

## **Administrative Regulation — Faculty Senate**

### **Preamble**

The Faculty Senate is the official representative body of the University of Kentucky faculty, as organized into their respective colleges. The Faculty Senate was established to uphold the core principles of the University and to advance the institution's commitment to excellence in education, research, service and care. As set out in *Governing Regulation V — Shared Governance Bodies*, the Faculty Senate is organized to provide timely advice to University administrators and to promote academic excellence and integrity across the institution.

### **I. Faculty Senate**

#### **A. Eligibility**

1. Each college (including Libraries and the Graduate School) holds two (2) voting seats in the Faculty Senate. The procedures for elections must conform to the Kentucky Revised Statutes.<sup>1</sup>

2. Any full-time faculty member currently employed by the University, regardless of rank or title series, is eligible to serve as a voting member of the Faculty Senate — a Faculty Senator — except for the following:

- The Faculty Senate Chair, who is an ex-officio member of the Faculty Senate but may not vote except to break ties.
- Faculty members serving on the Board of Trustees, who are ex-officio members of the Faculty Senate but may not vote.
- Faculty members who are currently serving in administrative positions, defined as chair or school director, or those who have the terms dean or president in their title. This exclusion applies to all equivalent administrative titles, regardless of variations in terminology across colleges and programs within the institution.
- Faculty members who are/have the status of temporary, adjunct, emeritus or visiting.

3. No faculty member may be elected to the Faculty Senate for more than two (2) consecutive terms.

#### **B. Term of Office**

1. Faculty Senators shall be elected for a term of three (3) years.
2. Terms will be staggered such that no more than one-third of Faculty Senate seats will be newly elected each year.
3. Faculty Senators shall be elected during the month of April and take office on Aug. 15.
4. Faculty Senators, unless re-elected, shall vacate their seats on Aug. 14 at the end of their respective terms.

**C. Resignations**

1. A Faculty Senator should resign under the following circumstances:
  - The Faculty Senator will no longer meet the eligibility requirements in Article I.A.
  - The Faculty Senator will no longer be able to perform the duties listed under Article II.A.1.
2. Faculty Senators meeting resignation criteria should inform the dean of their college, the Faculty Senate Chair and the Provost as soon as possible that a replacement must be identified. The resignation should specify when it will take effect and create a vacancy in the Faculty Senate.

**D. Removal of a Faculty Senator and/or Faculty Senate Chair**

1. An individual Faculty Senator or Faculty Senate Chair may be removed for neglect of duty.
  - Removal requires support from three-fourths of all voting members.
2. An individual Faculty Senator or Faculty Senate Chair may be recalled by their college, permitted the college follows their college rules and procedures. The dean of the college has the responsibility to notify the Faculty Senate Chair.
  - Should the college recall a Faculty Senate member, they must notify the Faculty Senate Chair of this decision (if the recall is of the Faculty Senate Chair, the college shall notify the Provost).

**E. Filling Vacancies**

1. Should a Faculty Senate seat become vacant, the college, at its earliest opportunity, but within 30 days of notification, should select a replacement to fill the seat, according to the rules of the college, for the remainder of the term. The new Faculty Senator shall be seated at the next meeting of the Faculty Senate.

## **II. Duties, Officers and Process**

### **A. Duties of Faculty Senators**

1. Faculty Senator duties shall include, but are not limited to:

- Representing their college and the broader interests of University faculty.
- Communicating regularly with their college community.
- Routinely attending respective college governing body meetings.
- Attending regularly scheduled Faculty Senate meetings, Faculty Senate retreats and training and meetings of Faculty Senate committees on which they have agreed to serve.

### **B. Officers**

1. Faculty Senate Chair

- Voting members of the Faculty Senate shall elect a chair from among their current voting membership in advance of the annual Faculty Senate elections in April.
- The Faculty Senate Chair will take office on Aug. 15, to serve for one (1) year or until a replacement is seated.
- The Faculty Senate Chair may serve for no more than two (2) consecutive years.
- The Faculty Senate Chair shall be the presiding officer of the Faculty Senate. Duties of the Faculty Senate Chair shall include, but are not limited to:
  - Presiding over meetings of the Faculty Senate.
  - Determining, in consultation with the Office of the Provost, the agendas for all Faculty Senate meetings.

- Preparing and distributing notices of meetings of the Faculty Senate, including agendas for those meetings, consistent with Article III.
- Sending memoranda to the Provost, not more than five (5) business days after each meeting, outlining all matters of importance.
- Implementing curricular approval processes consistent with Article II.E.1 and working with the Office of the Provost to provide a transparent method for the University community to track proposal progress.

**C. Official Provost Liaison**

1. This position is an ex-officio member of the Faculty Senate but may not vote.

**D. Communications**

1. Communications from the Faculty Senate will be posted on a dedicated page of the Office of the Provost website and in official emails from the Office of the Provost.
2. All media inquiries related to official Faculty Senate business shall be coordinated with the Office of the Provost as well as Public Relations and Strategic Communications.

**E. Curricular Matters**

1. Curricular matters may be directed to the Faculty Senate from the Office of the Provost. The Faculty Senate Chair will determine the process for curriculum review, consistent with the following timeline:
  - The Faculty Senate Chair must identify and post the operational process for evaluating each curricular proposal within seven (7) business days (Monday through Friday, excluding official University holidays) of receipt.
  - Any committee review of the curricular proposal must be completed, and the proposal returned to the full Faculty Senate, within 30 calendar days of referral from the Faculty Senate Chair.
  - The Faculty Senate shall make recommendations on curricular matters within 60 calendar days of receipt from the Office of the Provost.
2. The Faculty Senate Chair shall notify the Office of the Provost regarding recommendations reached by the Faculty Senate as soon as possible thereafter.

**III. Meetings**

## **A. Faculty Senate Meetings**

1. The Faculty Senate shall hold its regular meetings on the University's campus in Lexington, Ky. Meetings of the Faculty Senate will be held in person. Video conferencing will be permitted for the full Faculty Senate body in emergency situations. For regular meetings, video conferencing will be considered by the Faculty Senate Chair for individual Faculty Senator requests made in advance.

- Advance notice of a Faculty Senate meeting — stating the location, date and starting and ending times — shall be distributed to Faculty Senators and made available to the University community no less than five (5) business days before a regular meeting.
- Should a change in meeting location, date and/or time become necessary, Faculty Senators must be informed as soon as possible, and not less than 24 hours before the meeting.

2. The Faculty Senate Chair may call a special meeting, in consultation with the Office of the Provost, limited to specific subjects (specifically: elections, removal of a Faculty Senator or time-sensitive requests from the Provost). Advance notice of a special meeting shall be distributed to Faculty Senators and made available to the University community not less than three (3) business days (Monday through Friday, excluding official University holidays) before a special meeting.

3. Meetings may continue past the scheduled ending time, until passage of a motion to adjourn.

## **B. Meeting Agenda**

1. The Faculty Senate Chair, after consultation with and feedback from the Provost, shall determine the agenda for each meeting.

- Agendas must be distributed to Faculty Senators and made available to the general University community, via an established medium no less than three (3) business days (Monday through Friday, excluding official institutional holidays) before the Faculty Senate meeting.
- Requests to add an item to the agenda must be made at least one (1) day before advance notice of the Faculty Senate meeting is distributed.
- Proposed agenda items are added at the discretion of the Faculty Senate Chair unless supported by a quarter of the voting members of the Faculty Senate, in which case they must be added to the agenda.

- If the Faculty Senate works through its agenda before the scheduled end of a meeting, items from the floor may be considered.

### **C. Open Meetings and Records**

1. All meetings of the Faculty Senate and any committees thereof must follow the Kentucky Open Meetings Act<sup>2</sup> and Open Records Act.<sup>3</sup>

- For the purposes of open meetings and records, the Faculty Senate Chair shall formally recognize all speakers.

- Requirements for all shared governance bodies: minutes must be promptly recorded after the meeting with an accurate record of the proceedings and of any formal votes taken. If there is a formal vote, the minutes will show the outcome of the vote (without noting individual voting records), including total votes for, against and abstained. If the vote is unanimous, it is sufficient to so state in the minutes. Draft minutes will be posted publicly three (3) full business days after the meeting for review and approval at the next meeting. Once approved, the minutes should be made available as soon as possible, no later than three (3) full business days after they are approved.

### **D. Privilege of the Floor**

1. The President and members of the President's cabinet, as well as the official provost liaison, shall have the privilege of the floor at any Faculty Senate meeting.

2. Individuals outside of the President and members of the President's cabinet who would like to speak at a Faculty Senate meeting should send a request to the Faculty Senate Chair at least 24 hours before the scheduled start of the meeting.

3. The Faculty Senate Chair shall decide the appropriate amount of time to be allotted to speakers who are not regular or ex-officio members of the Faculty Senate.

4. If the Faculty Senate must draw on expertise from outside of its body, guests may be invited to testify before the Faculty Senate. Any Faculty Senator may make a request, via the Faculty Senate Chair, to invite a guest.

## **IV. Voting**

### **A. Faculty Senate Operations**

1. Eligibility

- All Faculty Senators, except ex-officio members, attending a Faculty Senate meeting in person, as well as those authorized to attend remotely, are eligible to vote.
- Proxy voting by absent Faculty Senators is not permitted.
- Formal votes on curricular recommendations may be conducted remotely and asynchronously (through electronic means) rather than in person.

## 2. Items Requiring a Vote

- When appropriate, the Faculty Senate shall formally vote on specific matters.
  - Formal votes are required for the removal of a Faculty Senator, election of officers and curricular proposals.
  - Other items before the body may also be decided by roll-call vote, at the discretion of the Faculty Senate Chair or through a motion supported by at least five (5) members of the Faculty Senate.

## 3. Method

- Formal votes will be conducted consistent with guidance for all shared governance bodies. Voting may be conducted using a variety of methods, so long as there is an accurate record of how individual Faculty Senators voted.
- The Faculty Senate Chair shall confirm the vote totals.
- Faculty Senators eligible under Article IV.A.1 who do not formally vote for or against a motion will be listed as having abstained.

## 4. Quorum for Voting

- Fifty-one percent (51%) of voting members need to be present, and eligible to vote under Article IV.A.1, to constitute a quorum.
- The Faculty Senate and any committees thereof may meet and hold discussion without the presence of a quorum, but a quorum must be present for a vote to occur.
- Motions must have the support of a majority of the eligible voting members in attendance to be considered approved.

- A motion fails to pass in the case of a tie vote unless the Faculty Senate Chair chooses to break the tie and vote in favor of the motion.

- Any motion to suspend the rules, alter the meeting agenda or overrule the Faculty Senate Chair requires support from two-thirds of the eligible membership in attendance to be considered approved.

5. Debate

- The Faculty Senate Chair shall determine how much debate will be permitted on a motion, as well as the sequence of speakers addressing that motion.

- The time shall be kept by the Faculty Senate Chair identified prior to debate.

**V. Committees**

**A. Purpose and Responsibilities**

1. Committees of the Faculty Senate may be established to address or advise on a curricular issue, or to assume responsibility for specific areas of Faculty Senate business, provided that they are chaired by a voting member of the Faculty Senate and that a majority of the committee would consist of current Faculty Senators.

2. A proposal for the creation of a committee must be sent in writing to the Faculty Senate Chair and include:

- The proposed membership of the new committee, or the method of determining that membership.

- The proposed chair of the new committee, or the method of determining which voting member of the Faculty Senate will chair the committee.

- The purpose of the committee, the scope of its authority and the expected duration of the proposed committee.

3. Upon receipt of a complete proposal, the Faculty Senate Chair shall collaborate with the Provost prior to deciding on the proposal.

**B. No member of the Faculty Senate may be added to a committee without that Faculty Senator's consent.**

**C. Committee membership is open to full-time faculty who are not Faculty Senators. However, there will be no obligation for non-members of the Faculty Senate to attend meetings and/or serve on any committee(s).**

## **VI. Amendments to the Faculty Senate Bylaws**

### **A. Petition**

1. Any Faculty Senator may propose an amendment to the Administrative Regulation — Faculty Senate by submitting a written proposal that complies with the process in Article VI.B.

2. All proposals to amend the Faculty Senate Bylaws must be cosigned by at least a quarter of the voting members of the Faculty Senate. Proposals lacking the required number of signatures will not be reviewed or recognized for consideration.

### **B. Process**

1. Any proposal to amend the Faculty Senate Bylaws shall be submitted to the Faculty Senate Chair and the Office of the Provost.

- To be valid, a proposal to amend the Faculty Senate Bylaws must include the exact wording of the proposed change, as well as indicate any language within the Faculty Senate Bylaws that would be eliminated and a detailed rationale for the request.

2. The Faculty Senate Chair shall review any proposal to amend the Faculty Senate Bylaws and shall decide, after consultation with the Provost, whether to add the proposed amendment to the agenda for the next regularly scheduled Faculty Senate meeting or instead to return it with recommended changes within 30 calendar days of receipt. Once the proposal has been resubmitted, with or without the recommended changes, it must be added to the agenda of the next regularly scheduled Faculty Senate meeting.

3. Upon first introduction, a proposal to amend the Faculty Senate Bylaws may be discussed and debated, but it may not be amended or brought up for a vote. Members of the Faculty Senate must be allowed until the next regular meeting to review the original proposal.

4. Any potential change to the Faculty Senate Bylaws introduced at a Faculty Senate meeting must be added to the agenda of the next regularly scheduled Faculty Senate meeting, with sufficient time for debate and consideration of proposed amendments.

5. To pass, any change to the Faculty Senate Bylaws, as amended, must have the support of three-fourths of the eligible voting membership, as determined under Article IV on voting.

6. If a proposal to amend the Faculty Senate Bylaws does not pass after a formal vote, neither that proposal, nor one effectively doing the same thing, will be valid if introduced again in that academic year.

7. Proposed amendments to the Faculty Senate Bylaws passed by the Faculty Senate will be submitted to the President for approval. Consistent with the Governing Regulations, the President may veto the proposed amendments or suggest revisions that would make the amendments acceptable. The President has no obligation to promulgate an updated Administrative Regulation based on amendments to the Faculty Senate Bylaws passed by the Faculty Senate.

- Amendments to the Faculty Senate Bylaws returned to the Faculty Senate with suggested revisions from the President must be added to the agenda of the next regular Faculty Senate meeting following receipt of that veto, with rules for final passage of a revised version the same as in Article VI.B.5.

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<sup>1</sup> [KRS § 117.147](#)

<sup>2</sup> [KRS § 61.800 et seq.](#)

<sup>3</sup> [KRS § 61.870 et seq.](#)