

Academic Council Procedures

I. Name: The Academic Council of Tennessee Tech University

II. Purpose: The Academic Council (Council) assists the President of Tennessee Tech (President) 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 loans, 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 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.
- D. By serving as members of the Faculty Senate.

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

- A. Composition: There shall be a total of thirty-eight members distributed as follows:
 1. Faculty: Twenty-six faculty members, two elected from each of the following: College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, College of Fine Arts, College of Interdisciplinary Studies, School of Nursing and the Library. Eight members shall be elected at large from the University faculty.
 2. Administrative: Eight administrative members shall be appointed by the President;
 3. Student: Four members, including the Vice-President and the Treasurer of the Student Government Association (SGA), and two of whom shall be appointed by the President from a list of names submitted by the SGA President.
- B. Election of Faculty Members from Colleges, School, and the Library
 1. Two faculty members shall be elected from each of the following: College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, College of Fine Arts, College of Interdisciplinary Studies, School of Nursing and the Library.
 2. All 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 members-at-large shall be elected by the entire University faculty using the following procedures. The terms of at-large members are staggered, so all eight of the at-large members are never up for election at the same time.
1. Each spring semester, on or before March 1, a call for nominations will be sent electronically to the full-time members of faculty of Tennessee Tech. Any full-time faculty member may nominate any other full-time faculty member. Nominees will be accepted until March 15.
 2. Between March 15 and April 1, the slate of nominees will be vetted to ensure that each nominee is eligible and willing to serve if elected. Nominees shall be informed that membership on the Academic Council brings with it membership on the Faculty Senate and the University Assembly and that they are expected to attend meetings of the Academic Council, the Faculty Senate, and the University Assembly. The Faculty Senate usually meets twice a month on Mondays at 3:35. The Academic Council usually meets three times a semester on Wednesdays at 3:35pm. The University Assembly usually meets the third Wednesday of November at 3:35 and the third Wednesday in April at 3:35. Consult the Academic Calendar to verify dates and times.
 3. On or before April 1, the slate of nominees will be distributed to the full-time faculty members for electronic voting. Electronic voting will be administered such that privacy of voters is maintained. The voting will close on April 15.
 4. If the number of eligible and willing nominees submitted by April 1 is fewer than the number needed to fill the open positions, the full-time faculty will be notified and the nomination period will be extended to April 15, and the electronic voting period will then be between April 15 and May 1.
 5. In extenuating circumstances, should the starting date in section C.1. for the nomination process need to be adjusted to later in the Spring Term, the new date will be noted in the minutes of the Council, and the election process of the Members at Large will continue with the same time intervals.
- 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;
 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 Senate President shall appoint a successor from the same constituency (College, School, Library, 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, another individual may be

appointed from the same constituency to serve in their 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 their obligations, the President shall immediately appoint a replacement.

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

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 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 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 any member will be unavoidably absent from a meeting, they may, with the concurrence of the chairperson, appoint a colleague from the same constituency to serve in their place. The one so appointed shall serve in the member's place with all the rights and privileges of an active member.

IV. Officers

A. Chair: The chair shall be elected annually from the membership of the 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 committees that report to the Council.
7. Invite guests to participate in discussion of matters before the Council if deemed desirable.
8. Vote only when that vote would affect the outcome, i.e., in cases where, without that 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 chair for inclusion on the agenda. Such items must be submitted at least seven working days prior to the meeting.
- C. The chair may call a special meeting when such action is deemed 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 chair from time to time, if deemed necessary to carry on the specified items of the 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 Council by a two-thirds vote, provided that the proposed amendment has been submitted in writing by the chair 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 April 15, 2020.

[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; April 15, 2020]