

DOCUMENTS OF THE GENERAL FACULTY

RULES AND REGULATIONS OF THE FACULTY COUNCIL

Following, on D 15364-15378, are the amended versions of the *Handbook of Operating Procedures for The University of Texas at Austin* (HOP) extracted from the category Academic/Faculty, Governance. These documents set forth the authority, functions, organization, rules, and by-laws of the General Faculty and the Faculty Council. They are based on the information available to the Office of the General Faculty as of September 1, 2016, and include changes approved by the General Faculty in 2016-2017.

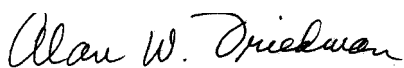
2-1010 General Faculty—previously HOP 1.1

2-1030-PM By-Laws of the General Faculty—previously PM 1.101

2-1110 Faculty Council—previously HOP 1.3

2-1040 Standing Committees of the General Faculty—previously HOP 1.4

2-1120-PM By-Laws of the Faculty Council— previously PM 1.301



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The University of Texas System
Rules and Regulations of the Board of Regents Rule: 40101

The following excerpt is from the *Rules and Regulations* of the Board of Regents Rule 40101 - "Faculty Role in Educational Policy Formulation:"

Sec. 1 Board Commitment. The Board of Regents will devote its best efforts to making all of the institutions of The University of Texas System of the "first class," as the Texas Constitution directs in Article VII, Section 10. The Board will be guided in general by the best practices of the top universities in the United States and abroad, especially by the best practices of state universities in the United States.

Sec. 2 Advice on Board Policies. The Board of Regents will ordinarily seek the advice of the faculty on important matters of academic policy.

Sec. 3 General Authority Subject to the authority of the Board of Regents and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the System, the faculties of the institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:

- 3.1 General academic policies and welfare.
- 3.2 Student life and activities.
- 3.3 Requirements of admission and graduation.
- 3.4 Honors and scholastic performance.
- 3.5 Approval of candidates for degrees.
- 3.6 Faculty rules of procedure.

Sec. 4 Necessity of Approval by Regents. Legislation recommended by an institutional faculty, or legislative body thereof, requiring approval of the Board of Regents, shall not be effective unless and until approved by the Board. Such legislation by a college or school faculty shall not be presented to the Board until it has been approved by the institutional faculty, either directly or through its legislative body, and has received the consideration and recommendation of the institutional president, the appropriate executive vice chancellor, and the chancellor. The faculty affected will be notified by the Board, through administrative channels, of its action on recommended faculty legislation.

Sec. 5 Approval of Degree Candidates.

It shall be the duty of the several institutional faculties to recommend approval or disapproval of all candidates for degrees. This duty may be delegated by affirmative vote of the institutional faculty, or its legislative body, to the respective deans or other appropriate official. Should this duty not be delegated, the institutional registrar, or his or her equivalent, shall furnish to the members of the institutional faculty a complete list of the degree candidates for recommendation.

Sec. 6 List of Degree Candidates.

The institutional registrar, as soon as possible after each commencement, shall provide the secretary of his or her institutional faculty, or its legislative body, with a complete list of all successful degree candidates.

HANDBOOK OF OPERATING PROCEDURES 2-1010
GENERAL FACULTY

A. Authority and General Functions

1. The areas of authority of the General Faculty are listed above. The General Faculty, however, has delegated the detailed exercise of its powers to the Faculty Council (HOP 2-1110). Of these powers, only the following shall be exercised in the first instance by the General Faculty:
 - a. Establishment of rules of membership and procedure for itself and for college and school faculties except for the Graduate School (see HOP 9-1240 for rules of the Graduate School).

- b. Choice of its secretary and its representatives on the Faculty Council.
- c. Structure and legislative powers of the Faculty Council.
- d. Action on recommendations of General Faculty Rules and Governance Committee.
- 2. The exercise of all powers is subject to prior action by the Faculty Council and appeal from the Faculty Council to the General Faculty in accordance with the rules and regulations relating to the Council.
- 3. Questions of jurisdiction arising between the Faculty Council and the General Faculty shall be referred to the General Faculty Rules and Governance Committee for determination.

B. Membership

- 1. Voting members of the General Faculty shall consist of the following:
 - a. All tenured and tenure-track professors and tenure-track instructors.
 - b. All lecturers and clinical faculty who teach organized courses as the instructor of record (with the exception of those listed in B.4. below), who have had a total of two or more academic years of service at these ranks at The University of Texas at Austin and who meet these criteria for an instructional appointment:
 - i. were appointed an average of at least 50% time at UT Austin during each of the two preceding academic years (excluding summer), and
 - ii. are currently appointed at least 50% time at UT Austin (faculty who have served an average of 50% for the past two years become eligible to vote in the next semester they are appointed at least 50% time), and
 - iii. have their primary academic home at UT Austin.
 - iv. Those faculty who satisfy b (i, ii, and iii) will maintain their status except if they fall below an average of 50% appointment for more than two academic years. Also see 4.b. below.
 - c. Officers designated in the UT System Board of Regents' Rules and Regulations as being ex officio members of all institutional faculties of The University of Texas System.
 - d. Such other officers as the Board of Regents, upon recommendation of the president and the UT System chancellor, may designate.
 - e. Voting members whose appointments temporarily drop below the minimum amount of time required for voting membership due to an approved leave of absence without pay retain their voting status.
- 2. Those faculty members designated in Section B.1 above shall retain their voting status while on modified service or phased retirement, but not upon full retirement.
- 3. Each voting member, of whatever rank, shall be entitled to one vote.
- 4. Nonvoting members of the General Faculty shall consist of the following:
 - a. Visiting professors, visiting associate professors, visiting assistant professors, and visiting Harrington fellows.
 - b. Non-tenure-track faculty who have served less than an average of 50% time for each of the previous two academic years
 - c. Specialists.
 - d. Research faculty
 - e. Non-Tenure-Track Instructors
 - f. Adjuncts and Adjoints
 - g. Assistant Instructors, Graduate Teaching Associates, and Teaching Assistants
 - h. ROTC faculty
 - i. Individuals holding an emeritus title.
- 5. Non-voting members of the General Faculty have the privilege of attending meetings with the right to speak but without the right to vote.
- 6. Any faculty member may request to know the status of their voting eligibility by contacting the Office of the General Faculty. Any member who believes he/she has the appropriate title and meets the other criteria for voting rights but is not listed as eligible may submit a request through the Office of the General Faculty to the Faculty Rules and Governance Committee to be added to the voting faculty. The Rules and Governance Committee will consider any such requests to determine if the faculty member meets the criteria set forth above, and if so, will add their name to the list of voting members of the 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 3% of the voting members.

D. Organization

1. The president shall be chair *ex officio* of the General Faculty.
2. At the annual meeting of the General Faculty, held no later than January, the General Faculty shall elect its Secretary, whose term of service shall begin on the first day of the following academic year. One nomination shall be named by the Faculty Council Executive Committee early in the fall semester; other nominations may be submitted from the floor at the annual meeting of the General Faculty. If the secretary should cease to be a member of the General Faculty or should become incapacitated, the Faculty Council shall elect a voting member of the General Faculty to serve as acting secretary of the General Faculty until the next regular election.
3. The duties of the secretary shall include the following:
 - a. Recording the minutes in a form both convenient and permanent, which shall be paged and for which an annual index shall be prepared.
 - b. Handling of any communications or reports made to the General Faculty when not in formal session. The secretary shall distribute, record, and list such communications or reports in the order of business.
 - c. Sending out to the members notices of the meetings to be held with the order of business to be transacted.
 - d. Bringing promptly to the attention of the persons concerned the actions of the faculty.
 - e. Providing copies of the minutes for the use of the faculty and for filing in all appropriate University offices. In addition, bound volumes of the minutes shall be placed in the offices of the secretary of the General Faculty and the Texas Collection of the Barker Texas History Center.
 - f. Serving as secretary of the Faculty Council.
 - g. Conducting all elections which involve balloting by the voting members of the General Faculty.
 - h. Preparing and distributing in September of every year the annual report of the secretary of the Faculty Council.
4. The parliamentarian shall be appointed annually prior to the start of the fall semester by the Faculty Council Executive Committee and may be reappointed.

E. Legislation

1. Legislation which has been submitted by the Faculty Council to the General Faculty by circularization shall be considered General Faculty legislation if not protested.
2. Legislation may not be initiated by the General Faculty by the circularization procedure.
3. No legislation of the General Faculty, excepting emergency legislation, shall be effective unless and until approved by the Board of Regents (see Rules and Regulations of the Board of Regents, Rule 40101, Part 2. Sec. 4). Emergency legislation ceases to operate if disapproved by the Board of Regents.
4. The Board of Regents will notify the General Faculty of its actions on faculty legislation, in general giving reasons when disapproving.
5. All actions of the General Faculty, which require the approval of the Board of Regents shall be transmitted to the Board by the president and the Chancellor, UT System in the form passed by the General Faculty, together with such recommendations as the president or the Chancellor, UT System may choose to make. At each meeting of the Faculty Council, the secretary shall report on

all actions of the Council or General Faculty transmitted to the Board and the action, if any, of the Board on each. If final action of the Board differs from the General Faculty's recommendations, the president shall communicate these differences to the Faculty Council.

F. Rules of Procedure

1. The general principles of parliamentary law set forth in Robert's Rules of Order (current edition) shall govern, except insofar as they may be modified by the faculty. Any such modification, and provisions of order of business and rules of debate, shall be included in the By-Laws of the General Faculty (see Policy Memorandum 2-1030-PM: By-Laws of the General Faculty).
2. At a regular meeting a quorum shall consist of 5% of the total number of voting members of the General Faculty, and at a called meeting a quorum shall consist of 15% of that number. If a quorum is not present at a regular meeting, business that would otherwise have been conducted in the first instance at that meeting shall be discussed; within twenty days after the meeting, that business, together with the minutes of its discussion, shall be submitted to the General Faculty by mail ballot, and at least two weeks shall be allowed for receipt of the returned ballots. If a quorum is not present to consider action of the Faculty Council that has been protested, the legislation shall be returned to the Faculty Council for action (see Policy Memorandum 2-1120-PM, 5.b (4) (d)).

HANDBOOK OF OPERATING PROCEDURES 2-1110
FACULTY COUNCIL

A. Authority and General Functions

1. The Faculty Council, subject to review by the General Faculty, shall exercise the powers vested in the General Faculty except for establishment of rules of membership and procedure for itself and for college and school faculties; choice of its secretary and its representatives on the Faculty Council; structure and legislative powers of the Faculty Council; and action on recommendations of the General Faculty Rules and Governance Committee. Specifically, it shall have authority to consider the following:
 - a. All matters of educational policy. Except for those matters that are specifically delegated to the Graduate Assembly (see HOP 9-1240), the Council shall establish the necessary procedures for enlisting the aid of the faculty in developing educational policies for the entire University.
 - b. Regulations dealing with student activities.
 - c. Requirements for admission, honors, or degrees except to the extent such authority is specifically delegated to the Graduate Assembly (see HOP 9-1240).
 - d. Approval of degree candidates.
 - e. Catalog changes requiring approval of the UT System Board of Regents except to the extent that such authority is specifically delegated to the Graduate Assembly (see HOP 9-1240).
 - f. Reports of special and standing committees, including the committees of the General Faculty, with the exception of the General Faculty Rules and Governance Committee.
2. The Council shall have the authority to conduct studies and inquiries, to initiate legislation, and to act upon any recommendations made to it by a college or school faculty, by a committee of the Faculty Council, or by a qualified petitioning group of the faculty.
3. The Council may, by affirmative vote, delegate for any academic year the approval or disapproval of all candidates for degrees to the respective deans. Should this duty not be delegated to the deans, the Registrar shall furnish to the members of the faculty a complete list of the degree candidates each semester for recommendation. The Registrar, as soon as possible after each commencement, shall provide the secretary of the General Faculty with a complete list of all successful degree candidates, and the secretary shall insert the list in the Documents and Minutes of the General Faculty.
4. All actions by the Faculty Council, excepting those requiring ratification by the General Faculty, constitute recommendations to the president. In matters that require approval at the UT Austin level, the recommendations are subject to the president's review and final action. In matters that require approval at the UT System level, the recommendations are subject to the president's review and transmission, with such recommendations as the president may deem appropriate, for review

and approval by the executive vice chancellor for academic affairs and the Board of Regents (See sections E.6 and 7 below.)

B. Committees

1. The Council shall have the authority to create standing committees of the General Faculty. All voting members of the General Faculty, whether members of the Council or not, shall be eligible to serve on standing committees. The chair of the Council shall appoint two elected faculty members of the Council to serve on each standing committee for one year. The other faculty members of these committees shall be chosen by the president from lists submitted by the Faculty Committee on Committees unless otherwise specified by the Council in the legislation establishing or modifying the committees. The number of names on the lists shall be at least two more than the number of places to be filled. Each General Faculty Standing Committee shall elect a chair elect or vice chair at the beginning of the fall semester. If the committee opts for a vice chair, the chair elect shall be elected in the spring semester. The chair elect shall be elected no later than the last Friday in February. Faculty members of the committee whose terms of service extend through the following year or who are eligible for reappointment to the committee are eligible to be elected as chair elect. A chair elect whose term of service does not extend through the following academic year will be reappointed for an additional year. Individuals on phased retirement, or modified service shall not be eligible to serve on standing committees when the membership is elected. Committee chairs shall submit written reports to the Council at least annually by April 1 on their committees' activities, with copies to the president and the chair of the Faculty Committee on Committees. The vice chair shall assist the chair and shall become Acting chair if the chair becomes incapacitated.
2. Except where otherwise provided by the Council, terms of office for faculty members of standing committees shall be three years, commencing on the first-class day of the fall semester, with one third of the faculty membership appointed each year. Faculty members are eligible for immediate reappointment to a new term of service unless they have just served six or more consecutive years, in which case they must be off the committee for at least one year before serving on that committee again.
3. The Council shall have the authority to create special committees. The membership of these committees shall be appointed by the chair unless otherwise provided by the Council in the legislation establishing or modifying the committees. All voting members of the General Faculty, whether members of the Council or not, shall be eligible to serve on special committees.
4. The Council may refer any matter to an appropriate committee, or to a college or school faculty or administrator, for consideration.

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.)

- b. Administrative members *ex officio* without vote. The Council shall include *ex officio* members without vote as follows: president, executive vice president and provost, all vice presidents, all Deans of colleges and schools, dean of Continuing Education and Extended Education, vice provost of University of Texas Libraries, senior associate vice president and dean of students, vice provost and director of admissions, and registrar. Administrative members *ex officio* without vote are not eligible for election as voting members.
- c. Student members with vote. The Council shall include seven (7) student members with vote as follows: three (3) students to be selected annually by the student government to serve until replaced, two (2) students to be selected annually by and from the Senate of College Councils to serve until replaced, and two (2) students to be selected annually by the Graduate Students' Assembly to serve until replaced. The candidates for and the holders of these positions
 - i. must be bona fide, full-time students (that is, undergraduate students registered for at least twelve (12) semester hours and law or graduate students registered for at least nine (9) semester hours, except that the president of the Graduate Student Assembly may serve if registered for at least 6 semester hours),
 - ii. if undergraduate students, must have an overall UT Austin grade point average of at least 2.50; if graduate students, must have an overall UT Austin Graduate School grade point average of at least 3.25; or if law students, must have a UT Austin Law School grade point average of at least 2.50, and
 - iii. if undergraduate students, must have completed at least 30 semester hours in residence at UT Austin. No students selected by the Student Government shall be from the same college or school, no students selected by the Senate of College Councils shall be from the same college or school, and no students selected by the Graduate Students' Assembly shall be from the same graduate program. Student members shall take office on the date of the first meeting of the Faculty Council in the fall semester following their election.
- d. Staff members without vote. The Council shall include two (2) staff members without vote, one to be selected by members of the staff each year for a two-year term commencing on the first-class day of the fall semester following his or her selection.
- 2. Election of General Faculty Members. The By-Laws of the Faculty Council (see Policy Memorandum 2-1120-PM) shall include the procedure for electing the voting members of the General Faculty.
- 3. A vacancy shall be declared by the secretary of the Council if an elected voting member of the General Faculty misses two meetings without an excuse in an academic year. The vacancy shall be filled by the next runner-up from the previous election. If the runner-up list is exhausted, a special election will be held to fill the vacancy.

D. Organization

- 1. Each year the voting members of the Council shall elect a chair elect from the elected faculty members who shall serve in that capacity for one year. At the end of the year the chair elect shall become chair; and the chair shall become past chair; if the Council term of a chair or past chair would otherwise end, said individual shall be an *ex officio* member of the Council (with normal voting rights) for that year. The chair shall preside over the Council. The chair elect shall serve as vice chair if necessary. The past chair shall represent the Council at inter-institutional activities and shall advise the chair and chair elect on matters pertaining to Council business. The chair (or the chair elect in the absence of the chair) shall be a voting member of the Graduate Assembly and shall be a member of its agenda-setting group. The chair and the chair elect shall represent UT Austin on the UT System Faculty Advisory Council. For the first election of officers to the Faculty Council only, the chair shall be elected and serve for one year; the chair elect shall be elected at the same time and also serve for one year in that capacity before succeeding as chair. If either the chair or the chair elect should cease to be a member of the Faculty Council, the Council shall promptly elect a successor. If a past chair should cease to be a member of the Council or be unable to serve, the chair shall designate an elected member of the Council to carry out the duties of the past chair.
- 2. The secretary of the General Faculty shall be *ex officio* secretary of the Council.
- 3. The functions of the Secretary, other than those listed elsewhere, shall be as follows:

- a. In relation to the Faculty Council, the secretary shall send out all notices and communications, prepare the agenda, keep a record of attendance, record proceedings, receive (before presentation) copies of all matters to be presented, and preserve all records of the Council.
 - b. In relation to the General Faculty and to the college and school faculties, the secretary shall report recommendations of the Council and refer matters from the Council to the General Faculty or the college or school faculties.
 - c. In relation to the president, the secretary shall report actions taken by the Council and requiring approval of the president, the UT System executive vice chancellor for academic affairs, or the UT System Board of Regents; and certify the list of members elected to the Council.
- 4. The parliamentarian of the Faculty Council shall be appointed annually prior to the start of the fall semester by the Faculty Council Committee and may be reappointed.
 - 5. The Executive Committee of the Faculty Council (a standing committee of the Faculty Council).
 - a. Composition. The chair, chair elect, and past chair of the Faculty Council; the secretary of the Faculty Council; the chair (or the chair elect in the absence of the chair) of the Graduate Assembly; and three Faculty Council members elected by the voting members of the Faculty Council. Terms of service commence on the first-class day of the fall semester; they are for one year (though renewable).
 - b. Function. To facilitate the work of the Faculty Council and to see that the Council has the benefit of the work done by the standing committees and by the special committees of the Faculty Council; to plan the Council's agenda and other related activities; and to meet at least monthly with the president and his or her designated representatives in order to discuss and advise on educational, institutional, and faculty matters.

E. Legislation

- 1. The secretary shall classify proposed legislation as being
 - a. of *exclusive* application and of primary interest only to a single college or school,
 - b. of *general* interest to more than one college or school (but not for submission to the General Faculty), or
 - c. of *major* interest (for submission to the General Faculty).

In addition, any of these three types of legislation may be classified as *emergency* legislation. The Council may, by vote, reclassify any legislation. Specific information on each type of legislation shall be included in the By-Laws of the Faculty Council (see Policy Memorandum 2-1120-PM).
- 2. 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).
- 3. 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.
- 4. Proposed legislation may be initiated for consideration in the Faculty Council by written petition addressed to the secretary by twenty-five (25) or more voting members of the General Faculty.
- 5. In an emergency, a matter may be brought before the Council without prior notice if a majority of those voting consents.
- 6. On matters within the province of UT Austin authority, the actions of the Faculty Council and of the General Faculty constitute recommendations to the president. All such matters shall be

presented and discussed at an Executive Committee meeting with the president. Should the president be inclined to disapprove Council legislation, or to approve it only with substantive change, the matter will be returned by the president to the Council so that the Council will have an opportunity to consider the objections and to modify, withdraw, or reaffirm the original legislation before the president acts on it. Within a reasonable time, the president will inform the Council of the review that the matters have been given and of the disposition that has been made of each recommendation. The president shall also consult with the Faculty Council (or its Executive Committee) whenever the administration proposes to take action that significantly affects the faculty or the University's educational mission so that the Council has opportunity to respond prior to such action being taken.

7. Should the president object to any recommendation of the Faculty Council or of the General Faculty that requires the approval of UT System and, if necessary, the Texas Higher Education Coordinating Board, he or she shall make those objections known either directly to the Council or through the Executive Committee so that the objections may be answered and the Council may have an opportunity to modify, withdraw, or reaffirm the proposed legislation before it is transmitted by the president to UT System. The final version of the legislation that is approved by the Faculty Council or by the General Faculty shall be transmitted by the president to UT System and, if necessary, to the Texas Higher Education Coordinating Board, along with such recommendations as the president and, if necessary, UT System may choose to make. At each meeting of the Council, the president, either directly or through the Secretary, shall report on all actions of the Council and General Faculty transmitted to UT System or the Texas Higher Education Coordinating Board and the action, if any, taken on each. Differences, if any, between what the Council or General Faculty recommend and what the UT System or the Texas Higher Education Coordinating Board approve shall be noted and explained by the president.

F. Meetings

1. Unless the Council determines otherwise, its regular meetings shall be held the third Monday of each month, with the first meeting of the year being held in September.
2. Special meetings shall be called by the chair of the Council at his or her own instance or at the request of five (5) or more members of the Council.
3. Meetings of the Council are open to the public.
4. At the invitation of the chair or by a majority vote of the Council, when subjects relevant to them are under discussion, faculty, students, administrators, and staff who are not members of the Council may participate in the discussion but not vote.
5. The presiding officer may control the use of tape recorders, cameras, and like devices as necessary to the orderly work of the Council.
6. Resolutions and legislation may be introduced by any member of the Council, but all resolutions and legislation must have at least two sponsors, at least one of whom must be an elected faculty member.

G. Rules of Procedure

1. The rules of the General Faculty shall be followed by the Council as far as practicable. Any exceptions and provisions of order of business and rules of debate shall be included in the By-Laws of the Faculty Council (see Policy Memorandum 2-1120-PM).
2. A quorum shall be a majority of the voting members of the Council.

H. Records of the Council

1. Minutes of the proceedings and other records of the Council shall be kept by the Secretary.
 - a. The minutes shall be paged and indexed.
 - b. Notices of actions by the president, the UT System executive vice chancellor for academic affairs, and the UT System Board of Regents on faculty legislation shall be included in the official Documents of the General Faculty.
 - c. Copies of the Documents of the General Faculty shall be made available to the members of the Council, members of the General Faculty who desire them, the UT System executive vice chancellor for academic affairs, members of the UT System Board of Regents, and selected members of the non-academic staff who desire them.

- d. Bound volumes of the Documents of the General Faculty shall be kept in the office of the secretary of the Faculty Council and the Texas Collection of the Barker Texas History Center.
2. An annual report of the activities of the Council shall be prepared and presented to the General Faculty by the secretary at the fall meeting of the General Faculty. It shall be made available in advance of the meeting. It shall consist of two parts as follows:
 - a. A list of actions taken by the Council, classified according to type of action, such as approval, rejection, references to the General Faculty for review, etc. in chronological order within each class.
 - b. A statement of educational policy to which the Council has given attention, or is giving attention, or which has been placed on the Council's calendar for future consideration.

HANDBOOK OF OPERATING PROCEDURES 2-1040
STANDING COMMITTEES OF THE GENERAL FACULTY

A. Composition and Function

1. The composition and function of each standing committee shall be established by the Faculty Council and approved by the president within the following categories:
 - Type A: Faculty Affairs (no student members)
 - Type B: Student Services and Activities (substantial student representation, but less than a majority)
 - Type C: Institutional Policy and Governance (at least two student members)
2. Information regarding the composition and function of each standing committee is given in Policy Memoranda 2-1050-PM, 2-1060-PM and 2-1070-PM.
3. The president, Graduate Assembly, Deans Council, Student Government, Senate of College Councils, and Graduate Student Assembly may refer any matter to an appropriate committee, or to a college or school faculty or administrator, for consideration.

B. Membership

1. Unless otherwise specified in Policy Memoranda 2-1050-PM, 2-1060-PM or 2-1070-PM, faculty and administrative staff members of standing committees shall be appointed by the president from panels of names submitted by the Faculty Committee on Committees and by the Staff Council, respectively. All panels shall include at least two names more than required to make initial appointments and deemed necessary to fill any subsequent vacancies. Unless otherwise specified in Policy Memoranda 2-1050-PM, 2-1060-PM or 2-1070-PM, staff appointments shall be for two-year staggered terms, commencing on the first-class day of the fall semester. Terms of office for faculty members of standing committees shall be three years, commencing on the first-class day of the fall semester, with one-third of the faculty membership appointed or elected each year. Faculty members are eligible for immediate reappointment or re-election to a new term of service, unless they have just served six or more consecutive years, in which case they must be off the committee for at least one year before serving on the committee again. Each General Faculty Standing Committee shall elect a chair elect or vice chair at the beginning of the fall semester. If the committee opts for a vice chair, then the chair elect shall be elected in the spring semester. The chair elect shall be elected no later than the last Friday in February. Faculty members of the committee whose terms of service extend through the following year or who are eligible for reappointment to the committee are eligible to be elected as chair elect. A chair elect whose term of service does not extend through the following academic year shall be reappointed for an additional year. A faculty member shall serve no more than three consecutive years as chair on committees with three-year terms. A faculty member shall serve no more than five consecutive years as chair on committees with five-year terms. Individuals on phased retirement or modified service shall not be eligible to serve on standing committees when the membership is elected.
2. Except as provided in Policy Memorandum 2-1070-PM, all standing committee members from the student body shall be appointed by the president from panels of names submitted by the appropriate student committee. If any student panels have not been submitted to the president by October 1, then the Dean of Students after consultation with student leaders shall supply the

needed list or lists of names. All panels shall include at least two names more than required to make initial appointments and considered necessary to fill any subsequent vacancies.

3. Appropriate administrative officers, whether or not members of the General Faculty, shall be designated as administrative advisers to standing committees. Administrative advisers shall not have vote.
4. The president shall serve as an ex officio member of all standing committees. In addition, the Regents' Rules and Regulations may specify other administrative officials to serve as voting members of specific committees.

C. Reporting

1. The standing committees of the General Faculty, except the General Faculty Rules and Governance Committee, shall be responsible to the Faculty Council and any changes in the list of standing committees shall originate in the Council. A report from each committee shall be submitted to the Faculty Council through the secretary by April 1, with a copy to the president and the chair of the Faculty Committee on Committees. In addition, each committee shall keep the Faculty Council informed of its on-going activities by including the Office of the Faculty Council on the mailing list the committee uses to send meeting notices and reports. These documents will be made available for examination by members of the Faculty Council.
2. The General Faculty Rules and Governance Committee shall be responsible to the General Faculty.

**HANDBOOK OF OPERATING PROCEDURES 2-1120-PM
BY-LAWS OF THE FACULTY COUNCIL**

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, 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.
2. 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.
 - ii. Determining the results
 - a. Electoral quota. An electoral quota, q , shall be computed as follows: If n denotes the number of ballots cast and p denotes the number of positions to be filled, then q shall be the greatest whole number (positive integer) not exceeding $(n/(p + 1)) + 1$. That is, if $(n/(p + 1)) + 1$ is a whole number, then that whole number is q ; otherwise, q is $(n/(p + 1)) + 1$ rounded down to a whole number.
 - b. Initial step. The initial vote for a candidate shall be the number of first choices for the candidate.
 - c. Any candidate whose vote equals or exceeds the electoral quota, q , shall be elected. If p of the positions are filled after this step, the process is complete.
 - d. Subsequent steps. If the process is not complete at the end of the preceding step, then it shall continue by repeatedly transferring ballots (votes) among candidates according to

rules (e) and (f) which follow. When rule (e) is applied, the weight of each transferred ballot will be decreased as described in (e). Thus, after the initial step, at which each ballot has a weight of one, a candidate's vote total need not be a whole number.

If the process continues beyond the initial step, it will be complete when either (i) all of the positions have been filled by transfers using (e), or (ii) the number of candidates who have not been eliminated using (f) equals the number of positions to be filled, at which point the candidates not eliminated are elected.

- e. Transfers from elected candidates. After any step in which a candidate has been elected with v (q or more) votes, determine the surplus, $s = v - q$, of votes for that candidate. (If $v = q$, then proceed to the next paragraph.) Multiply the weight of each of the candidate's ballots by s/v , and then transfer each such ballot to the candidate who is the next choice on the ballot. If the next candidate has been either elected or eliminated, go to the next choice, and so on until, if possible, reaching a candidate who has been neither elected nor eliminated; then add the weight of the ballot to that candidate's total vote.

When the preceding step has been completed for each previously elected candidate, return to step (c) if any candidate is newly elected, and otherwise go to step (f).

- f. Transfers to eliminate candidates. After the initial step or any application of step (e) in which no candidate is newly elected, the remaining candidate with the least number of votes shall be eliminated. (In the event of two or more candidates with the same least number of votes, use (g) which follows.) Each of the eliminated candidate's ballots shall be transferred to the candidate who is the next choice on the ballot; if the next choice has been either elected or eliminated, go to the next choice, and so on until, if possible, reaching a candidate who has been neither elected nor eliminated; then add the weight of the ballot to that candidate's total vote. Now return to step (c).
- g. Ties. If a tie occurs at any point in the process, the choice shall be made in such a way that the candidates who are tied have equal chances of being selected.
- h. Preferential ranking. For the purpose of filling vacancies, the preferential ranking of candidates not elected shall be the reverse of the order in which the candidates were eliminated in the election process, that is, the last candidate eliminated shall be the first preferential choice, and so on.

4. Election Officials

- a. The secretary of the General Faculty shall be responsible for conducting elections and shall announce the results to the General Faculty.
- b. The General Faculty Rules and Governance Committee shall make the final ruling in any election dispute or on any election matter not covered by these rules.

5. Legislation

- a. The notice advising members of the Faculty Council of a matter to be discussed, in addition to stating in substance the motion, if any, to be offered, shall include a summary of data which, if studied before the meeting, will contribute to a more intelligent understanding and analysis of the issues involved. The secretary shall use the following form in sending out documents for the consideration of the Council:
 - i. Caption, descriptive of content.
 - ii. Classification and notice of procedure.
 - iii. The report, which is to consist of:
 - a. date of adoption by recommending body, if any;
 - b. if a catalog change is being proposed, citation of catalogue with page(s) and line(s) to be changed;
 - c. the recommendations;
 - d. the reasons for the proposal.
 - iv. Statement of the protest procedure, if appropriate.
 - v. Date of filing the report or recommendations with the Secretary.
 - vi. Date of distribution.

- b. Proposed legislation shall be classified by the secretary for handling as follows:
 - i. When circumstances warrant, any of the three types of legislation described below may also be classified as *emergency* legislation. Except for legislation that is also classified as *major* [see section (iv) below], *emergency* legislation approved by the Council may be sent directly to the president, UT System, and, if necessary, the Texas Higher Education Coordinating Board for adoption without first being presented to the General Faculty. It shall be put into operation immediately upon approval by the Faculty Council. Should *emergency* legislation later be disapproved by UT System or the Texas Higher Education Coordinating Board, it shall cease to be in operation.
 - ii. Legislation adopted by a college or school faculty and of exclusive application and of preliminary interest only to a single college or school shall be classified as *exclusive* legislation. *Exclusive* legislation may be approved by the Faculty Council by no-protest procedure, provided no protest is received from a member within seven (7) calendar days after notification, excluding official University holidays.
 - a. The notification for no-protest procedure shall include information about deadlines and the procedure for filing objections (e.g., "if no objection is filed with the secretary within seven (7) calendar days from the date of circularization notification, excluding official University holidays, the legislation proposed will be held to have been approved by the Faculty Council. If objection is filed within the prescribed period, the proposed legislation will be presented to the Faculty Council at its next meeting.")
 - b. Should a protest be received, the legislation shall be brought before a formal session of the Council.
 - c. Should the legislation be approved by no-protest procedure, it shall be forwarded to the president, and, if appropriate, to UT System, and the Texas Higher Education Coordinating Board for action without being submitted first to the General Faculty.
 - iii. Legislation of *general* interest to more than one college or school (but not for submission to the General Faculty) shall be classified as *general* legislation. General legislation may be approved by the Faculty Council by no-protest procedure, provided no protest is received from a member within fourteen (14) calendar days after notification, excluding official University holidays.
 - a. The notification for no-protest procedure shall include information about deadlines and the procedure for filing objections (e.g., "If no objection is filed with the secretary within fourteen (14) calendar days from the date of circularization notification, excluding official University holidays, the legislation proposed will be held to have been approved by the Faculty Council. If objection is filed within the prescribed period, the proposed legislation will be presented to the Faculty Council at its next meeting.")
 - b. Should a protest be received, the legislation shall be brought before a formal session of the Council.
 - c. *General* legislation approved by the Council may be sent directly to the president, and, if appropriate, to UT System, and the Texas Higher Education Coordinating Board for adoption without first being presented to the General Faculty. The president has the power to change the classification from *general* to *major* legislation for fourteen (14) working days following Council action, excluding official University holidays.
 - 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 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 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.
 - c. If legislation is being referred to the General Faculty because of a protest from a qualified group of the General Faculty, the secretary shall so report and attach to the Council recommendations the statement of the protesting group.
 - d. In the event that the protested legislation is not considered at a General Faculty meeting due to lack of a quorum, the legislation shall be returned to the Faculty Council for action. The decision of the Council will be final. The signed protestors of the legislation shall receive advance notice of this meeting and be given the opportunity to present arguments to the Council. If the Council so chooses, it may call a second meeting of the General Faculty to consider the protested legislation.
 - e. Unless it is also classified as *emergency* legislation, *major* legislation shall *not* be submitted to the General Faculty by the no-protest procedure during the months from June through August.
 - c. Before it can be presented to the Faculty Council for action, each piece of *non-emergency general* and *major* legislation must be studied by a body of General Faculty members, and that body must report its findings and/or recommendations to the Council. Legislation that has not previously been studied by a body of the General Faculty will be referred by the secretary to such a body for study before it is presented to the Council for action.
6. Rules of Procedure
- a. A request for a record vote shall be granted only if made by as many as three members of the Council.
 - b. Questions of jurisdiction arising between the Faculty Council and the General Faculty shall be referred to the General Faculty Rules and Governance Committee for determination.
 - c. Questions of interpretation of rules of procedure shall be determined by the General Faculty Rules and Governance Committee.
 - d. The order of business shall be as follows unless the Executive Committee or the Council shall otherwise determine:
 - i. Report of the Secretary
 - ii. Approval of Minutes
 - iii. Communication with the president
 - a. Comments by the president
 - b. Questions to the president

Involved questions of major importance and questions the answers to which may require preparation of factual material should be submitted in writing to the secretary for transmittal to the president at least one week before the date of the meeting at which the questions are to be considered.
 - iv. Report of the chair
 - v. Report of the chair elect
 - vi. Special Orders
 - vii. Petitions
 - viii. Unfinished business
 - ix. Reports of the General Faculty, Colleges and Schools and Committees:
 - a. General Faculty
 - b. College or School Faculties (in chronological order of filing)
 - c. Standing Committees (in chronological order of filing)
 - d. Special Committees (in chronological order of filing)
 - x. New business

- a. Matters presented by the president
- b. Matters presented by the chair
- c. Matters presented by elected faculty members
- d. Matters presented by administrative members
- e. Matters presented by student members
- f. Matters presented by staff members
- xi. Announcements and comments
- xii. Questions to the chair
- xiii. Adjournment
- e. If any parliamentary ruling by the presiding officer is appealed, a majority or tie vote sustains the decision of the chair.