

# 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 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 of Academic Affairs.
- 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, curricula, questions on academic freedom, student-faculty relations, faculty-administration relations, and practices of the University and may make recommendations concerning them 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.
  3. The Faculty Senate may originate nominations for honorary degrees (See Faculty Senate Handbook, Appendix 1.0, for criteria and guidelines).
  4. The Faculty Senate adjudicates and forwards honorary degree recommendations to the Chancellor.
  5. The Faculty Senate may establish such committees and subcommittees as it chooses to aid in the performance of its duties and may invite persons 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.
  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 Committee on Committees, shall be administered by the Faculty Election Committee, composed of the Faculty Senate Executive Committee.

### *Section 3. Officers*

A. The Officers of the Senate shall be the Chair, Chair-elect, Past-chair, Secretary, and Assistant Secretary. As a general guideline, officers shall be from different colleges or schools.

B. The Chair-elect, Secretary, and Assistant Secretary 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 Committee on Committees, 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 and the immediate past Chair.

B. Consultative function of the Faculty Senate Executive Committee. Among regular duties, the Faculty Senate Executive Committee will when appropriate, serve in a consultative function by meeting with and advising 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. The Committee on 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. Amendments shall become effective when approved by a two-thirds majority of the Faculty Assembly voting by either e-ballot or mail ballot and upon ratification by the Board of Trustees. Whether voting is done by e-ballot or a convened meeting, twenty percent (20%) of voting members of the Assembly shall constitute a quorum. 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. The Faculty Assembly shall meet during the University sessions as necessary.
- B. 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. For mail-ballot or e-ballot, twenty percent (20%) of voting members shall constitute a quorum.

## ARTICLE II. THE FACULTY SENATE

### Section I. 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. 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 e-mail to all members of the Faculty Assembly prior to each Senate meeting.
- B. Minutes of the Faculty Senate shall be distributed by e-mail to all members of the Faculty Assembly after each Senate meeting.

### Section 3. Membership and Elections

A. Members representing the several academic units comprising TCU. These academic units are: AddRan College of Liberal Arts, M.J. Neeley School of Business, College of Communication, College of Education, College of Fine Arts, Harris College of Nursing and Health Sciences, and the College of Science & Engineering. Each academic unit is allocated one Senator for every nine full-time faculty in the unit. An additional seat will be allocated for 5 or more full-time faculty beyond multiples of nine.

#### B. 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. monitor attendance of Senators at meetings and take corrective action regarding absences if necessary;
  - e. appoint Senators for academic units unable to fill their allocated seats or which have Senators who have resigned;
  - 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 proceed as follows:
  - a. By the seventh week of spring semester the Faculty Election Committee contact by email all eligible faculty requesting their response concerning willingness to serve on the Senate.
  - b. By the ninth week of the spring semester, a list of candidates for each academic unit be created from all the names of that unit's willing faculty. 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 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 be announced by email to the faculty by the twelfth week of the spring semester.

slockwood 2/15/10 7:49 AM

**Deleted:** Regular Meetings.

slockwood 2/15/10 7:49 AM

**Deleted:** , with at least one regular meeting each semester. The date and time of the regular meetings shall be set by the Chair of the Faculty Senate

slockwood 2/15/10 7:49 AM

**Deleted:** Special Meetings.

slockwood 2/15/10 7:51 AM

**Formatted:** Font:9 pt

### *Section 3. 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, and 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 or Assistant Secretary, a new Chair-elect or Assistant Secretary, is elected by the Senate. Election of officers to fill these vacancies shall be administered by the Faculty Election Committee through e-mail ballot within 30 days of the occurrence of the vacancy.

### *Section 4. Faculty Senate Executive Committee (FSEC).*

- A. The FSEC shall serve as the Election Committee of the Faculty Senate.
- B. The FSEC shall appoint the membership of Senate Standing Committees, giving due consideration to Senators' preferences and the needs of the Senate.
- C. The FSEC shall develop the specific charges given to Standing Committees each year.
- D. The FSEC shall serve as the screening committee in bringing forward names of nominees to the Senate for a vote. The FSEC shall then forward any approved recommendations to the Chancellor. (see Constitution, Art. II, sec. 1C).
- E. The FSEC, in consultation with the Provost, shall plan the agenda of the regular 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 annually communicate in writing, to the Department Chairs and Deans of all Senators, their gratitude for the time and commitment of each Senator and recognition of the support provided by those administrative levels, without which the Senate could not conduct its work.
- H. The FSEC and the Senate Chair shall circulate to the Faculty an end-of-year summary of Senate activity.

### *Section 5. Standing Committees*

The Faculty Senate shall have the following Standing Committees:

- A. The Academic Excellence Committee shall monitor and review the academic policies and practices of the University.
- B. The Committee on Committees shall nominate to the proper appointing parties faculty members to serve on University Committees as well as on ad hoc committees, task forces, etc., established by the Senate, Student House, or Administration.
- C. The Faculty Governance Committee shall monitor and review the structure of the Senate and of Senate committees and recommend changes to improve their effectiveness.
- D. The Student Relations Committee shall represent the Senate in matters relating to student concerns.
- E. The Tenure, Promotion and Grievance Committee shall monitor the effectiveness of University policies on tenure, promotion, and grievance found in the Handbook for Faculty and Staff.

### *Section 6. Other Senate Responsibilities*

Faculty Senate representation to other bodies shall include the following:

- A. The University Budget Advisory Committee shall have three Senate representatives. 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. The Heritage, Mission, Vision, and Values Committee (HMOVV) serving the TCU Core Curriculum will have Senate representation in accordance with the HMOVV Charter. The two elected representatives shall be elected, by written ballot, at the last meeting of the academic year. The Committee on Committees shall nominate the remaining faculty.
- C. When Senate representation is needed in groups not under the responsibility of the Committee on Committees the FSEC may appoint such representatives.