

Bylaws of MTSU Faculty Senate

February 2025

<https://www.mtsu.edu/facultysenate/docs/Faculty-Senate-Bylaws.pdf>

ARTICLE I – DUTIES AND POWERS

Section 1. The Faculty Senate is the principal representative body of the faculty and is responsible for its own organization and procedures, policies, and regulations, as well as other matters referred to it by the President, Provost, administration, faculty or students of the University. The Faculty Senate has the responsibility to help establish, maintain, and review policies that promote the efficacy and integrity of academic programs. At the same time, the Faculty Senate advocates for the faculty and academic policies within the University Community at large. The Middle Tennessee State University Faculty Senate shall further have those duties and powers delegated to it by the faculty of the University. Such duties and powers shall at all times be consistent with the legally prescribed roles of the faculty and its relationship to the administrative staff, students, and other university stakeholders.

Section 2. Formal action by the Faculty Senate shall be reported to the University faculty either orally, electronically, or in written form.

ARTICLE II – MEMBERSHIP

Section 1. Membership in the Faculty Senate is a privilege and responsibility to be respected by the University community at large. Issues often arise for consideration by the Faculty Senate that must be treated with the utmost professionalism, courtesy, and collegiality; it is incumbent upon Senators to pay particular care to the demands of collegiality and to the best interests of the University as a whole and the academic processes in particular. Eligibility for membership in the Senate shall be limited to tenure-track and tenured faculty (unless otherwise noted in these bylaws¹) who have completed five consecutive semesters (excluding summers) of tenured or tenure-track service at Middle Tennessee State University. The Department of Military Science should be represented by members of the cadre at or above the rank of Captain who will serve as ex-officio members. The term of service shall have been completed prior to eligibility for election. Faculty members who perform the majority of their work in the area of administration, including members of the Chairs Council, shall not be eligible for membership in the Senate. If the eligibility of a person for membership is questioned, the Faculty Senate shall be the judge of the qualifications of that person for membership. The Faculty Senate may delegate this responsibility to the Steering Committee through a simple majority vote.

Section 2. The Middle Tennessee State University Faculty Senate shall be composed of one faculty member from each of the academic colleges of the University, the President, the President-Elect, the Recording Secretary, the immediate Past President, and the Parliamentarian. Each academic unit as defined in policy 251 shall be entitled to be represented directly by one of its faculty members. In addition, faculty members of the Library shall be represented by one faculty member per department. For purposes of this document, the previously indicated departments, schools, and faculty members of the Library shall hereafter be indicated as an academic unit. When an academic unit does not have a member who fulfills the eligibility requirements for Faculty Senate membership in Section 1 of this

¹ All references to “bylaws” in the document are to Faculty Senate Bylaws.

Article, a faculty member from that academic unit duly elected by the faculty of that academic unit shall be eligible to serve. All tenured, tenure-track, and other fulltime faculty enfranchised by their respective departments shall be eligible to vote for the representative from their academic unit. Faculty in each academic unit establish their own election and voting procedures for Faculty Senate representatives within the scope of the requirements set forth in the bylaws.

Section 3. The faculty of the Colleges of Basic and Applied Sciences, Behavioral and Health Sciences, Business, Education, Liberal Arts, Media and Entertainment, Library, and University College shall also be represented by one at-large representative from each College and the Library. Elections for at-large representatives from each College and the Library shall be administered by the Faculty Senate Election Committee. All tenured and tenure-track faculty in each College and the Library shall be eligible to vote in the at-large representative elections for their College. At-large representatives shall hold at-large representative positions in the Faculty Senate for the duration of their terms, and their positions shall not be administratively converted to academic unit representatives.

Section 4. All terms of office shall be for three years with the exception of the Faculty Senate officers (President, President-Elect, and Recording Secretary). No limit shall be assigned to the number of terms a member may serve; however, no member shall serve more than two consecutive terms. Each college shall elect approximately one-third of its membership each year to maintain continuity. In the event of an academic unit senator's inability to complete his or her term due to resignation, termination, leave-of-absence, noninstructional assignment or other circumstance, his or her unexpired term shall be fulfilled by a faculty member otherwise meeting eligibility requirements and chosen by the represented academic unit. In the event an at-large representative is unable to complete his or her term, the Election Committee shall organize and execute a college-wide election to fill the vacated seat in accordance with Article VI. The Senate shall have the right to create one-year or two-year terms of office only for the purpose of restoring the balance of an approximately equal number of senators elected annually from the Colleges listed in Section 2 of this Article. If a member of the senate must leave the position for a semester due to a short- term absence or assignment, a one-semester substitute may be elected. If a position is vacant, the Faculty Senate shall notify the academic unit as soon as possible of the vacancy. If an academic unit is unable to fill the vacancy within one month, the position will remain open until the next Faculty Senate election.

Section 5. Participation in the Faculty Senate requires considerable professional judgment and responsibility as well as a dedication to the best interests of Middle Tennessee State University. Membership carries with it a direct charge to act in the best interests of the University community and to maintain open and full communication with the Faculty. When a senator is absent without evidence of just cause for three consecutive regularly scheduled Senate meetings, the Recording Secretary will inform the Faculty Senate Steering Committee of the absences. If after investigation just cause has not been provided, the Steering Committee will recommend to the Faculty Senate that the seat be declared vacant. Such vacancies, and all other vacancies owing to death, resignation, or other causes, shall be filled for the duration of the unexpired term as expeditiously as possible, according to the provisions of these Bylaws. If after notification of the vacancy the position is unfilled for one month, then it will remain open for the duration of the academic year.

Section 6. Installation of new members shall occur at the May meeting of the Faculty Senate unless otherwise dictated by circumstances outlined in these Bylaws.

ARTICLE III – MEETINGS

Section 1. The Faculty Senate of Middle Tennessee State University shall meet in regular session on the second Monday of September, October, November, December, February, March, April, and May and may meet during the summer session. Meetings are held in Faculty Senate Chambers in person, but provisions are available for synchronous remote participation. The Steering Committee may adjust Senate meeting dates by up to fourteen days to allow for holidays and other circumstances which render scheduling prudent.

Section 2. Matters to be considered by the Senate shall normally be routed to the Faculty Senate Steering Committee for inclusion on the agenda, which shall be communicated to the members of the Senate at least five days prior to the next scheduled meeting. New business raised during a Faculty Senate meeting may be deferred for discussion until a later meeting at the discretion of the Faculty Senate President. Exception to the President's deferral can be made by vote of $\frac{3}{4}$ of those present at the Faculty Senate meeting. Only substantive changes in policy or action, such as By-Law changes, votes of confidence, and similar issues, must be placed on the agenda prior to the meeting of the Faculty Senate. The proposed action must be presented in writing in final form for distribution at the beginning of the Faculty Senate meeting in which it is scheduled to be discussed.

Section 3. Called meetings shall be held at the request of the President of the University, the President of the Faculty Senate, the Steering Committee, or petition signed by one third of the members of the Faculty Senate.

ARTICLE IV – OFFICERS

Section 1. The officers of the Faculty Senate must represent the interests of the Faculty Senate and the faculty at all times and shall be elected by the membership of the Faculty Senate according to Article V below. The Faculty Senate of Middle Tennessee State University shall be presided over by a President, who shall assume the presidency on June 1 immediately after having served one year as President-Elect of the Senate and thereafter will serve a one-year term.

Section 2. Assisting the President shall be a President-Elect, who shall be elected at the April meeting of the Senate and assume the duties of the office on June 1 for a term of one year. It shall be the duty of the President-Elect (1) to preside at all meetings where the President is not present, (2) to assume the Presidency when for any reason the duly elected President is unable to fulfill his or her elected term of office, and (3) to assume the office of President at the conclusion of his or her term of office as President-Elect. Both the President and President-Elect shall attend the Tennessee University Faculty Senates (TUFFS) meetings.

Section 3. A Recording Secretary shall be elected at the April meeting of the Senate and shall assume the duties of the office on June 1st for a term of one year. It shall be the duty of this officer to keep records of all Senate proceedings and make them available to each member of the University faculty. Said officer shall also be charged with reporting on monies/funds collected for or allocated to the Faculty Senate.

Section 4. Eligibility to run for a Faculty Senate office is limited to current members of the Senate. Members who are completing a term in the Senate, including those who are finishing two consecutive terms, are eligible to run for office for the coming year. Eligibility to serve as President is limited to current members of the Senate who are tenured. Eligibility to serve as President-Elect is limited to current members of the Senate who are tenured or who have received official notification of recommendation for tenure from the University President at the time of appointment.

Section 5. Succession of Officers: The following Faculty Senate officer order of succession shall be implemented should one or more of the elected officers be unable to perform the duties of the relevant office:

- A) President: In the event the President is unable to continue the duties of the presidency, the President-Elect shall assume these responsibilities until such time as the President can reassume duties or until the end of the President's term, whichever comes first. In the event of a President's inability to complete his or her term, the President-Elect shall have the option to succeed to the remainder of the term as President. If the President-Elect declines the partial term, the immediate past President shall be asked to serve out the remainder of the term. If both the President-Elect and the past President decline the appointment, then a general vote of the Faculty Senate shall be held to elect a new Interim President. In the event the President shall not be able to complete his or her term of duty, and the President-Elect assumes responsibility for the position a new President-Elect shall be elected by the Faculty Senate in accordance with these Bylaws.
- B) President-Elect: Should the President-Elect be unable to fulfill his or her elected term of office, the Election Committee shall prepare a slate of at least two candidates for consideration by the Senate at the next scheduled meeting. Election of the new President-Elect shall be in accordance with these Bylaws. A President-Elect elected to fill this position under these circumstances shall not succeed to the Presidency until after holding office one full year or the Presidency is vacated.
- C) In the event both the President and President-Elect are unable to assume or continue their duties of office, the Faculty Senate Steering Committee shall elect an Interim President from the membership of the Steering Committee to preside at succeeding Faculty Senate meetings and oversee the election of a new President and President-Elect from the Senate membership. Provided a quorum is present (defined in Article VII, Section 3), election of the Interim President shall be by simple majority of the Steering Committee members present. The Faculty Senate Election Committee shall submit at least two candidates for nomination to each position and the election shall be conducted in accordance with these Bylaws. Upon election by the Faculty Senate, the new President shall immediately assume his or her responsibilities and the Interim President shall return to his or her status as a Faculty Senate representative (if he or she was not elected as the new President or President-Elect).
- D) Recording Secretary: Should the Recording Secretary be unable to fulfill his or her elected term of office, the Faculty Senate Steering Committee shall elect an Interim Recording Secretary from the membership of the Steering Committee to serve until the full Faculty Senate membership elects a replacement. Provided a quorum is present (defined in Article VII, Section 3), election of the Interim Recording Secretary shall be by a simple majority of the Steering Committee members present. The Faculty Senate shall elect a Recording Secretary to complete the unexpired term of office as soon as possible from a list of at least two candidates provided by the Faculty Senate Election Committee. The election shall be conducted in accordance with these Bylaws.

Section 6. The immediate Past President shall serve a term of one year as an ex officio member of the Faculty Senate, and in accordance with Article VII, Section 3, the immediate Past President shall also serve as a member of the Faculty Senate Steering Committee. The immediate Past President shall not have the right to vote on issues brought before the Senate but will be relied upon for guidance and input into issues of importance.

Section 7. Since the Parliamentarian requires knowledge of parliamentary procedure, candidates for the position must have served a minimum of one year on Faculty Senate. The Parliamentarian will be charged with ensuring that parliamentary procedure (in accordance with the latest edition of Robert's Rules of Order—when Robert's Rules of Order are mentioned in the Bylaws the latest edition takes precedence over other editions) is followed in the execution of Faculty Senate proceedings. The elected Parliamentarian shall serve a term of three to five years. New elections for the Parliamentarian will take place when the current Parliamentarian's term expires or decides to end their term.

Section 8. The President, President-Elect, and Parliamentarian shall be non-voting officers, with the exception that the President shall vote in order to break tie votes. Once members of the Faculty Senate are elected to one of these three officer positions, the positions to which they were elected to the Senate shall be declared vacant and filled in accordance with Article II, Section 4 of these Bylaws before the next scheduled meeting of the Senate.

Section 9. The President-Elect shall be eligible to succeed himself or herself as provided for under Section 5 of this Article. The Recording Secretary shall be eligible to succeed himself or herself as provided for under Section 5 of this Article and for as many terms as he or she is elected to the Senate by his or her constituency and to the office by the Senate.

Section 10. Election of officers shall be conducted at the April meeting of the Senate.

Section 11. Any officer of the Faculty Senate may be removed from office by vote of two-thirds of the membership of the Faculty Senate. Upon removal of an officer, a replacement will be secured in accordance with Sections 2 or 5 d. (as appropriate) of this Article.

ARTICLE V – VOTING PROCEDURES

Section 1. A simple majority of the total Senate membership shall constitute a quorum for regularly scheduled meetings and shall be authorized to conduct business in the name of the Senate. At called Senate meetings, twenty (20) senators or 40% of the total membership, whichever is the smaller number, shall constitute a quorum and shall be authorized to conduct business in the name of the Senate.

Section 2. Voting shall be by voice vote, the show of hands, or online voting unless the majority of those present desire a secret ballot. In situations where online voting is used, all votes will remain confidential. All elections shall be decided through a secret ballot or online voting. Unless otherwise specified by the most recent edition of *Robert's Rules of Order*, routine motions will be considered passed when approved by a majority (50% + 1 vote) of the members present. *For example, 50 members present, a majority is 26.*

Section 3. Proxy voting is not allowed.

Section 4. The Past President, the President Elect, and the Parliamentarian are non-voting members of the Senate. The Recording Secretary is a voting member of the Senate representing a department or college. The President shall only vote in the event of a tie.

Section 5. New Senators who take office on June 1 are eligible to vote effective June 1. Senators elected in special elections at other times of the year are immediately eligible to vote.

Section 6. Voting procedures outlined in this article do not supersede voting procedures in other articles.

Section 7. Robert's Rules of Order shall be the parliamentary authority for the Senate on all questions not covered by the Bylaws or any standing rules which the Senate may adopt.

ARTICLE VI – ELECTIONS

Section 1. All tenured or tenure-track faculty members, with the exception of those who perform 50% or more of their work in the area of administration, shall be eligible to vote in elections sponsored by the Faculty Senate. If the eligibility of a person to vote is questioned, the Faculty Senate shall be the judge of the qualifications of that person for voting. The Faculty Senate may delegate this responsibility to the Steering Committee through a simple majority vote.

Section 2. An Election Committee shall be appointed by the President of the Senate and shall consist of two members from each college represented on the Senate. For purposes of this committee, the Library and University College shall each receive one representative. This committee shall be responsible for conducting college at-large representative elections and other faculty-wide votes. The Faculty Senate may delegate this responsibility to the Steering Committee through a simple majority vote.

Section 3. The Election Committee shall be responsible for reporting to each academic unit the number of positions to be filled each spring. Election of members to the Senate shall take place within one month after the February meeting. Each academic unit shall elect their representative and report the member's name to the Faculty Senate office before the March meeting. College at-large representatives shall be elected by each college through secret ballot elections on the date(s) designated by the Election Committee. The Election Committee shall receive nominations for college at-large vacancies in the Senate upon petition of seven or more qualified voters within the college where the vacancy exists. Such nominations shall be received at least ten days prior to the election in which the vacancy will be filled. Newly elected members shall be installed as the first item of new business at the final, regular session Faculty Senate meeting of the academic year.

Section 4. The Election Committee shall certify to the President of the Senate the winners of elections.

Section 5. For those voters who will be absent from the campus during the election period, absentee ballots shall be made available at least one week before the election. Requests for absentee ballots should be made through the chairman of the Election Committee. Faculty members will be notified of the availability of absentee ballots at the announcement of the election period.

ARTICLE VII – FACULTY SENATE STEERING COMMITTEE

Section 1. At its regular meeting in May after the installation of new members of the Faculty Senate, the Senate shall elect a Faculty Senate Steering Committee of which the President of the Senate shall be chair. The term of the newly elected Steering Committee shall begin June 1.

Section 2. If possible, to be eligible to serve on the Steering Committee, a candidate should have served at least one previous year on the Senate. The members of the Steering Committee shall hold office for one year and no member of the Senate shall serve as a voting member of the Steering Committee for more than three consecutive years.

Section 3. The Steering Committee shall be composed of two Senators from different academic units from each college represented on the Senate, the President, President-Elect, immediate Past President, Recording Secretary, and Parliamentarian of the Senate. A quorum shall consist of a simple majority of the voting members of the committee. For purposes of this committee, the Library and University College shall each receive one representative.

Section 4. The duties of the Faculty Senate Steering Committee shall be: to accept and bring before the

Faculty Senate all business suggested to the Senate by the administration, faculty or students of the University; to recommend possible courses of action; to appoint such committees as it deems necessary for the work of the Senate, perpetuating them so long as their existence is desired and abolishing them when their services are no longer needed; and to attend to other duties and responsibilities explicitly delegated to it by the Faculty Senate. All actions shall be approved and enacted by the Faculty Senate as a whole.

Section 5. A Nominating Committee consisting of all at-large senators will vet and provide the Senate with at least two nominees each for the offices of President-Elect, Recording Secretary, and Parliamentarian. The report of the Nominating Committee shall be presented to the Faculty Senate at its February meeting and at other times as dictated by vacated Faculty Senate officer positions. The Nominating Committee shall provide the Senate with at least two nominees for each office vacated.

Section 6. Decisions by the Steering Committee shall be made by a simple majority vote of the voting members present at a meeting at which a quorum (see Article VII, section 3) is present. The President of the Senate shall vote on the Steering Committee only to break a tie.

Section 7. The Steering Committee shall also recommend to the President of the University and other administrative officers, names for membership on committees of the faculty and other committees as requested. A balance of representation among colleges shall be considered in making recommendations. Unless otherwise specified, faculty members eligible to serve on committees covered by this policy in a faculty representation role must be tenured or tenure-track. In instances in which full-time, fixed-term faculty members have special expertise, training, or skills relevant to a particular committee, the Faculty Senate Steering Committee will evaluate the qualifications and render a recommendation. No officer of the administration, including department heads, deans, and associate deans, shall be eligible to serve in a faculty representation role. Eligible faculty members' duties cannot be more than 50 percent administrative, as determined by their faculty workload form. All questions regarding eligibility should be directed to the Faculty Senate Steering Committee which will make the final determination regarding eligibility.

Section 8. The minutes of all Faculty Senate Steering Committee meetings shall be kept in the Faculty Senate office and made available to the Faculty Senate upon request.

Section 9. In the event a member of the Steering Committee is unable to complete his or her term of duty, the Steering Committee shall elect a replacement as soon as possible. The election shall be conducted in accordance with these Bylaws.

ARTICLE VIII – FACULTY SENATE LIAISON COMMITTEE

Section 1. The members of the Faculty Senate Steering Committee shall also serve as members of the Faculty Senate Liaison Committee.

Section 2. The duties of the Faculty Senate Liaison Committee shall be to accept and bring before the Administration all business suggested by the Senate membership, or faculty of the University and to report the results of such consultation back to the Faculty Senate membership in the form of written or verbal comments at each regularly scheduled Faculty Senate meeting. The Liaison Committee meets monthly with the Provost (Academic) and President.

ARTICLE IX – AD HOC COMMITTEES

Section 1. The Faculty Senate shall, as needed, establish temporary committees to review and report on matters of special concern. These Ad Hoc committees created by the Senate become Committees of the Senate and report findings and recommendations to the Faculty Senate.

Section 2. All attempts will be made to ensure that every college will have the opportunity to be represented in membership on Ad Hoc committees through the participation of eligible senators. A quorum shall consist of a simple majority of the voting members of the committee.

ARTICLE X – PROVISIONS FOR AMENDING BYLAWS

Section 1. The Senate shall have the authority to make, amend, and repeal the Bylaws of the Senate by a vote of two-thirds majority of those present, provided a quorum is on hand, at any regular meeting or special meeting announced to members one week in advance. Such action shall be ratified by a simple majority of the University faculty-at-large who vote.

Section 2. The Faculty Senate shall review these Bylaws for amendment and revision every three years. The Faculty Senate President shall select a review committee at the October meeting to conduct this review. The review committee shall meet as needed to review the current Bylaws and provide a written report to the Faculty Senate President with their findings by the February meeting. The President-Elect shall serve as chair of the Bylaws Revision Committee; the President-Elect shall be a non-voting member unless his or her vote is needed to break a tie in the committee. The Faculty Senate President shall present the findings of the committee to the February meeting and the full senate shall, after review and appropriate debate, take appropriate action based on the recommendations of this committee.

ARTICLE XI – TENNESSEE UNIVERSITY FACULTY SENATES (TUFS)

Section 1. The Faculty Senate President shall be the official voting representative to all matters involving the Tennessee University Faculty Senates. If the current Faculty Senate President is unable to fulfill this duty, the President-Elect shall substitute for the president. If the President-Elect is unable to fulfill this duty, any other officer or member of the Faculty Senate may be appointed by the Faculty Senate President. If the Faculty Senate President is unable to appoint a substitute, the Faculty Senate Steering Committee may appoint any other officer or member of the Faculty Senate. Both the Faculty Senate President and President-Elect shall attend all TUFS meetings.

ARTICLE XII – FACULTY TRUSTEE APPOINTMENT TO MIDDLE TENNESSEE STATE UNIVERSITY BOARD

The FOCUS ACT of 2015 allows an appointment to the State Board for Middle Tennessee State University to be selected from the faculty. This policy provides the details for that selection and is set forward in the Bylaws of the Faculty Senate.

Section 1. Description of Responsibilities: As provided for in the FOCUS ACT of 2015, there will be a local board Faculty Trustee selected from the faculty of Middle Tennessee State University. The term of the Faculty Trustee to the board will be two years, as established by state law. No faculty member on the local board may serve for more than one two-year term without a two-year break, with the exception as noted in Section 4. The selection of the Faculty Trustee will be under the purview of the Faculty Senate of Middle Tennessee State University. The Faculty Trustee will attend board meetings and fulfill fiduciary responsibility as required by membership on the Board. Additionally, the local board Faculty Trustee

shall serve as an ex-officio, non-voting member of the Faculty Senate, Faculty Senate Steering Committee, President's Liaison Committee, and Academic Affairs Committee.

Section 2. Eligibility: To be eligible to serve as the Faculty Trustee on the local board of trustees, the faculty member must be a tenured, full-time faculty member who has worked at least 7 consecutive years at MTSU, has performed less than an aggregate of 50% of their work in the area of administration in the immediately preceding 7 years as determined by their workload, and has served at least one year on the Faculty Senate. If eligibility of a person to be nominated is questioned, the Faculty Senate shall be the judge of the qualifications of that person. The decision of the Faculty Senate can be appealed in writing to the Faculty Senate President within two weeks of notice of ineligibility. In the case of an appeal, the Faculty Senate will appoint a committee with one representative per college, including University College and Walker Library to review the decision.

Section 3. Selection Process: In an academic year in which a new board member is to be selected, during the Fall semester the Faculty Senate President will request from all university tenure and tenure-track faculty the faculty nominations of faculty members to be considered for election to the local board. All nominations must be received no later than the scheduled December Graduation Ceremony. The Faculty Senate Steering Committee will review nominations for eligibility and present a ballot to the Faculty Senate for a vote at the beginning of the Spring semester. After reviewing nominations to ensure all nominees satisfy qualifications, if there are not at least 2 viable nominees then the Faculty Senate may add a nomination to the ballot. In this case, the assent of the additional nominee must be obtained by the Faculty Senate Steering Committee before presenting the ballot to the Faculty Senate. The local board Faculty Trustee will be elected at the first Faculty Senate meeting of the Spring semester by a majority vote of the Faculty Senate. A majority of the total Faculty Senate membership shall constitute a quorum for voting. The election must occur at the first Spring meeting to ensure the elected faculty member can participate in the training and assumption of duties at the same time as other new Board members for that year.

Section 4. Replacement of Faculty Trustee Board Member: If the Faculty Trustee is unable to complete the term of his/her appointment, a replacement for the Faculty Trustee will be secured in accordance with Sections 2 and 3 of this article. The new selection process will begin immediately upon notification of the Faculty Senate Steering Committee of the need. Once elected, the replacement will serve the remainder of the term of the Faculty Trustee being replaced; completing a partial term of a previous faculty representative does not prevent the replacing Faculty Trustee from being elected to an immediate subsequent full term.

ARTICLE XIII – FACULTY SENATE COMMITTEES

Section 1. The Faculty Senate shall have eight standing committees – Governance Committee, Finance Committee, Scholarship Committee, Academic Affairs Committee, Handbook Committee, Non-Tenure-Faculty Committee, Faculty Data Analysis, and Benchmarking Committee, and Committee on Committees. Committee members may be chosen from either current senators or from faculty who have served on the Senate in the past. Committee members serve one-year terms. Whenever possible, no more than half of the membership shall rotate off the committee in a given year. The Non-Tenure-Faculty Committee will include at least one ex-officio NTT faculty member.

Section 2. Each Faculty Senate standing committee shall be composed of a minimum of three members. Committee membership shall be maintained from the first fall senate meeting in a given year until the first fall meeting in the subsequent year.

Section 3. The duties of each Faculty Senate committee shall be to 1) keep the Faculty Senate informed of major policy issues and discussions within the board committee to which it corresponds; and 2) make suggestions to the Faculty Senate for motions and initiatives which it feels best supports the faculty wellbeing and the institutional well-being for the committee area it is supporting. In addition to these general charges the committees will have specific areas of responsibility as outlined in section 4.

Section 4. The specific responsibilities of each of the standing committees shall be as follows:

- a. Governance Committee: Remain informed about the activities of and review documents of governing bodies such as the Board of Trustees, THEC, and the Tennessee State Legislature, attend Board of Trustees meetings, and report back to the Faculty Senate on key issues discussed.
- b. Finance Committee: Consult and meet with the financial officers of the University and review the budgets and reports of the University that detail the financial conditions, strategies, and plans of the University. Inform faculty of likely impact of decisions taken or about to be taken by the University and its designated staff in the finance area on faculty salaries, benefits, and budgets affecting faculty responsibilities.
- c. Committee on Committees: Work with the Senate President and executive aide to ensure that faculty are represented adequately on university committees. Review university standing committees that are up for revision under Policy 32. Receive all university standing committee final reports. Suggest revisions to Policy 32. Prepare an annual report of suggested changes to the University committee structure.
- d. Scholarship Committee: Review and promote policies and funding programs that impact the production and dissemination of faculty scholarship. The committee is responsible for organizing events that encourage faculty to apply for NIA grants and showcase faculty research and creative activity especially when related to them. The committee should communicate and collaborate with Chairs Council, College Deans, and the Provost to maximize opportunities and resources available to faculty for research and creative activities. The committee should be mindful of the symbiotic relationship between research/creative activity and teaching and seek to promote policies and programs that enhance teaching through scholarship.
- e. Academic Affairs Committee: Remain informed about emerging issues and policy changes related to academics, especially in the fields of pedagogy, curriculum, and research, providing suggestions and proposals to improve academic experiences for students and faculty. Review the university's strategic plan and serve on the university's Strategic Plan Implementation Committee at the request of the Faculty Senate President.
- f. Handbook Committee: Communicate policies, procedures, services, and resources in the Faculty Handbook. In particular, contribute to the revisions and interpretations of the Handbook in cooperation with the Provost's Office. In addition, committee members will verify currency and accuracy of the faculty handbook.
- g. Non-Tenure-Track Faculty Committee: Examine how to represent full-time non-tenure-track faculty needs, experiences, requests, and expectations on Faculty Senate, collect feedback from full-time NTT faculty, create proposals regarding representation, salary, or other issues that improve employment

experiences for full-time NTT faculty. Communicate with administrators about how to support full-time NTT faculty. Review data on numbers and distribution of NTT faculty across the university.

- h. Faculty Data, Analysis, and Benchmarking Committee: Seeks and analyzes data on status of faculty to identify trends, opportunities, challenges, needs, etc. of faculty to better communicate about faculty status and future needs. Provides support to other standing committees and faculty senate work in using data and benchmarking to provide a more complete picture and contribute to effective advocacy on behalf of faculty. Creates tools which may include but not be limited to dashboards, white papers, reports, surveys to inform and support the work of the faculty senate. Ex officio members including faculty who have not previously served on the Senate may be added to support the work of the committee.

Section 5. In no way shall the provisions of this article impact or change the membership of the Steering Committee or the Election Committee.