

# FACULTY SENATE HANDBOOK

## 2017-2018<sup>1</sup>

### CONSTITUTION OF THE FACULTY ASSEMBLY AND FACULTY SENATE

#### ARTICLE I. THE FACULTY ASSEMBLY

##### *Section 1. Function of the Faculty Assembly*

- A. The Faculty Assembly is the organization of the whole faculty. Its major function is to facilitate and encourage communication in three areas: within the University; among the several schools and colleges; and among the faculty, students, administrative officials and the Board of Trustees.
- B. The Faculty Assembly may be convened to hear reports on the state of the University from the Chancellor or other administrative officials.
- C. The Faculty Assembly may be convened to permit members to direct questions to the Chancellor or other administrative officials or to the Chair of the Faculty Senate.
- D. The Faculty Assembly may discuss any University policy or practice and express its opinion thereon to the Chancellor or other appropriate administrative officials or under unusual circumstances to the Board of Trustees.

##### *Section 2. Composition and Voting Rights*

- A. Composition. The Faculty Assembly consists of members and associate members.
- B. Members. Full-time faculty are members of the Faculty Assembly with the right both to participate in deliberations and to vote.
- C. Associate Members. Part-time faculty are associate members of the Faculty Assembly with the right to participate in deliberations but without the right to vote.

##### *Section 3. Officers*

- A. The Chair of the Faculty Senate shall serve as Chair of regular meetings of the Faculty Assembly and special meetings except those called at the request of the Chancellor or Provost/Vice Chancellor responsible for academic programs.
- B. The Chancellor or someone designated by him/her shall preside at special meetings of the Faculty Assembly called by the Chancellor.
- C. The Provost shall preside at meetings called by him/her.
- D. The Secretary of the Faculty Senate shall serve as Secretary of the Faculty Assembly.

#### ARTICLE II. THE FACULTY SENATE

##### *Section 1. Functions and Duties*

- A. The Faculty Senate is the representative body of the Faculty Assembly designed primarily to express the views of the teaching and research members of the faculty. Actions of the Faculty Senate shall be subject to review by the Faculty Assembly, and may be revoked at a meeting of the Faculty Assembly by a majority vote of the members present and voting.
- B. The Faculty Senate may discuss and express its views upon any matter affecting the University.
  - 1. The Faculty Senate shall have the power to review and evaluate the educational policies, degree requirements, and curricula, questions with regard to academic freedom, student-faculty relations, faculty-administration relations, and practices of the University and may make recommendations concerning these issues through appropriate channels.
  - 2. The Faculty Senate may review admissions policies, research contracts policy, student behaviors policies, athletic policies, and broad financial policies and make recommendations to the Administration, University Council, House of Student Representatives, and under unusual circumstances, to the Board of Trustees.
- C. The Faculty Senate adjudicates and forwards honorary degree recommendations to the Chancellor. (See Faculty Senate Handbook, Appendix 1.0 for criteria and guidelines.)

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<sup>1</sup> Last updated May, 2017

- D. The Faculty Senate may establish such committees and subcommittees as it chooses to aid in the performance of its duties and may invite persons who are not members of the Senate to serve on these committees and subcommittees.

#### *Section 2. Membership*

- A. Elected Members.
  - 1. Membership shall be by general election of the faculty of the school, program, or college to be represented.
  - 2. Only full-time faculty members with the academic rank of Instructor or higher and whose duties include more than half-time teaching and/or research shall be eligible for election to the Faculty Senate.
  - 3. There shall be members representing all schools and colleges.
- B. The immediate past Chair of the Faculty Senate (if not otherwise an elected member of the Senate) shall be an *ex officio* member of the Faculty Senate with the right to participate fully in the deliberations and to vote.
- C. The Chancellor of the University and the Provost shall be invited to attend meetings of the Faculty Senate at the discretion of the Faculty Senate Executive Committee.
- D. Election of members to the Faculty Senate, in consultation with the Governance Committee, shall be administered by a Faculty Election Committee, composed of the Executive Committee of the Faculty Senate.

#### *Section 3. Officers*

- A. The Officers of the Senate shall be the Chair, Chair-elect, Past-chair, Secretary, Assistant Secretary and Information Officer. As a general guideline, officers shall be from different colleges or schools.
- B. The Chair-elect, Secretary, and Assistant Secretary and Information Officer shall be elected by the Senate at the last meeting of the academic year and the term of office shall be one year. The incumbent Chair-elect shall become Chair. The Governance Committee, in consultation with the Faculty Election Committee, shall serve as the nominating committee for all officer elections.

#### *Section 4. Committees*

- A. Executive Committee. The Executive Committee of the Faculty Senate shall consist of the Chair, the Secretary, the Chair Elect, the Assistant Secretary, Information Officer and the immediate Past Chair.
- B. Consultative function of the Faculty Senate Executive Committee. Among regular duties, the Faculty Senate Executive Committee will, as appropriate, consult with the Chancellor and other administrative officers and, under unusual circumstances, the Board of Trustees on matters of general University concern, including faculty grievance appeals or conflict resolution requests. The Faculty Senate Executive Committee shall meet with the Chancellor at his/her request, or upon request of a majority of the members of the Faculty Senate Executive Committee, or by direction of the Senate. No formal votes shall be taken at such consultations, nor shall any action occur that might commit the Senate against its will.
- C. Committee on University Committees. A Committee on University-wide Committees shall be appointed by the Executive Committee in session. It shall consist of one Senator from each of the schools, colleges and divisions that elect Senators. This committee shall nominate to the proper appointing authorities faculty members of committees established by the Senate, the Administration, or the Student Body. Faculty members so nominated are not required to be elected members of the Senate.
- D. Other Committees of the Faculty Senate shall be appointed by the Faculty Senate Executive Committee, as it deems necessary.

#### *Section 5. Bylaws*

Unless otherwise herein provided, the Senate may adopt its own regulations, bylaws, and rules of order.

### **ARTICLE III. AMENDMENTS**

Amendments to this Constitution may be proposed by the Faculty Senate or by any member of the Faculty Assembly. Whether voting is done by e-ballot or a convened meeting, twenty percent (20%) of full-time faculty shall constitute a quorum. Amendments shall become effective when approved by a two-thirds majority of the Faculty Assembly voting thereon by e-ballot, mail ballot, or paper ballot, and upon ratification by the Board of Trustees. Adequate written notice of the proposed amendments shall be given to the members of the Faculty Assembly.

## **ARTICLE IV. RATIFICATION**

The provisions of the Constitution shall become effective upon adoption by a majority of the Faculty Assembly voting thereon by e-ballot or mail ballot, and upon approval by the Board of Trustees of Texas Christian University.

### **BYLAWS OF THE FACULTY ASSEMBLY AND FACULTY SENATE**

## **ARTICLE I. THE FACULTY ASSEMBLY**

### *Section 1. Meetings*

- A. Regular Meetings. The Faculty Assembly shall meet as necessary.
- B. Special Meetings. The Chair of the Faculty Senate shall call a Special Meeting of the Faculty Assembly at any time upon the request of the Chancellor, the Provost, the Executive Committee of the Faculty Senate, a majority of the Faculty Senate, or the written request of thirty members of the Faculty Assembly.
- C. Twenty percent (20%) of full-time faculty shall constitute a quorum.

## **ARTICLE II. THE FACULTY SENATE**

### *Section 1. Meetings*

- A. Regular Meetings. The Faculty Senate shall hold a minimum of four regular meetings each year.
- B. Special Meetings. The Chair of the Senate may call special meetings of the Senate and shall do so upon the written request of the elected members of the Senate. The Senate may hold an executive session when matters of a confidential nature are being considered; only regularly elected Faculty members may attend unless the Senate votes to invite others.
- C. A quorum shall consist of a simple majority of the membership.
- D. The Senate may vote on motions per electronic vote (e-ballot) if a face-to-face Senate discussion has been held but final details on an issue need to be clarified and communicated to Senators. E-balloting may also occur if special circumstances exist.
- E. Visitors. Members of the faculty may attend Faculty Senate meetings; the Chair of the Senate may invite others to attend.

### *Section 2. Functions and Duties*

- A. The agenda for each meeting of the Faculty Senate shall be distributed by email to all members of the Faculty Assembly one week prior to each Senate meeting.
- B. A summary of Faculty Senate meetings shall be distributed by email to all members of the Faculty Assembly within a week after each Senate meeting.

### *Section 3. Membership and Elections*

- A. Members represent the several academic units comprising TCU. These academic units are: AddRan College of Liberal Arts; M. J. Neeley School of Business; Bob Schieffer College of Communication; College of Education; College of Fine Arts; Harris College of Nursing & Health Sciences; College of Science & Engineering; John V. Roach Honors College; and University Programs.
- B. Faculty should be counted only in the academic unit of their appointment for the purpose of Senate representation. Each academic unit shall be allocated one Senator for every nine full-time faculty in the unit, with a minimum of one Senator per unit. An additional seat will be allocated for 5 or more full-time faculty beyond multiples of nine.
- C. Term of Office and Elections
  - 1. The Faculty Election Committee (Constitution II.2.D) shall have the following duties:
    - a. determine who is eligible to vote for and to serve on the Faculty Senate;
    - b. oversee the election process;
    - c. determine, every three years, the apportionment of Senators to colleges based on the official faculty list received from the Office of the Provost;
    - d. appoint Senators for academic units unable to fill their allocated seats or which have Senators who have resigned.

- e. appoint Senators to serve temporarily while elected Senators are on leave or otherwise unable to fulfill their duties
- f. strive to maintain proportional distribution among academic units.
- 2. The term of office of elected senators shall be three years; appointed Senators shall complete the term to which they were appointed.
- 3. It is recommended that the elections shall proceed as follows:
  - a. By the seventh week of spring semester, the Faculty Election Committee shall contact by e-mail all eligible faculty requesting their response concerning willingness to serve on the Senate.
  - b. By the ninth week, a list of candidates for each academic unit from all the names of that unit's willing faculty will be created and electronically sent to that unit. Voting instructions shall specify that a valid ballot will contain votes up to the number of open positions in the unit.
  - c. The Faculty Election Committee resolves any inconclusive election in an academic unit by conducting a second election. The second ballot shall consist of at least one more candidate than the number of seats to be filled. These candidates shall be those who previously received the most votes. Any inconclusive results of a second election shall be resolved by the Faculty Election Committee.
  - d. Election results will be announced by email to the faculty by the twelfth week of the spring semester.

#### *Section 4. Officers*

- A. Eligibility. Any Senator who has served during the current academic year is eligible for nomination.
- B. Officers of the Senate shall be the Chair, Chair Elect, Secretary, Assistant Secretary, Information Officer, and immediate Past Chair.
- C. A preliminary slate of officers for election shall be presented at the next to last Senate meeting of the spring semester to allow for additional nominations.
- D. Election by secret ballot shall take place at the last meeting of the academic year.
- E. Vacancies. In the event of a vacancy in the office of Chair, the Chair Elect becomes Chair, and a new Chair Elect is elected by the Senate. In the event of a vacancy in the offices of Chair Elect, Secretary, Information Officer or Assistant Secretary, a replacement is elected by the Senate. Election of officers to fill these vacancies shall be administered by the Faculty Election Committee through email ballot within 30 days of the occurrence of the vacancy.

#### *Section 5. Faculty Senate Executive Committee (FSEC)*

- A. The FSEC shall serve as the Election Committee of the Faculty Senate.
- B. The FSEC shall appoint and notify the membership of Senate Standing Committees, prior to the first meeting of the academic year, giving due consideration to Senators' preferences and the needs of the Senate.
- C. In consultation with committee chairpersons, the FSEC shall develop any specific charges given to Faculty Standing Committees each year prior to the first meeting of the academic year or as necessary.
- D. The FSEC shall serve as the screening committee in bringing forward names of nominees for honorary degrees to the Senate for a vote. The FSEC shall then forward any approved recommendations to the Chancellor (see Constitution, Art. II, sec. 1C and Faculty Senate Handbook, Appendix 1.0 for criteria and guidelines).
- E. The FSEC, in consultation with the Provost, shall plan the agenda of any Faculty Assembly meetings.
- F. The FSEC may act on behalf of the Senate on matters which in its opinion cannot be deferred until the next regular Senate meeting.
- G. The FSEC and the Senate Chair shall circulate to the Faculty an end-of-year summary of Senate activity in the month of May.

#### *Section 6. Standing Committees*

The Faculty Senate shall have the following Standing Committees:

- A. The Academic Excellence Committee shall propose and monitor solutions to issues of rigor, innovations and creativity in order to sustain academic excellence in the University.
- B. The Committee on University Committees shall solicit faculty preferences and nominate faculty for membership on all University committees, review committee charges and memberships, and provide orientation to, assessment and oversight of University committees.
- C. The Educational Evaluation Committee shall represent faculty interests on issues of 1. Evaluating teaching quality, and 2. Teaching support, including instructional technology, training and classroom and online environments.

- D. The Faculty Relations Committee shall monitor the effectiveness of University policies on faculty conditions of employment and work environment, tenure, promotion, and grievance, and serve as liaison with Human Relations on faculty benefits and compensation.
- E. The Governance Committee shall monitor and revise when needed the Faculty Senate and Faculty-Staff Handbooks, work jointly with the Executive Committee on Senate elections, and monitor the function of the Faculty Senate by recommending changes to improve its governance and effectiveness.
- F. The Student Relations Committee shall represent the Faculty Senate on matters involving student concerns, consult with Student Affairs and Academic Affairs, and review strategies to maintain student participation in shared governance.

*Section 7. Other Senate Responsibilities*

Faculty Senate representation to other bodies shall include the following:

- A. The University Budget Advisory Committee (UBAC) shall have three Senate representatives elected by, and from, the Senate. The Senate Chair-elect, who will serve a one-year term, shall automatically fill one position. The other two positions shall be elected, by written ballot, at the May Senate meeting, to serve three-year terms.
- B. Faculty Senate representation on the Heritage, Mission, Vision, and Values Committee (HMOVV) serving the TCU Core Curriculum will have Senate representation in accordance with the HMOVV Charter, shall consist of two members elected by, and from, the Senate. The two elected representatives shall be elected, by written ballot, at the last meeting of the academic year. The Committee on University Committees shall nominate the remaining faculty.
- C. When Senate representation is needed in groups not under the responsibility of the Committee on University Committees, the FSEC may appoint such representatives.

**FACULTY SENATE EXECUTIVE COMMITTEE  
2017-2018**

Chair – Ted Legatski	Management, Entrepreneurship & Leadership
Past Chair – Jesús Castro-Balbi	Music
Chair Elect – Greg Stephens	Management, Entrepreneurship & Leadership
Secretary – Jan Quesada	Religion
Asst. Secretary – Greg Friedman	Mathematics
Information Officer – Krista Scott	Theater

**MEMBERSHIP LIST 2017-2018**

**AddRan - Humanities & Social Sciences**

- David Bedford (SPAN, 2018)
- Kendra Bowen (CRJU, 2020)
- J. Sage Elwell (RELI, 2020)
- Dan Gil (ENGL, 2020)
- Hanan Hammad (HIST, 2020)
- Jill Havens (ENGL, 2019)
- Alex Lemon (ENGL, 2020)
- John Lovett (ECON, 2018)
- William Meier (HIST, 2020)
- Joddy Murray (ENGL, 2019)
- Johnny Nhan (CRJU, 2020)
- Santiago Piñon (RELI, 2020)
- Jan Quesada (RELI, 2019)
- David Sandell (SOCI, 2019)
- Adam Schiffer (POSC, 2020)
- Robin Wright (MOLA, 2018)

### **Business**

Layne Bradley (INSC, 2019)  
Ted Legatski (MANA, 2018)  
Thomas Moeller (FINA, 2019)  
Jeff Moore (FINA, 2020)  
Karen Nelson (ACCT, 2020)  
David Preston (INSC, 2018)  
Michael Sherrod (MANA, 2018)  
Gregory Stephens (MANA, 2019)  
Patricia Walters (ACCT, 2020)  
Eric Yorkston (MARK, 2018)

### **Communication**

Aaron Chimbel (JOUR, 2019)  
Andrew Ledbetter (COMM, 2018)  
Joan McGettigan (FTDM, 2020)  
Chris Sawyer (COMM, 2018)

### **Education**

Hayat Hokayem (EDUC, 2019)  
Steve Palko (EDUC, 2018)  
Brandy Quinn (EDUC, 2020)

### **Fine Arts**

Sean Atkinson (MUSI, 2018)  
Jesús Castro-Balbi (MUSI, 2019)  
Penny Maas (THEA, 2019)  
Albert Marichal (IDFM, 2020)  
Till Meyn (MUSI, 2020)  
Sally Packard (FNRT, 2018)  
Krista Scott (THEA, 2020)  
Mike Skinner (THEA, 2019)  
Alyssa Stewart (IDFM, 2020)  
Timothy Watkins (MUSI, 2018)

### **Honors**

Dan Williams (HOCO, 2019)

### **Nursing & Health Sciences**

Marinda Allender (NURS, 2019)  
Kathy Baker (NURS, 2018)  
Lisa Bashore (NDNP, 2019)  
Sharon Canclini (NURS, 2019)  
Phil Esposito (KINE, 2020)  
Pam Frable (NURS, 2019)  
Timothy Gollaher (NRAN, 2020)  
D. Lynn Jackson (SOWO, 2020)  
Melissa Sherrod (NDNP, 2018)

### **Science & Engineering**

José Carrión (MATH, 2019)  
Jeff Coffey (CHEM, 2018)  
Greg Friedman (MATH, 2020)  
Emily Herzig (MATH, 2020)  
Clark Jones (BIOL, 2019)

Morgan Kiani (ENGR, 2020)  
Dennis Ledis, (MATH, 2020)  
Michael Scherger (COSC, 2017)  
Loren Spice (MATH, 2019)

### **University Programs**

Kevin Johnson (RAMA, 2020)

## **Appendix 1.0 Criteria and Guidelines for Honorary Degrees**

The following criteria are offered for faculty considering submission of recommendations for honorary degrees. The Faculty Senate and Board of Trustees make their recommendations and selections based upon the criteria below as well as consideration of the candidate's potential to enhance the reputation of the University.

1. Persons considered for an honorary degree normally will be classified in one of more of the following categories:
  - a. National figure whom TCU would like to honor.
  - b. An individual with renown in their field.
  - c. TCU alumnus and/or emeritus faculty member.
  - d. Individuals who have made significant contributions to the University.
2. The nominees may be alumni, former faculty or staff, or leaders in a range of fields but should have strong ties to TCU.
3. Persons currently active in political life (sitting politicians) are not eligible for honorary degrees.
4. Full-time or part-time employees of TCU will not normally be considered for honorary degrees.
5. TCU will award no more than six honorary degrees each twelve months.
6. Recommendation and nomination of an individual are conducted on a confidential basis.
7. A person recommended one year but who did not receive an honorary degree may be considered in succeeding years.
8. In rare circumstances when a distinguished guest is invited to campus for a major address, the Senate may convene in Executive Session to consider whether the award of a degree would be appropriate or desirable.
9. The granting of an honorary is expected to bring positive recognition and benefit to TCU.
10. Recommendations may be made by individual faculty or by TCU departments or schools. The format for submission of recommendations follows.
11. All completed recommendations must be received by the Secretary of the Faculty Senate by January 15, if they are to be considered for award at following May commencement.
12. Application Format for Honorary Degree Nominations (Minimum Requirements)
  - a. Name
  - b. Current Address
  - c. Date and place of birth (if known)
  - d. Honorary degree recommended (e.g., Doctor of Law, Doctor of Divinity, Doctor of Science, Doctor of Letters)
  - e. Education
  - f. Career history
  - g. Publications (if any)
  - h. Community, State, and National Service
  - i. Awards
  - j. Recommended by
  - k. Include a one-page exposition (not to exceed 200 words) which gives the major qualitative reasons the individual is being recommended for an Honorary Degree from Texas Christian University. Explicitly address how the granting of an honorary degree to this person will likely bring positive recognition and benefit to TCU.

## **Appendix 2.0 Charge to, and Composition of, the Heritage, Mission, Vision and Values Committee**

The Heritage, Mission, Vision, and Values Committee is a special Faculty Senate Committee that will vet courses for the Heritage, Mission, Vision and Values (HMOVV) Curriculum and works with other constituencies to develop assessment procedures for the HMOVV Curriculum.

Purpose:

- To vet courses for the Heritage, Mission, Vision and Values (HMOVV) Curriculum using as criteria the outcomes and action steps for each category
- To work with the Faculty Senate and the Office of Assessment & Quality Enhancement to develop HMOVV course assessment procedures

Oversight: Faculty Senate Executive Committee (FSEC)

Liaison: The Director of TCU Core Curriculum will liaison with the FSEC and the Faculty Senate.

Membership: Seven (7) faculty, two (2) of whom must be elected by, and from, the Faculty Senate and five (5) nominated by the Faculty Senate Committee on Committees. One of the members from the Faculty Senate shall serve as Chair of the Committee. The selection process must be made with the following criteria in mind:

- At least 2 members must teach, have recently taught, or be scheduled to teach, a course consistent with the Heritage component of the HMOVV.
- At least 2 members must teach, have recently taught, or be scheduled to teach, a course consistent with the Mission, Vision, and Values component of the HMOVV.
- The Director of TCU Core Curriculum serves as an *ex-officio* member. The Committee on University Committees will work in conjunction with the FSEC to achieve the necessary balance and representation. Although effort should be made to represent the various colleges, it is not imperative that all be represented at all times. Consultation with those well versed in areas being considered during vetting will be considered the norm.

Terms of Service: Members from the Faculty Senate will be elected for rotating three-year terms. Non Faculty Senate members will be appointed for rotating three-year terms. Members may serve as many terms as desired. A term year will be considered September– August.