

CONSTITUTION OF THE CAMPUS ASSEMBLY FOR THE UNIVERSITY OF ARKANSAS FOR
MEDICAL SCIENCES CAMPUS

PREAMBLE

IN ADOPTING THIS POLICY FOR THE CONSTITUTION OF THE CAMPUS ASSEMBLY FOR THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES CAMPUS, THE BOARD OF TRUSTEES, ON ITS OWN MOTION, MAY AT ANY TIME REVIEW, AMEND, REVISE, OVERRULE OR AFFIRM ANY MATTER, POLICY, RESOLUTION OR LEGISLATION THAT MAY BE ADOPTED BY ANY GROUP REFERRED TO HEREINAFTER.

ARTICLE I

Purposes

The purposes of the University of Arkansas for Medical Sciences Campus Assembly are:

1. To provide an organization that will permit a broad base for campus governance through a participating involvement of students, faculty, and staff in the development of guidelines and regulations for campus affairs in relation to those matters that affect the quality of campus life as well as to those matters that enhance and sustain an environment of academic excellence;
2. To generate and promote understanding, collaboration, and a sense of community on this campus; and
3. To provide a representative forum for the communication and exchange of ideas as the basis for a deliberative synthesis of recommendations to the Chancellor and, through the Chancellor's Office, to the President of the University on matters of concern to members of the Assembly.

ARTICLE II

Definitions

Throughout this governance document the following definitions will be used:

- Faculty: Those individuals holding academic rank as follows:
Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, and Assistant Instructor.
- Students: Those individuals enrolled in undergraduate, graduate, postdoctoral, or trainee programs.
- Staff: Those individuals employed by the Campus in one of the following categories (as defined by the document titled "UAMS Job Titles as Assigned by the DHEW Affirmative Action Code" in Appendix I):

Professional Non-Faculty
 Executive, Administrative, Managerial
 Technical and Paraprofessional
 Clerical and Secretarial
 Skilled Crafts
 Service and Maintenance

ARTICLE III

Composition

Section 1. The Campus Assembly is composed of two deliberative bodies ~~(see Appendix II):~~

- a. The Academic Senate
- b. The House of Delegates

Section 2. The Academic Senate will be composed of:

- ~~Two faculty elected from each College -~~
- ~~For colleges with 100 or more full time faculty, three faculty elected from each College~~
- ~~Two faculty elected from Academic Affair~~
- b. ~~and Three faculty elected from faculty at large,~~
- c. ~~Elected officers of the Academic Senate,~~
- d. ~~and the President~~ An elected representative member of the Associated Student Government.
- a. ~~All Faculty~~
- e. Professors emeriti, ~~members of the chancellors-Chancellor's Cabinet~~ senior leadership, ?> adjunct professors and visiting professors, lecturers, and volunteer faculty members shall have voice, but ~~no vote in the Academic Senate Council~~ can not serve as elected members of the senate.
- b.f. Faculty representatives may be immediately reelected for a second term. At the end of two consecutive full terms, a representative shall wait at least one year before becoming eligible for election again to the Senate
- e. ~~The Academic Senate Council, a representative body of the Academic Senate, will be composed of:~~
- ~~two faculty elected from each College and three faculty elected from faculty at large, elected officers of the Academic Senate, and the president of Associated Student Government.~~

Section 3. The House of Delegates will be composed of:

- a. Officers: ~~Chairperson, Chairperson-elect, Secretary, Parliamentarian,~~ and Immediate Past Chairperson;

- b. Faculty may be members: ~~two from each college~~;
- c. Students may be members: ~~two from each college~~;

d. ~~Representative from the Two percent (2%) of the total number of employees in the following groups:~~

- (1) Executive, Administrative, and Managerial
- (2) Professional Non-Faculty
- (3) Skilled Crafts
- (4) Service and Maintenance
- (5) Technical and Paraprofessional
- (6) Clerical and Secretarial

~~Members are to submit an application for admission and in general all eligible employees and students will be made members. Any challenges to membership will be decided by the Executive Committee. Fifty percent (50%) of the delegates from the six preceding groups are to be elected annually between April and September for two-year terms.~~

e. Alternates: There ~~will~~ be eight alternates. One ~~shall~~ be ~~selected~~ from ~~each~~ of the following groups:

- (1) Faculty
- (2) Students
- (3) Executive, Administrative and Managerial
- (4) Professional Non-Faculty
- (5) Skilled Crafts
- (6) Service and Maintenance
- (7) Technical and Paraprofessional
- (8) Clerical and Secretarial

(The candidate in each of these groups who received the next highest number of votes after the elected delegate shall be designated as an alternate for a one-year term for his ~~or~~ her respective group.)

Section 4. The Chancellor's ~~Advisory Committee~~Cabinet shall consist of the Vice-Chancellors, Deans, ~~and~~ and such others as the Chancellor deems appropriate.

ARTICLE IV

Functions

Section 1. The UAMS Campus Assembly is responsible for the determination of guidelines ~~and~~ and policies for campus affairs.¹

Section 2.

~~The Academic Senate Council~~ shall have the authority to make recommendations to the Provost on any matter of ~~general~~ faculty affairs or campus-wide concern, including such matters as research facilitation, education, faculty appointment, promotion, tenure, dismissal, and non-reappointment as well as safety, security, salary and compensation, fringe benefits, work schedules, work conditions, job evaluations, grievances, and appeals and broad academic

policies and programs at UAMS.

The Academic Senate does have the responsibility to guarantee, through review, deliberation, and legislative action, the purposes of the Assembly as stated in Article I of this document.

In keeping with the — Rules and Regulations of the Board of Trustees, the ~~Academic Senate~~ Academic Senate Council shall, ~~—under the Board of Trustees, be the legislative body responsible for developing~~ with the authority to develop or approve

¹Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance ~~of the~~ University ~~of~~ Arkansas, 1975

~~educational/academic policies and programs on the UAMS campus at UAMS. Among other matters, this responsibility includes such areas as:~~

- ~~a. Admission requirements~~
- ~~b. Curriculum and courses~~
- ~~c. Degrees and requirements for degrees~~
- ~~d. Calendar and schedules~~
- ~~e. Academic honors and honorary degrees~~
- ~~f. Student academic affairs~~
- ~~g. Interpretation of its own legislation~~

~~Shall have the authority to make recommendations to the Provost on any matter of general campus-wide concern. This responsibility includes such areas as:~~

- ~~Safety, traffic, and security~~
- ~~Fringe benefits and health services~~
- ~~Salaries, work schedules, and working conditions~~
- ~~Job evaluation, grievances, and appeals~~
- ~~Other non-academic affairs~~

~~The Academic Senate may formulate specific recommendations relating to intercollege and intercampus programs, that are not part of specific professional programs that are governed within individual colleges, as dictated by their various accrediting agencies. The Academic Senate is not the primary body for the formulation of specific professional programs within the colleges of the UAMS-Campus. The individual colleges, as dictated by their various accrediting agencies, retain the rights and responsibilities for formulation of curricula, new programs, and admission requirements. The Academic Senate may formulate specific recommendations relating to intercollege and intercampus programs. The Academic Senate does have the responsibility to guarantee, through review, deliberation, and legislative action, the purposes of the Assembly as stated in Article I of this document.~~

~~In addition, the Academic Senate shall have the authority to make recommendations to the Chancellor on any matter of general faculty or campus wide concern, including such matters as research facilitation, appointment, promotion, tenure, dismissal, and non-reappointment.~~

~~The Academic Senate Council, shall exercise general legislative powers and conduct the general business of the Academic Senate. The Academic Senate Council shall submit a yearly written report of activities to the Academic Senate to be placed on reserve in the library.~~

Section 3. The House of Delegates shall have the authority to make recommendations to the ~~Chancellor~~ Provost on any matter of general campus-wide concern. ~~—~~ This responsibility includes such areas as:

- a. Safety, traffic, and security
- b. Fringe benefits and health services
- c. Salaries, work schedules, and working conditions
- d. Job evaluation, grievances, and appeals
- e. Other non-academic affairs

Each group that sends elected representatives to the House of Delegates will have the prerogative of meeting by themselves and sending a statement of their interests through the House of Delegates to the Chancellor. In its passage through the House of Delegates, this elected body could forward the statement "with approval," "without action," or "without approval for the following reasons...". The House of Delegates can also draft its own proposal. R1

regarding the same subject matter. In all instances, however, the proposal from the originating group will be forwarded to the Chancellor.

Section 4. ~~—~~ All legislative actions of the Academic Senate ~~Council or the Academic Senate~~ shall be sent to the ~~Chancellor~~Provost. The ~~Chancellor~~Provost will respond in writing to such actions within two weeks following receipt of a written record of the legislative action. The ~~Chancellor's~~Provost's response approving or disapproving the legislative action shall be returned to the Academic Senate ~~Council or the Academic Senate~~. If, after consideration of the points of disapproval, the Academic Senate ~~Council or the Academic Senate~~ and the Chancellor are unable to reconcile their differences, the Academic Senate ~~Council or the Academic Senate~~ may vote to appeal for resolution of these differences. By a three-fifths (3/5) vote of ~~those present and~~ voting, provided that thirty percent (30%) of the Academic Senate ~~Council or the Academic Senate~~ is present, the Academic Senate ~~Council or the Academic Senate~~ may ~~appeal~~ those differences requiring resolution to the appropriate system-wide University authority and the President; such appeals shall be presented by the ~~Chancellor~~Provost (or ~~the~~ ~~Chancellor's~~Provost's ~~designee~~) ~~and~~ a representative ~~elected by the~~ Academic Senate ~~Council or the Academic Senate~~.

Section 5. All recommendations regarding matters of ~~general~~ faculty ~~or~~ campus-wide concern ~~shall~~ be sent by either the Academic Senate ~~Council~~ or the Campus House of Delegates to the ~~Chancellor~~Provost or the Chancellor's office depending who is presenting to the administration. The ~~Chancellor~~Provost shall respond in writing to the originating body within two weeks after receiving a written record of the recommendations.

ARTICLE V

Meetings of the Academic Senate

Section 1. Unless otherwise indicated herein, meetings of the Academic Senate ~~or the Academic Senate Council~~ and its committees are open to all persons. The Chairpersons of the Academic Senate and its committees may extend floor privileges to those persons who are not members. ~~—~~

~~Section 2. The Academic Senate shall meet on call of the Chairperson of the Academic Senate at least two times per year. Joint meetings of the two Assembly bodies are not precluded. The Academic Senate may also be convened at the initiative of the Chancellor, or on formal petition to the Chairperson of the Academic Senate by ten percent (10%) of the members of the Academic Senate; such meeting shall be held within fifteen calendar days of the presentation of the petition. At any meeting the Chairperson shall preside or in his/her absence, the Chairperson elect, or in the absence of both, the Chairperson's designee.~~

Section ~~2~~3. The Academic Senate ~~Council~~ shall meet at least ~~every~~ ~~two~~ months ~~to~~ conduct ~~general~~ business of the Academic Senate.

The Academic Senate ~~Council~~ shall compile an agenda for all meetings and forward it to the Chairperson-elect ~~who~~ shall ~~distribute~~ it to all members of the Academic Senate ~~through~~ the

campus mail, ~~and/or~~ electronic mail, or posting on the Academic Senate website not later than one week before the time of the meeting. All items to be considered by the Academic Senate ~~or the Academic Senate Council~~ must be submitted to the Chairperson of the Academic Senate ~~Council~~. A request to the Academic Senate ~~Council~~ for the inclusion of any item of business, if bearing the names of ten or more of the members of the Academic Senate, and if submitted not later than two weeks ~~before the~~ next regular meeting of the Academic Senate ~~or the Academic Senate Council~~, shall ~~require~~ that this item of business be included on the agenda. Decisions regarding inclusion of requests bearing fewer than the ten required names shall be left to the discretion of the Academic Senate ~~Council~~. At any meeting, the Academic Senate ~~or the Academic Senate Council~~ shall take no final action on any business that is not on the agenda for that meeting.

Section ~~34~~. The Secretary of the Academic Senate shall ~~promptly prepare~~ minutes ~~of each meeting and shall forward them to the Chairperson-elect of the Academic Senate. The Chairperson-elect shall thereupon promptly duplicate the minutes and send them to all members of the Academic Senate. In addition, a copy of these minutes shall be made publicly available in the UAMS Library~~ Academic Senate website.

Section ~~45~~. ~~Fifty members of the Academic Senate or~~ Nnine members of the Academic Senate ~~Council~~ shall constitute quorums unless otherwise specified.

Section ~~56~~. Unless specified otherwise, matters placed before the Academic Senate ~~and Academic Senate Council~~ for a vote shall be decided by a majority vote of those present and voting, providing a quorum is present. Voting shall ordinarily be by voice, (except Academic Senate elections that should be conducted by campus mail or electronic ~~mail~~ survey) but in cases of doubt, any member may request a hand count ~~vote~~. ~~In Academic Senate and Academic Senate Council meetings with a quorum present, other methods of voting may be required by request of twenty-five percent (25%) of the members present. There is no provision for proxy or cumulative voting. In the event that a quorum is not present, discussion of items on the agenda may occur, but voting must be done at the next meeting unless the majority of those present ask for a mail or electronic mail ballot. In such mail voting, a majority vote of at least twenty percent (20%) of the Academic Senate membership is necessary.~~

~~Section 6. The Academic Senate shall call a campus wide faculty meeting at least once per year to report on Academic Senate activities and to solicit concerns of the general faculty. meet on call of the Chairperson of the Academic Senate Council at least two times per year. Joint meetings of the two Assembly bodies are not precluded. The ten percent (10%) of the members of the Academic Senate; such meeting shall be held within fifteen calendar days of the presentation of the petition. At any meeting the Chairperson shall preside or in his/her absence, the Chairperson-elect, or in the absence of both, the Chairperson's designee~~

Section 7. Except as otherwise noted, all meetings of the Academic Senate shall be governed by the parliamentary procedures in the latest edition of Robert's Rules of Order.

ARTICLE VI

Meetings of the House of Delegates

Section 1. Unless otherwise indicated herein, meetings of the House of Delegates and its committees are open to all persons. The Chairpersons of the House of Delegates and its committees may extend floor

privileges to those persons who are not members.

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Section 2. ~~The House of Delegates shall meet on call of the Chairperson of the House of Delegates at least five times per year. Joint meetings of the two Assembly bodies are not precluded, but would be held in addition to the five regular meetings. The House of Delegates may also be convened on the initiative of the Chancellor, or on formal petition to the Chairperson of the House of Delegates by ten percent (10%) of the members of the House of Delegates; such meeting shall be held within fifteen calendar days of the presentation of the petition. At any meeting the Chairperson shall preside, or in the absence of the Chairperson, the Chairperson-elect, or in the absence of both, the Chairperson's designee.~~

Section 3. ~~The Executive Committee shall compile an agenda for all meetings and forward it to the Secretary who shall distribute it to all members of the House of Delegates through the campus e-mail one week before the time of the meeting. All items to be considered by the House of Delegates must be submitted to the Chairperson of the Executive Committee. A request to the Executive Committee for the inclusion of any item of business, if bearing the names of three or more members of the House of Delegates, and if submitted not later than two weeks before the next regular meeting of the House of Delegates, shall require that this item of business be included on the agenda. Decisions regarding inclusion of requests bearing less than the three required names shall be left to the discretion of the Executive Committee. At any meeting, the House of Delegates shall take no final action on any business that is not on the agenda for that meeting.~~

Section 4. ~~The Secretary of the House of Delegates shall prepare and duplicate minutes of each meeting and send them to all members of the House of Delegates. In addition, a copy of these minutes shall be made publicly available in the UAMS Library.~~

Section 5. ~~Thirty~~Forty percent (~~30~~40%) of the voting members of the House of Delegates will constitute a quorum.

Section 6. Unless specified otherwise, matters placed before the House of Delegates for a vote shall be decided by a majority vote of those present and voting, provided a quorum is present. Voting shall ordinarily be by voice, (except House of Delegates elections) but in cases of doubt, any member may request a hand count vote. In House of Delegates meetings with a quorum present, other methods of voting may be required by request of twenty-five percent (25%) of members present. There is no provision for proxy voting.

Section 7. If a House of Delegates member misses three consecutive House meetings without justifiable cause, the House Chairperson will determine if there is cause for removal. ~~If a member is removed from the House, the Chairperson shall appoint and present to the House for ratification the respective alternate to fulfill the member's term.~~

Section 8. ~~If a committee member misses three consecutive committee meetings without justifiable cause, the Committee Chairperson will determine if there is cause for removal. If a committee~~

member is removed from a committee, the House Chairperson will appoint another House member to the committee.

Section 9. Except as otherwise noted, all meetings of the House of Delegates shall be governed by the parliamentary procedures in the latest edition of Robert's Rules of Order, Newly Revised.

ARTICLE VII

Officers of the Academic Senate and Members of the Academic Senate Council

Section 1. Officers of the Academic Senate are the ~~Chairperson~~President, the ~~Chairperson~~President-elect, the Immediate Past ~~Chairperson~~President (all of whom must be faculty), the Secretary, and the Parliamentarian. The ~~Chairperson~~President-elect is elected annually by the Academic Senate. The Secretary and the Parliamentarian are elected by the Academic Senate for staggered two-year terms. (See Academic Senate Elections).

Section 2. Duties of the ~~Chairperson~~President are to preside at meetings of ~~the Academic Senate~~, the Academic Senate Council, and ~~is responsible for the preparation and distribution of the agenda for meetings of the Academic Senate.~~

~~its Agenda Committee.~~

Section 3. ~~The~~ ~~Chairperson~~President-elect is the presiding officer ~~at Academic Senate, Academic Senate Council, and Agenda Committee meetings~~ in the absence of the ~~Chairperson~~President. The ~~Chairperson~~President-elect ~~serves as a member of the Agenda Committee and~~ is responsible for ~~the collection of agenda items and the duplication and distribution of of the agenda and~~ the minutes for meetings of the Academic Senate, ~~the Academic Senate Council, and the Agenda Committee.~~

Section 4. ~~The~~ Secretary is responsible for taking the minutes ~~of the meetings and attendance of the meetings,~~ and submitting the minutes ~~to the~~ ~~Chairperson~~President-elect ~~for duplication and for~~ distribution. The Secretary will ~~maintain~~ publish annually a ~~list of all Academic Senate officers and a list of the membership of the all Academic Senate and committees posted on the Academic Senate website. for distribution by the Chairperson-elect.~~

Unless otherwise limited herein, the Secretary is responsible for maintaining a copy of ~~the minutes of the Academic Senate and committees thereof, as well as a list of committee membership on reserve in the library on the Academic Senate website. The Secretary is also responsible for providing copies of the minutes of all Academic Senate meetings to the Chancellor's Provost's Office. The Secretary will also maintain in the library and the Chancellor's Office, the Academic Senate and Academic Senate Council meetings.~~

Section 5. The Parliamentarian will advise the ~~Chairperson~~President on questions of procedure in transacting the business of the Academic Senate.

Section 6. Persons newly elected or appointed as officers of the Academic Senate assume their offices immediately after the election meeting (see Academic Senate Elections) except that an outgoing ~~Chairperson~~President-elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.

Section 7. Members ~~of the Academic Senate Council~~ are the elected officers of the Academic Senate, the elected ~~president of the~~member of the Associated Student Government, two to three faculty elected by and from each College, and ~~one~~three faculty elected from the campus-wide appointments. The officers from ~~the~~ Academic Senate will serve their terms as previously specified in Section 1. The ~~president of~~elected member of the Associated Student Government will serve a one-year term. The elected faculty representatives will serve two-year terms.

A member who is absent three or more times from regularly scheduled Senate meetings during one senate year and has not sent an alternate senator may be required to vacate the office by a majority vote of the senate.

Section 8. In the event of a vacancy in the office of ~~Chairperson~~President-elect, Secretary, or Parliamentarian, a special election will be held to fill the office (See Article IX, Section 2).

ARTICLE VIII

Officers of the House of Delegates

Section 1. Officers of the House of Delegates are the Chairperson, Chairperson-elect, Secretary, and Parliamentarian. The Chairperson will serve a one year term. The Chairperson-elect will serve two years: one year as Chairperson-elect and the second year as Chairperson. The Secretary and Parliamentarian will be elected for one year. Any ~~of the~~ above may serve two successive terms except the Chairperson.

Section 2. Duties of the Chairperson are to preside at meetings of the House of Delegates and its Executive Committee.

Section 3. The Chairperson-elect is the presiding officer at the House of Delegates meetings in the absence of the Chairperson or in the event of a vacancy of the office of Chairperson. The Chairperson-elect serves as a member of the Executive Committee and is responsible for the collection of agenda items.

Section 4. The Secretary is responsible for taking minutes, distribution of minutes, and also serves as a member of the Executive Committee. The Secretary will publish annually a list of all House of Delegates officers and a list of the membership of all House of Delegates committees. Unless otherwise limited herein, the Secretary is responsible for maintaining a copy of the minutes of the House of Delegates and committees thereof, as well as a list of membership on reserve in the library. The Secretary is also responsible for providing copies of minutes of all meetings to the Chancellor's

Office where they will be retained. The Secretary will also maintain in the library and Chancellor's Office minutes of all monthly meetings.

Section 5. The Parliamentarian will advise the Chairperson on questions of procedure in transacting the business of the House of Delegates and will also serve as a member of the Executive Committee and will ensure that all employee suggestions are submitted to the Executive Committee.

Section 6. Persons newly elected as officers of the House of Delegates assume their offices on July 1st after the election meeting (see House of Delegates Elections) except that an outgoing Chairperson-elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.

Section 7. In the event of a vacancy in any office other than Chairperson, a special election will be held to fill the office.

ARTICLE IX

Elections of the Academic Senate

Section 1. Each ~~year~~ during April the Academic Senate ~~will hold an election~~ to fill the posts of those ~~elective~~ Academic Senate officers whose terms of office are about to expire. The Nominations Committee will prepare a slate of at least two and no more than three members for each office to be filled. The ballot will also include the candidates for the at-large positions. The proposed slate will be representative of each College and the campus-wide appointments. This slate of nominees will be listed on the agenda for the last Academic Senate meeting ~~prior to~~ the election; at this meeting of the Academic Senate, nominations may be made from the floor provided that approval of the person nominated is secured. Following this meeting, the Nominations Committee will prepare and mail ballots or electronic mail ballots to the membership by April 15. Members shall return ballots by May 1 to be counted by the Nominations Committee. To be elected, a nominee must ~~receive votes from~~ a majority ~~of~~ those casting ballots. In the event no nominee receives a majority of the votes cast ~~for an~~ office, a runoff, with comparable time constraints, by mail ballot between the two nominees receiving the most votes will be immediately conducted by the Academic Senate.

Section 2. In the event of a vacancy in the office of the ~~Chairperson~~President, the ~~Chairperson~~President-elect will become the ~~Chairperson~~President, and complete the remaining time left by the vacancy in addition to his/hers normal period. The office of the Chair-elect will be declared vacant. In the event of a vacancy in the office of ~~Chairperson~~President-elect, Secretary, or Parliamentarian, a special election will be held to fill the office. The Nominations Committee prepares a slate of nominees for the vacant position allowing for write-in nominations. This slate is submitted to the Academic Senate officers for approval. Following approval of this slate, the Nominations Committee will prepare and mail ballots to the membership. Members shall return ballots within two weeks to be counted by the Nominations Committee. To be elected, a nominee must ~~receive votes from~~ a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff, with comparable time restraints, by mail votes will be immediately conducted by the Academic Senate.

ARTICLE X

Elections of the House of Delegates

Each year during April the House of Delegates will elect its officers. The Membership and Elections Committee will prepare a slate of at least one and no more than three members for each office to be filled. This slate of nominees will be listed on the agenda for the House of Delegates meeting prior to the election; at this meeting of the House of Delegates, nominations may be made from the floor provided that approval of the person nominated is obtained. Following this meeting, the House of Delegates' officers will prepare and e-mail ballots to the membership by April 30th. Members shall return ballots within one week to be counted. To be elected a nominee must receive votes from a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff between the two nominees receiving the most votes will be conducted immediately by e-mail with one week allowed for return of ballot. All nominees for office must be members of the House of Delegates.

ARTICLE XI

UAMS Representatives to System-wide Committees and Councils

All UAMS representatives to System-wide committees and councils will be appointed by and from the appropriate Campus Assembly body or official. These representatives are responsible for maintaining communication between the Campus Assembly and System-wide committees and councils. All System-wide committee and council actions will be reported at the next regular meeting of the Academic Senate Council and/or House of Delegates and the minutes of such System-wide meetings will be kept on reserve in the library and retained in the Chancellor's office.

ARTICLE XII

Committees of the Academic Senate~~Section 1. Elected Standing Committees~~~~a. Academic Senate Council~~

~~The Council consists of the Chairperson, the Immediate Past Chairperson, the Chairperson-elect, the Secretary, and the Parliamentarian of the Academic Senate; the president of the Associated Student Government, two faculty elected by and from each College three at-large faculty members elected by the faculty. The Chairperson of the Academic Senate serves as Chairperson of the Academic Senate Council.~~

~~b. Membership and Elections Committee~~

~~The Nominations Committee will prepare a slate of nominees for each Academic Senate office to be filled and, as needed, as vacancies occur. The committee will prepare this slate according to the procedure outlined in Article IX, Elections of the Academic Senate. The Committee is responsible for preparing the ballot, mailing and counting the votes.~~

~~The Nominations Committee is composed of: two one of the two faculty elected College representatives members from each College, one of the at large members, elected annually by the faculty of that College; and the past president, president of the Associated Student Government, and one faculty from the campus-wide appointments.~~

~~e. Agenda Committee~~

~~The Agenda Committee is responsible for the preparation and distribution of the agenda for meetings of the Academic Senate and the Academic Senate Council.~~

~~The Committee consists of the Chairperson, Chairperson elect, Secretary, and Parliamentarian. The Agenda Committee will meet two weeks before each scheduled Academic Senate Academic Senatemeeting to prepare the agenda.~~

Section 12. Appointed Standing Committees and Ad Hoc Committees

The officers of the Academic Senate may appoint the members from the Academic Senate, full time students, staff, and those holding faculty appointments and define the duties of such Standing and Ad Hoc Committees as may be necessary or useful in the conduct of Senate business and/or to handle issues of concern to the Academic Senate membership. All such committees shall have a membership that is representative of the Faculty and, furthermore, the faculty members shall be representative of the colleges of the UAMS Campus.

The following shall be specified for each committee:

- a. Purpose
- b. Charge
- c. Objectives
- d. Number of members
- e. Term duration
- f. Chairperson

All committees have the authority to call and conduct such meetings as are necessary to obtain information necessary for the formulation of committee recommendations to the Academic Senate.

All committees are responsible to the Academic Senate and shall submit recommendations and reports to that body for action. All committee recommendations are to be given to the Chairperson of the Agenda Committee for inclusion in the agenda of the next Academic Senate meeting.

Standing Appointed Committees

a. Membership and Elections Committee

The Membership and Elections Committee is composed of: one of the two elected

College representatives from each College, one of the at large members, and the past-president. A member will exclude themselves from the committee if they are planning to be nominated for the position.

The Membership and Elections Committee will prepare a slate of nominees for each Academic Senate office to be filled and, as needed, as vacancies occur. The committee will prepare this slate according to the procedure outlined in Article IX, Elections of the Academic Senate. The Committee is responsible for preparing the ballot, mailing and counting the votes.

b. Faculty Affairs Committee

The Faculty Affairs Committee is composed of: at least one member from each college and chaired by an elected member of the Academic Senate.

The Faculty Affairs Committee is concerned with matters that pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the faculty, collectively and as individuals. Topics in its area of responsibility include tenure, procedures for academic promotions, academic responsibilities, and standards of appointment.

~~The officers of the Academic Senate may appoint the members from the Academic Senate and define the duties of such Standing and Ad Hoc Committees as may be necessary or useful in the conduct of Senate business and/or to handle issues of concern to the Academic Senate membership. All such committees shall have a membership that is representative of the Academic Senate and, furthermore, the faculty members shall be representative of the colleges of the UAMS Campus.~~

~~Membership on appointed Standing and Ad Hoc Committees shall be for a one-year term or less.~~

~~The following shall be specified for each committee:~~

- ~~a. Purpose~~
- ~~b. Charge~~
- ~~c. Objectives~~
- ~~d. Number of members~~
- ~~e. Chairperson~~

~~All committees have the authority to call and conduct such meetings as are necessary to obtain information necessary for the formulation of committee recommendations to the Academic Senate.~~

~~All committees except the Honors Committee are responsible to the Academic Senate Council and shall submit recommendations and reports to that body for action. All committee recommendations are to be given to the Chairperson of the Agenda Committee for inclusion in the agenda of the next Academic Senate meeting.~~

~~The Honors Committee meets in executive session and reports directly to the Chancellor.~~

Section 3. Committee Meetings

All committee meetings are open and the date, time, and location of committee meetings must be published at least one week in advance of the meeting.

Minutes of committee meetings, except Membership and Elections Committee~~the Nomination and Honors Committees~~, shall be given to each member of the committee and to the Secretary of the Academic Senate. In addition, the minutes, except Membership and Elections Committee~~the Nomination and Honors Committee~~, shall be made available for inspection by anyone upon request to the committee chairperson.

ARTICLE XIII

Committees of the House of Delegates

Section 1. Elected Standing Committees

a. Executive Committee

The Executive Committee is responsible for the preparation and distribution of ~~the~~ agenda for meetings of the House of Delegates. The committee is composed of the Chairperson, the Chairperson-elect, Secretary, Parliamentarian and Past Chairperson of the House of Delegates, and two at-large members to be elected annually by and from ~~the~~ membership of the House of Delegates. The Chairperson of ~~the~~ House of ~~Delegates~~ serves as Chairperson of the Executive Committee. The Executive Committee will meet two weeks before each scheduled House of Delegates meeting to prepare the agenda.

b. Membership and Elections Committee

The Membership and Elections Committee will meet each Spring to prepare a slate of nominees for each House of Delegates' office to be filled. The committee will prepare ~~this~~ slate according to the procedure outlined in Article X, Elections of the House of Delegates.

The Membership and Elections Committee is composed of one representative from each group in the House of Delegates as defined in Article III. The elected ~~representatives~~ from each group will, in turn, elect their member for this committee.

Section 2. Appointed Standing Committees and Ad Hoc Committees

The officers of the House of Delegates may, with the approval of the House of Delegates, appoint members and define the duties of such Standing and Ad Hoc Committees as may be necessary or useful in the conduct of its business.

Membership on appointed Standing and Ad Hoc committees shall be for a one-year term or less.

The following shall be specified for each committee:

- a. Purpose
- b. Charge
- c. Objectives
- d. Number of members
- e. Chairperson

All committees have the authority to call and conduct such meetings as are necessary to obtain information necessary for the formulation of committee recommendations to the House of Delegates.

All committees are responsible to the House of Delegates and shall submit recommendations and reports to that body for action. All committee recommendations are to be given to the Chairperson of the Executive Committee for inclusion in the agenda of the next House of Delegates meeting.

Section 3. Committee Meetings

All committee meetings are open and the date, time, and location of committee meetings must be published at least one week in advance of the meeting.

Minutes of committee meetings shall be given to each member of the committee and the Secretary of the House of Delegates. In addition, the minutes shall be made available for inspection by anyone upon request to the Committee Chairperson.

ARTICLE XIV

Amendments

Amendments to the Constitution of the Campus Assembly must be considered in both the Academic Senate and the House of Delegates and require an affirmative vote of two-thirds (2/3) of the members present and voting, providing that a quorum is present in both the Academic Senate and the House of Delegates. A proposed amendment may be offered by any member of the Academic Senate or House of Delegates, or by any committees of these bodies. ~~Proposed amendments will be considered only during the regular nine-month academic year (September through May).~~ No vote can be taken upon a proposed amendment until it has been submitted to the Executive Committee of the House of Delegates and the Academic Senate ~~Council of the Academic Senate~~, and published as part of the agenda for two consecutive meetings of these bodies. All proposed amendments must be in written form when placed on the agendas. Any amendment approved by the Assembly as specified above shall become effective when approved by the Board of Trustees of the University, or after approval by the Board of Trustees, on a day specified therein.

APPENDIX I

UAMS Job Titles as Assigned by the DHEW Affirmative Action CodeClerical and Secretarial

Collector II	Assistant Resident Hall Manager
Financial Counselor	Accounting Assistant II
Accounts Supervisor	Data Input Supervisor
Information Specialist I	Data Input Operator I
Multi-Media Technologist Controller I	Data Input Operator II
Multi-Media Technologist Controller II	Data Input Operator III
Administrative Secretary	Clerk I
Nursing Unit Coordinator	Clerk II
Personnel Assistant I	Clerk III
Hospital Admissions Supervisor	Clerk Typist I
Purchasing Assistant	Clerk Typist II
Library Assistant II	Clerk Stenographer I
Library Assistant I	Cashier I
Secretary III	Medical Records Technician
Secretary II	Admission Interviewer
Secretary I	Cashier III

Executive, Administrative and Managerial

Project Director	Vice Chancellor for Academic Affairs
Associate Project Director	Vice Chancellor for Administration
Assistant Project Director	Vice Chancellor for Finance
Chancellor	Associate Dean
Dean, College of Medicine	Assistant Dean
Dean, College of Nursing	Director of Planning, Organization and Development
Dean, College of Pharmacy	Director of Campus Operations and Services
Dean, College of Health- Related Professions	Assistant Treasurer
Hospital Director	Purchasing Agent
Controllor	Assistant Purchasing Agent
Chief Pharmacist	Instrumentation Engineer
Associate Hospital Director	Director of Personnel
Assistant Hospital Director	Director of Patient Accounts
Director of Library	

Director of Biomedical
 Communications
 Director of Human Relations
 Director of Student Affairs
 Chief Respiratory Therapist
 Administrative Assistant I
 Administrative Assistant II
 Director of UAMS Computer
 Facility
 Director of Nursing Service
 Associate Director of Nursing
 Assistant Director of Nursing
 Director of Physical Plant
 Assistant Director of Physical
 Plant
 Director of Dietary
 Assistant Director of Dietary
 Director of Hospital Admissions

Director of Information
 Director of Medical Records
 Clinic Manager
 Director of Housekeeping
 Director of Social Services
 Residence Hall Manager
 Security Chief
 Manager of Book Store
 Director of Volunteer Service
 System Development Manager
 Departmental Chairperson
 Director
 Area Director
 Assistant Director of Programs
 Associate Director of Programs
 Project Coordinator
 Chief Accountant

Faculty

Professor
 Associate Professor
 Assistant Professor
 Instructor
 Assistant Instructor
 Librarian
 Research Associate
 Lecturer

Associate Librarian
 Assistant Librarian
 Teacher
 Instructional Development
 Specialist II
 Instructional Development
 Specialist I
 Program Coordinator

Professional Non-Faculty

Audiologist
 Pharmacist I
 Pharmacist II
 Accountant III
 Accountant II
 Accountant I
 Nurse Anesthetist
 Social Worker II
 Social Worker I
 Speech Therapist
 Nursing In-Service

Physician Assistant I
 Physician Assistant II
 Nutritionist
 Research Technician II
 Registered Nursing Practitioner I
 Charge Nurse
 Dietitian II
 Dietitian I
 Registered Nurse II
 Registered Nurse I
 Occupational Therapist

Instructor I
 Nursing In-Service
 Instructor II
 Head Nurse
 Assistant Head Nurse
 Internal Auditor
 Physical Therapist
 Health Physics Technologist
 Mental Health Counselor II
 Medical Records Librarian
 Registered Nursing Supervisor
 Assistant Chief Respiratory
 Therapist

Medical Technologist III
 Medical Technologist II
 Medical Technologist I
 Psychological Examiner
 Personnel Assistant II
 Chief Medical Illustrator
 Medical Illustrator
 Clinical Nursing Specialist
 Head of Instructional TV
 Chief of Photographic Service
 Project Assistant
 Research Assistant

Service/Maintenance

Food Service Manager
 Laboratory Assistant II
 Laboratory Assistant I
 Grounds Foreman
 Animal Care Specialist I
 Cook III
 Food Service Supervisor I
 Service Supervisor II
 Physical Therapy Assistant
 Mental Health Assistant II
 Custodial Supervisor II
 Security Officer
 Driver I
 Maintenance Repairman I
 Cook II
 Linen Supervisor
 Plumber Helper
 Carpenter Helper
 Formula Room Supervisor
 Heating and A/C Helper
 Nursing Assistant II
 Nursing Assistant I

Custodial Supervisor I
 Laboratory Aide II
 Dietary Supervisor
 Mental Health Assistant I
 Groundskeeper II
 Cook I
 Painter Helper Food
 Morgue Assistant
 Custodial Worker II
 Food Service Worker II
 Teaching Assistant
 Seamstress
 Groundskeeper I
 Escort
 Custodial Worker I
 Food Service Worker I
 Photographic Assistant
 Pharmacy Assistant
 Laboratory Aide I
 Formula Room Aide
 Elevator Operator
 Plaster Helper

Skilled Crafts

Assistant Physical Plant Supervisor	Painter Foreman
A/C Foreman	Boiler Operator I
Electrician Foreman	Welder
Plumber Foreman	Painter I
A/C Mechanic II	Plasterer I
Mechanic I	Construction Inspector I A/C
Plumber II	Construction Inspector II
Carpenter I	Instrumentation Technician I
Carpenter II	Instrumentation Technician II
Central Plant Operation Supervisor	Closed Circuit TV Engineer
Electrician II	Baker I
Electrician I	Baker II

Technical and Paraprofessional

Production Manager	LPN II
System Programmer II	Mental Health Counselor I
System Analyst I	Stores Supervisor
System Analyst II	Photolab Supervisor Operation
Supervisor II	Assistant Chief of Security
Application Programmer I	Embalming Technician
Application Programmer II	Occupational Therapy Assistant
Chief X-ray Technologist	Recreational Therapist
Animal Care Specialist III	ECG Technician I
Nuclear Medicine Technologist III	Histology Technician I
Nuclear Medicine Technologist II	Surgical Technician
Nuclear Medicine Technologist I	Dental Assistant
X-ray Technician III	Photolab Technician
X-ray Technician II	EEG Technician I
Central Supply Supervisor	Draftsman I
Research Technologist II	Histology Tech II
Research Technologist I	Research Tech I
Therapist	Photographer I
Photographer II	Respiratory Therapy Tech
Operations Supervisor I	Graphic Artist Respiratory
Computer Operator I	Dental Hygienist
	Switchboard Operator II
	Switchboard Operator I
	Central Supply Technician I

Computer Operator II	Central Supply Technician II
Computer Operator III	Central Supply Technician III
Pathology Curator	Laboratory Supervisor
Social Worker Assistant	Tissue Screener III
Cytotechnologist	Tissue Screener II
Pharmacy Technician	Tissue Screener I
Assistant Director of Housekeeping	Research Technician Supervisor
Associate Director of Housekeeping	Histology Technician III
Chief Cardiology Technologist	Necropsy Technician III
EEG Technician II	Histology/Necropsy Tech II
ECG Technician II	Histology/Necropsy Tech I
X-ray Therapy Technician	Necropsy Technician II
Laboratory Assistant III	Necropsy Technician I
Certified Respiratory Therapy Technician	Medical Program Evaluator III
LPN I	Medical Program Evaluator II
	Medical Program Evaluator I
	X-ray Technician I

Appendix II

Organization of UAMS Campus Assembly

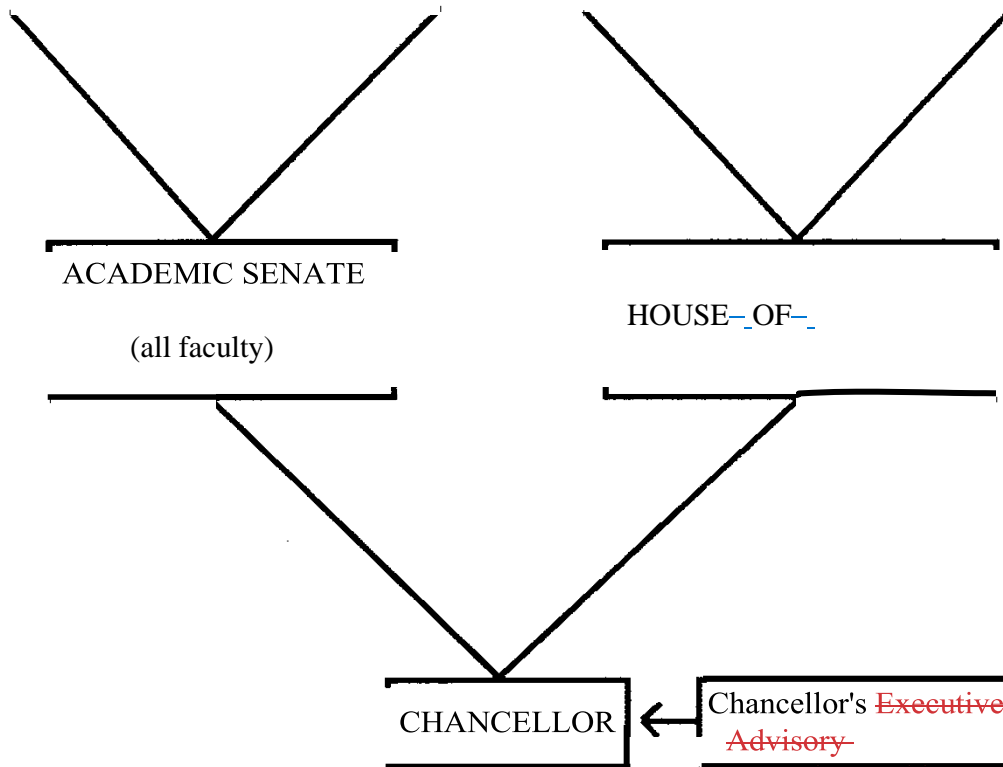
[MBH]

Elected Representatives from:

Students
Professional non-

Elected Representatives from:

Faculty
Students
Professional non-faculty
Executive, Administrative,
& Management Service &
Maintenance Technical &
Paraprofessional Clerical &
Secretarial
Skilled Crafts



Organization of Professional Non-Faculty for Purposes of Determining Representation in the UAMS
~~Academic Senate~~ Academic Senate Based on Job Titles as Assigned by the DHEW Affirmative
 Action Code

Accountant/Audio Visual

Accountant I, II, III
 Internal Auditor
 Personnel Assistant II
 Medical Illustrator
 Medical Records Librarian
 Head of Instructional TV
 Chief of Photographic Service

Health Related Professions

Audiologist
 Social Worker I, II
 Speech Therapist
 Physical Therapist
 Nutritionist/Dietician I, II
 Occupational Therapist
 Psychological Examiner
 Health Physics Technologist
 Mental Health Counselor II
 Assistant Chief Respiratory Therapist
 Physician Assistant I, II

September 8, 2016 (Revised)
 January 19, 1996 (Revised)
 April 30, 1993 (Revised)
 May 4, 1990 (Revised)
 April 6, 1990 (Revised)
 May 30, 1980 (Revised)
 May 6, 1977

Nursing

Nurse Anesthetist
 Nursing In-Service
 Instructor I, II
 Head Nurse, Assistant
 Registered Nursing
 Practitioner I
 Charge Nurse Registered
 Nurse I, II Registered Nursing
 Supervisor Clinical Nursing
 Specialist

Technicians

Research Technician II
 Medical Technologist I, II, III
 Project Assistant
 Research Assistant