

Utah Tech University Policy Addenda

640a Faculty Senate Role Statement 7.1

I. Purpose of Faculty Senate¹

The purpose of the Faculty Senate is to serve Utah Tech University and further the fulfillment of its mission by:

- providing an authoritative voice for faculty;
- working to improve the general welfare of faculty;
- fostering professionalism among the faculty;
- supporting the Academic Freedom rights of faculty, students, and the institution itself;
- promoting communication among the faculty, administrators, staff, students, and community members;
- encouraging good fellowship among the faculty;
- giving input to student affairs

Areas of Authority for the Faculty Senate²

With established approval from the University President, the Board of Trustees, and the Utah Board of Regents, the Faculty Senate has the following authoritative roles:

- Acts as an advisory body to the University President.
- Acts as advisory body to Academic Affairs and Student Affairs
- Serves as the representative body for the faculty of the institution in matters relating to shared governance in the academic administration and operation of the University. Shared governance includes meaningful participation in the following areas:
 - Curriculum, subject matter, methods of instruction, and aspects of student life that directly relate to the educational process, including requirements for degrees offered, determining when requirements have been fulfilled, and recommending when degrees are conferred.
 - Decisions regarding the general academic operations of the University, including budget to inform administrators about faculty views and communicating relevant information between the parties. It does not include decision-making outside the areas where individual faculty members have been assigned such responsibilities.
 - Formulation and revision of University policies and to make recommendations regarding the approval or disapproval of those policies.

¹ Utah Tech University Policy 640: Constitution and Bylaws of the Faculty Senate, Section 1

² Utah Tech University Policy 640: Constitution and Bylaws of the Faculty Senate, Section 2 & 4.1

- Faculty employment status and related matters such as appointments, reappointments, nonrenewal of appointments, terminations, and the granting of post-probationary status.

Responsibilities of Faculty Senate Leadership

The Faculty Senate President and President-Elect shall represent the faculty voice in the following areas:

Representation and Reporting

Represent faculty and regularly report to the following academic governing bodies:

Committees

- University Council
- Academic Council
- Academic Management Meeting
- USHE Committees
- Board of Trustees

Leadership Individuals

- University President
- Vice-President of Academic Affairs /Provost
- Vice-President of Student Affairs

Conducting and Leading Faculty Senate

Conduct and lead faculty senators in the following meetings:

- Faculty Senate Executive Committee Meeting
- Faculty Senate Meetings
- Faculty Senate General Meeting

Management and Collaboration Tasks

Manage and collaborate on the following tasks:

Manage

- Academic Service committee population, reorganization, and distribution
- Scheduling and food order related to relative meetings
- Academic taskforces and Ad Hoc committees

Collaborate

- Teaching and Learning events
- Academic Service committees
- Hiring Committees
- HR Benefit Assessments

Senate Membership Roles

Faculty Senate Executive Committee Membership

- President
- President-Elect
- Past President
- Parliamentarian
- Secretary

Faculty Senate President (12 workload factors per year. 1-year term)

Faculty Senate President-Elect (6 workload factors per year. 1-year term) At times the role of President-Elect will require more time and attention to complete all tasks

during that semester or academic year. In those times an additional 6 workload factors per year may be requested and awarded upon approval of the Vice President of Academic Affairs/Provost and the University President.

The following are roles and responsibilities tasked jointly to the Faculty Senate President and President-Elect:

- Attend and participate in representative meetings
- Create reports for Academic Council, Board of Trustees, and University Council
- Create agenda for Faculty Senate Executive committee
- Create agenda items for Faculty Senate meetings
- Create Faculty Senate meeting schedule for academic year
- Communicate with senators and faculty in individual and university matters
- Deliver faculty report at the State of the University address
- Co-lead General Faculty Meeting
- Lead the Faculty Senate Approval and Discussion Meetings
- Reserve rooms for Fall and Spring semester meetings
- Set food orders for Fall and Spring semester meetings

Summer Stipend

For the work that both the Faculty Senate President and President-Elect take on the summer involving meeting attendance and Fall planning, they may receive a stipend equivalent to 3 credit hours of workload.

Faculty Senate Past President (2 workload factors per year - year term)

The following are roles and responsibilities tasked to the Faculty Senate Past President:

- Can attend representative meetings, especially in the absence of the President and President-Elect
- Attends and participates in Faculty Senate Executive Meetings
- Attends and participates in Faculty Senate meetings
- Organizes Academic Committee reporting
- Chairs the Educational Policies Committee

Faculty Senate Parliamentarian (2 workload factors per year 1-year term)

The following are roles and responsibilities tasked to the Faculty Senate Parliamentarian:

- Can attend representative meetings, especially in the absence of the President and President-Elect
- Attends and participates in Faculty Senate Executive Meetings

Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: Faculty Senate

History:

Approved 03/09/18
Revised 04/24/20