

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.

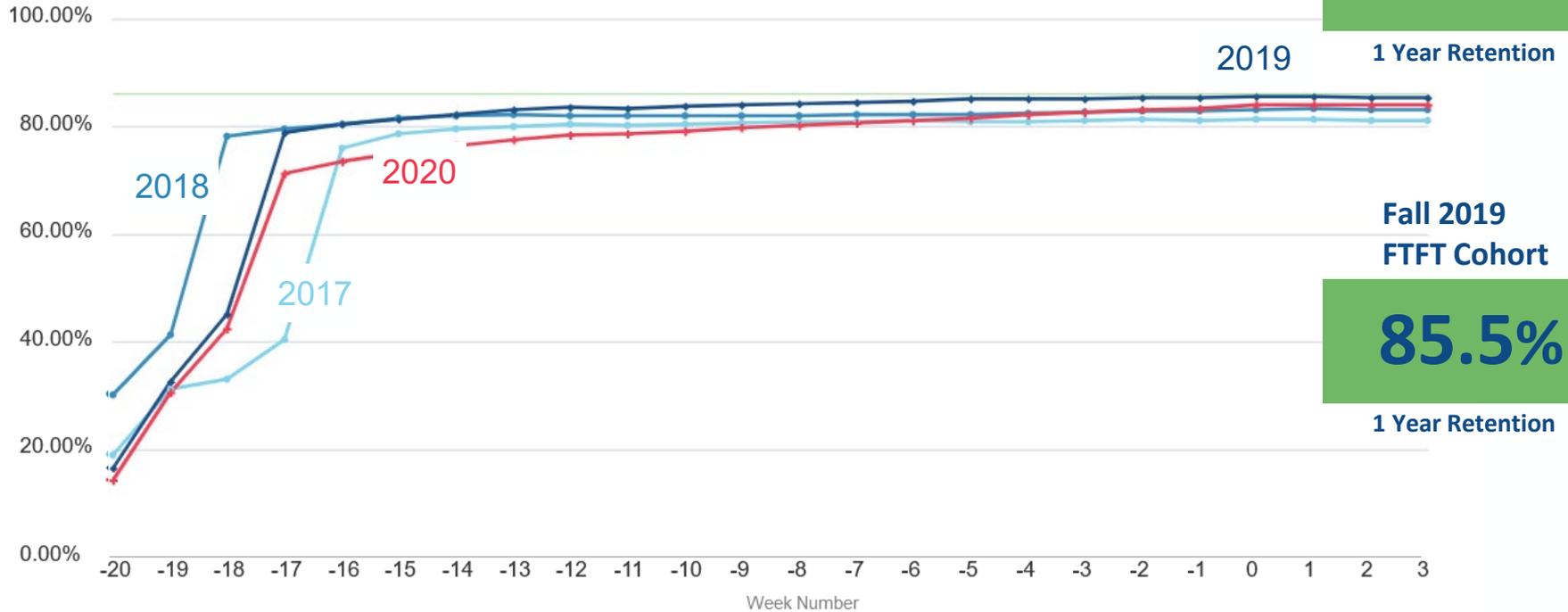
A large, three-dimensional, metallic 'A' logo is mounted on the side of a building with a glass and metal facade. The 'A' is illuminated from within, giving it a glowing appearance. The building's structure consists of vertical metal slats and glass panels. The background is a clear blue sky.

Provost's Report

Liesl Folks

*Senior Vice President for Academic
Affairs and Provost*

Fall 2021 - PIT Weekly FTFT Retention Rate



Fall 2020
FTFT Cohort

84.0%

1 Year Retention

Fall 2019
FTFT Cohort

85.5%

1 Year Retention

Census date is today!

◆ Fall 2017, Headcount: 5,875
 ◆ Fall 2019, Headcount: 6,017
◆ Fall 2018, Headcount: 5,992
 ◆ Fall 2020, Headcount: 5,372

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](#)



Published on *Policies and Procedures* (<https://policy.arizona.edu>)

[Home](#) > [Grievances and Hearings](#)[Grievance Processes](#)

Policy Contents

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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 [1]

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 6-302. Nothing~~ in this chapter ~~are established pursuant to the ABOR-Conditions of Service and shall~~ may be construed ~~so as not to supersede or~~ conflict with ~~any provision contained in those conditions or any provision contained~~ ABOR Policy or other procedures outlined in UHAP Chapters 3, 4, or 5 of this Handbook.

Policy

6.02 General Administrative Procedures

All grievances ~~or complaints~~ by or against appointed personnel ~~shall~~ will 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 will~~ 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 will 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 will 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 review the matter. The administrator shall will communicate ~~his or her~~ their 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 review 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 will 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~~ is 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, ~~that~~ that individual may utilize the Grievance Policy and Procedures for Faculty and Academic Professionals found in Article VII of the Bylaws of

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

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>

[3] <http://facultygovernance.arizona.edu/committee/45>

[4] <http://facultygovernance.arizona.edu/committee/44>

[5] <https://public.azregents.edu/Policy%20Manual/6-914-Protection%20of%20Employees%20from%20Reprisal%20for%20Whistleblowing.pdf>



Academic Freedom and Freedom of Speech at UArizona: A Brief Review

Presented to Faculty Senate by Jessica Summers, Chair of the Faculty

9/13/21



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



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.”

Academic Freedom and Freedom of Speech

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

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



THE UNIVERSITY
OF ARIZONA

T H A N K Y O U