

**2009-2010**

**UAF Faculty Senate**

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# Directory and Handbook

UAF GOVERNANCE

# Faculty Senate Office

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## President's Memorandum

TO: Faculty Senators and Members of the Standing and Permanent Committees  
FROM: Jonathan Dehn, President, UAF Faculty Senate  
SUBJECT: 2009-10 Faculty Senate

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Welcome to all to what is sure to be an exciting and challenging year in the Faculty Senate. It is an honor to serve as President and I hope to live up to and ; APD to 10.2207d(ta)TC2010ff0Tc0.86T0003TT11Tf0.000d(an)TjC201jTC11T5es

# General Information

## Faculty Senate Meeting Calendar for 2009 2010

<b>Meeting #:</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Type</b>
160	Sept. 14, 2009	Monday	1:00 PM	Video/Audio Conference
161	Oct. 12, 2009	Monday	1:00 PM	Face to Face
162	Nov. 9, 2009	Monday	1:00 PM	Audio Conference
163	Dec. 7, 2009	Monday	1:00 PM	Audio Conference
164	Feb. 1, 2010	Monday	1:00 PM	Face to Face
165	Mar. 1, 2010	Monday	1:00 PM	Video/Audio Conference
166	Apr. 5, 2010	Monday	1:00 PM	Audio Conference
167	May 3, 2010	Monday	1:00 PM	Face to Face

### Meeting Location and Information

The meeting location for Faculty Senate meetings that are listed as audio conferences or face-to-face is the Wood Center Carol Brown Ballroom. Meetings that include video conferencing will be held at 109 Butrovich Building (when possible). Location should be verified by checking the UAF Governance web site. Meetings begin at 1:00 PM and usually end about 3:00 PM. All meetings are audio-conferenced, and as noted above, some are video-conferenced as well. Dial-in information is updated yearly, and the latest toll-free audio conference number is posted online at the Governance web site and included with each meeting agenda. From time to time a location change is necessary on short notice. Please refer to the meeting agendas or the web link shown above for the official meeting location. All meetings are public.

Faculty Senate

au17.51, Tf207.51097.51(.1.e15

Faculty Senate



## Faculty Senate Alternates – Alphabetical Listing

Melanie Arthur (11)  
Sociology, Psychology  
702A Gruening Building  
474-5426 melanie.arthur@alaska.edu

Sukumar Bandopadhyay (10)  
Mining & Geological Engineering  
311 Duckering Building  
474-6876 ffs0b@uaf.edu

Donie Bret-Harte (11)  
IAB, Biology & Wildlife  
T-6 Arctic Health Research Bldg.  
474-5434 ffmsb@uaf.edu

Vincent Cee (11)  
Music Education  
211 Fine Arts Complex  
474-5113 vcee@alaska.edu

Chris Coffman (10)  
English, Women's Studies  
866 Gruening Building  
474-5233 ffcc1@uaf.edu

Lily Dong (11)  
Business Administration  
213D Bunnell Building  
474-1993 fflcd@uaf.edu

Josef Glowa (10)  
Foreign Languages & Literatures  
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474-5462 ffjkg@uaf.edu

Brian Himelbloom (11)  
Seafood Microbiology, FITC  
118 Trident Way, Kodiak, AK 99615-7401  
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Karen Jensen (11)  
Library Collection Development  
417A Rasmuson Library  
474-6695 kljensen@alaska.edu

Diane McEachern (11)  
Human Services (Kuskokwim Campus)  
P.O. Box 368, Bethel, AK 99559  
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Chung-Sang Ng (11)  
Space Physics & Aeronomy, GI  
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474-7367 chung-sang.ng@gi.alaska.edu

Alexandra Oliveira (11)  
SFOS/FITC  
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Anupma Prakash (11)  
Geology & Geophysics, GI  
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Sue Renes (11)  
Education, Graduate Instruction  
709B Gruening Building  
474-7696 ffslr@uaf.edu

Leslie Shallcross (10)  
Home, Health & Family Dev. – CES  
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Todd Sherman (11)  
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Keith Swarner (10)  
CIOS, ITS Program  
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Dave Valentine (11)  
Forest Sciences/AFES  
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Xiong Zhang (11)  
Civil & Environmental Engineering  
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474-6172 ffxz3@uaf.edu

NOTE: This list is printed in Fall 09, and may not reflect staffing changes. See <http://www.uaf.edu/uafgov> for current lists.



2009 10 Faculty Senate by College/School/Unit

**President:**

**President-Elect:**

2009 10 Faculty Senate by College/School/Unit continued

**School of Natural Resources & Agriculture**

Representatives

Alternates

Julie L. Joly (11)

Dave Valentine (11)

Jingjing Liang (10)

**School of Education**

Representatives

Alternates

## 2009 10 Faculty Senate Committees

### ***STANDING COMMITTEES***

#### Curricular Affairs

Ken Abramowicz, SOM (10)  
Carrie Baker, CLA (10)  
Christa Bartlett, CRCD/TVC (11)  
Seta Bogosyan, CEM (10)  
Sarah Fowell, CNSM (11)  
Falk Huettmann, CNSM (11) – Chair  
Beth Leonard, SoEd (10)  
Debra Moses, CRCD/TVC (11)  
Rainer Newberry, CNSM (10)

#### Faculty Affairs

Jane Allen, CRCD/KUC (11)  
Anne Christie, CLA (10) - Convener  
Mike Davis, CRCD (10)  
Roger Hansen, GI (11)  
Kenan Hazirbaba, CEM (10)  
Cecile Lardon, CLA (11)  
Morris Palter, CLA (11)  
Jennifer Reynolds, SFOS (11)

#### Unit Criteria

Andy Anger, CRCD/TVC (11)  
Heidi Brocius, CLA (11)  
Ute Kaden, SoEd (11)  
Brenda Konar, SFOS (10) – Chair  
Sonja Koukel, CES (10)  
Julie McIntyre, CNSM (11)  
Ray Ralonde, SFOS (10)  
Tim Wilson, CLA (11)

### ***PERMANENT COMMITTEES***

#### Committee on the Status of Women

Elizabeth Allman, CNSM (10)  
Alexandra Fitts, CLA (10)  
Stefanie Ickert-Bond, IAB (10)  
Jessica Larsen, GI (11)  
Jenny Liu, CEM (11)  
Janet McClellan, CLA (11)  
Derek Sikes, CNSM (11)  
Jane Weber, CRCD (10) – Chair

#### Core Review

CLA:  
Christine Coffman, English (10)  
Christie Cooper, Communications (10)  
James Gladden, Social Sci, and Applied  
& Distance Ed (10)

Chapter

2

## Constitution and Bylaws



- Sect. 2* Voting members of the Senate must either hold academic rank with full-time continuing appointment at the University of Alaska Fairbanks or hold special academic rank with title preceded by "research" or "term".
- Sect. 3* Senate members shall be elected from and by the faculty of their respective units, as set forth in the bylaws, to two-year terms which shall be staggered to ensure continuity.
- Sect. 4* The terms of the newly elected and appointed members shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the academic year.
- Sect. 5* Any voting member of the Senate may be recalled according to the provisions of the bylaws.
- Sect. 6* Non-voting members of the Senate shall have voting privileges on any Senate committee on which they serve.

#### **ARTICLE IV - Officers**

- Sect. 1* The two officers of the Senate shall be the President and the President-Elect.
- Sect. 2* The President and President-Elect shall be elected by the elected representatives of the Senate for one-year terms. Eligible nominees for the offices of President and President-Elect shall be elected representatives and/or chairs of standing and permanent committees of the Senate.
- Sect. 3* The President-Elect, after serving for one year in this position, subject to Sections 4 and 5, will automatically become President for one year.
- Sect. 4* The term of the President may be extended for one additional year by a two-thirds majority vote of the entire voting membership of the Senate. The vote will be by secret ballot and, if passed, the term of the President and the current President-Elect will be extended for no more than one additional year.
- Sect. 5* If for any reason the President should relinquish or be recalled from office, the President-Elect will automatically and immediately assume the Presidency. The Senate shall elect a Vice President to fill out the remainder of the year at which time a new election for President-Elect will be held. The previously elevated President-Elect will complete the next academic year as President.
- Sect. 6* If for any reason the President-Elect should relinquish or be recalled from office, the Senate shall elect a President-Elect to fill out the remainder of the year at which time a new election for President-Elect will be held.
- Sect. 7* The terms of the newly elected President and President-Elect shall commence at the beginning of "New Business" of the last regularly scheduled Senate meeting of the academic year.

#### **ARTICLE V - Committees**

- Sect. 1* The requirements for membership on standing, permanent, and ad hoc committees of the Faculty Senate will be specified in the bylaws.

**ARTICLE VI - Relation to the University of Alaska Fairbanks Governance Coordinating Committee and the University of Alaska System Governance.**

*Sect. 1* The UAF Faculty Senate President and President-Elect shall represent the faculty on the University of Alaska Fairbanks Governance Coordinating Committee.

*Sect. 2* The UAF Faculty Senate President, President-Elect, and one other designee appointed by the Senate President shall represent the Senate on the University of Alaska Faculty Alliance and one will serve on the System Governance Council.

**ARTICLE VII - Meetings**

*Sect. 1* There shall be a minimum of seven regular meetings each academic year. Other meetings may be held on special call of the Administrative Committee of the Senate.

**ARTICLE VIII - Quorum**

*Sect. 1* The presence of a majority of the membership shall constitute a quorum. Presence may be established by participation in an audioconference.

**ARTICLE IX - Parliamentary Authority**

*Sect. 1* The parliamentary authority shall be the most recent version of Robert's Rules of Order.

**ARTICLE X - Amendments**

*Sect. 1* Amendments to the constitution may be proposed only by members of the Senate and copies shall be sent to all members of the Senate. Amendments must be formally read and incorporated in the minutes of a Senate meeting.

*Sect. 2* Approval of amendments to the constitution requires a two-thirds vote and cannot occur sooner than 28 days from the date of the meeting at which the amendments were first read and discussed.

*Sect. 3* Approval of amendments to the bylaws requires a majority vote.

**ARTICLE XI - Veto Powers**

*Sect. 1* The Chancellor's Office shall have the right to veto actions taken by the Senate relating to academic, research, service and faculty affairs. A Senate action shall be considered approved unless written reasons for a veto are received in the Senate Office within 30 days of that action being received by the Chancellor's Office. The Administrative Committee upon request by the Chancellor may extend the 30 day requirement.

*Sect. 2* Any action approved by the Senate and vetoed by the Chancellor's Office may be submitted to a reconciliation committee upon a two-thirds vote of the Senate. Up to three members appointed by the Senate and up to three members appointed by the Chancellor's Office shall constitute a reconciliation committee whose task it shall be to formulate recommendations to the Senate and the Chancellor's Office.

If the Senate and the Chancellor's Office are not able to resolve the impasse, then the Senate, upon a two-thirds vote, may elect to forward its previous action through the University of Alaska governance structure as provided for under Regents' policy.

## **ARTICLE XII - Faculty Referendum**

- Sect. 1* A faculty referendum on any Senate action will be called when a petition containing the signatures of ten percent of the full-time, permanent faculty is filed with the Senate Office. The Administrative Committee of the Senate will call for a Senate convocation at which time any business of the Senate may be reconsidered if the majority of the faculty eligible to elect members to the Senate, as described in the bylaws, is present at the convocation.
- Sect. 2* The convocation must take place within 21 working days after the petition is filed with the Senate Office.
- Sect. 3* The Senate actions may be modified by a simple majority vote of the members at the convocation.



## Faculty Senate Bylaws

BYLAWS  
of the  
UNIVERSITY OF ALASKA FAIRBANKS  
FACULTY SENATE

### Sect. 1 (ART III: Membership)

- A. The membership of the Faculty Senate, hereinafter referred to

would be better served by joining with another school or college, it may do so upon the mutual agreement of those units.

8. Re-apportionment will be done for the elections held in even numbered years or upon two-thirds vote of the Senate.
9. Each unit will have at least 2 representatives.

C. Election Procedure

1. Election shall be held by the academic units or the Senate office for the research institutes to provide representatives to the Senate according to Article III of the Senate Constitution. Elections and election procedures are the responsibility of the units, subject to the following:
2. A faculty member may vote for Senate representatives in only one unit. That unit must be the unit of primary appointment or, in the case of evenly split appointment, the unit of the faculty member's choice.
3. Units with full-time permanent faculty based on other than the Fairbanks campus should elect Senate representatives in a number that is at least equal to the proportion of the non-Fairbanks based FTFEs.
4. Units with faculty who teach in associate, certificate, or noncredit programs should elect representatives in proportion to such faculty.
5. Units with senior faculty should elect associate and full professors as Senate representatives in a number that is at least equal to the proportion of such faculty.
6. Units with graduate programs should elect at least one graduate faculty member.
7. Each unit shall elect at least half as many alternate representatives as representatives.

D. Vacancies

1. In the case of death, resignation, or transfer of an elected representative of the Senate, an alternate shall immediately become the representative. The president of the Senate will appoint a replacement with the concurrence of the affected constituency, and the consent of the Administrative Committee.

E. Absenteeism

1. When elected members are unable to attend the meetings, their alternates will serve.

F. Recall

1. Unethical and/or unprofessional conduct by any elected officer or member of the Senate may constitute a cause for a vote of no confidence and hence a recall. In order to recall an elected officer or member, the Senate must have a 2/3 majority vote of its total membership.

Sect. 2 (ART IV: Officers)

The President of the Senate shall be an ex-officio, non-voting member of all elected and

made for one or two years as determined by the Administrative Committee based on need.

- C. Standing committees will be constituted entirely of Senate members. Permanent committees can be constituted without Senate members.
- D. All permanent and standing committee chairs will be elected from and by the members of their respective committee and must be full-time faculty at UAF.
- E. The standing and permanent committees of the Senate are:

STANDING

1. The Curricular Affairs Committee will deal with curricular and academic policy changes on all levels except the graduate level.
2. The Faculty Affairs Committee shall review issues dealing with faculty prerogative and recommend policy changes to the Faculty Senate. Issues of faculty prerogative include academic freedom, faculty ethics, research and creative activity, and legislative and fiscal issues that may impact faculty concerns at the university. The committee will act as a faculty advocate with legislators and candidates. In its concern for fiscal issues the committee shall monitor budget appropriations to the university and evaluate any notice to the faculty of financial exigency. In performing these duties, the committee will coordinate as necessary with the relevant

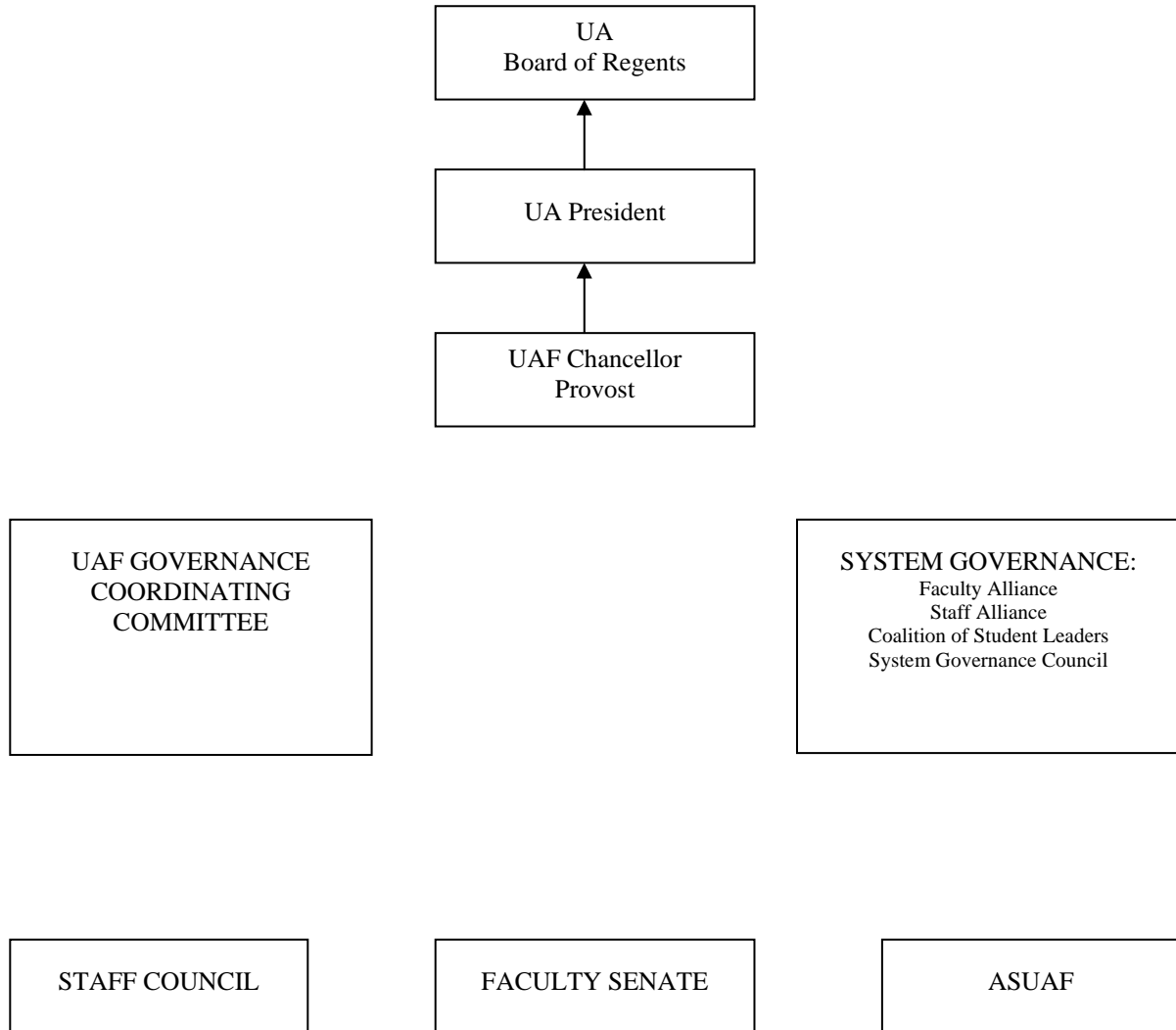


curriculum, regularly reports on assessment of the core curriculum, monitors transfer guidelines for core courses, acts on petitions for core credit, and evaluates guidelines in light of the total core experience. This committee will also review courses for oral, written, and natural science core classification.

The committee shall be composed of one faculty member from each of the core component areas: (Social Sciences, English, Humanities, Mathematics, Natural Sciences, Communication, and Library Scie



**Chart B: UAF Governance Structure**





Chapter

3

# Procedures

Administrative Support

Committees with members from outlying areas audioconference each committee meeting. Wood Center and Rasmuson Library conference rooms have audio equipment available; and the Governance Office can set up audio equipment in the Chancellor's Conference



Chapter

4

# Senate Actions

About Faculty Senate and Senate Actions

The university, as a community of

\*\*\*SAMPLE MOTION TO ESTABLISH POLICY\*\*\*

=====

The UAF Faculty Senate passed the following at its Meeting #143 on April 9, 2007:

MOTION:

=====

The UAF Faculty Senate moves to approve a policy on Retention of Course Records.



\*\*\*SAMPLE MOTION TO AMEND DEGREE\*\*\*

=====

The UAF Faculty Senate passed the following at its Meeting #129 on April 4, 2005:

**MOTION:**

=====





\*\*\*SAMPLE MOTION TO AMEND UA POLICY/REGULATION\*\*\*

=====

The UAF Faculty Senate passed the following at its Meeting #126 on December 13, 2004:

MOTION:

=====

The UAF Faculty Senate moves to recommend the amendment of Regents' Policy 04.04.040 A.1.e.(1) as follows:

[[ ]] - Deletions  
CAPS - Additions

REGENTS POLICY P04.04.040.A.1.e.(1)

**Appointment**

\*\*\*SAMPLE RESOLUTION\*\*\*

***RESOLUTION***

***ON***

***BUNNELL HOUSE***

**WHEREAS**, it was announced that the Tanana Valley Campus (TVC) is no longer able to sustain the operating costs of the Bunnell House Early Childhood Lab School during the summer months and that it will close during summer, starting in May 2008; and

**WHEREAS**, the provision of adequate childcare is a critical issue affecting all members of the university community, including faculty, staff, students, and administrators who depend on Bunnell House year-round; and

**WHEREAS**, with approximately 70 families on the Bunnell House wait list, there is a demonstrated need for expanded childcare on the UAF campus; and

**WHEREAS**, the loss of year-round childcare would have a disproportionate and negative impact on women, especially their recruitment, professional development, and retention; and

**WHEREAS**, childcare in Fairbanks is in critically short supply and the closing of Bunnell House during summers will add to the growing crisis; and

**WHEREAS**, Bunnell House has an experienced and knowledgeable permanent staff who will be unlikely to be retained if Bunnell House is closed during summer; and

**WHEREAS**, Faculty Senate/Staff Council affirms that providing on-campus childcare is critical to recruiting and retaining excellent faculty, staff, students, and administrators; and

**WHEREAS**, Faculty Senate believes the University should provide a family-friendly environment, including family-friendly policies; now

**THEREFORE BE IT RESOLVED**, That the Faculty Senate urges the UAF administration to provide the additional funds necessary to keep Bunnell House open year-round.

## About Governance

### Staff Council

UAF Staff Council provides non-bargaining non-exempt and exempt employees an avenue to help formulate new policies, change existing policies or working conditions, and other matters that affect services provided by the support staff of the University of Alaska Fairbanks. With membership elected from all non-bargaining UAF support staff, Staff Council seeks to represent all employees by helping to create a better working environment. The Council provides an avenue of exchange between the support staff and University administration.

Over the years, Staff Council has been responsible for a number of employee benefit improvements, including: an additional University holiday - Martin Luther King Day; leave share program; and a flexible work schedule. Members have worked on refining supervisory training, internal recruitment, the

## Governance Coordinating Committee

The UAF Governance Coordinating Committee provides a forum for the three individual UAF governance bodies to address common concerns that affect faculty, staff, and students. GCC exists for

## University of Alaska Board of Regents

The University of Alaska Board of Regents is an 11-member board, appointed by the Governor and confirmed by the Alaska Legislature. Members serve an 8-year term, with the exception of the student regent who is nominated from his/her campus and serves a 2-year term. The Board was established through the Alaska Constitution and is responsible for University of Alaska policy and management through the University President.

2009-2010 BOR Meeting Schedule (as of June 16, 2009; subject to change)

8/5/09	Summer Briefing Audio	1/26-27/10	Retreat (Anchorage)
9/24-25/09	Meeting (Juneau)	2/17-18/10	Meeting (Juneau)
10/30/09	Budget Approval (Fairbanks)	4/15-16/10	Meeting (Dillingham)
11/30 – 12/1/09	Meeting (Anchorage)	6/3-4/10	Meeting (Anchorage)

Visit <http://www.alaska.edu/bor/schedules/> for the current meeting schedule.

Board of Regents - Contact Information (current as of June 16, 2009)

**Cynthia Henry**, Chair (2003-2011)  
hops@gci.net  
3216 Riverview Drive  
Fairbanks, AK 99709  
907-474-0034 (home) 907-451-8526 (fax)

**Kenneth J. Fisher**, Regent (2009-2017)  
oldfarmers@msn.com  
10718 Horizon Drive  
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907-523-0800 (home)

**Timothy C. Brady**, Vice Chair (2005-2015)  
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907-243-4604 (work) 907-248-3920 (fax)

**Mary K. Hughes**, Regent (2002-2017)  
mkhughes@acsalaska.net  
1592 Coffey Lane  
Anchorage, AK 99501  
907-274-6290 (voice and fax)

**Fuller Cowell**, Secretary (2007-2015)  
fcowell@gci.net  
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907-345-7079 (home) 907-345-7078 (fax)

**Patricia Jacobson**, Regent (2007-2015)  
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907-486-3954 (home)

**Carl Marrs**, Treasurer (2005-2013)  
marco077@gmail.com  
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Anchorage, AK 99508  
907-339-7214 (work) 907-868-7582 (fax)

**Bob Martin**, Regent (2005-2013)  
bob.martin@goldebelt.com  
9354 Rivercourt Way  
Juneau, AK 99801  
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**Ashton Compton**, Regent (2009-2011)  
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49 Pepperdine Drive  
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907-723-2213 (cell)

**Kirk Wickersham**, Regent (2007-2015)  
KirkWickersham@aol.com  
280 West 34th Avenue  
Anchorage, AK 99503  
907-561-3726 (home) 907-563-2250 (fax)

**Erik Drygas**, Regent (2007-2011)  
erik-21@juno.com  
2617 Chief Alexander Drive  
Fairbanks, AK 99709  
907-479-2120 (hm)

Staff:  
Jeannie D. Phillips, Executive Officer  
sybor@alaska.edu  
University of Alaska  
P.O. Box 755300  
Fairbanks, AK 99775  
907-450-8010 (work) 907-450-8012 (FAX)

## University of Alaska System Governance

Within the University of Alaska, governance for faculty, staff and students exists because the Board of Regents authorized its existence in Regents Policy 03.01.01. Governance has been formally recognized in Regents Policy since 1968, although it has taken many forms over the years to meet the needs of faculty, staff and students.

Prior to the 1993-1994 academic year, staff, students, faculty and alumni were represented through the University of Alaska General Assembly, previously known as the Statewide Assembly. The General Assembly Executive Committee was usually made up of staff and faculty and conducted most of the regular business on issues not only of concern to the whole body, but also issues of interest to specific constituents. The need for each constituent group to have an organization to represent them led to the 1993 restructure10(b)-5(ly,-)9( pr)]TJy, pr0 Tc 0 Tw -10.641 /gl4 iTe 1UA Faclay oAlliace t iex-5(ivte)c iSue-5(e)-5(e)5(m)-5(t tLed)-5(e)s tnd toe o Gfv-5(e)-1(sn)-5( a)-5(ce )6(1C)-5(fu)-5(ceil.)TJ-0.0016 Tc 0.0029 Tw 121.5330 Td[

## Useful Web URLs

### Governance

UAF Governance	<a href="http://www.uaf.edu/uafgov/">http://www.uaf.edu/uafgov/</a>
Course & Degree Procedures	<a href="http://www.uaf.edu/uafgov/fs_curriculum.html">http://www.uaf.edu/uafgov/fs_curriculum.html</a>
Syllabus Requirements	<a href="http://www.uaf.edu/uafgov/fs_curriculum.html">http://www.uaf.edu/uafgov/fs_curriculum.html</a>
Academic Policies	<a href="http://www.uaf.edu/uafgov/fs_policies.html">http://www.uaf.edu/uafgov/fs_policies.html</a>
Dept. Chair Policy	<a href="http://www.uaf.edu/uafgov/fs_policies.html">http://www.uaf.edu/uafgov/fs_policies.html</a>
UA System Governance	<a href="http://www.alaska.edu/governance">http://www.alaska.edu/governance</a>

### Academic Links

UAF Academic Calendar	<a href="http://www.uaf.edu/catalog/catalog_09-10/acad_calendar.html">http://www.uaf.edu/catalog/catalog_09-10/acad_calendar.html</a>
UAF Catalog – online	<a href="http://www.uaf.edu/catalog/">http://www.uaf.edu/catalog/</a>
UAF Provost’s Office	<a href="http://www.uaf.edu/provost">http://www.uaf.edu/provost</a>
Promotion & Tenure - UNAC	<a href="http://www.uaf.edu/provost/">http://www.uaf.edu/provost/</a> Click link on page: “Promotion & Tenure”
Unit Criteria	<a href="http://www.uaf.edu/provost/UnitPeerCriteria/index.html">http://www.uaf.edu/provost/UnitPeerCriteria/index.html</a>

### Labor Relations

United Academics information	<a href="http://www.alaska.edu/labor/unac/">http://www.alaska.edu/labor/unac/</a>
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## Useful Dates for AY2009 10

<b>FALL SEMESTER 2009</b>	
First day of instruction	Thursday, Sept. 3
Labor Day (most offices closed)	Monday, Sept. 7
Thanksgiving holiday (most offices closed)	Thursday – Sunday, Nov. 26 – 29