

## DOCUMENTS OF THE GENERAL FACULTY

**PROPOSED REVISIONS TO THE DEPARTMENTAL BUDGET COUNCIL CONSTITUTION AND AUTHORITY IN THE *HANDBOOK OF OPERATING PROCEDURES***

Professor Janet Staiger (radio-television-film and committee chair) submitted the following proposal on behalf of the Faculty Rules and Governance Committee recommending changes to the University's Departmental Budget Council Constitution and Authority. The secretary has classified this as *general* legislation; it will be presented to the Faculty Council for a vote at its meeting on November 15, 2010. Final approval of this legislation resides with UT System.<sup>1</sup>

Sue Alexander Greninger, Secretary  
The Faculty Council and General Faculty

**PROPOSED REVISIONS TO THE DEPARTMENTAL BUDGET COUNCIL CONSTITUTION AND AUTHORITY IN THE *HANDBOOK OF OPERATING PROCEDURES*****CHAPTER 2 - ADMINISTRATION****Sec. 8. Budget Councils**

All the full professors in a department conjointly, or all the associate professors conjointly in case there is no full professor, constitute the budget council of the department, each member being entitled to one vote, there being no seniority. No person on modified service [~~because of age~~] shall be a member of the Budget Council. The chairperson of the department serves as chairperson of the Budget Council. Responsibility for preparing recommendations for hiring of faculty (including non-tenure-track faculty whenever possible),<sup>1</sup> salary rates, promotion, tenure, renewal of appointment, or non-renewal of appointment rests with the budget council (or other departmental governing body) and the department chair.

Changes in the budget council organization are permitted under the following circumstances:

1. A departmental faculty, budget council, or chairperson may develop a plan whereby the authority of the budget council is vested in an executive committee or committees of size, composition by academic rank, and mode of selection as specified by the plans. Under an executive committee mode of governance, Associate Professor and Assistant Professor members may be consulted and may participate in the discussions, but may not vote formally, on salary matters affecting their own or higher ranks and on matters affecting promotion from or continued appointment in their own rank or higher ranks.
2. A departmental faculty, budget council, chairperson, or the dean may initiate a proposal to extend membership on the budget council to one or more of the departmental faculty with the ranks of Associate Professor or Assistant Professor, or to one or more members of the faculty of another department or departments. Under an extended budget council mode of governance, Associate Professor and Assistant Professor members may be consulted and may participate in the discussions, but may not vote formally, on salary matters affecting their own or higher ranks and on matters affecting promotion from or continued appointment in their own rank or higher ranks.
3. After one or more proposals to be presented to the department faculty under Paragraph 1 and 2 have been circulated to all voting members of the department for at least one week, a meeting of the department shall be called during the long session at a time which will ensure full participation of its members. The meeting shall assess the merits of the proposal or proposals and determine whether they are in a form appropriate for submission to ballot. One week after the close of debate on the proposal or proposals, votes on them shall be

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<sup>1</sup> On November 16, 2010, the legislation was corrected to reflect that final approval resides with UT System, not with the president of the University.

taken by mail ballot sent to all voting members of the department, including those on leave. A modification shall take effect if approved by a majority vote of the members and by the dean and the President.

4. A dean may determine that operation of a department has deteriorated because of actions taken or not taken by the budget council or because of irreconcilable differences within the membership of the budget council, and that a change in the budget council organization is essential to the effective administration of the department. Under such circumstances he or she may request the approval of the President to establish a temporary budget committee for the department. This action by the dean shall be effective for a period of not more than three years. During the period, reorganization proposals according to Paragraphs 1, 2, and 3 may be effected.

5. During the third or terminal year of operation under any of the foregoing plans and not later than each third year thereafter, the departmental faculty members with tenure shall recommend whether to continue the existing organization, or propose a new organization, or to return to ~~[the previous]~~ a budget council system. This recommendation shall be forwarded by the chairperson of the department for the approval of the dean and the President. ~~[The]~~ If the department faculty members with tenure ~~[may instead]~~ propose modifications in the existing mode of governance for consideration by the department, this will be done in accordance with the provisions of Paragraph 3.

### **CHAPTER 3 – FACULTY AND ACADEMICS**

#### **Sec. 3.17. Recommendations Regarding Faculty Compensation, Faculty Promotion, Tenure, Renewal of Appointment, or Nonrenewal of Appointment**

It is the policy of the University to provide fair and equitable compensation for services rendered by the faculty. Salary advancement, promotion in rank, and the award of tenure are based on excellence in performance. Recommendations for salary advancement, promotion in rank, tenure, renewal of appointment, or nonrenewal of appointment shall be made on the basis of an annual evaluation of each faculty member in the following areas of service:

1. Teaching, both undergraduate and graduate. (Recommendations should be accompanied by an evaluation of teaching competence. Student evaluations should be considered.)
2. Research, creative activities, and other scholarly effort.
3. Advising, counseling, and other student services.
4. Administrative and committee service.
5. Public service to the nation, state and community.
6. Other evidence of merit or recognition, such as fellowships, grants, honors, and election to office in scholarly or professional organizations.

Responsibility for submitting Annual Reports and for keeping their personnel files up-to-date with any new material concerning teaching activities, research, scholarship, publications or public service rests with the individual faculty members. The annual evaluation of each faculty member shall include an assessment of these documents.

Responsibility for preparing recommendations for hiring of faculty (including non-tenure-track faculty whenever possible), salary rates, promotion, tenure, renewal of appointment, or non-renewal of appointment rests with the budget council (or other departmental governing body)[7] and the department chair.

Administrative officers at each level shall give full consideration to recommendations from the level below. In the case where a recommendation is modified or disapproved the action should normally be taken only after consultation with the level below. All recommendations shall be forwarded to the President for final evaluation and decision. The President's decisions with regard to salary advancement, promotion in rank, the award of tenure, and renewal of appointment are subject to confirmation by the Chancellor of The University of Texas System and the Board of Regents. No commitment regarding salary rates, promotion, tenure, or renewal of appointment may be made without the approval of the President and subsequent confirmation by the Chancellor of the University System and the Board of Regents.

{No further changes.}

**Rationale for these changes:**

The deletion of the phrase “because of age” in the opening paragraph of Chapter 2, section 8, conforms to current University practices regarding retirement.

The proposal to add the sentence to Chapter 2, section 8, opening paragraph, follows the statement of authority of the departmental mode of governance from Chapter 3, Sec. 3.17, and includes that information in the basic statement about departmental governance.

The word “hiring” in Chapter 2, section 8, opening paragraph, and Chapter 3, Sec. 3.17, paragraph 3, has been implicit in the actions of the University governance structures. The addition makes the authority explicit.

The proposed change of wording in Chapter 2, section 8, paragraph 5, provides for the situation in which a department is currently operating in an executive committee mode of governance and wants to modify that executive committee structure but not return to a budget council. This wording change makes the process for that choice clear.

Posted on the Faculty Council website (<http://www.utexas.edu/faculty/council/>) on November 3, 2010.

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<sup>i</sup> On August 28, 2014, upon the recommendation of Executive Vice President and Provost Gregory Fenves and Vice President of Legal Affairs Patricia Ohlendorf, the following phrase was added: “hiring of faculty (including non-tenure-track faculty whenever possible).”