



2011-2012

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UAF Faculty Senate

# Directory and Handbook



UAF GOVERNANCE

# Faculty Senate Office

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Prepared by:

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## President's Memorandum

TO: Faculty Senators and Members of the Standing and Permanent Committees  
FROM: Cathy Cahill, President, UAF Faculty Senate  
SUBJECT: 2011 2012 Faculty Senate

As the new Faculty Senate President, I wish to thank all of you for agreeing to step up and do the work necessary to fulfill the Faculty's responsibilities to the UAF community and express the Faculty's voice on issues of concern to us. I know that the duties you have accepted can be time consuming, but they are vital to the success of the academic, research, and service missions of UAF and they will teach you about the inner workings of our university. The time you take to carefully consider the issues before the Senate or in your committee shows in the quality of your decisions and demonstrates the value of the Faculty to our institution. We have an outstanding university due to the efforts of the UAF Faculty.

This year we will be tackling many new issues and continuing our efforts on many more. Some of our continuing efforts include: the use and promotion of term faculty, revitalization of our core

# General Information

## Faculty Senate Meeting Calendar for 2011 2012

Fall 2011 Semester				
Meeting #:	Date	Day	Time	Type
176	Sept. 12, 2011	Monday	1-3 PM	Audio Conference
177	Oct. 3, 2011	Monday	1-3 PM	Face to Face
178	Nov. 7, 2011	Monday	1-3 PM	Audio Conference
179	Dec. 5, 2011	Monday	1-3 PM	Audio Conference
Spring 2012 Semester				
180	Feb. 6, 2012	Monday	1-3 PM	Face to Face
181	Mar. 5, 2012	Monday	1-3 PM	Video/Audio Conference





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Orion Lawlor (13)  
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## 2011 2012 Faculty Senate by College/School/Unit

**President:**

Cathy Cahill  
Geophysical Institute/CNSM

**President-Elect:**

Jennifer Reynolds  
SFOS/GURU

2011-2012 Faculty Senate by College/School/Unit continued

School of Natural Resources & Agriculture Representatives	Alternates
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## 2011 2012 Faculty Senate Committees

### *STANDING COMMITTEES*

Curricular Affairs

# Constitution and Bylaws

Faculty Senate Constitution

CONSTITUTION  
of the

*Sect. 2* Faculty responsibilities include the formulation of policies and regulations guiding:

- Sect. 2* Voting members of the Senate must either hold academic rank with full-time continuing appointment at the University of Alaska Fairbanks or hold special academic rank with title preceded by "research" or "term".
- Sect. 3* Senate members shall be elected from and by the faculty of their respective units, as set forth in the bylaws, to two-year terms which shall be staggered to ensure continuity.
- Sect. 4* The terms of the newly elected and appointed members shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the academic year.
- Sect. 5* Any voting member of the Senate may be



ARTICLE VI - Relation to the University of Alaska Fairbanks Governance Coordinating Committee and the University of Alaska System Governance.

*Sect. 1* The UAF Faculty Senate President and President-Elect shall represent the faculty on the University of Alaska Fairbanks Governance Coordinating Committee.

*Sect. 2* The UAF Faculty Senate President, President-Elect, and one other designee appointed by the Senate President shall represent the Senate on the University of Alaska Faculty Alliance and one will serve on the System Governance Council.

ARTICLE VII - Meetings

*Sect. 1* There shall be a minimum of seven regular meetings each academic year. Other meetings may be held on special call of the Administrative Committee of the Senate.

ARTICLE VIII - Quorum

*Sect. 1*

If the Senate and the Chancellor's Office are not able to resolve the impasse, then the Senate, upon a two-thirds vote, may elect to forward its previous action through the University of Alaska governance structure as provided for under Regents' policy.

#### ARTICLE XII - Faculty Referendum

- Sect. 1* A faculty referendum on any Senate action will be called when a petition containing the signatures of ten percent of the full-time, permanent faculty is filed with the Senate Office. The Administrative Committee of the Senate will call for a Senate convocation at which time any business of the Senate may be reconsidered if the majority of the faculty eligible to elect members to the Senate, as described in the bylaws, is present at the convocation.
- Sect. 2* The convocation must take place within 21 working days after the petition is filed with the Senate Office.
- Sect. 3* The Senate actions may be modified by a simple majority vote of the members at the convocation.

11/2010

## Faculty Senate Bylaws

BYLAWS  
of the  
UNIVERSITY OF ALASKA FAIRBANKS  
FACULTY SENATE

Sect. 1 (ART III: Membership)

- A. The membership of the Faculty Senate, hereinafter referred to as "Senate," shall consist of approximately 41 members plus one non-voting presiding officer. Approximately 35 members shall be elected by and from the faculty and will have voting privileges. Six non-voting members will be selected by and from other university constituencies as follows: one non-graduate student and one graduate student selected by the ASUAF; one professional school dean and one college dean selected by the Deans' Council; one staff representative from the registrar's office; and one additional staff member selected by the Staff Council. If the staff representative from the registrar's office is APT, the second staff member must come from the classified staff ranks. If the staff representative from the registrar's office is classified, the second staff member must be APT. Three additional non-voting members will be selected by and from the unions as follows: one elected official each from United Academics-AAUP/AFT, UAFT, Adjunct (United Academics)-AAUP/AFT.





In addition,

8. Within the scope of authority granted by the Senate at the last meeting of the spring semester, the Administrative Committee will represent the Senate from the close of the last Senate meeting in the spring until the opening of the first Senate meeting of the fall semester; and
  9. At the first meeting in the fall semester make a report of all actions carried out in the name of the Senate since the last meeting in the spring semester.
- B. Membership on standing and permanent committees will be for two years except as noted below with the possibility of re-appointment. The initial appointment or re-appointment is made by the Administrative Committee or as specified in the definition of a Permanent Committee and confirmed by the full Senate. Senators are limited to serving on a maximum of one standing committee at any one time. To provide continuity, terms will be staggered and an initial appointment may be made for one or two years as determined by the Administrative Committee based on need.
- C. Standing committees will be constituted entirely of Senate members. Permanent committees can be constituted without Senate members.
- D. All permanent and standing committee chairs will be elected from and by the members of their respective committee and must be full-time faculty at UAF.
- E. The standing and permanent committees of the Senate are:

STANDING

1. The Curricular Affairs Committee will deal with curricular and academic policy

March 5, 2012:  
SADAC bylaws changes  
approved at FS Meeting #181.  
For the latest version,  
see Bylaws online at:  
[www.uaf.edu/uafgov/  
faculty-senate/about/](http://www.uaf.edu/uafgov/faculty-senate/about/)

the United Academics bargaining unit who will serve on the particular Appeals Board.

Committee members shall oversee the process of evaluation of academic administrators.

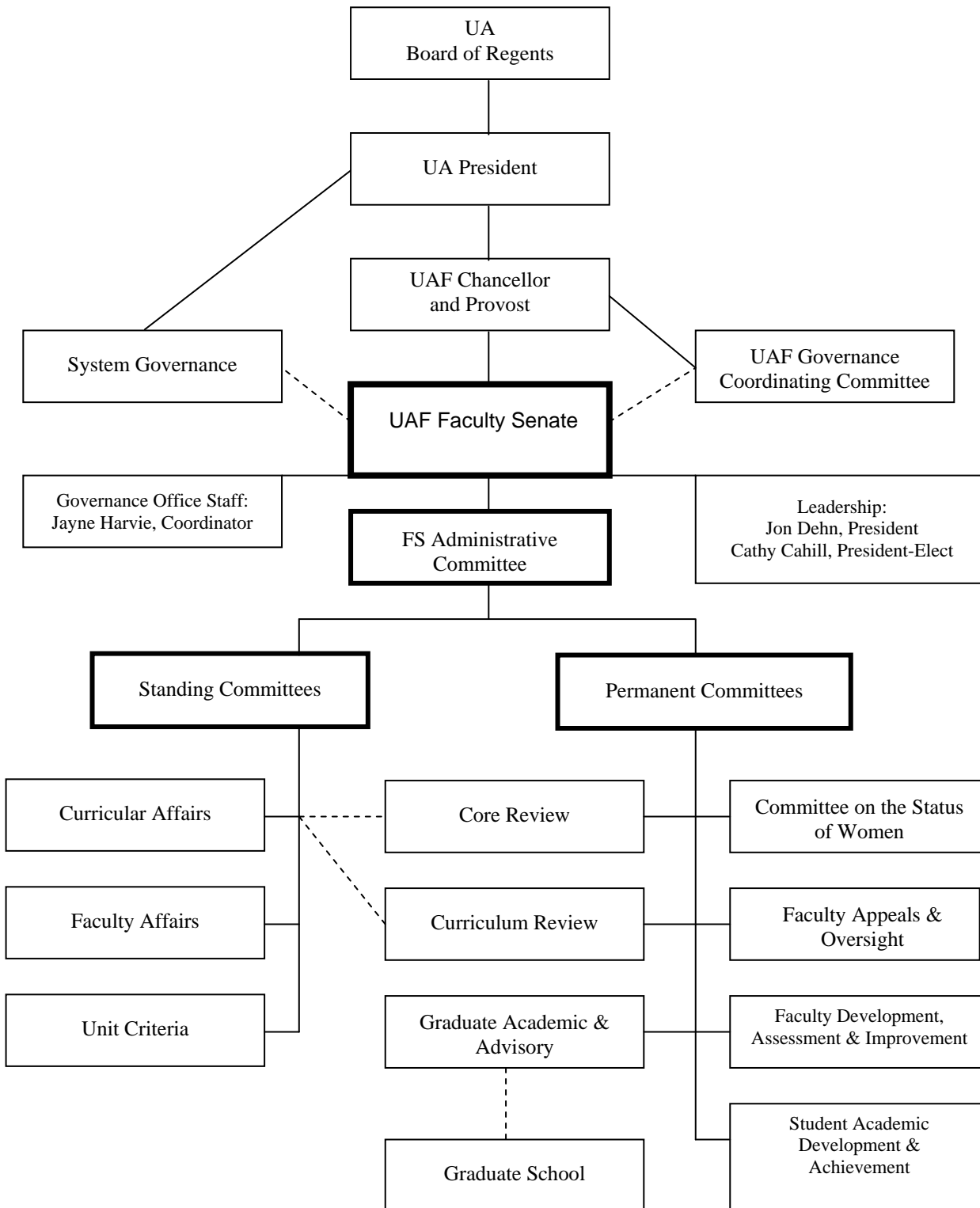
5. The Curriculum Review Committee evaluates proposed substantive undergraduate course and program additions, changes, and deletions submitted by the appropriate school/college curriculum committees. Among the topics of its review are number and duplication of courses, credit assignment, establishment of need for new programs, and resource impacts of curricular changes. Decisions of the Curriculum Review Committee may be appealed to Curricular Affairs by the department submitting the proposal. The Committee shall be composed of the chairs of the college/school curriculum councils, the University Registrar or the Registrar's designee, and shall be chaired by a member of the Curricular Affairs Committee.
6. The Core Review Committee reviews and approves courses submitted by the appropriate school/college curriculum councils for their inclusion in the core curriculum at UAF. The Core Review Committee coordinates and recommends changes to the core curriculum, develops the process for assessment of the core curriculum, regularly reports on assessment of the core curriculum, monitors transfer guidelines for core courses, acts on petitions for core credit, and evaluates guidelines in light of the total core experience. This committee will also review courses for oral, written, and natural science core classification.

The committee shall be composed of one faculty member from each of the core component areas: (Social Sciences, Eng



and to provide reports, recommendations, and resolutions to the UAF Faculty Senate on behalf of the UAF research community. The Research Advisory

Chart A: UAF Faculty Senate Flowchart





# Procedures

## Administrative Support

### Contact Information

Offices for Governance are located in rooms 312B and 314 of Signers' Hall. The staff include:

Jayne Harvie, Coordinator and Office Manager, Faculty Senate

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Nicole Dufour, Executive Secretary, Staff Council

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Governance Coordinating Committee: [fygcc@uaf.edu](mailto:fygcc@uaf.edu)

### Scheduling and Audio Conferencing Committee Meetings

- x The Governance Office will schedule committee meetings at the request of the chair; and reserve rooms and audio conference equipment and schedule a telephone bridge as needed. Committee members are notified by e-mail or listserv of the meeting place,

- x Committees with members from outlying areas audioconference each committee meeting. Wood Center and Rasmuson Library conference rooms have audio equipment available; and the Governance Office can set up audio equipment in the Chancellor's Conference Room with adequate notice.
- x A Polycom unit is available to borrow from Governance if advance notice is provided. The Polycom unit is also shared with Staff Council for their meetings. Audio equipment is also available for checkout at Media Services of the Rasmuson Library.
- x The Governance Office staff is able to supply only a limited amount of clerical support. They cannot, for example, attend committee meetings to take minutes. However, they can prepare documents for distribution to the committee via e-mail or listserv.
- x Committees are encouraged to correspond as much as possible via e-mail or listserv. This is the most efficient and cost effective way to accomplish the Senate's work.

Convener and Committee Chair Responsibilities

- x Convene your committee early in the fall semester and have the members elect the chair for the academic year.
  - o Notify th
    - f* -----  
Committee (along with FS leadership and the Provost).
    - f* The chair will be added to the email distribution list for the Administrative Committee.



- x Administrative Committee meets about ten days prior to each Senate meeting to set the Senate meeting agenda. Motions scheduled to be presented to the Senate are first reviewed by the Administrative Committee. If there is considerable disagreement about proposed actions, the Administrative Committee may recommend that the issue be referred back to committee for further evaluation.
  
- x Following the Administrative Committee meetings, the Senate president and president-elect meet with the chancellor and provost to discuss the Senate meeting agenda.
  
- x Reference Sect. 2 (ART IV: Officers) and Sect. 3 (ART. V: Committees) – section A. of the Senate Bylaws for additional information about roles and duties of the Administrative Committee.

# Senate Actions

## About Faculty Senate and Actions

The university, as a community of scholars sometimes referred to as the "academy", vests responsibility for effectively carrying out its educational mission to the faculty. Faculties have traditionally played a key role in shared governance and academic collegiality of institutions of higher education.

The primary mechanism for the formulation and oversight of academic policy is the Faculty Senate. Among concerns addressed by the Faculty Senate are: course and program development and change; policies related to academic procedures; academic freedom and faculty rights and responsibilities; and, quality of teaching, research and service.

Organized in January 1988, the UAF Faculty Senate typically consists of approximately 37 faculty members elected proportionally from the faculty of each college/school or institute. In addition to



\*\*\*SAMPLE MOTION TO ESTABLISH POLICY\*\*\*

=====

The UAF Faculty Senate passed the following at its Meeting #143 on April 9, 2007:

MOTION:

=====

The UAF Faculty Senate moves to approve a policy on Retention of Course Records.

**Retention of Course Records**

The classroom records pertaining to course work of any student that have not been returned to the student must be retained by the instructor for a period of one full semester (excluding summer session) after the semester in which the course was completed. These records may include but are not limited to: exams and answer sheets, homework, course papers, term papers, essays, laboratory reports, and other assignments submitted by the student in order to fulfill the requirement of the particular course. The Office of Information Technology must archive all Blackboard course content, including statistics, for a period of 1 ½ years following completion of the course.

Classroom records of any instructor for the purpose of evaluation of grade must also be retained for a period of at least one full semester (excluding summer session) following the semester in which the course was completed. These records may include but are not limited to: syllabus, class attendance, complete list of student's performance in all relevant course work, paper work related to the determination of a grade, and a record of final grades.

In case of any dispute or grievance process initiated by the student all the above records must be retained until the end of the process. Any records or copies of records that are required for program review, accreditation purposes, or any other audit as mandated by the university may be retained for a period as deemed required by the process.

After the retention period, all records may be destroyed or properly discarded.

EFFECTIVE: Fall 2007

RATIONALE: The University does not have any policies or regulations regarding the retention of course materials, which has led to confusion among the faculty and has resulted in different retention practices and policies across the disciplines. This proposed motion will help alleviate the confusion and provide a uniform retention policy across all disciplines. The one-semester guideline is what was suggested by UA General Counsel as a reasonable policy to accommodate grade appeals. This policy should be added to the faculty handbook.



\* Departmental requirements for majors and minors may exceed the minimums indicated. Specific requirements are listed in the following section. STUDENTS WHO HOLD A BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED INSTITUTION ARE NOT REQUIRED TO COMPLETE THE MINOR COMPLEX.

(page 127)

An associate of applied science (A.A.S.) degree or certificate of at least 30 credits earned at any regionally accredited college or university may be used to meet requirements for a minor for the bachelor of arts (B.A.) degree. STUDENTS WHO HOLD A BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED INSTITUTION ARE NOT REQUIRED TO COMPLETE THE MINOR COMPLEX. See a list of certificate programs and A.A.S. degrees offered at UAF.

\*\*\*SAMPLE MOTION TO AMEND DEGREE\*\*\*

=====

The UAF Faculty Senate passed the following at its Meeting #129 on April 4, 2005:

MOTION:

=====

The UAF Faculty Senate moves to amend the computation requirements for the Certificate and Associate of Applied Science degree as follows:

EFFECTIVE: Fall 2005

RATIONALE: This amendment adds PRT 155 to the list of courses in the Related Instructional areas of Computation.

\*\*\*\*\*

[[ ]] = deletion  
CAPS = addition

Computation

Any course at the 100 level or above in mathematical sciences (math, computer science, statistics) (3)

or ABUS 155 -- Business Math (3)

or CIOS 116 -- Business Math Using Calculators (3)

or DEVM 105 -- Intermediate Algebra (3)

or ECE 117 -- Math Skills For Early Childhood Education (3)

or HLTH 116 -- Mathematics In Health Care (3)

or HSV 117 -- Math Skills For Human Services (3)

or PRT 155 - MATHEMATICS FOR TECHNICIANS (3)

or TTCH 131 -- Maintenance Mathematics (3)

or other program approved discipline-based computation course or discipline-based courses with embedded computation content

\*\*\*SAMPLE BYLAW/CONSTITUTION AMENDMENT\*\*\*

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The following was passed at the March 5, 2010, Faculty Senate Meeting #165:

MOTION:

The UAF Faculty Senate moves to amend the Bylaws of the University of Alaska Fairbanks Faculty Senate, Section 1, Article III: Membership, subsection C.1 (page 14). This amendment addresses the procedure for election of representatives from research institutes to the Faculty Senate.

\*\*\*SAMPLE MOTION TO AMEND UA POLICY/REGULATION\*\*\*

=====

\*\*\*SAMPLE RESOLUTION\*\*\*

RESOLUTION  
ON  
BUNNELL HOUSE

WHEREAS, it was announced that the Tanana Valley Campus (TVC) is no longer able to sustain the operating costs of the Bunnell House Early Childhood Lab School during the summer months and that it will close during summer, starting in May 2008; and

WHEREAS, the provision of adequate childcare is a critical issue affecting all members of the university community, including faculty, staff, students, and administrators who depend on Bunnell House year-round; and

WHEREAS, with approximately 70 families on the Bunnell House wait list, there is a demonstrated need for expanded childcare on the UAF campus; and

WHEREAS, the loss of year-round childcare would have a disproportionate and negative impact on women, especially their recruitment, professional development, and retention; and

WHEREAS, childcare in Fairbanks is in critically short supply and the closing of Bunnell House during summers will add to the growing crisis; and

WHEREAS, Bunnell House has an experienced and knowledgeable permanent staff who will be unlikely to be retained if Bunnell House is closed during summer; and

WHEREAS, Faculty Senate/Staff Council affirms that providing on-campus childcare is critical to recruiting and retaining excellent faculty, staff, students, and administrators; and

WHEREAS, Faculty Senate believes the University should provide a family-friendly environment, including family-friendly policies; now

THEREFORE BE IT RESOLVED, That the Faculty Senate urges the UAF administration to provide the additional funds necessary to keep Bunnell House open year-round.

\*\*\*SAMPLE RESOLUTION\*\*\*

RESOLUTION:

The UAF Faculty Senate recommends the Office of International Programs (OIP), in consultation with national immigration legal counsel, review UAF's interpretation of the "completion date" for graduate programs used for international students, and revise the "completion date" definition to enable students to complete all program requirements before losing F-1 status.

Motivation and background

- x According to U.S. immigration rules students in F-1 status have to leave the country within 2 months of the expiration of their visa, or the end date of their graduate program, whichever comes first. Currently UAF considers students in F-1 status to have completed their graduate program ten days after the date of their defense or after the last in-person meeting of a required course.
- x In contrast the graduate program for non-foreign students terminates at the end of the semester during which the students have fully met all UAF graduate school requirements.
- x



# About Governance

## Staff Council

UAF Staff Council provides non-bargaining non-exempt and exempt employees an avenue to help formulate new policies, change existing policies or working conditions, and other matters that affect services provided by the support staff of the University of Alaska Fairbanks. With membership elected from all non-bargaining UAF support staff, Staff Council seeks to represent all employees by helping to create a better working environment. The Council provides an avenue of exchange between the support staff and University administration.

Over the years, Staff Council has been responsible for a number of employee benefit improvements, including: an additional University holiday - Martin Luther King Day; leave share program; and a flexible work schedule. Members have worked on refining supervisory training, internal recruitment, the staff recognition and longevity awards, health and leave benefits, smoke-free workplace, development and implementation of the new salary system, correspondence with State legislators on bills concerning the retirement system and the University budget, and consultation with the Human Resources on UAF hiring procedures.

The most important benefit for staff is an open line of communication to administration by means of Staff Council representatives. If any staff member in the University community has a problem with their work environment or sees a way the University could become more productive by creating a better work environment, an avenue for conveyance is open to them through their governance group. Please use that open line. Contact your representative with your ideas and concerns or bring them to Staff Council meetings. Meetings are open to everyone, so bring your constructive ideas and help create a better work environment for all.

## Contact Information

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Nicole Dufour, Executive Secretary, Staff Council

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## Governance Coordinating Committee

The UAF Governance Coordinating Committee provides a forum for the three individual UAF governance bodies to address common concerns that affect faculty, staff, and students. GCC exists for the express purpose of coordinating unified action from the individual governance bodies (UAF Faculty Senate, Staff Council and ASUAF).

Leadership for the UAF Governance Coordinating Committee is provided by the president and president-elect of each constituency. The UAF Governance Coordinating Committee meets twice a semester during the academic year. Permanent and special ad hoc committees, with members from the

## University of Alaska Board of Regents

The University of Alaska Board of Regents is an 11-member board, appointed by the Governor and confirmed by the Alaska Legislature. Members serve an 8-year term, with the exception of the student regent who is nominated from his/her campus and serves a 2-year term. The Board was established through the Alaska Constitution and is responsible for University of Alaska policy and management through the University President.

2011-2012 BOR Meeting Schedule (as of August 15, 2011 - subject to change)

8/10/2011	Summer Briefing (audio)	1/25-26/2012	Retreat (Anchorage)
9/22-23/2011	Meeting (Juneau)	2/16-17/2012	Meeting (Fairbanks)
11/2/2011	Budget Approval (Fairbanks)	4/12-13/2012	Meeting (Kenai)
12/8-9/2011	Meeting (Anchorage)	6/7-8/2012	Meeting (Anchorage)

Visit <http://www.alaska.edu/bor/schedules/> for the most current meeting schedule.

Board of Regents - Contact Information (current as of August 2011)

Fuller Cowell, Chair (2007-2015)  
fcowell@gci.net  
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Anchorage, AK 99501  
907-345-7079 (home) 907-345-7078 (fax)

Timothy C. Brady, Regent (2005-2015)

University of Alaska System Governance

## Useful Web URLs

### Governance

UAF Governance	<a href="http://www.uaf.edu/uafgov/">http://www.uaf.edu/uafgov/</a>
Course & Degree Procedures	<a href="http://www.uaf.edu/uafgov/faculty-senate/curriculum/">http://www.uaf.edu/uafgov/faculty-senate/curriculum/</a>
Syllabus Requirements	<a href="http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/">http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/</a>
Academic Policies	<a href="http://http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/">http://http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/</a>
Dept. Chair Policy	<a href="http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/department-chair-policy/">http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/department-chair-policy/</a>
UA System Governance	<a href="http://www.alaska.edu/governance">http://www.alaska.edu/governance</a>

### Academic Links

UAF Academic Calendar	<a href="http://www.uaf.edu/catalog/current/acad_calendar.html">http://www.uaf.edu/catalog/current/acad_calendar.html</a>
UAF Catalog – online	<a href="http://www.uaf.edu/catalog/">http://www.uaf.edu/catalog/</a>
UAF Provost’s Office	<a href="http://www.uaf.edu/provost/">http://www.uaf.edu/provost/</a>
Promotion & Tenure - UNAC	<a href="http://www.uaf.edu/provost/promotion-tenure/">http://www.uaf.edu/provost/promotion-tenure/</a>
Unit Criteria	<a href="http://www.uaf.edu/provos">http://www.uaf.edu/provos</a>