

# UNIVERSITY OF ARKANSAS - FORT SMITH

## BYLAWS FOR FACULTY GOVERNANCE

Last Amended August 2022

### ARTICLE I: FACULTY COUNCIL

#### Section A. Membership

Voting members of the Faculty Council shall be (1) those full-time employees of the university with teaching included as 50% or more of their appointment and (2) professional librarians. Adjunct faculty and visiting faculty are considered nonvoting members of the Faculty Council. All questions concerning membership in the Faculty Council shall be resolved by the elected officers of the Faculty Senate, subject to appeal to the Faculty Senate.

Section D. Section D. Voting

1. The Faculty Council will vote at large only on items presented to it in one of the following manners:
  - a. An item is referred to the Faculty Council by a majority vote of the Faculty Senate.
  - b. An item is referred to the Faculty Council by a petition signed by at least 15% of the voting membership of the Faculty Council.
  - c. On standard election and bylaws changes detailed in this document.
2. Voting by the Faculty Council on any item will be overseen by the Elections Committee and will take place electronically in a manner to ensure a secret ballot.
3. Polls will be open electronically for a period to include four work days.
4. Votes of the Faculty Council at large will take precedence over actions of the Faculty Senate and any standing committee but cannot violate these bylaws.
5. Minutes of Faculty Council meetings will be approved by the Faculty Senate.

ARTICLE II: FACULTY SENATE

Section A. Vision

The Faculty Senate and its constituent committees will serve as the faculty voice of the University.

Section B.

Section D. Apportionment and Terms of Office

1. All elected members of the Faculty Senate shall normally serve ~~year~~ term with approximately ~~one~~ half of the Senate terms expiring each year. In the event of a vacancy



b. Constituency Initiated Method

i.

4. Proxy
  - a. If a senator or committee member is unable to attend a meeting of the senate or committee, that faculty member may appoint a proxy for the meeting.
  - b. The proxy must satisfy the qualifications for a member of the committee (e.g. fulltime faculty member) and in the cases where the committee member represents a certain constituency (e.g. a particular academic unit) then the proxy must also represent the same constituency. A proxy cannot be given by another member of the same committee.
  - c. The absent member must give a written statement giving proxy to the substitute. (An e-mail to the chair is acceptable as written notice.) This written statement must be presented to the chair prior to the meeting.
  - d. A proxy will be counted as part of the quorum and will have full rights of discussion and vote.

Section B. Elected Standing Committees

5. Organization
  - a. These committees are directly responsible to the Faculty Senate.
  - b. All faculty members have the right to submit topics or information directly to the committee having jurisdiction over that topic or to their Faculty Senate representatives. The Faculty Senate may refer topics to standing committees as well.
  - c. All Faculty Council members may attend committee meetings.
  - d. The number of representatives or distribution of representatives must be approved by amendment of these bylaws.
  - e. Standing committees will present a written set of minutes and requests for action to the Faculty Senate. These requests for action must include the date approved by the committee, the number of committee members present at the meeting, and the vote count on the request. Requests for action by a standing committee should be brought to the floor by a senator and do not require a second. All requests for action by a committee must be presented directly to the Faculty Senate unless an exception is given in these bylaws.
  - f. The Faculty Senate must include the minutes and written requests for action by standing committees in their minutes in unaltered form so that it will be available for review by faculty and administrators. The Faculty Senate may take any one of the following actions on requests for action from a standing committee.
    - i.



## 8. Unseating a Standing Committee Member

If a member of a standing committee fails to fulfill his/her duties, is habitually absent, or routinely demonstrates behaviors that obstruct normal parliamentary procedures then that faculty member may be removed from their elected position by one of the following two methods.

### a. Committee Initiated Method

- i. Upon a simple majority vote, a standing committee may petition the Faculty Senate to remove one of the members of the committee.
- ii. Upon such a request the officers of the senate will counsel with the representative in question and will give notice to the members of the standing committee that such an action is being considered.
- iii. The Faculty Senate will vote by secret ballot to remove the standing committee





d. Election Committee

i. Composition

The voting membership of the Election Committee consists of one member elected from each academic component.

ii. Function

The Election Committee maintains a current list of faculty members eligible to vote by academic component; calculates the number of representatives per academic component as prescribed by Article II, Section C. 2 above; conducts all elections; organizes standardized election procedures; certifies the results of elections to the faculty and administration, to include the number of votes received by each candidate.

e. Academic Integrity Committee

i. Composition

The Academic Integrity Committee is made up of individuals representing faculty, staff, and students on campus across all colleges. The appointment for the voting membership of the Academic Integrity Committee follows the same formula outlined for the Senate given in Article II, Section C. 2 above. The remaining individuals are ex officio members including Dean of Students or their designee, one administrator appointed by the Provost (or Vice Chancellor of Student Affairs), and two students elected by student government (maybe SGA President and Vice President). All ex officio members are non voting.

ii. Function

The Academic Integrity Committee recommends directly to the Provost (without report to the Faculty Senate) action on individual student petitions for grievances concerning academic issues. It reviews and recommends ombuds actions.







c. More Voting Procedures

- i. All voting by the Faculty Council will be conducted in a manner designed to ensure a secret ballot and allow everyone the opportunity to vote.
- ii. When voting electronically, polls will be open for a period to include four full work days.
- iii. Prior to seeing election outcomes and by a majority vote, the elections committee may extend the voting period due to unusual circumstances (e.g. the computer system is down).
- iv. When voting electronically, results of elections will be overseen by at least two members of the Elections Committee.
- v. When voting by a paper ballot votes will be counted by a member of the elections committee and at least one other voting member of the academic unit. Both individuals will sign a report of the votes which will be presented to the Chair of the Elections Committee and the Chair of the Faculty Senate.
- vi. Within 24 hours of polls closing, the elections committee will announce the results of the elections including total votes cast and the number of votes received by the winning candidate(s) via an email to the constituency electing the representative.
- vii. Elections are held in the following order:
  1. Election of the Chair of the Faculty Senate
  2. Election of the Faculty Senate
  3. Election of Standing Committee Members representing academic components
  4. Election of Standing Committee Members elected at largeThe results of each of these four stages will be announced at the same time that nominations are opened for the next stage.
- viii. When a vacancy occurs in any position in faculty governance, the Elections Committee will hold nominations and elections for a replacement as soon as possible.
- ix. Election results can be contested only on the grounds that the process detailed in these bylaws has not been followed. Any such contest must be given in writing to both the Chair of the Elections Committee and the Chair of the Faculty Senate within three days of the announcement of the results of the election. The Faculty Senate will investigate the claims and make a ruling on the contest at their next regularly scheduled meeting unless a special meeting is scheduled for this purpose.

ARTICLE V BYLAW C