APPENDIX E

Operating Rules of the
UAB Faculty Policies and Procedures Committee

Last Amended May 2009

A. Membership

1. Attendance at Meetings

Each member is expected to be present at each regular meeting and each called meeting of the committee.

2. Alternates for Members

   a. When a member is unable to attend a meeting of the committee and there were no other nominees on the ballot during the FPPC election process in each academic unit, the FPPC member may appoint an alternate from the constituency being represented provided the alternate holds regular full-time faculty appointment. The member must give notice of appointment of an alternate to either the Chair of the Committee and/or the Senate Office Associate prior to the meeting at which the alternate will serve. At the designated meeting, the alternate will possess all the rights and privileges accorded to the member.

   b. When more than one name appeared on the senate election process ballot for FPPC members, the approval voting process establishes that the person with the second highest number of votes is the next in line to serve as the FPPC representative and/or to serve as the alternate when the FPPC member is not able to attend/participate in the activities of the FPPC.

   c. It is the responsibility of the FPPC member to identify an alternate who will communicate with the academic unit’s faculty to relay information about FPPC activities and to collect input on issues before the FPPC.
3. **Notice to Members for Excessive Meeting Absences**

A member having two absences during any “faculty senate year” (i.e., June to May) with no alternate present will be requested to identify an alternate to attend any future meetings that the elected member of the FPPC is not able to attend and will be reminded that the elected member serves as a representative of his or her school or library and representation requires an elected member or appointed alternate to be in attendance at the FPPC meetings. This is to assure that each academic unit has active representation at each of the FPPC meetings. Alternates are listed on the FPPC roster and receive the monthly mailings and email messages distributed to FPPC members.

4. **Member Duties and Responsibilities**

   a. attendance at FPPC meetings
   b. communication with constituents in his or her academic unit on a regular basis
   c. reporting to, or communication with, the academic unit’s Faculty Affairs Committee or comparable committee as defined in each of the schools or libraries
   d. participation with the subcommittee activities of the FPPC as needed

5. **Ex-Officio Members**

   a. The immediate Past Chair of the FPPC will serve a one year term as an ex-officio member the year following the expiration of the term as Chair of the Committee. If the Chair serves a consecutive term, there will be no immediate Past Chair serving as an ex-officio member for that year.

   b. To assist in conducting the business of the committee, the Chair may appoint ex-officio members as required. These members will have the privilege of participating in the discussions of the committee but may not make motions or vote. The ex-officio members of the FPPC shall include a permanent non-voting representative from the Office of Counsel, the current Chair of the Faculty Affairs Committee of the UAB Faculty Senate, and a representative responsible for UAB-wide human resource policy development.
B. Section II.2. UAB Faculty Senate Bylaws

NOTE: The FPPC cannot independently modify the following section as the Senate Bylaws are the responsibility of the Faculty Senate. The FPPC can make recommendations to the Faculty Senate for changes in the Section II.2 of the Senate Bylaws.

II.2.a. The Faculty Policies and Procedures Committee reviews existing university policies and procedures and considers changes to the UAB Faculty Handbook. Its recommendations concerning revisions to the UAB Faculty Handbook or to existing policies and procedures are forwarded to the senate. The senate must make final recommendations to the President and designee regarding changes to the UAB Faculty Handbook or to existing policies and procedures.

II.2.b. The Secretary of the Senate, with the assistance of the Senate Governance and Operations Committee, oversees the election of members to the Faculty Policies and Procedures Committee. Membership of the Faculty Policies and Procedures Committee will consist of the Chair-Elect of the Senate, one person elected from each of the constituent units, one faculty member selected by the President, and one faculty member in the Provost office responsible for Faculty Affairs and Development selected by the Provost. Elected terms are three years, with approximately one-third of the membership being replaced each year. Appointed terms are one year. Committee members may be re-elected to serve, at most, two consecutive terms. In the event of a vacancy before the expiration of a term, the Senate Executive Committee shall appoint the person who received the next highest number of votes in the election for the position. If there is no such person, the Elections Committee shall solicit nominations from each school whose representative is no longer serving and shall conduct an election to fill the vacancy for the balance of the term. The committee must meet annually or more frequently as agreed upon by committee members. Its deliberations and recommendations must be reported to the senate. The Chair of the Committee is a faculty member (without academic administrator position above that of Department Chair) elected by the FPPC members and shall serve as an ex-officio member of the Senate and the Senate Executive Committee during his or her term in office. The current Chair of the
Senate Faculty Affairs Committee shall serve as an ex-officio member of the FPPC during his or her term of office.

II.2.c. Election of nominees to the Faculty Policies and Procedures Committee shall take place at the same time as the election of the faculty officers and senators.

NOTE: The FPPC maintains the Operating Rules for the FPPC and the Chair of the FPPC is responsible for updating Appendix E of the Senate Constitution and Bylaws.

C. Section 2.10.2. UAB Faculty Handbook and Policies

Description of the Faculty Policies and Procedures Committee

NOTE: The FPPC cannot independently modify this section of the FPPC Operating Rules. However, the FPPC can make recommendations for revisions to the Faculty Senate.

2.10.2 The Faculty Policies and Procedures Committee is charged with the responsibility of providing advice, through the Faculty Senate, to the President on the basis of a periodic examination of current and proposed faculty policies and procedures at UAB. It reviews existing UAB policies and procedures which affect faculty and considers changes to the UAB Faculty Handbook and Policies.

Membership of the Faculty Policies and Procedures Committee will consist of the Chair-Elect of the Faculty Senate; one person elected from each of the following units: Lister Hill Library of the Health Sciences, Mervyn H. Sterne Library, School of Arts and Humanities, Business, Dentistry, Education, Engineering, Health Professions, Medicine, Natural Sciences and Mathematics, Nursing, Optometry, Public Health, Social and Behavioral Sciences, and the Joint Health Sciences Departments; one faculty member selected by the President; and one faculty member in the Provost office responsible for Faculty Affairs and Development selected by the Provost. The Legal Counsel to UAB is ex-officio, a non-voting permanent member of this committee.

The Secretary of the Senate, with the assistance of the Senate Governance and Operations Committee, oversees the election of
members to the Faculty Policies and Procedures Committee. Each constituent unit must elect one member to serve on the committee. The current Chair of the Senate Faculty Affairs Committee shall serve as an ex-officio member of the FPPC during his or her term of office.

Appointments are for a term of three years, with approximately one-third of the membership being replaced each year. Committee members may be reelected to serve a maximum of two consecutive terms. The committee shall meet at least annually or more frequently as agreed upon by the committee members and the committee shall elect its own Chair from among its members.

Recommendations from the committee concerning revisions to the UAB Faculty Handbook and Policies or to existing polices and procedures are forwarded to the Faculty Senate. The Faculty Senate must make final recommendations to the President regarding changes to the UAB Faculty Handbook and Policies or to existing policies and procedures.

D. Faculty Handbook Duties of the FPPC Membership

1. UAB Faculty Handbook and Policies Review Process

   a. The handbook should be continuously reviewed.
   b. The process of continuous review should involve a review of several portions of the handbook each year.
   c. The review of each portion should be carried out by a group of two members of the FPPC, one from each side of campus, who will report to the FPPC whether anything they have reviewed requires further consideration by the FPPC.
   d. The portion that each group reviews should be a relatively short section of the handbook such as section 4 or section 6; or a subpart or subparts of longer sections such as section 2.3 or section 2.6 or sections 3.1 through 3.6; or one of the appendices.
   e. The review process should be divided so that the entire handbook will be reviewed over a 5 year period (for example, it might be divided into 15 parts with 3 reviewed each year).

Quite apart from the regular cycle of reviews described above, the FPPC should review any matter in the Faculty Handbook that any member of the
faculty who is covered by the handbook or any authorized member of the administration asks the FPPC to review.

Handbook review process to include the following considerations:

a. That handbook revisions will be ongoing with an electronic format.
b. The 5 year cycle should accomplish the regular review with a goal of a section per year completed by a subcommittee of two FPPC members and report to the full FPPC for any recommendations.
c. The process should be established with a timeline for the review so that the cycle of review is completed and review process not be left to the annual membership of the FPPC.
d. The FPPC should consider academic unit issues when faculty members within a unit identify questions or concerns for a section of the UAB Faculty Handbook and then the FPPC review the concerns.
e. That academic units identify some approach to differentiation of policies and procedures that are specific to unit and are more restrictive than the UAB Faculty Handbook. The Provost indicated that some units use italics in their handbook to identify the sections that are more specific than the UAB level handbook.

2. FPPC Criteria for Review of Faculty Handbook and UAB Policies

The FPPC shall utilize these criteria for review of Sections 1-7 and policies related to the UAB Faculty Handbook and Policies and any other university policies or documents referred to the FPPC based on the identified role of the FPPC [Section II.2 of UAB Faculty Senate Bylaws and Section 2.10.2 of UAB Faculty Handbook and Policies] or other policies affecting the faculty [Standard 3.7.4 of UAB SACS Report].

Principles of Review

a. Substantive changes/revisions that are based on the application of Criteria I-IV as outlined below for review of a specific document shall be submitted as a recommendation to the Chair of the Faculty Senate with the request for senate support to move the recommendation to the Provost.

b. Editorial changes that do not change the intent or meaning of a document such as grammatical and spelling errors shall be communicated to the Associate Provost for Faculty Affairs by the
Chair of the FPPC to implement such changes without the submission of recommendations to the Faculty Senate and the Provost.

Criterion I – Consistency

b. Consistency in Faculty Handbook Sections 1-7 and any related policies [listed in Section 8.0 or other UAB policy listings such as UAB Policy Reference Manual; HR Policies and Procedures; You and UAB Handbook].

Criterion II – Current Content and Current Practices

a. Identify content within a section (of Sections 1-7) that may not be current and needs revision to update; first task by subcommittee/reviewers is to identify questions, out of date wording, or reasons for revisions; areas of uncertainty should be addressed to the Chair of the FPPC with needed action by the subcommittee identified.
b. Review for currency of organizational structure described by organization level/unit and by titles for structure and personnel titles (recommend changes if content not current).
c. Review policies for identification of persons/titled positions responsible for implementation, enforcement/compliance by faculty and administrators, review and updating in timely manner (inclusion of date when document was last reviewed; updated; date of notification of revision to faculty).
d. Review documents for accuracy as to current practices within academic units and compliance by faculty and academic administrators at unit level and university level.

Criterion III – Clarity of Information

a. Review specific topic/section/policy across various sources to determine that information is clear, understandable, and interpretable by faculty users of the documents.
b. Review documents for identification of who to contact for additional information or clarification.

Criterion IV – Fairness to Faculty

a. Review documents for fairness to faculty; address questions/complaints presented to the FPPC.
b. Consider compliance with Faculty Handbook and policy review process as defined in Senate Constitution and Bylaws, FPPC Operating Rules, UAB Faculty Handbook and Policies concerning FPPC functions and to follow SACS Standards related to review process; also follow Guidelines for UAB-wide Policies Referred for Faculty Review.

3. **UAB Faculty Handbook and Policies Review Cycle**

The subcommittee recommends that the most recently reviewed portions of the handbook be placed at the end of the 5 year cycle. This means placing most of Section 2 in later years.

The subcommittee recommends that policies referred to in Section 8 be reviewed in conjunction with the sections of the handbook in which they arise or are otherwise most suitable with miscellaneous policies being assigned to the year in which the end of the handbook is reviewed (which is year 2).

**Year 1**  
Introduction and Part (i.e., section) 1, Sections 2.10 through 3.14, and the following policies referred to in Section 8:

- Acceptance of Benefits, Awards, and Prizes from External Entities (Section 3.4)
- General Policy Concerning the Use and Consumption of Alcoholic Beverages (Section 3.8)
- Computer Software Copying and Use Policy (Section 3.13)
- Computer Software Policy [Development and Ownership] (Section 3.11)
- Conflict of Commitment Policy (Section 3.5.3)
- Conflict of Interest Policy (Section 3.5.3)
- Consensual Romantic Relationships Policy (Section 3.8)
- Drug-free Workplace Policy (Section 3.8)
- Electronic Data Processing Security Policy (Section 3.12)
- Policy Concerning Employee Falsification of UAB Records and Documents (Section 3.8)
- Policy Concerning Firearms, Ammunition, and Other Dangerous Weapons (Section 3.8)
- Indirect Cost Reimbursement Policy (Sections 3.3, 3.5.1, 3.5.2; also 5.4)
- Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities (Section 3.6)
Faculty Senate

- Nonsmoking Policy (Section 3.8)
- Patent Policy [Board of Trustees Rule 509] (Section 3.10)
- Personal Services Approval and Payment Policy for UAB Employees (Section 3.5.2)
- Political Activities of University Personnel [Board of Trustees Rule 304] (Section 3.2)
- Sexual Harassment Policy (Section 3.9)

**Year 2**  Sections 4 through 7 and the following policies referred to in Section 8:

- Policy Concerning AIDS and HIV Infection
- Policy Concerning the Use of the UAB Campus Mail System
- Equipment Accountability Policy
- Family and Medical Leave of Absence Policy (Section 7.5.2)
- Employee UAB-related Foreign Travel Policy (Section 6.1.3)
- Health Care Policy for International Students and Scholars (Section 4.1)
- Information Disclosure and Confidentiality Policy (Section 5.2)
- Purchasing Policies and Guidelines
- Sick Leave Donation Policy (Section 7.3)
- Use of UAB Resources by External Entities

**Year 3**  Sections 2.1 through 2.5 and the following policies referred to in Section 8:

- Equal Opportunity Policy (Section 2.1)

**Year 4**  Section 2.6 and the following policies referred to in Section 8:

- Hiring Approval Policy (Section 2.6)
- Applications for Labor Certification (Section 2.6)
- Policy Concerning the Re-employment of UAB Retirees (Section 2.6)

**Year 5**  Sections 2.7 through 2.9 and Appendices A, B, and C
E. Chair: Election and Duties

1. Term

The term of the Chair shall be from the June meeting to the June meeting at which meeting the retiring Chair will serve until the new Chair is elected.

2. Number of Terms

No person may serve more than two consecutive terms as Chair.

3. Appointment of Nominating Committee

Prior to the March meeting, the Chair shall request from the FPPC membership the names of two FPPC members to serve on the Nominating Committee for the purpose of presenting nominations for the positions of Chair and Vice-Chair at the June meeting.

4. Election of Chair

Nominees will be asked to prepare a statement of background and interest in service to share with the FPPC members prior to the June election meeting. Members may make additional nominations at the June meeting. Nominees must be members of the FPPC and typically will have served at least the preceding year on the FPPC.

5. Balloting

Election of the Chair shall be conducted at the June meeting by secret ballot using approval voting. Tie votes shall be decided by the flip of a coin. [Refer to Section G on Nominating Committee.]

6. Voting Privileges

Votes by the Chair will be in accordance with Robert’s Rules of Order (latest revision).
7. Chair of the FPPC Communications with Chair of the Faculty Senate/Associate Provost for Faculty Affairs

a. The Chair of the FPPC is responsible for preparing a cover letter and a copy of any recommendations that the FPPC is forwarding to the Faculty Senate. These documents must be copied to the Secretary of the Senate, the Senate Office Associate (entered in the FPPC tracking log), and the Chair-Elect of the Senate who is currently serving on the FPPC. The Chair must finalize all recommendations and proposed changes to any section of the Faculty Handbook prior to forwarding to the senate. All FPPC letters (recommendations to the senate) must be attached to the minutes of the FPPC meeting when the decision was made to forward the recommendation to the senate.

b. The Chair of the FPPC is responsible for preparing a cover letter and a tracking document for sections of the Faculty Handbook and/or UAB policies and procedures reviewed by the FPPC. Changes determined to be solely of an editorial/updating nature will be so identified. If substantive changes are made or proposed, following review by the Provost and Associate Provost for Faculty Affairs, the relevant policies or procedures will be returned to the FPPC for review before submission to the Faculty Senate for consideration.

c. The Chair of the FPPC is responsible for maintaining a tracking log (copy to Senate Office Associate) of all correspondence from the FPPC to the Faculty Senate/Chair of the Senate (copy to Secretary of the Senate) for senate recommendations and from the FPPC to the Associate Provost for Faculty Affairs and to document receipt of all correspondence from the Chair of the Senate or the Associate Provost for Faculty Affairs.

8. Chair Duties

a. The Chair of the FPPC elected at the June meeting of each year annually invites a representative of the Office of Legal Counsel (a permanent member of the FPPC as defined in Section 2.10.2 of the Faculty Handbook) to serve as an ex-officio member of the FPPC during the June to May term. [Refer to Section A.5.b on Membership.]
b. The Chair of the FPPC adds the name of the current Chair of the Faculty Affairs Committee of the Faculty Senate to the FPPC roster and assures that the monthly meeting materials are distributed to the Chair of the Faculty Affairs Committee. The Chair of the Faculty Affairs Committee serves as an ex-officio member of the FPPC and assures a link of communication related to faculty affairs concerns addressed by the Faculty Senate. [Refer to Section A.5.b on Membership.]

c. The Chair of the FPPC is invited by the Chair of the Faculty Senate to serve as an ex-officio member of the Faculty Senate and the Executive Committee of the Faculty Senate and attends the monthly meetings of the Faculty Senate, the Executive Committee, and the Executive Committee with the President and Provost. [Refer to Bylaws II.2.b and Constitution IV.9 for this role of the FPPC Chair.]

F. Vice-Chair: Election and Duties

1. Term

The term of the Vice-Chair shall be from the June meeting to the June meeting.

2. Number of Terms

A member of the FPPC may serve consecutive terms as Vice-Chair during a three or six year term without restriction of the number of consecutive terms.

3. Balloting

Election of the Vice-Chair shall be conducted by the Nominating Committee and at the same time as the Chair election.

4. Voting Privileges

The Vice-Chair shall have full voting privileges as a member of the FPPC.
5. **Vice-Chair Duties**

a. Serve as Chair in the absence of the Chair fulfilling all responsibilities of Chair.

b. Take minutes using the minutes template described in Section H.10 of the FPPC meetings and prepares the draft minutes to be reviewed by the Chair and the Senate Office Associate before distribution to the FPPC members.

c. Forward FPPC approved minutes to the Senate Office Associate for posting on the senate web site. This is to be completed after FPPC action and the change of the header from draft to indicate FPPC minutes approved (or approved as corrected) at the date of FPPC meeting.

d. Assist the Chair with action items and follow up from meetings such as forwarding FPPC recommendations to the Senate Office Associate, Chair of the Senate, and Secretary of the Senate. Notify the Senate Office Associate when items forwarded need to be entered in the FPPC tracking log (such as letters to the senate or other correspondence which needs tracking to assure that reply or feedback is received by the FPPC).

e. Monitor attendance of representatives and/or alternates at the FPPC meetings. [Refer to Section A on Membership.]

f. Assist with the development of the agenda for FPPC meetings.

g. Monitor the UAB Faculty Handbook and Policies and the You and UAB Handbook to notify the FPPC of any updates to postings for each FPPC meeting.

G. **Nominating Committee**

1. **Membership**

Two currently serving members of the FPPC identified by the March meeting. The Chair of the Nominating Committee shall be determined by the two members of the committee.
2. **Duties of Nominating Committee Members**
   a. Solicit nominations for the positions of Chair and Vice-Chair of the FPPC.
   b. Seek two nominees for each position and complete the ballot slate by May 15 of each year.
   c. Request from nominees (Chair and Vice-Chair) a statement of background and interest in service and forward this information to the Senate Office Associate by May 31 of each year for distribution to the FPPC members (returning and new) prior to the June FPPC meeting.
   d. Conduct the election at the June FPPC meeting using secret ballot and approval voting.
   e. Report the results at the June FPPC meeting.

H. **Meetings**

1. **Regular Meetings**

   Regular meetings of the committee shall be conducted by the Chair or Vice-Chair and shall be held on the third Friday of each month except when the FPPC needs to attempt to avoid a meeting within the same week as the Faculty Senate.

2. **Cancellation of Regular Meetings**

   The Chair may cancel a regular meeting when it is deemed that there is insufficient business to warrant holding the meeting except in the month of June.

3. **Called Meetings**

   Called meetings shall be conducted by the Chair or Vice-Chair. The Chair, Vice-Chair, or any five members of the committee may call a
meeting of the committee upon ten calendar days written notice to the other members of the committee and ex-officio members.

4. **Quorum for Regular or Called Meetings**

A quorum is the number of voting members needed for attendance at a meeting in order to conduct the business of the FPPC. A majority of the voting members of the committee (or their alternates) shall constitute a quorum.

5. **Voting Membership for Regular or Called Meetings**

The voting membership is defined as those members (or their alternates) in attendance. [Refer to Section B.II.2.b and Section C.2.10.2 of these Operating Rules.]

6. **Meeting Announcements**

   a. Meeting announcements with minutes/attachments shall be forwarded via email to all FPPC members, alternates, ex-officio members, and the administrative assistants for the Associate Provost and Provost who request to receive meeting notifications.

   b. Meeting reminders shall be sent via email to all FPPC members, alternates, and ex-officio members at least 48 hours prior to the meeting.

7. **Resources for FPPC Members**

   UAB Faculty Handbook and Policies
   (updates are posted in the summary table on page 5)

   You and UAB Handbook

   http://www.iss.uab.edu/MgtSupSvcs/PolManual.PDF
8. **Meeting Rules**

Meeting rules to accomplish the agenda and assure the orderly conduct of business are listed below. Expectations exist for both the members and the Chair of the FPPC. The FPPC role is to support shared governance opportunities and responsibilities for UAB faculty. The FPPC focuses on issues of concern to faculty and implications of policies. As such, the Chair of the FPPC facilitates FPPC members addressing these issues and policies.

a. **Members and Participants**

i. will indicate a request to speak by raising their hand and wait until the Chair recognizes them

ii. are to address the Chair and not one another; members are to wait to be recognized by the Chair before speaking

iii. are recognized by the Chair and are expected to state relevant comments germane or confined (supportive and/or non-supportive) to the topic under discussion refraining from derogatory, intimidating, or other types of language that reflects on or implies negative personal references about other members of the FPPC or the university community (faculty, staff, and administrators)

iv. are expected to refrain from conduct injurious to the purposes of the FPPC or such conduct that interferes with the work of the committee and/or with the goal of faculty members to participate in shared governance activities and values of the university community

v. will focus discussions on completion of work of the committee staying within the timeline established for the agenda and/or agenda items. As such, committee members will speak on agenda items briefly and concisely allowing other committee members to also share their perspective on agenda items.

b. **Chair**

i. shall recognize one member to speak at a time

ii. shall determine who is recognized and the order of recognition
iii. use his or her discretion to determine recognition of members, ex-officio members, invited resource persons, and any guests permitted to attend the FPPC meeting

iv. will focus discussions on completion of specific agenda items

c. Expected Behaviors

Committee members shall have awareness of Section 3.8 on Standards of Behavior in the Faculty Handbook. Expected behaviors of any members of the FPPC do not include the following:

i. speaking before being recognized by the Chair

ii. using comments questioning the motives or actions of other members of the university community

iii. not confining remarks to the merits of the pending topic under discussion as to the impact/implications to faculty

iv. disrupting the progress of the agenda for the meeting

v. talking among members when not recognized by the Chair to be addressing the committee

vi. intimidating language

Any of the behaviors listed above may be subject to one or more of the following actions as determined by the Chair and the committee membership.

(a) requirement to apologize to the committee and/or specific member(s)

(b) dismissal or request by the Chair to leave the meeting

(c) suspension for a defined number of meetings with the alternate to attend those meetings*

(d) expulsion from the committee by two-thirds of the voting membership

*NOTE: When an elected member of the FPPC is suspended or expelled then the Chair of the FPPC shall notify the alternate for said member and the Dean or Library Director shall be notified that the identified alternate is the member representing the unit’s constituents. Expelled members shall not be permitted to attend FPPC meetings as a guest.
d. Committee Records

Committee records are the approved minutes of the FPPC and serve as the documentation of actions and decisions. The discussion/debate of most topics addressed by the committee are deliberative discussions and should not be broadcast as an official or unofficial record so as to preserve the rights and responsibilities of each member to participate in the open and non-threatening collegial and deliberative governance process established for the committee.

e. Agenda Items

Discussion of agenda items without resolution that extend beyond the timeline allotted on the agenda shall be subject to a motion to cut off debate, to call the question, to table until next meeting, and/or to return the topic to a working group or subcommittee if such is the origin of the topic under discussion.

f. Voting

Voting on topics before the committee shall be completed by a majority voice vote except when the Chair needs clarification on a vote and a show of hands with counting shall be required. For a voice vote, the Chair declares the outcome and such is recorded in the minutes. If a two-thirds vote is required as for amendments to the Operating Rules of the FPPC a show of hands with counting shall occur and both the vote count for approval and non-approval shall be recorded in the minutes.

g. Parliamentary Authority

These rules defined in Section H shall be identified as the parliamentary authority of the FPPC with the intent to assure completion of the work of the committee as defined in the UAB Faculty Handbook and Policies, the UAB SACS Report for Standard 3.7.5, and the UAB Faculty Senate Constitution and Bylaws.

9. Meeting Agenda Template Subheadings

a. Call to Order
b. Recognition of Visitors
c. Adoption/Approval of Minutes for Previous Meeting
d. Recording Not Allowed
e. Chair Report
f. Senate Report – status of items submitted to Senate by FPPC – Senate Representative to FPPC
g. Old Business – including action items from previous meetings
h. New Business
i. Presentation of Information Items
j. Review of Action Items Resulting from Meeting – identify the action needed, who will perform, and the date by which the task is to be completed
k. Action Items from Previous Meetings – record of status related to action – list must include letters to be prepared by chair and record of action and tracking
l. Materials Distributed Electronically
m. Materials Distributed as Hard Copy at Meeting
n. Announcements – to include next meeting date, time, and location
o. Adjournment

10. Meeting Minutes Template Subheadings

The meeting's minutes template should be similar to the agenda template described in Section H.9 and the minutes of each meeting should reflect the subheadings of the specific meeting's agenda. All letters and memoranda prepared by the FPPC Chair (sent to Chair of the Senate or Associate Provost for Faculty Affairs), current and tracking files and matters related to FPPC functions must be inserted into the minutes of the meeting when the decision is made for the request for action by the senate or memorandum sent to Associate Provost requesting follow up on editorial/update changes to policies or sections of the UAB Faculty Handbook and Policies.

a. Attendance
b. Visitors
c. Call to Order
d. Recognition of Visitors
e. Adoption/Approval of Minutes for Previous Meeting
f. Recording Not Allowed
g. Motions/Actions at Meeting
h. Chair Report
i. Senate Report – status of items submitted to Senate by FPPC – Senate Representative to FPPC
j. Old Business – including action items from previous meetings
k. New Business
l. Presentation of Information Items
m. Review of Action Items Resulting from Meeting – identify the action needed, who will perform, and the date by which the task is to be completed
n. Action Items from Previous Meetings – record of status related to action – list must include letters to be prepared by chair and record of action and tracking
o. Materials Distributed Electronically
p. Materials Distributed as Hard Copy at Meeting
q. Announcements – to include next meeting date, time, and location
r. Adjournment
s. Addendum/Attachments – letters/memorandums sent to Chair of the Senate or Associate Provost along with current and tracking files requiring follow up by senate or Associate Provost

I. Email Voting

1. The Chair may initiate an email vote when he or she deems that an issue requires action prior to the next regular meeting of the committee.

2. This procedure is not intended to replace a regular meeting of the committee and should be used in rare situations.

3. Email votes will be accepted from members (or alternates) but ex-officio members are encouraged to provide feedback to the committee and/or to the Chair in the same sense that they participate in discussion at regular meetings.

4. The deadline for members to respond to the vote request will normally be at least two weeks from the date the email is sent by the Chair.

5. The Chair should attempt to ensure that all members receive notification of the email vote.

6. In an effort to ensure that discussion will not be limited or circumvented by use of the email vote, if any member votes in the negative, the vote is
halted. The issue is then placed on the agenda for discussion at the next regular meeting of the committee.

7. The vote will be tabulated and certified by the Chair and reported at the next regular meeting.

J. Chronology of FPPC Operating Rules Amendments

1. Original Resolution by the FPPC

Whereas the Governance and Operations Committee of the Faculty Senate at its meeting on April 7, 1999 in response to a request from the Faculty Policies and Procedures Committee by “Bylaw amendments to monitor absences and designate a faculty alternate” did state that “it was within the prerogative of the Chair of any senate standing committee in conjunction with its members to establish the committee’s operating rules” and

Whereas the Bylaws of the Faculty and Senate (Article II, Section 2, Sub-Section C) provide for the election of the Chair of the Faculty Policies and Procedures Committee by the committee and

Whereas the Bylaws of the Faculty and Senate (Article II, Section 2, Sub-Section C) provide latitude to the Faculty Policies and Procedures Committee in the establishment of meetings

NOW THEREFORE BE IT RESOLVED that the Faculty Policies and Procedures Committee hereby establishes by a two-thirds vote the following Operating Rules relative to membership, Chair, and meetings and

BE IT FURTHER RESOLVED that amendment of these Operating Rules may be achieved by a two-thirds vote of the voting membership of the Faculty Policies and Procedures Committee.

Passed the 18th day of June 1999 by two-thirds vote of members.
2. Amendments Since 1999

- March 16, 2001 – Added Email Voting [Section I]
- April 19, 2002 – Updated Membership and Meetings [Sections A and H]
- April 18, 2003 – Updated Membership and Meetings [Sections A and H]
- November 18, 2005 – Added Handbook Review Process [Section D]
- April 16, 2006 – Added Vice-Chair Position [Section F]
- April 18, 2008 – Revised Meetings [Sections H.8 and H.9]
- May 16, 2008 – Revised Meetings [Sections H.8 and H.9]
- September 19, 2008 – Added Handbook and Policy Review Criteria [Section D]
- December 19, 2008 – Added Meeting Rules and Updated Resources for FPPC Members [Sections H.8 and H.7]
- April 17, 2009 – Revised Faculty Senate Representative, Chair and Vice-Chair Duties, and Meetings [Sections B.II.2.b, C.2.10.2, E.7-8, F.5, H.1-6, and H.10]
- May 15, 2009 – Revised Number of Terms for Vice-Chair [Section F.2]