

The University of Texas of the Permian Basin - Faculty Senate By-Laws

I. Procedural Points

A. Rules of Order.

1. Meetings of the Senate shall be conducted in accordance with the most current issue of Robert's Rules of Order.
2. A quorum for conducting business shall consist of a majority of the Senate membership (50% PLUS 1 of the Senate members).

B. Meetings.

1. Meetings of the Senate shall be held at least once a month during the academic year. Meetings shall be held on the third Wednesday of the month starting at 2:00 pm.
2. Written notice, including an agenda, shall be given to all members of the Senate in advance of the meeting.
3. Additional meetings may be called at the request of:
 - a. a majority of the Faculty Assembly
 - b. one-fourth of the Senate membership
 - c. the President of the University
 - d. a majority of the Executive Committee of the Senate
 - e. the Senate President

C. Agenda.

1. Items may be placed on the agenda by any member of the Senate and, through the President or Executive Committee members, and by any member of the University community.
2. The agenda shall be distributed to the members of the Senate and the faculty body, by email, at least a day prior to the meeting.

D. Order of Business.

1. The order of business shall include:
 - a. call to order
 - b. approval of previous minutes
 - c. Faculty Senate President's report
 - d. reports of the subcommittee chairs
 - e. unfinished business
 - f. new business
 - g. adjournment

E. Initiation of Action.

1. Only members of the Senate may present proposals, measures, and resolutions on the Senate floor.
2. Matters shall come to the attention of the Senate as follows:
 - a. the members of the Senate and its committees shall, on their own or at the request of any other body, initiate and review University policies, procedures, and plans
 - b. members of the Faculty Assembly shall communicate directly with any current member of the Senate
 - c. members of the administration shall communicate with the President of the Senate who shall present such matters to the Senate

- d. members of the Student Body shall communicate through the University Student Senate with the Chair of the Student Affairs Sub-Committee, who shall present such matters to the Senate. Alternatively, members of the student body may communicate with the Chair of the Student Affairs Sub-Committee or the President of the Faculty Senate

F. Minutes of the Senate.

The Faculty Secretary shall take and keep minutes of Senate meetings and shall present copies of these minutes to the members of the Senate Faculty Assembly and the President of the University, who shall present them to the Board of Regents.

G. Senate Members Selection

1. Each department or school of College per Handbook of Operating Procedures (HOP) guideline 7.3.3 elects senators.
 - a. Each department or school or College shall elect one alternate for each senators, to serve during an extended absence in the event that a seat becomes vacant permanently and no alternate is available to serve, the department, or school, or College in which the vacancy occurs shall conduct an election to fill the seat according to the established procedure for election of a Senator
 - b. When an alternate succeeds to a permanent seat or becomes otherwise unavailable to serve as an alternate, a new alternate shall be elected

H. Officers of the Senate.

1. The Officers of the Senate shall be:
 - a. President. The Senate shall elect the President of the Senate for a one-year term. The President may not serve more than three consecutive terms
 - b. Vice President. The Senate shall elect the Vice President of the Senate for a one-year term. The Vice President may not serve more than three consecutive terms
 - c. Secretary. The Faculty Secretary shall serve as Secretary of the Senate as a non-voting member

I. Election of Officers.

1. Following the annual senatorial election but prior to the close of the Spring Semester, the President of the Senate shall call a meeting of the members who will serve in the Senate in the following Fall Semester to elect a President and Vice President from among themselves.
2. A secret, written ballot shall be used.
3. The ballot shall be tabulated publicly by the Secretary and verified immediately after the elections by Senate members, if necessary.

J. Duties of the Officers.

1. The duties of the officers shall be:
 - a. President: To preside at meetings, to serve as spokesperson, and to appoint the Senate members of each Sub-Committee
 - b. Vice President: To assume the duties and functions of the President in the absence of the President
 - c. Secretary: To record, revise, and publish, the minutes of meetings

K. Bylaw Changes.

The Faculty Senate Bylaws may be amended by a simple majority vote of the full Faculty Senate

II. STRUCTURE OF SENATE COMMITTEES

A Executive Committee of the Senate.

The President, Vice President, Secretary, and chairpersons of standing committees of the Senate shall be members of the executive committee.

B. Standing Committees of the Senate.

Standing committees of the Senate shall oversee matters of university policy in accordance with the Regents' Rules and Regulations. Membership shall consist of a chairperson appointed by the President of the Senate, at least one additional member of the Senate, and others as deemed beneficial from the Faculty Assembly, administration, and student body, to be appointed by the President of the Senate upon recommendation of individual committee chairpersons. Standing committees shall perform duties as directed by the Faculty Senate and shall make recommendations to the Faculty Senate. These duties include, but are not limited to, those listed below.

1. Academic Affairs Committee shall:
 - a. consider matters of general academic policy and welfare
 - b. consider matters of procedure related to the educational program of the University
 - c. consider requirements of admission and graduation
 - d. consider requirements of honors and scholastic performance generally
 - e. recommend candidates for degrees
2. Faculty Affairs Committee shall:
 - a. consider rules of procedure involving faculty only or faculty relations with administration, students, and/or staff
 - b. address issues relating to:
 - i. faculty evaluation
 - ii. faculty grievance procedures
 - iii. appointments to title and rank
 - iv. faculty tenure
 - v. faculty ethics and discipline
 - vi. faculty - administration relations
3. Student Affairs Committee shall:
 - a. consider matters of non-academic policy and procedure that affect student life
 - b. review issues relating to student affairs submitted by students or University personnel
 - c. work with the Office of Student Services on matters of common concern
4. Budget and Governance Affairs Committee shall:
 - a. consider matters of University governance, policy and procedure
 - b. in particular, consider recommendations for amendments, additions, and deletions to the HOP of the University
 - c. review existing and proposed priorities and make budgetary recommendations to the Faculty Senate and the administration
 - d. facilitate the input of budgetary recommendations from the faculty

- e. review and make recommendations concerning decisions regarding faculty compensation
 - f. in the event of financial exigency, recommend operational criteria and procedures for participation by faculty and full-time lecturers in academic programs in the redistribution, reduction, and reassignment in the determination of the future of faculty positions and academic programs. Faculty shall be given the opportunity to influence the redistribution, reduction or reassignment of faculty or programs
 - g. assist in the development of policies regarding initial starting salaries and salary increases of the University faculty
 - h. receive a copy of the UTPB Annual Budget as approved by the Board of Regents and a copy of each monthly Accounting Report of the University from the Office of Business Affairs
5. Special Standing Committees of the Senate. The membership of Special Standing Committees of the Senate shall not be subject to the above, but shall have membership as stipulated in the enabling document. Special Standing Committees of the Senate shall be:
- a. Curriculum Committee
 - b. General Education Oversight Committee
6. Other Committees, standing or temporary, shall be formed by a majority vote in the Senate as deemed necessary to carry on the business of the Senate.

Approved: May 12, 1975

Amended: July 21, 1975; September 29, 1975; October 4, 1976; April 21, 2010