

Appendix B: Faculty Assembly and Faculty Advisory Council Constitution and By-Laws

B.1 Constitution

B.2 By-Laws

Appendix B.1: Constitution

The Faculty Assembly operates under its own constitution and bylaws to consider matters of interest to the faculty and to make recommendations to the provost and university president.

To address the needs of faculty issues more efficiently, a smaller group representing the Faculty Assembly (smaller group henceforth called the Faculty Advisory Council) was created.

Membership in the Faculty Assembly is specified in Article I. The Assembly provides a forum for faculty to discuss academic and institutional matters and ensures that a broad range of faculty voices are heard by convening meetings to share information and host guest speakers, including university leadership and staff. Members also elect Council Members and nominate candidates for leadership roles in the Faculty Advisory Council (FAC), supporting the collaborative relationships essential to effective shared governance.

The FAC is the representative voting group within the Faculty Assembly. Members include voting Council Members and the Executive Committee. The Faculty Advisory Council serves as the Assembly's voice, by providing a forum for discussion, conducting business on behalf of the Assembly, and supporting shared governance by advising the administration while safeguarding academic freedom and professional responsibilities.

Preamble

The Faculty Advisory Council is the representative body of the Faculty Assembly and is its representative between its meetings:

1. Providing a forum wherein any matter associated with the institution can be freely discussed by any faculty member.
2. Enabling the faculty to reach informed decisions on academic matters.
3. Advising the administration on non-academic matters.
4. Giving the faculty voice in issues of academic freedom, professional rights, and professional responsibilities in the university community.

Article I: Membership

The Faculty Assembly consists of all persons who hold a current non-administrative appointment to a full-time faculty position (lecturer or teaching/clinical/tenure-track assistant professor, associate professor, or professor) and who is on a 9-month contract.

Article II: Officers

Section 1 Officers and nominations for appointment

The Faculty Advisory Council shall have a presiding officer, who shall be titled President; associate presiding officer, who shall be titled Vice President; and Secretary. If a college is not represented among these individuals, there will be an at-large officer nominated from that particular unit.

Each year, Assembly members shall elect nominees for the positions of FAC Vice President and FAC Secretary, provided the candidates for these positions affirm their willingness to serve if elected and appointed by the university president. The results of these elections shall be submitted to the university president as nominations for timely appointment. The university president may consider these nominations but is not bound by them and may choose a different member from the Faculty Advisory Council or Faculty Assembly for appointment to the officer role. The duties of these officers are established in these by-laws. These officers shall serve as non-voting members of the Faculty Advisory Council and shall constitute the Executive Committee of both the Faculty Advisory Council and the Faculty Assembly.

Each officer shall serve a one-year term. Upon completion of the term of the associate presiding officer, the Vice President shall be nominated each year for appointment by the university president as Faculty Advisory Council President for the following academic year. The university president may consider these nominations but is not bound by them and may choose a different member from the Faculty Advisory Council or Faculty Assembly for appointment to the President role. Upon completion of their term as President, that individual shall serve the subsequent year as Past President, functioning as a non-voting, ex-officio member of the Executive Committee to provide continuity and advisory support.

Section 2 Vacancy of presidential office

If the office of the FAC President becomes vacant, the Vice President of the FAC shall be nominated for appointment by the University President to become FAC president for the remainder of the President's term. An election will be held immediately to select a nominee for the vacant Vice President position.

Article III: Executive Committee

The FAC Executive Committee shall consist of the President, Vice President, Secretary, and immediate Past-President of the Faculty and FAC. When an academic college(s) has no member on the committee, one member from the unrepresented college(s) shall be elected to the Executive Committee by the Faculty Assembly immediately following the appointment of the officers. The Executive Committee shall prepare an agenda for meetings of the FAC and Assembly and conduct other business. The FAC, by a majority vote, may empower the Executive Committee, or any other committee of the Assembly to act for it and the Assembly in any particular matter, or well-defined class of matters. A majority of the Faculty Assembly or the FAC may rescind such power at any time by vote of the respective body.

Article IV: Faculty Advisory Council

The Faculty Advisory Council shall serve as the representative body of the Faculty Assembly. In addition to the aforementioned officers, the FAC shall be comprised of representatives from each of the academic colleges (three elected Council Members from each college, plus one

Representative appointed by the university president). The Faculty Assembly shall elect three Council Members to serve staggered two-year terms. Council Members from each college must include at least one tenured and one untenured member. Representatives of each college shall be elected by a vote of the faculty of that college.

A member of the FAC elected by a vote of the faculty of the member's respective college or school serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Separately, each college shall nominate one representative for possible appointment by the university president to serve a one-year term as the presidentially appointed representative for that college. The president may consider the college's nomination but is not bound by it and may appoint any member of the Faculty Assembly to serve in this role.

A representative appointed by the university president may be reappointed to serve in the appointed representative position for up to six consecutive one-year terms. After completing six consecutive terms, the appointed representative may not be reappointed to this position until two years have passed since the conclusion of their most recent term. There will be no special or additional duties for this position.

Section 1: Voting

At Faculty Advisory Council meetings, only duly elected Council Members are allowed to vote; officers shall be non-voting. All matters voted on shall be determined by a majority of the quorum except where this constitution or its bylaws provides otherwise.

All votes concerning curriculum or votes of no confidence will be conducted in the Faculty Advisory Council. For any such vote, the names of members in attendance shall be recorded in the official minutes.

Section 2: Elections

All elections for service to the Faculty Assembly committees, for the three Faculty Advisory Council elected Council Members, nominations for Faculty Advisory Council appointees (including one Representative per college), and Faculty Advisory Council officers will be the responsibility of the FAC Secretary and/or the Vice President.

1. All nominations and elections shall be conducted using web-based media.
2. Elections will be held during spring semester and will begin the week following Spring Break.
3. Elections will be conducted in three phases.
 - a. Phase 1: Nominations for FAC Executive Committee
 - b. Phase 2: FAC elected Council Members and nominations for presidentially appointed representative
 - c. Phase 3: FAC Committees
4. Each phase will last for two weeks.

- a. Week 1: Call for nominations and creation of candidate list
- b. Week 2: Elections

Section 3: Removal from office

Any elected Representative may be recalled by a two-thirds vote of all qualified voters in the Representative's college. A successful recall shall be effective immediately upon tabulation of all ballots cast. A recall election shall be held upon receipt by the FAC Executive Committee of a written petition signed by at least five members of the tenure-track or tenured faculty members in the Representative's college, thereby setting the basis for recall. A copy of the petition shall be provided to the Representative who is the subject of the petition. Announcement of a pending recall election shall be published in the agenda for the next Faculty Advisory Council meeting, and the Representative whose recall is being sought shall be afforded the opportunity to address the Faculty Advisory Council at that meeting if they so desire. At the Faculty Advisory Council Executive Committee's discretion, other members of the faculty may be permitted a reasonable opportunity to address the body, either in favor of or in opposition to the recall petition. A recall election shall then be conducted within 14 days after the meeting.

Article V: Meetings

The Faculty Assembly shall meet before each Faculty Advisory Council meeting. The Faculty Advisory Council shall meet at least once each month during a regular academic year. The Executive Committee may cancel regular meetings of either body when no items of business are pending. The Executive Committee may call additional legitimate meetings of the Assembly at its discretion with a three working-day e-mail notice or of the FAC with a seven-day public notice. A quorum of the FAC shall be defined as two-thirds of the members of the FAC. All meetings of the Faculty Assembly and FAC shall be conducted in accordance with this constitution and its bylaws.

All Faculty Advisory Council meetings at which more than 50% of Council Members are present shall be open to the public and broadcast over the Internet with live video and audio, and include an agenda posted on the university website at least seven calendar days in advance.

When a question of procedure that cannot be resolved by these documents is raised, the guide shall be Robert's Rules of Order.

Article VI: Adopting Procedures

This constitution and its bylaws - and any subsequent changes - shall be effective when approved by a simple majority of the Faculty Advisory Council members, subject to final approval of the Provost.

Article VII: By-Laws and Constitution

The Faculty Advisory Council may adopt or amend the bylaws or constitution only as follows:

1. at a regularly scheduled FAC meeting by a two-thirds vote of the members present provided that the proposed bylaw or amendment, having been read at a prior meeting, is newly amended; or;
2. at a regularly scheduled meeting by unanimous consent;
3. or at a regularly scheduled FAC meeting by a majority vote of the members, provided that the bylaw or amendment has been read at a prior meeting of the FAC in the exact form in which it is to be finally adopted.

Appendix B.2: By-Laws

Article I: Membership

When an individual's membership in the Faculty Advisory Council or Faculty Assembly is in doubt, the facts of the individual's status shall be gathered by the Secretary and presented to the FAC President at a regular meeting. The President shall decide the issue.

Article II: Meetings

Meetings of the Faculty Assembly and Faculty Advisory Council shall be open to any Faculty Assembly member and shall be open to any visitor except in cases where the privacy of an individual is likely to be at issue. In these cases, the FAC may restrict a FAC meeting to Council Members only with a majority vote. Faculty Assembly may also be restricted in these cases by a majority vote of the Assembly members present. Non-members may be asked to address the Assembly or FAC or to speak at meetings. The FAC President may request non-voting members and non-members to address the appropriate groups or to speak at the appropriate meetings.

Article III: Duties of Officers and Council Members

The duties of the officers shall be as follows:

President

The President shall

1. Preside over all meetings of the Faculty Advisory Council and the Faculty Assembly,
2. Be ex-officio non-voting member of all Faculty Assembly and FAC meetings,
3. Chair the Executive Committee,
4. Transmit decisions, recommendations, and resolutions passed by the FAC to appropriate administrative personnel,
5. Receive requests and responses from administrative personnel,
6. Propose and supervise the budget and expenditures of the Faculty Assembly
7. Serve as a representative to the Texas Council of Faculty Advisory Councils and the Texas A&M Assembly of Faculty Advisory Councils, and
8. Deliver the "President's State of the Assembly " address to the Faculty Assembly at least once per long semester.
9. In recognition of the time required to preside over meetings, communicate recommendations to the administration, maintain relationships with faculty and administrators, coordinate with

faculty governance bodies across the state, consult on matters affecting the faculty, and consider the best interests of the academic community, the President's instructional workload may be adjusted by the Provost. Such adjustments may include alternate duties equivalent to up to one 3-credit-hour course per fall and spring semester. Any workload modification shall be made solely to support the effective operation of the university and shall not be considered additional compensation or a personal benefit.

Vice President

The Vice President shall

1. Assume the duties of the President in his/her absence,
2. Assist the President and the Secretary with their duties,
3. Act as parliamentarian in Faculty Assembly and FAC meetings,
4. Serve as a representative to the Texas Council of Faculty Advisory Councils and the Texas A&M Assembly of Faculty Advisory Councils, and
5. Serve as Chair of the Policy Review Committee.
6. Coordinate livestreaming of Faculty Advisory Council Meetings to the public, and post FAC meeting agendas, curriculum changes and links at least seven days ahead of any Faculty Advisory Council meeting in collaboration with appropriate parties.

Secretary

The secretary shall

1. Record, publish and maintain a file of minutes of each meeting of the Assembly, FAC, and Executive Committee,
2. Keep a roll of members and guests present at each meeting,
3. Carry on correspondence for the Assembly and FAC,
4. Curate and archive all Faculty Assembly and Faculty Advisory Council documents, and
5. Act as treasurer when necessary.

FAC Council Members

The Council Members shall

1. Represent their college faculty,
2. Attend Faculty Assembly and FAC meetings,
3. Give reports back to the colleges and departments on happenings that come up in Assembly and FAC meetings, and
4. Serve on university committees as appointed by the FAC executive committee.

Article IV: Standing Committees

All committees are to report the name of the committee chair to the President of the Faculty Advisory Council by September 30.

All committees are to provide to the secretary of the FAC a schedule of meeting times and a summary of each meeting within three days following the meeting, to the extent that privacy is not violated.

All faculty members serving on a standing committee, temporary committee, or task force are expected to carry out their responsibilities in a conscientious and ethical manner, fully participate, and make a meaningful contribution to that body.

Importantly, faculty members are to be objective in their professional judgment of colleagues. If a committee has a documented history of conflict or personal animus with another faculty member whose interests will be affected by the committee's recommendation, the committee members shall recuse themselves from all discussions and decision-making pertaining to the other individual.

The standing committees of the Faculty Advisory Council are as follows:

The Faculty Advisory Council Executive Committee

Composition

The Executive Committee shall consist of the President, Vice President, Secretary, and immediate Past President of the FAC. When an academic college(s) has no member on the committee, one member from the unrepresented college(s) shall be elected to the committee by the Faculty Assembly immediately following the election of the officers of the FAC.

Election

The election of nominees for Executive Committee members, excluding the Faculty Advisory Council President, shall be held during the spring semester of the academic year prior to the year of their service. This election will be carried out by secret and/or electronic ballot. Following the election, the names of the elected officers shall be submitted to the university president as nominations for formal appointment. The vice president of the preceding year and the other newly elected members of the Executive Committee shall assume their offices upon appointment by the university president, which is expected to occur no later than two weeks prior to the beginning of classes in the academic year of service. The university president may consider these nominations but is not bound by them and may choose a different member from the Faculty Advisory Council or Faculty Assembly for appointment to the officer role.

Duties

In addition to duties specified under Article III of the Faculty Assembly constitution, this committee shall

1. Call all meetings of the Assembly and FAC by written announcement and circulate an agenda to each Assembly member no fewer than seven working days prior to any regular meeting and no fewer than two working days prior to any additional meeting,
2. Place on the agenda any issue presented in writing by an Assembly,

3. Appoint members of all ad-hoc committees of the Assembly,
4. Consult with any members about matters of possible interest to the Assembly or FAC, and
5. Conduct all elections of the Assembly and its committees including the election of Council Members to the FAC.

Core Curriculum Committee

Composition

The committee shall consist of two Faculty Assembly members from each academic college, one being a Representative and one being at-large. One newly elected Representative from each college will be appointed by the Faculty Advisory Council Executive Committee to serve a 2-year term when a Representative seat is vacant. One at-large member from each college will be elected to serve a 2-year term when an at-large seat is vacant.

Members shall, in accepting nomination, verify that they have regular undergraduate teaching assignments. (Ideally, members should teach regularly in the core curriculum.) In addition to the elected members, the chair of the committee shall be appointed for a two-year term by the President of the Faculty Advisory Council/Assembly in May of even-numbered years. Chair appointments shall alternate between the College of Liberal Arts and Social Sciences and College of Natural and Applied Science. The chair shall preside over the meetings and set the agenda. The chair of the committee shall be a Faculty Assembly member in good standing, be regularly assigned as instructor of a core course, and shall have had experience on the Core Curriculum Committee.

Undergraduate Affairs Committee

Composition

This committee shall consist of two Faculty Assembly members from each academic college to be elected to staggered two-year terms. Members of this committee must be tenured, hold tenure-track appointments, or be on teaching-track or clinical track. The committee shall elect its own chair from the returning members at its first meeting each academic year.

Election

The college at-large Council Members will be elected to a two-year term by the faculty of the respective college during the spring semester of the year prior to service when a seat will be vacated.

Duties

This committee shall

1. Decide when the committee will meet each month for the year and communicate it to the FAC secretary for posting,

2. Post all documents to be reviewed at a monthly meeting to the appropriate channel at least one week before the meeting and invite affected parties to the committee meeting,
3. Recommend to the Faculty Advisory Council for or against all proposed curricular changes, including new courses, changes in existing courses, new degree programs, changes in existing degree programs, and deletion of courses or degree programs,
4. Work with the administration on long-range curricular needs and the design of programs to meet those needs,
5. Monitor and recommend to the Faculty Advisory Council actions concerning requirements for student admission and retention,
6. Monitor and recommend to the Faculty Advisory Council actions concerning academic honesty policies in consultation with the Graduate Studies Committee,
7. Conduct academic program review and make program recommendations to the Faculty Advisory Council and the provost,
8. Conduct academic program review jointly with the Graduate Studies Committee and make program recommendations to the Faculty Advisory Council and the provost (Chairs of the two committees will appoint two members each, representative of the four colleges, to serve on a joint program-review subcommittee), and
9. Meet monthly during the fall and spring semesters. If possible, the meeting should be at least nine days prior to the regularly scheduled Faculty Advisory Council/Assembly meeting, so that an agenda can be set and published at least seven days in advance, in accordance with notice requirements.

Graduate Studies Committee

Composition

This committee shall consist of two Assembly members from each academic college to be elected to staggered two-year terms. Members of this committee must be on the graduate faculty and must be tenured, hold tenure-track appointments, or be on teaching-track or clinical track. The committee shall elect its own chair from the returning members at its first meeting each academic year.

Election

The college at-large Council Members will be elected to a two-year term by the faculty of the respective college during the spring semester of the year prior to service when a seat will be vacated.

Duties

This committee shall

1. Decide when the committee will meet each month for the year and communicate it to the FAC secretary for posting,

2. Post all documents to be reviewed at a monthly meeting to the appropriate channel at least one week before the meeting and invite affected parties to the committee meeting,
3. Develop and maintain criteria that distinguish graduate level study,
4. Recommend to the Faculty Advisory Council for or against all proposed curricular changes, including new courses, changes in existing courses, new degree programs, changes in existing degree programs, and deletion of courses or degree programs,
5. Work with the administration on long-range curricular needs and the design of programs to meet those needs,
6. Monitor and recommend to the Faculty Advisory Council actions concerning requirements for graduate admission and retention,
7. Monitor and recommend to the Faculty Advisory Council actions concerning academic honesty policies in consultation with the Undergraduate Affairs Committee,
8. Review academic college recommendations for the awarding of graduate faculty status and submit its views to the provost,
9. Conduct academic program review jointly with the Undergraduate Affairs Committee and make program recommendations to the Faculty Advisory Council and the provost (Chairs of the two committees will appoint two members each, representative of the four colleges, to serve on a joint program-review subcommittee), and
10. Meet monthly during the fall and spring semesters. If possible, the meeting should be one week prior to the regularly scheduled Faculty Advisory Council/ Assembly meeting.

Promotion and Tenure Committee

Composition

This committee shall consist of two tenured Assembly members from each academic college, each of whom must be full-time with the rank of associate professor or higher in a non-administrative position. Where possible, the Council Members from a college should include one associate professor and one professor. Members **do not serve as college representatives** but are to bring to their deliberations an institutional perspective combined with the standards of the academic professoriate in the broadest sense. Members voting on promotion recommendations must have a rank equal to or higher than the rank requested by the candidate. The term of service shall be two years. One member from each college shall be replaced each year. The committee shall elect its own chair (with voting privileges) from among those in their second year of service. Faculty members currently serving on the university P&T committee will have voting privileges on the university committee but will not have voting privileges on their college-level P&T committee.

Grievance Committee

Composition

This committee shall consist of two tenured faculty members from each academic college, each of whom must be full-time with the rank of associate professor or higher in a non-administrative position. No current member of the Promotion and Tenure Committee shall be eligible for membership. The term of service shall be two years. One member from each college shall be replaced each year. The committee shall elect its own chair (with voting privileges) from among those in their second year of service. Members will not participate in grievances from their own college.

Budget Oversight Committee

Composition

This committee shall consist of the Faculty Advisory Council Executive Committee members and one member from each of the academic colleges to serve for two-year staggered terms. No member shall serve on this committee for more than two consecutive years.

Election

The members shall be elected by their respective colleges during the spring semester.

Duties

This committee shall

1. Review planned spending by A&M-Victoria from all revenue sources. The president will forward the preliminary annual budget to the committee chair prior to adoption. The committee shall review the budget, item by item, for its relationship to academic programs, and make recommendations to the Faculty Advisory Council/Assembly for
 - a. approval of items that support academic programs including equipment, plant, and space allocations, and
 - b. change of items that do not contribute adequately to the support of academic programs,
2. Review all proposed additions or deletions of positions relating to academic programs at faculty, administrative, staff, or clerical levels. The committee shall assess the need and feasibility of such changes in institutional staffing and shall make a recommendation to the FAC,
3. Make semi-annual reports to the FAC on the current status of budget planning and implementation,
4. Work with the appropriate administrative officers of the institution to enable those officers to better understand the priorities of the faculty in budgeting and financing within the institution and to provide the Faculty Advisory Council with a source of information about budgeting procedures, and
5. Receive or solicit information from other Faculty Assembly committees (especially the Academic Affairs Committee) to prepare balanced recommendations to the FAC.

Development Leave and Research Committee

Composition

This committee shall consist of one tenured Faculty Assembly member from each academic college to be elected to staggered two-year terms. The committee shall elect its own chair from returning members.

Election

The members of this committee shall be elected by the faculty members of the Assembly in their respective academic colleges in the spring to receive the applications from the Office of the Provost. The at-large elections will be for a tenured faculty member from each college, none of whom may be applicants,

Duties

The purview of this committee shall be Faculty Development Leave, Junior Faculty Summer Research Grants, Faculty Internal Research Grants. The committee is formed to review proposals and to make recommendations to the provost, who shall in turn make recommendations to the university president.

Policy Review Committee Composition

Composition

This committee shall consist of two members from the Assembly from each academic college, one being a Representative and one being at-large. One newly elected Representative from each college will be appointed by the Faculty Advisory Council executive committee to serve a two-year term when a Representative seat is vacant. One at-large member from each college will be elected to serve a two-year term, when an at-large seat is vacant. Members of this committee must be full-time faculty members, one of whom must be tenured or tenure-track, from each academic college and the Vice President of the Faculty Advisory Council. The Vice President shall chair the committee.

Election

The college at-large Council Members will be elected to a two-year term by the faculty of the respective college during the spring semester of the year prior to service when a seat will be vacated.

Duties

The committee chair shall confer monthly with the FAC President and the provost to determine which policies or Faculty Manual changes are being considered and will call a meeting of the committee each month to review the proposals. Those proposals that the committee considers

relevant shall be brought before the next meeting of the Faculty Advisory Council or Assembly. Relevancy to the faculty should be viewed in the sense that all matters affecting students, courses, and the duties, responsibilities, and professional commitment of the faculty are relevant to the faculty.

Article V: Policy Regarding Votes of Confidence/Censure/No-Confidence

Within a university truly dedicated to shared governance, in times of flux or distress, there must be a formal pathway for faculty to communicate strong administration support of, a significant concern with, or complete rejection of, the actions and/or behaviors of an executive member or members of the administration. In such times, the Faculty Advisory Council may, by a vote of the eligible membership, express their support, concern, or disapproval. Although faculty recognize that the result of any such vote is non-binding on University administration, it nonetheless is a valuable and important component of shared governance.

At A&M-Victoria, Faculty Advisory Council may express their support, concern, or disapproval through procedures to initiate 1) a Vote of Confidence, 2) a Vote of Censure, or 3) a Vote of No Confidence outlined in section XXX of the Faculty Manual.