A Working Manual

of the

Faculty Senate

University of Central Arkansas

April 17, 2012

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I.   Manual Purpose

While the activities of the Faculty Senate are governed by our Constitution and By-Laws, over the years, much of the day-to-day requirements for the Senators and the Executive Committee have been passed on through oral tradition. In addition, during the 2011-2012 academic year, the Senate participated in the response to the Higher Learning Commission (HLC) regarding their concerns about both vertical and horizontal communication on campus. Finally, there is no localized place for faculty to go to if they are interested in identifying the duties of the Senator or members of the Executive Committee.

Thus, the purpose of this manual is threefold: new Senators and members of the Executive Committee will have a working document to refer to as they move through the academic year; the HLC will recognize our attempts to institutionalize organizational structure and lines of communication; and faculty will have a better understanding of the duties of the Senators and the Executive Committee.

While the Office of the Provost retains the old files of the Senate in the basement of Wingo Hall, it will be the duty of the President of the Faculty Senate to ensure that this manual remains a dynamic and accessible document on the Faculty Senate website.

II.   Faculty Senators and Their Duties
   A.   American Association of University Professors (AAUP) Membership
          While certainly not required of the Senators or the Executive Committee, one might want to consider membership in the local chapter of the Richard Hudson Chapter of the AAUP.

   B.   Faculty Senators
          1.   Duties
                 Senators are the voice of their constituents and the means through which information is communicated from the faculty to the Senate and from the Senate to the faculty. Any specific concerns forwarded to the Senator in writing are shared with the Senate at the end of each meeting. The Executive Committee then prioritizes and facilitates a response to the concern.
          2.   Meetings
                 i.   with the Faculty Senate
                        The Senate meets every second Tuesday and fourth Thursday of the month, mid-August through mid-May, at 12:45 pm. Senators may not schedule classes on TR at 12:15 pm or 2:40 pm as meetings occasionally go late. The Faculty Senate may be called to meetings in the summer if deemed necessary by the Executive Committee.
                 ii.   with Constituents
                        At the start of the academic year, Senators participate in an x-period meeting with their constituents to discuss and identify

concerns. After the meetings, Senators will forward the list of concerns/goals from each group to the Executive Committee who will compile the list and set priorities for the academic year.

        iii.   with Deans/Unaffiliated Faculty Directors
All Senators should also meet with deans/unaffiliated faculty directors at the start of the academic year. At times, the deans/unaffiliated faculty directors have goals for the units that have not come through in the faculty meetings. After these meetings, Senators will forward the list of concerns/goals from each group to the Executive Committee who will compile the list and set priorities for the academic year.

    3.   Elections

        i.   The four continuing At-Large Senators comprise the At-Large Faculty Senate Subcommittee and are responsible for conducting At-Large elections the first Friday of March. See By-Laws for procedure.

        ii.   The two continuing Senators for each college oversee the College Senate elections on the first Friday of April. See By-Laws for procedure.

    4.   Other Responsibilities
The Faculty Senate is often asked by the administration to serve in various ways when it is deemed that faculty representation is needed. To this end, the President of the Senate may be asked to serve on administrative search committees, various ad hoc committees, or with campus consultants, or to recommend a Senator or other faculty member. These other responsibilities allow for faculty input in a wide range of campus projects, policies and activities.

C.   <u>Presidential Positions</u>

    1.   ***Vice President***

        i.   Committee Memberships
            - Faculty Senate Committee on Committees, Chair
            - Strategic Planning Committee, Member
            - Strategic Budgeting Advisory Committee, ex officio

        ii.   Monthly Meetings
            - with Provost every two weeks
            - with President of the University every month

        iii.   Timeline of Duties

May

    1. Get University Committee Preferences forms from President. Also, there is a need to change contact information on this form (posted on the Senate's website) to the new Vice President.

    2. Get trained on Faculty Senate web page maintenance

    3. Update your contact information on Faculty Senate web page

4. Collect minutes from ALL committees and post/file them.

June
1. Work on updating all committee information and writing memos concerning committee election/appointment needs to the following: SGA, Staff Senate, Colleges, Administration (President, Provost, Athletic Director, etc.)
2. Collect minutes from ALL committees and post/file them.

July
1. Work with Faculty Senate Committee on Committees for suggestions/approval of Senate appointments to committees or prepare to meet with them first part of August to complete this task.
2. Collect minutes from ALL committees and post/file them.

August
1. Once get Committee on Committees approval, send President and Provost memos, email all Faculty Senate committee appointees to congratulate them on the appointment and remind them they need full Faculty Senate approval (to make sure they will accept before putting the name forward to the Senate!).
2. Attend President's reception for Faculty Senators at President's home or local restaurant.
3. Have list of Faculty Senate committee appointments ready for first agenda.
4. After 1st meeting, email all committees with new committee list & remind them about submitting meeting minutes to you.
5. Collect minutes from ALL committees and post/file them.

September
1. Update Faculty Senate web pages for committee assignments.
2. Send email to UCA faculty (through Assistant to the Provost) to notify them about University Committees being available through the Faculty Senate web pages -- ask for any corrections.
3. Collect minutes from ALL committees and post/file them.

October through November
1. Continue to update Faculty Senate web pages for committee assignments.
2. Collect minutes from ALL committees and post/file them.

January
1. Update Faculty Senate web pages for committee assignments.
2. Make arrangements with Department, Dean and Provost for course reduction in Fall and Spring term when President.
3. Collect minutes from ALL committees and post/file them.

February

1. Update Faculty Senate web pages for committee assignments.
2. Collect minutes from ALL committees and post/file them.

March
1. Send out updated University Committee Preference forms for next year (ask Assistant to the Provost to send it out). This form reflects committee openings your Vice President will need to fill through Faculty Senate appointments. Update web page to reflect new form.
2. Update Faculty Senate web pages for committee assignments.
3. Collect minutes from ALL committees and post/file them.

April
1. Order plaque for outgoing President (talk to Assistant to the Provost).
2. Make sure new Faculty Senators have a name card for their first meeting in May (ask Assistant to the Provost to make them).
3. Update Faculty Senate web pages for committee assignments.
4. Week^{+3} before May finals meeting ask Senators for agenda items.
5. At least 3 days before May finals meeting post agenda of meeting and any supporting materials, and send out to all Senators who will be serving during your year as President. (The part-time Senator is not included until elected in the Fall term). However, don't post the minutes until they have been approved.
6. Collect minutes from ALL committees and post/file them.
7. Work with the Provost, Past President, and President to make sure Faculty Handbook changes are made (work with Assistant to the Provost) and forwarded to the President of the University for Board approval (you'll need to send any changes to Associate for Administration in time to make it to the Board).

2. *President*
   i. Committee Membership
      - Faculty Senate, Chair
      - SPARC: SPC & SBAC: Member of all three
      - Board of Trustees Finance and Administration Committee: Meetings are about one month prior to a scheduled Board meeting.
      - Honorary Degree Committee, Member
      - Faculty Handbook Committee, ex officio
      - Academic Council, ex officio
   ii. Monthly Meetings
      - with Provost and Executive Committee every two weeks
      - with President and Executive Committee every month
      - with President and Presidents of the SGA and Staff Senate every two weeks
   iii. Speeches/Presentations/Attend
      - Graduations in May, August & December – 3 minute speech

- Board of Trustee meetings in August & May – 5 minute speech (email text of speech to Associate for Administration so they may be added to minutes and post on Faculty Senate website)
- Questions for the administrators regarding action items at any Board of Trustee meeting
- Opening Ceremony in August – 12-14 minute speech to faculty (post on Faculty Senate website)
- Campus Talks – monthly updates to campus about Faculty Senate activities.
- New Faculty Orientation – about 10 minutes, talk about the Faculty Senate and its role during Welcome Week
- New Student Orientation – about 50 minutes with group of students during Welcome Week
- New Student Orientation – carry mace at Opening Ceremony during Welcome Week
- Welcome Tents – about 2 hours, provide information and directions

iv. Board of Trustees Meetings
- Board of Trustees Retreat in August – be present
- Regular Board of Trustees Meetings – be present & ready for any questions to administrators or from Board members

v. Timeline of Duties

May

1. At Finals week meeting:
    a. Welcome new Senators
    b. Give plaque to outgoing President
    c. Start with Election of Officers: Vice President, Secretary, Parliamentarian (ask for nominations, get second, nominations cease (unanimous needed), send candidates out of room. By-Laws say balloting will be secret, counted by non-senators (typically the Provost) & given to the President.
    d. Get approval of minutes
    e. Agenda items
    f. Remind first meeting of Fall term and ability to call Summer meeting if necessary
2. Ask Assistant to the Provost to send out email to campus identifying all Faculty Senators and officers
3. Speak at May graduations
4. Executive Committee make Faculty Senate committee Assignments:
    a. Faculty Affairs Committee I
    b. Faculty Affairs Committee II
    c. Academic Affairs Committee
    d. Committee on Committees – Past President typically placed on this committee if a continuing Senator

5. Update Faculty Senate web page with new Officers & Senators, new picture of President
6. Train new Vice President on web page maintenance of committees
7. Give Assistant to the Provost, Associate for Administration, Provost and President your contact information
8. Work with Assistant to the Provost to reserve Wingo 315 for Faculty Senate (12:45 pm on second Tuesday and fourth Thursday of the month, and 12:15 TR class finals time period).
9. File month's paperwork.
10. Set new Executive Committee summer meetings with Provost/President
11. Set new President summer meetings with President and Presidents of the SGA and Staff Senate.

June

1. File month's paperwork.
2. Any email updates that need to be sent to Senators?
3. Send out list of Senators, their contacts, and Faculty Senate committee assignments
4. Executive Committee meetings with Provost/President
5. President meeting with President and Presidents of the SGA and Staff Senate.

July

1. File month's paperwork.
2. Any email updates that need to be sent to Senators?
3. Executive Committee meetings with Provost/President
4. President meeting with President and Presidents of the SGA and Staff Senate.

August

1. Attend Board of Trustees retreat.
2. Host party for all Faculty Senators or set up gathering at local place after August 15th.
3. Speak at August graduation.
4. Welcome Week Activities
   - Carry mace at Opening Ceremony
   - New Student Orientation – about 50 minutes with group of students during Welcome Week
   - Welcome Tents – about 2 hours, provide information and directions
   - New Faculty Orientation – about 10 minutes, talk about the Faculty Senate and its role
5. Set up Executive Committee meetings with the Provost (every 2 weeks)
6. Set up Executive Committee meetings with the President (1 per month)
7. Set up President meetings with President and Presidents of the SGA and Staff Senate (every 2 weeks)
8. Address Board of Trustees at Board meeting, send text to Associate for Administration and post on Faculty Senate website

9. Opening Ceremony in August or September – 12-14 minute speech to faculty (post on Faculty Senate website)
10. Remind & schedule Past President: Budget Advisory Committee report for previous year is due September 1, they attend meeting to present it. (This may change with new SPARC: SPC & SBAC)
11. Week^{+3} before meeting ask Senators for agenda items.
12. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask Assistant to the Provost to send out a reminder of the meeting to all faculty.
13. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
14. Election of Part-Time Senator: Day after first meeting send out an email soliciting Part-Time Senator Candidates & bios.
15. Campus Talks – monthly updates to campus about Faculty Senate activities.
16. File month's paperwork.

September
1. Bios of Part-time Senator candidates due.
2. Email faculty Part-Time Senator candidate bios.
3. 2 days of early voting & Part-Time Senator election 8 am - 4:15 pm in Library (check with Director of the Library). Check By-Laws for instructions.
4. Schedule: General Education presentation for October
5. Ask for Graduate Council & Undergraduate Council reports
6. Week^{+3} before meeting ask Senators for agenda items.
7. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask Assistant to the Provost to send out a reminder of the meeting to all faculty.
8. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
9. File month's paperwork
10. Executive Committee meet with the Provost (2 times) and President (1 time)
11. Faculty Senate gives $400-$500 to support Veteran's Day.
12. Probably invited to attend SGA dinner for new SGA members
13. Meet with President and Presidents of the SGA and Staff Senate every 2 weeks

October
1. Week^{+3} before meeting ask Senators for agenda items.
2. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask

Assistant to the Provost to send out a reminder of the meeting to all faculty.
3. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
4. File month's paperwork
5. Schedule Employee Benefits Committee for 1st meeting in November
6. Executive Committee meet with the Provost (2 times) and President (1 time)

November

1. Week^{+3} before meeting ask Senators for agenda items (Employee Benefits Committee on agenda)
2. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask Assistant to the Provost to send out a reminder of the meeting to all faculty.
3. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
4. File month's paperwork
5. University Admissions, Retention and Financial Aid reports due to the Faculty Senate
6. Executive Committee meet with the Provost (2 times) and President (1 time)
7. Attend Veteran's Day celebration
8. Meet with President and Presidents of the SGA and Staff Senate every 2 weeks

December

1. Week^{+3} before meeting ask Senators for agenda items.
2. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask Assistant to the Provost to send out a reminder of the meeting to all faculty.
3. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
4. Speak at December graduations
5. File month's paperwork
6. Notify Affirmative Action, Faculty Grievance & Athletics committees their reports are due February 1
7. Executive Committee meet with the Provost (2 times) and President (1 time)
8. Meet with President and Presidents of the SGA and Staff Senate every 2 weeks

January

1. Week^{+3} before meeting ask Senators for agenda items.
2. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask

Assistant to the Provost to send out a reminder of the meeting to all faculty.
3. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
4. File month's paperwork
5. Schedule presentations Athletic, Faculty Grievance committees for February
6. Executive Committee meet with the Provost (2 times) and President (1 time)
7. Meet with President and Presidents of the SGA and Staff Senate every 2 weeks

February
1. Week^{+3} before meeting ask Senators for agenda items.
2. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask Assistant to the Provost to send out a reminder of the meeting to all faculty.
3. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
4. Remind 4 continuing At-Large Senators will need 1 to be available by phone on voting day & 2+ to be available at 4:15 pm on voting day to collect votes, tabulate them, and notify President.
5. 7+ days before 1st Friday of March, notify all eligible faculty of At-Large election. Absentee ballots can be cast in Dean's office of current Senate President (ck By-Laws).   (If conducting paper ballot, coordinate with Director of the Library.)
6. Prepare ballots and voter list (work with Assistant to the Provost on complete voter list)
7. File month's paperwork
8. Email that Salary Review Report due March 1
9. Email faculty soliciting At-Large Senator positions – need bio, at-large statements due week later, send nominees to faculty
10. Executive Committee meet with the Provost (2 times) and President (1 time)
11. Meet with President and Presidents of the SGA and Staff Senate every 2 weeks

March
1. 1st Friday of March, 8-4:15 is At-Large election. At-Large Senators will collect votes, tabulate, and notify President.
2. If no majority vote of those voting, run-off is the next Friday. PRIOR to run-off, contact top 3 to make sure still want to serve. (check By-Laws)
3. Notify winners & ask Assistant to the Provost to send out names of those elected to all faculty.
4. Week^{+3} before meeting ask Senators for agenda items.
5. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask

> Assistant to the Provost to send out a reminder of the meeting to all faculty.

6. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
7. 7+ days from 1st Friday of April, notify campus about college Senate elections. Provide contact information for continuing Senators by college so interested faculty may contact the appropriate person. The 2 continuing Senators of a college will utilize the Dean's Office to send out emails to the college and oversee the elections.
8. File month's paperwork
9. Remind University Computing report due April 15 (may need to update committee name)
10. Schedule Faculty Handbook presentation, report due April 15
11. Executive Committee meet with the Provost (2 times) and President (1 time)
12. Faculty Senate pays $300 to UCA Foundation for Night of Distinction tickets. These tickets go to the 3 Service Award winners. Use the Foundation account so private monies will pay for this expense.
13. Meet with President and Presidents of the SGA and Staff Senate every 2 weeks

April

1. 1st Friday of April, 8:00-4:15 is college elections. The Senators will oversee the elections, tally the results at 4:15 pm, and notify the President of the results. Contact the winners to make sure they will serve, then notify the campus of the election results.
2. Week^{+3} before meeting ask Senators for agenda items.
3. At least 3 working days before meeting post agenda of meeting and any supporting materials and send them to the Senators. Senators also get the minutes from the last meeting (they are not posted until approved). Ask Assistant to the Provost to send out a reminder of the meeting to all faculty.
4. After approved by the Senate, post minutes from previous meeting. Send copy to Assistant to the Provost to send out to campus.
5. File month's paperwork
6. 2 reports due: University Computing & APAC (may need to update committee names)
7. After last Faculty Senate meeting in April, give key to Wingo 315 to new Faculty Senate President. (This is Carol Dave's, Assistant to the Provost, key.)
8. Executive Committee meet with the Provost (2 times) and President (1 time)
9. Update this manual. Pass it on to the Vice President and update file on Faculty Senate website.
10. Meet with President and Presidents of the SGA and Staff Senate every 2 weeks
11. Work with the Chair of the Faculty Scholars Committee to recognize the recipient of next year's award during a Faculty Senate meeting. Also

work with the UCA Foundation and Financial Aid Office to make sure the $1,200 is allocated to the incoming Freshman.

12. Work with the Provost, Past President, and Vice President to make sure Faculty Handbook changes are made (work with Assistant to the Provost) and forwarded to the President for Board approval (you'll need to send any changes to Associate for Administration in time to make it to the Board).

May
1. File month's paperwork.
2. Address Board of Trustees, send text to Associate for Administration

3. ***Past President***
   i. Faculty Handbook Committee Chair
   ii. Timeline of Duties

May through July
1. Read updated version of the Faculty Handbook looking for areas needing clarification and updating.

August
1. Ask Faculty Handbook Committee members to attend their college "start of the year" meetings with Faculty Senators (Past President can meet with unaffiliated faculty). They can urge faculty to become familiar with Faculty Handbook and inform them how to submit Handbook questions/concerns.

September
1. By September 1st, provide written annual report of Budget Advisory Committee activities and schedule time to present it to the Faculty Senate (This will change with new SPARC: SPC & SBAC)
2. Schedule first meeting of the Faculty Handbook Committee in September (if haven't met already). Meetings are typically 2 hours long every 2 weeks.
3. Approve and post April minutes.

October through March
1. Present any resolutions reflecting suggested changes in the Faculty Handbook to the Faculty Senate.
2. Post approved minutes.

April
1. By April 15th, write written report on activities of Faculty Handbook Committee, obtain Committee approval of the report, and schedule a time to present it to the Faculty Senate.
2. Oversee 2 college elections for the Faculty Handbook Committee. Only tenured faculty can vote or serve.

      3. Post March Minutes.

May
      1. Work with the Provost, President, and Vice President to make sure Faculty Handbook changes are made (work with Assistant to the Provost) and forwarded to the President for Board approval (you'll need to send any changes to Associate for Administration in time to make it to the Board).

D.   <u>Secretary/Treasurer</u>
      1. In May, notify provost of name of new Vice President.
      2. Attend Executive Committee meetings with the President and Provost.
      3. At each Faculty Senate meeting, take minutes. Send the minutes to the President in time for them to be sent out with the agenda for the next meeting to the Senators.

E.   <u>Parliamentarian</u>
      1. For first meeting of the Fall term, send out Roberts Rules of Order to all Faculty Senators and explain how items are added to agenda.
      2. Attend Executive Committee meetings with the President and Provost.
      3. At each Faculty Senate meeting, make sure Robert's Rules of Order are followed.