

Academic Council Procedures

I. Name

The Academic Council of Tennessee Tech University

II. Purpose

The Academic Council assists the President of Tennessee Tech University as follows:

- A. By proposing actions to be taken, or legislating when authorized, on matters which relate to the total field of instruction. Such matters would include, *inter alia*, the following: freshman orientation, advisement, improvement of instruction, honor and probationary student loads, degree and degree requirements, testing programs, curricular needs, scholarships and awards, registration procedures, faculty workshops, institutional policies relating to class attendance, adding and dropping courses, and security of examinations.
- B. By receiving reports from and/or reviewing actions of and/or directing actions to be taken by the Admissions and Credits Committee; Committee on Commencement, Convocations, and Academic Ceremonies; Faculty Development Steering Committee; Faculty Research Committee; Graduate Studies Executive Committee; Teacher Education Committee; University Curriculum Committee; University Library Committee; University Research Advisory Committee; and such other committees as may be designated. The Academic Council may, in reviewing particular actions of the various committees reporting to it, direct further study by these committees pertaining to these actions.
- C. By meeting in joint session with the Administrative Council as the University Assembly for Tennessee Tech University to consider such matters as may be designated by the President for review by the Assembly.

III. Members

Members of the Academic Council shall be appointed by the President of the University in accordance with existing procedures for elections and recommendations of faculty and student members.

A. Composition:

There shall be a total of thirty-five members distributed as follows:

1. Faculty: Twenty-three faculty members, one elected from the College of Interdisciplinary Studies, two elected from each of the remaining six colleges, two elected from the School of Nursing, and eight elected at large by the University faculty;
2. Administrative: Eight members of the administration appointed by the President of the University;
3. Student: Four members, one of whom shall be the Vice-President and one of whom shall be the Treasurer of the Student Government Association (SGA), and two of whom shall be appointed by the President of the University from a list of names submitted by the President of the SGA.

B. Election of Faculty Members from Colleges and Schools

1. One faculty representative shall be elected from the College of Interdisciplinary Studies, two faculty representatives shall be elected by each of the remaining six colleges, and two representatives shall be elected from the School of Nursing.
2. The election of faculty representatives shall be by secret ballot unless candidates are unopposed.
3. College and School elections shall take place during the spring semester, with new representatives assuming office at the beginning of the following fall semester.

C. Election of Faculty Members-at-Large

Eight faculty representatives shall be elected by the entire University faculty in consonance with the following procedures:

1. To be eligible for inclusion on the printed slate of nominees for election to the Academic Council as a member-at-large, there must be presented to the Office of the Provost in the name of the faculty a petition of nomination signed by no less than twelve full-time members of the faculty of Tennessee Tech University, at least one-half of whom shall be from some area other than that of the nominee. The nominee, who must also be a full-time member of the faculty, must sign the petition of nomination indicating acceptance of the nomination.
2. The petition of nomination shall be submitted at least forty-eight hours before the meeting of the University faculty at which the election is to take place.
3. At the meeting of the University faculty when the election is to take place, each full-time member of the faculty shall be presented a ballot for election of members-at-large to the Academic Council. Each ballot will contain the names of the incumbents, the newly elected college representatives, the slate of nominees for members-at-large presented through the process of petitions of nomination, and space for nominations from the floor.
4. The faculty shall vote for the number of nominees corresponding to the number of posts to be filled, e.g., if two seats are to be filled, the voter will mark two names on the ballot. The two nominees receiving the highest number of votes shall then be declared the new members-at-large.
5. The election of members-at-large shall take place near the end of the spring semester with newly-elected members assuming office at the beginning of the fall semester.
6. The election of members-at-large may take place by means of a mail ballot when, in the opinion of the presiding officer of the University faculty, such a procedure would be of greater convenience for the faculty as a whole. In such case, the same procedures for nomination as provided above for a regular University faculty meeting shall prevail and also the same procedure for provision of clearly marked ballots, with the exception that petitions of nomination shall be submitted to the Office of the Provost at least one week before the date designated as the last by which ballots must be returned to that office.

D. Terms of Office

1. Faculty representatives shall serve three year terms, effective at the beginning of the fall semester following election;
2. Administrative representatives shall serve at the pleasure of the President of the University;
3. Student representatives shall serve one-year terms, effective at the beginning of the fall semester.

E. Vacancies

In the event of a vacancy in the membership, the following procedures shall be used to fill the vacancy:

1. Faculty Representatives – the President of the Faculty Senate shall appoint a successor from the same constituency (College, School, or at large), who shall serve until the election and qualification of a replacement. At the normal time of faculty elections in the spring semester, a representative shall be elected to complete the term in which the vacancy occurred.
2. Administrative Representatives – In the event that an administrative representative is unavoidably absent from a meeting, he/she may appoint another individual from the same constituency to serve in his/her place, with all the rights and privileges of membership. In the event of the long-term inability of an administrative representative to

fulfill his/her obligations as a member of the Council, the President of the University shall immediately appoint a replacement.

3. Student Representatives – the President of the Student Government Association shall nominate a replacement to fill out the unexpired portion of the term, who shall then be appointed by the President of the University.

F. Responsibilities of Members

Members are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Consistent failure to attend regularly scheduled meetings of the Academic Council may result in a declaration by that body that the position is vacant, in which case the provisions of paragraph E shall be implemented.
3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the Academic Council by furthering the total program rather than by assuming a parochial position.
5. Serve on committees when appointed.
6. Contribute and participate in the work of the Council.

G. Attendance at Meetings

If an administrative member is unavoidably absent from a meeting, he/she may, with the concurrence of the chairperson, appoint his/her administrative assistant or a faculty member to serve in his/her place. The one so appointed shall serve in the member's place with all the rights and privileges of an active member.

IV. Officers

Chairperson

The chairperson shall be elected annually from the membership of the Academic Council. The chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative agenda for each meeting and furnish a copy to each member at least three working days prior to regular meetings and one day prior to special meetings.
3. Cause minutes to be prepared and distributed to the membership.
4. Call special meetings when necessary.
5. Appoint special committees as required.
6. Disseminate information regarding action taken by the Council and forward to the Office of the Provost copies of the approved minutes of the Council and copies of the annual reports of the various standing committees which report to the Council.
7. When he/she deems such action desirable, invite guests to participate in discussion of matters before the Council.
8. Vote only when his/her vote would affect the outcome, i. e., in cases where, without his/her vote, there is a tie or one more in the affirmative than in the negative.
9. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Council.

V. Meetings

- A. Three regular meetings shall be held during each fall and spring semester. The date and time for such meetings shall be included in the administrative calendar. The first meeting of each semester must be held during the first three weeks of the semester.
- B. Any member may submit items to the chairperson for inclusion on the agenda. Such items must be submitted at least seven working days prior to the meeting.
- C. The chairperson may call a special meeting when he/she deems such action desirable.

D. A majority of all members of the Council shall constitute a quorum.

VI. Committees

A. Standing committees are not authorized.

B. Special committees shall be appointed by the chairperson as he/she shall from time to time deem necessary to carry on the specified items of the work of the Academic Council.

VII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VIII. Amendment of Procedures

These procedures can be amended at any regular meeting of the Academic Council by a two-thirds vote, provided that the proposed amendment has been submitted in writing by the chairperson to each member at least three days prior to the meeting. Amendments to procedures are subject to approval by the Administrative Council.

IX. Effective Date of Implementation

These modified procedures shall become effective Spring 2018.

AMENDED 1982-83 Academic Year; May 5, 1984; May 8, 1985; November 11, 1987; November 15, 1989; January 31, 1990; March 31, 1999; November 14, 2007; April 1, 2013; October 11, 2017