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Guidelines

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Preamble

The University of Texas System Faculty Advisory Council (UTSFAC) is advisory to the Board of Regents and to the U.T. System Administration and functions to define, analyze, resolve, and make recommendations on faculty issues concerning the well-being and excellence of The University of Texas (U.T.) System and to contribute to a more general process of providing leadership in setting a strategic agenda for faculty development in the U.T. System.

Charge to The University of Texas System Faculty Advisory Council

The UTSFAC is charged with:

1. Identifying issues of concern to the faculty, Board of Regents, or well-being of the U.T. System.
2. Responding to issues at the request of the Board of Regents, Chancellor, U.T. System Administration, and/or UTSFAC membership.
3. Conducting fact-finding, background exploration, exposition, analysis, and deliberation on issues and to develop recommendations and/or action plans for review by the UTSFAC.
4. Disseminating information to the UTSFAC, Board of Regents, and faculty and administrators of U.T. System components.

Membership

Each U.T. System component institution, through its faculty governing bodies, selects two designated representatives and an alternate to the UTSFAC. These individuals become regular members of the UTSFAC for the length of their terms of service in their respective governing bodies. Each alternate, if asked to represent his/her institution in the absence of a regular member, will enjoy the full rights and responsibilities of regular members. Terms of service are determined by the component institution, with two-year terms being the standard. In selecting their designated representatives, component institutions should strive to maintain continuity of membership and ensure broad faculty input. The names of faculty-designated representatives to UTSFAC are certified by the respective component president as to meeting the institution's criteria for UTSFAC representation and forwarded to the Chancellor. Normally, new members begin service at the first UTSFAC meeting of the academic year.

Mode of Operation

The UTSFAC conducts its business through committees, in which issues are deliberated, and open forum, in which issues are decided. Committees include an Executive Committee and five Standing Committees: Academic Affairs, Faculty Quality, Governance, Health Affairs, and Oversight. Ad hoc committees may be appointed. Roberts' Rules of Order serves as the standard for the conduct of meetings. Business may be conducted electronically providing a majority of members participate.

Executive Committee

- 1. The Executive Committee is composed of the UTSFAC Chair, Chair-Elect, Secretary, immediate Past-Chair, and Co-Chairs of each of the Standing Committees.
- 2. The Executive Committee sets the agenda for meetings, recommends changes in the Organizational Guidelines and/or procedures, establishes rapport and coordination with external agencies or individuals to facilitate the work of the UTSFAC, and provides general guidance for the UTSFAC.
- 3. The Executive Committee serves as an informational resource and consulting group for the Chancellor on legislative issues related to the U.T. System and its faculty.
- 4. When possible, the Executive Committee meets with the chancellor prior to each UTSFAC meeting to identify issues for discussion of the meeting.

Standing Committees

At the first meeting of the academic year, each member chooses a Standing Committee on which to serve, with approval of the UTSFAC Chair. Members of each standing Committee choose Co-Chairs to lead the Committee for a one-year renewable term.

Committees will submit a written report at the final meeting of the academic year.

Academic Affairs The Academic Affairs Committee makes recommendations on issues related to the academic mission and well-being of faculty, including:

- 1. Academic standards of excellence and professional ethics.
- 2. Resources for academic infrastructure to deliver academic programs.
- 3. Relations with students, including instruction, discipline, and ethics.
- 4. Program initiation, review, and termination.

Faculty Quality The Faculty Quality Committee makes recommendations on issues related to the recruitment, retention, and support of the faculty, including:

- 1. Faculty responsibilities and workload.
- 2. Faculty compensation, including equity among U.T. System component institutions and with their academic peer universities, and the basis for merit salary increases.
- 3. Faculty benefits and other quality of life issues, including insurance, retirement programs, educational benefits, sufficient support personnel, and family related issues.
- 4. A supported professional development leave program.

Governance The Governance Committee makes recommendation related to the role, status, and well-being of the faculty, including:

- 1. Faculty participation in academic decision-making, institutional budgets and planning, and management and administration at the departmental, college, component, and System levels.
- 2. Faculty governance processes.
- 3. Hiring, evaluation, continuation, tenure, promotion, and termination of faculty.
- 4. Selection, evaluation, continuation, and termination of administrators.

Health Affairs The Health Affairs Committee makes recommendation related to the role, status, and well-being of the faculty at the medical components, including:

- 1. Faculty compensation.
- 2. Policies for sharing of expertise within the U.T. System and the community.
- 3. Ethics and informed consent issues.
- 4. Oversight of health and dental benefits.
- 5. Guidelines for peer review of clinical practice.

Oversight The Oversight Committee collects data from each U.T. system component institution concerning the implementation and impact of policies adopted by the UTSDAC and other policies that affect faculty.

The Oversight Committee is composed of at least three members, including the Chair, Chair-Elect, and immediate Past-Chair. The latter two serve as Co-Chairs.

Ad Hoc Ad hoc committees comprised of UTSFAC members and others may be appointed to help the UTSFAC with its work. Ad hoc committee organization and membership should be determined by the committee's charge. The following guidelines should be observed.

- 1. The creation and selection of an ad hoc committee must be approved by the UTSFAC or its Executive Committee.
- 2. Ad hoc committees report to the UTSFAC and should submit written reports no later than the final meeting of each academic year.

Meetings

- 1. The UTSFAC meets in regular session four times each year in a location chosen by the Chair with approval of the Executive Committee and the U.T. System Administration.
- 2. Notice of meetings is sent to the membership before each meeting.
- 3. UTSFAC meeting are open to visitors, unless there is a two-thirds(2/3) majority vote to close the meeting, or a portion of the meeting.
- 4. In addition to the regularly scheduled meetings of the UTSFAC, special meetings may be called by the Executive Committee.

Officers

- 1. Officers include the Chair, Chair-Elect, immediate Past-Chair, and Secretary. Officers are considered to be ex-officio members, are not considered to be official representatives of their respective component institutions, and serve without vote, except that the Chair may vote in case of a tie.
- 2. The incoming Chair-Elect and Secretary are elected annually. Officers are permitted to serve their full terms of office, so long as they remain members of a U.T. System faculty.
- 3. The term of office is one year beginning at the conclusion of the

meeting at which officers are elected. If the Chair resigns, the Chair-Elect assumes the responsibilities and title of Chair for the remainder of the unexpired term and for the Chair-Elect's regular term as Chair. If the Chair-Elect or Secretary resign, a special election shall be held at the next meeting to fill the vacancy. The secretary may serve no more than three consecutive terms.

- 4. The duties of the Chair include conducting meetings of the UTSFAC and its Executive Committee: implementing the Organizational Guidelines; communicating with the Chancellor, Board of Regents , and other System officials; appearing before the Board of Regents at least annually to report on the activities of the UTSFAC, receiving and communicating to the membership nominations for officers, and representing the UTSFAC to its constituents and outside parties.
- 5. The Chair-Elect serves in the absence of the Chair and as parliamentarian.
- 6. The immediate Past-Chair serves in an advisory capacity.
- 7. The Secretary records and distributes minutes of meetings.

Nominations

- 1. The Chair, Chair-Elect, and immediate Past-Chair develop a slate of candidates for the position of Chair-Elect.
- 2. Only designated representatives may be elected to the position of Chair-Elect.
- 3. In odd-numbered years, the Chair-Elect is elected from members representing a general academic institution. In even-numbered years, the Chair-Elect is elected from members representing a health institution.
- 4. Members seeking the office of Chair-Elect or nominating another members, should notify the Chair.
- 5. The Chair shall notify the membership of the names of the candidates.

Elections

- 1. At the meeting at which the election is held, each candidate for the position of Chair-Elect may address the members.
- 2. Nominations for Chair-Elect may be made from the floor by any member of the UTSFAC.
- 3. The election for Chair-Elect is conducted by secret ballot. Tellers appointed by the Chair tally the ballots and the Chair announces the results. A simple majority of the votes is required.
- 4. In case no candidate receives a simple majority of votes in the first round of balloting, a run-off election is held among the smallest number of candidates who received a simple majority of votes. Balloting will continue in this manner until one candidate receives a simple majority of the votes.
- 5. Nominations for Secretary are made from the floor. Procedures for electing the Secretary are the same as those for the Chair-Elect.
- 6. Committee Co-chairs take office at the same meeting at which the Chair-elect and Secretary are elected.

Amendments

- 1. Proposed amendments(s) to the Organizational Guidelines should be provided to the membership at least thirty (30) days before the meeting at which the amendments(s) are to be voted on. A two-thirds (2/3) majority vote is required for passage.
- 2. If less than thirty (30) days advance notice is given, a three-fourths (3/4)-majority vote is required for passage.

Date accepted: September 1999

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