

Faculty Senate Bylaws
University of Texas at Arlington
Approved March 29, 2023

I. NATURE AND PURPOSE

The Faculty Senate is the elected legislative and deliberative faculty body whose primary purpose is to represent the University of Texas at Arlington (UTA) faculty. The Faculty Senate reviews and formulates policy and enacts legislation on all matters pertaining to the professional concerns, duties, standards, ethics, responsibilities, privileges, and perquisites of the UTA faculty. The Faculty Senate represents the UTA faculty to the UTA 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 or necessary.

The Faculty Senate is the faculty legislative and deliberative body on all matters not within the jurisdiction of the Graduate Assembly, the Undergraduate Assembly, or the faculties of the various departments and colleges or schools and the University Faculty. The Faculty Senate acts with the Undergraduate and Graduate Assemblies in approving amendments to the Handbook of Operating Procedures. The Faculty Senate exercises faculty responsibility in all matters not directly pertaining to the academic calendar, graduate and undergraduate curricula and degree certifications, and the internal budget of any instructional component of the University. However, the Faculty Senate may deliberate on these and all other matters and forward the results of its deliberations to the appropriate faculty or administrative body or officer for consideration.

II. FUNCTIONS

The Faculty Senate is the legislative body of the faculty of The University of Texas at Arlington. As such, its functions include, but are not limited to, the following responsibilities:

- A. To formulate policy and to enact legislation on all matters pertaining to the professional concerns, duties, standards, ethics, responsibilities, privileges, and perquisites of the University Faculty.
- B. To formulate policy and to enact legislation pertaining to academic freedom and equity of the University Faculty.
- C. To formulate policy and to enact legislation pertaining to the promotion of UTA as an R1, Tier 1 institution.
- D. To legislate rules of procedure for the University Faculty.
- E. To approve legislation requiring submission to the University of Texas System Board of Regents by the college or school faculties or their representative bodies.
- F. To review policies relative to actual practice and, if necessary, revise said policies formulated and enacted by the Faculty Senate on all matters pertaining to A through E above. The Operating Procedures committee will review existing policies on an annual basis to determine which policies may need revision.
- G. To advise the UT System Board of Regents on important matters of academic policy that would affect the University Faculty.

- H. To present the views of the University Faculty to the UTA administration and to the UT System Board of Regents.
- I. To act with the appropriate assembly (Undergraduate or Graduate) in approving amendments to the Handbook of Operating Procedures (HOP).
- J. To approve nominations to the rank of Professor Emeritus.

III. MEMBERSHIP

The membership of the Faculty Senate shall be approximately six (6) percent of the full-time University Faculty. The College of Architecture, Planning, and Public Affairs, College of Business, College of Education, College of Engineering, College of Liberal Arts, College of Nursing and Health Innovation, College of Science, and School of Social Work (hereafter referred to as College/School) shall have no fewer than three (3) senators. Each department at UTA shall have at least one (1) tenured/tenure-track (TT) faculty senator elected by the faculty of the department. Each College/School shall have Non-Tenure Track (NTT) faculty senators elected at-large by the NTT faculty of the College/School. The Faculty Senate shall be reapportioned at least every three (3) years.

- A. The apportionment of the Faculty Senate shall be calculated as follows:
 - 1. Using UTA data on the number of full-time faculty by department, College/School, and track (TT and NTT), calculate six (6) percent of the full-time TT and six (6) percent of the full-time NTT faculty members in each College/School to determine the college delegation size.
 - 2. Ensure that all Colleges/Schools have a total delegation (TT + NTT) of at least three (3) senators. If a College/School is to receive fewer than three (3) senators as a result of step 1, then the College/School shall receive additional TT senators to bring its total delegation to a minimum of three (3).
 - 3. Ensure that each department in each College/School has at least one TT senator. If the College/School TT delegation outnumbers the number of departments in that College/School, then assign one additional TT senator to each of the largest departments by faculty size in the College/School. When the College/School delegation is smaller than the number of departments, then assign additional TT senators to the College/School so that the delegation equals the number of departments.
- B. The ex-officio, non-voting members of the Faculty Senate are the UTA President, the UTA Provost, the Vice Provost of Faculty Affairs, the Staff Advisory Council chair, and the Student Body President.
- C. All tenured, tenure-track, and non-tenure track full-time University Faculty are eligible for membership. Department chairs, school directors, associate deans, deans, or other faculty of administrative or professional classification are not eligible for membership.
- D. All eligible full-time faculty shall act as electors, with tenured/tenure-track faculty voting for department membership and non-tenure track faculty voting for the NTT delegation of their College/School.
- E. The term of a senator shall be two years, with approximately one half of the members to be elected each year. No person may serve more than three (3) consecutive terms. However, Senators elected to serve the remainder of unexpired terms of other Senators shall be eligible to serve three consecutive terms of their own. The term of office is 1 August to 31 July.

- F. Upon election to the position of Chair-Elect of the Faculty Senate, a Senator becomes an ex-officio member of the Senate with a four-year non-voting term of office consisting of one year as Chair-Elect, two years as Chair, and one year as Vice Chair. The departments that the Chair and Chair-Elect/Vice Chair represent shall elect new senators to serve as voting members.
- G. Members of the Senate shall be provided with the Faculty Senate bylaws and any other related material at least five (5) working days before the first meeting of the academic year.

IV. SENATE OFFICERS

- A. The Faculty Senate Officers shall be:
 - a. Chair
 - b. Chair-Elect or Vice Chair
 - c. Secretary
 - d. Parliamentarian
 - e. Treasurer

- B. The duties of the Faculty Senate Officers include but are not limited to the following:
 - a. Chair
 - i. Call, prepare agendas for, and preside over monthly meetings of the Faculty Senate and President's Advisory Council during the fall and spring semesters.
 - ii. Appoint members to Faculty Senate committees and provide each committee with an annual charge.
 - iii. Communicate with Faculty Senate committee chairs about the progress of their committee.
 - iv. Create ad-hoc committees as needed to address tasks not covered by the standing committees.
 - v. Respond to queries from faculty and the university administration related to business before the Faculty Senate and other issues that arise that are within the purview of the Faculty Senate.
 - vi. Attend state-level meetings of Faculty Senate leadership, such as the University of Texas System Faculty Advisory Council and the Texas Council of Faculty Senates.
 - vii. Serve as an ex-officio member of major university-wide committees, including but not limited to the University Tenure and Promotion Committee, the Undergraduate Assembly, and the Handbook of Operating Procedures Committee.
 - viii. Prepare an annual budget proposal to the Provost, authorize expenditures from the approved Faculty Senate budget, and reconcile Faculty Senate financial statements.
 - ix. Respond to requests from UTA administration for Faculty Senate representatives to serve on university committees, such as Executive Search Committees and various ad-hoc committees.
 - x. Coordinate the work of any administrative assistant, student intern, or other staff member assigned to complete tasks for the Faculty Senate.

- xi. Chair the President's Advisory Council.
- b. Chair-Elect or Vice Chair
 - i. Provide regular advice and assistance to the Chair.
 - ii. Attend state-level meetings of Faculty Senate leadership, such as the University of Texas System Faculty Advisory Council and the Texas Council of Faculty Senates.
 - iii. Maintain an up to date roster of the Faculty Senate.
 - iv. Coordinate the annual election of Faculty Senators, which includes but is not limited to communicating with departments and colleges about the need for elections, receiving the results of elections, and communicating with the Faculty Senate Chair about the election process.
 - v. Serve on the President's Advisory Council, including monthly meetings with the UTA President and Provost.
 - vi. The Vice Chair will serve as the chair of large-scale faculty satisfaction surveys, such as COACHE, as needed.
 - vii. Attend and/or chair meetings in place of the Faculty Senate Chair when needed.
- c. Secretary
 - i. Record the minutes of Faculty Senate meetings and distribute the minutes to the Faculty Senate for approval.
 - ii. Take attendance at Faculty Senate meetings.
 - iii. Maintain up to date Senator name plates to be used at Faculty Senate meetings.
 - iv. When needed, attend state-level meetings of Faculty Senate leadership, such as the University of Texas System Faculty Advisory Council and the Texas Council of Faculty Senates, in place of the Chair or Chair-Elect/Vice Chair.
 - v. Provide advice and assistance to the Chair as needed.
 - vi. Serve on the President's Advisory Council, including monthly meetings with the UTA President and Provost.
- d. Treasurer
 - i. Provide a monthly report at Faculty Senate meetings of Faculty Senate expenditures.
 - ii. Assist the Chair and Faculty Senate administrative assistant with budget approvals and transfers of travel funds.
 - iii. Assist the Chair and Faculty Senate administrative assistant with budget approvals and transfers of non-travel expenditures including event catering fees, officer stipends, and awards.
 - iv. Receive applications for Faculty Senate Travel Awards and serve as chair of the Travel Committee.
 - v. When needed, attend state-level meetings of Faculty Senate leadership, such as the University of Texas System Faculty Advisory Council and the Texas Council of Faculty Senates, in place of the Chair or Chair-Elect/Vice Chair.
 - vi. Provide advice and assistance to the Chair as needed.

- vii. Serve on the President’s Advisory Council, including monthly meetings with the UTA President and Provost.
- e. Parliamentarian
 - i. Possess and/or acquire knowledge of the contents of Robert’s Rules of Order and the Faculty Senate bylaws.
 - ii. Advise the Chair on matters of parliamentary procedure in advance of and during Faculty Senate meetings.
 - iii. Advise the Chair as to the presence of a quorum during Faculty Senate meetings.
 - iv. Provide advice and assistance to the Chair as needed.
 - v. When needed, attend state-level meetings of Faculty Senate leadership, such as the University of Texas System Faculty Advisory Council and the Texas Council of Faculty Senates, in place of the Chair or Chair-Elect/Vice Chair.
 - vi. Serve on the President’s Advisory Council, including monthly meetings with the UTA President and Provost.
- C. The nomination and election of officers shall proceed as follows:
- a. A nominating committee shall be appointed by the Chair during the spring semester.
 - b. The nominating committee shall consist of one senator from each College/School. The committee will select its own chair and will prepare a slate of nominees. The slate will be presented to the Senate at the next regularly scheduled meeting. Those senators whose terms expire are ineligible to be on the ballot for Secretary, Parliamentarian, or Treasurer unless they have been re-elected by their department or unit for another term. Any faculty member who is a current or former member of the Faculty Senate is eligible to be on the ballot for Chair-Elect of the Faculty Senate.
 - c. The election of officers shall be held no later than the final regularly scheduled meeting of the spring semester. The chair of the nominating committee shall preside over the election with the assistance of the Parliamentarian. Nominations for officer positions may be taken from the floor and added to the ballot. Each office will be voted on separately, beginning with Chair-Elect. The election shall be held by secret ballot when there is more than one candidate for a position. A quorum of the Faculty Senate must be present for an election to be held. A simple majority of the voting senators shall be sufficient to elect each officer.
 - d. A chair is elected to a four-year assignment. Upon election to the position of Chair, the senator serves academic year one as Chair-Elect, academic years two and three as Chair, and academic year four as Vice Chair. The academic year terms begin on August 1 and end on July 31. During the spring semester of academic year two of a Chair’s term, a new Chair-Elect shall be elected.
 - e. Each elected officer, other than the chair, is elected to a two-year term beginning on August 1 of the year in which one is elected.
 - f. If the Chair is not able to serve the second year of the term of office, the Chair-Elect shall become the Chair. In this event, a special election will be held for a one-year term

as Vice Chair and a new Chair-Elect will be elected at the conclusion of the academic year.

- g. If an officer changes departments during a term of office, the former department may elect a new senator and the officer may complete their term of office.

V. MEETINGS

The Faculty Senate shall meet at least three (3) times each fall and spring semester. A schedule of these meetings shall be published annually in the university calendar. Special meetings of the Faculty Senate may be called by the Chair or upon request of one-third of the Senate membership. Faculty Senate meetings are open to all members of the University Faculty.

- A. For the conduct of all formal business of the Faculty Senate, the authority shall be the most recent edition of Robert's Rules of Order, unless exceptions to those rules are incorporated in the bylaws. The Parliamentarian shall be the authority on the content of Robert's Rules and the bylaws.
- B. A quorum shall consist of fifty (50) percent of the Senate's voting members.
- C. The Chair of the Faculty Senate shall preside over Faculty Senate meetings. In the absence of the Chair, the Chair-Elect or Vice Chair shall be the presiding officer.
- D. The agenda for Faculty Senate meetings shall be prepared by the Faculty Senate Chair with the advice of the President's Advisory Council. The agenda shall be distributed by the Chair to the senate membership at least five (5) working days prior to the scheduled meeting. A senator may request to place an item on the agenda by communicating with the Chair no later than ten (10) working days prior to the scheduled meeting. Items of business not appearing on the agenda may be brought forward from the floor as new business. The form of the agenda typically will follow the Senate Order of Business.
- E. The standard Senate Order of Business shall be Opening and Welcome, Remarks from the President, Remarks from the Provost, Approval of the Previous Minutes, Committee Reports, Old Business, New Business, Announcements, Adjournment.
- F. During the normal course of business, a voice vote will be used to arrive at decisions. At the discretion of the Chair or at the request of any senator, a vote by a show of hands or other means shall be used when the results of a voice vote are inconclusive or disputed. At the request of any senator, a secret ballot may be used if approved by the Chair. At the request of five (5) senators, a roll call vote shall be employed. Voting by proxy is not allowed. Voting by electronic means is permitted at the discretion of the chair or if the senate must meet virtually.
- G. The minutes of the Faculty Senate shall be recorded by the Secretary with the assistance of the Chair-Elect/Vice Chair as needed. The minutes of the prior meeting shall be distributed by the Chair to the senators at least five (5) days prior to the next scheduled meeting. The minutes shall be made available to the public via the Faculty Senate website and shall be archived in the most permanent form available.

VI. FACULTY SENATE ACTION

- A. Action of the Faculty Senate that requires approval of the Board of Regents shall not take effect unless and until approved by the Board of Regents.
- B. Within four (4) weeks of a request by the Senate to forward Senate action for approval by the UT System, the UTA President shall either return such action to the Senate for reconsideration or forward such action, together with the President's recommendation, to the Executive Vice Chancellor for Academic Affairs, for review and approval or rejection. If reconsideration by the Senate is requested, the UTA President shall within four (4) weeks forward the requested Senate Action with the President's recommendation, to the Executive Vice Chancellor for Academic Affairs, for review and approval or rejection. On request of any member of the Senate, a minority report shall accompany such Senate action.
- C. The Faculty Senate shall be informed through administrative channels of the action taken by the Board of Regents except where the Board has specifically authorized procedures for placing into effect emergency Faculty Senate action without prior approval of the Board. Faculty Senate action shall become effective only upon approval of the Board or at such time as the Board shall specify. The Chair of the Faculty Senate shall be notified of the Board's action and notice of such action shall be included in the official minutes of the Faculty Senate.
- D. Reconsideration of Faculty Senate Actions shall occur upon written request by thirty (30) or more voting members of the Senate.

VII. FACULTY SENATE COMMITTEES

- A. Statutory Committees
 - a. President's Advisory Council
 - i. The President's Advisory Council (PAC) is composed of the officers of the Faculty Senate and the chairs of each College/School delegation.
 - ii. The senators of each College/School will elect annually a member from their delegation to serve as the College/School Delegation Chair. The Secretary, Parliamentarian, and Treasurer are eligible to be elected to serve as their College/School Delegation Chair. The Chair, Chair-Elect, or Vice Chair are not eligible to serve as a College/School Delegation Chair. The College/School Delegation Chair will be responsible for communicating with senators in the College/School and representing their views in the President's Advisory Council meetings. The Chair may appoint College/School Delegation Chairs to serve as chairs of Faculty Senate standing committees.
 - iii. The President's Advisory Council will serve as an advisory council to the UTA President and Provost through monthly meetings prior to each Faculty Senate meeting. The President's Advisory Council will also serve as an advisory council to the Senate Chair.
 - b. Committee on Equity and Ethics
 - i. The purpose of this committee is to respond to faculty members who believe they have not received equitable or ethical treatment in matters other than those pertaining to tenure, termination for cause, nonrenewal of appointment, termination for financial exigency, termination for program abandonment, elimination of position, or academic freedom.

- ii. The faculty member submitting a grievance must provide written documentation showing that the matter has been pursued with the administrator involved as well as all supervisors of the administrator involved including the UTA President. The faculty member shall develop, organize, and transmit to the committee a complete set of documents presenting relevant information and arguments in support of the grievance. Copies of the documents will be transmitted to the administrator involved. The administrator involved will have ten (10) working days to respond in writing to the committee. The committee will develop a recommendation for action to be forwarded to the UTA President.
- iii. This committee will include one senator from each College/School to be elected by their College/School delegation at the beginning of the academic year.
- iv. A senator may serve concurrently on the Committee on Equity and Ethics and the Committee on Tenure and Academic Freedom and Responsibilities.
- c. Committee on Tenure and Academic Freedom and Responsibilities
 - i. The purpose of this committee is to advise the UTA President on policy concerning faculty tenure, financial exigency, academic freedom, and responsibilities. The committee will also provide a hearing for faculty members who wish to file a grievance indicating that their academic freedom has been denied. The committee will provide a written report of the grievance and its recommendations for consideration by the UTA President.
 - ii. This committee will include one senator from each College/School to be elected by their College/School delegation at the beginning of the academic year.
 - iii. A senator may serve concurrently on the Committee on Equity and Ethics and the Committee on Tenure and Academic Freedom and Responsibilities.

B. Standing Committees

a. Operating Procedures Committee

- i. The purpose of this committee is to provide an annual review of the internal operations of the Faculty Senate and make recommendations to the President's Advisory Council and Faculty Senate for revisions to those procedures. These responsibilities include but are not limited to reviewing the language of the bylaws and the Handbook of Operating Procedures.
- ii. The committee members will be appointed by the Chair at the beginning of the academic year for a one-year term. When possible, the Chair will appoint a committee chair who has prior experience on the Operating Procedures Committee.

b. Academic and Student Liaison Committee

- i. The purpose of this committee is to provide an annual review of the policies and procedures related to student life, student activities, the Undergraduate Assembly, and the Graduate Assembly.
- ii. The Student Body President serves as an ex-officio member of the committee.
- iii. The committee members will be appointed by the Chair at the beginning of the academic year for a one-year term. When possible, the Chair will appoint a

committee chair who has prior experience on the Academic and Student Liaison Committee.

- c. Faculty Development Committee
 - i. The purpose of this committee is to provide a monthly review of the requests for funding from the Faculty Senate Travel Fund.
 - ii. The committee will also make recommendations for revisions to the Travel Fund policies and procedures.
 - iii. The chair of the Faculty Development Committee will be the Faculty Senate Treasurer.
 - iv. The committee members will be appointed by the Chair at the beginning of the academic year for a one-year term.
- d. Budget Liaison Committee
 - i. The purpose of this committee is to facilitate shared governance with respect to the University budget, enhance faculty knowledge about university budgeting, and advise the UTA administration on budget matters that affect the University Faculty.
 - ii. The committee will liaise with the Vice President for Business and Finance.
 - iii. The committee members will be appointed by the Chair at the beginning of the academic year for a one-year term. When possible, the Chair will appoint a committee chair who has prior experience on the Budget Liaison Committee.
- e. Information Technology and Information Security Committee
 - i. The purpose of this committee is to review and provide recommendations related to information technology issues, policies, and procedures that affect the University Faculty.
 - ii. The committee will liaise with the Chief Technology Officer and the Chief Information Security Officer.
 - iii. The committee members will be appointed by the Chair at the beginning of the academic year for a one-year term. When possible, the Chair will appoint a committee chair who has prior experience on the IT and IS Committee.
- f. Emeritus Review and Special Projects Committee
 - i. The purpose of this committee is to review the Professor Emeritus nominations and provide recommendations for candidates to be granted Professor Emeritus status.
 - ii. The committee members will be appointed by the Chair at the beginning of the academic year for a one-year term. When possible, the Chair will appoint a committee chair who has prior experience on the committee.

C. Ad Hoc Committees

- a. An ad hoc committee may be assembled by the Chair when it is deemed necessary for the conduct of Faculty Senate business.
- b. An ad hoc committee may become a standing committee of the Senate if a proposal for a new standing committee is brought to the Faculty Senate. A majority vote of the Faculty Senate will be required to create a new standing committee.

VIII. AMENDMENT OF THE FACULTY SENATE BYLAWS

- A. Proposals for changes in the bylaws may be placed on the agenda of any regular or special meetings of the Faculty Senate and should be distributed in writing to the members.
- B. Proposed changes shall not be acted upon until the next meeting of the Senate, or if proposed in the last meeting of the semester, will not be acted upon until the second meeting of the ensuing semester.
- C. Two-thirds of the members present must approve of the change for it to take effect.