

## COLLEGE OF SCIENCES

### Bylaws

#### College Faculty Forum

##### **Article I. Faculty Involvement in University Governance**

The Rules and Regulations of the Board of Regents of The University of Texas System for Governance of The University of Texas System contains the following provision concerning faculty involvement in University governance:

Subject to the authority of the Board and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas: general academic policies and welfare, student life and activities, requirements of admission and graduation, honors and scholastic performance generally, approval of candidates for degrees, and faculty rules of procedure.

##### **Article II. Membership**

The College Faculty Forum shall consist of all *voting members of the General Faculty* as defined in the UTSA Handbook of Operating Procedures who have appointments in the College of Sciences.

##### **Article III. Officers**

###### **1. Dean**

The Dean of the College of Sciences shall preside over all meetings of the College Faculty Forum.

###### **2. Secretary**

- a. The Secretary shall assist the Dean in chairing the meetings of the College Faculty Forum and shall keep summary minutes of its meetings.

The Secretary shall be responsible for seeking nominations and conducting mail ballot elections for the College of Sciences' representatives to the University Assembly and student representative to the Graduate Council, and for membership on all other committees requiring college-wide elections. The Secretary shall also be responsible for conducting all College of Sciences' elections requiring mail ballot votes. All elections will be carried out in accordance with the Bylaws of

the College Faculty Forum, the Bylaws of the University Assembly, the Bylaws of the Graduate Council, and the UTSA Handbook of Operating Procedures.

- b. The term of office for the Secretary shall be two years and shall begin on September 1 of each odd numbered year.
- c. The College Policy Committee shall seek nominations for the position of Secretary and conduct an election by mail ballot in April of each odd numbered year to elect the Secretary. No person may serve consecutive terms as Secretary.
- d. In the case of a vacancy in the position of Secretary, the College Policy Committee shall conduct a special election to fill the vacancy for the remainder of the term.

#### **Article IV. Meetings**

1. The Dean shall call a regular meeting of the College Faculty Forum in the first four weeks of the spring semester.
2. Special meetings of the College Faculty Forum may be called by the Dean, by the Secretary of the College Faculty Forum, or by a written request to the Secretary signed by at least 20% of the members of the College Faculty Forum. The members of the College Faculty Forum must be given at least a four-day notice of special meetings of the College Faculty Forum.
3. The agenda for meetings of the College Faculty Forum shall be set by the Secretary in consultation with the Dean. Members of the College Faculty Forum may request that the Secretary place items on the agenda for a particular meeting. A preliminary agenda will be distributed one week prior to the meeting. Additions may be proposed up to three days prior to the meeting at which time a final agenda will be distributed.
4. A quorum at all meetings of the College Faculty Forum shall consist of at least 30% of the members of the College Faculty Forum.
5. In the event that less than 51% of the members of the College Faculty Forum are present at a regular or special meeting of the College Faculty Forum, then, during that meeting, a request for a mail ballot on any vote taken at that meeting shall be granted if requested by at least one member of the College Faculty Forum in attendance at that meeting.
6. Robert's Rules of Order shall be the standard for parliamentary procedure at all meetings of the College Faculty Forum.
7. Questions of interpretation of the rules and procedures of meetings shall be determined by the chair of the meeting.

**Article V. Committees**

For purpose of determining the membership of College committees the departments of the College of Sciences will be:

Biology  
Chemistry  
Computer Science  
Geological Sciences  
Mathematics  
Physics and Astronomy

If additional departments are officially approved, they will be automatically added to the College Bylaws.

**2. College Policy Committee**

- a. The College Policy Committee shall serve as the general advisory committee to the Dean in academic areas. The responsibilities of the College Policy Committee shall include the development of policy recommendations and guidelines in support of instruction and research. The Committee shall review proposals for new and modified academic programs and courses at both the undergraduate and graduate levels and review the recommendations of departmental curricula committees and graduate studies committees.

The College Policy Committee shall be responsible for seeking nominations and conducting mail ballot elections for the position of Secretary.

- b. The College Policy Committee shall consist of one member from each department elected by the respective Department Faculty Forum. The membership of the College Policy Committee shall also include three additional at-large members appointed by the Dean from three separate departments. Each member of the College Policy Committee must be a member of the College Faculty Forum. A member of the Committee designated by the Dean shall convene the initial meeting of a newly elected College Policy Committee. The College Policy Committee shall elect its own chairperson.
- c. The members of the College Policy Committee shall serve two-year terms. Initial duration of appointments will be determined by lot. No person may serve two consecutive terms as a member of the College Policy Committee. The term of each member of the College Policy Committee shall begin on October 1.

- d. A member of the College Budget Committee may not serve as a member of the College Policy Committee.
- e. Department Chairs may not serve as members of the College Policy Committee.

3. **College Budget Committee**

- a. The College Budget Committee shall participate in the development of the annual budget for the College. The Committee shall participate in long-term strategic planning for the College and shall provide recommendations to the Dean regarding College financial development and allocation of resources.
- b. The members of the College Budget Committee shall consist of the Chair of each department and one faculty member from each department. The faculty member will be selected by the Dean from a list of two nominees elected by the respective Department Faculty Forum. The Dean, Associate Deans and Administrative Services Officer will be non-voting members of the Committee. Each member of the College Budget Committee must be a member of the College Faculty Forum. A member of the Committee designated by the Dean shall convene the initial meeting of a newly elected College Budget Committee. The College Budget Committee shall elect its own chairperson.
- c. Elected members of the College Budget Committee will serve a one-year term. No person may serve two consecutive terms as an elected member of the College Budget Committee. The term of each member of the College Budget Committee shall begin on October 1.
- d. A member of the College Policy Committee may not serve as a member of the College Budget Committee.

4. **College Faculty Review Advisory Committee**

- a. The College Faculty Review Advisory Committee shall make recommendations to the Dean concerning tenure, promotion, and termination of tenured and tenure-track faculty members in the College of Sciences. The committee shall follow the guidelines found in Chapter 2, Section 10 of the UTSA Handbook of Operating Procedures.

The College Faculty Review Advisory Committee will be responsible for providing recommendations to the Dean on the College's nominees for faculty awards.

- b. The members of the College Faculty Review Advisory Committee shall consist of one tenured faculty member from each department elected by the respective Department Faculty Review Advisory Committee, one

tenured faculty member from each department appointed by the Dean, and one member from outside the College of Sciences appointed by the Dean.

- c. The College of Sciences' members of the College Faculty Review Advisory Committee shall serve two-year terms. The member appointed from outside the College of Sciences shall serve a one-year term. The department representatives on the College Faculty Review Advisory Committee shall be selected in such a way that their terms are staggered. No person may serve two consecutive terms as a member of the College Faculty Review Advisory Committee. The terms of the members of the College Faculty Review Advisory Committee shall begin on October 1.
- d. The chairperson of the College Faculty Review Advisory Committee shall be appointed by the Dean from among the College of Sciences' faculty members of the committee.

Department chairs may not serve as members of the College Faculty Review Advisory Committee.

### 3. **Ad hoc Committees**

- a. Ad hoc committees may be appointed as necessary by the Dean.
- b. Ad hoc committees shall make their recommendations to the College Faculty Forum for action.

## **Article VI. Elections**

College-wide elections whose process is not specified by the Bylaws of the University Assembly, the Bylaws of the Graduate Council or the UTSA Handbook of Operating Procedures, will require that the winning candidate obtain a majority of the votes cast. If no candidate receives a majority, a run-off election between the two candidates with the most votes will be conducted. In case of multiple ties, a run-off between the tied winners will be conducted.

## **Article VII. Revisions**

These Bylaws may be amended by at least a 2/3 majority vote of all votes cast by the members of the College Faculty Forum. Bylaw amendment votes will be conducted by a mail ballot. Bylaws revisions may be initiated by the Dean, the College Policy Committee or by a petition signed by at least 10 members of the College Faculty Forum.