A Proposal to Establish a Professional Staff Assembly
at
The University of Alabama

Prepared by the
University-Wide Professional Staff Committee

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Tuscaloosa, Alabama
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A draft of this proposal was submitted to the Office of the President of The University of Alabama, April 23, 2003.
A PROPOSAL

The University-Wide Professional Staff Committee, a University Standing Committee sanctioned by the Office of the President, proposes the establishment of a Professional Staff Assembly at The University of Alabama that shall function as an elected, representative, and participatory assembly of regular, full-time Professional Staff of the institution to advise the Office of the President of The University of Alabama on matters pertaining to the institution and its mission.

INSTITUTIONAL MISSION

The University-Wide Professional Staff Committee affirms its commitment to the institutional mission of The University of Alabama, and, as such, recognizes and asserts that
☐ the fundamental and primary goal of The University of Alabama is to advance the intellectual and social condition of all the people of the state and region with quality programs of research, instruction, and service through a stimulating teaching and learning environment that transmits and applies knowledge;
☐ the existence of such an environment encourages the discovery of new truths and the development of an appreciation for human values;
☐ the attainment of this goal requires mutual understanding and combined efforts of the governing board, administration, faculty, staff, and students; and
☐ the University functions most effectively through systematic, but flexible and adaptive processes of administration and governance.

PROFESSIONAL STAFF ASSEMBLY MISSION

The Professional Staff of The University of Alabama possesses a pivotal role in the pursuit and attainment of the University's mission. The Professional Staff Assembly shall recognize, foster,
and strengthen this role by

- supporting the democratic process through meaningful, representative dialogue to promote the institutional goals of The University;
- establishing broadly based representation for the exchange and deliberation of ideas regarding issues as they pertain to the institutional mission, including, but not limited to, the learning environment and the quality of intellectual life, the academic and social development of students, the financial matters of the institution, resource allocations and priorities, and the quality of campus life;
- assuring that matters of general and/or particular, specific concern to Professional Staff are raised and discussed in an open forum, including, but not limited to, the learning environment and the quality of intellectual life, the academic and social development of students, the financial matters of the institution, resource allocations and priorities, and the quality of campus life; and
- providing a forum for legitimate, open discussion from which recommendations can be made to the Office of the President.

PROFESSIONAL STAFF ASSEMBLY PURPOSE

The Professional Staff Assembly shall promote honest, open communication among members of the Professional Staff and between the Professional Staff and the Administration, Faculty, and Students. It will function in an advisory capacity regarding issues and/or proposals of policy, development, and operations of the University by encouraging actions that address current and future needs of the Professional Staff, and/or current and future needs of the University community.

In fulfilling its role, the Assembly shall

- be an advisory body to the Office of the President and may advise on specific institutional issues and otherwise act at the request of the President;
- initiate the review of policies/procedures and make recommendations regarding matters that affect Professional Staff;
- serve as liaison between the Professional Staff and the President, the Council of Deans, the Faculty Senate, and the Student Government Association (SGA);
- provide a forum for the exchange of information, the discussion of ideas, and the consideration of matters related to the University community; and
- maintain a committee structure to enable the Assembly to effectively involve its membership and use its diversity and talent.
The Professional Staff Assembly will not serve as a substitute for the formal grievance process of the University.

STRATEGIC PLAN IMPLEMENTATION TIMELINE

The University-Wide Professional Staff Committee proposes the following strategic plan and timeline for the establishment of the Professional Staff Assembly.

PHASE I: PUBLICITY AND INFORMATION EXCHANGE (April - September 2003)

☐ Informational meetings: Office of the President

2003 - 2004 Faculty Senate Officers

2003 - 2004 University Committee on Committees

☐ Upgrade and regular maintenance of website

☐ Professional Staff Survey: This survey of the Professional Staff will assess the level of support for the establishment of an assembly and the level of interest in participating in the assembly among the Professional Staff; results to be posted on the University-Wide Professional Staff Committee website

☐ Dialog feature article

PHASE II: CONSENSUS BUILDING (September - December 2003)

☐ Information Update meetings: Office of the President

2003 - 2004 Faculty Senate Officers

2003 - 2004 University Committee on Committees

☐ Informational meeting: Council of Deans

☐ Finalize Professional Staff Assembly Development and Implementation Plan

PHASE III: FINAL APPROVAL AND IMPLEMENTATION (January - August 2004)

☐ Present Plan for approval to the Office of the President

☐ Election of Delegates

☐ Convene the Assembly: Election of Officers

ENDORSEMENT REQUEST

The University-Wide Professional Staff Committee of The University of Alabama, with sincere interest in and concern for the goals, purposes, and functions of the University, solicits
from the Office of the President of The University of Alabama its endorsement of the process of creating an elected, representative assembly of eligible Professional Staff to act in an advisory capacity to that Office and to promote honest and open communication among the Professional Staff and with the administration of the University.
ANCILLARY MATERIALS AND INFORMATION

PROFESSIONAL STAFF AS AN EMPLOYMENT CATEGORY

DEFINITION

Typically, an individual employed by an institution of higher education who is classified in
the category of "Professional Staff" is a degreed (baccalaureate or higher) employee who is not a
member of the faculty, the upper-level administration, or the clerical staff. At the University a
distinction is made between the upper-level administration is designated as the executive,
administrative, and/or managerial staff.

According to Policy #102.00 (Version 1.0) of the Employee Classification Definitions
section of The University of Alabama's Human Resource Policy Manual, the employment category
entitled "Professional Staff" is defined as follows: "Professional Staff are exempt from the
timekeeping and overtime provisions of the Fair Labor Standards Act (FLSA) because of the
nature of their work. Employees in this category are paid monthly on the last date of each month."

The FLSA defines and exempts executive, administrative, and professional employees
from the minimum wage and overtime requirements provided they meet certain tests regarding job
duties and responsibilities and are compensated "on a salary basis." Of noteworthy significance is
the fact that as a category of employees, Professional Staff is the only category of staff other than
the Executive/Administrative/Managerial category of staff that is exempt. (The other categories of
staff include Secretarial/Clerical, Technical/Paraprofessional, Skilled Crafts, and Service/
Maintenance.) One or more of the FLSA abridged descriptions of categories of exempt
employment are applicable to Professional Staff positions at the University:

Executive Exemption: Employees who have management as their primary duty;
who direct the work of two or more full-time employees; who have the authority to
hire and fire or make recommendations regarding decisions affecting the
employment status of others; and who regularly exercise a high degree of
independent judgment in their work.

Administrative Exemption: Employees who perform office or non-manual work
which is directly related to the management policies or general business operations
in an educational establishment; who regularly exercise discretion and judgment in
their work; who either assist a proprietor or executive, and perform specialized or
technical work or execute special assignments.

Professional Exemption: Employees who perform work requiring advanced
knowledge and education, work in an artistic field which is original and creative, who
regularly exercise discretion and judgment; and who perform work which is
intellectual and varied in character, the accomplishment of which cannot be standardized as to time. [http://www.dol.gov/esa/regs/compliance/whd/whdfs17.htm].

SUMMARIES OF EMPLOYMENT CATEGORIES

The numbers and/or organizational affiliation of Professional Staff, Faculty, and the total workforce from 1992 through 2002 are presented in Tables 1-4. During the 11-year period beginning in 1992, the total workforce of the University increased by 412 positions from 3,693 to 4,105. During that same period, the total number of faculty increased by 95 positions whereas the total number of Professional Staff increased by 270 positions. The third largest category of employment, the secretarial/clerical staff, increased by a total of 19 positions during this same 11-year period. In 2000, the faculty comprised 26% of the University's total workforce, the Professional Staff comprised 23.2% of the total workforce, and the secretarial/clerical staff comprised 24% of the total workforce (Graph A). All other categories of employment comprised the remaining 36.8%.

Although the total number of Professional Staff in 2000 (the year for which full-time/part-time, regular/temporary status data are available; see Graph B) was 950, the actual number of full-time, regular Professional Staff was 656. The actual number of full-time, regular Faculty for that same year was 749 (of 1,066), and for Secretarial/Clerical it was 766 (of 984). Since 2000, the total number of Professional Staff positions has increased by 74, the greatest increase of any of the three largest groups of employed constituencies at the University. However, it is not clear how many of these "new" positions are classified as regular, full-time line item, state budget-approved positions or how many represent reclassifications. Also, it is likely the remainder represent positions that have been temporarily created using contract and grant monies awarded to the University from external sources. Therefore, these positions are not supported by state funds.

UNIVERSITY MANAGEMENT AND GOVERNANCE

The University of Alabama asserts its management rights from time to time, like any other organization, to make decisions without prior contact or consultation with its employees. Therefore, the University maintains exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the size, organizational structure, and composition of the work force; to establish, change and/or abolish policies, procedures, rules, and regulation; to
determine and modify job descriptions, job classifications and compensation plans; and to assign duties to employees in accordance with the needs and requirements determined by the University.

However, it is fair and accurate to state that The University of Alabama, a public institution of higher education operating within a democratic society, seeks employee opinions about working conditions, operations, and other matters of employee interest. It does this by providing channels of communication through a committee and council structure that was initiated during the administration of President Oliver C. Carmichael (1953-1957).

COMMITTEES AND TASK FORCES

The University maintains a number of University Standing Committees and appoints University Task Forces that address special matters not in the purview of a standing committee, to assist the administration in reaching decisions and to ensure representation of appropriate segments of the University community. These committees and task forces make recommendations on issues of concern to the University community as well as work closely with the President and the Provost/Vice President for Academic Affairs to oversee the University's planning process and to help establish University budgetary priorities and allocations. The importance of their work is recognized by giving them access to all information relevant to their missions and by giving them timely written responses to their recommendations.

COMMITTEE ON UNIVERSITY COMMITTEES

This committee, which reports directly to the President, consists of five faculty and four staff [not specifically a Professional Staff] members, a Faculty Senate representative, and a student representative. The chairperson is a faculty member chosen from the membership. The faculty membership of the Committee on University Committees constitutes a voting majority of the Committee and is selected by the President from a group of faculty recommended by the Faculty Senate. In addition, the following liaison members serve in a communications and advisory capacity: Assistant to the President, Director for Continuous Quality Improvement, and Assistant Vice President for Human Resources.

Faculty and staff are invited each spring to indicate to the Committee on University Committees their preferences regarding service on University committees. Standing committees are described in memoranda that are distributed annually to every department or school and are available in the Office of the President and the Office for Academic Affairs. Appointments to
standing committees are announced in the spring semester. Committees are expected to begin their work promptly at the beginning of each fall. **The Faculty Senate appoints one person to membership on each appropriate University Standing Committee** and, normally, on each task force appointed by the President or the Provost/Academic Vice President.

Where the President chooses not to accept a nomination or recommendation, the President contacts the chairperson of the Committee on Committees or the President of the Faculty Senate, as appropriate, to reach agreement. If agreement cannot be reached, the President requests another nomination or recommendation.

Membership on appropriate standing committees rotates to involve different members of the University community in University governance. Normally one-third of a committee's membership rotates off the committee each year, and normally at least one year will intervene before a person can be reappointed to a committee. Members are selected to reflect the diversity of disciplines, race, and gender of the faculty and staff, unless the charge to a committee or task force makes it impractical to do so. A faculty or staff member does not ordinarily serve on more than two University committees or task forces at one time. A term of service for a committee member usually will not exceed three consecutive years.

[It is noteworthy the absence of Professional Staff participation regarding the composition of and appointment to the Committee on University Committees.]

**HUMAN RELATIONS COUNCIL**

The University Administration has established a category of standing committees identified by Section III of the University Standing Committees and Task Forces [http://committees.ua.edu/] to improve communication and coordination between and among units, known as Councils. These Councils have an important role in the execution and development of policy. Because of their importance in day-to-day operation of the University, liaison relationships have been established between many of these Councils and appropriate Standing Committees as well as the Faculty Senate. The Councils supplement the role of Standing Committees in the formulation of policy. One such Council is the **Human Relations Council**.

The Human Relations Council, which has been described as serving as a focal point for awareness of human relations at the University, is charged with reviewing activities and initiatives on campus and disseminating information to the appropriate standing committees. It also is
charged with (a) assisting committees in their efforts to improve human relations and (b) coordinating activities across the campus as deemed advisable.

This Council is convened by the Assistant to the President. The Associate Dean of Students; Chairperson, Equal Opportunity Committee; Chairperson, Undergraduate Programs and Services Committee; Chairperson, Staff Development Committee; Chairperson, Student and Campus Life Committee; Chairperson, International Education Committee; President, Black Faculty and Staff Association; Chairperson, Women’s Studies Program; Associate Vice President for Student Affairs; and Director, International Students and Scholars Services are appointed members of this Council. Student members are the President, International Student Association; President, SGA; President, National Pan-Hellenic Council; and President, African-American Association. The membership also includes a Faculty Senate representative and three Community representatives. This Council reports to the President.

[The absence of Professional Staff participation regarding the composition of and appointment to the Committee on University Committees is noteworthy as is the lack of relations between the University-Wide Professional Staff Committee and the Human Relations Council.]

CONSTITUENCY REPRESENTATION TO THE ADMINISTRATION

The members of the Secretarial/Clerical Staff of The University of Alabama are represented to the Administration by the Office/Clerical/Technical Staff Committee. Professional Staff members are represented by the University-Wide Professional Staff Committee, and the Faculty is represented by the Faculty Senate.

OFFICE/CLERICAL/TECHNICAL STAFF COMMITTEE

This Committee evaluate issues of current concern to office/clerical/technical staff members and make recommendations to the Vice President for Financial Affairs regarding University policies or decisions that have significant impact upon this classification of staff personnel, including working conditions, general support, and other provisions needed to maintain and upgrade office/clerical/technical staff. This Committee also refers individual and group issues to the Staff Development Committee and other appropriate committees. This committee consists of between 14 and 16 office/clerical/technical staff members. In addition, a representative from the Department of Human Resources serves as a liaison member.

UNIVERSITY-WIDE PROFESSIONAL STAFF COMMITTEE
PURPOSE

The University-Wide Professional Staff Committee is charged with (a) evaluating issues of current concern to Professional Staff members and (b) proposing recommendations to the Vice President for Financial Affairs regarding University policies, programs, and procedures that have significant impact upon the Professional Staff, including working conditions, general support, and other provisions needed to maintain and upgrade Professional Staff members.

In addition, the University website [http://president.ua.edu/committees/seci/psc/home/index.html] outlining the Committee's duties includes the following clause, “Refer individual and group issues to the Staff Development Committee.”

[It is noteworthy that avenues of reporting and recommending for the University-Wide Professional Staff Committee are limited to the Staff Development Committee and the Vice President for Financial Affairs.]

REPRESENTATION

Currently, The University of Alabama's 1,024 (full-time/part-time regular/temporary) Professional Staff are represented to the Administration by a single University-wide committee of 12 appointed members. This committee is one of 18 identified in Section I of the University Standing Committees and Task Forces [http://committees.ua.edu/] and is defined as a committee whose membership composition and organization are recommended to the President by the Committee on University Committees. The chairpersons as well as the faculty and staff membership of standing committees are selected by the President from the nominees and alternates presented by the Committee on University Committees. A representative from the Office for Academic Affairs and the Department of Human Resources serve as liaison members.

[It is noteworthy that (a) there is no systematic, official channel of communication between the 12 appointed members of the University-Wide Professional Staff Committee and its constituents and (b) the distribution of the appointed members of this Committee cannot be representative of the numerous academic and organizational divisions of the University by virtue of the size of the membership of the Committee.]

FACULTY SENATE

The advice of faculty members concerning administrative leadership and academic
programs is actively and systematically sought by the Administration. Faculty and administrators are partners in the enterprise of education at The University of Alabama. Processes guiding decisions that shape the University's educational potential and that allocate its resources are the joint responsibility of faculty and administrators. The President ensures faculty participation in the selection of vice presidents by appointing faculty members to each search committee.

PURPOSE AND REPRESENTATION

The Faculty Senate is classified as a University Standing Committee Section IV: Other Working Groups. [This designation would be appropriated for the Professional Staff Assembly.] The purpose of the Faculty Senate is to aid The University of Alabama in making judgments on questions of policy, development, and operations, thereby assisting the University in its continuing quest for excellence. It seeks to accomplish this goal by facilitating and encouraging meaningful input on matters of general faculty concern, and providing a readily accessible channel of communication through which continual dialogue and exchange of information and ideas may be conducted between the faculty and University officials. It is a representative body that is elected by its members [emphasis added], the permanent and temporary full-time faculty with the rank of instructor, assistant professor, associate professor, professor, or equivalent and whose administrative appointments do not exceed 50% of their total appointments.

PRECURSOR TO THE FACULTY SENATE

President Oliver C. Carmichael, interested in encouraging faculty participation, in 1954, approved the reorganization and revival of the University Council, the forerunner of the Faculty Senate. The purpose of the Council was to provide faculty and administrative representatives an opportunity to help the President conduct his mission. The function of the Council was "to consider matters of general University interest and to provide an effective agency for making recommendations [emphasis ours] on University policy" (President's Report, 1955, p. i). An appointed committee developed a detailed plan for the Council's reorganization to insure that the various faculties—through elected [emphasis ours] members—would have greater representation on the Council than in previous years. The newly structured Council, which was accepted by a University-wide faculty meeting, consisted of 32 elected members and 23 ex officio members with
the President as chairperson. They met every month from October to June. As early as 1956 the administration, upon recommendation of the Council [emphasis ours], approved new regulations governing appointments, rank, salary scales, and tenure (President's Report, 1956, p. 5).

Carmichael, who resigned as President in 1957 following the unduly thwarted attempt of Autherine Lucy to integrate the University, was replaced by Frank Rose, the University's 20th president, until 1969. During Rose's tenure, the faculty's role in governance diminished to the point that Rose was denounced by the faculty as being "imperial" and for creating an administratively top-heavy organization. In 1967, it was reported in the Crimson-White that there was a growing "lack of confidence and communication between the administration and the faculty."

The lack of faculty representation to the Administration during the 1960s became more acute during the University presidency of David Mathews. Mathews rarely asked for advice from the faculty. The Administration's mishandling of students' war protests (Vietnam Conflict) on campus, the corralling of the "free university" into a bona fide division (New College), and the secrecy surrounding the University budget prompted faculty to unionize with an American Federation of Teachers local in 1972. Amidst an ugly mood of anger and frustration, and assailed by failed negotiations and continuing faculty agitation and opposition, further combined with an opportunity to accept a federal Cabinet post in Washington, DC, Mathews begrudgingly granted the faculty a Senate in 1975. An unofficial history of the first 25 years of the Faculty Senate, written by Wythe Holt, Professor of Law, is located on the web at http://www.ua.edu/academic/facsen/sendocs/senate-history.html.

WORK CHARACTERISTICS OF THE PROFESSIONAL STAFF
Several employment characteristics distinguish the Professional Staff from the other categories of Staff at The University of Alabama. Many of those characteristics are succinctly and aptly described in the definition of exempt status employees within the Fair Labor Standards Act. Those distinguishing characteristics, to name a few, include the possession of a college degree and, oftentimes, an advanced graduate and/or terminal degree; the requirement of knowledge and expertise within a discipline or field of study to perform successfully the responsibilities of the position; the authority to exercise a high degree of independent thinking, judgment, and decision-making; the conviction that employment by the University signifies a career rather than an 8-to-5 "job"; and the certainty that the position advances the mission of the University. Professional Staff
are imbued with an ethic that "connects" them to the institutional mission and cultivates a personal stake in achieving that mission, not unlike that imbued in the Faculty.

CURRENT INSTITUTIONAL CLIMATE

Fiscal exigencies promulgated by an inadequate state tax structure, reduced funding and threats of prorations, the spectre of increased workloads, and the unlikelihood of salary increases, are among several issues plaguing the University and affecting the morale of its personnel. Two salient issues—position status stratification and position satisfaction—affect Professional Staff directly and more significantly than they affect other employment groups by virtue of the juxtaposition of Faculty and Professional Staff work characteristics.

POSITION STATUS STRATIFICATION

The "place of importance" of Professional Staff in the organizational hierarchy has been questioned recently in discussions of the necessity of its current numbers regarding productivity, efficiency, and salary allocation/reallocation. The current institutional climate presupposes a widening stratification between the "importance" of Faculty and the "importance" of Professional Staff to the institution. Perceptions of a lesser status saps morale, resulting in deleterious effects on the institutional climate, not only for employees, but students and the general community as well. This erroneously provoked issue of stratification presents a paradoxical circumstance that ignores the educational credentials, specialized knowledge and expertise, and levels of responsibility that Professional Staff members bring to their work. Stratification may have long-term consequences for the University: reducing its ability to retain and attract qualified Professional Staff.

POSITION SATISFACTION

Several factors contribute to job satisfaction, including perceptions of the work environment, avenues of advancement, access to professional development, rewards and recognition, a work-life balance, an opportunity for empowerment and the means to assemble to express opinions regarding matters of the self-interest as well as the "institutional good." Employees who sense that they are valued will demonstrate greater loyalty, institutional ownership, and productivity in work; those who don't, will not.
THE PROFESSIONAL STAFF ASSEMBLY

PROPOSAL

To effect a more democratic, representative, and empowering system of University governance in which (a) the broadening perspectives of the Professional Staff can be introduced to policy issues and (b) differences of opinion within and among groups can be received by the Administration, the University-Wide Professional Staff Committee proposes the formation of a Professional Staff Assembly. This Assembly will serve as a forum through which representatives will gather as a deliberative body with the authority from the Office of the President to make recommendations to that Office on matters that pertain to the Professional Staff, in particular, and to the University community, in general.

The University-Wide Professional Staff Committee proposes to develop and establish the Assembly by garnering proactive support of the Professional Staff, the Faculty, and the Administration by undertaking, but not being limited to, the following actions: hosting a series of meetings with Administration and Faculty officials, hosting a series of preliminary meetings with members of the Professional Staff, conducting a survey to assess interest and participation among Professional Staff, disseminating information about the plans to establish an Assembly on the University-Wide Professional Staff Committee through the Committee's web page and DIALOG.

JUSTIFICATION

The establishment of a Professional Staff Assembly

- addresses the Professional Staff's democratic right to assembly, representation, and empowerment.
- establishes a systematic, official, and effective vehicle through which bilateral communication can occur.
- remediates the absence of appropriate representation and offers an opportunity for proportional representation in institutional matters relative to the number of Professional Staff employed, the valued role of Professional Staff to the University, and the knowledge and expertise held by the Professional Staff.
- ameliorates, in part, the negative effects of position status stratification and job dissatisfaction.
- provides a smooth transition from an ineffective, nonrepresentative Committee to an elected, representative, and participatory Assembly.
Adds the University to the roster of Southern University Group (SUG) member institutions that have some form of elected staff representative body (22 of the 31 schools). Ten of the 12 member institutions that comprise the Southeastern Conference have some form of elected staff representative body.

Promotes a spirit of unity among an employee group, which has not had, historically, a means to affiliate to share common interests, celebrate accomplishments, and strengthen the University community as a collective.

**REPRESENTATION**

Professional Staff members who are eligible to serve as representatives to the Professional Staff Assembly are those employees who occupy positions that are classified as regular full-time by the Department of Human Resources. The following paragraph paraphrases the description the employment status of a regular full-time staff employee by the Department of Human Resources: A regular full-time position comprises a 1.0 full-time equivalency (FTE), which requires an incumbent to regularly work 38.75 to 40 hours per week. In addition, there is a reasonable expectation of continued funding for the position, barring unforeseen financial exigencies. Regular, full-time employees are eligible for full benefits and privileges of employment. According to the Office of Institutional Research, there were 656 regular, full-time Professional Staff employed by The University of Alabama.

**DIVISIONAL APPORTIONMENTS**

The Professional Staff of the academic and administrative divisions of the University will be represented proportionally by elected representatives and their alternates formulated by a plan that provides a ratio of representation that approximates the Faculty: Faculty Senate representatives, but is not less than that ratio (22:1) and/or a similar number of representatives (50 Senators).
PROFESSIONAL STAFF ASSEMBLY
BYLAWS MODEL

The following represents a model for the bylaws of a Professional Staff Assembly. They bylaws were compiled after extensive research of the official bylaws of more than 15 university-level staff recommending/advisory senates/forums/assemblies.

MISSION
The Professional Staff of The University of Alabama possesses a pivotal role in the pursuit and attainment of the University's mission. The Professional Staff Assembly shall recognize, foster, and strengthen this role by

A. Supporting the democratic process through meaningful, representative dialogue to promote the institutional goals of The University.

B. Establishing broadly based representation for the exchange and deliberation of ideas regarding issues as they pertain to the institutional mission; including, but not limited to, the learning environment and the quality of intellectual life, the academic and social development of students, the financial matters of the institution, resource allocations and priorities, and the quality of campus life.

C. Assuring that matters of general and/or particular, specific concern to Professional Staff are raised and discussed in an open forum, including, but not limited to, the learning environment and the quality of intellectual life, the academic and social development of students, the financial matters of the institution, resource allocations and priorities, and the quality of campus life.

D. Providing a forum for legitimate, open discussion from which recommendations can be made to the Office of the President.

PURPOSE
A. To facilitate communication among Professional Staff members.

B. To maintain open lines of communication with the Administration, the Faculty, the Staff and the Students of The University of Alabama.

C. To serve as liaison between The University of Alabama Professional Staff and other organizations concerned with University affairs.

D. To promote the professional development of individuals committed to careers in higher education.

E. To promote social responsibility and demonstrate concern for all members of The University of Alabama, the community-at-large, and higher education, in general.

F. To act as an advocate for The University of Alabama Professional Staff by bringing their concerns to the attention of the appropriate body, and to do so in a positive and constructive way.
MEMBERSHIP
(To be determined by deciding factors that include regular/temporary classification, full-time/part-time status, organizational affiliation, inclusion/exclusion of auxiliary services, e.g., athletics, apportionment, total number of representatives)

OFFICERS
The officers of the Staff Assembly should consist of: Chairperson, Vice Chairperson, Secretary and Past Chairperson.

Chairperson
It shall be the responsibility of the Chairperson to
A. Preside over all general and executive committee meetings.
B. Serve as liaison between the staff and the University President.
C. Serve as ex officio member of all committees.

Vice Chairperson (or Chairperson-elect)
It shall be the responsibility of the Vice Chairperson to
A. Conduct general and executive committee meetings in the absence of the Chairperson.
B. Assist the Chairperson in executing duties when requested.
C. Serve as ex officio member of all Assembly committees.

Secretary
It shall be the responsibility of the Secretary to
A. Accurately record the proceedings of all general and executive committee meetings.
B. Inform the general body when the next meeting will take place.
C. Prepare the agenda and minutes for the meetings of the general and executive body.
D. Maintain attendance records of officers and senators during general and executive meetings.

Past Chairperson
It shall be the responsibility of the Past Chairperson to
A. Serve as a nonvoting member of the executive board.
B. Assist the current Chairperson with special projects.
C. Coordinate all committee activities.

Term of Office
A. Each officer shall serve a two-year term.
B. After an officer has served two consecutive years he or she will not be eligible to run for the same office for a period of two years.
C. The term of office begins at the beginning of the academic year.

COMMITTEES
Executive Committee
The Executive Committee shall include current officers, the past president of the Assembly, and any chairpersons of Assembly committees. The Executive Committee shall serve as a planning committee and may serve as a nominating committee for Assembly appointments and elections. The Executive Committee may meet with the officers of the university upon request, or upon request of a majority of the Executive Committee, or by direction of the Assembly. No formal votes shall be taken at such consultations nor shall the Executive Committee take any action outside of the scope of the Assembly's implied or expressed authority, without approval of the Assembly.
Formation
Committees of the Assembly may be formed as needed.

Membership
Active committee membership shall not be limited to Assembly members. Assembly officers are ex officio members of each committee, but may volunteer to be or be asked to be an active committee member. Only active committee members shall have voting privileges on the committee.

Function
Committees may be either standing or short-term for a specific purpose. Committees may do research, make projections, and offer recommendations to the Assembly. No committee shall take any action outside the scope of the Assembly's implied or expressed authority, nor shall a committee act without approval of the Assembly.

AMENDMENTS
The approval process for amendments to the Constitution shall be
A. A proposal for an amendment must be submitted in writing to the Executive Committee for review and clarification. Amendments to the Constitution may be proposed by any member of the Assembly.

B. A notice that an amendment is proposed must be given by the Executive Committee to all members of the Assembly at least one week prior to the meeting where the proposed change will be introduced. The notice shall contain the proposed amendment in context or general nature of the matter.

C. The proposed amendment will be read and discussed at the Assembly meeting.

D. Proposed amendments shall not be voted on until at least one regular meeting after the introduction of the amendment.

E. At least two-thirds of the Assembly's voting membership shall approve the amendment. Then the amendment shall be come effective.

F. A notice of the amendment to the Constitution shall be distributed to all Professional Staff.
**TABLE 4:**

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Source: Office of Institutional Research
EMPLOYMENT SUMMARY BY JOB GROUP
1991 Through 2000

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EMPLOYMENT SUMMARY BY JOB GROUP
2000

GRAPH B

EMPLOYMENT SUMMARY BY JOB GROUP AND STATUS
2000

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EMPLOYMENT BY STATUS
2000

- Regular Full-Time: 71.4%
- Temporary Full-Time: 14.3%
- Temporary Part-Time: 12.4%
- Regular Part-Time: 1.9%