

College Bylaws at Texas A&M University–San Antonio

Approved by Faculty Senate 2-3-2017

These bylaws provide for the organizational and administrative procedures for the conduct of faculty meetings and the composition and conduct of faculty committees of each of Texas A&M University–San Antonio’s colleges. It is expected that over time, each college will modify its bylaws to suit the exigencies of different colleges’ needs. These bylaws, however, shall be consistent with the Faculty Senate bylaws and any other policies and procedures of Texas A&M University–San Antonio and Texas A&M University System.

Adoption of College Bylaws

These bylaws will be adopted through approval by a simple majority of the full-time faculty of each college, with voting conducted through a secret ballot.

Statement on Shared Governance

As stated on pages 5 and 6 of the Texas A&M–San Antonio Faculty Handbook, the university “maintains a philosophy of shared governance between faculty and administration. The AAUP’s 1966 Statement on Government of Colleges and Universities summarizes the role of the faculty in shared governance.” As stated in the cited AAUP statement, “The structure and procedures for faculty participation should be designed, approved, and established by joint action of the components of the institution. Faculty representatives should be selected by the faculty according to procedures determined by the faculty.”

College Quorum Procedural Bylaws

College Faculty Meetings. The faculty of a college is to meet regularly to conduct the business that needs to be transacted. Meetings will proceed according to the following requirements:

- a) The faculty is to meet regularly during the fall and the spring semesters of each academic year.
- b) The faculty is to meet at other times that the dean or department chairs may deem appropriate.
- c) In addition, the dean shall convene a meeting of the faculty upon petition of at least one third of voting faculty members.
- d) The dean shall convene any meeting of the faculty by giving at least seven days’ notice to the faculty, along with a proposed agenda to accompany the notice.
- e) The dean, a department chair, or delegated representative is to preside at all meetings of the faculty. The dean, department chair, or delegated representative will vote only to break ties.
- f) As needed, the meetings may be conducted according to parliamentary procedures such as *Democratic Rules of Order* (Francis and Francis, 2008).
- g) A quorum will consist of a majority of the full-time faculty members. A quorum is presumed to exist unless a challenge is made and proven.
- h) Voting is to be limited to full-time faculty.
- i) A majority of full-time faculty present may vote to permit discussion and action on nonagenda items.
- j) Proposed motions affecting the educational policy of the college are to be submitted in writing to the dean at least ten days prior to the meeting at which these motions are to be made, with copies distributed to faculty members at least seven days in advance.

- k) Elections or appointments for college standing committees, Faculty Senate, and other university committees are to be made by an appropriate process to be agreed upon among the dean, the department chairs, and the faculty. Voice, written, or electronic voting may be conducted, as needed.

College Standing Committees

Promotion and Tenure Committee

Purpose and Function: The promotion and tenure (P&T) committee within a college will be responsible for making recommendations regarding promotion and tenure decisions; providing formative feedback in third-year reviews; and providing evaluative feedback for post-tenure reviews for faculty in the college. More-specific guidelines are provided in TAMUS Policy 12.01; A&M-SA Procedure 12.01.99.00.01, Academic Freedom, Responsibility, and Tenure; and A&M-SA Procedure 12.06.99.00.01, Post Tenure Review of Faculty and Teaching Effectiveness.

The P&T committee will meet to review portfolios submitted by faculty under consideration for third-year reviews (meet in January or February); promotion and/or tenure (meet in August or September); external hires under consideration for rank and tenure; and post-tenure reviews (meet in September). The committee will evaluate portfolio documents submitted by the faculty in accordance with college, university, and system guidelines in a consistent, unbiased, and confidential manner and will write a letter evaluating a candidate's portfolio in the three areas of teaching, SRCA, and service. The committee should forward this letter to the appropriate administrator by the appropriate deadline.

Composition of Committee: To insure equitable representation, the P&T committee will include five tenured faculty members, including at least one committee member from the candidate's discipline or a closely related discipline. Committee members will serve a two-year term.

Tenured and tenure-track faculty in a college will nominate and elect members to the P&T committee. Elections for the following academic year shall be made during the spring semester of each year. Additionally, up to two alternate committee members will be elected to serve if a committee member has a conflict of interest or is unable to serve for the entire academic year. Each college will determine the election process. The terms of members will be staggered so that no more than 50 percent of the committee will rotate off.

Members of the P&T committee shall elect one of their members as chair during the first meeting of the school year.

Curriculum Committee

Purpose and Function: A college curriculum committee is responsible for any matter relating to the college curriculum and amendments to the curriculum, and it will develop, review, and approve the curriculum to ensure that the degree programs are of high quality and that the requirements are consistent with the college's mission and with accreditation standards.

The committee will review proposals submitted by departments, provide appropriate feedback regarding both changes in the undergraduate curriculum and the minimum requirements for degree. The committee will submit the approved proposals to the appropriate administrator. All new curriculum changes shall be made available to the faculty for review. The committee should circulate these

proposed changes to the faculty at least ten days prior to their final submission to the University Curriculum Committee.

Composition of the Committee: To ensure equitable representation, a college curriculum committee will consist of five full-time faculty members with at least one member from each academic department. Committee members will serve a two-year term. Elections or appointments to the committee for the following academic year shall be made during the spring semester of each year. In the event of a vacancy, the dean shall appoint a member from the respective department to serve out the remainder of the term. Each college will determine the election process. The terms of members will be staggered so that no more than 50 percent of the committee will rotate off each year.

Members of the committee shall elect or appoint one of their members as chair during the first meeting of the school year.

Other Standing Committees

Other standing committees may be proposed from the faculty, including department chairs, to the dean, to be approved by majority vote at the next college faculty meeting.

Standing committees may also be appointed by the dean, as deemed necessary.

The purpose, structure, and function of a standing committee shall be suggested by the faculty proposing the committee and approved by the dean before being accepted by a majority vote at a college faculty meeting.

Reporting Procedures for College Faculty Meetings and Standing Committees

A record of all meetings of the college faculty and standing committees, except in the case of confidential deliberations such as by the P&T committee, will be maintained in the form of written minutes. The minutes will be disseminated to all faculty, staff, and administrators in a timely manner. The chair of each committee will designate or call for volunteers to record the minutes, which will be uploaded onto the website in a timely manner.

Ad Hoc Committees

Ad hoc committees serve to carry out specific tasks and are dissolved after a task is completed. Examples include faculty search committees. Each ad hoc committee will be defined, constituted, and operationalized in the following manner:

The dean may establish ad hoc committees to facilitate the administration of the college. The dean may also appoint such committees and their chairs or may provide for their election by the college faculty.

By a majority vote at any college faculty meeting, the faculty may establish ad hoc committees and may define the scope of activity, method of operation, composition, and procedure for selecting members.

Amendments to the College Bylaws

The college faculty shall have the power to amend its bylaws through the following procedure:

Proposals for changes may come from any member of the full-time faculty eligible to vote, with written support of five other full-time faculty members. Proposals to amend the bylaws shall be submitted to

the college faculty not later than ten days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending. Proposed amendments must be adopted by a two-thirds majority of full-time faculty members present, provided the required quorum of two thirds of all eligible full-time faculty are present at the time of voting.

References

Francis, F. & Francis, P. (2008). Democratic Rules of Order: Easy-to-use rules for meetings of any size 9th Edition. Cool Heads Publishing: Merville, B.C., Canada.