

University of South Alabama Faculty Senate Bylaws  
As Amended November 2013, May 2014, November 2014,  
September 2020, and February 2022, August 2023

BYLAW 1. GENERAL SENATE BODY

Section 1. Formula for Determining Faculty Senate Representation

- 1.1.1. Each academic unit shall elect one Faculty Senator at large. In addition, each academic unit with fifteen members or less shall elect one Faculty Senator for the first fifteen or less eligible faculty members as defined by the Faculty Senate Constitution Article 2 Section 1. Those academic units with more than fifteen eligible faculty members shall elect one Faculty Senator for every fifteen members. In cases of fractions of  $\frac{8}{15}$  or greater the academic unit shall elect one additional Faculty Senator. For example, an academic unit with 38 eligible faculty members shall elect three Faculty Senators ( $38/15 = 2 + \frac{8}{15} = 3$  FS) in addition to one Faculty Senator at large for a total of four Faculty Senators to represent them.
- 1.1.2. The Faculty Senate Secretary shall determine the number of eligible faculty in each academic unit by January 31 for establishing the appropriate Faculty Senate representation for the Following Academic Year.

Section 2. Electoral Procedure

1.3.3. The new senator orientation session will introduce new senators to the structure, functions, duties, and procedures of the faculty senate and its committees. Copies of the senate constitution and by-laws will be made available to new senators at this session.

#### Section 4. Duties of Senators

- 1.4.1. To attend and participate in Faculty Senate meetings on a regular basis.
- 1.4.2. To represent the Senator's academic unit and the broader interests of the faculty at large.
- 1.4.3. To notify the Faculty Senate Secretary prior to a Faculty Senate meeting if the Senator is unable to attend.
- 1.4.4. To participate actively in their academic unit caucus.
- 1.4.5. To participate actively in at least one Faculty Senate standing committee.
- 1.4.6. To participate actively as appointed representatives of the Faculty Senate on university committees.
- 1.4.7. To coordinate with their academic unit to avoid scheduling conflicts with Faculty Senate meetings.
- 1.4.8. To serve on *ad hoc* committees, and participate in other Faculty Senate activities as needed.

#### Section 5. Vacancies

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1.6.3. A Faculty Senator who has by special election filled a vacated seat for not more than one year shall at that the end of that term be eligible to serve two further three-year consecutive terms.

## BYLAW 2. OFFICERS

### Section 1. Election and Terms

2.1.1. Nomination of candidates for senate offices can be submitted to Senate officers prior to the first general senate meeting of the year and can also be made from the floor during the first general senate meeting for that electoral year. The current Vice-President shall automatically be nominated for President at the end of their term in office. Candidates for officer positions will be elected by ballot with winners being decided on the basis of a simple plurality of Faculty Senators voting. The ballot will be secret in the event of multiple candidates for an office.

2.1.2.-

2.2.3. Secretary: The Secretary shall assist the President in the operation and reporting of the Faculty Senate and other duties, including: (1) assist the President in the construction and distribution of an agenda; (2) issue calls for all meetings; (3) receive reports, motions, or resolutions to be presented at General Senate meetings; (4) record and maintain accurate minutes of all meetings including attendance; (5) conduct necessary correspondence; (6) keep and distribute an accurate list of the membership of the Senate; (7) provide updates and current documents (i.e. agenda, minutes, etc.) for posting on the Faculty Senate website; (8) determine membership of Standing Committees; (9) determine the number of eligible faculty for establishing the appropriate Faculty Senate representation (Bylaw 1. Section 1.2) and notify the Caucus Leader in each academic unit of the number of openings that need to be filled for the upcoming year (Bylaw 1. Section 2.1); (10) perform other duties as may be appropriate, including maintaining the archives of the Senate.

2.2.4. Immediate Past-President: At the end of her/his term, the President shall serve one year as Past-President. The Past-President will continue to be a member of the Faculty Senate. In the Senate, the Past-President shall have the same rights and responsibilities as an ex-officio non-voting member of the Senate.

BYLAWS 3. COMMITTEES AND SUBCOMMITTEES

The Chair of the Environmental Quality Committee will serve on the University Safety Committee and the University Sustainability Committee  
The Chair of the Academic Development and Mentoring Committee will serve on the Faculty Development Council.

The Chair of the Diversity, Equity, and Inclusion Committee will serve on the University Committee on Diversity

## Section 2. Standing Committee Charges

- 3.2.1. University Policies and Handbook Committee: This Committee represents the faculty concerning all academic policies of a general nature. The Committee shall also assist University Administrators in constructing the *Faculty Handbook* and on behalf of the Faculty Senate, be responsible for reviewing all proposed changes in the *Faculty Handbook*. A representative of the committee designated by the committee chair may be called upon to attend Council of Academic Deans meetings to address proposed policy.
- 3.2.2. Faculty Salaries and Benefits Committee: This Committee represents the faculty in matters related to salaries and fringe benefits.
- 3.2.3. University Planning and Development Committee: This Committee represents the faculty in matters related to planning at the university level. Its activities include, but are not limited to, participation in the planning for academic programs, facilities and infrastructure.
- 3.2.4. Teaching, Learning, and Technology Committee: This Committee represents the faculty in matters related to teaching, learning, academic affairs, and the use of computing and other technological facilities. Its activities include, but are not limited to face-to-face and online education, technology, and computing infrastructure for all teaching and learning-related activities.

3.2.7. Evaluation Committee: This Committee shall assist in the development and

- 3.6.1. In addition to the Faculty Senate Standing Committees listed (Bylaw 3. Section 1.1), the Faculty Senate may establish Standing Committees to address issues of interest to the faculty of the University. An ad hoc committee in place for one year is eligible to become a standing committee. An ad hoc committee's status can be elevated to standing committee status by any senator during a general or special meeting of the Senate. Following discussion by the Senate Body, a vote will be taken and the Faculty Senate Standing Committee will be established super majority of two thirds of the senators present is reached.
- 3.6.2. Faculty Senators wishing to serve on the new committee in addition to their current committee duties will submit their names to the Secretary of the Faculty Senate, who will then assign membership so as to have representation from each academic unit, as possible. Nominations for Chair of the new Standing Committee will be presented at the next general meeting of the Faculty Senate at which time the Senate will vote on the nominees with the winner obtaining a simple majority of votes cast. The newly elected Chair will then call a meeting of the Standing Committee at the earliest convenience of its membership.

#### Section 7. Dissolution of a Faculty Senate Standing or Advisory Committee

- 3.7.1 If a Faculty Senate Standing or Advisory Committee is no longer considered to be necessary it may be dissolved following presentation, discussion, and a simple majority vote of members at a general or special meeting of the Faculty Senate.

#### Section 8. Faculty Caucuses

- 3.8.1. The body of elected Senators from each academic unit shall constitute the respective Caucus for that academic unit.
- 3.8.2. Following the first meeting but prior to the second meeting of each new Faculty Senate session, Senators from each Caucus will elect amongst themselves a Caucus Leader.
- 3.8.3. If at any time a Senator serving as a Caucus Leader resigns, or has their position as a Senator terminated, the remaining Caucus members will elect amongst themselves a new Caucus Leader prior to the next Faculty Senate meeting.
- 3.8.4. The Caucus Leader from each academic unit shall act as the principal liaison between the Faculty Senate and their academic unit. As the principal liaison, the Caucus Leader shall coordinate with the Senators in their caucus to: 1) determine the opinions, interests, and preferences of the faculty within their academic unit; 2) serve as a conduit for bringing concerns of faculty within their unit to the attention of the Senate; and, 3) distribute a report to the faculty within their academic unit after each Faculty Senate Meeting concerning the nature of opinions, deliberations, and actions of the Faculty Senate.

3.8.5. The Caucus Leader will make regular reports to the Faculty Senate regarding: 1) the opinions, interests, and preferences of the faculty within their academic unit, and/or 2) the operations and activities of their academic unit.

3.8.6. The Caucus Leader from each academic unit shall supply the sitting Faculty Senate Secretary a list of faculty in their academic unit by January 31 of each year for use in determining the appropriate Faculty Senate representation.

3.8.7. The Caucus Leader from each academic unit shall conduct elections for all new Senators within their academic unit as directed by the Faculty Senate Secretary or as such elections become necessary due to vacancies. In the event that the Caucus Leader is also a candidate for reelection, they sh7 -1.15 Td [o1 t12 (er)72(f)2 (ac)14 T12kib10 (f)-8 (r)2 ( t)2 (he



- 4.1.3. Under normal circumstances, general and special meetings of the Faculty Senate shall be open to observation by all faculty, staff, students, alumni, media representatives and general public. The Faculty Senate may make a majority vote to enter a closed Executive Session consisting of only elected Senators.
- 4.1.4. Non-Senators not on the agenda may address the Senate only on invitation by vote of the Senate or on invitation by the President of the Senate after an opportunity for the Senate to object and, in case there is objection, after approval of the invitation by the Senate.
- 4.1.5. A quorum shall consist of a majority of the total Faculty

The Parliamentarian may be reappointed. If selected from outside the Senate membership, the Parliamentarian shall be an ex officio, non-voting member of the Senate.

report will be deposited into the Senate archives and an electronic copy of the report will be added to the Faculty Senate website.

- 8.2 Chairs of Standing Committees shall provide written final reports at the end of the electoral year on their areas of responsibility. These reports will be orally summarized during the final General Senate meeting of the term. A copy of the report will be deposited into the Senate archives and an electronic copy of the report will be added to the Faculty Senate website.
- 8.3 At the request of the President, principal Senate representatives appointed to University Committees shall also provide written year-end reports.
- 8.4 The President will oversee the preparation and Senate adoption of a statement reviewing the academic program of the University and other concerns of the faculty and making appropriate recommendations (Constitution Article II, Section 2.4). This is intended as an assessment of the current state of the University from the special vantage point of the President. This statement will be presented at the January meeting with discussion and vote at the February meeting. Should the Senate fail to adopt this statement at the February meeting, a revised statement