

**THE UNIVERSITY OF TEXAS AT BROWNSVILLE
ACADEMIC SENATE
CONSTITUTION**

ARTICLE I: NAME

The Organization shall be known as the Academic Senate of The University of Texas at Brownsville.

SECTION 1: ADDRESS

The mailing address of the Organization shall be Academic Senate, The University of Texas at Brownsville, 80 Fort Brown, Brownsville, Texas 78520. The web address shall be <http://blue.utb.edu/academicsenate/>.

ARTICLE II: PURPOSE AND FUNCTIONS

SECTION 1: PURPOSE

The purpose of the Academic Senate shall be to provide a forum for elected representatives of the faculty and academic professional staff, such as librarians, counselors and adult continuing education instructors, hereafter called Senators, and appointed administrators to meet, discuss, and make recommendations on matters pertaining to the University including the partnership with Texas Southmost College.

SECTION 2: FUNCTIONS

The functions of the Academic Senate shall include:

1. The review and making of recommendations on draft policies developed by the administration for implementation in the University.
2. The establishment of committees to undertake business that comes before the Academic Senate.
3. The provision of a means for Senators to introduce and make recommendations or comments regarding matters of concern.

4. The ability to vote on matters of concern to Senators and to make recommendations to the administration.

ARTICLE III: MEMBERSHIP

SECTION 1: CLASSIFICATION

The Academic Senate shall be composed of two classes of members designated as: (a) elected members called Senators, and (b) appointed administrative members. Senators shall be defined as including the full-time probationary and tenured faculty, as well as the full-time academic professional staff such as librarians, counselors and adult continuing education instructors.

1. Senators are those executive officers elected at large, as well as those persons elected to represent colleges, schools, and the academic professional staff of the University.
2. Administrative members are appointed representative of their respective administrative components.

SECTION 2: COMPOSITION

The Academic Senate shall have the following composition:

1. There shall be four members of the Executive Committee elected at large from those eligible to serve as elected members. The immediate past President of the Senate shall serve as a non voting member, subject to Senate approval.
2. Each college and school will have a minimum of two elected representatives. The academic professional staff will have a minimum of one elected representative. The following formula shall be used to determine the number of representatives:
 - a. 0 to 20 faculty or equivalent = 1 representative
 - b. 21 to 40 faculty or equivalent = 2 representatives
 - c. 41 to 60 faculty or equivalent = 3 representatives
 - d. 61 to 80 faculty or equivalent = 4 representatives
 - e. each additional 20 faculty = 1 additional representative
3. Administrative members shall be appointed by the **Provost** and shall include the

Vice President for Academic Affairs and the deans of the colleges and schools. Administrative members of the Academic Senate are non-voting members.

SECTION 3: ELECTION AND TERM OF OFFICE

Senators are elected to two-year renewable terms of office. Terms will be staggered so that at every election approximately half of the elected positions will be open for election.

SECTION 4: VACANCY

In the event that an elected position is vacant, the affected college, school, or academic professional staff shall call a special election to fill the vacant position when more than one semester is remaining in the term. The Executive Committee of the Academic Senate shall nominate a member from the college, school, or academic professional staff involved to fill the unexpired term if less than one semester of the term remains. The nomination of the Executive Committee shall be subject to approval by a vote of the Academic Senate. A special election shall be held to fill the unexpired term of the position of the Academic Senate President.

SECTION 5: REMOVAL

Senators may be recalled by their college, school, or academic professional staff for failure to perform their duties satisfactorily, if one-third of the appropriate faculty or academic professional staff petition for a vote of removal. The Executive Committee shall certify the eligibility of the signatures. Of those faculty or academic professional staff determined eligible to vote in the recall election, two-thirds must vote for removal. Any Senator may be subject to recall. The recall election shall be held in a timely fashion by secret ballot.

SECTION 6: DUTIES AND RESPONSIBILITIES

Members are expected to attend and participate in all Academic Senate meetings and to represent their college, school, or academic professional staff as informed and responsible members of the Academic Senate.

ARTICLE IV: MEETINGS

SECTION 1: REGULAR MEETINGS

The Academic Senate is a part of the formal faculty governance structure of U. T.

Brownsville. As such, official actions of the Academic Senate are to be taken at formally called meetings of the body where all representatives have the opportunity to participate in discussion and vote as appropriate.

During the academic year, regular monthly meetings of the Academic Senate will be held. During the summer months, at least one meeting of the Academic Senate will be held. All meetings of the Academic Senate including committee meetings are open to all faculty and academic professional staff members.

SECTION 2: SPECIAL MEETINGS

Special meetings of the Academic Senate may be called by the Academic Senate President, the Vice President for Academic Affairs, or at least one-third of the Senators.

SECTION 3: QUORUM

During the academic year, a quorum of the Academic Senate is said to exist if at least half of the Senators and at least three administrators are present to conduct business. A quorum is said to exist during the summer months if at least eight members are present, five of whom must be Senators including an elected executive officer of the Academic Senate and at least two administrators.

SECTION 4: PROCEDURES

During a general discussion the Academic Senate will operate as a committee of the whole with discussion directed by the President of the Academic Senate. When discussion leads to the need for a vote on the item being discussed, the Academic Senate shall automatically follow the voting procedures prescribed by *Robert's Rules of Order*.

SECTION 5: VOTING

Senators must be present to vote. The President of the Academic Senate will reserve the right to vote in the case of a tie vote.

SECTION 6: MINUTES

A formal record of the meetings of the Academic Senate shall be maintained and made available to the academic community.

ARTICLE V: OFFICERS

SECTION 1: COMPOSITION

The Academic Senate shall have a President, Vice President, Secretary, and Treasurer who shall constitute the Executive Committee. The immediate Past President of the Senate shall serve as a nonvoting member, subject to Senate approval. Academic Senate officers are elected at large by the faculty of the colleges, schools, and the academic professional staff.

SECTION 2: ELECTION AND TERM

Officers of the Academic Senate are elected at large for a two-year term of office.

SECTION 3: REMOVAL AND VACANCIES

The procedures for the filling of vacancies and the removal of the officers of the Academic Senate will be the same as for all other members.

SECTION 4: DUTIES OF OFFICERS

A. PRESIDENT

The President of the Academic Senate presides over the general meetings of the Academic Senate, the Executive Committee and the meetings of the faculty as a whole. The President of the Academic Senate is a member of the Academic Affairs Partnership Committee, attends meetings of the Texas Southmost College Board of Trustees as a representative of the Academic Senate, and represents the Senate at The University of Texas System Faculty Advisory Council and at other statewide meetings as appropriate.

B. VICE-PRESIDENT

The Vice President of the Academic Senate presides in the absence of the President, is the executive officer responsible for conducting elections, and is a member of the Student Affairs Partnership Committee.

C. SECRETARY

The Secretary of the Academic Senate is responsible for all minutes and records of the meetings of the Academic Senate.

D. TREASURER

The Treasurer of the Academic Senate is responsible for the financial matters of the Academic Senate and is a member of the Business Affairs Partnership Committee.

ARTICLE VI: EXECUTIVE COMMITTEE

SECTION 1: COMPOSITION

The Executive Committee shall be composed of the officers of the Academic Senate and is chaired by the President of the Academic Senate.

SECTION 2: ROLE CONCERNING COMMITTEE APPOINTMENTS

The Executive Committee serves as the Senate's committee on committees. Except where otherwise delineated, the Executive Committee recommends members for standing, ad hoc, and special committees from the whole body of faculty and professional staff at large. All Executive Committee recommendations for Standing University Committees shall be subject to confirmation by the Senate. The Executive Committee's recommendations of members for special and ad hoc committees shall be made directly and the Senate shall be informed of the appointments.

SECTION 3: ROLE CONCERNING FACULTY WELFARE

When considering faculty and academic professional staff welfare issues, the Executive Committee will add to its membership a Senator from each college and school and from the academic professional staff as selected by the Senators from each college, school, and academic professional staff.

ARTICLE VII: MEMBERSHIP ON UNIVERSITY COMMITTEES

SECTION 1: STANDING UNIVERSITY COMMITTEE MEMBERSHIP

Standing university committees shall be composed of two types of members: representative (faculty and designated academic professional staff) and administrative. The **Provost** appoints all members after receiving recommendations from the Academic Senate concerning representative members and recommendations from the designated Vice resident concerning administrative members. Committee membership and appointment shall be patterned in a manner to assure the continuity of appropriate representation for ongoing committee deliberation. The **Provost** shall establish additional standing university committees as needed. Standing university committees are those listed

in The University of Texas at Brownsville's Handbook of Operating Procedures (HOOP) and their full membership is established in the HOOP.

A. **UNDERGRADUATE** CURRICULUM COMMITTEE MEMBERSHIP

See HOOP 5.2.10

B. GRADUATE COMMITTEE MEMBERSHIP

See HOOP 5.2.11

C. ACADEMIC STANDARDS AND STUDENT RECORDS COMMITTEE MEMBERSHIP

See HOOP 6.2.1

D. ACADEMIC STRATEGIC PLANNING COMMITTEE MEMBERSHIP

See HOOP 5.2.5

SECTION 2: SPECIAL AND AD HOC COMMITTEE MEMBERSHIP

Special and Ad Hoc committees shall be established as needed. Representative membership on such committees shall be recommended by the Executive Committee. Administrative and other members shall be recommended by the appropriate vice president(s).

SECTION 3: TECHNICAL COMMITTEE MEMBERSHIP

Technical committees will be established administratively as needed. Members selected to serve on technical committees will be recommended for appointment by the appropriate vice president(s) to provide technical advice rather than to serve a representational function.

SECTION 4: FACULTY WELFARE COMMITTEE

Membership on the **Faculty** Welfare Committee shall include the Executive Committee and a Senator from each college and school and from the academic professional staff. The Welfare Committee will meet as needed to develop recommendations. When this committee meets with administrators, it will meet with **the Provost, the Vice President for Academic Affairs, the Vice President for Business Affairs, and other appointees of the Provost.**

ARTICLE VIII: MEETING OF THE FACULTY AS A WHOLE

SECTION 1: MEMBERSHIP

All full-time faculty and academic professional staff are eligible to attend and participate in meetings of the faculty as a whole.

SECTION 2: ORGANIZATION AND MEETINGS

The President of the Academic Senate shall convene a meeting of the faculty as a whole at the beginning of each semester and shall serve as the presiding officer of the meeting. Special meetings of the faculty as a whole may be called as deemed necessary by the Executive Committee or upon recommendation of the Academic Senate.

Additionally, upon introduction of certain issues of extreme disagreement or controversy, the elected members of the Academic Senate may feel it necessary to meet for deliberation with the faculty as a whole. Under these exceptional circumstances the faculty as a whole may meet when called by the Executive Committee or by a 2/3 vote of the Academic Senate. Proposals for action resulting from any such meeting shall be presented to the Academic Senate at a regular meeting for its consideration and recording in the minutes.

ARTICLE IX: OPERATING PROCEDURES

SECTION 1: ACADEMIC SENATE

Operating procedures shall be agreed upon by a majority vote of Senators, and with the agreement of the **Provost** in consultation with the administrative members of the Senate.

ARTICLE X: AMENDMENTS

Proposed amendments to the Academic Senate Constitution shall be discussed during at least two meetings of the Academic Senate and agreed upon by a two-thirds vote of the Senate, and by the **Provost** in consultation with the administrative members of the Senate. Amendments to the Academic Senate Constitution must be approved by the President of the University and the Executive Vice Chancellor for Academic Affairs.