

## ACADEMIC ORGANIZATION

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Faculty are organized into many temporary autonomous teams and given a great deal of freedom, responsibility, and authority. Faculty always have access to the Division Chairs, the Vice Chancellor for Academics, and the Chancellor. Division Chairs, Vice Chancellor for Academics, and Chancellor always have immediate access to faculty.

The academic structure of the college enables faculty members to know and feel their stake in the success of their program.

Academic policy is the major concern of the faculty. The scope of faculty interest is the curriculum and matters that impact it as well as faculty working conditions. Such areas include: curricular content and forms of instruction; faculty evaluation, retention, and salary scales; space allocation and equipment for teaching; and standards and procedures for student admission, advising, award of credit, retention, and graduation. Ultimately the Chancellors Cabinet recommends policies to the Board of Visitors for approval, but given that the faculty is responsible for the academic quality and reputation of the college, it expects its collective recommendations concerning academic policy to be heard, considered, and taken with great seriousness by administration.

The Vice Chancellor for Academics is expected to bring matters that fall within the scope of academics before faculty on a regular basis. Faculty meetings serve as a forum for academic discussions.

Division Chairs are faculty members charged with academic administration. Tasks include coordination of curriculum, the hiring, evaluation, and retention process, and the allocation of budgets, space and equipment. They work with faculty and the curriculum committee to articulate the curriculum. There are four Division Chairs: Division Chair for General Education, Division Chair for Professional Studies, Division Chair for Medical Professions, and Division Chair for Skilled and Technical programs. Division Chairs report to the Vice Chancellor for Academics.

The Faculty Council plays a central role in faculty governance and is an advisory body to the Chancellor and Vice Chancellor for Academics. Its purpose is to review and make recommendations in the areas of curriculum, academic standards, assessment, cultural affairs, programming, and student affairs. A member of the council is invited to attend each Academic Council, Chancellors Cabinet, and Board of Visitors meetings. Initial appointment was determined by the Vice Chancellor for Academics to ensure representation across all academic divisions and campuses. Future vacancies will be filled by a vote from all faculty. The Chair and Vice Chair are elected by the faculty. Terms of the members are two years..

Building community is a major goal of the faculty council. This model does not seek to solve all of the college's communication problems; rather, it authorizes methods to improve communications. The chair of the faculty council, assisted by the academic council, Vice Chancellor for Academics, and Division Chair, is charged with developing and maintaining an information structure which brings all important issues of academic policy before the faculty, so that the faculty can be sure they are involved in community affairs and are being heard.

Clarity and closure are two further objectives of the faculty council. It builds mechanisms for broad consultation with the faculty, and allows the academic side of the college to reach and

communicate a clear position on issues of academic policy, providing a means of reaching and respecting closure on important issues.

HLC Criterion 2C.5; 5A.1; 5A.3

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**Policy History:**

September 9, 2019

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**FACULTY COUNCIL**

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The Faculty Council has six main functions:

1. To review agenda items, consulting with faculty members, chairs, and Vice Chancellor for Academics prior to the meeting to set an appropriate agenda. Issues are brought to the faculty for discussion (and perhaps for a vote).
2. To decide if an issue is best brought before the faculty in one large body, in smaller discussion groups, or in alternative formats (such as a policy hearing).
3. To represent the faculty in important efforts as strategic planning, college-wide governance and the program review committees.
4. To act on behalf of the faculty when necessary.
5. The council is responsible for creating and revising the faculty handbook (by June 1<sup>st</sup> annually), recommending content for adjunct faculty orientation, and process for evaluating adjunct faculty.
6. The council reports directly to faculty with results of their meetings by distributing minutes via email.

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**Procedure History:**

August 12, 2019

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**FACULTY COUNCIL CONSTITUTION**

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**PREAMBLE**

We hold that the governing of UA Cossatot is the joint responsibility of the shared governance system, the Board of Visitors, Board of Trustees, administration, and the faculty of the college under the Chancellor. In order to promote the full participation of the faculty in the determination of faculty service, education policy, and the execution of that policy, the adoption of this Constitution establishing a Faculty Council is hereby ordained.

**PURPOSES**

The Faculty Council of University of Arkansas Cossatot represents the collective voice of faculty on all UAC campuses. The primary functions of the Council shall be to represent faculty interests to the local administration with respect to academic and professional matters, to recommend representatives to serve on administrative committees and on coordinating committees of the college's faculty, and to participate in the formation and implementation of various educational policies. Specifically, the UAC Faculty Council serves the following purposes:

- To actively participate in the college's internal governance structure and organizational framework (curriculum, academic rigor, etc.)
- To actively participate in the creation of institutional policy
- To aid in coordination and support of academic support services
- To serve as a means of improving communication among the faculty and with the college's administration and/or Board of Visitors
- To promote and advocate for student success
- To promote faculty welfare, development, and unity
- To maintain and enhance a positive image for UAC in the region and state
- To offer representation in selections of administrators whose responsibilities directly affect the faculty
- To serve as an instrument of support for faculty

### **Article 1: Definition of Faculty**

"Faculty," as used in this Constitution, means full-time members of divisions and departments engaged primarily in teaching and/or research.

### **Article 2: Membership Composition**

The Council shall consist of the entire faculty as defined above. The Council shall consist of both voting and non-voting members.

**Section 1:** Voting members are defined as elected faculty whose primary responsibility is instruction or research and whose responsibilities are not above program-director level.

**Section 2:** Non-voting members are defined as non-elected faculty, adjunct instructors, and Division Chairs.

**Section 3:** While non-voting members may attend and contribute to discussions in Council meetings and serve on special committees, only voting members may participate in actions requiring a Council vote.

### **Article 3: Officers**

The officers of the Council shall include, but shall not be restricted to, a Chair, Vice Chair, and Recorder. Officers will be elected by all faculty. Each spring all faculty will vote to elect a Chair, Vice Chair, and Recorder for the upcoming year. Faculty should ensure representation from all divisions.

An officer may resign his or her position by written notification to the remaining officers. In the event a special election for an officer is necessary, the newly elected officer will take office immediately and serve the unexpired term of the predecessor.

### **Article 5: Officer Duties**

**Section 1: Chair.** The Chair is the presiding officer of the Council, collects agenda item requests, and conducts meetings of the Council. Other duties include appointment of members to serve on special committees subject to Council approval, communication between the Council and other groups or individuals, and maintaining appropriate correspondence files.

**Section 2: Vice Chair.** Duties include supporting and substituting for the Chair and Recorder, appointments to committees, managing special projects and activities, and supporting the Faculty as a whole.

**Section 3: Recorder.** The Recorder shall take attendance at meetings, keep the Council meeting minutes, and post the minutes appropriately in a timely fashion. Other duties include appointments to committees, and aiding in collecting funds, and supporting the Faculty as a whole.

### **Article 6: Meetings**

**Section 1:** The Council shall meet monthly during the academic year when there are agenda items or more often at the call of the Chair or by request of the membership or administration.

**Section 2:** Council meetings shall be open to all faculty.

### **Article 7: Quorum**

No official business may be conducted with less than a majority of the membership in attendance.

### **Article 8: Voting**

**Section 1:** The Chair of the Council or Vice Chair in the stead of the Chair shall be the only members who can call for a vote after a motion has been made.

**Section 2:** The Chair of the Council shall cast a vote only in the event of a tie.

### **Article 9: Procedures**

All matters of internal functioning not otherwise covered by the Constitution of the Council shall be governed by Robert's Rules of Order.

### **Article 10: Agenda**

**Section 1:** The Chair shall provide the faculty with an agenda in advance of all meetings.

**Section 2:** The following persons may request an agenda item

- Any member of the Faculty Council
- Any faculty member
- The Chancellor
- The Vice Chancellor

Other persons requesting an audience with the Faculty Council must have a sponsorship from one the aforementioned positions.

**Section 3:** Agenda items will be presented to the officers, in writing, at least two days prior to the scheduled Faculty Council meeting. Once an item is received, the officers will review the request to insure that the item can be address appropriately by the Faculty Council. If an item is rejected, the officers will return the item to the individual making the request with a proposal of where the item would be better addressed. After other avenues are exhausted the item may be re-submitted with an accounting of events and the Council member may petition the leadership committee to reconsider.

**Section 4:** Only items that are on the agenda will be discussed in the meeting. If in the discussion of the agenda items other issues not related to these items are discovered, those issues will be tabled and submitted as an agenda request for the next meeting.

### **Article 11: Privileges and Responsibilities**

The Faculty Council shall of its own determination concern itself with any academic and professional matters which it deems important to the welfare of the college or the enlightened self-interest of the faculty. This includes and is not limited to aiding in professional development, sharing best practices, encouraging academic growth, and aiding in the development and revision of faculty handbooks.

### **Article 12: Recommendations**

After each meeting, the Chair shall forward any Recommendations of the Council to the Vice Chancellor for Academics.

### **Article 13: Amendments**

This constitution may be amended by a three-fourths vote of the Faculty Council.

### **Article 14: Ratification**

This constitution shall become effective by a simple majority vote of the Faculty Council.

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### **Procedure History:**

October 28, 2019

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