

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

POLICY MEMORANDUM 79-III.21-32

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BYLAWS OF THE ACADEMIC SENATE
OF THE UNIVERSITY OF TEXAS AT DALLAS

I. Preamble

The Academic Senate is a representative body, formed from the General Faculty of The University of Texas at Dallas, in which faculty develop their concerns and proposals in exercising their major roles in faculty governance. The Academic Senate is aided in its work by the Academic Council, a smaller body formed from the Academic Senate which meets regularly with the President and Executive Vice President and Provost (Provost) and by the Faculty Committees. As the regular primary faculty governance body, the Academic Senate is expected to coordinate faculty exercise of faculty governance responsibilities in the interests of academic excellence at The University of Texas at Dallas.

II. Authority

These Bylaws supplement Chapter 21 "Faculty Governance" in Title III, "Academic Affairs" of the Handbook of Operating Procedures of The University of Texas at Dallas. Nothing in these Bylaws shall be construed to conflict with the Handbook of Operating Procedures, the Rules and Regulations of the Board of Regents of The University of Texas System, or state law.

III. Organization

A. Election, Vacancies, and Appointment of Academic Senate

1. The election procedures, including an election calendar, shall be distributed no later than February 1. The election procedures, beginning with the nomination of members of the Senate and ending with election of a Speaker of the Faculty-Elect and Secretary of the Faculty-Elect, shall begin no later than March 15 and end no later than the last day of final examinations in the Spring semester. At least two weeks will be allowed for return of Academic Senate nominating petitions, and one week for ballots in the Academic Senate election.
2. The Secretary of the Faculty shall be in charge of the election, although he or she may designate other faculty and staff members to assist.
3. Any two voting members of the General Faculty, as defined in Title III, Chapter 21, Section I.B.1, may nominate by petition to membership in the Senate any one voting member of the General Faculty, except that no one may sign more than two petitions.
4. Nominating petitions are collected by the Office of Academic Governance. The Secretary of the Faculty will ascertain the willingness of each nominee to serve if elected. The names of those who do not wish to serve will not be placed on the ballot.
5. Ballots, including all those nominated who are willing to serve, are to be distributed to the voting members of the General Faculty by the Secretary of the Faculty by the date designated in the election calendar. Ballots cast by voting members of different Schools will be colored differently or otherwise kept separate.
6. Each eligible voter will indicate with a "1" his or her first choice for a representative, with a "2" as second choice, with a "3" as third choice, and so on for as many choices as desired. Ballots are to be returned in accordance with the election procedures. Ballots shall be secret.
7. Ballots from each of the Schools in the University shall first be counted separately by the Plurality System (as defined in III.A.17 below), ignoring all choices for any candidates from other Schools, to determine the candidate from the School, if any, most favored by the voting members of the General Faculty of that School.
8. All ballots will be combined and counted by the Plurality System ignoring choices for the candidate already elected from each School, to select the

remaining candidates to be elected.

9. The Secretary of the Faculty and an ad hoc election committee appointed by the Academic Senate shall implement procedures that will ensure the identity of the voter casting a specific ballot is secret and the counting of the ballots is accurate.
10. The Secretary of the Faculty shall notify successful candidates of their election and of the date of the Senate-Elect Caucus.
11. If, by the date designated for the closing of nominations, the number of valid nominations does not exceed the minimum membership of the Academic Senate, as computed per Sec. II.B.1 of Chapter 21 of the Handbook of Operating Procedures, all candidates shall be declared to be elected.
12. If a member of the Academic Senate resigns his or her seat or leaves The University of Texas at Dallas for a period expected to exceed four months, that seat shall be filled by the most favored unelected candidate in the last election.
13. Once the original nomination list is exhausted, the Academic Senate shall fill vacancies by majority vote of all members of the Academic Senate.
14. In the event a sitting member of the Academic Senate is appointed to the position of Dean, the member shall offer to resign from the Senate. If the resignation is accepted, the Academic Senate shall fill the vacancy in accordance with Sections 12 and 13 above.
15. If a member of the Academic Senate misses two consecutive Senate meetings, the Senator will be contacted by the Secretary of the Faculty to ascertain whether he or she still wishes to serve. If not, the Senator will be immediately replaced by the procedures of Sections 12 and 13 above. If a member of the Academic Senate misses three meetings during September-May, at the third meeting the Academic Senate may, by a majority vote of those present, declare the seat vacant. The seat will then be filled by the procedures of Section 12 and 13 above.
16. All members elected or appointed to the Academic Senate under Section III.A.1.-18. of these Bylaws, and only those members, shall be voting members of the Academic Senate.
17. Except as specified in III.A.18, for the purpose of elections held under these Bylaws, a Plurality System as described below will be used:

The results are tallied for each candidate by indicating the number of first-place votes received by the candidate, the number of second-place votes received by

the candidate, etc. The candidates are then ranked by first-place votes with the most preferred candidate having the most first-place votes, etc. In the case of two or more candidates receiving the same number of first-place votes, the second-place votes of these candidates will determine their rank order. If necessary, third-, fourth-, etc. place votes will be used to determine the rank order of candidates having the same number of first-place votes. In the unlikely event that the rank order of two or more candidates with the same number of first-place votes cannot be determined by the use of second-, and subsequent-place votes, the rank order will be determined by the use of a randomization device which gives each of the tied candidates the same chances of having any rank as any other of the tied candidates (i.e., a random permutation).

If M is the number of offices to be filled, the first M -ranked candidates shall be declared elected. Vacancies that may occur during the course of the year will be filled as provided in Sections 12 and 13 above.

18. A number of Senior Lecturers (full-time faculty who are not tenured or tenured-track) not to exceed 10% of the total number of Senators, may be elected to serve one-year terms as voting members of the Academic Senate. Each spring, concurrent with the election of the Academic Senate members, the Senior Lecturers shall elect representatives to serve on the Academic Senate. If a Senior Lecturer resigns his or her seat on the Academic Senate or a Senior Lecturer seat becomes vacant for other reasons, a replacement shall be appointed from a ranked list of those Senior Lecturers who were nominated and who received votes. In the case that there is an insufficient number of candidates who received votes, the Speaker shall convene a Senior Lecturer caucus to elect the necessary number of representatives to serve on the Academic Senate.
19. From a list of five students submitted to the President by the President of the Student Government Association, the President and the Academic Senate annually shall agree on two non-voting participants who may attend meetings of the Academic Senate, except when the Academic Senate is in executive session.
20. The Chair of the Staff Council shall be invited to attend the Academic Senate meetings as a non-voting participant.

B. Officers

1. Roster and Duties

a. Speaker of the Faculty

The Speaker of the Faculty is the principal elected officer of the General Faculty, of the Academic Senate, and the Academic Council. The Speaker