

University of Arkansas for Medical Sciences
Academic Senate Bylaws

Chapter 1: Structure of the Organization

Section 1. The Academic Senate will be composed of:

- a) Two faculty elected from each College
For colleges with 100 or more full time faculty, three faculty elected from each College
- b) Two faculty elected from Academic Affairs
- c) One faculty elected from facilities, programs, or buildings not located at the main UAMS campus (including but not limited to any of the UAMS regional programs, sites away from the Main Little Rock location, remote work, CAVHS, or Arkansas Children's Hospital)
- d) One faculty elected from the UAMS Northwest Regional Campus,
- e) Three faculty elected from faculty at large,
- f) Elected officers of the Academic Senate,
- g) An elected representative member of the Associated Student Government.
- h) An elected representative member of the UAMS Postdoctoral Society.
- i) Professors emeriti, members of the Chancellor's Cabinet, adjunct professors and visiting professors, lecturers, and volunteer faculty members shall have voice, but cannot serve as elected representatives or officers of the Academic Senate.
- j) 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

Chapter 2: Meetings of the Academic Senate

Section 1. Unless otherwise indicated herein, meetings of the Academic Senate and its committees are open to at least all represented persons, although floor privileges may be limited. 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 at least every two months to conduct general business of the Academic Senate.

The Academic Senate shall compile an agenda for all meetings and forward it to the President who shall distribute it to all members of the Academic Senate through the campus mail, 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 must be submitted to the President of the Academic Senate. A request to the Academic Senate for the inclusion of any item of business, if bearing the names of ten or more of the members of the UAMS faculty, and if submitted not later than two weeks before the next regular meeting of the Academic Senate 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 President. At any meeting, the Academic Senate shall take no final action on any business that is not on the agenda for that meeting.

Section 3. The Secretary of the Academic Senate shall promptly prepare minutes of each meeting and shall forward them to the President-elect of the Academic Senate. The President-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 Academic Senate website.

Section 4. Fourteen members of the Academic Senate shall constitute quorums unless otherwise specified.

Section 5. Unless specified otherwise, matters placed before the Academic Senate 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 survey), but in cases of doubt, any member may request a hand count vote. In Academic Senate 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.

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.

Chapter 3: Officers of the Academic Senate and Members of the Academic Senate

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

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

Section 3. The President-elect is the presiding officer at Academic Senate in the absence of the President. The President-elect is responsible for distribution of the minutes for meetings of the Academic Senate.

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

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 the Academic Senate website.

Section 5. The Parliamentarian will advise the 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 July 1 (see Academic Senate Elections) except that an outgoing 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 are the elected officers of the Academic Senate, the elected member of the Associated Student Government, the elected member of the Post Doctoral Society, two to three faculty elected by and from each College, two elected by Academic Affairs, and five faculty elected from the campus-wide/regional appointments. The officers from the Academic Senate will serve their terms as previously specified in Section 1. The elected member of the Associated Student Government and Post Doctoral Society 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 President-elect, Secretary, or Parliamentarian, a special election will be held to fill the office (See Chapter 4, Section 2).

Chapter 4: Elections of the Academic Senate

Section 1. Each year during April the Academic Senate will hold an election to fill the posts of those elected at-large Academic Senate officers whose terms of office are about to expire and for College representatives for Colleges that do not have an existing College wide election process. The Membership and Elections Committee will prepare a slate of at least two and no more than three members for each office to be filled. 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 Membership and Elections Committee will prepare and mail ballots or electronic mail ballots to the UAMS faculty by April 15. Faculty shall return ballots by May 1 to be counted by the Membership and Elections 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 or electronic mail ballot between the two nominees receiving the most votes will be immediately conducted by the Academic Senate. Colleges or units that hold college wide elections may conduct their own elections to elect their College representatives. A description of the election process and the results of the election must be communicated to the Academic Senate President by June 1.

Section 2. In the event of a vacancy in the office of the President, the President-elect will become the 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 President-elect, Secretary, or Parliamentarian, a special election will be held to fill the office. The Membership and Elections 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 Membership and Elections Committee will prepare and mail or electronic ballots to the UAMS faculty, who shall return ballots within two weeks to be counted by the Membership and Elections 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 or electronic votes will be immediately conducted by the Academic Senate.

Chapter 5: Committees of the Academic Senate

Section 1. 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 UAMS faculty body. 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 Senate President for inclusion in the agenda of the next Academic Senate meeting.

Section 2. Standing Appointed Committees

a. Membership and Elections Committee

The Membership and Elections Committee is composed of: one of the 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 a 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 that should be filled occur. The committee will prepare this slate according to the procedure outlined in Chapter 4, Elections of the Academic Senate. The Committee is responsible for preparing the ballot, distributing 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.

Section 3. Committee Meetings

All committee meetings, except Membership and Elections Committee, are open to at least all represented persons (though floor availability may be limited) 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, 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, shall be made available for inspection by anyone upon request to the committee chairperson.

Chapter 6: Amendments to the Bylaws

Amendments to the bylaws require an affirmative vote of two-thirds (2/3) of the members present and voting, providing that a quorum is present. A proposed amendment may be offered by any member of the Academic Senate or by any committees of these bodies. No vote can be taken upon a proposed amendment until it has been submitted to 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 to the bylaws approved by the Academic Senate must not contradict the existing Constitution that governs the Academic Senate and will be effective immediately.