

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

## **SRSU Policy: Faculty Governance and Councils**

**SRSU Policy ID: APM 1.08**

**Policy Reviewed by: Faculty Assembly**

**Approval Authority: Executive Vice President and Provost**

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The Faculty Assembly at Sul Ross State University is the principal faculty governance organization. The Faculty Assembly constitution designates a number of permanent councils whose primary role is to advise the University administration on matters relating to the academic mission of the University. The complete responsibilities and memberships of these councils is specified by the constitution of the Faculty Assembly which are included in the Faculty Handbook. The name and a brief description of the roles and responsibilities of the faculty councils are included below for information purposes. In addition, the Faculty Assembly shall, from time to time, appoint special committees to carry out specified tasks. Those committees will report back to the Faculty Assembly, and recommendations will be forwarded to the University administration through the appropriate council of the Faculty Assembly.

### **A. Joint Budget Oversight Council (JBOC) major responsibilities shall be to:**

- a. Consider University budget policies, procedures and practices, with special emphasis on the academic budget. They review budget and resource allocations made by the University. They develop and oversee procedures for ensuring timely and significant JBOC participation in the University budget- making process.
- b. Make recommendations to the Faculty Assembly for referral to the Vice President for Finance and Operations and the President. These recommendations may include matters pertaining to academic salary structure and system, prioritization of capital equipment requests, fiscal priorities and major budget categories for the expenditure of the University budget, establishment and control of accounts, proposed personnel additions or deletions relating to academic programs, and other budget-related matters.
- c. JBOC membership is composed of tenured faculty, with the exception of the university library member and Faculty Assembly president ex officio member. Membership appointments to JBOC serve three goals: representation across academic departments and disciplines; knowledge/expertise in fiscal and budgetary matters; and a balance of continuity and rejuvenation in membership. Budget Advisory Council (BAC) membership is composed of 5 tenured faculty members; one from the International campus and one at large member. The chair is elected by council members at the first meeting each academic year.
- d. Persons appointed to JBOC shall undergo a period of training and education. The membership term is for offsetting three-year periods commencing after the first term expiration.

B. Curriculum Council shall:

- a. Review and recommend changes in the curriculum. More specifically, the council shall (a) review all proposals for curriculum program and degree changes, (b) review proposed changes in the requirements for graduation, and (c) develop the means for evaluating the educational effectiveness of the curriculum.
- b. Consist of five faculty elected by Faculty Assembly. Council chair is elected by the membership.

C. University Promotion and Tenure Council

The primary responsibilities of the University Promotion and Tenure Council are to make recommendations to the Executive Vice President and Provost of the University on all matters involving the granting of tenure and promotion. The Council shall serve as a body to consider individual faculty grievances. 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 Executive Vice President and Provost of the University who shall present written recommendations to the President.

The Council shall summarize its recommendations on tenure and promotion to the faculty by the final faculty meeting of the spring term. More specifically, the Council shall:

- a. Ensure that applicable policies for tenure and promotion are followed and that all candidates are treated fairly.
- b. Review and evaluate the dossiers and recommendations submitted for each candidate and make recommendations to the Executive Vice President and Provost of the University.
- c. Review tenure and promotion policies and procedures and make recommendations to the faculty for revision.
- d. Review nominations for honorary degrees, adjunct faculty, and distinguished emeritus status and make recommendations to the Faculty Assembly and to the Executive Vice President and Provost of the University.
- e. Meet with prospective faculty members and administrators to determine tenure credit according to the guidelines Rules and Regulations, Texas State University System.
- f. Consist of nine tenured faculty members elected by the Faculty Assembly. Six of these members shall be from the Alpine campus, and three shall be from the International campuses. Council chair is elected by the Faculty Assembly.

D. Faculty Executive Council

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

- a. Prepare the agenda for Faculty Assembly meetings.
- b. Serve as a nominating committee for Faculty Assembly elections.
- c. Conduct Faculty Assembly elections.
- d. Serve as a clearinghouse for Faculty Assembly business and see that business is assigned to the appropriate council.
- e. Review the structure and workings of the Faculty Assembly Councils and recommend any modifications to the Faculty Assembly.
- f. Recommend faculty appointees to the President for various University Committees other than the Faculty Assembly Councils.
- g. Prepare a budget for the Faculty Assembly.
- h. Review and make recommendations to Executive Vice President and Provost of the University concerning the revision of the Faculty Handbook.
- i. Nominate an at-large member of the Faculty Assembly Executive Council to represent the Faculty on the Academic Committee.
- j. Represent the Faculty at commencement ceremonies, convocations, and other University ceremonies. The Faculty Assembly President shall serve as mace bearer for the University.
- k. The Council shall consist of seven members: the four officers of the Faculty Assembly and three members elected at large by the faculty. The chairperson of the Faculty Assembly serves as the chair of the Faculty Executive Council.

E. Graduate Council shall:

- a. Recommend general policies and regulations for graduate programs, general admission 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.
- b. 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.
- c. 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.

- d. Periodically review graduate programs and make recommendations concerning their strengths and weaknesses.
  - e. Serve as liaison between the graduate faculty and administration.
  - f. Serve as an academic appeals body for graduate students.
  - g. Recommend policies on professional development of the graduate faculty.
  - h. The council shall consist of eight members of the graduate faculty elected by the Faculty Assembly. The chair is elected by the membership.
- F. Honors Council shall administer the honors program and perform the following responsibilities:
- a. Establish policies for the recruitment of students for the honors program.
  - b. Establish and monitor eligibility requirements.
  - c. Select and recruit honors faculty.
  - d. Evaluate the honors faculty.
  - e. Provide for the general assessment of the honors program.
  - f. Administer the honors program budget.
  - g. Direct fund-raising and develop grant proposals.
  - h. Direct the public relations for the program.
  - i. Provide honors advising for students.
  - j. Establish the sequence of honors courses for each year.
  - k. Determine the core requirements to be satisfied by each honors course.
  - l. Approve charters for academic honor societies and oversee those societies.
  - m. Establish standards for graduation with honors.
  - n. The council shall consist of five members elected by the Faculty Assembly. The council chair is elected by the membership.
- G. Library and Information Technologies Council

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 specifically, the council shall:

- a. Review the mission statement and goals of LIBIT as set forth in its departmental strategic plan.
- b. Become familiar with the accreditation standards of the Southern Association of Colleges and Schools and other appropriate accrediting associations and periodically evaluate the LIBIT in relation to those standards.
- c. 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.
- d. The council shall consist of seven members: five elected by the Faculty Assembly, the Director of Library and Archives , and one student member designated by the Student Government Association who will serve a 1- year term. The chair of the council is elected by the membership.

H. Research Council is advisory and responsibilities include the following:

- a. Administer the Research Enhancement and Faculty Development and Enrichment programs. The council shall issue calls for proposals, shall review proposals, and shall recommend to the Executive Vice President and Provost of the university allocations of the Research Enhancement and Faculty Development and Enrichment monies.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.

- g. Study and develop plans and make 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.
  - h. Study and develop plans and recommendations for the organization of a systematic program of faculty development and enrichment.
  - i. The Council shall consist of seven members elected by the faculty. Members may include only librarians and tenured or tenure-track faculty. The council chair is elected by the membership.
- I. Teaching Education Council responsibilities are to:
- a. Assist in the general evaluation of all aspects of the teacher education program and recommend policies and guidelines to meet the standards of the university, the Texas Education Agency, and the Southern Association of Colleges and Schools.
  - b. Review currently authorized teacher certification programs and recommend changes.
  - c. Recommend institutional standards for student teaching, for practicums and internships in teacher education programs, and assist in the development of procedures for the implementation of standards.
  - d. 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.
  - e. The council shall consist of the chairs of departments with teacher certification programs, the Director of Library, the Director of Teacher Education, the Dean of Jimmy D. Case College of Languages, Arts and Social Sciences; the Dean of Education and Professional Studies, the Dean of Agriculture, Life and Physical Sciences, the Dean of the Humanities and Sciences, the Dean of Business, and one student designated by the Student Government Association to serve a 1-year term. The Director of Teacher Education serves as chair of the council.
- J. Teaching Council shall work to promote excellence in teaching among the faculty. More specifically, the council shall:
- a. Develop a systematic program of faculty development and enrichment.
  - b. Evaluate and recommend the awarding of faculty development grants.
  - c. Organize programs and develop policies aimed at improving teaching.
  - d. Develop programs to help new faculty members adjust to university teaching.
  - e. Develop policies and programs aimed at fostering academic integrity.

- f. Review and recommend changes in the evaluation of faculty teaching.
- g. Develop a special collection of materials aimed at improving teaching in higher education.
- h. The council shall consist of five faculty elected by Faculty Assembly and two students designated by the Student Government Association. The chair is elected by the membership.