

University of Arizona
Introduction for Senators
2015-2016

Welcome!

Welcome to the Faculty Senate. Your involvement in shared governance reflects a commitment to excellence and integrity of the University of Arizona. The following information is provided to help you make the most of your experience.

Mission Statement

The Faculty Senate of the University of Arizona represents the general faculty (as codified in state law, ARS 15-1601B) and as such, actively participates in the governance of the University and the development of University policy. Through shared governance with administration, members of the Faculty Senate and its respective committees assume responsibility for the creation, maintenance, and protection of scholarly learning, teaching, and research; review and approve academic and academic personnel policies; develop and evaluate budgets and strategic plans; play a collaborative role in the recruitment, selection and review of department heads and directors, deans, vice provosts and vice presidents; and, provide the means by which the administration is apprised of representative opinion of the general faculty.

From Memorandum on Shared Governance 2005 (renewed 2014)

Faculty Senate Web Site <http://facultygovernance.arizona.edu>

The Faculty Senate web site is where to go to find agendas for upcoming meetings as well as other important information and links to various resources for faculty governance.

Please familiarize yourself with:

Functions of Faculty Senate

(<http://facultygovernance.arizona.edu/faculty-senate/senate-functions>)

You may also be interested in:

History of Faculty Senate

(<http://facultygovernance.arizona.edu/faculty-senate/senate-history>)

Responsibilities of Senators

As a Faculty Senator you represent your peers in the General Faculty or in your college. Senators are expected to attend all meetings of the Faculty Senate. E-mail notices are sent prior to each meeting that direct you to the Faculty Senate website for agendas and related reports or materials for review in anticipation of the meeting. If you cannot attend, it is your responsibility to read the materials and provide any feedback directly to the faculty officers.

Communicating with your constituents and seeking their opinions is central to fulfilling this role. For College Senators, we recommend that you utilize college or departmental email lists or present at College-wide meetings. Please make sure to include faculty members who may be located in locations other than main campus.

Constitution and Bylaws

The guiding documents for the General Faculty of the University of Arizona provide detailed information regarding Senate composition, officers, standing committees, functions and meetings. See Quick Links at <http://facultygovernance.arizona.edu/about-us>

Conducting Senate Business

To enhance the quality of deliberations and improve the quality of decision-making, Senators are expected to:

- Come to meetings acquainted with the agenda and any related materials, and having consulted with constituents, colleagues, and fellow senators if necessary.
- Consider proposals, debate their pros and cons, vote on actions, and participate in discussions.

To be effective as a Senator, you should understand the procedures and customs of the Faculty Senate. Here are a few things to keep in mind as you begin your term:

Faculty Senate Meetings are generally held the first Monday of each month from 3:00-5:00 in the afternoon, in the Silver & Sage Room in Old Main. Three types of activities occur at each meeting:

- Individuals or committees make reports and provide information.
- Items that require approval, consent, or recommendations from the full Faculty Senate are acted on.
- Issues of concern to the faculty and the university community as a whole are discussed.

Meeting Agenda and Senate Action

- Agendas for Senate are set by the Senate Executive Committee and made available to members in advance on the web site.
- Individual Faculty Senate members can contact the Executive Committee to request that an item be addressed at a Senate meeting, ideally no less than three weeks prior to the Senate meeting.
- Faculty Senate members should contact the Chair of the Faculty with any concerns, complaints, or inquiries that might be addressed by the Faculty Senate.
- Concerns about the conduct of Faculty Senate meetings or the activities of its members should also be brought to the attention of the Chair or the Vice Chair.

Meeting Minutes

- Meeting minutes serve as the official record of Faculty Senate business.
- When you receive the provisional version of the previous meetings' minutes, please review it carefully. If you find an error, note the error when the minutes are presented for approval at the next Faculty Senate meeting.
- Approved minutes are posted on the Faculty Senate web site.

Organization of Faculty Senate and Faculty Governance

- 26 College Faculty Representatives
- 20 At-Large Faculty Representatives
- 7 student government representatives (4 ASUA; 3 GPSC)
- 1 Appointed Professional Advisory Council Representative (APAC)
- 11 *ex-officio* representatives including
 - 3 faculty officers (Chair, Vice Chair, Secretary)
 - Chair(s) of Strategic Planning and Budget Advisory Committee (SPBAC)
 - Chair of Undergraduate Council
 - Chair of Graduate Council
 - President
 - Provost
 - 1 Deans' Representative
 - 1 Vice Presidents' Representative
 - Chair of Committee of Eleven (if not already a Senator)

Role of the Officers

- Chair of the Faculty
 - Chief Executive Officer of General Faculty
 - Director of Faculty Center
 - Member of President's Cabinet, Provost's Council, and Strategic Planning and Budget Advisory Committee (SPBAC), among others
 - Chief representative of faculty to the public, university administration, ABOR, and Arizona State Legislature
- Vice Chair
 - Presiding Officer of Faculty Senate
 - Chair of Faculty Senate Executive, Naming Advisory and Shared Governance Review Committees
 - Other duties as assigned by Chair
- Secretary
 - Reviews minutes of Faculty Senate meetings
 - Chair of Faculty Membership, Constitution & Bylaws, and Honorary Degrees Committees
 - Other duties as assigned by Chair

General Standing, University-Wide, and Faculty Senate Committees

Membership and general charges for these committees are outlined in the Constitution and Bylaws. Many of the committees provide information, proposals, and annual reports for Faculty Senate. The annual reports most often include:

- The charge to committee and/or how the committee generated the task
- A report of data collected
- Key findings and/or conclusions drawn
- Recommendations and/or resolutions for consideration by Faculty Senate

Senate Standing Committees

- Senate Executive Committee
- Academic Personnel Policy Committee (APPC)
- Research Policy Committee (RPC)
- Student Affairs Policy Committee (SAPC)

General Faculty Standing Committees

- Committee on Elections
- Committee of Eleven (C11)
- Committee on Faculty Membership
- Committee on Committees
- University Committee on Ethics and Commitment
- Constitution and Bylaws Committee
- Grievance Clearinghouse Committee (GCC)
- Committee on Conciliation
- Committee on Academic Freedom and Tenure (CAFT)
- University Committee for Monitoring Labor and Human Rights Issues

University-Wide Committees with Shared Governance Participation

- Shared Governance Review Committee
- University Committee on Corporate Relations
- Naming Advisory Committee
- Undergraduate Council (UGC)
- Graduate Council (GC)
- Strategic Planning and Budget Advisory Committee (SPBAC)

***Ad hoc* Senate Committees**

Special committees formed to address a specific issue or concern. Current ad hoc committees include

- Committee on Non-Tenure Track Faculty
- Committee on Open Access