

## DOCUMENTS OF THE GENERAL FACULTY

**2014-2015 FACULTY RULES AND GOVERNANCE COMMITTEE PROPOSAL TO CHANGE THE MEETINGS SECTION OF *HANDBOOK OF OPERATING PROCEDURES 2-1010* (GENERAL FACULTY) AND *HANDBOOK OF OPERATING PROCEDURES 2-1120* (BY-LAWS OF THE FACULTY COUNCIL)**

Dr. Hillary Hart (committee chair and distinguished senior lecturer, civil, architectural, and environmental engineering) submitted the following proposal to change the criteria for the number of protests required before a special meeting of the General Faculty must be called and the number of the General Faculty members needed to call a special meeting. The Rules and Regulations of the Board of Regents' Rule 40101 – "Faculty Role in Educational Policy Formulation" authorize the General Faculty to establish rules of membership and procedure for itself, colleges, and school faculties, except in the Graduate School. The proposed changes impact the *Handbook of Operating Procedures* (HOP) 2-1010 and HOP 2-1120.

The secretary has classified this as *major* legislation; it will be presented to the Faculty Council for discussion at its meeting on December 8, 2014, and for vote by at the annual meeting of the General Faculty on January 26, 2015. Final approval resides with the President Powers with formal notification to UT System.

Handwritten signature of Dean Neikirk and the initials SGF.

Dean Neikirk, Secretary  
General Faculty and Faculty Council

**2014-2015 FACULTY RULES AND GOVERNANCE COMMITTEE PROPOSAL TO CHANGE THE MEETINGS SECTION OF HANDBOOK OF OPERATING PROCEDURES 2-1010 (GENERAL FACULTY) AND HANDBOOK OF OPERATING PROCEDURES 2-1120 (BY-LAWS OF THE FACULTY COUNCIL)**

**To be presented to the General Faculty at the annual meeting on January 26, 2015**

The Faculty Rules and Governance Committee has been asked to determine whether certain criteria concerning the approval of legislation are outdated, specifically the number of protests required before a special General Faculty meeting must be called and the number of General Faculty members needed to call a special meeting.

In the current By-Laws of the Faculty Council, twenty-five protests are needed before approved legislation from the Faculty Council must be discussed and (if a quorum is present) voted on at a specially called meeting of the General Faculty (see HOP 2-1120, 5.b.iv). The Committee feels that this number is too outdated and does not reflect the realities of current faculty numbers at UT Austin. We believe that a percentage of the faculty is a fairer criterion for the need to call a special meeting. Thus, the Committee proposes 3 percent. At the current number of voting faculty, this would be about seventy-five protests.

Similarly, the number of voting faculty members required to call a special meeting of the General Faculty is twenty-five (see HOP 2-1010, C.2). We propose to up that number also to 3 percent, or about seventy-five members of our current voting faculty.

Before presenting this proposal to the General Faculty, the Committee wishes to discuss it with the Faculty Council for input and general reaction. The legislation must be voted on by the General Faculty and not the Faculty Council, so the discussion is for informational purposes only.

Hillary Hart, chair  
Faculty Rules and Governance

**HOP 2-1010  
GENERAL FACULTY**

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C. Meetings

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2. Special meetings of the General Faculty shall be held at the call of the President or the Chair of the Faculty Council or at the request of at least 25 voting members.

Change to: "Special meetings of the General Faculty shall be held at the call of the President or the Chair of the Faculty Council or at the request of at least at least 3% of voting members."

**HOP 2-1120-PM  
By-Laws of the Faculty Council**

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5. Legislation

b.....

iv. ....

- a. *Major* legislation approved by the Faculty Council shall be sent to the General Faculty by the Secretary with notification that it will be presented to the President, and, if appropriate, to UT System and the Texas Higher Education Coordinating Board for approval as General Faculty legislation unless signed protests, in writing, with reasons, have been received by the Secretary from twenty-five (25) voting members of the

General Faculty within twenty-one (21) calendar days after notification, excluding official University holidays.

Change to “for approval as General Faculty legislation unless signed protests, in writing, with reasons, have been received by the Secretary from 3% of the voting members of the General Faculty...”

- b. *Major* legislation not approved or else fundamentally amended by the Faculty Council shall be sent to the General Faculty by the Secretary with notification that if protests of this Council action are received by the Secretary from twenty-five (25) voting members of the General Faculty...

Change to: “*Major* legislation not approved or else fundamentally amended by the Faculty Council shall be sent to the General Faculty by the Secretary with notification that if protests of this Council action are received by the Secretary from 3% of the voting members of the General Faculty...”

## POLICY IMPACT STATEMENT

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

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Submission Date: January 26, 2015      Responsible Policy Owner/ Sponsor: Office of the General Faculty  
 Phone: 471-5934  
 Executive Level Sponsor: Executive Vice President and Provost

Proposed Policy Title: **General Faculty Meetings**  
 Existing Policy Title & HOP # (if revision): 2-1010  
 Future Policies Planned in this Subject Area (list titles if available): N/A

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### **B. 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:

**C. 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.**

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*Handbook of Operating Procedures 2-1010*

#### **GENERAL FACULTY**

**C. Meetings**

1. There shall be one regular meeting of the General Faculty each year, normally in October, at which the President shall make an informal presentation of the more significant recent and pending developments at the University and at which questions may be directed to the President from the floor (see Policy Memorandum 2-1030-PM: By-Laws of the General Faculty regarding submission of questions). This meeting may be held immediately before or after the October meeting of the Faculty Council. If it is in the best interest of the General Faculty, such as to consider non-routine business, the meeting may be held at a different place and time.
  2. Special meetings of the General Faculty shall be held at the call of the President or the Chair of the Faculty Council or at the request of at least [25] 3% of the voting members.
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**D. What foreseeable advantages will this policy bring to the University?**

A percentage of the faculty is a fairer criterion for the need to call a special meeting. Thus, the Committee proposes 3 percent. At the current number of voting faculty, this would be about seventy-five protests.

### **II. Policy Impact**

**List entities, offices, and other University community members affected by this policy:** Members of the General Faculty, 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 General Faculty 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:**

 Dan A. SGF

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*Authorized Signature- Responsible Policy Owner*

January 26, 2015  
*Date*

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

\_\_\_\_\_  
*Date*

## POLICY IMPACT STATEMENT

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Submission Date: January 26, 2015      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, Legislation**  
 Existing Policy Title & HOP # (if revision): 2-1120  
 Future Policies Planned in this Subject Area (list titles if available): N/A

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### 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  
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*Handbook of Operating Procedures 2-1120*  
**BY-LAWS OF THE FACULTY COUNCIL**

{No changes up to this point.}

**5. Legislation.**

{No changes up to this point.}

b. Proposed legislation shall be classified by the Secretary for handling as follows:

{No changes up to this point.}

iv. Legislation submitted to the Faculty Council that must subsequently be submitted to the entire General Faculty for adoption before being transmitted to the President, and, if appropriate, to UT System and the Texas Higher Education Coordinating Board for adoption shall be classified as *major* legislation. Once the Faculty Council has acted on *major* legislation, affirmatively or negatively, the legislation must be submitted to the General Faculty for final action.

a. *Major* legislation approved by the Faculty Council shall be sent to the General Faculty by the Secretary with notification that it will be presented to the President, and, if appropriate, to UT System and the Texas Higher Education Coordinating Board for approval as General Faculty legislation unless signed protests, in writing, with reasons, have been received by the Secretary from [~~twenty-five (25)~~] 3% of the voting members of the General Faculty within twenty-one (21) calendar days after notification, excluding official University holidays. If sufficient signed protests are received, the legislation shall be presented to the General Faculty for discussion at a meeting, which shall be

held as early as practicable, and in no case later than thirty (30) days after the protest has been made.

- b. *Major* legislation not approved or else fundamentally amended by the Faculty Council shall be sent to the General Faculty by the Secretary with notification that if protests of this Council action are received by the Secretary from [~~twenty-five (25)~~] 3% of the voting members of the General Faculty within twenty-one (21) calendar days after notification, excluding official University holidays, the legislation shall be presented to the General Faculty for a decision at a meeting, which shall be held as early as practicable and in no case later than thirty (30) calendar days, excluding official University holidays, after the protest has been made.

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**Submitted by:**

 Dan A. SGF

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Authorized Signature- Responsible Policy Owner

January 26, 2015

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date