



# Faculty Association Bylaws

University of North Florida

## ARTICLE I: PREAMBLE

Whereas a faculty forms the creative and energizing force of institutions of higher learning; whereas a faculty has a responsibility to participate actively in the decision making process affecting all institutional components of the university; whereas this faculty believes that security, a sense of freedom, respect for individual dignity and worth are requisites to all human activities; and whereas this faculty endeavors to promote growth and progress benefitting characteristic excellence in higher education, the University of North Florida Faculty Association is hereby established.

The primary functions of the Faculty Association shall be to facilitate faculty participation in the Collegial Governance of the university and the establishment of university policies for the benefit and welfare of the institution, to inquire into any matters that have implications for the academic development and functioning of the university and to make recommendations concerning such matters, and to be a channel of communications between and among the faculty and the Board of Trustees, the university president, provost and Vice President of Academic Affairs, and other persons and bodies.

## ARTICLE II: FACULTY ASSOCIATION

- A. The Faculty Association is the official faculty governing body of the University of North Florida and shall consist of all full time and part time permanent faculty. The system of governance shall be representative and comprised of duly elected senators from the academic colleges and the library.
- B. The purposes of the Faculty Association are to:
  1. Provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the university;
  2. Allow the faculty to participate effectively in the enactment of university policies;
  3. Conduct studies deemed essential to the progress of the university;
  4. Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.
- C. The Faculty Association shall be a counselor to the university provost and president in matters of faculty concern. When the university provost or president disagrees with a recommendation of the Association, they may request that Association reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The university provost or president or his/her designee shall provide the Association with a written explanation of the reasons for his/her disagreement. The Association shall reconsider its decision, giving due weight to the university provost and/or president's reasons. Whenever there remain unresolved issues, the president of the Faculty Association shall bring said issue(s) to the attention of the Board of Trustees.

## ARTICLE III: POWERS

The UNF faculty shall have their interests and concerns expressed primarily through senators to the Faculty Association. All powers of the Faculty Association are exercised through the Faculty Association,



except as limited by the UNF Constitution. The Faculty Association assembled in meeting has all powers necessary to implement the functions enumerated in ARTICLE II. (UNF Constitution Article III Section 4). All permanent faculty (full time and part time) are eligible to vote in Faculty Association elections.

#### **ARTICLE IV: PROPORTIONAL REPRESENTATION**

Each academic college and the Library is allocated one senator per 30 full-time permanent faculty (excluding Visiting Faculty). The minimum number of senators for an academic college is two (2) and for the Library is one (1). Full time faculty in Hicks Honors College shall have their interests represented by the senator(s) from the Library and faculty in the former shall participate in the nomination and selection of said senator.

- A. In the fall of each year, the Faculty Association shall conduct a census of full and part-time permanent faculty so as to determine the number of senators allotted to each college and to the library.
- B. For the purpose of calculating the numbers of senators allotted to each college and to the library, only those faculty eligible to vote for Faculty Association senators shall be counted.
  1. Eligibility to vote for senators to the Faculty Association shall include permanent full- and part-time faculty.

#### **ARTICLE V: DUTIES AND RESPONSIBILITIES OF SENATORS**

The duties of senators to the Faculty Association shall be to

- A. Attend meetings of the Faculty Association;
- B. Understand the concerns of their constituents and represent these interests in the Faculty Association;
- C. Report to their constituents regularly;
- D. Maintain an understanding of the procedures of the Faculty Association and the issues brought before it;
- E. Evaluate and vote on changes to academic programs of study that have arisen within their constituent college/unit as well as those being proposed from other colleges and units;
- F. Vote on legislative items, policy changes, and resolutions brought before the Faculty Association;
- G. Serve on at least one Faculty Association Committee or represent the Faculty Association at relevant university-administration meetings/committees;
- H. Perform other duties as may be directed by the Faculty Association officers.

#### **ARTICLE VI: ELIGIBILITY TO SERVE AS A SENATOR TO THE FACULTY ASSOCIATION**

Senators to the Faculty Association shall consist only of full-time and part-time permanent faculty. All questions of eligibility for the membership as a senator to the Faculty Association shall be resolved by that body's Nominations and Elections Committee.

#### **ARTICLE VII: ELECTION OF SENATORS**

The process for the selection of senators to the Faculty Association shall be:

- A. The Nominations and Elections Committee shall, no later than February 15th, begin the nominations process for selecting college and Library senators to the Faculty Association;



1. Having determined the appropriate allocation of positions per college as well as senator positions due for reelection, the Nominations and Elections Committee shall notify the faculty of each college of senator positions due for election;
  2. The Nominations and Elections Committee shall solicit nominations for said senator positions from each college via online ballots;
  3. The Nominations and Elections Committee shall then notify nominees of their respective nominations, determine the eligibility of nominees to serve as senators, and solicit from nominees their willingness and ability to serve as senators;
  4. The Nominations and Elections Committee shall notify the faculty of each college of the individuals standing to serve in the election of senators.
- B. The Nominations and Elections Committee shall, no later than March 15th, hold fair and anonymous elections for said senator positions following the minimum criteria below:
1. Only members of the respective college or the library shall be able to vote on the senator nominees for that college or the library (there shall be no at-large voting for senators);
  2. Voting shall take place via secret ballot or via a secure online survey tool and measures shall be taken to ensure only one vote per eligible voting faculty member;
  3. Voting shall be open for at least one week (five business days);
  4. Voters have the same number of votes as the number of seats to be filled. The candidates with the highest numbers of votes (a plurality) earn the senate positions.
  5. In the event of a tied vote, a runoff election shall be conducted within two weeks.
  6. If any college fails to elect the full number of senators allotted to it, the Nominations and Elections Committee shall move to fill those seats, as they would fill any vacant seat, according to bylaws.
- C. No later than one week following the conclusion of elections, the Nominations and Elections Committee shall announce the winners of the elections to each college faculty and the results of all elections shall be posted to the Faculty Association website.
- D. The immediate past president of the senate shall call the meeting for the purpose of nominating and electing senate officers.

#### **ARTICLE VIII: TERMS OF SENATORS**

The terms for senators to the Faculty Association shall be as follows:

- A. Excepting the academic year immediately following the ratification of these bylaws, all senators to the Faculty Association shall serve two-year terms, thus ensuring that one half of the Faculty Association senator body shall be elected each year.
  1. For the year following the ratification of these bylaws, each college shall elect one-half of their senators to serve a one-year term and one-half of their senators to serve a two-year term in order to facilitate the creation of staggered terms for senators to the Faculty Association.
- B. Each senator's term in office shall begin on the 1st day of August following their election and conclude on the 31st day of July of the last year of their term.
- C. Senators may serve no more than two terms consecutively.

#### **ARTICLE IX: REPLACEMENT OR REMOVAL OF A SENATOR**



The following processes shall be followed for the removal of a senator and to determine replacement of a senator to the Faculty Association.

- A. **Filling senator vacancies.** In the event that a senator cannot complete a term, the Nominations and Elections Committee shall seek nominations for candidates to complete the term of the senator's vacant seat and hold an election to determine who shall assume that senator position. Senators elected to a vacant seat may stand for reelection to that seat only once.
- B. **Removal.** Senators to the Faculty Association may, via a super-majority (two-thirds) vote, elect to remove a senator from that body. Reasons for removal may include but are not limited to:
  - 1. Failure to attend or participate in Faculty Association meetings;
  - 2. Failure to attend to leadership duties on assigned Faculty Association Committees;
  - 3. Behavior inconsistent with professionalism, collegialism, and mutual respect;
  - 4. A finding of just cause for disciplinary action by the university against the individual;Or upon the receipt by the President of the Senate a petition for removal from the faculty of the college whom the individual represents:
  - a. The petition must clearly lay out the reasons for the removal of the senator;
  - b. The petition must be signed by a simple majority of faculty from within a college.

#### ARTICLE X: FACULTY ASSOCIATION OFFICERS

The Faculty Association officers shall consist of a president, a vice president, and a secretary.

- A. **President.** The president shall act as presiding officer of the Association, as Grand Marshall of the university, and as the faculty senator to the Board of Trustees for the university of North Florida. The president's principal duties as presiding officer are specified in the Association's parliamentary authority. The president shall appoint a parliamentarian whose duties are specified in the Association's parliamentary authority. In addition to the duties prescribed by the Parliamentary authority, the president shall: represent the Association and its membership except as herein provided; provide leadership for Association activities; keep the membership advised concerning needs, programs, and accomplishments of the Association; coordinate the work of the Association; serve as an ex officio non-voting member of all Association committees; appoint such committees as the Association deems necessary to conduct business; serve as a delegate to other university governance bodies and to any state-level faculty body; meet on a regular basis with the Academic Vice president and the president of the university; and be the accountable officer for the Association's budget. The president or a designated delegate shall also serve on Florida Advisory Council of Faculty Senates. The president shall also oversee work of the Faculty Association Executive Secretary (a USPS position). The Executive Secretary shall work with the officers and members of the Association to assist them in the execution of their duties. The role of Faculty Association President includes membership on the UNF Board of Trustees and, pursuant to that responsibility, is an out-of-unit position (with all that being out of unit entails).
- B. **Vice President.** The vice president shall assist the president in coordinating Association work; serve as a delegate to other university governance bodies; and serve as a voting member of the Faculty Affairs Committee, and as a senator to the Florida Advisory Council of Faculty Senates. The vice president shall assume the duties of the president in the president's absence. In the event of a vacancy in the Office of the president, the vice president shall succeed to the Presidency for the duration of the unexpired term.



- 174 C. **Secretary.** The secretary shall serve as the parliamentarian for all Faculty Association meetings.  
175 The secretary shall also receive motions, resolutions, and proposals from the senators and place  
176 all such matters on a legislative calendar in the order received. The Secretary shall keep the  
177 record of the Association's proceedings and shall make a report of each Association meeting.  
178 The records and minutes shall be filed in the Association office and shall be available to  
179 members upon request. The Secretary shall conduct the Association's general correspondence;  
180 notify senators of meeting time and place, make the physical arrangements for Association  
181 meetings; maintain the records of the Association, its officers and committees; assist the  
182 officers, committees, and members in coordinating their work; and, in the absence of both the  
183 president and Vice president, call the meeting to order and preside until the election of a  
184 president *pro tem*.
- 185 D. **Officer Terms.** Each officer's term shall be for one year (August 1st to July 31st of the following  
186 year).
- 187 1. Officers may serve no more than four consecutive terms in a respective role.
  - 188 2. No individual may serve in multiple officer roles simultaneously.
  - 189 3. Faculty Association officers may be removed from an office by a vote of no confidence.  
190 A vote of no confidence shall
    - 191 a. Require a supermajority (two-thirds) of the total membership of the senate;
    - 192 b. Be conducted publicly with each voting senator's vote recorded;
    - 193 c. Allow no abstentions.

#### 194 195 **ARTICLE XI: ELECTION OF FACULTY ASSOCIATION OFFICERS**

196 Senators to the Faculty Association shall elect Faculty Association officers in the following manner:

- 197 A. The Nominations and Elections Committee shall, on or before the first day of May, solicit  
198 nominees for Faculty Association president, vice president, and secretary from the senate for  
199 the coming academic year (newly elected senators, reelected senators, and senators serving in  
200 their second year of service);
- 201 B. Once there is a slate of nominees for each Faculty Association office, the Nominations and  
202 Elections Committee shall publish the names of the candidates for each position so that  
203 university faculty members may provide input on the candidates to their respective senators;
- 204 C. The Nominations and Elections Committee shall, before the end of May, conduct a confidential  
205 ballot of the aforementioned senators to elect Faculty Association officers.

#### 206 207 **ARTICLE XII: FACULTY ASSOCIATION MEETINGS**

208 Regularly scheduled Faculty Association meetings shall conform to the following specifications:

- 209 A. Normally, the Faculty Association shall set a normal day and time for a monthly meeting. The  
210 day and time of the monthly Faculty Association meeting may change depending upon  
211 extenuating circumstances. The president of the Faculty Association may call for other meetings  
212 as necessary, including over the months of June and July, provided that senators are given at  
213 least one week's notice prior to the presentation of any items requiring a vote of that body.
  - 214 1. Faculty Association monthly meetings shall be publicly noticed at least one week in  
215 advance and open to the entire UNF community;



2. The Senate Officers and Standing Committee Chairs shall be responsible for creating and publishing an agenda for each normally scheduled Faculty Association meeting at least seven days prior to any Faculty Association Meeting;
  3. The rules contained in the current edition of *Cannon's Concise Guide to Rules of Order* shall be the parliamentary authority for the Association when applicable and when not inconsistent with these bylaws or any special rules of order the Association may adopt.+
  4. The Faculty Association president may call special meetings as needed to address emergent problems or issues of a time-sensitive nature. These meetings may occur during the summer. Said meetings will be announced in advance and open to the public.
- B. Each regularly-scheduled Faculty Association Meeting shall consist of
1. Approval of the minutes of the previous Faculty Association meeting.
    - a. Minutes are to be approved or amended by duly elected senators present
    - b. In the event of minutes carried over from a previous Faculty Association Meeting (i.e., before the installation of new senators), only senators present at the last meeting shall vote.
  2. Changes to the Meeting Agenda.
    - a. The order of the agenda may be altered by a majority vote of the senators upon a motion to do so.
    - b. The Senate or its designated subcommittee may delete an item or items from the agenda if that committee has been informed in advance that there is no relevant report or business.
  3. The consent agenda shall contain routine items previously approved by the senate officers and committee chairs and not requiring explanation or discussion. The President shall ask if any member wishes for an item to be removed from the consent agenda. If there is a request to remove an item, the President shall, without question or argument, remove the item and place it on the legislative calendar. The President shall then ask for a motion to approve the consent agenda in its entirety. The vote will, of necessity, be unanimous, since any disagreement with an item should have been expressed earlier and the item removed from the consent agenda. The consent agenda item of business shall precede the Legislative Calendar on the agenda order so that items removed from it may be debated and voted upon at the meeting.
  5. Reports or comments for the good of the order to include
    - a. An open forum in which faculty members and guests may address their concerns or questions to the Faculty Association senators and/or to university administrators;
    - b. A report from the Faculty Association president;
    - c. Reports from the chairs of the Faculty Association Committees;
    - d. Special Reports:
      1. The university provost, the university president, and the president of the faculty union;
      2. Reports from other individuals as needed and as approved by the Senate or its designated subcommittee in advance of the meeting (i.e., on the agenda).



5. The presentation and/or explanation of legislative items and other Faculty Association business requiring a vote by Faculty Association senators.
  - d. Items requiring a vote of Faculty Association senators shall allow time for discussion and include comments and questions from the floor.
  - e. Comments from the floor shall be limited to no more than two minutes each and shall follow *Canons Rules of Order*.
6. A vote on legislative items or other Faculty Association business by senators.
  - a. A quorum of senators shall be required to vote on legislative items or matters that may affect the Faculty Association or its constituents.
    1. A quorum shall consist of one-half of the body's elected senators plus one;
      - i. The president of the Faculty Association shall vote only in the instance of a tie.
  - b. There shall be no confidential or anonymous votes by senators (all voting shall be public and senators' votes on each issue recorded and published).
  - c. There shall be no proxy votes.

#### ARTICLE XIII: COMMITTEES

- A. **Standing Committees.** The following standing committees shall conduct the majority of the work of the Faculty Association and shall be made up primarily of non-senators. The Standing Committees of the Faculty Association shall be as listed in these bylaws. Changes to the Standing Committees shall require an amendment to these bylaws.
  1. Academic Programs Committee
  2. Academic Standards Committee
  3. Adjunct Affairs Committee
  4. Budget Advisory and Strategic Planning Committee
  5. Campus Technology and Support Services Committee
  6. Diversity, Equity, and Inclusion Committee
  7. Faculty Affairs Committee
  8. Faculty Enhancement Committee
  9. Nominations and Elections Committee
  10. Policy, Regulations, and Legislation Committee
  11. Research Committee
- B. **Subcommittees.** The standing committees may, via a majority vote of their members, create subcommittees in order to better fulfill their respective functions as described in Article XV.
  1. Each standing committee shall be responsible for choosing the number and membership of its subcommittees.
  2. Each subcommittee shall elect a chair who shall report on the subcommittee's progress to the parent standing committee.
  3. Each subcommittee must, at least once per year, provide to its parent committee a list of goals and accomplishments for the prior year.
  4. The role of a subcommittee shall not interfere with or overlap the functions of a standing committee.
  5. The term for a subcommittee shall be for one year following its having received a charge from its parent committee.





- 305 a. The term for a subcommittee may be extended upon written request from the  
306 chair of the subcommittee and a majority vote by the members of the parent  
307 committee.
- 308 C. **Special Committees (Ad Hoc Committees and Task Forces).** The senate shall be empowered to  
309 create additional special committees to meet specific needs.
- 310 1. Special committees shall be formed by a majority vote of the senate and shall be given a  
311 specific charge by that body senate.
- 312 2. The charge to and subsequent work of a special committee cannot overlap with or  
313 interfere with the work or functions of any standing committee without the express  
314 approval of that committee via a majority vote.
- 315 3. Special committees must, at least once per year, provide to the Faculty Association a list  
316 of goals created and accomplishments met for the prior year.
- 317 4. The term for a special committee shall be for one year following its having received a  
318 charge from the senate.
- 319 a. The term for a special committee may be extended upon written request from  
320 the chair of the special committee and a majority vote by the senate.
- 321

#### 322 **ARTICLE XIV: STANDING COMMITTEE MEMBERSHIP AND TERMS**

323 Membership on and leadership for the standing committees shall be as follows:

- 324 A. **Ex Officio.** The president of the Faculty Association shall be an ex-officio non-voting member of  
325 all standing committees.
- 326 B. **Membership.** Membership on standing committees shall be:
- 327 1. *Academic Programs Committee:* The committee shall consist of eight voting faculty  
328 members: two from COAS, one from each of the other colleges, one from the library,  
329 and a Faculty Association senator who shall serve as the committee chair. The  
330 committee shall also include as an ex officio non-voting member the university's  
331 Director of Academic Programs or that person's designee and an ex officio non-voting  
332 representative from the Office of the Registrar.
- 333 2. *Academic Standards Committee:* The committee shall consist of eight voting faculty  
334 members: two from COAS and one from each of the other colleges, one at-large  
335 member, and a Faculty Association senator who shall serve as the committee chair.
- 336 3. *Adjunct Affairs Committee:* The committee shall consist of eight voting faculty members:  
337 one from each of the colleges, two adjunct professors currently teaching at UNF, and a  
338 Faculty Association senator who shall serve as the committee chair.
- 339 4. *Budget Advisory and Strategic Planning Committee:* The committee shall consist of eight  
340 voting faculty members: two from COAS and one from each of the other colleges and  
341 the Library, and a Faculty Association senator who shall serve as the committee chair.  
342 The committee shall also include as an ex officio and non-voting member a university  
343 budget officer or that person's designee.
- 344 5. *Campus Technology and Support Services Committee:* The committee shall consist of  
345 eight voting faculty members: two from the College of Arts and Sciences, one from each  
346 of the other colleges and the Library, and a Faculty Association senator who shall serve  
347 as the committee chair. Non-voting, ex-officio members shall include the Chief  
348 Information Officer, the Director of Academic Technology, the Director of CIRT, the  
349 Director of Networking, Systems, and Security, the Director of User Services, and the





- 350 Director of Enterprise Systems, and the Director of Library Systems and Technology. The  
351 Faculty Association president may appoint other ex-officio members for a period of one  
352 year as needed.
- 353 6. *Faculty Affairs Committee*: The committee shall consist of eight voting faculty members:  
354 two from the college of arts and sciences, one from each of the other colleges, one from  
355 the library, and the Vice President of the Faculty Association (non-voting) who shall  
356 serve as the chair of the committee. The committee shall also include as an ex officio  
357 and non-voting member the Provost and Vice President for Academic Affairs or that  
358 person's designee.
- 359 7. *Faculty Enhancement Committee*: The committee shall consist of eight voting faculty  
360 members: two from the College of Arts and Sciences, one from each of the other  
361 colleges and the Library, and a Faculty Association senator who shall serve as the  
362 committee chair. Members of the committee shall abstain from applying for the  
363 Summer Teaching Grant Program during the years they serve on the committee. The  
364 committee shall also include as an ex officio and non-voting member the Associate Vice  
365 President for Faculty Development or that person's designee.
- 366 8. *Nominations and Elections Committee*: The committee shall consist of eight voting  
367 faculty members: two from COAS and one from each of the other colleges and the  
368 Library, and a Faculty Association senator who shall serve as the committee chair.
- 369 9. *Policy, Regulations, and Legislation Committee*: The committee shall consist of eight  
370 voting faculty members: two from COAS and one from each of the other colleges and  
371 the Library, and a Faculty Association senator who shall serve as the committee chair. Ex  
372 officio, non-voting members of the committee shall include the student government  
373 president (or designee) and the Vice President of Government Affairs (or designee).
- 374 10. *Research Committee*: The committee shall consist of eight voting faculty members: two  
375 from COAS and one from each of the other colleges and the Library, and a Faculty  
376 Association senator who shall serve as the committee chair. The Vice President of  
377 Research shall serve a non-voting ex-officio member.
- 378 C. **Election of Members to Standing Committees.** Excepting Faculty Association senators elected to  
379 chair the standing committees and the two adjunct faculty members serving on the Adjunct  
380 Affairs Committee, all members of the standing committees shall be elected directly by their  
381 college-wide peers.
- 382 1. The Nominations and Elections Committee shall open nominations for roles on the  
383 Standing Committees in advance of them becoming open.
- 384 2. The Nominations and Elections committee shall, upon confirming the willingness of  
385 faculty nominees to serve on the respective Standing Committee, and conduct a college-  
386 wide vote for those positions. Any tied vote shall be determined by a coin toss.
- 387 3. To determine the adjunct faculty representatives to the Adjunct Affairs Committee, the  
388 Nominations and Elections committee will seek nominees from the pool of adjunct  
389 faculty, ask each nominee for a brief biography/statement, and attach that statement to  
390 the roster of candidates for a digital vote by adjunct faculty.
- 391 D. **Leadership of Standing Committees.** The Chairperson of each standing committee shall be a  
392 senator to the Faculty Association who has been elected to said position by the senators to the  
393 Faculty Association. Vacancies in the role of committee Chair shall be filled by appointment of  
394 the president of the Faculty Association in consultation with Senate. Each standing committee



shall elect a Vice-Chair to assist the chair in leadership of the committee, assume the duties of committee secretary, and to assume the leadership role in the chair's absence.

**E. Terms of Membership to Standing Committees**

1. Unless otherwise provided for by these Bylaws, all standing committee terms shall be for two years. The Association may approve one-year terms if necessary to establish and/or maintain a pattern of staggered memberships or to ensure that adjunct faculty members on the Adjunct Affairs Committee are currently under contract at the university. Terms of membership for all committees except the Nominations and Elections Committee shall begin and end on the date of the first regularly scheduled meeting of the Faculty Association in the fall term. Terms for members of the Nominations and Elections Committee shall begin and end on the date of the January Faculty Association meeting.
2. An Association member may serve no more than two consecutive terms on any one standing committee. In determining eligibility for re-election, a member elected or appointed to fill more than half of an incomplete term shall be considered to have served the entire term. No Association member may serve on more than two standing committees (excluding the Faculty Association Officers) at one time.

**ARTICLE XV: CHARGES TO THE STANDING COMMITTEES**

All standing committees shall initiate proposals and actions concerning their areas of responsibility whenever they feel that such proposals and actions are needed and appropriate. All such proposals and actions shall be submitted to the Association for its consideration, with the exceptions noted below. No standing committee of the Faculty Association shall assume responsibility beyond those designated in the following paragraphs without prior approval from the Faculty Senate. Specific standing committee duties and responsibilities shall include the following:

- A. **The Academic Programs Committee** shall review curricular proposals for the creation, deletion, or modification of academic programs and courses. Representatives to the APC Committee shall review all proposals in a timely manner and work with departments to formulate final submissions. In their review of curricular proposals, members of the committee shall determine
  1. whether the degree program or course is academically appropriate in a particular college or department,
  2. whether there is overlap, repetition, or redundancy in the creation of new degree programs or courses, and
  3. whether all relevant parties have been consulted and had the chance to review the proposal. Matters of presentation of academic curricula—the UNF Catalog, for instance—are the responsibility of Academic Affairs; matters of compliance with accreditation standards are the responsibility of the relevant department/college and/or Academic Affairs.
- B. **The Academic Standards Committee** shall review and recommend regulations concerning admission and readmission of students to the university, suspension of students, academic loads, withdrawal from courses and from the university, award of credit, award of academic honors, and maintenance of academic integrity. The committee shall also advise the university on its preparations for academic events such as Convocation and Commencement.
- C. **The Adjunct Affairs Committee** shall be the primary voice for adjunct faculty in the Faculty Association and to the university. The Adjunct Affairs Committee shall review and recommend



440 policies and practices with regard to the appointment, evaluation, retention, ethics, affirmative  
441 action, academic freedom and teaching issues of adjunct faculty; their instructional support;  
442 their orientation and training; their professional advancement; and such other matters as may  
443 pertain to the role of adjunct faculty in the instructional effort of the institution. The Committee  
444 shall seek the opinions and recommendations of adjunct faculty. The Committee shall advise  
445 adjunct faculty members on their rights and the appeal process in the event of unresolved  
446 differences between adjunct faculty members and the administration. Members of the  
447 Committee shall serve on the Outstanding Adjunct Teaching Award University Selection  
448 Committee.

- 449 D. **The Budget Advisory and Strategic Planning Committee** shall evaluate and recommend policies,  
450 procedures, and practices concerning the university budget with special emphasis on the  
451 academic budget and shall meet regularly with the university Budget Officer. It shall also review  
452 and recommend the university's Strategic Plan, to include its vision and mission statement, the  
453 university's annual institutional priorities, and academic plan. The Committee shall review and  
454 recommend strategies and activities which shall further the achievement of the university's  
455 mission, institutional priorities, and academic plan. The Committee shall also review and  
456 recommend policies to guide the development of the Campus Facilities Master Plan and the  
457 Land Use Plan, and review and make recommendations on all changes to the Campus Facilities  
458 Master Plan and Land Use Plan.
- 459 E. **The Campus Technology and Support Services Committee** shall review and recommend  
460 policies, regulations, and practices concerning technology support; classroom, library, and  
461 computer lab technology; learning and research technologies; academic and career advisement  
462 technology; instructional media, telephony, and communication services; and any other  
463 academic technology services. It shall provide advice and recommendations to the university's  
464 administration and to Information Technology Services (ITS) concerning IT strategic directions,  
465 operating policies, and faculty IT needs. The committee shall also act as a liaison or conduit  
466 between the UNF faculty and those departments that offer support to them; review and make  
467 needed recommendations regarding the practices and regulations concerning campus support  
468 services; disseminate information concerning support services; seek regular input from leaders  
469 in Auxiliary Services (e.g., parking, bookstore, ID cards, food services); Center for Instruction,  
470 Research & Technology; Library; Academic Center for Excellence; Human Resources (benefits);  
471 Physical Facilities; and other support departments.
- 472 F. **The Diversity, Equity, and Inclusion Committee** shall review and recommend policies that  
473 promote an increased focus on social justice issues within the university, including the  
474 university's hiring and promotion practices, the coverage of social justice issues within the  
475 curriculum, representing to the Faculty Association and the university administration the  
476 concerns and needs of underrepresented faculty, and evaluating and making recommendations  
477 related to the success of underrepresented students at the university.
- 478 G. **The Faculty Affairs Committee** shall review and recommend policies and practices with regard  
479 to faculty assignments and released time, faculty evaluation, promotion and tenure, ethics and  
480 faculty misconduct, affirmative action, academic freedom and teaching issues; the organization  
481 and/or re-organization of academic units; and such other matters that customarily concern  
482 faculty. The Committee shall approve all proposed recipients of honorary degrees from the  
483 university. The Committee shall also review, on request, unresolved differences between regular  
484 faculty members and the administration and make appropriate recommendations, except in



instances that are clear violations of the Collective Bargaining Agreement and are addressable through the grievance process.

- H. **The Faculty Enhancement Committee** shall review and recommend policies, procedures, and practices concerning activities that enhance and improve faculty members' knowledge and skills with regard to their duties in teaching, research, and service; and shall be advisory to the Faculty Enhancement Office, meeting regularly with the Office's Director.
- I. **The Nominations and Elections Committee** shall conduct elections of officers, all Association standing committees, and faculty delegates to other committees; shall adopt and announce procedures for such elections in accordance with these bylaws, shall present an appropriate list of nominees for all vacancies, and shall recommend candidates to fill vacancies which occur outside of the normal election cycle.
- J. **Policy, Regulations, and Legislation Committee** shall periodically examine university policies, regulations, and procedures and bring to the Faculty Association recommendations for changes to said policies, regulations, and procedures. The committee shall also review proposed changes to policies and regulations by university administration. The committee shall also periodically review these bylaws to ensure that faculty governance needs are being met. The committee will, as appropriate, serve as a liaison to the UNF Chapter of the United Faculty of Florida on matters of mutual concern.
- K. **The Research Committee** shall recommend policies to the Association, as necessary and appropriate, with respect to research activities, facilities, personnel, allocation of monies, and intellectual property; and, shall be advisory to the Vice president/Assistant Vice president for Research and to the Director, Office of Research and Sponsored Programs. The committee shall also coordinate the review process for internal grants related to research.

#### ARTICLE XVI: CONDUCT OF BUSINESS IN THE STANDING COMMITTEES

Each standing committee shall conduct meetings conforming to the following rules and expectations. For all operating procedures not delineated in these bylaws, standing committees may determine those operating procedures by majority vote of committee members.

- A. **Meeting Frequency.** With the exception of the Nominations and Elections Committee, all standing committees shall meet at least once per calendar month during the academic year, unless the chair of the committee polls the membership in advance and determines that there are no matters to be considered. Notice of all regularly scheduled meetings shall be communicated to the Executive Secretary at the beginning of each academic term, who shall notify the Association membership. Association committees may schedule additional meetings, but must notify the Executive Secretary in advance, so that notices of such meetings may be posted in the Association office.
  - 1. The Nominations and Elections Committee shall meet as necessary but at least once per term. Except in unusual circumstances, notice of meetings shall be communicated to the Executive Secretary in advance, so that notice of such meetings may be posted in the Association office.
- B. **Meeting Minutes.** Minutes of each Association committee meeting shall be placed on file in the Association office and be made available electronically on a dedicated webpage within five working days after the meeting. Minutes shall include items submitted for the committee's consideration, items considered by the committee, and a count of the committee's final vote on



each item. The committee's report at each Association meeting shall include a summary of deliberations on each action item.

- C. **Annual Reports.** At the September meeting of the Faculty Association, each Association committee shall submit a written report of its activities over the past year. This report should be a synopsis of its deliberations and any action items submitted to the Association; the status of any current work still in progress; and any issues or concerns that need to be addressed in the coming year.
- D. **Subcommittees.** All standing committees may form subcommittees. Any subcommittee, may include non-committee members from the Association. Subcommittees shall have at least one member from the parent committee, and this member shall be the chairperson. Minutes of subcommittee activity are to be kept in the same manner as are committee minutes. Subcommittee activities and recommendations are to be reported to the committee as a whole for action and for inclusion in the committee's report to the Association.
- E. **Vacancies.** A vacancy in any committee position shall be filled promptly by appointment by the Faculty Association president, in consultation with the Nominations and Elections Committee, who shall be charged with finding appropriate candidates for consideration for appointment to these vacancies. In the event that the Faculty Association president deems that filling a vacancy by appointment is inappropriate, a special election shall be held for this purpose.
- F. **Removal from Standing Committee.** Committee members who fail to faithfully execute the duties of their positions, by failing to attend at least three consecutive meetings or to complete assignments, may be removed by the consensus of that committee. In such circumstances, the committee may vote to remove its delinquent member and shall report the results of this vote to the Faculty Association president and request that the president appoint a new member to fill the vacancy.

#### ARTICLE XVII: DUTIES FOR SENATORS NOT CHAIRING A STANDING COMMITTEE

Senators who are not selected to serve as a chair on one of the Standing Committees shall have as one of their duties to represent the Faculty Association (and thus faculty interests) as a non-voting ex officio member or public attendee of a relevant committee or committees in Academic Affairs. Said senators shall serve as a liaison between Academic Affairs and the Faculty Association and constituent Standing Committees.

#### ARTICLE XVIII: NO CONFIDENCE PROCESS

- A. A supermajority of the senators to the Faculty Association (two-thirds of the body) may petition the Faculty Association president to conduct a survey of faculty confidence in the president of the university, for any Vice president of the university, or for a college dean. Said petition must contain the signatures of each petitioner (there shall be no anonymous votes for a petition of no confidence). Upon receipt of said petition, the Faculty Association president shall conduct a confidential survey of all voting-eligible members of the university faculty for a vote of confidence on the president or a vice president. The Faculty Association president shall report both to the university Faculty and to the Chair of the Board of Trustees (a) the total number of survey participants and (b) the number of votes cast in each direction.
- B. Alternatively, if 40 members of the Faculty Association (as defined in Article II, Section A), with membership from at least two different colleges (including the library), seek to conduct a survey



of faculty confidence in the University President or a Vice President, they may approach the Faculty Association senate with a petition for such a survey. The Faculty Association President must be able to identify and verify the names on the petition. The petition may be subject to a public records request. The senate must vote by supermajority (two-thirds of the body) to adopt the petition and forward it to the Faculty Association President. Upon receipt of said petition, the Faculty Association president shall conduct a survey of all voting-eligible members of the university faculty via a confidential process. The Faculty Association president shall report both to the university Faculty and to the Chair of the Board of Trustees (a) the total number of survey participants and (b) the number of votes cast in each direction.

- C. If 40 members or 50% of the voting eligible faculty in a given college (whichever is less) seek to conduct a survey of faculty confidence in a college dean, they may approach the Faculty Association senate with a petition for such a survey. The senate must be able to identify and verify the names on the petition. The petition may be subject to a public records request. The senate must vote by a simple majority to adopt the petition and forward it to the Faculty Association President. Upon receipt of said petition, the Faculty Association president shall conduct a survey of all voting-eligible members of the college faculty via a confidential process. The Faculty Association president shall report both to the college faculty, to the Provost, to the President, and to the Chair of the Board of Trustees (a) the total number of survey participants and (b) the number of votes cast in each direction.
- D. No more than one expression of confidence shall be conducted for any one administrator within a twelve month period.

#### **ARTICLE XVIII: AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Faculty Association by two-thirds of the votes cast by senators therein, provided that the amendment has been submitted in writing to the Association membership at the previous regular meeting (i.e., any and all changes to the bylaws shall require a first and second reading).