

University Senate Absence Policy - Snippet from *Senate Rules*

1.2.2.1 Elected Faculty Membership

- A. Apportionment**
- B. Election**
- C. Terms**
- D. Vacancy**

If an elected faculty representative in the Senate should at any time during his or her term become ineligible to serve (e.g., by reason of assuming an administrative title of dean or above, loss of status as a faculty employee, resignation, official leave which precludes attendance, or failure to attend Senate meetings), the seat shall be vacant. The dean of the represented college shall report vacancies to the Senate Council Chair. That eligible member of the college faculty who at the last election received the next highest number of votes shall serve for the duration of the elected representative's ineligibility. If that person (or those persons in case of a tie) declines or is no longer eligible, the unit shall within thirty days select a replacement by an election process.

The Secretary of the Senate shall maintain attendance records and shall notify the dean of the college when an elected faculty representative of that college has been absent without explanation from three meetings of the Senate during any one academic year. [US: 3/12/79; US 10/8/01]

1.3.0 COUNCILS OF THE SENATE

1.3.1 UNIVERSITY SENATE COUNCIL

1.3.1.1 Purposes and Functions of the Senate Council

1.3.1.2 Composition

- A. Elected Faculty Membership**
- B. Elected Student Membership**
- C. Attendance**

If any member misses three (3) regular or special meetings of the Council per year, without an explanation acceptable to the majority of the other voting members, a vacancy is declared, to be filled according to the above procedures concerning vacancies. [US: 10/12/81]

1.2.5 FUNCTIONS OF OFFICERS OF THE SENATE

1.2.5.1 Chair of the University Senate (University President)

1.2.5.2 Secretary

- A.** Make the minutes available to members and the UK community; a copy of the audio recordings of the meetings shall be available to any interested member. [US: 10/12/98; RC codification: 10/23/00]
- B.** Maintain an official roll of Senate members;
- C.** Maintain attendance records of Senate meetings and to notify deans of colleges when an elected representative who has been absent without explanation from three meetings of the Senate during any one academic year must be replaced;
- D.** Be responsible for providing notice and agenda of special meetings of the University Senate. (GR IV.B)
- E.** Preside over meetings of the University Senate in the absence of the Senate Council Chair and the President of the University. [US: 4/14/03]