Bylaws of The University of Texas School of Public Health

Rules of Faculty Governance

(Adopted 15 December 2005)

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Preamble

The foundation of self-governance by the Faculty is the proper execution of the duties, responsibilities, and rights of the Faculty. In exercising these interests, careful deliberation and consideration must provide the basis for prudent decisions that guide the Faculty in the conduct of its affairs. The Faculty, therefore, adopts these Rules of Faculty Governance to assure the orderly and timely administration of its interests.

ARTICLE 1
Members of the Faculty

For the purposes of self-governance by the Faculty, a member of the Faculty is a person whose appointment is in the School of Public Health and who holds one of the following ranks: Assistant Professor, Associate Professor, Full Professor, Instructor, or Professor Emeritus.

ARTICLE 2
Officers of the Faculty

Only a member of the Faculty with a full-time appointment in the School of Public Health may be an officer of the Faculty. The officers of the Faculty shall include a Chair, a Chair-Elect, and an immediate Past Chair. The Recorder, a non-officer, is not required to be a faculty member.

Section 1. Chair of the Faculty

The Chair is the elected leader of the Faculty. The Chair shall call regular and special meetings of the Faculty, set the agenda for these meetings, and conduct the meetings. The
term of office shall be one year. The Chair shall be a member of and chair the Faculty Council. Additionally, the Chair will be a voting member of the Executive Council. The Chair shall also lead meetings of the SPH Committee for Tenure and Promotion. During the year immediately following his or her term of office, the Chair shall become the Past Chair, and shall continue to be a member of the Faculty Council.

Section 2. Chair-Elect of the Faculty

The Chair-Elect is the elected successor to the Chair of the Faculty. The Chair-Elect shall carry out the duties of the Chair of the Faculty in the absence of the Chair. The term of office shall be one year. During the term, the Chair-Elect shall be a member of the Faculty Council. The Chair-Elect shall succeed to the office of Chair of the Faculty at the expiration of the Chair's term.

Section 3. The immediate Past Chair of the Faculty

The Past Chair is the person who was Chair of the Faculty during the preceding year. The Past Chair shall serve as a member of and reporter for the School's delegation to the Inter-Faculty Council of the University of Texas Health Science Center at Houston. The term of office shall be one year. During the term, the Past Chair shall be a member of the Faculty Council, and a voting member of the Executive Council.

Section 4. Recorder of the Faculty

The Recorder is the appointed staff of the Faculty Council, but need not be a faculty member. The Recorder shall record and publish the minutes of all Faculty meetings, accumulate and preserve the minutes of all Standing Committees of the Faculty, maintain the Rules of Faculty Governance, compile a Manual of Policies and Procedures of the Faculty, and maintain a roster of the Faculty. The term of office shall be for one year, but the Recorder may serve successive terms. The Recorder shall be a non-voting member of the Faculty Council.

ARTICLE 3
Election of Officers and Council Members

Section 1. Chair-Elect

In April of each year, a nominating committee composed of the members of the Faculty Council shall nominate a candidate to be the Chair-Elect of the Faculty. The Faculty shall be invited to submit names of candidates for this office. Election of Chair-Elect shall take place at the regular meeting of the Faculty in May. Nominations may be made from the floor at this meeting. A majority of Faculty voting at this meeting is required for election.

Section 2: Council Members
Council members are elected from the units of the school. Each Division elects two members and one or more alternates to serve a two-year term, and each Regional Campus elects one member and one or more alternates to serve a two-year term. Each unit determines its election methods.

Section 3. Terms for Officers and Council Members

The terms of officers and Council members shall begin in September. Terms for the two members elected by each Division shall be staggered.

Section 4. Vacancy of an Office

Should an office become vacant during the year, the vacancy shall be filled in a timely manner, following the same procedure as was originally used to elect the incumbent.

Section 5. Recall Vote

If a majority of the general faculty sign a recall petition for a Council member or general faculty officer, respectively, then there shall be a recall election. If more than 2/3 of the members with their primary affiliation in the division or regional campus vote for the recall of the officer, then the officer shall be replaced in the usual manner used to elect that office/member.

Section 5. Appointment of Recorder

The Recorder shall be appointed by the present Chair and Chair-Elect of the Faculty and need not be a member of the faculty.

ARTICLE 4
Meetings of the Faculty

Section 1. Regular Meetings

Regular meetings of the Faculty shall be held in December and May during the student evaluation period, and in early September. The dates of these meetings for the academic year shall be published at the regular meeting of the Faculty in September.
Section 2. Special Meetings

A special meeting may be called by the Chair of the Faculty upon written petition of at least ten percent of all full time members of the Faculty who hold the rank of Assistant Professor, Associate Professor, Full Professor, Instructor, or Professor Emeritus. However, ten faculty may request a meeting of Faculty Council to address an urgent matter.

Section 3. Order of Business, Regular Meetings

The principal order of business at a regular meeting is to receive reports of Standing and other Committees, to discuss matters published on the agenda of the meeting, and to discuss matters brought up by the Faculty or the Faculty Council at the meeting.

Section 4. Definition of Quorum

A quorum for regular and special meetings shall be 60 percent of the Faculty listed on the Faculty roster.

Section 5. Definition of Majority Vote

A majority vote shall be more than 50 percent of those present and voting at a meeting.

ARTICLE 5
Standing Councils and Committees

Section 1. Faculty Council

The Faculty Council shall advise and represent the Faculty concerning policies and procedures for dealing with matters in which the HOOP stipulate faculty should play a major role. The Council shall coordinate the work of faculty committees, resolve jurisdictional issues between faculty committees, convene joint meetings of the faculty committees, and represent the Faculty's interests and perspectives in the School's budgetary, planning, management, and salary policy, consistent with its Mission Statement.

The Faculty Council may appoint ad hoc and sub-committees, where appropriate and necessary, to consider special issues and problems that are within its responsibility. Ad hoc and sub-committees may have students and staff as members as appropriate.
ARTICLE 6
Amendment of the Rules

These Rules may be amended at a regular or special meeting of the Faculty by a two-thirds majority of those voting.