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ARTICLE I – NAME

The name of the body constituted in this document shall be the Faculty Senate of The University of Texas Health Science Center at Tyler (UTHSCT Faculty Senate), from now on referred to as the Senate.

ARTICLE II – PURPOSE

The Faculty Senate is the elected legislative and deliberative body of whose primary purpose is to represent the UTHSCT faculty. The Faculty Senate reviews and formulates policy and enacts legislation on all matters related to academic freedom, professional concerns, standards, duties, ethics, responsibilities, and privileges of the faculty of the UTHSCT. The Faculty Senate acts to review, amend or approve changes to the Handbook of Operating Procedures on policies affecting the UTHSCT faculty within administrative policies and the Rules and Regulations of the Board of Regents of The University of Texas System. The Faculty Senate represents the faculty of UTHSCT to the UTHSCT administration, the University of Texas System Administration, the Board of Regents of the University of Texas System, and such other parties as may be appropriate and necessary.

ARTICLE III – RESPONSIBILITIES AND FUNCTIONS

The Faculty Senate may consider all matters that affect directly or indirectly the ability of the UTHSCT faculty to carry out their programs of research, teaching, service and patient care at the UTHSCT. The Faculty Senate may consider any matters referred to it by its regular members, the Chief Medical Officer, the Vice President of Research, Provost, Executive Vice President or the President of UTHSCT. The Faculty Senate may submit recommendations on any matters affecting the interests of the UTHSCT and its faculty, staff, and students to the President for action or transmittal to the Executive Vice Chancellor for Health Affairs, or the University of Texas System Board of Regents.

Section 1. Administrative Responsibilities

The Faculty Senate, through an elected senate member, shall have representation at any institutional committee meeting requiring the faculty representation including but not limited to the Faculty Promotions and Tenure Committee and the President’s Administrative Council. The members of the Faculty Senate shall exhibit an active interest in the progress and future of the UTHSCT and shall participate actively in major planning for the UTHSCT as a whole. The Faculty Senate shall accept responsibility for participating in those functions essential to the maintenance and conduct of programs of excellence in the institution and the mission. Therefore, within the limitation of the Rules and Regulations of the Board of Regents of The University of Texas System, the Faculty Senate shall:

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- (a) have authority to review and make recommendations to the President, Executive Vice President, Provost, the Chief Medical Officer, the Vice President of Research or Deans on general academic policies, faculty welfare and all matters relating to teaching, research, patient care, and faculty service.
- (b) formulate or recommend policies governing general administration of the UTHSCT and on matters pertaining to the future development of the UTHSCT.
- (c) advise the Board of Regents on important matters of academic policy under their consideration that would affect the faculty of UTHSCT.
- (d) formulate and recommend policies to promote the UTHSCT to an institution of the excellence.
- (e) legislate faculty rules and procedures.

Section 3. Research, Education, and Service/Patient Care Responsibilities

- (a) **Research.** The Faculty Senate will promote all activities that contribute to excellence in research at the UTHSCT. The Faculty Senate may review or suggest policies and procedures that promote interaction and collaboration among research and clinical faculty members.
- (b) **Education.** The Faculty Senate shall make recommendations to facilitate the dissemination of instructional and research findings to the general public and the research and clinical faculty. Members of the Faculty Senate shall exhibit an active interest in the student, post-doctoral and medical resident affairs and the Faculty Senate shall make recommendations for the development of students, post-doctoral research staff and medical residents. The faculty shall control the curriculum of any educational program emanating from their department. Members of the Faculty Senate shall have responsibilities to establish by example and to foster and maintain high standards of ethical, moral, professional and personal conduct by the faculty, students, medical residents and post-doctoral fellows.

Service/Patient Care. The Faculty Senate shall make recommendations regarding policies affecting daily operations at UTHSCT and the welfare of employees, students, patients, and visitors. Patient care activities, including activities related to improving overall patient care and patient satisfaction at UTHSCT, are the top priority of the clinical faculty. Additionally, the Faculty Senate will engage in promotion of good relations between employees and the public and in enhancing the knowledge regarding the UTHSCT.

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ARTICLE IV – MEMBERSHIP

The regular membership of the Faculty Senate shall consist of all full-time faculty holding the rank of Professor, Associate Professor, Assistant Professor or Instructor but do not hold administrative positions. Each regular member shall have one vote. The President, the Executive Vice President, Provost, the Chief Medical Officer, the Vice President of Research and Deans shall be ex officio non-voting members. Others, including but not limited to non-attending staff clinical professionals, may be nominated for non-voting or regular membership by the Chair of the Faculty Senate or from the floor, but must be approved by a majority vote of the Faculty Senate. These additional regular members must be full-time employees at the Health Science Center and have a regular professional association with UTHSCT faculty.

ARTICLE V – FACULTY SENATE COMPOSITION

The Faculty Senate shall be composed of the Chair, the Chair-Elect, the Past-Chair, four (4) faculty representatives elected by the clinical faculty members/the Department of Graduate Medical Education, four (4) faculty representatives elected by the faculty members of the School of Medical Biological Sciences, and two (2) faculty representatives elected by the School of Community and Rural Health. The proportion of the faculty representatives from each school in the Faculty Senate may be reviewed by the Faculty Senate every three years. One of the elected faculty representatives shall be elected as the Secretary. The elected members the Faculty Senate must be from the regular voting membership of the Faculty Senate. The positions of Chair and Chair-elect will alternate oppositely between Clinical and Non-clinical Faculty members (either from the School of Medical Biological Sciences or the School of Community and Rural Health so that executive representation by Clinical and Non-clinical Faculty is equivalent. The Chair-Elect will be elected by the entire regular membership of the Faculty Senate. The term of office of elected faculty representative shall be for two years, starting on September 1 and ending August 31. One-half of the faculty members of the Faculty Senate shall be elected each year. Faculty members may serve a maximum of two consecutive two-year terms. The position of Chair-Elect shall become the Chair at the end of the one-year term, and the Chair shall become the Past-Chair and serves one year in that position.

Section 1. Duties of the Faculty Senate

- (a) **Chair:** The Chair shall preside over all meetings of the Faculty Senate. The Chair and Chair-elect will serve as joint faculty representatives to the University of Texas System Faculty Advisory Council (FAC) and all meetings requiring the attendance of the Chair.
- (b) **Chair-elect:** The Chair-elect shall preside over meetings of the Faculty Senate in the absence of the Chair and will automatically succeed the previous Chair of the Faculty Senate.

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- (c) **Past-Chair:** The Past-Chair shall preside over meetings of the Faculty Senate in the absence of both the Chair and the Chair-elect. The Past-Chair will be ad-hoc representative to the FAC.
- (c) **Secretary:** The Secretary shall prepare, distribute, and maintain records of the Faculty Senate. The Secretary shall be responsible for preparing the Senate approved recommendations and resolutions of the Faculty Senate to the President and/or the appropriate administrative official. The Secretary shall serve as the chair of nominations and elections.
- (d) **Faculty Representatives (Senators):** The Faculty Representatives shall attend all the Faculty Senate meetings, participate discussion in the Faculty Senate meetings, and perform duties as assigned by the Chair.

Section 2. Election of Representatives to the Faculty Senate

Representatives to the Faculty Senate shall be elected from a slate of candidates nominated by the regular members of the Faculty Senate. Elections shall be by secret ballot and shall be organized and monitored by the Representatives of the Faculty Senate. The election results shall be certified as valid by the entire Faculty Senate.

- (a) **Terms of Office:** Terms of office for elected representatives (Senators) to the Faculty Senate shall be two years. One-half of the representatives of the Faculty Senate shall be elected annually. Official duties will begin September 1 and conclude August 31. The Faculty Senate members shall elect the Chair-elect annually. The Chair-elect shall assume the Faculty Senate Chair on September 1 of the following year. Elections shall be held in the fourth quarter of the academic year. No officer or representative of the Faculty Senate shall be elected for more than two consecutive terms of the same office.
- (b) **Nominations and Election:** Nominations may be made by the Faculty Senate Representatives, submitted by the regular members of the Faculty Senate or self-nominated. The slate of candidates for election as Representatives for the Senate will be distributed to all regular members of the Senate of that School at least seven working days before the election. The slate of candidates for the Chair-elect will be sent to all the faculty. Write-in candidates not included in the Nominating Committee slate are to be allowed. If a single candidate for any office does not achieve the simple majority of votes cast, a run-off election including the two leading candidates for the pertinent office will be held one week later in the same manner.

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- (c) **Replacement of an Officer Unable to Complete a Term of Office:** If an officer of the Faculty Senate is unable to complete a term of office, the following mechanisms shall be followed.
- (1) If the Chair is unable to complete his/her term of office, the Chair-elect will assume the office of the Chair for the duration of the term and shall follow the procedure outlined in paragraph (2) below to fill the office of Chair-elect.
 - (2) If the Chair-elect or either the Faculty Representative is unable to complete his/her term of office, the Chair will appoint a replacement if the remaining term is six months or less, and the replacement shall complete the duration of the term. If the remaining term is greater than six months, the Chair will convene the Executive Committee using procedures outlined in Article V, Section 2(b) and a special election shall be held within one month of the convening of the Executive Committee. The special election may be held at a regular or special faculty meeting, or by mailed or emailed ballot, at the discretion of the Secretary. The officer(s) thus elected shall serve the duration of the original term.
 - (3) If the Past-Chair is unable to complete his/her term, the position will be left vacant for the duration of the term

ARTICLE VI – COMMITTEES

Section 1. Executive Committee

The Executive Committee of the Faculty Senate shall consist of the Chair, Chair-elect, Past-Chair, and the secretary. The Faculty Senate Chair shall also serve as Chair of the Faculty Senate Executive Committee and schedule its meetings in a timely manner as needed. Non-Executive Committee members may be invited by the Chair to the Executive Committee meetings as non-voting participants. The responsibility of the Executive Committee will be to organize regular and special meetings of the Faculty Senate, to focus on the activities of the Faculty Senate and to develop the agenda for the Faculty Senate. At Executive Committee meetings, each member shall report on both his or her primary responsibilities and any activities of the respective internal and external committees to which they have been assigned.

Section 2. Ad Hoc Committees

- (a) As the need arises, other committees may be created by the Faculty Senate Chair by the motion of the Executive Committee or the Faculty Senate.

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- (b) No committee shall exist beyond two years from its establishment without review by the Faculty Senate and approval of its renewal by the Executive Committee.
- (c) Committees of the Faculty Senate shall meet as often as is necessary to carry forward their charges as assigned by the Senate Chair.
- (d) The chairpersons of ad hoc committees shall be recommended by the Chair and approved by a majority vote of the Faculty Senate. A nomination for an Ad hoc committee chairperson can also be taken from members of the Faculty Senate. Nominees must be voting members of the Senate, and not otherwise restricted; any eligible person can nominate himself/herself.
- (e) Ad hoc committee members will be nominated by the Committee Chairperson subject to approval by the Senate Chair. Ad hoc committee membership is restricted to regular members of the Faculty Senate and others who may be invited to serve by the respective ad hoc committee chairperson. Only the Faculty Senate members will have voting privileges.
- (f) Ad hoc Committee members may be reappointed for an additional one- or two-year terms, but the duration of service on a particular committee by any single member shall not exceed four consecutive years.
- (g) Should an ad hoc committee chairperson not be able to complete his or her term, the Faculty Senate Chair shall immediately appoint an eligible Senate member to fill the vacancy until the next regular the Senate meeting. At that time, the position will be filled as described in Article VI, Section 2(d) on an interim basis until the end of the original term.

Section 3. Accountability

- (a) The Faculty Senate Chair and each ad hoc committee chairperson shall report regularly to the Faculty Senate and may refer, as necessary, committee findings to the Faculty Senate for further action.
- (b) All committee members are required to make a good faith effort to identify *a priori* any potential conflicts of interest before accepting nominations, participating in deliberations, and voting on issues before the committee.

Section 4. Faculty Promotions and Tenure Committee

Two representatives of the Faculty Senate, one Clinical Faculty, and one Non-clinical Faculty shall be appointed every two years by the Chair, with the Faculty Senate's majority

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consent, to serve on the Faculty Promotions and Tenure Committee. These individuals shall regularly report to the Faculty Senate and their respective faculty bodies.

Section 5. President’s Advisory Council

The Secretary of the Faculty Senate shall serve on the President’s Administrative Council. He/she shall regularly report to the Faculty Senate on the proceedings and actions of the President’s Advisory Council.

ARTICLE VII – MEETINGS

Section 1. Regular Meetings

The regular meeting of the Faculty Senate shall be held monthly. The Chair shall provide written notice of regular meetings and a preliminary agenda to all Faculty Senate Representatives no later than one week before the meeting. The Faculty Senate members, if possible, shall submit items for the agenda five days before the meeting. The Chair shall distribute the final agenda to the Faculty Senate members at the beginning of the Senate meeting. Meeting of the Senate is open to the entire faculty. The Senate may, by a majority vote, enter into Executive Session, at which time only voting members of the Faculty Senate Representatives shall be present.

Regular meetings of the clinical and non-clinical faculty members may be held either separately or combined by the Senate at least twice a year to brief the members of the Senate activities and reports, discuss issues being considered by the Faculty Senate, and seek advice and input on matters described in Article III for the Faculty Senate action. The Chair, the Chair-Elect or the Faculty Senate Representative shall provide written notice of regular meetings and a preliminary agenda to all members of the respective faculty bodies no later than one week before meetings. The faculty members may submit items for the agenda any time before the meeting.

Section 2 Special Meetings

Special meetings of the Faculty Senate shall be called: (a) upon request from the President, Provost, the Chief Medical Officer or the Vice President of Research; (b) upon request from the Chair; or (c) upon request by 20 percent or more of the voting members of the Faculty Senate. Written notice of such special meetings with an agenda shall be sent to all members at least 24 hours in advance of the meeting. The agenda of special meetings of the Senate shall be restricted to the item(s) submitted by the requesting group or individual.

Section 3. Voting Procedures

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A simple majority of a quorum will be required at the Faculty Senate meeting to pass motions and resolutions. A simple majority of the Faculty Senate shall constitute a quorum. The chair of the Faculty Senate shall be a non-voting member

Section 4. Rules of Procedure

All meetings of the Faculty Senate shall be conducted in accordance with the latest revision of Robert’s Rules of Order, except as otherwise stipulated by the Bylaws.

Section 5. Records and Reports

A full set of minutes of each meeting of the Faculty Senate shall be recorded, and copies sent to all members of the Faculty Senate prior to the next meeting of the Faculty Senate. Approval of the minutes of the Faculty Senate will be by a motion from the floor during the meeting of the Faculty Senate. Approved copies of the minutes will be sent to all regular members of the Faculty Senate, the President of UTHSCT or the appropriate administrative office via e-mail or posting them online. The approved minutes of each meeting of the Faculty Senate shall be filed in the office of the Faculty Senate Administrative Assistant.

Section 6. Institutional Support

The Administration shall provide institutional support for the Faculty Senate by making available:

- (a) an appropriately-sized room to convene the Senate research and clinical faculty meetings organized by the Senate.
- (b) a permanent Administrative Assistant to keep a record of minutes, with appropriate duties as such stipulated in their job description. The Administrative Assistant shall maintain minutes of the meetings, ensure proper and timely distribution of the agenda and other official the Senate information, and maintain any financial records of the Senate.
- (c) travel and per diem support to represent UTHSCT at the UT System Faculty Advisory Council.

Section 7. Guests

The Chair may invite interested parties to attend meetings as guests of the Faculty Senate. Other interested parties may, upon a request addressed to the Chair, be granted permission to attend a meeting of the Faculty Senate or Executive Committee. Such guests shall have the privilege of the floor, but shall not have the right to vote.

ARTICLE VIII – FACULTY SENATE ACTIONS

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- (a) All recommendations of the Faculty Senate shall be promptly prepared and transmitted by the Executive Committee of the Senate to the President, Executive Vice-President, Provost, Chief Medical Officer, Vice-President of Research or another appropriate person. The Chair of the Senate shall follow up on the status of each recommendation and report back on their progress to the Senate for further action. The President, or by his/her direction the appropriate administrative official, must either approve the actions and forward them to the Board of Regents within a reasonable period or return to action with his/her comments to the Senate within a reasonable period. The Senate must consider actions returned by the President or by the appropriate administrative official at its next meeting. The Senate may also issue a Senate Report that will go forward to the Regents.
- (b) All resolutions shall be subjected to the same above procedures. Resolutions may be considered by the Faculty Senate when the Senate wishes to express its sense about matters of concern within its preview, even when a specific action is not proposed.
- (c) The Senate shall disseminate its submitted recommendations and resolutions to the President and other administrative officials, and their response to these recommendations and resolutions to all faculty senate members in a timely fashion.

ARTICLE IX – AMENDMENTS

The Bylaws shall be amended by a two-thirds vote of the regular Senate membership. Proposed amendments must be submitted in writing to all members of the Senate at least fifteen days before such a vote. Following approval by the Senate, the amendments shall be approved by the President and any approvals required by the Board of Regents.

ARTICLE X

The provisions of this instrument shall become effective upon its adoption by the majority vote of the regular Faculty Senate members and approved by the President.