

CONSTITUTION OF THE CAMPUS ASSEMBLY FOR THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES CAMPUS

PREAMBLE

IN ADOPTING THIS POLICY FOR THE CONSTITUTION OF THE CAMPUS ASSEMBLY FOR THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES CAMPUS, 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.

ARTICLE I

Purposes

The purposes of the University of Arkansas for Medical Sciences Campus Assembly are:

1. To provide an organization that will permit a broad base for campus governance through a participating involvement of students, faculty, and staff in the development of guidelines and regulations for campus affairs in relation to those matters that affect the quality of campus life as well as to those matters that enhance and sustain an environment of academic excellence;
2. To generate and promote understanding, collaboration, and a sense of community on this campus; and
3. To provide a representative forum for the communication and exchange of ideas as the basis for a deliberative synthesis of recommendations to the Chancellor and, through the Chancellor's Office, to the President of the University on matters of concern to members of the Assembly.

ARTICLE II

Definitions

Throughout this governance document the following definitions will be used:

- Faculty: Those individuals holding academic rank as follows:  
Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, and Assistant Instructor.
- Students: Those individuals enrolled in undergraduate, graduate, postdoctoral, or trainee programs.
- Staff: Those individuals employed by the Campus in one of the following categories (as defined by the document titled "UAMS Job Titles as Assigned by the DHEW Affirmative Action Code" in Appendix I):

Professional Non-Faculty  
 Executive, Administrative, Managerial  
 Technical and Paraprofessional  
 Clerical and Secretarial  
 Skilled Crafts  
 Service and Maintenance

### ARTICLE III

#### Composition

Section 1. The Campus Assembly is composed of two deliberative bodies (see Appendix II):

- a. The Academic Senate
- b. The House of Delegates

Section 2. The Academic Senate will be composed of:

- a. All Faculty
- b. Professors emeriti, adjunct professors and visiting professors, lecturers, and volunteer faculty members shall have voice, but no vote in the Academic Senate.
- c. The Academic Senate Council, a representative body of the Academic Senate, will be composed of:

two faculty elected from each College and three faculty elected from faculty at large, elected officers of the Academic Senate, and the president of Associated Student Government.

Section 3. The House of Delegates will be composed of:

- a. Officers: Chairperson, Chairperson-elect, Secretary, Parliamentarian, and Immediate Past Chairperson;
- b. Faculty: two from each college;
- c. Students: two from each college;

d. Two percent (2%) of the total number of employees in the following groups:

- (1) Executive, Administrative, and Managerial
- (2) Professional Non-Faculty
- (3) Skilled Crafts
- (4) Service and Maintenance
- (5) Technical and Paraprofessional
- (6) Clerical and Secretarial

Fifty percent (50%) of the delegates from the six preceding groups are to be elected annually between April and September for two-year terms.

e. Alternates: There will be eight alternates. One shall be selected from each of the following groups:

- (1) Faculty
- (2) Students
- (3) Executive, Administrative and Managerial
- (4) Professional Non-Faculty
- (5) Skilled Crafts
- (6) Service and Maintenance
- (7) Technical and Paraprofessional
- (8) Clerical and Secretarial

(The candidate in each of these groups who received the next highest number of votes after the elected delegate shall be designated as an alternate for a one-year term for his or her respective group.)

Section 4. The Chancellor's Advisory Committee shall consist of the Vice-Chancellors, Deans, and such others as the Chancellor deems appropriate.

## ARTICLE IV

### Functions

Section 1. The UAMS Campus Assembly is responsible for the determination of guidelines and policies for campus affairs.<sup>1</sup>

Section 2. In keeping with the Rules and Regulations of the Board of Trustees, the Academic Senate shall, under the Board of Trustees, be the legislative body responsible for developing

---

<sup>1</sup>Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance of the University of Arkansas, 1975

educational policies and programs on the UAMS campus. Among other matters, this responsibility includes such areas as:

- a. Admission requirements
- b. Curriculum and courses
- c. Degrees and requirements for degrees
- d. Calendar and schedules
- e. Academic honors and honorary degrees
- f. Student academic affairs
- g. Interpretation of its own legislation

The Academic Senate is not the primary body for the formulation of specific professional programs within the colleges of the UAMS Campus. The individual colleges, as dictated by their various accrediting agencies, retain the rights and responsibilities for formulation of curricula, new programs, and admission requirements. The Academic Senate may formulate specific recommendations relating to intercollege and intercampus programs. The Academic Senate does have the responsibility to guarantee, through review, deliberation, and legislative action, the purposes of the Assembly as stated in Article I of this document.

In addition, the Academic Senate shall have the authority to make recommendations to the Chancellor on any matter of general faculty or campus-wide concern, including such matters as research facilitation, appointment, promotion, tenure, dismissal, and non-reappointment.

The Academic Senate Council, shall exercise general legislative powers and conduct the general business of the Academic Senate. The Academic Senate Council shall submit a yearly written report of activities to the Academic Senate to be placed on reserve in the library.

Section 3. The House of Delegates shall have the authority to make recommendations to the Chancellor on any matter of general campus-wide concern. This responsibility includes such areas as:

- a. Safety, traffic, and security
- b. Fringe benefits and health services
- c. Salaries, work schedules, and working conditions
- d. Job evaluation, grievances, and appeals
- e. Other non-academic affairs

Each group that sends elected representatives to the House of Delegates will have the prerogative of meeting by themselves and sending a statement of their interests through the House of Delegates to the Chancellor. In its passage through the House of Delegates, this elected body could forward the statement "with approval," "without action," or "without approval for the following reasons...". The House of Delegates can also draft its own proposal

regarding the same subject matter. In all instances, however, the proposal from the originating group will be forwarded to the Chancellor.

- Section 4. All legislative actions of the Academic Senate Council or the Academic Senate shall be sent to the Chancellor. The Chancellor will respond in writing to such actions within two weeks following receipt of a written record of the legislative action. The Chancellor's response approving or disapproving the legislative action shall be returned to the Academic Senate Council or the Academic Senate. If, after consideration of the points of disapproval, the Academic Senate Council or the Academic Senate and the Chancellor are unable to reconcile their differences, the Academic Senate Council or the Academic Senate may vote to appeal for resolution of these differences. By a three-fifths (3/5) vote of those present and voting, provided that thirty percent (30%) of the Academic Senate Council or the Academic Senate is present, the Academic Senate Council or the Academic Senate may appeal those differences requiring resolution to the appropriate system-wide University authority and the President; such appeals shall be presented by the Chancellor (or the Chancellor's designee) and a representative elected by the Academic Senate Council or the Academic Senate.
- Section 5. All recommendations regarding matters of general faculty or campus-wide concern shall be sent by either the Academic Senate Council or the Campus House of Delegates to the Chancellor. The Chancellor shall respond in writing to the originating body within two weeks after receiving a written record of the recommendations.

## ARTICLE V

### Meetings of the Academic Senate

- Section 1. Unless otherwise indicated herein, meetings of the Academic Senate or the Academic Senate Council and its committees are open to all persons. The Chairpersons of the Academic Senate and its committees may extend floor privileges to those persons who are not members.
- Section 2. The Academic Senate shall meet on call of the Chairperson of the Academic Senate at least two times per year. Joint meetings of the two Assembly bodies are not precluded. The Academic Senate may also be convened at the initiative of the Chancellor, or on formal petition to the Chairperson of the Academic Senate by ten percent (10%) of the members of the Academic Senate; such meeting shall be held within fifteen calendar days of the presentation of the petition. At any meeting the Chairperson shall preside or in his/her absence, the Chairperson-elect, or in the absence of both, the Chairperson's designee.
- Section 3. The Academic Senate Council shall meet at least every two months to conduct general business of the Academic Senate.

The Academic Senate Council shall compile an agenda for all meetings and forward it to the Chairperson-elect who shall distribute it to all members of the Academic Senate through the

campus mail and/or electronic mail not later than one week before the time of the meeting. All items to be considered by the Academic Senate or the Academic Senate Council must be submitted to the Chairperson of the Academic Senate Council. A request to the Academic Senate Council for the inclusion of any item of business, if bearing the names of ten or more of the members of the Academic Senate, and if submitted not later than two weeks before the next regular meeting of the Academic Senate or the Academic Senate Council, shall require that this item of business be included on the agenda. Decisions regarding inclusion of requests bearing fewer than the ten required names shall be left to the discretion of the Academic Senate Council. At any meeting, the Academic Senate or the Academic Senate Council shall take no final action on any business that is not on the agenda for that meeting.

- Section 4. The Secretary of the Academic Senate shall promptly prepare minutes of each meeting and shall forward them to the Chairperson-elect of the Academic Senate. The Chairperson-elect shall thereupon promptly duplicate the minutes and send them to all members of the Academic Senate. In addition, a copy of these minutes shall be made publicly available in the UAMS Library.
- Section 5. Fifty members of the Academic Senate or nine members of the Academic Senate Council shall constitute quorums unless otherwise specified.
- Section 6. Unless specified otherwise, matters placed before the Academic Senate and Academic Senate Council for a vote shall be decided by a majority vote of those present and voting, providing a quorum is present. Voting shall ordinarily be by voice, (except Academic Senate elections that should be conducted by campus mail or electronic mail) but in cases of doubt, any member may request a hand count vote. In Academic Senate and Academic Senate Council meetings with a quorum present, other methods of voting may be required by request of twenty-five percent (25%) of the members present. There is no provision for proxy or cumulative voting. In the event that a quorum is not present, discussion of items on the agenda may occur, but voting must be done at the next meeting unless the majority of those present ask for a mail or electronic mail ballot. In such mail voting, a majority vote of at least twenty percent (20%) of the Academic Senate membership is necessary.
- Section 7. Except as otherwise noted, all meetings of the Academic Senate shall be governed by the parliamentary procedures in the latest edition of Robert's Rules of Order.

## ARTICLE VI

### Meetings of the House of Delegates

- Section 1. Unless otherwise indicated herein, meetings of the House of Delegates and its committees are open to all persons. The Chairpersons of the House of Delegates and its committees may extend floor privileges to those persons who are not members.

- Section 2. The House of Delegates shall meet on call of the Chairperson of the House of Delegates at least five times per year. Joint meetings of the two Assembly bodies are not precluded, but would be held in addition to the five regular meetings. The House of Delegates may also be convened on the initiative of the Chancellor, or on formal petition to the Chairperson of the House of Delegates by ten percent (10%) of the members of the House of Delegates; such meeting shall be held within fifteen calendar days of the presentation of the petition. At any meeting the Chairperson shall preside, or in the absence of the Chairperson, the Chairperson-elect, or in the absence of both, the Chairperson's designee.
- Section 3. The Executive Committee shall compile an agenda for all meetings and forward it to the Secretary who shall distribute it to all members of the House of Delegates through the campus e-mail one week before the time of the meeting. All items to be considered by the House of Delegates must be submitted to the Chairperson of the Executive Committee. A request to the Executive Committee for the inclusion of any item of business, if bearing the names of three or more members of the House of Delegates, and if submitted not later than two weeks before the next regular meeting of the House of Delegates, shall require that this item of business be included on the agenda. Decisions regarding inclusion of requests bearing less than the three required names shall be left to the discretion of the Executive Committee. At any meeting, the House of Delegates shall take no final action on any business that is not on the agenda for that meeting.
- Section 4. The Secretary of the House of Delegates shall prepare and duplicate minutes of each meeting and send them to all members of the House of Delegates. In addition, a copy of these minutes shall be made publicly available in the UAMS Library.
- Section 5. Forty percent (40%) of the voting members of the House of Delegates will constitute a quorum.
- Section 6. Unless specified otherwise, matters placed before the House of Delegates for a vote shall be decided by a majority vote of those present and voting, provided a quorum is present. Voting shall ordinarily be by voice, (except House of Delegates elections) but in cases of doubt, any member may request a hand count vote. In House of Delegates meetings with a quorum present, other methods of voting may be required by request of twenty-five percent (25%) of members present. There is no provision for proxy voting.
- Section 7. If a House of Delegates member misses three consecutive House meetings without justifiable cause, the House Chairperson will determine if there is cause for removal. If a member is removed from the House, the Chairperson shall appoint and present to the House for ratification the respective alternate to fulfill the member's term.
- Section 8. If a committee member misses three consecutive committee meetings without justifiable cause, the Committee Chairperson will determine if there is cause for removal. If a committee

member is removed from a committee, the House Chairperson will appoint another House member to the committee.

- Section 9. Except as otherwise noted, all meetings of the House of Delegates shall be governed by the parliamentary procedures in the latest edition of Robert's Rules of Order, Newly Revised.

## ARTICLE VII

### Officers of the Academic Senate and Members of the Academic Senate Council

- Section 1. Officers of the Academic Senate are the Chairperson, the Chairperson-elect, the Immediate Past Chairperson (all of whom must be faculty), the Secretary, and the Parliamentarian. The Chairperson-elect is elected annually by the Academic Senate. The Secretary and the Parliamentarian are elected by the Academic Senate for staggered two-year terms. (See Academic Senate Elections).
- Section 2. Duties of the Chairperson are to preside at meetings of the Academic Senate, the Academic Senate Council, and its Agenda Committee.
- Section 3. The Chairperson-elect is the presiding officer at Academic Senate, Academic Senate Council, and Agenda Committee meetings in the absence of the Chairperson. The Chairperson-elect serves as a member of the Agenda Committee and is responsible for the collection of agenda items and the duplication and distribution of the agenda and the minutes for meetings of the Academic Senate, the Academic Senate Council, and the Agenda Committee.
- Section 4. The Secretary is responsible for taking the minutes of the meetings and submitting the minutes to the Chairperson-elect for duplication and distribution. The Secretary will publish annually a list of all Academic Senate officers and a list of the membership of all Academic Senate committees for distribution by the Chairperson-elect.

Unless otherwise limited herein, the Secretary is responsible for maintaining a copy of the minutes of the Academic Senate and committees thereof, as well as a list of committee membership on reserve in the library. The Secretary is also responsible for providing copies of the minutes of all Academic Senate meetings to the Chancellor's Office. The Secretary will also maintain in the library and the Chancellor's Office, the Academic Senate and Academic Senate Council meetings.

- Section 5. The Parliamentarian will advise the Chairperson on questions of procedure in transacting the business of the Academic Senate.

- Section 6. Persons newly elected or appointed as officers of the Academic Senate assume their offices immediately after the election meeting (see Academic Senate Elections) except that an outgoing Chairperson-elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.
- Section 7. Members of the Academic Senate Council are the elected officers of the Academic Senate, the elected president of the Associated Student Government, two faculty elected by and from each College, and one faculty elected from the campus-wide appointments. The officers from the Academic Senate will serve their terms as previously specified in Section 1. The president of the Associated Student Government will serve a one-year term. The elected faculty representatives will serve two-year terms.
- Section 8. In the event of a vacancy in the office of Chairperson-elect, Secretary, or Parliamentarian, a special election will be held to fill the office (See Article IX, Section 2).

## ARTICLE VIII

### Officers of the House of Delegates

- Section 1. Officers of the House of Delegates are the Chairperson, Chairperson-elect, Secretary, and Parliamentarian. The Chairperson will serve a one year term. The Chairperson-elect will serve two years: one year as Chairperson-elect and the second year as Chairperson. The Secretary and Parliamentarian will be elected for one year. Any of the above may serve two successive terms except the Chairperson.
- Section 2. Duties of the Chairperson are to preside at meetings of the House of Delegates and its Executive Committee.
- Section 3. The Chairperson-elect is the presiding officer at the House of Delegates meetings in the absence of the Chairperson or in the event of a vacancy of the office of Chairperson. The Chairperson-elect serves as a member of the Executive Committee and is responsible for the collection of agenda items.
- Section 4. The Secretary is responsible for taking minutes, distribution of minutes, and also serves as a member of the Executive Committee. The Secretary will publish annually a list of all House of Delegates officers and a list of the membership of all House of Delegates committees. Unless otherwise limited herein, the Secretary is responsible for maintaining a copy of the minutes of the House of Delegates and committees thereof, as well as a list of membership on reserve in the library. The Secretary is also responsible for providing copies of minutes of all meetings to the Chancellor's Office where they will be retained. The Secretary will also maintain in the library and Chancellor's Office minutes of all monthly meetings.

- Section 5. The Parliamentarian will advise the Chairperson on questions of procedure in transacting the business of the House of Delegates and will also serve as a member of the Executive Committee and will ensure that all employee suggestions are submitted to the Executive Committee.
- Section 6. Persons newly elected as officers of the House of Delegates assume their offices on July 1<sup>st</sup> after the election meeting (see House of Delegates Elections) except that an outgoing Chairperson-elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.
- Section 7. In the event of a vacancy in any office other than Chairperson, a special election will be held to fill the office.

## ARTICLE IX

### Elections of the Academic Senate

- Section 1. Each year during April the Academic Senate will hold an election to fill the posts of those elective Academic Senate officers whose terms of office are about to expire. The Nominations Committee will prepare a slate of at least two and no more than three members for each office to be filled. The ballot will also include the candidates for the at-large positions. The proposed slate will be representative of each College and the campus-wide appointments. This slate of nominees will be listed on the agenda for the last Academic Senate meeting prior to the election; at this meeting of the Academic Senate, nominations may be made from the floor provided that approval of the person nominated is secured. Following this meeting, the Nominations Committee will prepare and mail ballots or electronic mail ballots to the membership by April 15. Members shall return ballots by May 1 to be counted by the Nominations Committee. To be elected, a nominee must receive votes from a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff, with comparable time constraints, by mail ballot between the two nominees receiving the most votes will be immediately conducted by the Academic Senate.
- Section 2. In the event of a vacancy in the office of the Chairperson, the Chairperson-elect will become the Chairperson, and complete the remaining time left by the vacancy in addition to his/hers normal period. The office of the Chair-elect will be declared vacant. In the event of a vacancy in the office of Chairperson-elect, Secretary, or Parliamentarian, a special election will be held to fill the office. The Nominations Committee prepares a slate of nominees for the vacant position allowing for write-in nominations. This slate is submitted to the Academic Senate officers for approval. Following approval of this slate, the Nominations Committee will prepare and mail ballots to the membership. Members shall return ballots within two weeks to be counted by the Nominations Committee. To be elected, a nominee must receive votes from a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff, with comparable time restraints, by mail votes will be immediately conducted by the Academic Senate.

## ARTICLE X

Elections of the House of Delegates

Each year during April the House of Delegates will elect its officers. The Membership and Elections Committee will prepare a slate of at least one and no more than three members for each office to be filled. This slate of nominees will be listed on the agenda for the House of Delegates meeting prior to the election; at this meeting of the House of Delegates, nominations may be made from the floor provided that approval of the person nominated is obtained. Following this meeting, the House of Delegates' officers will prepare and e-mail ballots to the membership by April 30<sup>th</sup>. Members shall return ballots within one week to be counted. To be elected a nominee must receive votes from a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff between the two nominees receiving the most votes will be conducted immediately by e-mail with one week allowed for return of ballot. All nominees for office must be members of the House of Delegates.

## ARTICLE XI

UAMS Representatives to System-wide Committees and Councils

All UAMS representatives to System-wide committees and councils will be appointed by and from the appropriate Campus Assembly body or official. These representatives are responsible for maintaining communication between the Campus Assembly and System-wide committees and councils. All System-wide committee and council actions will be reported at the next regular meeting of the Academic Senate Council and/or House of Delegates and the minutes of such System-wide meetings will be kept on reserve in the library and retained in the Chancellor's office.

## ARTICLE XII

Committees of the Academic Senate

## Section 1. Elected Standing Committees

## a. Academic Senate Council

The Council consists of the Chairperson, the Immediate Past-Chairperson, the Chairperson-elect, the Secretary, and the Parliamentarian of the Academic Senate; the president of the Associated Student Government, two faculty elected by and from each College three at-large faculty members elected by the faculty. The Chairperson of the Academic Senate serves as Chairperson of the Academic Senate Council.

## b. Membership and Elections Committee

The Nominations Committee will prepare a slate of nominees for each Academic Senate office to be filled and, as needed, as vacancies occur. The committee will prepare this slate according to the procedure outlined in Article IX, Elections of the Academic Senate. The Committee is responsible for preparing the ballot, mailing and counting the votes.

The Nominations Committee is composed of: two faculty members from each College, elected annually by the faculty of that College; and the president of the Associated Student Government, and one faculty from the campus-wide appointments.

c. Agenda Committee

The Agenda Committee is responsible for the preparation and distribution of the agenda for meetings of the Academic Senate and the Academic Senate Council.

The Committee consists of the Chairperson, Chairperson-elect, Secretary, and Parliamentarian. The Agenda Committee will meet two weeks before each scheduled Academic Senate meeting to prepare the agenda.

Section 2. Appointed Standing Committees and Ad Hoc Committees

The officers of the Academic Senate may appoint the members from the Academic Senate and define the duties of such Standing and Ad Hoc Committees as may be necessary or useful in the conduct of Senate business and/or to handle issues of concern to the Academic Senate membership. All such committees shall have a membership that is representative of the Academic Senate and, furthermore, the faculty members shall be representative of the colleges of the UAMS Campus.

Membership on appointed Standing and Ad Hoc Committees shall be for a one-year term or less.

The following shall be specified for each committee:

- a. Purpose
- b. Charge
- c. Objectives
- d. Number of members
- e. Chairperson

All committees have the authority to call and conduct such meetings as are necessary to obtain information necessary for the formulation of committee recommendations to the Academic Senate.

All committees except the Honors Committee are responsible to the Academic Senate Council and shall submit recommendations and reports to that body for action. All committee recommendations are to be given to the Chairperson of the Agenda Committee for inclusion in the agenda of the next Academic Senate meeting.

The Honors Committee meets in executive session and reports directly to the Chancellor.

### Section 3. Committee Meetings

All committee meetings are open and the date, time, and location of committee meetings must be published at least one week in advance of the meeting.

Minutes of committee meetings, except Honors Committee, shall be given to each member of the committee and to the Secretary of the Academic Senate. In addition, the minutes, except Honors Committee, shall be made available for inspection by anyone upon request to the committee chairperson.

## ARTICLE XIII

### Committees of the House of Delegates

#### Section 1. Elected Standing Committees

##### a. Executive Committee

The Executive Committee is responsible for the preparation and distribution of the agenda for meetings of the House of Delegates. The committee is composed of the Chairperson, the Chairperson-elect, Secretary, Parliamentarian and Past Chairperson of the House of Delegates, and two at-large members to be elected annually by and from the membership of the House of Delegates. The Chairperson of the House of Delegates serves as Chairperson of the Executive Committee. The Executive Committee will meet two weeks before each scheduled House of Delegates meeting to prepare the agenda.

##### b. Membership and Elections Committee

The Membership and Elections Committee will meet each Spring to prepare a slate of nominees for each House of Delegates' office to be filled. The committee will prepare this slate according to the procedure outlined in Article X, Elections of the House of Delegates.

The Membership and Elections Committee is composed of one representative from each group in the House of Delegates as defined in Article III. The elected representatives from each group will, in turn, elect their member for this committee.

## Section 2. Appointed Standing Committees and Ad Hoc Committees

The officers of the House of Delegates may, with the approval of the House of Delegates, appoint members and define the duties of such Standing and Ad Hoc Committees as may be necessary or useful in the conduct of its business.

Membership on appointed Standing and Ad Hoc committees shall be for a one-year term or less.

The following shall be specified for each committee:

- a. Purpose
- b. Charge
- c. Objectives
- d. Number of members
- e. Chairperson

All committees have the authority to call and conduct such meetings as are necessary to obtain information necessary for the formulation of committee recommendations to the House of Delegates.

All committees are responsible to the House of Delegates and shall submit recommendations and reports to that body for action. All committee recommendations are to be given to the Chairperson of the Executive Committee for inclusion in the agenda of the next House of Delegates meeting.

## Section 3. Committee Meetings

All committee meetings are open and the date, time, and location of committee meetings must be published at least one week in advance of the meeting.

Minutes of committee meetings shall be given to each member of the committee and the Secretary of the House of Delegates. In addition, the minutes shall be made available for inspection by anyone upon request to the Committee Chairperson.

## ARTICLE XIV

Amendments

Amendments to the Constitution of the Campus Assembly must be considered in both the Academic Senate and the House of Delegates and require an affirmative vote of two-thirds (2/3) of the members present and voting, providing that a quorum is present in both the Academic Senate and the House of Delegates. A proposed amendment may be offered by any member of the Academic Senate or House of Delegates, or by any committees of these bodies. Proposed amendments will be considered only during the regular nine-month academic year (September through May). No vote can be taken upon a proposed amendment until it has been submitted to the Executive Committee of the House of Delegates and the Academic Senate Council of the Academic Senate, and published as part of the agenda for two consecutive meetings of these bodies. All proposed amendments must be in written form when placed on the agendas. Any amendment approved by the Assembly as specified above shall become effective when approved by the Board of Trustees of the University, or after approval by the Board of Trustees, on a day specified therein.

## APPENDIX I

UAMS Job Titles as Assigned by the DHEW Affirmative Action CodeClerical and Secretarial

Collector II	Assistant Resident Hall Manager
Financial Counselor	Accounting Assistant II
Accounts Supervisor	Data Input Supervisor
Information Specialist I	Data Input Operator I
Multi-Media Technologist Controller I	Data Input Operator II
Multi-Media Technologist Controller II	Data Input Operator III
Administrative Secretary	Clerk I
Nursing Unit Coordinator	Clerk II
Personnel Assistant I	Clerk III
Hospital Admissions Supervisor	Clerk Typist I
Purchasing Assistant	Clerk Typist II
Library Assistant II	Clerk Stenographer I
Library Assistant I	Cashier I
Secretary III	Medical Records Technician
Secretary II	Admission Interviewer
Secretary I	Cashier III

Executive, Administrative and Managerial

Project Director	Vice Chancellor for Academic Affairs
Associate Project Director	Vice Chancellor for Administration
Assistant Project Director	Vice Chancellor for Finance
Chancellor	Associate Dean
Dean, College of Medicine	Assistant Dean
Dean, College of Nursing	Director of Planning, Organization and Development
Dean, College of Pharmacy	Director of Campus Operations and Services
Dean, College of Health- Related Professions	Assistant Treasurer
Hospital Director	Purchasing Agent
Controller	Assistant Purchasing Agent
Chief Pharmacist	Instrumentation Engineer
Associate Hospital Director	Director of Personnel
Assistant Hospital Director	Director of Patient Accounts
Director of Library	

Director of Biomedical  
 Communications  
 Director of Human Relations  
 Director of Student Affairs  
 Chief Respiratory Therapist  
 Administrative Assistant I  
 Administrative Assistant II  
 Director of UAMS Computer  
 Facility  
 Director of Nursing Service  
 Associate Director of Nursing  
 Assistant Director of Nursing  
 Director of Physical Plant  
 Assistant Director of Physical  
 Plant  
 Director of Dietary  
 Assistant Director of Dietary  
 Director of Hospital Admissions

Director of Information  
 Director of Medical Records  
 Clinic Manager  
 Director of Housekeeping  
 Director of Social Services  
 Residence Hall Manager  
 Security Chief  
 Manager of Book Store  
 Director of Volunteer Service  
 System Development Manager  
 Departmental Chairperson  
 Director  
 Area Director  
 Assistant Director of Programs  
 Associate Director of Programs  
 Project Coordinator  
 Chief Accountant

#### Faculty

Professor  
 Associate Professor  
 Assistant Professor  
 Instructor  
 Assistant Instructor  
 Librarian  
 Research Associate  
 Lecturer

Associate Librarian  
 Assistant Librarian  
 Teacher  
 Instructional Development  
 Specialist II  
 Instructional Development  
 Specialist I  
 Program Coordinator

#### Professional Non-Faculty

Audiologist  
 Pharmacist I  
 Pharmacist II  
 Accountant III  
 Accountant II  
 Accountant I  
 Nurse Anesthetist  
 Social Worker II  
 Social Worker I  
 Speech Therapist  
 Nursing In-Service

Physician Assistant I  
 Physician Assistant II  
 Nutritionist  
 Research Technician II  
 Registered Nursing Practitioner I  
 Charge Nurse  
 Dietitian II  
 Dietitian I  
 Registered Nurse II  
 Registered Nurse I  
 Occupational Therapist

Instructor I  
 Nursing In-Service  
 Instructor II  
 Head Nurse  
 Assistant Head Nurse  
 Internal Auditor  
 Physical Therapist  
 Health Physics Technologist  
 Mental Health Counselor II  
 Medical Records Librarian  
 Registered Nursing Supervisor  
 Assistant Chief Respiratory  
 Therapist

Medical Technologist III  
 Medical Technologist II  
 Medical Technologist I  
 Psychological Examiner  
 Personnel Assistant II  
 Chief Medical Illustrator  
 Medical Illustrator  
 Clinical Nursing Specialist  
 Head of Instructional TV  
 Chief of Photographic Service  
 Project Assistant  
 Research Assistant

#### Service/Maintenance

Food Service Manager  
 Laboratory Assistant II  
 Laboratory Assistant I  
 Grounds Foreman  
 Animal Care Specialist I  
 Cook III  
 Food Service Supervisor I  
 Service Supervisor II  
 Physical Therapy Assistant  
 Mental Health Assistant II  
 Custodial Supervisor II  
 Security Officer  
 Driver I  
 Maintenance Repairman I  
 Cook II  
 Linen Supervisor  
 Plumber Helper  
 Carpenter Helper  
 Formula Room Supervisor  
 Heating and A/C Helper  
 Nursing Assistant II  
 Nursing Assistant I

Custodial Supervisor I  
 Laboratory Aide II  
 Dietary Supervisor  
 Mental Health Assistant I  
 Groundskeeper II  
 Cook I  
 Painter Helper Food  
 Morgue Assistant  
 Custodial Worker II  
 Food Service Worker II  
 Teaching Assistant  
 Seamstress  
 Groundskeeper I  
 Escort  
 Custodial Worker I  
 Food Service Worker I  
 Photographic Assistant  
 Pharmacy Assistant  
 Laboratory Aide I  
 Formula Room Aide  
 Elevator Operator  
 Plaster Helper

Skilled Crafts

Assistant Physical Plant Supervisor	Painter Foreman
A/C Foreman	Boiler Operator I
Electrician Foreman	Welder
Plumber Foreman	Painter I
A/C Mechanic II	Plasterer I
Mechanic I	Construction Inspector I A/C
Plumber II	Construction Inspector II
Carpenter I	Instrumentation Technician I
Carpenter II	Instrumentation Technician II
Central Plant Operation Supervisor	Closed Circuit TV Engineer
Electrician II	Baker I
Electrician I	Baker II

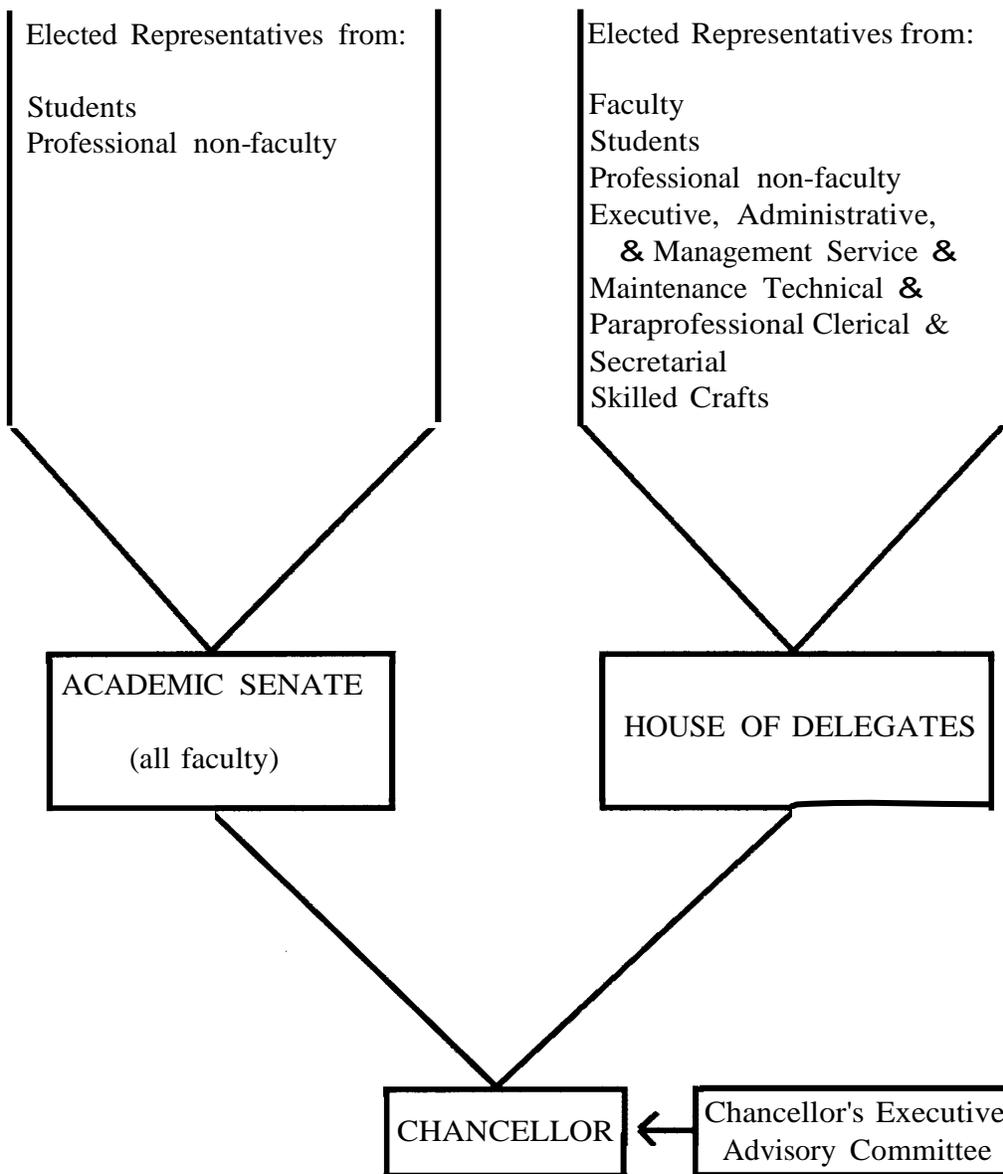
Technical and Paraprofessional

Production Manager	LPN II
System Programmer II	Mental Health Counselor I
System Analyst I	Stores Supervisor
System Analyst II	Photolab Supervisor Operation
Supervisor II	Assistant Chief of Security
Application Programmer I	Embalming Technician
Application Programmer II	Occupational Therapy Assistant
Chief X-ray Technologist	Recreational Therapist
Animal Care Specialist III	ECG Technician I
Nuclear Medicine Technologist III	Histology Technician I
Nuclear Medicine Technologist II	Surgical Technician
Nuclear Medicine Technologist I	Dental Assistant
X-ray Technician III	Photolab Technician
X-ray Technician II	EEG Technician I
Central Supply Supervisor	Draftsman I
Research Technologist II	Histology Tech II
Research Technologist I	Research Tech I
Therapist	Photographer I
Photographer II	Respiratory Therapy Tech
Operations Supervisor I	Graphic Artist Respiratory
Computer Operator I	Dental Hygienist
	Switchboard Operator II
	Switchboard Operator I
	Central Supply Technician I

Computer Operator II	Central Supply Technician II
Computer Operator III	Central Supply Technician III
Pathology Curator	Laboratory Supervisor
Social Worker Assistant	Tissue Screener III
Cytotechnologist	Tissue Screener II
Pharmacy Technician	Tissue Screener I
Assistant Director of	Research Technician Supervisor
Housekeeping	Histology Technician III
Associate Director of	Necropsy Technician III
Housekeeping	Histology/Necropsy Tech II
Chief Cardiology Technologist	Histology/Necropsy Tech I
EEG Technician II	Necropsy Technician II
ECG Technician II	Necropsy Technician I
X-ray Therapy Technician	Medical Program Evaluator III
Laboratory Assistant III	Medical Program Evaluator II
Certified Respiratory Therapy	Medical Program Evaluator I
Technician	X-ray Technician I
LPN I	

Appendix II

Organization of UAMS Campus Assembly



Organization of Professional Non-Faculty for Purposes of Determining Representation in the UAMS Academic Senate Based on Job Titles as Assigned by the DHEW Affirmative Action Code

Accountant/Audio Visual

Accountant I, II, III  
Internal Auditor  
Personnel Assistant II  
Medical Illustrator  
Medical Records Librarian  
Head of Instructional TV  
Chief of Photographic Service

Health Related Professions

Audiologist  
Social Worker I, II  
Speech Therapist  
Physical Therapist  
Nutritionist/Dietician I, II  
Occupational Therapist  
Psychological Examiner  
Health Physics Technologist  
Mental Health Counselor II  
Assistant Chief Respiratory Therapist  
Physician Assistant I, II

September 8, 2016 (Revised)  
January 19, 1996 (Revised)  
April 30, 1993 (Revised)  
May 4, 1990 (Revised)  
April 6, 1990 (Revised)  
May 30, 1980 (Revised)  
May 6, 1977

Nursing

Nurse Anesthetist  
Nursing In-Service  
Instructor I, II  
Head Nurse, Assistant  
Registered Nursing  
Practitioner I  
Charge Nurse Registered  
Nurse I, II Registered Nursing  
Supervisor Clinical Nursing  
Specialist

Technicians

Research Technician II  
Medical Technologist I, II, III  
Project Assistant  
Research Assistant