Introduction to Parliamentary Procedure

1. Goals of parliamentary procedure.
2. Role of the parliamentarian.
3. Authorities on Senate role and processes.
4. Basic principles governing debate.
5. Basic principles governing motions.
6. Basic principles governing votes.
7. Basic principles governing the agenda.

Goals of Parliamentary Procedure

Like-minded persons who make decisions by consensus have minimal need for parliamentary procedure.

Its primary value lies in regulating disagreement.

Benefits from Regulating Disagreement

• An orderly process for considering minority views can improve outcomes.
• An orderly process allows the body to move through its business efficiently, while allowing consideration of dissenting views.
• Members on the losing side are more likely to accept the outcome if they believe their views have been properly heard and considered and votes properly taken.
• A strong process helps protect the body from external criticism, from whoever disagrees with the results.

Role of the Parliamentarian

• Reports to and advises the Presiding Officer (P.O.).
• May intervene if a procedural error has occurred or seems imminent.
• Has no authority to make decisions.
• Questions to the Parliamentarian, during a meeting, should go through the Chair.

(Written questions to the Parliamentarian, outside of a meeting, may be answered but the writer should assume that Senate leadership is copied on the reply.)
Authorities on Senate Roles and Processes
(in order of precedence)

- Arizona statutes
- ABOR policies
- Faculty constitution and bylaws
- Robert’s [remarkably expanded] Rules
- Presiding Officer

The following documents have authority by age or origin, but the boundaries of that authority are not precisely clear.

- “Guidelines for Shared Governance” (2005)
- “Parliamentary Procedures to Accomplish Three Fundamental Objectives” (2010)
- “Faculty Senator Guide to Shared Governance and Communication” (recent)

Notes:

The Senate is unusual in having no clear and internally adopted set of procedural rules. The listed documents do not combine to form a coherent whole.

The Office of the General Counsel has recently opined that the Senate is not subject to Arizona’s Open Meeting Law.

Basic Principles for Debate

The limited time should be allocated to allow all sides to speak.

Personal criticisms and allegations concerning motives are inappropriate.

Debate ends by:

- Resolution by vote of the issue being debated; or
- Action of the Presiding Officer; or
- 2/3 vote by the body (for cloture or a time limit)

Basic Principles for Motions

Almost any motion requires a second, and it must receive that second before it can be discussed. Otherwise it fails immediately.

Motions must state clearly and completely their content, so there is no ambiguity in the text or substance of what the body may approve. This statement may refer to written text submitted before the meeting.
Basic Principles for Motions (2)

The seconded motion does not formally exist until the P.O. recognizes that a motion is on the floor. If there is any ambiguity in the statement of the motion, then the P.O. must restate it precisely, for the record. (It is good general practice always to restate the motion.) The meeting minutes must include the exact statement of any adopted motion.

The Parliamentarian will issue a summary taxonomy of the main kinds of motions.

Basic Principles for the Agenda

The Executive Committee sets the distributed agenda.

The Senate adopts the distributed agenda, or a modified agenda, by majority vote at the start of the meeting.

Once a meeting agenda is adopted, any further changes to the agenda require a 2/3 vote.
Provost’s Report

Liesl Folks
Senior Vice President for Academic Affairs and Provost
Fall 2021 - PIT Weekly FTFT Retention Rate

Fall 2019 FTFT Cohort
85.5%
1 Year Retention

Fall 2020 FTFT Cohort
84.0%
1 Year Retention

Census date is today!

Additional details available at: Dashboards > Student > Retention > Weekly Retention Comparison
COVID-19 Updates and Resources

- COVID Updates: covid19.arizona.edu – please link to this page often!!
- Faculty / Instructor Resources: provost.arizona.edu/content/pac
- Recent webinars;
  - Dr. Deepta Bhattacharya on “COVID-19 Vaccines and Variants: What We Know So Far.”
  - Dr. Kristen Pogreba-Brown “COVID-19 Positive Case Protocols and SAFER Contact Tracing”
- Watch the recordings here: provost.arizona.edu/content/campus-webinars
Temporary Modified Work Conditions

• Unit heads / chairs / directors are responsible for course modality decisions.

• Leaders are working to balance the evolving needs of individual instructors with our commitments to students.
  • Changes, where possible, may create ripple effects that take some time to resolve and implement.

• Links and more information on process are online here: https://hr.arizona.edu/coronavirus-information
Student COVID Test-Positive Actions

1. Remind the student to monitor their symptoms and reach out to Campus Health if they have any concerns. Direct the student to follow the CDC guidance for isolation.

2. Remind the student of their obligation to complete the SAFER notification form.

3. Remind the student of their obligation to upload their positive test result to the secure, HIPAA compliant Campus Health system, if their positive test was taken off campus.

4. If you are an instructor teaching an in-person course where a student(s) have voluntarily reported to you that they have tested positive, please complete the Instructor Reporting Form (IRF).

5. If you are supervising TAs or teaching personnel, refer to the COVID-19 Workplace Positive Case Protocol.

6. Completing these five steps, particularly the Instructor Reporting Form, will initiate the contact tracing process and allow you to get information and expert guidance from trained epidemiologists.

COVID-19 Positive Case Notification Protocol for Students
Policy Contents

- Scope
- Policy
- Related Information*
- Revision History*

Policy Information

Last Revised Date:
February, 2011
Policy Number:
UHAP Chapter 6
Responsible Unit:
Faculty Affairs
Phone:
(520) 626-0202
Email:
facultyaffairs@email.arizona.edu

Scope

6.01 Scope of Chapter

This chapter applies to all grievances and complaints by or against appointed personnel of the University, including faculty, that are not provided for in UHAP Chapters 3, 4, or 5 and in Arizona Board of Regents (ABOR) Policy Manual, 6-201 and 5 of this Handbook. Those chapters set out rules and procedures for grievances and complaints concerning personnel matters, i.e., matters regarding appointment, performance evaluation, renewal, nonrenewal, promotion, continuing status, tenure, resignation, removal, suspension, dismissal, and releases due to institutional financial emergency or reorganization.

The rules and procedures in this chapter are established pursuant to the ABOR Conditions of Service and shall not be construed so as to supersede or conflict with any provision contained in those conditions or any provision contained in ABOR Policy or other procedures outlined in UHAP Chapters 3, 4, or 5 of this Handbook.

Policy

6.02 General Administrative Procedures

All grievances and complaints by or against appointed personnel shall be filed with and addressed first by the immediate administrative head of the individual about whom the grievance or complaint is
made. All grievances or complaints shall be filed in writing no later than 90 days from the date on which the grievant becomes aware of the matter that gives rise to the grievance, except for matters related to compensation.

which the grievant or complainant becomes aware of the matter which gives rise to the grievance or complaint, except for compensation.

Grievances or complaints regarding compensation shall be filed no later than 30 days from the date the grievant or complainant receives notice of the matter which gives rise to the grievance or complaint.

The written grievance must include the factual basis for the complaint, a summary of any efforts to informally resolve the issue, and a proposed resolution. The written grievance is limited to 5 pages in length.

The immediate administrative head shall review the grievance or complaint and develop any factual information required for a decision on the matter. The administrator may consult with standing committees or appoint a special committee or an individual to investigate the matter. The administrator shall communicate his or her decision in writing to the grieving or complaining party and, if applicable, to the party against whom the grievance or complaint is made, stating the factual basis and reasons for the decision. This process will typically be completed within 30 days of the administrator's receipt of the grievance, however, the administrator may extend this timeframe for good cause.

Within 10 days after receipt of the administrator's decision, the grieving or complaining party may appeal the decision to the next administrative level. The written appeal – no more than 5 pages in length – must outline the basis for appealing the prior decision and a proposed resolution. Additional factual development may be undertaken at the next administrative level if deemed necessary. The decision at that next administrative level is not subject to further administrative review, except as otherwise provided in this chapter.

6.03 Unlawful Discrimination and Unconstitutional Action Review Procedures

If a grievance or complaint contains an allegation of unlawful discrimination or, the matter will be immediately referred to the Office of Institutional Equity (OIE).

If the grievance alleges other unconstitutional action (including violations of due process or academic freedom) and this aspect of the grievance or complaint is not resolved through administrative review under Section 6.02, the grievant or complainant may request the Provost's Office to investigate the matter. Where such a request is made, an Office of Institutional Equity or other appropriate investigation shall be conducted and a recommendation shall be made to the Provost that consult with the administrative heads who reviewed the matter be closed or that further action be taken to resolve the matter. The Provost under Section 6.02 and may take any lawful action deemed appropriate to resolve the matter.

The Provost's decision shall be final and is not subject to further administrative review.

6.04 Additional Grievance Procedures for Faculty and Academic Professionals

If a grievance or complaint by a member of the General Faculty (as defined in Article II, Section I of the Constitution of the General Faculty of the University of Arizona) is not resolved through administrative review under Section 6.02 or Section 6.03, the individual may utilize the Grievance Policy and Procedures for Faculty and Academic Professionals found in Article VII of the Bylaws of
If a grievance or complaint by a faculty member or academic professional employee who is not a member of the General Faculty is not resolved through administrative review under section 6.02 or section 6.03, and that grievance is for suspension without pay or dismissal, the individual may file a petition with the Committee on Conciliation and, if conciliation is not possible, then subsequently with the Committee on Academic Freedom and Tenure (CAFT), in alignment with ABOR 6-201L and 6-302I, but following the timelines and process described in ABOR 6-201L.

6.05 Protection of Employees from Reprisal for the Disclosure of Information: Retaliation: Review Procedure

See ABOR policy 6-914 Protection of Employees from Reprisal for Whistleblowing.
Related Information*

Bylaws of the General Faculty of the University of Arizona [2]

Committee on Conciliation [3] web page

Committee on Academic Freedom and Tenure [4] web page

ABOR policy Policy 6-914 Protection of Employees from Reprisal for Whistleblowing [5]

ABOR Policy 6-201, 302

Revision History*

Section 6.04 revised February 2011

Section 6.05 revised September 2002

Source URL: https://policy.arizona.edu/employment-human-resources/grievances-and-hearings

Links
[1] mailto:facultyaffairs@email.arizona.edu
[2] https://arizona.app.box.com/s/66hyca3wf0k2vrgwy2upf7soceca1hr3
[5] https://public.azregents.edu/Policy%20Manual/6-914-Protection%20of%20Employees%20from%20Reprisal%20for%20Whistleblowing.pdf
Academic Freedom is essential for the well-functioning of academic institutions, and their ability to create and disseminate knowledge. Academic Freedom undergirds the right of faculty to teach from their disciplines free from unreasonable or arbitrary restrictions, both in and outside the classroom, to conduct research and publish, perform, or exhibit the results of that creative activity, and to address matters of institutional policy or governance.

ABOR Policy on Academic Freedom, June 2018
The primary function of Arizona’s public universities is to promote the discovery, improvement, transmission and dissemination of knowledge through research, teaching, discussion and debate. The universities must strive to ensure the fullest degree of intellectual freedom and free expression. It is not the proper role of a university to shield individuals from speech protected by the First Amendment, including ideas and opinions that may be unwelcome, disagreeable or deeply offensive.

ABOR Policy on Freedom of Expression, August 2018
Academic Freedom and Freedom of Speech

Adoption of the Chicago Principles

December 2018
Because the University is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the University, the University fully respects and supports the freedom of all members of the University community “to discuss any problem that presents itself.”

UHAP 7.01.02
Academic freedom, which is essential to the advancement of knowledge, is rooted in and regulated by the norms of the disciplinary communities within which the faculty are credentialed. While academic freedom governs the pursuit of knowledge in the classroom and in our individual fields of study, freedom of speech applies elsewhere on campus and throughout the public sphere, as guaranteed by the First Amendment to the Constitution.
Focus for UArizona Shared Governance

Concerns about legislative impact on Academic Freedom

Concerns about looking for “bias” in faculty social media posts
THANK YOU