievance.

5. To maintain communication and liaison with the President of the University, the Vice President of the University of Arizona South, administrators, faculty, staff and students. A report from the Vice President of the University of Arizona South has a regular place on the agenda for each meeting of the Faculty Forum.
6. To recommend policy concerning the academic conduct of students. Concerns of students may be represented by students to the Faculty at regular meetings of the Faculty Forum.
7. To act upon nominations for recipients of honorary degrees, which may be proposed by University administration and/or faculty.
8. To make recommendations relative to general University policies and procedures. This provision does not mean that the Faculty Forum has the sole right to make decisions that bind the University of Arizona South. Rather, it affirms that Faculty have a responsibility to address themselves to the University's general policies and procedures in this public forum.
9. To discharge responsibilities assigned by the Constitution and Bylaws of the Faculty.
10. To act upon matters brought for consideration in accordance with the Constitution and Bylaws of the Faculty and existing University policy.

## **Article II: Members**

- A. Membership in the Faculty is defined in Article II of the Constitution.
- B. During the first week of classes of each year, the Personnel Committee, with the assistance of the Associate Dean of Academic Affairs, shall prepare and publish membership lists of the General Faculty and the Faculty Forum, as of the September Faculty Forum Meeting

**Article III:**

- A. The officers of the Faculty shall consist of the President, President-Elect, and Past-President as provided for under Article III of the Constitution of the Faculty.
- B. The President shall:
  - 1. In consultation with the President-Elect and the Chairpersons of the Personnel and Curriculum Committees, set the agenda for each meeting of the Faculty Forum.
  - 2. Serve the first year of a two-year term as the University of Arizona South Faculty Representative to the Arizona Faculties Council, beginning upon taking office and extending to one year after leaving the Presidency.
  - 3. Be ineligible for service in any other elected faculty post during the year of service as President. However, the President is a non-voting, ex-officio member of every faculty committee and may attend all committee meetings except those closed for discussion of personnel issues relating to individual cases.
- C. The President-Elect shall:
  - 1. Collect and archive the minutes submitted by all faculty committees.
  - 2. Serve as an alternate representative to the Arizona Faculties Council, should one of the designated representatives, the President of Past President, be unable to attend.
  - 3. The President-Elect is a non-voting, ex-officio member of every faculty committee and may attend all committee meetings except those closed for discussion of personnel issues relating to individual cases.

## Article IV: Meetings

- A. Meetings of the Faculty Forum shall be open to the public except when that body decides to meet in closed session, subject to applicable state law. Closed sessions, with only voting members of the Faculty Forum included, shall be held upon the President of the Faculty Forum's decision or a simple majority of those voting members in attendance.
  1. Methods of Voting
    - a. At meetings of the Faculty Forum, voting shall be by viva voce, by a show of hands, by a rising vote, or by ballot, as decided by the presiding officer, provided, however, that it shall always be in order to move for a vote by ballot.
    - b. By a majority vote at a meeting of the Faculty Forum the pending action may be subject to a mail ballot by the Faculty.
- B. Written petitions of fifty percent (50%) or 15 (15) members of the Faculty, whichever is smaller, shall be sufficient to call a Special Meeting of the Faculty. Such petition, presented to the President of the Faculty, shall state the purpose(s) of the intended meeting. If a special meeting is called, then notice must be given at least one week prior to the meeting.
- C. Rules for Action Items presented at the Faculty Forum.
  1. Normal action items must be introduced at the Faculty Forum Meeting one month prior to a formal vote for approval.
  2. Determination of what constitutes a time-sensitive, or emergency, action item is made by the Faculty Forum President in consultation with Committee Chairs.
  3. At a meeting in which a time-sensitive or emergency action item is presented, the Faculty Forum must accept the item as an emergency item with a majority vote (50% plus 1 of those present at the meeting). If the vote is "no," then the item will be placed on the Forum agenda for the following month.

## Article V: Faculty Standing Committees

- A. Committee responsibilities include, but are not limited to:
1. Publishing a semester meeting schedule. Copies of the meeting schedules and announcements of special meetings must be sent to the Presidents and President-Elect or the Faculty Forum. The President and President-Elect of the Faculty Forum are non-voting ex-officio members of each committee and may attend any meeting except those closed for the purpose of discussing personnel issues relating to individual cases.
  2. Producing meeting records or minutes. Such records must include at a minimum (a) a record of the faculty members present and (b) a description of the action items decided by the committee. A copy of each meeting record is to be filed with the President-Elect.
  3. Filing copies of all approved documents with the President-Elect.
  4. Maintaining communication with the Faculty and when appropriate with the Associate Dean for Academic Affairs.
  5. Opening meetings to all interested members of the Faculty (except for certain meetings of the Personnel Committee, as specified below) and in general conducting all committee business in accordance with the rules specified in the Bylaws.
- B. The Faculty Policy Committee shall:
1. Initiate, promote, and stimulate study and action dealing with and looking toward solution of situations and problems of interest and concern to the faculty and the University of Arizona South.
  2. Make reports to the faculty and the Faculty Forum.
  3. Speak for the Faculty.
  4. Shall be composed of a Chairperson and four members of the General Faculty. The term of office shall be two years with half of the members elected by the General Faculty each year in the spring semester. The chairperson of the Policy Committee shall be elected separately each year by the General Faculty for a one-year term.
- C. The Personnel Committee
1. Shall interpret the provisions of Article II of the Constitution and shall be responsible for the establishment and publication of the annual membership list of the General Faculty and the Faculty Forum, as of the September Faculty Forum Meeting of each year.
  2. Shall be composed of a Chairperson and four members of the General Faculty. The term of office shall be two years with half of the members

elected by the General Faculty each spring semester. No member of the faculty may stand for election to the Personnel Committee before the member's second year in the General Faculty. The Chairperson of the Personnel Committee shall be elected separately each year by the General Faculty for a one-year term and must either be tenured or have been a voting member of the General Faculty for 6 years.

3. Shall open its meetings to all faculty members except when discussing personnel issues relating to individual cases.

D. The Curriculum Committee:

1. Shall advise the Faculty on policies and procedures regarding development of new curricula and in matters affecting more than one academic unit.
2. Shall be composed of a Chairperson and four members of the General Faculty. The term of office shall be two years with half of the members elected by the General Faculty each year in the spring semester. The chairperson of the Curriculum Committee shall be elected separately by the General Faculty each year for a one-year term. No member may hold the office of Chairperson of the Curriculum Committee before having served three years in the General Faculty and without at least one year experience as a member of the Curriculum Committee.
3. Shall include as additional voting members the head of academic advising or their representative and one student representative designated by the University of Arizona South student government organization.
4. Shall include one additional non-voting representative from academic advising.