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LYNDON B. JOHNSON SCHOOL OF PUBLIC AFFAIRS
THE UNIVERSITY OF TEXAS AT AUSTIN

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February 19, 2010

Dr. Janet Staiger
Chair of Faculty Council, 2009-10
Office of the General Faculty
West Mall Building, Room 2.102

Dear Professor Staiger,

Please find attached the LBJ School's response to your request, dated November 3, 2009, for information on the School's procedures concerning faculty governance.

Please let me know if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "B. R. Inman", with a long horizontal flourish extending to the right.

B. R. Inman
Admiral, U. S. Navy, (Ret.)
Interim Dean and LBJ Centennial Chair in National Policy

cc: President William Powers Jr.
Executive Vice President and Provost, Steven Leslie
Sue Greninger, Secretary of the General Faculty

February 15, 2010

Faculty College/School Governance
Minimum Information Requested
By UT Faculty Council November 3, 2009 letter from Janet Staiger
(text in italics from Nov 3 Staiger letter)

1. What are the major standing college/school faculty governance units?

These might include personnel and tenure and promotion committees but also must include a faculty committee to consider general academic policies, especially college-wide curriculum requirements. How are faculty members selected or elected to serve on these committees?

The major standing faculty governance units of the LBJ School are:

Two Graduate Studies Committees

The Budget Council

General Faculty

Other important standing committees include:

Faculty Recruitment

Student Admissions and Fellowships

Ph.D. Executive Committee and Subcommittee

Membership and leadership on major standing governance units:

One Graduate Studies Committee (GSC) takes responsibility for the Master of Public Affairs and Ph.D. in Public Policy and the other for the Master of Global Policy Studies. These committees are comprised of all assistant, associate, and full professors in the School who are active participants in the programs. These committees also include several faculty members with principal appointments in other administrative units but who are LBJ School GSC members due to their active role in these academic programs. The chairs are elected by GSC membership for a one-year term, renewable for a second year or longer.

The Budget Council (BC) of the LBJ School is comprised of all tenured members of the LBJ School faculty. Tenured faculty with a base of operations in another unit of the university who teach approximately half-time in the LBJ School also are eligible for BC membership. The chair is elected by BC membership for one-year term, renewable for second year. The Chair appoints one standing committee for merit review and post-tenure review of faculty; the one committee conducts both reviews in a year. The Chair appoints ad-hoc subcommittees for five tasks: mentoring of each assistant professor; a third-year review of an assistant professor; promotion of a colleague from assistant professor to associate professor with tenure; promotion of a colleague from associate professor to full

professor; and any review of policy.

The **General Faculty** is comprised of all tenure/tenure track faculty members resident in the School and those holding joint appointments with other units, non-tenure track faculty members (lecturers, senior lecturers, and clinical professors) plus adjunct professors who are significantly engaged in the LBJ School teaching program. The dean of the LBJ School calls the meetings, sets the agenda and presides.

Composition and leadership of other important faculty committees:

The dean appoints members of the **Faculty Recruitment Committee** and the chair to one year terms. Recommendations by the committee are presented to the General Faculty and, in the case of tenure consideration, to the Budget Council.

The dean appoints faculty members to the **Student Admissions (Masters programs) and Fellowship Committee** to one year terms. The committee, in consultation with the dean's office, develops criteria for Masters student admissions, targets for composition of the student bodies, and financial aid.

The dean appoints faculty members to the Ph.D. executive committee and subcommittees to one-year terms. The admission subcommittee, in consultation with the dean's office, develops criteria for PhD student admissions and financial aid.

2. Does the college/school have general faculty meetings?

For college-level general faculty meetings, the document should specify the minimum number of meetings per year or term. It should specify who chairs, what constitutes a quorum, what kinds of actions can be taken, who records the meeting, how the records are kept, what notice is required, and who can call a meeting. With respect to the latter, if the Dean calls the meeting, what notice is required? If the faculty can call a meeting, what is the procedure? The document should describe the requirement for publishing an agenda and for having an item placed on that agenda. It should indicate who has privilege of the floor and who can vote. It should indicate whether proxy votes are allowed or not, and if they are allowed, the situations in which they can be used and the manner of their submission should be described. In general, the document should explain the pathways for faculty to participate in faculty governance deliberations and decisions.

Meetings of the **General Faculty** are held monthly during each long session. The dean of the School presides and establishes the agenda. No specific provisions are made for the distribution of the agenda prior to the meeting. All members of the faculty can speak, but voting privileges are reserved for tenure/tenure track faculty. Proxy votes are not allowed.

The primary action items of the general faculty are deliberations and voting on new tenure/tenure-track appointments to the School's faculty and on other temporary teaching appointments. Deliberations on a variety of academic matters will only occasionally result in votes. For example, discussion at the general faculty on curriculum matters would be forwarded to the GSCs if formal approvals are required. The general faculty is

also invited to an annual faculty retreat where a range of issues are discussed, but without formal votes being taken.

3. What are the procedures for considering general academic policies?

General academic policies concerning degree programs are the purview of the GSCs.

How are faculty members selected or elected to serve on the college/school curriculum committee?

Membership on the school's GSCs is provided above.

How will any proposed curricular changes be presented to the college/school's general faculty for notice, discussion, and approval?

Chairs of the GSCs call meetings, set agendas and preside. Announcements of all meetings and materials of the GSCs are available on the LBJ School GSC Blackboard site for review. A copy of the GSC minutes is made available on Blackboard within two weeks of the meeting. Recommendations approved by the GSCs on (1) revising the core curriculum; (2) adding new courses; (3) changing degree requirements; and (4) proposing new degrees are sent, via the Dean's Office, to the Graduate Assembly.

The GSC meets twice a year, once in the fall and again in the spring. Additional meetings will be held on a "need to meet" basis or electronically as issues emerge. Approval of any proposals requires a plurality and majority vote of those present, assuming a quorum has been met.

The graduate advisors for the degree programs, appointed by the dean of the School, act on behalf of the GSCs to disseminate degree requirements to students, approve supervising committees for PRs and dissertations and certify that all degree requirements for graduation are met.

While changes might be considered minor or major, the general faculty must review major changes (see below). How will discussion of faculty views be handled? How will faculty know what other faculty think in order to decide what are the best steps forward? What will happen if the faculty disagrees with proposed changes, and how do they voice their views? Minimally, for major legislation, a system of a reasonably small number of protests should trigger a full college/school faculty vote on the legislation.

Faculty views on changes are presented at the GSC meetings. Proposals for changes are generally posted to the GSC Blackboard site prior to deliberations. Major legislation is usually voted upon, unless there is in fact no opposition. The chairs of the GSCs may circulate minor changes to GSC membership on a no-protest approval basis.

Any member of the BC may vote at any meeting she or he attends. In principle the BC

can accept a proxy vote, unless there is an objection from a member present, based on the rationale that hearing a discussion of the issues can aid a decision. In practice there have been no cases where a proxy vote on a promotion case has been counted. The written comments of any member who cannot attend a BC meeting are read aloud at a BC meeting.

If the college/school faculty does not approve the proposed change, can the Dean overrule the faculty? If so, the vote of the faculty and the decision of the Dean must both be conveyed to the Office of the General Faculty and the Faculty Council.

The Dean can overrule the faculty on decisions related to personnel, budget, and operations but this question has never arisen in terms of curriculum matters. While the dean may hold such authority to substitute her or his judgment in curricular matters, in practice no dean has taken such action, at least not in past 35 years.

4. Where are the college/school procedures posted on the college/school's web site? Is this location clearly labeled for access by the faculty

All GSC decisions regarding curriculum and students are posted on *the LBJ School GSC Blackboard site*.

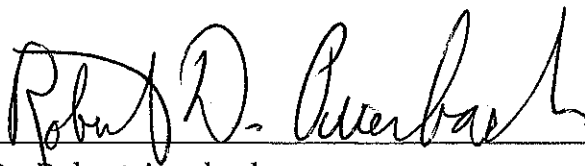
All BC rules and procedures are posted on the LBJ School's BC website. The outcome of each BC decision is reported by the Chair in writing and inserted into a file kept within the Office of the Dean.

"Community" Blackboard Sites are sometimes created. For example, the LBJ PhD Community Site includes procedures, notices, governance matters pertaining to the PhD program.

5. When did the general faculty approve these college/school faculty governance procedures?

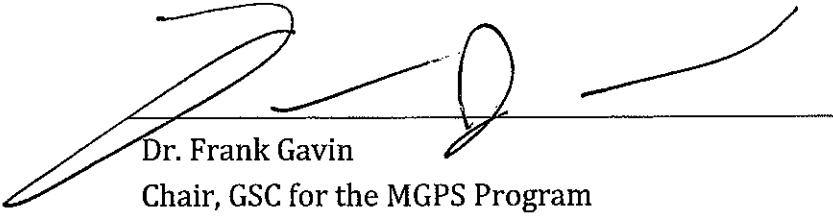
Policies and procedures for GSCs and General Faculty were reviewed on Feb. 2, 2010.

As soon as a BC policy is adopted, it is posted on the BC website. Rules and procedures are revised as needed. For example, the BC policy for promotion of tenure track faculty was adopted initially on 2 May 2005, revised on 9 October 2006, and is the subject of a subcommittee review in Spring 2010.



Dr. Robert Auerbach

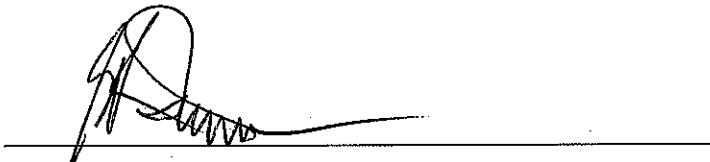
Chair, GSC for the MPAff and PhD Programs



Dr. Frank Gavin
Chair, GSC for the MGPS Program



Dr. David Eaton
Chair, Budget Council



Admiral B.R. Inman
Interim Dean