

RULES FOR THE GOVERNANCE OF THE UNIVERSITY OF ARKANSAS AT PINE BLUFF

PREAMBLE

IN ADOPTING THIS POLICY FOR RULES FOR THE GOVERNANCE OF THE UNIVERSITY OF ARKANSAS AT PINE BLUFF, THE BOARD OF TRUSTEES, ON ITS OWN MOTION, MAY AT ANY TIME REVIEW, AMEND, REVISE, OVERRULE OR AFFIRM ANY MATTER, POLICY, RESOLUTION OR LEGISLATION THAT MAY BE ADOPTED BY ANY GROUP REFERRED TO HEREINAFTER.

SECTION I  
LEGISLATIVE ASSEMBLY

1. General. In accordance with the "Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance of the University of Arkansas - 1975", the "constituency" of the UAPB campus is responsible for the determination of guidelines and policies for campus affairs. This responsibility is exercised by the Legislative Assembly, hereafter referred to as the Assembly; by the elected representatives of the Assembly, hereafter called the Senate; and by standing committees composed of members of the Assembly, selected staff personnel, and selected students.
2. Authority.
  - a. The Assembly, under the Board of Trustees, is the ruling legislative body on all educational policies and programs of the UAPB campus and acts in an advisory capacity to the Chancellor on matters of faculty concern. Among other matters, legislative responsibility includes the following areas:
    - Admission requirements
    - Curriculum and courses
    - Degrees and requirements for degrees
    - Calendar and schedule
    - Award of honors and honorary degrees
    - Student Affairs
    - Interpretation of its own legislation
  - b. The Assembly has the authority to make recommendations to the Chancellor, President, and the Board of Trustees on any matter of general faculty or campus-wide concern, including such matters as appointment, promotion, tenure, dismissal, and non-reappointment. Through the Chancellor, actions on any matter under this paragraph are reported to the President and, when requested by the Assembly or Senate or considered necessary or desirable by the President, through the President to the Board of Trustees.

- c. Legislative action of the Assembly becomes effective at the end of fourteen days unless vetoed by the Chancellor. If differences cannot be resolved, the Assembly may, by at least three-fifths vote of those present and voting, appeal these differences to the President of the University for mediation and to the Board of Trustees. If settlement is not achieved within thirty days, the President shall submit the issue to the Board of Trustees for resolution.
  - d. Though the Senate exercises general legislative powers, the Assembly retains the power of initiative and referendum.
3. Membership. Voting membership consists of all faculty members holding half-time or greater appointment and the following:
  - a. All persons classified as administrators. Administrator is defined as any person who can be considered to be in charge of, or functionally responsible for, a campus service or office.
  - b. Three representatives of the UAPB organization of secretaries to be elected by that organization.
  - c. Twenty-five students to be elected by the Student Senate.
4. Officers.
  - a. The officers of the Assembly with duties customary to such offices are chairman, vice-chairman, and parliamentarian.
  - b. The chairman and vice-chairman of the Assembly will also serve as President and Vice-President of the Senate.
5. Elections.
  - a. Election of these officers will be in April of each year. Officers will take office September 1 for a term of one year.
  - b. A nominating committee, appointed by the chairman will propose nominees to be included on the ballot. Nominations will also be accepted from the floor.
  - c. A simple majority of the Assembly members present is required for the election of officers, provided a quorum is present.
  - d. In addition to the chairman and vice chairman, seven Senators at large will be nominated by the committee and elected by the Assembly to serve a one-year term on the Senate.

The nominating committee will ensure that the seven nominees are from non-academic areas. Nominations from the floor must be from these areas. The Senators at large will take office on September 1.

- e. The 25 student representatives to the Assembly will be elected by the Student Senate at a meeting to be held in September. These representatives will be elected from the student body as a whole. The names and addresses of those elected will be submitted to the chairman of the Assembly not later than October 1, at which time they will take office.
  - f. The four student representatives to the UAPB Senate will be elected by the Student Senate from the 25 student representatives to the Assembly at a meeting to be held in September. The names and addresses of the four senators will be submitted to the chairman of the Assembly by October 1, at which time they will take office.
6. Meetings.
- a. The Assembly will meet at least once each semester--in October and in April--to conduct business. Additional meetings may be called by the chairman at the petition of 35 members of the voting membership, to address emergency business, such as the presentation of nominees for degrees, or at the request of the Chancellor.
  - b. A rules committee will be appointed by the chairman. The committee will publish meeting notification and agenda and will establish rules for the conduct of meetings, including voting procedures and floor debates. Agenda and notification will be published no less than seven days prior to the meeting date.
  - c. A simple majority of the voting membership of the Assembly will constitute a quorum.
  - d. The secretary of the Senate is the secretary of the Assembly and is responsible for submission of minutes to the chairman. Publication and distribution will follow the procedure specified in Section II, paragraph 5d.

## SECTION II UAPB SENATE

- 1. Membership. Members of the UAPB Senate are drawn from the Assembly and include both ex-officio and elected members. Elected members have the right of voice and vote. Ex-officio members have the right of voice only.
  - a. Ex-officio members. Ex-officio members are the Chancellor, the Vice Chancellors, and the Deans.
  - b. Elected members.

- (1) Each academic department elects one of its own members.
  - (2) Seven Assembly members are elected by the Assembly as Senate representatives at-large.
  - (3) Four student Assembly members are elected by their contemporaries.
2. Election. Elections are held in April of each year for departmental representatives and members-at-large and in September for student members.
  - a. Department representatives. The president of the Senate will notify each department head, in writing, on or about April 1, of department representative vacancies. Each department head is responsible for conducting an election within his department and reporting the results of the election to the president of the Senate not later than May 1. Election will be by secret ballot.
  - b. Members-at-large. Nomination and election of members-at-large will be accomplished during a called meeting of the Assembly to be held in April of each year.
  - c. Student senators. Nomination and election of student senators will be accomplished during a meeting of the Student Assembly members to be held in September of each school year.
  - d. In the event of vacancies arising during the school year, the president of the Senate has the right of interim appointment for members-at-large. For all other elected members, the president of the Senate will request the responsible person to conduct the necessary election to determine a replacement.
3. Term. All department members will serve for a period of two years, except the first year, when one-third will be elected for one-year terms, one-third for two-year terms and one-third for three-year terms. Members-at-large and student senators serve for terms of one year. Initial designation of length of terms will be accomplished by random selection during the first meeting of the Senate.
4. Officers.
  - a. The officers of the Senate are president, vice-president, secretary and parliamentarian, with duties customary to those offices.
  - b. The chairman and vice-chairman of the Assembly are the president and vice-president of the Senate.

- c. The secretary and parliamentarian are elected annually by a majority vote of the members of the Senate at the first fall meeting following the general elections.
  - d. The president of the Senate will ensure compliance with the provisions of this document; will cast the tie-breaking vote on any Senate matter; will appoint ad hoc committees to perform special services as needed; and will sit as an ex-officio, non-voting member of all committees.
  - e. The parliamentarian will serve as chairman of the Senate Rules Committee, the members of which will be appointed by the president. The Rules Committee will establish procedures for the conduct of meetings.
  - f. The secretary of the Senate will serve as secretary for the Assembly.
5. Meetings. The Senate will meet in October, December, February and April; at the call of the president; or by petition of 20% of the members of the Senate.
- a. Quorum. A simple majority of the elected membership of the Senate constitutes a quorum. Any senator who is unable to attend any Senate meeting may designate, in writing, another Assembly member as his/her proxy. The substituting member will be included when determining the presence of a quorum.
  - b. Attendance. The president of the Senate may request the replacement of any elected senator who misses two consecutive meetings, regardless of appointment of a proxy.
  - c. Agenda. The president of the Senate is responsible for providing each senator a notification of the meeting dates and times and an agenda of subjects to be addressed at each meeting. The notification and agenda will be published no less than seven days prior to the meeting date. This requirement may be abrogated for emergency, call meetings.
    - (1) Any item submitted by a senator to the Agenda Committee will be placed on the agenda if received prior to publication.
    - (2) Any item submitted by the chairman of a standing committee (Section III) will be placed on the agenda. The committee recommendation must be in sufficient detail to permit knowledgeable and prompt action by the full Senate. The committee chairman may appear before the full Senate to explain and defend the committee recommendation.
    - (3) All agenda items will be acted upon prior to opening the floor for consideration of other business. Standing committee recommendations must be acted upon within 60 days of submission to the president.

- d. Minutes. The president of the Senate is responsible to ensure prompt publication and distribution of the minutes of Senate meetings.
  - (1) Minutes will be forwarded promptly to the Chancellor and senators, and a copy will be deposited in the John B. Watson Library. Each senator, in turn, is responsible for disseminating information within his or her department to include posting of minutes on departmental bulletin boards.
  - (2) Summaries of meetings will be distributed to all campus offices promptly after each meeting.

6. Authority.

- a. The Senate exercises general legislative and advisory powers and is empowered to act on all matters within the jurisdiction of the Assembly.
- b. Legislative action of the Senate becomes effective 30 days following the date of enactment with the following qualifications:
  - (1) Any Senate action may be vetoed by the Chancellor within 30 days of the action. If differences cannot be resolved, the Senate may, by at least three-fifths vote of those present and voting, appeal these differences to the President of the University for mediation and to the Board of Trustees. If settlement is not achieved within 30 days, the President shall submit the issue to the Board of Trustees for resolution.
  - (2) The Assembly may exercise its power of referendum on any Senate action by petition of 35 members of the Assembly. The petition must be presented to the president of the Senate within 30 days of enactment of the legislation in question. Thereafter, action will be suspended pending reconsideration of the Senate and/or full Assembly consideration.
  - (3) Any action considered by the Senate or the Chancellor to carry clear and significant implications for other universities will be set aside for up to 60 days and referred to other local governments or to the President of the University as appropriate.

7. Fiscal and Clerical Support.

- a. Adequate operational funds will be provided through the campus budget. A separate budgetary category will be established for campus governance.
- b. The Administrative Assistant to the Chancellor will designate one university secretary at the outset of each school year to attend Senate and Assembly meetings for the express

purpose of taking minutes and subsequently typing the minutes for submission to the Senate's elected secretary.

### SECTION III STANDING COMMITTEES

1. General. Much of the study and work accomplished in the name of the Faculty Senate will be done by standing committees which represent the broad involvement of University personnel. Except as otherwise specified, no committee action is to be final until acted upon by the Senate and Chancellor as specified in Section II.
2. Membership.
  - a. Committee membership may include any employee of the University of Arkansas at Pine Bluff who may have the responsibility or expertise within the functional committee areas described herein. Provision is also made for students to serve on selected committees.
  - b. Except for specified positions named, all committee members will be nominated by the Committee on Committees and appointed by the Chancellor for one-year terms.
3. Committees.
  - a. Committee on Committees. The Committee on Committees will be composed of the Vice-Chancellor for Academic Affairs, who will chair the committee; the head of each Academic Division; and the President of the Student Government Association.
    - (1) Those members of standing committees which are not designated by position will be nominated by the Committee on Committees for submission to the Chancellor for approval. Student nominations should be coordinated with the Student Government Association. To the extent that continuity is not jeopardized, committee members will not be nominated for consecutive terms.
    - (2) The Committee may recommend the establishment, disestablishment, or modification of standing committee structure in accordance with amendment procedures prescribed in Section IV.
  - b. Chancellor's Committee on University Development. The Chancellor's Committee on University Development is to serve as an advisory body to the Chancellor. Its function is to study the general needs of the University; recommend academic and administrative policies; advise on fiscal affairs; study and recommend general innovative concerns; and to constantly assist in reviewing, updating, and interpreting the aims and purposes of the University. The Committee will be composed of the following:

- (1) One representative from each academic division, with the exclusion of Divisional Deans.
  - (2) One Divisional Dean will serve for a one-year term.
  - (3) The president and vice-president of the Senate.
  - (4) The Vice-Chancellors; the Registrar; Library Director; and the Associate Deans of Students.
  - (5) The Director of Public Relations.
  - (6) The Student Government will select, by their own method, two members. Terms for student members are for one year.
- c. Committee on Academic Affairs and Educational Policies. The Committee will identify and recommend policies for improvements and maintenance of higher levels of academic scholarship; investigate and recommend policies on admission, education standards, registration, and curricula; evaluate and recommend policy relating to the general education program; and evaluate scholarship applications and recommend an order of merit list. The Committee will be composed of the following:
- (1) The Vice-Chancellor for Academic Affairs or his/her designee, who will chair the committee.
  - (2) Deans of Divisions.
  - (3) Department Chairmen.
  - (4) Director of Admissions.
  - (5) The Registrar.
  - (6) Associate Deans of Students.
  - (7) Director of Audio-Visual Materials.
  - (8) One Library staff representative.
  - (9) Four students to be selected annually by the Student Government Association.
- d. Agenda Committee. The Agenda Committee will prepare and distribute agenda for Senate meetings in accordance with the provisions of Section II. The committee will be composed of the following:
- (1) The President of the Senate, who will chair the committee.
  - (2) The Vice-President of the Senate.
  - (3) The Secretary of the Senate.
- e. The University Services Committee. The University Services Committee will review, study, and evaluate on a continuing basis the scope and contribution of the non-academic services provided to the students and faculty. The committee will be composed of representatives nominated by the individual service staffs and presented through the Committee on Committees to the Chancellor for certification.

- (1) Nominations will be submitted by the staffs of the Library, Student Union, Registrar's Office, Health Services, Secretaries' Organization, Plant and Facilities, and Security.
  - (2) Terms of service will be for two (2) years, staggered so that one-half of the committee changes each year. During the first year, one-half of the committee--to be determined by random selection--will be seated for one year.
  - (3) The chairperson for the committee will be elected by the committee.
- f. Teacher Education Committee. The Teacher Education Committee will recommend policy; evaluate and review programs in terms of accreditation requirements; examine national trends in the field of education; and advise the Committee on Academic Affairs and Educational Policies on curriculum matters related to teacher education. The committee chairman will be elected by the committee, which will be composed of the following:
- (1) The Dean of Teacher Education.
  - (2) Two representatives from the Division of Arts and Sciences, excluding department chairmen.
  - (3) One teacher educator, excluding department chairmen, from:
    - (a) Agriculture
    - (b) Home Economics
    - (c) Vocational Arts
    - (d) Secondary Education
    - (e) Elementary Education
  - (4) One student from secondary education, nominated by the committee chairman to the Committee on Committees.
  - (5) One student from elementary education, nominated by the committee chairman to the Committee on Committees.
- g. Student Appeals Committee. The Student Appeals Committee will hear individual student grievances relating to admissions, academic probation, suspension, and curriculum. Committee findings and recommendations will be forwarded to the appropriate office for review and disposition. The committee will be chaired by the senior faculty member and will be composed of the following:
- (1) Five faculty members.
  - (2) Three students.

- (3) One representative from the aggrieved student's major department to be provided at the request of the committee chairperson.
- h. Faculty Appeals Committee. The Faculty Appeals Committee is the court of last resort for faculty members who have been unsuccessful in pursuing through normal channels restitution for perceived wrongs. The committee will hear the individual faculty member's grievance and will work toward arbitration and equal and unbiased resolution of conflicts. Committee findings and recommendations will be submitted to the Chancellor for decision. Committee membership will be as follows:
    - (1) Two representatives from each division.
    - (2) One representative named by the individual who submits the grievance.
  - i. Athletic Committee. The Athletic Committee will formulate and recommend institutional athletic policy. The committee will concern itself with the academic status of athletes, matters of intercollegiate concern, and athletic programs. It is within the committee's mandate to aid in the selection of new coaches when appropriate. The chairman of the committee will be elected by the committee. The committee will be composed of the following:
    - (1) The Athletic Director.
    - (2) Five faculty members who have interest in and knowledge about sports.
    - (3) The Public Relations Director.
    - (4) Three students selected by the Student Government Association.
    - (5) The Business Manager.
  - j. Alumni Affairs Committee. The Alumni Affairs Committee is responsible for the coordination of AM&N-UAPB Alumni Association programs, including homecoming and founders' activities. The committee will be composed of the following:
    - (1) The Executive Director of the AM&N-UAPB Alumni Association, who will chair the committee.
    - (2) Seven Faculty members.
    - (3) The president of the Student Government Association.

- (4) Three students selected by the Student Government Association.
- k. Ad Hoc Committees. Ad hoc committees may be appointed by the Chancellor to address specific subjects, or standing committees may be charged for special studies. These committees will function under the Chancellor's mandate and will report directly to him.

SECTION IV  
AMENDMENT

1. Enactment. These "Rules for the Governance of the University of Arkansas at Pine Bluff" must be approved by a simple majority vote of the Assembly. The document then must be submitted through the Chancellor and the President of the University of Arkansas to the Board of Trustees for approval.
2. Amendment.
  - a. Amendments to Sections I, II, and IV must be approved by a two-thirds majority vote of the Assembly and must otherwise follow the same approval procedure designated for enactment.
  - b. Amendments, revisions, or changes to Section III (Committees) may be approved and implemented in the routine manner for enactment of legislation prescribed in Sections I and II. Board of Trustees approval is not required!

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