Policy AA-FP-PO3

The University Faculty

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I. Section 3-201 Faculty Unit

Faculties are established for each department, division, college or school, and the University.

II. Section 3-202 Officers and Organization

The President is the presiding officer of the University Faculty. The dean or director of the college or school and the department chair shall be the presiding officer of the faculty for which the individual has administrative responsibility and shall have authority to direct the organization of such faculty, call meetings, and appoint committees.

III. Section 3-203 Organization Responsibility and Actions

Subject to the applicable provision of the Regents' Rules and Regulations and the University's Handbook of Operating Procedures, the University Faculty has the right to express itself, by majority vote, on any issue that is appropriately before faculty unit or organization and to have this expression received by the appropriate faculty organization, or by the President, and through him/her by the System Administration and the Board of Regents.

IV. Section 3-204 Membership

A. Each departmental and college or school faculty and University Faculty shall be composed of members, with vote and associates. Associates may have vote in the University Faculty only when the right to vote has been conferred upon the associate (by position) by members of the Undergraduate Assembly. Similarly, associates may have vote in college, school, or departmental faculties only when the right to vote has been conferred upon the associate (by position) by the appropriate committee or legislative body for the college, school or
departmental faculty. Only persons with vote may cast ballots in the election of members for the legislative body or committees of that faculty. Members (with vote) shall consist of instructors with at least two consecutive years of full-time service, assistant professors, associate professors, and professors.

B. The Chancellor of the University System, the Executive Vice Chancellor for Academic Affairs, the President, the Provost, and the Vice Presidents of the University shall be members of the University Faculty. The dean and department chair shall be members of the faculty of their respective college, school, or department. In addition, the Chancellor, the Executive Vice Chancellor for Academic Affairs, the President, and the Provost shall be members of all unit faculties included in their responsibilities.

V. Section 3-205 Associates of the Faculty

A. Associates shall consist of instructors with less than two consecutive years of service, assistant instructors, adjunct assistant professors, visiting and adjunct associate professors, and such other professional or administrative staff as the President may designate. Associates shall not have vote unless it is granted by members of the Undergraduate Assembly by position. The following positions may not be granted the voting privilege: instructor with less than two consecutive years of full-time service, assistant instructor, teaching assistant or associate, and research assistant or associate.

B. Full-time instructors, irrespective of years in service, shall be given a vote in electing their representative to the Faculty Senate.

VI. Section 3-206 University Faculty Officers and Communications

A. The President or his/her delegate shall be the presiding officer of the University Faculty.

B. The Secretary of the Undergraduate Assembly shall be the Secretary of the University Faculty. At the direction of the President, the Secretary shall give notice of all meetings of the faculty, shall prepare the agenda of the meetings, and shall keep minutes of the meetings. The Secretary shall distribute the minutes so that they may come to the notice of members and associates of the faculty and shall submit a copy of the minutes to the President for transmittal to System Administration. Any action by the University Faculty for the attention or approval of System Administration or Board of Regents shall be transmitted to the President for review, comment and forwarding.

VII. Section 3-207 University Faculty Meetings

A. The University Faculty shall meet once each fall and once each spring and upon call by the President. The President shall call a special meeting upon receipt of a petition signed by at least 10 percent of the voting members. Subjects shall be introduced for consideration at a meeting if 10 or more voting members file a written request with the
President stating the subject and desired action at least two weeks prior to the time of the meeting.

The faculty will be notified of the deadline for agenda items two weeks prior to the meeting. An agenda for meetings shall be distributed at least one week in advance of the meeting by the Secretary. Items not on the agenda may be introduced at the meeting by consent of two-thirds of the voting faculty members present.

B. Any matter which requires a vote of the entire faculty and is subject to debate should preferably be decided at a meeting of the University Faculty.

VIII. **Section 3-208 University Faculty Committee Membership, Election, and Appointment**

The President shall appoint all members and chairs of committees of the University Faculty unless the provisions of the Handbook of Operating Procedures specify their election.