

# REFERENCE DOCUMENT FOR FACULTY COUNCIL CHAIR, CHAIR ELECT, AND SECRETARY, 2016-2017

## FACULTY COUNCIL PRIMER

<https://facultycouncil.utexas.edu/faculty-council-primer>

### INCLUDES:

- Central Role of Faculty Council in Faculty Governance
- What Is the Faculty Council
- Faculty Council Membership
- What Is Expected of You
- General Faculty Standing Committees: Faculty Council's Participation
- Faculty Council Members' Standing Committee Involvement
- The Faculty Council Executive Committee: Process and Focus
- The Faculty Council Executive Committee "Plus"
- Affiliations and Communications with Other Faculty Senates/Councils and UT System Institutions

## GENERAL FACULTY STANDING COMMITTEES PRIMER

<https://facultycouncil.utexas.edu/general-faculty-standing-committees-primer>

## RULES AND REGULATIONS OF THE GENERAL FACULTY AND FACULTY COUNCIL

- The University of Texas System Board of Regents Rules and Regulations Rule 40101 (scroll down to rule 40101)  
<http://www.utsystem.edu/bor/rules/40000Series/40101.pdf>
- The University of Texas at Austin *Handbook of Operating Procedures*
  - Faculty Governance  
<http://www.policies.utexas.edu/policies/category/academic-faculty>
    - General Faculty
    - Faculty Council
    - By-Laws of the Faculty Council
    - Standing Committees of the General Faculty

## FLOW OF PROPOSED CATALOG CHANGE LEGISLATION

(copy & paste URLs into your browser)

- Link to download flow charts:  
[https://wikis.utexas.edu/download/attachments/141728638/Undergraduate and Law Catalog Changes.pdf?api=v2](https://wikis.utexas.edu/download/attachments/141728638/Undergraduate%20and%20Law%20Catalog%20Changes.pdf?api=v2)

Academic Changes:

<https://facultycouncil.utexas.edu/catalog-changes>

Degree Program Changes:

<https://facultycouncil.utexas.edu/degree-program-changes>

- Transcript-Recognized Certificates:

<https://facultycouncil.utexas.edu/transcript-recognized-certificates>

- Transcript-Recognized Minors:

<https://facultycouncil.utexas.edu/transcript-recognized-minors>

- Types of Legislation (HOP 2-1110)

<http://www.policies.utexas.edu/policies/faculty-council>

- *Emergency*: In an emergency, a matter may be brought before the Council without prior notice if a majority of those voting consents.
- *Major* interest (for submission to the General Faculty)  
Legislative matters classified as being of *major* interest may be presented to the Faculty Council for discussion or consideration at any time. The Faculty Council shall not take action on such legislation for at least twenty-one (21) calendar days after notification, excluding official University holidays, except in the case of legislation classified as *emergency* legislation. Any legislation classified as being of *general* interest to more than one college or school (but not for submission to the General Faculty) and approved by the Council, but later declared as being of *major* interest by the President, shall be resubmitted for vote at the next regularly scheduled meeting of the Council, with notification as provided above.

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- *General* interest to more than one college or school (but not for submission to the General Faculty),
- *Exclusive* application and of primary interest only to a single college or school  
Except in the case of *emergency* legislation, legislative matters classified as being of general interest to more than one college or school (but not for submission to the General Faculty) or of *exclusive* application and of primary interest only to a single college or school shall be presented to the Faculty Council for discussion, consideration, or action, providing its members have been given notification on or

before seven (7) calendar days prior to the meeting at which the matter is to be presented, excluding official University holidays. The no-protest procedure shall be described in the By-Laws of the Faculty Council (see **Policy Memorandum 2-1120-PM** <http://www.policies.utexas.edu/policies/laws-faculty-council>).

OTHER (*copy & paste URLs into your browser*)

- Chair of the Faculty Council is an automatic member of
  - Faculty Council Executive Committee (chair)  
<https://facultycouncil.utexas.edu/faculty-council-executive-committee>
  - UT System Faculty Advisory Council (UT SYSFAC)  
<http://www.utsystem.edu/utfac/>
  - Texas Council of Faculty Senates (TCFS) <http://www.txfacultysenates.org/>
  - A-6 General Faculty Rules and Governance Committee (ex officio)  
<https://facultycouncil.utexas.edu/a6-general-faculty-rules-and-governance-committee>
  - Policy Office Advisory Group (POAG)—meetings called only if needed.  
<http://www.policies.utexas.edu/>
  - Executive Compliance Committee, ex officio non-voting member
- Chair Elect of the Faculty Council is an automatic member of
  - Faculty Council Executive Committee (chair)  
<https://facultycouncil.utexas.edu/faculty-council-executive-committee>
  - UT System Faculty Advisory Council (UT SYSFAC)  
<http://www.utsystem.edu/utfac/>
  - Texas Council of Faculty Senates (TCFS) <http://www.txfacultysenates.org/>
  - A-3 Faculty Committee on Committees (ex officio without vote.)  
<https://facultycouncil.utexas.edu/a3-faculty-committee-committees>
- Secretary of the Faculty Council is an automatic member of
  - Faculty Council Executive Committee (chair)  
<https://facultycouncil.utexas.edu/faculty-council-executive-committee>
  - A-3 Faculty Committee on Committees (ex officio without vote.)  
<https://facultycouncil.utexas.edu/a3-faculty-committee-committees>
  - A-6 General Faculty Rules and Governance Committee (ex officio)  
<https://facultycouncil.utexas.edu/a6-general-faculty-rules-and-governance-committee>
  - Committee on Undergraduate Degree Program Review (CUDPR)  
<https://facultycouncil.utexas.edu/committee-undergraduate-program-review-cudpr>

## TIMELINES

### *Annual Calendar for Chair, Chair Elect, and Secretary (2016-17)*

- (Aug/Sept) CHAIR – review annual reports of the standing committees; give charge to committee chairs for the academic year.
- (Aug 24) Classes begin
- (Aug 29-Oct 15) OGF for CHAIR – Solicit nominations for Civitatis Award
- (Aug/Sep) CHAIR –Contact the B-4 Student Athletes and Activities Committee chair and/or the chairs of the Intercollegiate Athletics Councils to find out when they would like to give a report to the FC.
- (Sep) FCEC members minus the secretary serve as nominating committee for new secretary of the General Faculty and Faculty Council. The election of the secretary occurs during the annual meeting of the General Faculty.
- (Sep 2) FCEC meeting, WMB 2.102, 2:00 pm (preparation for September 7 FCEC+ meeting and September 19 FC meeting)
- (Sep 5) Labor Day Holiday
- (Sep 7) FCEC+ meeting, Stark Library, 2:00 pm (Note, this start time is an exception to accommodate the president’s schedule.
- (Sep 12) CHAIR presides over initial meeting of the Standing Committees, MAI 212, 2:15 pm
- (Sep 12) OGF – Draft GF script to deputy to the president, president, secretary, and chair.
- (Sep 13) State of the University Address, 3:00 pm, Iden Payne Theater
- (Sep 19) OGF - Annual Photograph, south steps of Main 2:00 p.m. immediately preceding the Faculty Council meeting.
- (Sep 19) CHAIR presides over the Faculty Council meeting; MAI 212, 2:15 pm
- (Sep 23) FCEC meeting, WMB 2.102, 2:00 pm
- (Sep 26) FCEC+ meeting, Stark Library, 2:00 pm
- (Sep 29-30) UT SYSFAC meeting— CHAIR and CHAIR ELECT – UT System Faculty Advisory Council
- (Beginning in Oct) **\*\*Tentative\*\*** OGF and CHAIR ELECT – Begin planning the Joint Meeting with Texas A&M Faculty Senate, which will be held in spring 2017 hosted by UT Austin. During odd years, A&M has the lead responsibility with A&M’s chair elect being responsible for A&M’s requested contributors.
- (Oct) OGF - Message to Standing Committee chairs re: FC business/reports
- (Oct 10) UGS annual meeting is at 1:30 pm, MAI 212, immediately preceding the GF meeting; presided over by dean of UGS.
- (Oct 10) GF & FC meeting, MAI 212, 2:15 pm; the UGS annual meeting is at 1:30 pm, which immediately precedes the GF meeting, which in turn is immediately followed by the FC meeting. GF meeting presided over by the president.
- (Oct 26-27) CHAIR AND CHAIR ELECT - Attend Texas Council of Faculty Senates (TCFS) meeting and present Round-up Discussion Report (Embassy Suites Austin)
- (Oct 28) FCEC – WMB 2.102, 2:00 pm; review nominations for Civitatis Award, choose and submit candidate(s) to president by November 2.
- (Oct 31) FCEC+ meeting, Stark Library, 2:00 pm.
- (Nov 2) SECRETARY – CUDPR meeting, 3:00-4:30 pm, Place FAC 440
- (Nov 14) FC meeting, Main 212, 2:15 pm (president will be absent).

- (Nov 18)** FCEC meeting, WMB 2.102, 2:00 pm.
- (Nov 21)** FCEC+ meeting, Stark Library, 2:00 pm.
- (Nov 23-26)** Thanksgiving Holidays
- (Dec 5)** Last class day
- (Dec 5)** FC meeting, Main 212, 2:15 pm.
- (Dec 23-30)** Winter Break
- (Jan 6)** FCEC meeting, WMB 2.102, 2:00 pm.
- (Jan 9)** FCEC+ meeting, Stark Library, 2:00 pm.
- (Jan 16)** Martin Luther King, Jr. Day
- (Jan 17)** Classes begin
- (Jan 17-Feb 3)** OGF – Online Nominations for Standing Committee, Intercollegiate Athletics Councils (men’s and women’s), Police Oversight Committee, UGSAC, and Coop Board (FCEC and CoC request nominations, including self-nominations, from voting members of the General Faculty).
- (Jan 19-20)** CHAIR and CHAIR ELECT - System Faculty Advisory Council (SYSFAC) meeting.
- (Jan 23)** FC meeting, MAI 212, 2:15 pm
- (Jan 27)** FCEC meeting, WMB 2.102, 2:00 pm.
- (Jan 30)** FCEC+ meeting, Stark Library, 2:00 pm.
- (Feb 1)** SECRETARY – CUDPR meeting, 3:00-4:30 pm, FAC 328
- (Feb 13-Mar 3)** OGF - Faculty Council college elections - nomination phase.
- (Feb 20)** FC meeting, Main 212, 2:15 pm.
- (Feb 24)** FCEC meeting, WMB 2.102, 2:00 pm—recommendations for representatives on the Co-op Board of directors, Intercollegiate Athletics Councils (men’s and women’s), Police Oversight Committee, and UGSAC; Co-op panel must be voted on by FC at March meeting and forwarded to president so that the new member can be appointed before the end of March. NOTE: Co-op board member cannot serve two consecutive terms and there can be only one representative on the board from a particular college/school at the same time.
- (Feb 27)** FCEC+ meeting, Stark Library, 2:00 pm.
- (Feb TBD two days)** CHAIR AND CHAIR ELECT - TCFS meeting and present Round-up Discussion Report—date to be announced.
- (Feb or Mar TBD)** Joint Meeting, UT Austin hosts.
- (Mar)** OGF – Set meeting dates for Committee on Committees (CoC) to review and make recommendations for standing committees. Committee Chair may choose to wait until after the FC elections are final. OGF should prepare reports and send to CoC members prior to initial meeting.
- (Mar 1)** SECRETARY – CUDPR meeting, 3:00-4:30 pm, Place FAC 328
- (Mar 6)** FC meeting, Main 212, 2:15 pm; Action items for Council: approve the Co-op Board panel, Intercollegiate Athletics Councils’ panels, UT Police Oversight Committee panel, and the UGSAC election—the ballot of nominees will be made available to the voting members of the Faculty Council.
- (Mar 13-18)** Spring Break.
- (Mar 20-Mar 31)** OGF - Faculty Council college elections - final phase.
- (Mar 24)** FCEC meeting, WMB 2.102, 2:00 pm.
- (Mar 27)** FCEC+ meeting, Stark Library, 2:00 pm.

Reference Document for Faculty Council Chair, Chair Elect, and Secretary, 2016-2017

- (Late Mar)** OGF for CHAIR requests annual reports from Standing Committee chairs and gives deadline.
- (Apr)** OGF for CHAIR ELECT- Following final elections, prepare congratulatory message to all new FC members.
- (Apr)** OGF for CHAIR ELECT- Prepare message to new FC members to submit their Standing Committee preferences.
- (Apr)** CHAIR ELECT - Memo to next year's FC members regarding FC officer elections
- (Apr)** CHAIR ELECT - Purchase gift—with engraving—for out-going chair (keep receipt for reimbursement).
- (Apr)** OGF - Solicit preferences for service on UGS flag committees.
- (Apr)** OGF – \*\* TENTATIVE\*\* Communicate with TAMU regarding next year's joint meeting date.
- (Apr 5)** SECRETARY – CUDPR meeting, 3:00-4:30 pm, FAC 328
- (Apr 10)** FC meeting, Main 212, 2:15 pm.
- (Apr 13-14)** CHAIR and CHAIR ELECT - System Faculty Advisory Council (SYSFAC) meeting.
- (Apr 21)** FCEC meeting, WMB 2.102, 2:00 pm (review and approve schedule of meetings for next year – previously reviewed and accepted by president/provost offices; provide a panel of five names to the president, from which he will select three members to serve on the Faculty Budget Advisory Committee.
- (Apr 24)** FCEC+ meeting, Stark Library, 2:00 pm.
- (Apr-May)** CHAIR ELECT - Appoint FC reps to standing committees (NOTE: special considerations and restrictions in the notes on the FC members' preferences spreadsheet; Special note regarding C-4, one of the EPC reps will also be appointed to serve on UGSAC and one EPC Faculty Council representative will also serve on C14 Technology-Enhanced Education Oversight Committee).
- (Apr-May)** CHAIR ELECT - Appoint FC reps to UGS Flag Committees 1) Writing Flag Committee 2) Cultural Diversity and Global Cultures Flag Committee 3) Cultural Diversity and Global Cultures Flag Committee 4) Cultural Diversity and Global Cultures Flag Committee 5) Cultural Diversity and Global Cultures Flag Committee.
- (Apr-May)** CHAIR ELECT - Select convener from FC reps if the standing committee did not elect a chair elect.
- (Apr-May)** OGF for CHAIR ELECT - Send emails to FC reps appointed to standing committees
- (May 1)** CHAIR ELECT - Special meeting of the 2017-2018 FC in Main 212, 2:15 (next year's Faculty Council to elect officers and a new chair elect);  
CHAIR - Regular FC meeting, Main 212, 2:30 pm (CHAIR ELECT will make remarks and present the outgoing chair with a gift or token of appreciation for service over the past year.)  
CHAIR will announce the new officers during the FC meeting as soon as the votes have been tallied.
- (May 3)** SECRETARY – CUDPR meeting, 3:00-4:30 pm, FAC 328
- (May 5)** Last class day
- (May 29)** Memorial Day
- (May-June)** CHAIR and the FCEC are to select three names from a panel of five provided by the president, to serve on the Faculty Advisory Committee on Budgets

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- (**Summer 2017**) Incoming CHAIR to host traditional FCEC+ dinner for incoming and outgoing FCEC+ members
- (**Jun 2**) FCEC meeting (in the past, the chair has invited the incoming FCEC to attend).
- (**Jun 5**) FCEC+ meeting, Stark Library, 2:00 pm
- (**Jun 19**) FC meeting, Main 212, 2:15 pm - USUALLY CANCELLED
- (**Jun 30**) FCEC meeting, WMB 2.102, 2:00 pm
- (**Jul 3**) FCEC+ meeting, Stark Library, 2:00 pm
- (**Jul 4**) Independence Day
- (**Jul 17**) FC meeting, Main 212, 2:15 pm - USUALLY CANCELLED
- (**Jul 28**) FCEC meeting, WMB 2.102, 2:00 pm
- (**Jul 31**) FCEC+ meeting, Stark Library, 2:00 pm
- (**Aug 21**) FC meeting, Main 212, 2:15 pm - USUALLY CANCELLED