

# Faculty Senate Bylaws

Revised & Updated March, 2008

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## I. NATURE AND PURPOSE

The Faculty Senate is the elected legislative and deliberative faculty body whose primary purpose is to represent the UTA faculty. The Faculty Senate reviews and formulates policy and enacts legislation on all matters pertaining to the professional concerns, duties, standards, ethics, responsibilities, privileges, and perquisites of the faculty of The University of Texas at Arlington. The Faculty Senate represents the faculty of UTA to the UTA Administration, UT-System Administration, the Board of Regents of The University of Texas System, and such other parties as may be appropriate or necessary.

The Faculty Senate does not initiate legislation within the jurisdiction of the Graduate Assembly, the Undergraduate Assembly, or the faculties of the various departments and schools or colleges. However, the Faculty Senate acts with the Undergraduate and Graduate Assembly in approving amendments to the Handbook of Operating Procedures. The Faculty Senate exercises faculty responsibility in all matters not directly pertaining to the academic calendar, graduate and undergraduate curricula and degree certifications, and the internal budget of any instructional component of the University. However, the Faculty Senate may deliberate on these and all other matters and forward the results of its deliberations to the appropriate faculty or administrative body or officer for consideration.

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## II. FUNCTIONS

The Faculty Senate is the legislative body of the faculty of The University of Texas at Arlington. As such, its functions include, but are not limited to, the following responsibilities:

- A. To formulate policy and to enact legislation on all matters pertaining to the professional concerns, duties, standards, ethics, responsibilities, privileges, and perquisites of the faculty of The University of Texas at Arlington;
- B. To formulate policy and to enact legislation to guarantee academic freedom and equity to the faculty of the university;
- C. To formulate policy and to enact legislation to promote the University of Texas at Arlington to an institution of the first class;
- D. To legislate faculty rules of procedure;
- E. To approve legislation, requiring submission to the Board of Regents, by the college or school faculties or their representative bodies;
- F. To review relative to actual practice and, if necessary, revise policies formulated and enacted by the senate on all matters pertaining to A, B, C, D, and E above. The Operating Procedures Committee will review existing policies on an annual basis to determine which policies may need revision.
- G. To advise the Board of Regents on important matters of academic policy under their consideration that would affect the faculty of The University of Texas at Arlington;
- H. To present the view of the entire faculty to the administration and to the Board of Regents;
- I. To act with the appropriate Assembly (Undergraduate or Graduate) in approving amendments to the Handbook of Operating Procedures (HOP); and
- J. To approve nominations to the rank of Professor Emeritus.

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### III. MEMBERSHIP

- A. The membership of the Faculty Senate shall be as specified in the Handbook of Operating Procedures. The President of the Student Congress shall also be an ex officio, non-voting member of the Faculty Senate.
- B. All full-time faculty, up to and including chairs of departments in administrative rank, shall be eligible for membership.

C. All eligible full-time faculty, as determined by each department, shall act as department electors.

D. The term of a senator shall be two years, one half the members to be elected each year. No person may serve more than three consecutive terms. However, a Senator elected to serve out the unexpired term of a resigned Senator shall be eligible to serve three consecutive terms on his/her own. The term of office shall be 1 January to 31 December.

E. Upon election to the position of Chair-Elect of the Faculty Senate, a senator becomes an ex-officio member of the Senate with a four-year non-voting term of office consisting of one year as Chair-Elect, two years as Chair, and one year as Vice Chair. The departments that the Chair and Chair-Elect/Vice Chair represent shall elect other senators to represent them as voting members.

F. Members of the Senate shall be provided with the Faculty Senate Bylaws and any other related material at least five (5) working days before the first meeting of the academic year.

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#### IV. SENATE OFFICERS.

A. The Faculty Senate Officers shall be:

Chair

Vice Chair

Chair-Elect

Secretary

Parliamentarian

Texas Council of Faculty Senates Representative

Note: As an elected officer of the Faculty Senate, the Texas Council of Faculty Senates Representative will have the following responsibilities:

Attend Texas Council of Faculty Senates meetings

Serve on the Faculty Senate Presidential Advisory Committee

Give a verbal report of Texas Council of Faculty Senates meetings at Faculty Senate Meetings

Provide a written report of Texas Council of Faculty Senates meetings to the Faculty Senate Chair.

## B. Election of Officers

### Nominations

A nominating committee shall be appointed by the Chair at the second regularly scheduled meeting of the Senate in the Fall Semester. The committee shall consist of one senator from each undergraduate college and one senator representing the School of Social Work, the School of Urban and Public Affairs, the School of Architecture, the School of Nursing, and the College of Education. The committee will select its own chair and prepare a slate of nominees. The slate will be presented to the Senate at the next regularly scheduled meeting. Those senators whose terms expire before the first Senate meeting the following Spring semester are ineligible to take office as Secretary, Parliamentarian, or Texas Council of Faculty Senates Representative unless they have been legally elected by their department or unit for the next year. Eligibility to serve as Chair-Elect of the Faculty Senate shall require either current membership on the Faculty Senate or past membership.

### Election

The election of officers shall be held at the third regularly scheduled meeting of the Fall semester. The chair of the Nominating Committee shall preside over the election. Nominations may be taken from the floor and added to the ballot. Each office will be voted on separately, beginning with that of Chair. Election shall be by secret ballot if there is more than one candidate.

## Sequencing of Election of Chair-Elect, Chair, and Vice Chair

In the first year of the Chair's term, the position of Vice Chair will be filled by the immediate past Chair. At the end of the first year of the Chair's term, a Chair-Elect will be chosen. The Chair-Elect will serve as Vice Chair for one year, then will assume the office of Chair at the end of the final regularly scheduled meeting of the Fall semester in which he/she was elected. A quorum of the Faculty Senate must be present and a simple majority of the voters will be sufficient to elect each officer.

C. The newly elected officers shall succeed the present officers at the conclusion of the final regularly scheduled meeting of the Fall semester in which they were elected.

D. The officers of the Senate shall be eligible for service on the statutory and standing committees of the Senate.

E. If the Chair is not able to serve the second year of the term of office, the Chair-Elect shall assume the office of Chair. A special election will be held for a Vice Chair.

F. If an officer changes departments during a term of office, the former department can elect a new representative, and the officer can finish serving the elected term.

## V. MEETINGS

The Faculty Senate shall meet at least three (3) times each semester. A schedule of these meetings shall be published annually in the university calendar. Special meetings of the Faculty Senate may be called by the Chair of the Senate or upon request of one-third of the Senate. All faculty members are privileged to attend Senate meetings.

A. For the conduct of all formal business of the Faculty Senate, the authority shall be the most recent edition of Robert's Rules of Order, unless exceptions to those rules are incorporated in the Bylaws. The Parliamentarian shall be the authority on the content of the Rules and Bylaws.

B. A quorum shall be constituted by the presence of one-half of the Senate's voting members.

C. The Chair of the Faculty Senate, or in his or her absence the Vice Chair, shall preside over Faculty Senate meetings.

#### D. Agenda

The Secretary of the Faculty Senate, with the assistance of the Chair-Elect/Vice Chair, shall be responsible for the publication of the agenda for regularly scheduled Senate meetings. A senator may place an item on the agenda by communicating that item to the Secretary no later than ten (10) working days prior to the date of the meeting. The Secretary shall send an agenda to each member of the Senate at least five (5) working days prior to the scheduled Senate meeting. Items of business not appearing on the Faculty Senate Agenda may be brought up from the floor. The form of the Faculty Senate Agenda will normally follow the Senate Order of Business.

E. Faculty Senate Order of Business.

Opening

Approval of Previous Minutes

Remarks by the President of the University

Remarks by the Provost

Committee Reports

Equity & Ethics

Academic Freedom and Tenure

Operating Procedures

Budget Liaison

Academic & Student Services

Special Projects

Old Business

New Business

Announcements

## Adjournment

### F. Voting Procedure.

The officers of the Senate shall be elected by secret ballot. In the normal course of business a voice vote will be employed to arrive at the decisions of the Senate. At the discretion of the Chair or at the request of any member, a further division, either by standing or by raising hands, shall be employed. Upon request of five (5) members, a roll call ballot shall be employed. Balloting by mail or the use of proxies shall not be allowed. At the request of any member, a secret ballot may be employed, but only on individual personnel matters. The secret ballot takes precedence over all other forms of voting.

### G. Minutes of the Faculty Senate

The Secretary of the Faculty Senate, assisted by the Chair Elect/Vice Chair shall be responsible for keeping the minutes of all meetings of the Senate. The minutes are to be complete, including all supporting documents. A copy of the Minutes, complete, is to be kept by the Secretary and transmitted by him or her to the next elected Secretary. Another complete copy of the Minutes is to be deposited in the Library. Other complete copies may be distributed as required. The Secretary shall distribute copies of the Minutes to each faculty member of The University of Texas at Arlington. A copy of each approved Minutes of the meetings of the Faculty Senate shall be transmitted to the Board of Regents.

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## VI. FACULTY SENATE LEGISLATION

A. Legislation of the Faculty Senate, requiring approval of the Board of Regents, shall not be effective unless and until approved by the Board.

B. Legislation enacted by the Faculty Senate shall not be presented to the Board of Regents until it has received the consideration and recommendation of the Chancellor of the System. Legislation enacted by the Faculty Senate must be forwarded to the Board of Regents via the Chancellor of the System within four weeks of the date of its enactment or returned by the President of The University of Texas at Arlington to the Senate for reconsideration. The President of The University of Texas at Arlington shall provide the Senate with a statement setting forth his/her reasons for requesting reconsideration. After reconsideration by the Senate and upon request of the Senate, these legislative actions must be sent to the Board of Regents via the Chancellor of the System within four weeks. On

request of any member of the Senate, a minority report shall accompany the action of the Senate.

C. The Faculty Senate shall be informed through administrative channels of the action taken by the Board of Regents. Except where the Board has specifically authorized procedure for placing into effect emergency faculty legislation without prior Board approval. Faculty Senate legislation shall become effective only upon approval of the Board or at such later time the Board shall specify. The Secretary of the Faculty Senate shall be notified of the Board action, and notice of such action shall be included in the official Minutes of the Faculty Senate.

D. Upon approval of the Board of Regents, Faculty Senate legislation shall be included in, or published as a supplement to, the Faculty Handbook of The University of Texas at Arlington.

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## VII. FACULTY SENATE COMMITTEES

### A. Statutory Committees.

#### 1. **Executive Committee.**

This committee is composed of the officers of the Faculty Senate. This committee shall be responsible for calling meetings, circularizing the faculty for agenda items and preparing the agenda for each meeting, conducting the meetings, and distributing the minutes to all voting members of the faculty.

#### 2. **The President's Advisory Committee.**

The Chair, the Chair-Elect/Vice Chair, the Texas Council of Faculty Senates representative and five members of the Faculty Senate (one from each undergraduate college and one representing the School of Social Work, the School of Urban and Public Affairs, the College of Education, the School of Architecture, and the School of Nursing, collectively) shall act as a faculty advisory committee to the President and the Provost. The Committee shall meet with the President and Provost prior to each Senate meeting. The senators from each undergraduate college and those from the School of Social Work, the School of Urban and Public Affairs, the School of Education, the School of Architecture, and the School of Nursing

shall elect annually from their number one member to the advisory committee at the first meeting of the Senate in the Spring semester.

### **3. Committee on Equity and Ethics**

1. The Committee on Equity & Ethics shall consist of five members, one from each undergraduate college and one representing the School of Social Work, the School of Urban and Public Affairs, the College of Education, the School of Architecture, and the School of Nursing, collectively.

2. The senators from each undergraduate college and those from the School of Social Work, the Institute of Urban Studies, the College of Education, the School of Architecture and Environmental Design, and the School of Nursing shall elect annually from their number one member to the Committee on Equity & Ethics at the first meeting of the Senate in the Fall semester.

3. The purpose of this committee is to hear any faculty member or associate of the faculty who feels that he or she has not been given equitable treatment in matters other than those pertaining to tenure, termination or nonrenewal of appointment of faculty, or academic freedom.

4. The individual seeking equity shall exhaust all administrative avenues up to and including the Provost before taking his or her case to the Committee on Equity. The results of the hearing before the Equity Committee shall be reported to the President for consideration and action.

5. This committee is also concerned with broad ethical policies. It recommends changes that need to be made to eliminate alleged violations

### **4. Committee on Tenure and Academic Freedom**

1. This committee shall consist of five members, one from each undergraduate college and one representing the School of Social Work, the School of Urban and Public Affairs, the **College** of Education, the School of Architecture, and the School of Nursing, collectively.

2. The senators from each undergraduate college and those from the School of Social Work, the School of Urban and Public Affairs, the **College** of Education, the School of Architecture, and the School of Nursing shall elect annually

from their number one member to this committee at the first meeting of the Senate in the **Spring** semester.

3. The committee shall advise the President on policy concerning faculty tenure, academic freedom, and responsibilities.

5. A Senator may serve concurrently on only one of the following: Presidential Advisory Committee, Committee on Equity, Committee on Tenure and Academic Freedom and Responsibilities.

## B. Faculty Senate Standing Committees.

The following committees shall be appointed by the chair at the beginning of each academic year.

### 1. **Operating Procedures Committee.**

The function of this committee involves the internal operations of the Senate. It is concerned with the Handbook of Operating Procedures and acts as the administrative arm of the Senate.

### 2. **Academic and Student Liaison Committee.**

This committee is concerned with broad policies and acts as a liaison between the Senate and the Graduate and Undergraduate Assemblies. This committee is also charged with problems relating to student life and student activities. The President of the Student Government shall also be an ex officio, non-voting member of this committee.

### 3. **Special Projects Committee.**

The function of this committee is to handle any item that does not fit logically somewhere else. Its charge specifically includes the Professor Emeritus award selections, which are made directly to the President.

### 4. **Budget Liaison Committee.**

This committee involves itself with any action concerning the budget and works with the President, the Provost, and the Vice President for Business Affairs.

C. The Senate shall receive annual activity reports and reports relating to general policy from the following university committees:

1. Hearing Panel and Committees
2. Long Range Planning Committee
3. Committee on Committees
4. Committee on Rules and Elections
5. Commencement Committee
6. Committee on Faculty Development Leaves
7. University Library Committee
8. Scholarship, Loans, and Awards Committee
9. University Committee on the Status of Women and Minorities.

D. Such other committees as are deemed necessary for the efficient exercise of its responsibilities shall be constituted by the Senate from among its members.

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## VIII. AMENDMENT OF THE FACULTY SENATE BYLAWS

A. Proposals for changes in the Bylaws may be placed on the agenda of any regular or special meeting of the Faculty Senate and distributed in writing to members. Proposed changes shall not be acted upon until the next meeting of the Senate, or if proposed in the last meeting of a semester, will not be acted on until the second meeting of the ensuing semester.

B. Two-thirds of the members present must approve the change in order for it to take effect.

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