

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 as defined in university HOP 2-302. 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 non-tenure track ranks outlined in HOP 2-302.

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. Chair:

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.
5. Serve on Strategic Planning Committee.

B. Chair Elect

1. Assume the Chair's responsibility in case of the Chair's absence or incapacity.
2. Serves on the strategic planning committee
3. Serves on the University Operating Policy Committee.
4. Assume additional tasks as directed by the Chair.

C. Secretary

1. In the absence of the Chair 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 Chair and other officers on matters of parliamentary procedure.
2. Monitor Senate rules and procedures.
3. Chair of Strategic Planning Committee.

F. Workload Release:

1. The Senate Chair and the University Operating Policy Committee members
2. Shall each receive a workload release equivalent to one-course release during the long Fall and Spring semesters of their terms.
3. The workload release will be honored by the Provost as well as the Deans and unit heads of the colleges and departments from which those officers hail.

IV. Committees

1. The Chair shall appoint the membership of all standing committees and their chairs. Every Senator shall hold membership in at least one standing committee. The Chair, 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. The Chair of this committee shall serve on the Undergraduate Core Curriculum Committee and the University Graduate Council.

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.

As a part of the annual Senate Elections each Spring, the committee will secure current enrollment figures to ensure that the seat allocations for tenure-track members match the “four percent” and department-allocation rules laid out in the Constitution (Article I, Section 4). The committee shall make adjustments as needed to the seats up for election including, if needed, forcing a seat potentially coming open in a given college to expire at the end of a retiring candidate’s term, in the event that the college in question is over its expected seat-allocation limit, so that seat can be reallocated to a college whose overall enrollment representation has increased enough to justify a seat reallocation.

D. University Operating Policy Committee

The Senate’s standing University Operating Policy Committee (colloquially known as the Policy Committee) should have six members, optimally one representative of each college. Both tenure-track and non-tenured faculty may serve on the committee. Committee members are appointed by the Senate Chair. The Chair of the Committee shall have served on the Policy Committee for no less than two long semesters prior to appointment.

The committee’s primary function is to advise the Senate on policy matters related to UT Regents Rule 40101 and enact the will of the Senate in the Academic Affairs HOP Committee (AAHC). This committee represents the principal point of contact between the University’s Handbook of Operating Procedures (HOP) processes and the Senate as representative body of the faculty on campus. The committee will monitor the policy-review schedule and will advise the Senate on recommended changes. The Senate must vote on changes proposed by the committee as well as HOPs modified by the AAPC.

To promote the retention of historical knowledge and an awareness of the policy review process, the Senate Chair has the authority to name non-senators with two long semesters of Policy Committee experience to this committee as needed.

Summer Policy Committee: Unlike most Senate committees, the Policy Committee will likely be called upon to provide additional summer service. Volunteers (preferably, 3) will be solicited for summer policy review work by the Chair of the Senate and the standing Policy Committee Chair at the end of the Spring semester. The Summer Policy committee members must include a plurality of current senators with policy-review experience. The Chair may also name non-senators with current or previous policy experience. A preference may be given to volunteers based upon their time of service on the standing committee. Summer Policy committee members would be compensated for their work with a sum equivalent to no less than \$2,000.

The members of the Summer Policy team would be authorized by the full Senate to vote to approve policies on the full Senate’s behalf as needed. However, the schedule of policies authorized for summer review must be agreed upon first by the Senate at the end of the spring semester (with that list subsequently communicated to the appropriate university policy coordinators). Summer Policy committee members can approve proposed changes to this set of pre-approved policies unless a majority of the Summer team’s members vote to

have the proposed changes reviewed by the full Senate at the beginning of the fall semester. In such a case, the committee's members would not vote to approve proposed changes and will notify the policy coordinators of their intent to defer approval until a fuller Senate review.

If any unanticipated or emergency additions are proposed to the summer review schedule, the Summer Policy team will consult with the Senate Chair, the Chair Elect, the standing Policy Committee Chair, and the Parliamentarian to seek an agreement to review (or a decision otherwise to defer reviewing) the additional policies in question before agreeing to review any of them.

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

In addition, the Committee will oversee the selection for the University Non Tenure Track Teaching, Service and Scholarship/Creative Activities Excellence Award recipients.

F. Strategic Planning Committee:

The Parliamentarian 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.

In addition, the committee represents the first point of contact relative to matters pertaining to the relationship between the faculty and the administration and with matters concerning the role of the Senate as the representative body of the faculty and the Senate's position within the university's principles of shared governance and the Senate position in the university's operational hierarchies.

Along with the Parliamentarian, the committee shall act as the initial interpreters of the Constitution as well as the recipient (say, from standing committees) or the initial proposer (if needed) of amendments to the Constitution and/or to the Standing Rules. Actual amendments to those documents must be processed according to the provisions in Article VI of the Constitution or Article VII of the Standing Rules, as appropriate.

G. 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.

H. The Chair may appoint ad hoc committees at the Chair's discretion.

- I. The Executive Committee of the Senate shall consist of the officers of the Senate. The Chair may also, at the Chair'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 Chair.
3. The place of the regular meetings shall be determined by the Chair.
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 Chair 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 Chair 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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