

Standing Rules of the Faculty Senate STEPHEN F. AUSTIN STATE UNIVERSITY

I. Senate Representation

A. Tenured/Tenure Track Faculty

Faculty Rank as referred to in the Faculty Senate Constitution means those university employees in tenured/tenure track faculty positions holding the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Librarian I, II, III, or IV as defined in university policy 7.2. The phrase "department chair or higher" refers to employees whose job description includes direct oversight of Faculty Rank employees.

B. Non-Tenure Track Faculty

Non-Tenure Track Faculty as referred to in the Faculty Senate Constitution means those university employees in non-tenure track faculty positions holding the rank of Senior Lecturer, Lecturer, Adjunct, Visiting, or Archivist I, II, III, or IV as defined in university policy 7.2.

II. Election of Officers

Elections for officers shall take place at the final regular Faculty Senate meeting before the incoming senators have been seated. If requested by two or more senators voting shall be conducted by a secret written ballot. The candidate who receives the majority of votes for an office shall be declared elected to fill that office. If no one has a majority of the votes cast, run offs will be held immediately between the candidates having the two highest pluralities until one person has a majority of the votes.

If a senator is elected Chair-Elect in the final year of their term and they are re-elected by their faculty group, while they serve as Chair-Elect they are a voting member of the Senate. If a senator is elected Chair-Elect in the final year of their term and they are not re-elected by their faculty group, while they serve as Chair-Elect they are a non-voting member of the Senate.

III. Duties Assigned to Officers

A. Chairperson:

1. Preside at all meetings of the Senate or its Executive Committee
2. Sign all orders necessary to carry out the will of the Senate
3. Act as the representative of the Senate to outside persons or organizations
4. Appoint committees as directed by the Constitution, the Standing Rules, or by motion of the Senate.

B. Chair Elect

1. Assume the responsibility of the Chairperson in event of the absence or incapacity of the Chairperson.
2. Assume additional tasks as directed by the Chairperson.

C. Secretary

1. In the absence of the Chairperson and Chair-Elect, to preside at meetings of the Senate
2. Keep a careful and authentic record of the proceedings of the Senate

3. Furnish information from the Minutes as requested
4. Keep a roll of Senate membership and call it when necessary
5. Preserve all records, reports, and documents of the Senate which are not assigned to others.

D. Treasurer

1. Serve as the official custodian of the operating funds of the Senate
2. Keep an account and current record of all receipts and disbursements
3. Give a brief report or summary at each meeting of the Senate and a complete report annually.

E. Parliamentarian:

1. Advise the Chairperson and other officers on matters of parliamentary procedure.
2. Monitor Senate rules and procedures.

IV. Committees

1. The Chairperson shall appoint the membership of all standing committees and their chairs. Every Senator shall hold membership in at least one standing committee. The Chairperson, ex officio, holds membership in all committees.
Responsibility and Purpose of Standing Committees:

A. Academic Affairs:

This committee shall deal with matters pertaining to academic standards and the academic relationships between faculty and students. The committee's responsibility includes, but is not limited to, curriculum, degree requirements, admission policies, standards of academic performance, types of degrees offered, and new programs.

B. Administration and Finance:

This committee shall provide faculty interpretation of, respond to, and advice concerning university administrative and financial procedures. The committee's responsibility includes, but is not limited to, university expenditure and revenue policies relative to fund allocation, salary equalization, budget development, and financial planning.

C. Elections:

This committee shall organize and conduct all senatorial elections and any other elections which the Senate is asked to conduct for the University.

D. Faculty Government and Involvement:

This committee shall deal with matters pertaining to the relationship between the faculty and the administration and with matters concerning the Senate as the representative body of the faculty.

The committee shall be concerned with interpretation of the constitution, preparation of amendments, position of the Senate in the organizational structure of the University, reapportionment of representation, review of the Faculty Handbook, policies and procedures for election of administrative officers, and other such matters of concern to the faculty and administration.

E. Professional Welfare:

This committee shall be concerned with all university policies and procedures which affect the professional life of the faculty. In particular, the committee shall review policies relating to tenure, academic freedom, salary, promotions, employment practices, dismissal of faculty, evaluation of faculty, faculty workloads, fringe benefits, retirement, and any other such item about which faculty members are concerned.

In addition, the Committee will oversee the selection for the University Adjunct Teaching Excellence Award recipient.

F. Ethics Committee:

This committee shall be concerned with all matters which involve the faculty's professional and moral judgments and activities in the University environment.

G. Strategic Planning Committee:

The Chair-Elect is the chair of this Committee. In addition, the Committee will consist of the Chair, immediate past Chair, and two other members appointed by the Chair of Faculty Senate.

This committee shall monitor institutional, state and national faculty issues and trends, set goals parallel to institutional planning, and assess the progress of these goals from a faculty perspective.

H. Communication Committee:

This committee shall be responsible for working with the chair to disseminate information about Senate activities to the faculty as a whole and to encourage input from the faculty. Chair of the Communication Committee will serve as Staff Council liaison.

2. The Chairperson may appoint ad hoc committees at the Chairperson's discretion.
3. The Executive Committee of the Senate shall consist of the officers of the Senate. The Chairperson may also, at the Chairperson's discretion, appoint other Senators to serve on the Executive Committee in a consultative or advisory role; but the voting members of the committee shall be only the officers.

V. Meetings of the Faculty Senate

1. Regular meetings of the Senate will normally be held at 2:30 pm on the second Wednesday of each month during the academic year, provided classes are in session on that date.
2. Special meetings of the Senate may be called by the Chairperson.

3. The place of the regular meetings shall be determined by the Chairperson.
4. The rules of procedure in the meetings, except as may be otherwise specified in the Senate Constitution and Standing Rules, shall be those of Robert's Rules of Order. All motions, except as may be otherwise specified in these documents, shall be determined by a majority of the votes cast.
5. A roll call vote may be initiated by the Chairperson or at the request of two senators. The results of a roll-call vote shall be published in the Minutes of the meeting.
6. The Chairperson shall not vote on a motion or proposal unless the Senate be evenly divided.
7. Guest speakers and presenters will be allotted up to 10 minutes to make presentations at the discretion of the Chair. Question and answer periods will be in addition to the presentations. The Chair will monitor Q&A sessions and limit each person to 2 minutes, with the discretion to allow more time. Non-senators are allowed to attend the Senate meetings but will not be allowed to participate in discussions. They should communicate questions/comments to their Senate representatives.

VI. Consideration of Resolutions and Committee Reports

1. As a matter of procedure, resolutions shall be presented in written form to the Senate for consideration and action.
2. As a matter of procedure, committee reports which require action by the Senate shall be distributed to the members of the Senate at least five (5) days prior to the next meeting of the Senate in which the report will be formally considered.

VII. Amendments

These Standing Rules may be amended at any meeting of the Senate by a two-thirds majority vote, provided the proposed amendment is announced at the meeting preceding the one during which the vote is taken.

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