**Faculty Senate Resolution 20/21-17:**

**Faculty Handbook Chapter 6 Revision (Apr. 2021)**

History: From the Personnel Committee

Passed First Reading at FSEC on April 22nd, 2021 as Senate Bill 463.

Passed Second Reading at Senate on April 29, 2021.

Passed Third Reading at Senate on July 8, 2021, becoming Senate Resolution 20/21-17.

WHEREAS, the Faculty Senate has received a rejection of its proposed Faculty Handbook Chapter 6 language from the Administration, and

WHEREAS, the Faculty Senate Personnel Committee has re-reviewed the current Faculty Handbook Chapter 6, the language for Chapter 6 previously considered by the Senate and its prior committees, and revised language for Chapter 6 proposed by the Administration, and

WHEREAS, a new revision to Chapter 6 has been prepared by the Personnel Committee,

NOW THEREFORE BE IT RESOLVED:

That the Chapter 6 text that follows be considered approved by the UAH Faculty Senate as the new Chapter 6 of the UAH Faculty Handbook, and

BE IT FURTHER RESOLVED:

That upon final Senate approval and notice from the Administration of its concurring approval of this resolution, that the Chapter 6 text that follows be adopted as the new Chapter 6 of the UAH Faculty Handbook, and

BE IT ALSO RESOLVED:

That the Senate officers shall update the Faculty Senate web page with the revised Chapter 6 that follows, provided both final Senate approval and Administration notice of concurring approval of this resolution have been received.

CHAPTER 6

6. SHARED GOVERNANCE

The Board of Trustees of The University of Alabama entrusts University administrators, faculty, staff, and students with responsibilities for sharing in the governance of the University. The responsibilities of The Board of Trustees and University administrators are delineated in various places elsewhere in this Handbook. The Board of Trustees and the University of Alabama system operates under the Board of Trustees Manual.

**6.1. Faculty Participation in Shared Governance**

Academic excellence is essential to the successful performance of the University’s educational mission. Such excellence is achieved in an environment of mutual conﬁdence, collegial participation, effective leadership, and strong academic programs. To foster this environment, it is University policy that the faculty participate in the selection, appointment, and performance evaluation of deans and department chairs, and that the advice of the faculty be actively and systematically sought.

Final authority over the selection, appointment, and retention of deans rests with the Provost with the concurrence of the President, and ﬁnal authority for the selection, appointment, and retention of associate deans, assistant deans, and departmental chairs rests with the academic deans, with the concurrence of the Provost.

Faculty review of administrative performance and program effectiveness is accomplished by conducting formal program reviews at a minimum at five-year intervals, with faculty also participating in the regular, ongoing evaluation of administrative leadership, program direction, and program quality.

**6.2. Faculty Senate**

The structure of the Faculty Senate of The University of Alabama in Huntsville, as well as its relationship to other University bodies, and was originally described by the governance system proposal of March 7, 1973, as adopted with amendments by the President of the University on April 3, 1973.

The authority of the Faculty Senate derives from the Ofﬁce of the President of the University, represents a long tradition of shared governance in a university setting, and exists as a feature of the bond of mutual trust that serves as the basis for the general system of governance for the faculty, student body, and administration.

Senators are the voice of the faculty. The Faculty Senate is the permanent body representing the faculty for the formulation of University policy and procedures in matters pertaining to institutional mission, general academic considerations, curricular matters, research, University resources, and faculty personnel (appointments, promotion, and tenure). All issues of University governance affecting the faculty at large should go before the full Faculty Senate before implementation. Faculty Senators are expected to solicit the opinions of the Faculty in their respective Academic

Units, however, administrators above the level of department chair should refrain from influencing Faculty Senators’ opinions.

Appendix L, the bylaws of the University of Alabama in Huntsville Faculty Senate, specifies the current structure of the Faculty Senate.

**6.3. The Graduate Council**

The Graduate Council is an elected body representing the graduate faculty. The Council consists of the Dean of the Graduate School (non-voting, ex-ofﬁcio chair), the Registrar (non-voting, ex-officio) and a number of full members of the graduate faculty, each college has three representatives. The members of the Graduate Council must be members of the Graduate Faculty and are elected by the Graduate Faculty within their colleges. The term of an elected member is two years. Graduate Council members who are also Faculty Senators are expected to act as the Faculty Senate representative to the Graduate Council and will provide periodic reports to the Faculty Senate. If none of the Graduate Council members are Faculty Senators then the Faculty Senate will elect a current Senator as a non-voting member of the Graduate Council.

The Council examines new policies, procedural requirements, new graduate courses and pro-grams, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. Graduate program creation, merger, or deletion requires the approval of the Faculty Senate. Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

Full members of the graduate faculty must demonstrate continuing interest in the graduate program, be actively engaged in research, and demonstrate scholarly achievement through contributions to their academic discipline. Nomination to the graduate faculty is made by the department chair and, when appropriate, program director. The nomination is forwarded through the appropriate college Dean to the Graduate Dean, who in turn forwards it to the Graduate Credentials Committee of the Graduate Council for recommendation. The Graduate Dean makes the appointment.

Details of the operation of the graduate program are contained in the Graduate School Hand-book.

**6.4. Staff Senate**

The Staff Senate is a representative body of eligible staff. Its purpose and charge are to serve an auxiliary, advisory function to the administration in the area of staff personnel matters and to do so in a positive and constructive way. The Staff Senate provides a forum for the exchange of ideas, a resource for evaluating proposals, a reviewer of proposed University policies and policy revisions in accordance with the Policy on Policies, and a mechanism for expressing suggestions and concerns. In carrying out its role, it works to promote better understanding, cooperation, and communication within the campus community for the beneﬁt and betterment of all.

The Staff Senate is composed of elected members from the staff employees of the University. Its ofﬁcers are elected by the Staff Senate from its membership. Rules of procedure, membership, election of members, and committee structure are described in the Staff Senate Bylaws, which are available in the Ofﬁce of the Vice President for Finance and Administration.

**6.5. Student Government Association**

The Student Government Association (SGA) is composed of all students enrolled at the University. The SGA promotes the welfare of students in all areas of University life. Its primary purpose is to help improve the educational environment, including promoting academic innovation and working closely with faculty and administrators to bring about desirable changes in institutional policies and to review proposed policies and policy revisions in accordance with the Policy on Policies. It establishes budgets for funds allocated to it and establishes and governs clubs and other student organizations. The SGA is also responsible for developing and sponsoring programs to enhance the cultural, intellectual, and social life of students.

Rules of procedure, membership, elections, and committee structure are described in the Stu-dent Government Association Bylaws, copies of which are maintained in the Ofﬁce of the Vice President for Student Affairs.

**6.6. Boards, Councils and Committees**

To fulﬁll responsibilities of shared governance, members of the University may establish collaborative bodies known as boards or committees that are charged with performing speciﬁc duties requiring student, faculty, staff, and administration involvement. In addition, the administration establishes its own collaborative bodies known as councils. When a council is established, the administration describes its purpose, membership, duties and responsibilities. Boards, councils, and committees are advisory. These bodies change from time to time and current information is maintained by the Ofﬁce of the President.

University committees consist of members of the faculty, administration, staff and students. For Faculty Senate Committees and for University Committees dealing with faculty matters and issues, faculty members are selected by (but not necessarily from) the Faculty Senate and are at least equal in number to the administration and staff representation on each committee. All ex-ofﬁcio members shall be clariﬁed and designated. Ex-ofﬁcio members shall not vote, except for those ex-ofﬁcio members who are committee chairs who may vote only to break ties. In cases where this ex-ofﬁcio member serves as chairperson, members of the committee shall select a faculty member to serve as co-chairperson. If the ex-ofﬁcio member calls a meeting but cannot attend, then the co-chair will preside. Where Faculty Senate committees and university committees share common purposes, functions, or charges, members of the Faculty Senate committees are voting members of corresponding university committees. Where required by the nature of the committee's function, university committee structures must reﬂect unit representation, including the Library. University committees meet at least once a semester. Any member of the committee may call a meeting. Committees will issue a written report to their administrative liaison and to the Faculty Senate Executive Committee each semester, after meeting. Terms of membership are for two years unless otherwise noted, with arrangements made for staggered terms. The details of procedures are issues that each committee determines.

The administrator through whom a university committee reports, a nonvoting ex-ofﬁcio member of that committee, may initiate calls for committee meetings. Unless otherwise speciﬁed, the chair of each university committee is elected from those members of the committee who are not ex-ofﬁcio. The retiring chair is responsible for organizing and conducting the ﬁrst meeting of the committee, including the election of the new chair.

**6.6.1. Committees, Boards, and Councils, and Reporting Through An Administrative**

**Liaison**

The chart below identiﬁes current boards, councils, and committees and their administrative reporting relationships.

**Committee Name Administrative Vice-President Faculty Participation**

ADA Advisory Diversity, Equity & Inclusion Elected by Faculty Senate

Budget and Planning Finance & Administration Elected by Faculty Senate

Campus Planning Finance & Administration Elected by Faculty Senate

Campus Safety President Elected Faculty

Employee Benefits Finance & Administration Elected by Faculty Senate

Financial Aid Student Affairs Elected by Faculty Senate

Intercollegiate Athletic President Elected by Faculty Senate

Library Provost/ Academic Affairs Elected by Faculty Senate

Honorary Degrees and Naming Provost/Academic Affairs Appointed by Faculty Senate

University Commencement Provost/Academic Affairs Appointed by Faculty Senate

Faculty Appeals President Elected Faculty

Animal Care and Use Research & Economic Development Appointed Faculty

Bookstore Advisory Provost/Academic Affairs Appointed Faculty

Charger Green Recycling Finance & Administration Appointed Faculty

Environmental Health & Safety Research & Economic Development Elected by Faculty Senate

Equal Opportunity/ President Appointed Faculty

Affirmative Action

Faculty/Staff Traffic Appeals Finance & Administration Appointed Faculty

Title VI Diversity Advisory President & Provost/Academic Affairs Appointed Faculty

Use of Human Subjects Research & Economic Development Appointed Faculty

**Council Name Administrative Vice-President Faculty Participation**

Graduate Provost/Academic Affairs Elected Faculty

Research Research & Economic Development Elected by Faculty Senate

Honors Provost/Academic Affairs Appointed Faculty

**Board Name Administrative Vice-President Faculty Participation**

Student Conduct Student Affairs Elected by Faculty Senate

Student Affairs Advisory Student Affairs Appointed by Faculty Senate

University Review Provost/Academic Affairs Elected Faculty

**6.6.2. Ad Hoc Groups**

Task forces, study groups, special advisory committees, and other such ad hoc groups formed to address speciﬁc issues or receive assigned tasks are not ofﬁcial governance bodies of the university. All such bodies derive their authority from the boards, councils, committees, or individuals to whom they report. At the time of the formation of an ad hoc group, the appointing authority will put in writing the speciﬁc charge and purpose of the group. All ad hoc committees establish operating procedures by consensus of the membership, unless the appointing authority does so in advance of selecting membership. Ad hoc groups may not be appointed to perform the responsibilities of ofﬁcial boards, councils, or committees.