

# Faculty Assembly Bylaws

A. The permanent councils of the Faculty Assembly are:

1. Athletics Council
2. Budget Oversight Council
3. Curriculum Council
4. Department Chairs Council
5. Faculty Assembly Executive Council
6. Graduate Council
7. Honors Council
8. Library and Research Technologies Council
9. Research Council
10. Sustainability Council
11. Teacher Education Council
12. Teaching Council
13. Tenure and Promotion Council

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

1. ATHLETICS COUNCIL

a. Membership. Membership to the Athletics Council consists of six voting members made up of three non-coaching faculty members (one from each academic college appointed by the Faculty Assembly), the FAR, the SAAC President, and the Director of Records and Registration. The Athletics Director and Athletics Compliance Coordinator shall serve on the Council as non-voting members.

Term: Three-year unless otherwise designated

Chair: Faculty Athletic Representative (FAR)

b. Responsibilities.

The Athletics Council shall provide oversight in matters relating to intercollegiate athletics. More specifically, the council's responsibilities shall be to:

- Review annually all policies of the National Collegiate Athletics Association (NCAA) and the American Southwest Conference (ASC) and present recommendations to ensure that the University's intercollegiate athletics programs are in compliance with the letter and the spirit of these policies.
- Develop recommendations related to the philosophy of non-scholarship athletics and their importance at the University as well as to items of a related nature which should be presented to the board of the NCAA, Division III.

- Evaluate the statement of the aims and objectives of the University's intercollegiate athletics program and recommend changes when appropriate.
- Review policies and make recommendations related to participation in particular sports, schedules, University eligibility requirements for student-athletes, annual selection of scholar athletes and other items related to intercollegiate athletics as appropriate.
- Consider and rule upon appeals from student-athletes for exceptions to certain Sul Ross State University student eligibility requirements for intercollegiate athletics and formally report such actions to the president.
- Participate in the periodic self-study of the intercollegiate athletics program.

#### Faculty Athletics Representative.

As a member of the National Collegiate Athletic Association (NCAA), Sul Ross State University is required to designate a faculty member as Faculty Athletics Representative (FAR). The Faculty Athletics Representative plays an important role in the oversight of the intercollegiate athletics program by providing a voice that reflects traditional faculty values to ensure the academic integrity of the program and the welfare of student-athletes. The president shall seek input from the Faculty Assembly and appoint a tenured faculty member to serve as Faculty Athletics Representative for a three-year, renewable term. The Faculty Athletics Representative shall not hold an administrative or coaching position in the athletics department. The specific responsibilities of the Faculty Athletics Representative focus on the following aspects of the intercollegiate athletics program:

- **Eligibility:** The FAR shall know and understand the eligibility requirements of the NCAA, the American Southwest Conference, and Sul Ross State University. The FAR will work with the Director of Athletics, Director of Admissions, Registrar, and coaches to ensure that all student athletes meet all eligibility requirements. The FAR shall meet with all student-athletes prior to the start of each season to explain eligibility requirements. The FAR shall sign all official team eligibility rosters to certify that all of the student-athletes on the roster are eligible to compete.
- **Meetings with the President and Director of Athletics:** The FAR shall meet regularly with the President and the Director of Athletics to discuss all aspects of the intercollegiate athletics program. All information regarding the intercollegiate athletics program shall be made available to the FAR. The FAR may contact the NCAA on issues concerning the intercollegiate athletics program at Sul Ross State University.
- **Reports to the Faculty Assembly:** The FAR shall report regularly to the Faculty Assembly regarding the operations of the athletics program and the academic well-being of all student athletes. The FAR shall present all proposed changes in the University requirements for athletics eligibility to the Faculty Assembly for approval.
- **Athletics Compliance Committee:** The FAR shall be a voting member of the Athletics Compliance Committee.

- Welfare of Student-Athletes: The FAR shall be actively involved with the Student-Athlete Advisory committee (SAAC) and all student-athletes to promote the general welfare of said student-athletes.
- Waivers and Appeals: The FAR shall be involved in the preparation of requests for waiver or appeals from NCAA regulations or processes.
- Professional Meetings: The FAR shall represent the University, when appropriate, at NCAA, American Southwest Conference, and other professional meetings.
- Rules Violations: The FAR shall be involved in all major institutional inquiries into alleged or suspected rules violations. The FAR will help prepare written reports of violations made to the Conference or the NCAA.
- Compliance: The FAR shall work with the Director of Athletics to develop a comprehensive compliance and education program.
- Athletics Council: The FAR shall be a voting member and chair of the Athletics Council.

Primary Responsibility Area: Alpine Campus – Athletics

## 2. BUDGET OVERSIGHT COUNCIL

a. Membership. The Budget Oversight Council (BOC) membership is composed of tenured faculty with the exception of the Library member and the Faculty Assembly President who shall serve as ex officio member. Membership appointments serve three goals: (1) representation across academic departments and disciplines, (2) knowledge and expertise in fiscal and budgetary matters, and (3) a balance of continuity and rejuvenation in membership. Those appointed to the BOC shall undergo a period of training and education.

Term: Offsetting three-year periods commencing after the first term expiration

Chair: Elected by membership

b. Responsibilities. The major responsibilities of the Budget Oversight Council (BOC) shall be to:

- Consider University budget policies, procedures, and practices with special emphasis on the academic budget
- Review budget and resource allocations made by the University
- Develop and oversee procedures for ensuring timely and significant BOC participation in the University budget-making process
- Make recommendations to the Faculty Assembly including 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;
- the establishment and control of accounts;

- proposed personnel additions or deletions relating to academic programs;
- and other budget-related matters

### 3. CURRICULUM COUNCIL

- a. Membership. Five faculty elected by Faculty Assembly, two students designated by the Student Government Association, and a representative of the Title V program.

Term: One-year and three-year

Chair: Elected by membership.

- 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 graduation; and
- Develop the means for evaluating the educational effectiveness of the curriculum.

### 4. DEPARTMENT CHAIRS COUNCIL

- a. Membership. Membership of the Department Chairs Council shall consist of all academic department chairs at the Alpine campus.

Term: Indefinite, consistent with department chair title

Chair: Elected by membership

- b. Responsibilities. The Department Chairs Council will cultivate an environment of academic support and excellence by increasing communication among the academic department chairs on the Alpine campus. This council will create a forum for department chairs to discuss, develop, and make recommendations to improve academic, budgetary, and staffing challenges. Recommendations shall be made to the Faculty Assembly, the Deans, the Provost, and/or the President.

Primary Responsibility Area: Academic

### 5. FACULTY ASSEMBLY EXECUTIVE COUNCIL

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

Term: At-large members serve three-year terms; Officers serve two-year terms

b. Responsibilities. 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. In accordance with Faculty Assembly Constitution and Bylaws, 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 clearinghouse 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 Assembly Councils
- Prepare a budget for the Faculty Assembly
- Review and make recommendations to the Chief Academic Officer (Provost) of the University concerning 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 as commencement ceremonies, convocations, and other University ceremonies with the Faculty Assembly Executive Council President serving as mace bearer for the University

Primary Responsibility Area: Faculty

## 6. GRADUATE COUNCIL

a. Membership. Membership shall consist of the chairs or representatives of departments with graduate programs.

Chair: Dean of the College of Graduate Studies

b. Responsibilities. The responsibilities of the Graduate Council are to:

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

- Recommend criteria for the graduate faculty and review proposed new graduate programs and proposed terminations of current graduate programs.
- 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.
- Periodically review graduate programs and make recommendations concerning their strengths and weaknesses.
- Serve as liaison between the graduate faculty and administration.
- Recommend policies on the professional development of the graduate faculty.

Primary Responsibility Area: Academic

## 7. HONORS COUNCIL

a. Membership. Membership shall consist of eight members, the Director of the honors program, four members elected by the Faculty Assembly and three student members. The honors program Director serves ex officio while faculty and staff serve three-year terms and students serve one-year terms. The 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 for the honors program
- Select, recruit, and evaluate honors faculty
- Provide for the general assessment of the honors program
- Administer the honors program budget
- Direct fundraising and develop grant proposals relevant to the honors program
- Provide honors advising for program participants
- Establish the sequence of honors courses each academic year
- Determine 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

Primary Responsibility Area: University-wide

## 8. LIBRARY AND RESEARCH TECHNOLOGIES COUNCIL

a. Membership. Membership shall consist of seven members: five elected by the Faculty Assembly, the Director of Library and Research Technologies, and one student member designated by the Student Government Association.

Term: The Director serves as a voting ex officio whereas faculty and staff serve three-year terms and the student representative serves a one-year term.

Chair: The Chair is elected by the membership.

b. Responsibilities. Generally, the Library and Research Technologies Council shall review, advise, and make recommendations relating to the access and utilization of the Bryan Wildenthal Memorial Library in Alpine. More specifically, the council shall:

- Review Library annual reports
- Review annually the mission, vision, and goals of the Library as set forth in its departmental strategic plan
- Be aware of the Information Literacy Framework for Higher Education
- Act as a clearinghouse for faculty questions and recommendations related to the Library including areas of:
  - Collection development
  - Library and information literacy instruction
  - InterLibrary Loan and Document Delivery
  - the Archives of the Big Bend
  - Library resources and services for distance education and the Rio Grande Campuses

9. RESEARCH COUNCIL

a. Membership. Membership is appointed and shall consist of seven members elected by Faculty Assembly. Members may include only librarians and tenured or tenure-track faculty.

Term: three-year, staggered

Chair: Elected by membership

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

- 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 Chief Academic Officer of the University allocations of the Research Enhancement and Faculty Development and Enrichment 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 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.
- Study and develop plans and recommendations for the organization of a systematic program of faculty development and enrichment.

#### 10. SUSTAINABILITY COUNCIL

- a. Membership. Membership shall consist of 16 members: eight elected by the Faculty Assembly; three staff members; the Vice President of Finance and Operations; the Dean of Student Life; the Title V Activity Director/Director of Experiential Learning; and two student members designated by the Student Government Association.

Term: 3-year (faculty and staff); 1-year (student appointments), staggered

Chair: Elected by membership

- b. Responsibilities. The Sustainability Council shall cultivate a culture of environmental responsibility of which the entire Sul Ross State University and Alpine community is informed, engaged, and committed to advancing environmental awareness and sustainable practices through education, research, operations, and community service activities. Additionally, the Sustainability Council will:
  - Routinely investigate current university practices, procedures, buildings, infrastructure, and landscape to recommend innovative changes for the purposes of increasing environmental awareness and improved sustainability, and;
  - Routinely investigate and make recommendations to improve the SRSU Strategic and Master Plans to promote environmental awareness and sustainability
  - Primary Responsibility Area: Academic

#### 11. TEACHER EDUCATION COUNCIL

- a. Membership. Shall consist of the chairs of departments with teacher certification programs, the Dean of Educational and Cultural Resources, the Director of Teacher Education, the Dean of Arts and Sciences, the Dean of Professional Studies, the Dean of Agricultural and Natural Resource Sciences, and one student designated by the Student Government Association (to serve a one-year term).



Chair: Director of Teacher Education

- b. Responsibilities. The responsibilities of the Teacher Education Council are to:
- 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.
  - Review currently authorized teacher certification programs and recommend changes.
  - 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.
  - 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.
  - Primary Responsibility Area: Academic

## 12. TEACHING COUNCIL

- a. Membership. Membership consists of five faculty elected by the Faculty Assembly serving three-year terms and two students designated by the Student Government Association serving one-year terms.

Term: Three-year (faculty), and one-year (student)

Chair: Elected by membership

- b. Responsibilities. The 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, and (g) develop a special collection of materials aimed at improving teaching in higher education.

## 13. TENURE AND PROMOTION COUNCIL

- a. Membership. Membership is appointed by Faculty Assembly and shall consist of seven tenured full professors.

Term: Three-year, staggered

Chair: Elected by Council

b. Responsibilities. The primary responsibilities of the Tenure and Promotion Council are to make recommendations to the Chief Academic Officer 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 Joint Council on Faculty Affairs, which shall present written recommendations to the Chief Academic Officer who shall present written recommendations to the President.
- The Council shall summarize its recommendations on tenure and promotion to the Faculty Assembly by the final meeting each spring.
- More specifically, this 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 Joint Council for Faculty Affairs, which shall forward these recommendations to the Chief Academic Officer.
  - Review tenure and promotion policies and procedures and make recommendations to the Faculty Assembly for revision.
  - Review nominations for honorary degrees, emeritus status, and distinguished emeritus status and make recommendations to the Faculty Assembly and to the Chief Academic Officer of the University.
  - Review tenure credit and faculty rank awarded to new faculty and administrators with faculty rank to ensure compliance with the guidelines of the Rules and Regulations of the Texas State University System.

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.