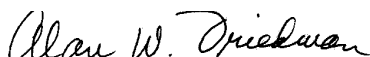


DOCUMENTS OF THE GENERAL FACULTY

ADDITIONAL RECOMMENDATIONS FROM THE 2016-2017 FACULTY RULES AND GOVERNANCE COMMITTEE TO CHANGE THE COMPOSITION OF THE FACULTY COUNCIL MEMBERSHIP IN THE *HANDBOOK OF OPERATING PROCEDURES 2-1110 and 2-1120-PM*

Andrea C. Gore (Committee Chair and Professor, Pharmacy) submitted the following proposal on behalf of the Faculty Rules and Governance Committee (FR&G) recommending additional changes to the composition of the Faculty Council to include instructors who are tenure track faculty and voting members of the General Faculty. The proposed changes align with the criteria that determine voting members of the General Faculty (HOP 2-1010) that were updated in Spring 2016 (D 14482-14489). On July 6, 2017, initial changes to HOP 2-1110 and 2-1120-PM (D 15231-15239) were submitted and updates were subsequently made, however, instructors were inadvertently omitted. This document is submitted to correct the error.



Alan W. Friedman, Secretary
General Faculty and Faculty Council
The University of Texas at Austin

Arthur J. Thaman and Wilhelmina Doré Thaman Professor of English and Comparative Literature

Distributed through the Faculty Council Wiki site <https://wikis.utexas.edu/display/facultycouncil/Wiki+Home> and transmitted to the Policy Office on July 27, 2017, to include instructors who are tenure track faculty members and voting members of the General Faculty as defined in HOP 2-1010.

ADDITIONAL RECOMMENDATIONS FROM THE 2016-2017 FACULTY RULES AND GOVERNANCE COMMITTEE PROPOSAL TO CHANGE THE COMPOSITION OF THE FACULTY COUNCIL MEMBERSHIP IN THE *HANDBOOK OF OPERATING PROCEDURES 2-1110 and 2-1120-PM*

Rationale:

To align the language in HOP 2-1110, and 2-1120-PM with that in HOP 2-1010, which was updated spring 2016.

The italicized portions of the text are additions to the current policies in HOP 2-1110 (<https://policies.utexas.edu/policies/faculty-council>).

**HOP 2-1110
FACULTY COUNCIL**

[Sections 1-6: excerpt from Regents Rules and Regulations Rule 40101 – “Faculty Role in Educational Policy Formulation”]

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A. Authority and General Functions

{No changes to this section.}

B. Committees

{No changes to this section.}

C. Membership

1. Composition. The membership shall be divided into categories as follows:
 - a. Elected faculty members with vote. The Council shall include sixty-two (62) or more voting members of the General Faculty with vote elected as follows:
 - i. The faculty member who is elected to serve as the secretary of the General Faculty shall be an *ex officio* member of the Council. The secretary of the General Faculty shall also serve as secretary of the Faculty Council.
 - ii. The faculty member who is elected to serve as chair (or as chair elect in the absence of the chair) of the Graduate Assembly shall be an *ex officio* member of the Council.
 - iii. Twenty (20) voting members of the General Faculty elected at large in odd-numbered years to serve two-year terms commencing on the first-class day of the fall semester following their election, distributed as follows:
 - a. Ten (10) from the group of professors and associate professors.
 - b. Ten (10) from the group of assistant professors, *instructors*, and non-tenure track faculty members who are voting eligible under HOP 2-1010.
 - iv. Forty (40) or more voting members of the General Faculty elected in even-numbered years by the colleges and schools to serve two-year terms commencing on the first-class day of the fall semester following their election (see Policy Memorandum 2-1120-PM for an explanation of how seats are allocated among colleges and schools and how "free" seats may be given to smaller colleges and schools.)

{No further changes}

The italicized portions of the text are additions to the current policies in HOP 2-1120 –PM
<https://policies.utexas.edu/policies/laws-faculty-council>

Handbook of Operating Procedures 2-1120-PM

By-Laws of the Faculty Council

POLICY MEMORANDUM

The University of Texas at Austin

Executive Sponsor: Executive Vice President and Provost

May 27, 2015 (revised)

HOP 2-1110 of the Handbook of Operating Procedures contains information regarding the Faculty Council. The following rules and regulations of a procedural nature constitute the by-laws of the Faculty Council.

1. Election of Members
 - a. The schedule for Council elections shall be as follows, with election of all-University representatives (those elected at-large by the General Faculty) in odd-numbered years and election of college or school representatives in even-numbered years:
 All-University (nominating) primary election -- second week in March
 All-University final election -- first week in April
 College or school (nominating) primary election -- second week in March
 College or school final election -- first week in April
 - b. The electors in all-University elections shall be the voting members of the General Faculty. There shall be just one constituency in the primary and final election of all-University representatives, but this constituency shall vote on two separate panels:
 1. a panel made up of non-tenure track faculty members who are voting eligible under HOP 2-1010 and assistant professors, *and instructors*, and
 2. a panel made up of associate professors and professors.
 - c. The electors in each college or school election shall be the voting members of that college or school.
 - d. All candidates, both all-University and college or school, shall be voting members of the General Faculty.
 - e. Elected members shall take office on the first-class day of the fall semester following their election.
 - f. No elected member shall serve for more than two successive terms.
 - g. Faculty members on phased retirement, or modified service shall not be eligible to serve on the Faculty Council.
 - h. Vacancies shall be filled from the original panel in the order of the preferential ranking in the election of the member whose seat is being filled. For an elective position, either two consecutive unexcused absences or a leave of absence for more than one semester shall create a vacancy. A member may have an absence excused by contacting the Office of the Secretary.
 - i. The Chair of the Faculty Council shall inform the Secretary of the General Faculty of any vacancy as soon as possible after the vacancy has been created.
 1. Distribution of Seats Among Colleges and Schools. The number of voting members shall determine the number of seats given to a college or school, provided, however, that a college or school that would not be entitled to a seat on the basis of proportional representation, shall, nevertheless, be given one "free" seat. The distribution shall be made in two steps:
 - a. Ascertain those colleges or schools with fewer voting members than the quotient obtained by dividing 40 into the total number of voting members of the General Faculty. One seat shall then be allotted to each such college or school.
 - b. Apportion 40 seats among those colleges and schools with enough voting members to receive at least one seat by apportionment. The quota for a seat by apportionment shall be the quotient from dividing 40 into the sum of the number of voting members in such colleges and schools. The number of seats allotted to each such college or school shall be equal to the number of times its

faculty is the multiple of the prescribed quota, the undistributed balance of the 40 seats to be allotted to the colleges or schools having the largest remainders.

A reapportionment of the college and school seats shall be made in early spring of even-numbered years. The Secretary of the General Faculty shall make the apportionment applying the method prescribed above.

3. Method of Election. All-University elections and elections for colleges or schools having two or more elective representatives shall use the election method prescribed below. Colleges or schools having only one elective representative shall use a method determined by the Secretary of the General Faculty. All voting shall be by secret ballot, either electronically or by mail.
 - a. Nominating or primary election. In an election in which one or two seats are to be filled, a voter shall nominate in the primary election no more than one candidate. In an election in which more than two seats are to be filled, the voter shall nominate no more than two candidates. (In the selection of the all-University representatives, up to two names chosen from a group consisting of assistant professors, *and instructors*, and non-tenure track faculty members who are voting eligible under HOP 2-1010 and up to two names from a group consisting of associate professors and professors shall be nominated by each voter.) The persons receiving the highest number of nominations shall be the candidates for the final election. At least two names shall be presented for each place, unless, in the judgment of the Secretary and consistent with fairness and the spirit of these rules, there is a practical reason for a different number.
 - b. Final election. The following preferential voting process, the Hare-Clark System, a version of the Hare System, shall be followed in the final election of all-University representatives.
 - i. The final ballot and the casting of the vote
 - a. On the final ballot the names of the nominees shall be either in alphabetical order or in random order (that is, with all orderings equally likely). In all-University elections there shall be two separate and distinct ballots, one for candidates nominated from the group of non-tenure track faculty members who are voting eligible under HOP 2-1010, assistant professors *and instructors*, and the other for the candidates nominated from the group of associate professors and professors. Each voter shall record his or her choices for the positions to be filled in order of preference, the number "1" indicating first choice, "2" second choice, and so on, through all of the voters' choices.

{No further changes to this section}

Revised May 27, 2015 (refer to [D12023-12029](#)) **** URL UPDATED****

Previously PM 1.301 [Approved policy in legislative format](#) **** URL UPDATED****

POLICY IMPACT STATEMENT

Please submit one Policy Impact Statement for each policy under consideration.

Submission Date: July 27, 2017

Responsible Policy Owner/ Sponsor: Office of the General Faculty
Phone: 471-5934

Executive Level Sponsor: Executive Vice President and Provost

Proposed Policy Title: **Faculty Council**

Existing Policy Title & HOP # (if revision): 2-1110

Future Policies Planned in this Subject Area (list titles if available): N/A

I. Background and Policy Rationale

A. Is this policy new, a substantial revision, or a minor revision?

New Substantial Revision Minor Revision

B. Why is this policy or revision necessary?

Legal Regulatory UT System driven
 Financial Social Requirement Operational/Operational Efficiency
 Current University policy is outdated Technological
 Other:

B. For new policies: Provide a preliminary draft using the policy template that can be found at <http://www.utexas.edu/compliance/policy/> . Fill in as much of the policy template sections as feasible at this point knowing the policy draft can be refined further in the process.

Handbook of Operating Procedures 2-1110

FACULTY COUNCIL

A. Authority and General Functions

{No changes to this section.}

C. Membership

2. Composition. The membership shall be divided into categories as follows:
 - a. Elected faculty members with vote. The Council shall include sixty-two (62) or more voting members of the General Faculty with vote elected as follows:
 - i. The faculty member who is elected to serve as the secretary of the General Faculty shall be an *ex officio* member of the Council. The secretary of the General Faculty shall also serve as secretary of the Faculty Council.
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 - b. Ten (10) from the group of assistant professors, instructors, and non-tenure track faculty members who are voting eligible under HOP 2-1010.
 - iv. Forty (40) or more voting members of the General Faculty elected in even-numbered years by the colleges and schools to serve two-year terms commencing on the first-class day of the fall semester following their election (see Policy Memorandum 2-1120-PM for an explanation of how seats are allocated among colleges and schools and how "free" seats may be given to smaller colleges and schools.)

{No further changes}

D. What foreseeable advantages will this policy bring to the University?

The proposed wording aligns with the criteria for determining voting members of the General Faculty that were updated in Spring 2017.

II. Policy Impact

List entities, offices, and other University community members affected by this policy: Members of the General Faculty, Faculty Council, Office of the President, and the Office of the Executive Vice President.

III. Proposed Policy Development

Identify key stakeholders, affected parties and/or governance groups who have been consulted, or will be consulted in developing policy.

Faculty Council Executive Committee, Office of the President, Office of Legal Affairs, Office of the Executive Vice President and Provost, and UT System's Office of the Vice Chancellor and Deputy General Counsel.

IV. Communications and Training

A. What types of communication and training activities will your office provide to build awareness and enable implementation of the policy? Voting members of the Faculty Council will vote to approve or disapprove the changes. If approved, the president will forward the changes to UT System. Upon final approval from UT System, the secretary of the General Faculty will report to the Faculty Council; The updated status is also posted on the Office of the General Faculty and Faculty Council's website.

B. Will initial or periodic training be required by law? None. If so, please explain how you will accomplish.

Submitted by:

Alan W. Friedman

Authorized Signature- Responsible Policy Owner

July 27, 2017

Date

Authorized Signature – Executive Level Sponsor (VP/Provost level)

Date

POLICY IMPACT STATEMENT

Please submit one Policy Impact Statement for each policy under consideration.

Submission Date: July 27, 2017

Responsible Policy Owner/ Sponsor: Office of the General Faculty
Phone: 471-5934

Executive Level Sponsor: Executive Vice President and Provost

Proposed Policy Title: **By-Laws of the Faculty Council**

Existing Policy Title & HOP # (if revision): 2-1120-PM

Future Policies Planned in this Subject Area (list titles if available): N/A

I. Background and Policy Rationale

C. Is this policy new, a substantial revision, or a minor revision?

New Substantial Revision Minor Revision

D. Why is this policy or revision necessary?

Legal Regulatory UT System driven
 Financial Social Requirement Operational/Operational Efficiency
 Current University policy is outdated Technological
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Handbook of Operating Procedures 2-1120-PM

BY-LAWS OF THE FACULTY COUNCIL

POLICY MEMORANDUM

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 - d. All candidates, both all-University and college or school, shall be voting members of the General Faculty.
 - e. Elected members shall take office on the first-class day of the fall semester following their election.

- f. No elected member shall serve for more than two successive terms.
 - g. Faculty members on phased retirement, or modified service shall not be eligible to serve on the Faculty Council.
 - h. Vacancies shall be filled from the original panel in the order of the preferential ranking in the election of the member whose seat is being filled. For an elective position, either two consecutive unexcused absences or a leave of absence for more than one semester shall create a vacancy. A member may have an absence excused by contacting the Office of the Secretary.
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positions to be filled in order of preference, the number "1" indicating first choice, "2" second choice, and so on, through all of the voters' choices.

{No further changes to this section}

Revised May 27, 2015 (refer to D12023-12029) **** URL UPDATED****

Previously PM 1.301 Approved policy in legislative format **** URL UPDATED****

E. What foreseeable advantages will this policy bring to the University?

The proposed wording aligns with the criteria for determining voting members of the General Faculty that were updated in Spring 2017.

V. Policy Impact

List entities, offices, and other University community members affected by this policy: Members of the General Faculty, Faculty Council, Office of the President, and the Office of the Executive Vice President.

VI. Proposed Policy Development

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Faculty Council Executive Committee, Office of the President, Office of Legal Affairs, Office of the Executive Vice President and Provost, and UT System's Office of the Vice Chancellor and Deputy General Counsel.

VII. Communications and Training

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D. Will initial or periodic training be required by law? None. If so, please explain how you will accomplish.

Submitted by:

Alan W. Friedman

Authorized Signature- Responsible Policy Owner

July 27, 2017

Date

Authorized Signature – Executive Level Sponsor (VP/Provost level)

Date