

PROCEDURAL GUIDE FOR THE FACULTY ASSEMBLY AND COMMITTEES OF THE FACULTY

I. General

A. Purpose

This guide is intended to provide specific operating procedures for the Faculty Assembly and standing and other committees outlined in the Bylaws of the Faculty of The University of Texas School of Allied Health Sciences at Galveston hereinafter referred to as the bylaws. These procedures are designed to facilitate the conduct of business.

B. Expenses

Expenses related to Assembly and committee functions, including supplies, duplication, and distribution of committee reports and minutes, are charged to the Office of the Dean, The University of Texas School of Allied Health Sciences at Galveston.

1. The funds are to be used for Faculty Assembly business only.
2. Any faculty member may make a request for funds to pay for the business of the Faculty Assembly.
3. Requests can be made in person or via e-mail to the Chair of the Assembly.
 - a. Requests under \$200, or of an emergency nature, will be reviewed for approval by the Chair of the Assembly.
 - b. Requests between \$200 and \$500 will be reviewed for approval by the Officers of the Faculty Assembly.
 - c. Requests above \$500 will be reviewed for approved by the Faculty Assembly.
4. The Secretary/Treasurer of the Assembly will maintain records and present an annual budget report at the last meeting of the academic year.

C. Voting on issues

1. Voting Procedure—A quorum must be present for a vote to be taken. Majority vote means more than half of the votes cast by persons legally entitled to vote. On any issue except those relating to the bylaws and/or procedural guide, the majority vote will carry. Ex officio members may not vote.

2. Quorum—The quorum consists of one third of the full members.
3. Recording of Vote—The minutes should reflect the number of votes cast for and against.

D. Secretarial Support

1. General—The Dean or his/her designee shall assign staff secretaries to support the Faculty Assembly and standing committees. They shall provide secretarial services such as recording actions taken at meetings, transcription of minutes, and other support services as requested.
2. Faculty Assembly—The assigned secretary shall report to the secretary-treasurer of the Assembly, and shall assist the Chair and Vice Chair of the Assembly with secretarial services in the performance of their duties.
3. Faculty Standing Committees - Assigned secretaries shall report to the chairs of their respective committees/councils.
4. Secretarial Support—Secretarial Support for other committees or task forces of the Assembly shall be provided when requested by the chair of that committee/task force through the chair of the Assembly.

E. Guests at Meetings

Except when personnel or academic matters involving specific individuals or when actual deliberations involving appointment, promotion, or tenure are being considered, all Assembly and committee meetings of The University of Texas School of Allied Health Sciences at Galveston are open to all faculty members and other interested parties. Additionally, as determined by the Assembly or committee, an invitation to attend meetings may be extended to specific individuals to serve in a consultative or expert capacity. At the discretion of and with the consent of the chairperson, guests may be permitted to address the Assembly or committee on topics being considered. The Chair of the Assembly will determine and announce when a meeting or discussion therein needs to be closed to all except full members and guests invited for the purpose of that discussion.

F. Election or Appointment Process

1. Basis for Determining Voting Results— All elections are determined by majority vote. In the event that no candidate receives a majority vote (as when there are multiple candidates for a single position or multiple candidates for several same-committee positions), a run-off election shall be held. The slate for such a run-off election will consist of the candidates receiving the highest number of votes in the original election; the number of candidates shall be reduced to the number of vacancies plus one.
2. Qualifications for Election or Appointment

a. General Qualifications—In addition to those qualifications outlined in the bylaws, the qualifications for all elected or appointed positions shall include willingness to represent the interests of the faculty, written consent to serve, availability, and full membership of the faculty. Full membership is defined in Article 2, Section 2, of the Bylaws.

b. Qualifications of Assembly Officers and Committee Chairpersons—In addition to the general qualifications, the elected officials of the Faculty Assembly and chairpersons of standing committees must have been full members of the faculty for a minimum of one year at the time of assuming office. A committee chairperson must also have experience as a full member of the committee in question. No one shall serve as chairperson of more than one committee at a time.

3. Year of Service

The year of service for all elected or appointed positions to the Faculty Assembly or standing committees begins September 1.

II. FACULTY ASSEMBLY

A. Purpose

To serve as an empowered body that identifies goals and makes strategic decisions within the purview of the Regent's Rules.

B. Functions

1. Make strategic decisions as provided in the Regent's Rules or make recommendation to the Dean's Council.
2. Identify and evaluate goals.
3. Form work groups/task forces to achieve specific goals.
4. Serve as faculty forum for those issues brought forth by the Faculty.
5. Develop relationships with other constituencies within the School.
6. Support special interest groups.
7. Resolve student/faculty grievances (delegated to committees).

C. Officers and Their Functions

1. Chair of the Faculty Assembly

- a. Qualifications—As stated in the bylaws, Article II, Section 5 A.
- b. Term of Office—One (1) year
- c. Term Limitation—no more than two (2) consecutive terms.

d. Election—Elected by majority vote of Faculty Assembly

e. Duties

(1) Prepare agenda for a Faculty Assembly meetings

(2) Conduct meetings

(3) Form work groups task forces

(4) Coordinate work groups and committees

(5) Ensure that ongoing activities of the Assembly are performed
(see Appendices 1 & 2).

2. Chair Elect

a. Qualifications—as stated in the Bylaws, Article II, Section 5 B.

b. Term of office—Two (2) years

c. Term limitation—One (1) consecutive terms.

d. Election—Elected by majority vote of Faculty Assembly

e. Duties

(1) Substitute for Chair, in absence of Chair

(2) Assist Chair in completion of duties

(3) Assume office of Chair during next term

3. Secretary/Treasurer

a. Qualifications—Full member of the Faculty Assembly

b. Term of office—One (1) year

c. Election—Elected by majority vote of the Faculty Assembly.

d. Duties—

(1) Review, edit and maintain minutes of Assembly meetings.

(2) Coordinate elections.

(3) Maintain financial records.

(4) Use the tracking guide approved by the Faculty Assembly to
monitor the disposition of motions.

4. Parliamentarian

- a. Qualifications—Full member of the Faculty Assembly.
- b. Term of office—Two (2) years.
- c. Election—Elected by majority vote of the Faculty Assembly.
- d. Duties

(1) Assure meetings conducted according to Robert's Rules of Order.

(2) Educate Faculty Assembly about process.

(3) Maintain the Bylaws & Procedural Guide.

D. Faculty Assembly Meetings

1. As defined in the Bylaws of the Faculty, the Faculty Assembly will meet every two months beginning in September. Special sessions may be called. The alternate month can be used for specially-called town meetings, faculty development presentations, university-sponsored reports, or other events of value to the faculty. Written notification of regular meetings and a tentative agenda shall be sent to each full member of the Faculty at least one week prior to each meeting by the Secretary-Treasurer of the Faculty Assembly. Postponement of a regular meeting shall require written notice at least one week in advance. Meetings will be conducted according to Robert's Rules of Order.

2. Meeting Agenda—The agenda for the meetings will be determined by the Chair. Regular items may include:

- a. Report from the Chair on ongoing business or activities of the Assembly, including any actions of committees/task forces/others.
- b. Report from the Dean and Dean's Council.
- c. Report from the Chair's Council.
- d. Reports from department chairs of activity/events in each department that are of interest to entire faculty
- e. Business the Chair considers appropriate for discussion by the faculty.
- f. Other business/reports initiated by individual faculty members.

III. DEAN'S COUNCIL

A. Membership

Senior Administration of the School of Allied Health Sciences.

B. Functions

Monitor and enforce compliance of the School of Allied Health Sciences with the Regent's Rules.

1. Act in the role of a sponsor for the Faculty Assembly and any other assembly of the school.
2. Facilitate implementation of decisions made by components within the School of Allied Health Sciences (i.e. academic departments, support services, assemblies, and the Administrative Resource Council).
3. Provide for coordination of activities within in the School of Allied Health Sciences and with other components of UTMB.
4. Represent the School of Allied Health Sciences in an official capacity to the UTMB and UT governing administration and local, state and national communities.
5. Facilitate the collection and reporting of faculty evaluations.
6. Facilitate faculty development.
7. Provide faculty orientation.
8. Facilitate and approve curriculum development.
9. Make administrative decisions.
10. Promote strategic planning.
11. Facilitate recruitment of faculty and staff.

IV. FACULTY COMMITTEES AND THEIR FUNCTIONS

A. Appointment, Promotion and Tenure Committee

The Appointment, Promotion and Tenure (APT) Committee is a standing committee of the Faculty, to perform those functions related to faculty appointment, promotion and tenure described in the "Regent's Rules, and the Bylaws of the School.

1. Meetings

The APT committee will meet as needed and published in its guidelines to:

- a. Consider applications for faculty appointment, promotion and tenure and make recommendations to the dean.
- b. In consultation with the faculty, review and revise as appropriate its policies and procedures, annually.
- c. Publish to the faculty annually the requirements for appointment, promotion and tenure.

2. General process for application for promotion and tenure

- a. Recommendations for appointment to the faculty are initiated by the chairperson of the department/division concerned and made to the Dean. Recommendations, except for the tenure-track ranks of instructor and assistant professor, are reviewed by the APT Committee which forwards its recommendation concerning the proposed appointment to the Dean.
- b. The process of review and evaluation of an individual for promotion and/or tenure begins when the individual concerned submits a request for consideration for promotion and/or tenure to the department/division chairperson for review and recommendation. All requests except for promotion from instructor to assistant professor are forwarded to the Chairperson of the APT Committee for consideration by the committee which makes recommendations to the Dean.
- c. Recommendations for appointment of a departmental chairperson as member of the faculty shall be reviewed by the Appointment, Promotion, and Tenure Committee which makes recommendations to the dean.
- d. The Dean's recommendations for appointment, promotion, and/or tenure of members of the faculty, shall be forwarded through the President of The University of Texas Medical Branch and the Chancellor of The University of Texas System to the Board of Regents of The University of Texas System for final action.

B. Post Tenure Review Committee

The Post Tenure Review Committee (PTR) is a standing committee of the Faculty to assure that faculty members are meeting their responsibilities to the University and to the State of Texas.

1. Meetings — The PTR committee will meet as needed and published in its guidelines to:
 - a. provide evaluation of tenured faculty to provide guidance for continuing and meaningful faculty development
 - b. assist faculty in enhancing professional skills and goals.
2. General Process for Post Tenure Review —The following general guidelines will apply to the post tenure review process:
 - a. Each tenured member of the faculty must be reviewed at least once every five years. Reviews must include a consideration of the faculty member's teaching, scholarly activity, service, and, for faculty with clinical responsibilities, patient care and must include evaluations by peers and students.
 - b. The APT Committee will review the Faculty member's file. The Chair

or Supervisor may be present during the deliberations for the purpose of providing information and clarification, but will not be present during the Faculty member's oral presentation, nor during the voting process. Only those members of the APT Committee who are tenured will participate in the vote. The recommendation of the APT Committee is forwarded to the PTR Committee.

c. The PTR Committee will provide a complete and independent review of all materials submitted to the APT. The Chair or Supervisor will be present during the deliberations for the purpose of providing information and clarification, but will not be present during the Faculty member's oral presentation, nor during the voting process. The PTR Committee will send recommendations to the Dean. The recommendations of the PTR Committee will prevail in the event that they differ from those forwarded by the APT Committee.

d. The Dean shall report the recommendation of the PTR Committee to the faculty member. The report shall include the conclusions of the Committees and recommendations for improvement. If the conclusion is that performance has been unsatisfactory, the Faculty member shall be informed that a subsequent review will take place two years after the original submission and that a subsequent finding of substandard performance may lead to termination.

C. Gradings and Promotion Committee

The Gradings and Promotion committee is a standing committee of the faculty whose function is to review the performance of students and the recommendations of the faculty of each department regarding the disposition of their students at the end of each semester, according each student's performance and in compliance with the policies of the department and the school.

1. Meetings

The committee will meet at the end of each semester, following completion of the final exams and determination of grades. Otherwise, the committee will meet as needed for the conduct of its business and review and revision of its policies and procedures.

2. Conduct of business

The committee shall determine its operating procedures in compliance with the bylaws and the policies of the school. These will be published to the faculty.

D. Other Standing Committees

1. Purpose

The Faculty Assembly may, by majority vote, form other standing committees as needed to perform ongoing or recurring functions of the Assembly.

2. Review

Any standing committees so appointed shall be reviewed by the Assembly by the end of its third year from creation or its last review for the purpose of determining the need for its continued existence.

E. Other Committees or Task Forces

1. Student Grievance Committee

a. Functions—Members of this committee are charged with responding to student grievances according to the procedure outlined in the student handbook .

b. Composition—This committee shall be composed of full members of the Assembly who do not hold administrative or department chair appointments. One person will be selected by each department. From this group of faculty, the Chairperson (or vice Chairperson, if the student with the grievance is from the chairperson's department) will select the appropriate number for any grievance issue the committee needs to address; a student representative may also be appointed through the Office of Student Affairs.

c. Appointment—Members shall be selected by their department prior to the September meeting of the Assembly. The Faculty Assembly will vote from these for a Chair and a Vice Chair who must have served on this committee the preceding year. The secretary/treasurer, assisted by the parliamentarian will conduct balloting.

2. Student Awards Committee

a. Functions -- The Student Awards Committee shall coordinate nomination, selection, and award of departmental and School-wide scholarships and awards.

b. Composition -- The Committee shall be comprised of one faculty member from each department, one of whom shall serve as chair, the Associate Dean of Student Affairs, ex officio, and a representative from the Offices of Student Affairs and the Dean.

c. Appointment -- The Student Awards Chair shall be a full faculty member who volunteers to fill this position.

3. Other committees

The Faculty Assembly may by majority vote form ad hoc committees or

task forces to address specific issues or concerns. When the committee has completed its purpose, it shall dissolve.

F. Committee Membership

1. The membership of the APT, PTR, Student Awards and the G & P committees are specified in the bylaws, Article V, Sections 2,C, 3,C, 4B and 5C respectively.
2. Membership in standing and ad hoc committees or task forces should provide opportunities for all faculty members to participate. Membership may be determined by:
 - a. participation of members interested and/or with expertise in the issue, and/or
 - b. assignment on either a random or rotation basis by the Chair of the Assembly
3. A member of a standing committee may not serve more than two consecutive full terms on that committee.

G. Committee Officers

1. Each standing committee shall elect a Chair and a Vice Chair from its members.
2. No standing committee officer shall serve in the same office for more than two consecutive full terms.
3. Chairs of ad hoc committees may be either appointed by the Chair of the Assembly or elected by members of the committee
4. A committee chairperson can be removed from office only according to the current edition of Robert's Rules of Order.

H. Responsibilities of Committee Chairpersons--Each committee chairperson shall:

1. represent the school faculty rather than his/her department,
2. receive agenda items from committee members, the dean, or the Faculty Assembly,
3. prepare the agenda for committee meetings,
4. chair the committee meetings,
5. review and edit committee minutes and reports before distribution,
6. provide a written report to the faculty summarizing committee activities at least one week prior to regularly scheduled meetings of the faculty, and
7. maintain the necessary records and reports of committee activities.

I. Resignation and Replacement of Committee Chairpersons

1. It is the responsibility of each committee chairperson to notify the Office of Academic Affairs and the Chair of the Faculty Assembly in writing of the effective date of resignation as chairperson of that committee if the individual will not complete his/her designated term of office.
2. The vice chairperson of the committee shall complete the remainder of the chairperson's term of office.
3. To maintain appropriate composition of the committee, the chairperson, as a committee member, may be replaced as outlined below.

J. Responsibilities of Committee Members

The success of the committee form of faculty governance is contingent upon adequate representation at and active participation in the activities of the committee. In addition, standing committee members elected by a department shall:

1. notify their departmental chairperson if they are unable to attend scheduled or called meetings so that when appropriate, provisions for departmental representation may be arranged,
2. ensure that the interests of departmental faculty members are represented at committee meetings, and
3. ensure that adequate and appropriate feedback is provided to the departmental faculty members.

K. Resignation and Replacement of Committee Members

1. General

It is the responsibility of each committee member, either elected or appointed, to notify the Office of Academic Affairs, the Chair of the Faculty Assembly and the Chair of the committee in writing of the effective date of resignation as a member of that committee, if the individual will not complete his/her designated term of membership.

2. Appointment, Promotion and Tenure Committee

- a. Elected members—the Chair of the Faculty Assembly shall call for an election to replace the member who is resigning.
- b. Appointed members—the Dean shall appoint a member to replace the resigning member.

3. Post-Tenure Review Committee

- a. Elected members—the Chair of the Faculty Assembly shall call for an

election to replace the member who is resigning.

b. Representative from Chairs Caucus—the Chairs Caucus shall select a replacement for the member who is resigning.

c. External member

4. Student Awards Committee

a. Student Awards Chair—The Chair of the Faculty Assembly shall call for a volunteer from the appointees to replace the Chair.

b. Appointed members -Each department is responsible for appointing replacement for a representative who is to be replaced. The Offices of the Dean and Student Affairs are responsible for appointing replacement representatives from their respective areas.

5. Gradings and Promotion Committee

The new or interim chair of the department or division will replace the member who has resigned.

6. Other Standing Committees

The resigning committee member's department will elect a new member to replace him/her.

VI. CONDUCT OF BUSINESS

Each committee should establish its own procedures for conducting business. Decisions may be reached by consensus or vote. The chairperson and all elected or appointed members in attendance, excluding the ex officio members, have a vote on matters considered by the committee. Alternate members may exercise the vote of the members they represent.

A. Committee Meetings

1. Committees shall meet as needed to conduct the business of that committee.

2. Written notification of meetings, together with a tentative agenda shall be sent to each committee member at least one week prior to the date of each meeting by the committee chair. Postponement of any regular meeting shall require written notice at least one week in advance of the meeting to be postponed.

B. Meeting Agenda

The committee chairperson shall ensure that a meeting agenda is distributed sufficiently in advance so that committee members have the opportunity for adequate preparation. The agenda should include the following:

1. action items concerning which the committee shall be expected to take some

positive action,

2. feedback items consisting of topics of a continuing or follow-up nature, and
3. as appropriate, information items of value to the purpose and functions of the committee.

C. Minutes

The manner in which the actions of faculty committees are recorded and summarized in the form of minutes is determined by the committee, supervised by the committee chairperson, and assisted by the committee secretary. The format for minutes is as follows:

1. name of the school,
2. name of the committee,
3. date of the meeting,
4. record of attendance including:
 - a. names of all voting members present including the name of the departments represented,
 - b. names of other members including ex officio and alternate members, by department, and invited guests,
 - c. name of the committee secretary,
5. a report of action taken with respect to the minutes of the preceding meeting including acceptance, correction, additions, or deletions,
6. a report of committee activity distinguishing between action topics, feedback topics, and information topics,
7. annotation in the right margin of each separate section with a short phrase describing the topic covered in that section, and
8. time of adjournment.

VII. AMENDMENT

This procedural guide may be amended by a two-thirds vote of the full members present, provided a quorum is present and voting, at any regular meeting of the faculty or special meeting called for that purpose. Such amendment or amendments must have been offered at a previous meeting or published in writing to the faculty not less than 30 days prior to the regular meeting at which the vote is to be taken. Amendments shall take effect upon adoption by the faculty.

March 10, 2003: Editorial change to section E II.D.2. changed will to may in the phrase - Regular items
~~will~~ may include: