

Faculty Assembly Bylaws

A. The permanent councils of the Faculty Assembly are:

1. Curriculum Council
2. Faculty Executive Council
3. Faculty Affairs Council
4. Graduate Council
5. Honors Council
6. Library and Information Technologies Council
7. Research Council
8. Teacher Education Council
9. Teaching Council

B. The Responsibilities and membership of the Faculty Councils are:

1. CURRICULUM COUNCIL

a. Membership. The Curriculum Council shall consist of five members elected by the Faculty Assembly and two student members designated by the Student Government Association, and a representative of the Title V program.

b. Responsibilities. The Curriculum Council shall review and recommend changes in the curriculum. More specifically, the Council shall:

-Review all proposals for curriculum, program, and degree changes.

-Review proposed changes in the requirements for graduations.

-Develop the means for the continuing study of the educational effectiveness of the curriculum.

2. FACULTY EXECUTIVE COUNCIL

a. Membership. The Executive Council shall consist of seven members: the four officers of the Faculty Assembly and three members elected at large by the Faculty Assembly. The President of the Faculty Assembly shall chair the Executive Council.

b. Responsibilities. The Executive Council shall oversee the general interests and business of the Faculty Assembly. The Executive Council may act for the Faculty Assembly between meetings, but no action of the Council may conflict with any action already taken by the Faculty Assembly. The Executive Council shall also:

-Prepare the agenda for Faculty Assembly meetings.

-Serve as a nominating committee for Faculty Assembly elections.

-Conduct Faculty Assembly elections.

- Serve as a clearing-house for Faculty Assembly business and see that business is assigned to the appropriate Council.
- Review the structure and workings of the Faculty Assembly Councils and recommend any modifications to the Faculty Assembly.
- Recommend Faculty appointees to the President for various University Committees other than the Faculty Councils.
- Prepare a budget for the Faculty Assembly.
- Review and make recommendations to Chief Academic Officer of the University concerning the revision of the Faculty Handbook.
- Nominate an at-large member of the Faculty Assembly Executive Council to represent the Faculty on the Academic Committee.
- Represent the Faculty at commencement ceremonies, convocations, and other University Ceremonies. The President of Faculty Assembly shall serve as mace bearer for the University and the Executive Council shall appoint the Faculty Marshals.

3. FACULTY AFFAIRS COUNCIL

- a. Membership. The Faculty Affairs Council shall consist of seven tenured full professors elected by the Faculty Assembly. Council chair is elected by the membership.
- b. Responsibilities. The primary responsibilities of the Faculty Affairs Council are to make recommendations to the Chief Academic Officer of the University on all matters involving the granting of tenure and promotion. All promotion and tenure reviews require the attendance of all Council members. The Council's meetings are closed and its deliberations are confidential. The Council's recommendations are made directly to the Chief Academic Officer of the University who shall present the written recommendations to the President. The Council shall summarize its recommendations on tenure and promotion to the Faculty by the final Faculty Assembly meeting of the Spring term. Also, the Council shall serve as a body to consider individual Faculty grievances. More specifically, the Faculty Affairs Council shall:
 - Ensure that applicable policies for tenure and promotion are followed and that all candidates are treated fairly.
 - Review and evaluate the dossiers and recommendations submitted for each candidate and make recommendations to the Chief Academic Officer of the University.
 - Review tenure and promotion policies and procedures and make recommendations to the Faculty Assembly for revision.

-Review nominations for honorary degrees, Adjunct Faculty, and emeritus status and make recommendations to the Faculty Assembly and the Chief Academic Officer of the University.

-Meet with prospective Faculty members and administrators to determine tenure credit according to the guidelines "Rules and Regulations, Texas State University System".

4. GRADUATE COUNCIL

a. Membership. The Graduate Council shall consist of eight members of the graduate faculty elected by the Faculty Assembly. The chair of the Council is elected by the membership.

b. Responsibilities. The major responsibilities of the Graduate Council shall be to:

-Recommend general policies and regulations for graduate programs, general admissions requirements, foreign language requirements, procedures for conducting general examinations, criteria for admission to candidacy, regulations for the preparation of theses, and the coordination of interdisciplinary programs.

-Recommend criteria for the graduate faculty and advise on proposed additions and deletions in graduate programs and graduate faculty when requested by academic deans/directors and department heads.

-Assist and make recommendations on matters of institutional effectiveness relating to graduate studies, including adherence to standards of the University as printed in the catalog and to the accreditation criteria of the Southern Association of Colleges and Schools.

-Review graduate programs and make recommendations concerning their strengths and weaknesses. Serve as liaison between the graduate faculty and administration.

-Serve as an academic appeals process for graduate students.

-Recommend policies on professional development of the graduate faculty.

5. HONORS COUNCIL

a. Membership. The Honors Council shall consist of eight members: five members elected by the Faculty Assembly, and three student members designated by the Student Government Association. The Council chair is elected by the membership.

b. Responsibilities. The Honors Council shall administer the Honors Program and perform the following responsibilities:

-Establish policies for the recruitment of students for the Honors Program.

-Establish and monitor eligibility requirements.

-Select and recruit Honors faculty.

- Evaluate the Honors faculty.
- Provide for the general assessment of the Honors Program.
- Administer the Honors Program budget.
- Direct fund raising and develop grant proposals.
- Direct the public relations for the program.
- Provide Honors advising for students.
- Establish the sequence of Honors courses for each year.
- Determine the core requirements to be satisfied by each Honors course.
- Approve charters for academic honor societies and oversee those societies.
- Establish standards for graduation with honors.

6. LIBRARY AND INFORMATION TECHNOLOGIES COUNCIL

a. Membership. The Library and Information Technologies Council shall consist of seven members: five members elected by the Faculty Assembly, the Dean of the Library and Information Technologies, and one student member designated by the Student Government Association. The chair of the Council is elected by the membership.

b. Responsibilities. Generally, the Library and Information Technologies Council shall review, advise, and make recommendations relating to the access and utilization of the Library and Information Technologies (LIBIT). More specially, the Council shall:

- Review the mission statement and goals of LIBIT as set forth in its departmental strategic plan.
- Become familiar with the accreditation standard of the Southern Association of Colleges and Schools and other appropriate accrediting associations and periodically evaluate LIBIT in relation to these standards.
- Review collection policy statements annually to verify that existing collection goals are being met and that changes in defined goals and user needs are addressed, and to ensure that allocation of resources is sufficient to support the educational, research, and community service goals of the University.

7. RESEARCH COUNCIL

a. Membership. The Research Council shall consist of seven members elected by the Faculty Assembly. The Vice-President for Academic Affairs shall serve as an ex officio member. Members may include only librarians and tenured or tenure-track faculty.

b. Responsibilities. The responsibilities of the Research Council are advisory and include the following:

-Administer the Research Enhancement programs. The Council shall issue calls for proposals, shall review proposals, and shall recommend to the Chief Academic Officer of the University allocations of the Research Enhancement monies.

-Recommend general guidelines for the submitting of requests, including the criteria for judging proposals, the categories of priority, and any restrictions which may be placed on a grant approval by the university.

-Recommend policies defining ethical and legal requirements relating to research such as experimentation with human and animal subjects, copyrights, patents, utilization of research assistants, use and ownership of equipment, collection of data, the rights of investigators, conflicts of interest, consulting, and other matters which from time to time may require review, discussion, and action.

-Advise on policies and matters relating to research and grant administration and faculty development and enrichment which may be referred to the Council by the academic administration.

-Advise the administration on needs in research endeavors (e.g., personnel, equipment, library resources, computer services, travel, publishing, etc.) and generally promote the support of research activities.

-Assist in the general research efforts of the institution through appropriate publicity, investigation of possible sources of funding for research, and encouragement of research by the faculty.

-Study and develop plans and recommendations for the organization of a systematic program for the encouragement and advancement of scholarly post-doctoral research and publication by the members of the faculty.

8. TEACHER EDUCATION COUNCIL

a. Membership. The Teacher Education Council shall consist of chairs of departments with teacher certification programs, the Dean of Library and Information Technologies, the Director of Teacher Education, the Dean of Agricultural and Natural Resource Sciences, the Dean of Arts and Sciences, and the Dean of Professional Studies, and one student member designated by the Student Government Association. The Director of Teacher Education shall serve as Chairperson of this Council.

b. Responsibilities. The responsibilities of the Teacher Education Council are to:

-Assist in the general evaluation of all aspects of the teacher education programs and recommend policies and guidelines to meet the standards of the University, the Texas Education Agency, and the Southern Association of Colleges and Schools.

-Review currently authorized teacher certification programs and recommend changes. Recommend institutional standards for student teaching and for practicums and internships in teacher education programs and assist in the development of procedures for the implementation of standards.

-Make recommendations on student appeals which may be referred to the Council by the Director of Teacher Education. Students must make their appeals in writing and be willing to meet with the Council.

-Study and develop plans and recommendations for the organization of a systematic program of faculty development and enrichment.

9. TEACHING COUNCIL

a. Membership. The Teaching Council shall consist of five members elected by the Faculty Assembly and two student members designated by the Student Government Association.

b. Responsibilities. The Teaching Council shall work to promote excellence in teaching among the Faculty. More specifically, the Council shall:

-Develop a systematic program of faculty development and enrichment. Evaluate and recommend the awarding of faculty development grants. Organize programs and develop policies aimed at improving teaching.

-Develop programs to help new faculty members adjust to university teaching.

-Develop policies and programs aimed at fostering academic integrity.

-Review and recommend changes in the evaluation of faculty teaching.

-Develop a special collection of materials aimed at improving teaching in higher education.

C. The Agenda for Faculty Assembly meetings shall conform to the following order.

1. Call to order
2. Approval of Minutes from the previous meeting
3. Officer, Council and Committee Reports
4. Unfinished Business
5. New Business
6. Other Reports
7. Announcements
8. Adjournment

Standing Rules of the Faculty Assembly of Sul Ross State University

SECTION A - FINANCES AND BUDGET

1. The officers of the Faculty Assembly will prepare an annual budget and present the budget at the first regular Faculty Assembly meeting in the Fall semester for approval by the Assembly.
2. Budget items and any item costs below \$100.00 incurred by the Faculty Assembly shall be paid by the Secretary-Treasurer. Any item costs above \$100.00 and not included in the annual budget must be approved by the Assembly at the first available Faculty Assembly meeting.
3. The Secretary-Treasurer shall prepare a financial report and present the report at the April meeting.

SECTION B - MEETINGS

1. If a member will be absent from a meeting of the Faculty Assembly or Faculty Assembly Council, the member may notify the Secretary-Treasurer prior to noon of the meeting date, and will be counted as present for meeting quorum.