

College of Arts and Humanities

College Governance Policy

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I. GENERAL

A. Preamble

The well-being of each college as a whole is dependent upon shared responsibilities for governance and decision-making among the Dean, faculty, non-faculty administrators, staff, and students. These bylaws are designed to provide the structure and procedures through which such a partnership may be facilitated, within the range of authority and responsibilities of faculty and administrators as specified in the *UTPA Handbook of Operating Procedures* and the UT System Board of Regents *Rules and Regulations*.

Formal authority is vested in the Dean by the University of Texas System Regents and administration and by the administration of The University of Texas – Pan American. The Dean represents the college faculty as their visible and expressive advocate. As such, the Dean is expected to exhibit, exemplify, and call forth the best efforts of the faculty in teaching, research, and service. In addition, within the normative structure of the college, the Dean is also accountable to the faculty, and effective authority is dependent on their support.

Faculty represent the academic heart and conscience of the college. In contributing to the intellectual life of the college, faculty represent the best values of the profession in scholarship, teaching, and service in relation to non-faculty administrators, staff, and students, as well as to faculty colleagues.

Academic departments are the fundamental organizing units for the general faculty in each college. As much of the business of each college as possible shall be conducted at the departmental level. Those powers specifically not delegated by this document or other documents are reserved to the departments. Departments must be governed democratically. Policy and program decisions are made by faculty vote. Department chairs are responsible for conducting the daily business of the academic units, and they serve as representatives of their units in the administration of the college through their participation in the Executive Council, ensuring strong representation of faculty concerns and sentiments in administrative matters.

At the college level, the College Council provides a public forum for ensuring joint decision making among the Dean, faculty, non-faculty administrators, staff, and students regarding those issues pertaining to the college as a whole. The College Council does not displace the formal authority of the Dean but ensures explicit and ongoing consultation with faculty, non-faculty administrators, staff, and students and consideration of their advice, recommendations, and actions.

B. Principles for Shared Governance

This document is predicated upon principles of shared governance in the continuous exercise of authority over the performance of the faculty's actions and functions, including the following principles:

1. Governance is conducted according to the highest standards of ethical, scholarly, and collegial behavior.
2. Governance assumes varying points of view that are welcomed, debated, and acted upon without fear of threat or reprisal.
3. Governance operates within the framework of University, System, and Legislative policies, rules, and statutes.
4. The well being of each college depends upon strong faculty and strong administrators working jointly towards excellence through mutually developed goals within an agreed-upon governance structure.
5. Participation in the decision-making process of each college is a right and responsibility of faculty, administrators, students, and staff.
6. Faculty governance and program decision-making is a shared responsibility. All full-time faculty and administrators are obliged to contribute time, energy, and ideas to the development and maintenance of each college. Every effort must be made to distribute duties equitably among eligible faculty, as is consistent with departmental by-laws.
7. The involvement of faculty in the governance of each college, through a democratic process, applies to principles, policies, and processes that affect academic personnel, curricula, resources, and the mission of each college.
8. The governance structure is designed to afford a voice to all faculty members while recognizing, responding to, and promoting the voices of racial, gender, ethnic, and other minorities.
9. The governance structure is designed to afford a voice to tenured, tenure track, and non-tenure eligible faculty, non-faculty administrators, students, and staff.
10. The decision making process in each college must be transparent and carried out in open forums, consistent with issues of confidentiality.
11. Representation and participation in college decision-making are accompanied by the

requirement of accountability for the nature and consequences of such participation.

C. Rights and Responsibilities for Shared Governance

Faculty and staff at the university, college, and department levels have a duty to share in the rights and responsibilities of governance and administration of the college. These rights and responsibilities include making recommendations to the Dean of each respective college regarding:

1. The form and structure of governance in the college.
2. New programs and courses, course changes, course content, and delivery of instruction in present programs and courses.
3. Requirements for matriculation and degrees.
4. Faculty recruitment, hiring, retention, promotion, granting of tenure, dismissal, developmental leave, and emeritus status.
5. Selection of department chairs or program directors and participation in the selection of the Dean and other college administrators, both interim and permanent. Recommending committees, however established, shall include representation from the faculty.
6. Norms for teaching responsibilities and the evaluation of faculty.
7. Policies and procedures governing annual performance reviews and merit increases.
8. Evaluation of administrators in the college.
9. Other matters of concern to the faculty including, but not limited to:
 - a. general policies and procedures for determining class size, workload, course scheduling, and teaching assignments.
 - b. general policies and procedures for the allocation of financial resources in the college.

When the Dean does not act according to established policies and procedures, he or she will provide a written statement of explanation to the College Council, which in turn, may disseminate the explanation to the general faculty.

II. VISION AND MISSION

The college shall have a vision and mission statement, consistent with those of the University, adopted and approved through the procedure outlined in section VI “Review and Amendments.”

III. GOVERNANCE STRUCTURE

A. Dean

1. Selection. Candidates for the position of Dean shall be recommended by a search committee consisting of tenured and tenure-track faculty members representing each department, a Dean outside the college, and a faculty senate member outside of the college recommended by the faculty senate for appointment by the provost. The process shall follow HOP 6.2.5 “Procedure for Selection of Academic Deans.”

Interim Dean Search Process: The College Council shall be responsible for developing a standing policy for selecting an interim Dean.

2. Term of Office. Deans shall serve at the will and pleasure of the president of the university.

3. Responsibilities. The Dean shall be responsible for managing and operating the college in accordance with university guidelines.

a. The Dean shall provide leadership in the college consistent with an atmosphere of collegiality and shared governance.

b. The Dean is expected to provide an environment for teaching excellence, faculty scholarship and professional services, and promote research opportunities for faculty within the college and university. Administrative support and guidance are expected in the areas of curriculum and program development, accreditation, fiscal management, personnel, and student program management.

c. With regard to the college’s mission and vision, the Dean shall represent, promote, and advocate the business and interests of the college within and outside the university community.

d. In consultation with the College Executive Council, the Dean is responsible for academic programs, resource allocations, personnel decisions, and coordinating strategic planning with the departments.

e. In consultation with the College Executive Council, the Dean is responsible for defining the roles, functions and responsibilities of the associate and/or assistant Deans.

- f. The Dean, in consultation with department chairs, faculty, and search committees, shall oversee processes to secure and fill authorized faculty positions, consistent with the Faculty Recruitment Manual.
 - g. The Dean shall meet with the College Council each semester to review the college's needs, accomplishments, progress and budget.
 - h. The Dean shall be responsible for ensuring that student, faculty and staff grievance procedures are fair and equitable according to the procedures established in the HOP.
 - i. The Dean has an active role in coordinating fundraising efforts and in the development of institutional policy as a member of the Dean's Council.
 - j. The Dean or designee will convene a meeting of each college standing committee before October 15th of each academic year.
4. Review and Evaluation. The College Council shall establish procedures by which the Dean, Assistant Dean, and Associate Dean will be evaluated by the college faculty every three years. Such evaluation shall be a component of the evaluation performed by upper administration.
5. Assistant and Associate Deans. Following the solicitation of nominations, and in consultation with the College Executive Council, the Dean may select individuals for the position(s) of Associate and/or Assistant Dean. Interim Deans may not appoint Assistant or Associate Deans; however, interim Assistant and Associate Deans may be appointed by the interim Dean.

B. Department Chairs

Selection, term, responsibilities and review according to HOP 6.2.3 and 6.5.3

C. Executive Council

1. Duties. The duties of the Executive Council include:
 - a. Suggesting items for the agenda of the College Council
 - b. Sharing and discussing information and concerns about the College
 - c. Providing advice and counsel to the Dean on issues including, but not limited to, budget and resource allocation, academic programs, and other issues as deemed appropriate by the Dean or the Executive Council

- d. Disseminating information about College concerns to the faculty;
- e. Presenting faculty concerns to the Dean and Executive Council
- f. Other duties as assigned by the Dean

2. Membership. The Executive Council is to be chaired by the Dean and will include Associate or Assistant Deans, department chairs, program administrators and the Chair and Chair-elect of the College Council.

3. Meetings. Regular monthly meetings will be called by the Dean and special meetings will be called by the Dean or at the request of a majority of the Executive Council.

D. College Council

1. Officers and Duties. The College Council is an advisory body that serves as a public forum for systematic deliberations and consultation with the Dean about matters of concern to the College community, including the development and approval of College policies.

a. The Chair of the College Council shall act as a liaison with the Dean to ensure ongoing interaction and consultation and shall serve on the College Executive Council.

b. The Chair-elect of the College Council shall assume the duties of the Chair, if the Chair is not available and shall serve on the College Executive Council.

c. The Parliamentarian of the College Council shall inform the Council members of the rules, procedures and precedents governing the deliberative actions and recommendations of the body in accordance with the latest edition of Robert's Rules of Order.

d. The Secretary of the College Council shall be responsible for the maintenance and dissemination of records and minutes of the Council meetings and proceedings and shall ensure that records of Council meetings are maintained in the office of the Dean.

e. The College Council shares with the Dean responsibility for ensuring that College policies and procedures are monitored, followed, and reviewed systematically and that any concerns about College policies and procedures are brought to the attention of the faculty. To this end the College Council may initiate a college-wide meeting for deliberation of issues affecting the College community.

f. The College Council Chair participates in the annual evaluation of the Dean performed by upper administration.

g. The College Council Chair, Chair Elect, or a designated representative from the College Council will be available on one week's notice to act as a neutral observer for any meeting, election or dispute in the College or any Department.

h. On matters judged by the College Council to be of sufficient consequence and having college-wide concern, the Council shall move such items to the agenda of general faculty meetings of the College.

i. A petition signed by 20% of the voting faculty members presented to the College Council shall be sufficient to call an issue out of the College Council for deliberation in a general faculty meeting of the College. Such meeting shall be held within 2 weeks (excluding academic breaks) of presentation of the petition.

2. College Council Membership

a. Faculty membership of the College Council shall be selected from among the voting faculty of the College [see Section III.E.2]. However, faculty serving on the College Executive Council are not eligible to serve on the College Council. College Council representatives will be elected by the voting faculty of the respective departments. Departments with fewer than 12 voting faculty will have one representative. Departments with 12 or more voting faculty will have two representatives. The COAH members of the UTPA's Faculty Senate will elect one of their number to sit on the College Council, in order to serve as a liaison between these College and University faculty governance bodies.

b. The Dean of the College is an ex-officio, non-voting member of the College Council.

c. Following the election of departmental representatives, a college-wide nomination and election process for a Chair-Elect shall be initiated by the incoming Chair. The Chair-Elect will serve a two-year term, one year as Chair-Elect and the second year as Chair. All voting members of the College shall be eligible for nomination to the offices of the College Council. Elected departmental representatives are also eligible to serve as Chair and Chair-elect.

Nomination forms will be made available to all voting faculty, and nominees must indicate their willingness to serve if elected by signing the nomination form. One nomination will be sufficient to include an eligible individual on the ballot, and self-nominations shall be accepted.

d. The newly elected College Council will elect a Parliamentarian and Secretary from among the Council membership. The Parliamentarian and Secretary will each serve a one-year term.

e. If there are more than two nominees for College Council Chair-Elect or any other elected office, the incoming Chair will conduct an election determined by a simple majority of those voting.

f. Representatives from each of the following groups will be encouraged to serve as ex-officio, nonvoting members of the College Council: graduate students, undergraduate students, staff, and adjunct instructors. These representatives shall be selected by the appropriate bodies in coordination with the Dean's Office.

g. One delegate will represent nonvoting faculty to the College Council. This delegate will have voting privileges in the College Council but will not be eligible to serve as an officer or on the Executive Committee.

Nomination forms will be made available to all nonvoting faculty, and nominees must indicate their willingness to serve if elected by signing the nomination form. One nomination will be sufficient to include an eligible individual on the ballot, and self-nominations shall be accepted. This delegate will be elected by a general ballot of nonvoting faculty.

3. Terms of Membership

a. Voting members of the College Council shall be elected for two years on staggered terms. A lottery will determine which half of the initial members to the College Council will serve a one-year term. Should a voting member be unable to complete his/her term, a special election will be held.

b. The Chair-Elect shall serve two years the first year as Chair-Elect and the second year as Chair.

c. If the Chair vacates the position, the Chair-Elect will assume the position of Chair.

d. If the Chair-Elect vacates the position, including to assume the position of Chair, a special election will be held to fill the position.

e. With the exception of the Dean, all ex-officio members shall serve one-year terms. If an ex-officio member is unable to complete his/her term, the individual may be replaced by special election. Ex-officio members may serve consecutive terms.

f. College Council members cannot serve more than two consecutive terms.

4. Meetings. Regular meetings will be held each fall and spring semester and called by the Chair of the College Council. Special meetings will be called by the Chair or at the request of a majority of the College Council. Meetings of the College Council are open to interested parties.

E. General Faculty

1. Faculty Responsibilities

a. Faculty shall be expected to contribute to the intellectual life of the College and to the University. They should represent the best values of their respective professions in connection with teaching, scholarship, and service in relation to

academic professionals, non-faculty administrators, staff, students, and faculty colleagues.

b. Faculty shall be expected to participate in the activities of their departments and the college that relate to all aspects of intellectual development of themselves and students through their teaching and scholarship, and to service activities as determined by department faculty governance actions.

2. Faculty Eligible to Vote on College Governance Issues

a. All professors, associate professors, and assistant professors whose teaching and/or research assignment is 50 percent or more in the college and who do not hold voting membership in another college.

b. All visiting faculty (Professors, Associate Professors, Assistant Professors) who have had two continuous semesters (Fall/Spring) of service (excluding summers) at the University of Texas-Pan American and whose teaching and/or research assignment is 50 percent or more in the college, and who do not hold voting membership in another college.

c. All full-time lecturers who have four or more continuous (Fall/Spring) semesters (excluding summers) of service within the college, and who do not hold voting membership in another college.

d. Department chairs, program directors, and persons holding administrative positions above department level such as assistant/associate Deans, are voting members of the general faculty.

3. Meetings of the College Faculty

a. The Dean shall convene a college faculty meeting at least once each long semester and a meeting of each standing committee at least once a year. The Dean or the Dean's designee shall preside over such meetings.

b. The Secretary of the College Council will also serve as Secretary during college meetings and is responsible for ensuring that the minutes are recorded at each meeting and are circulated to the members of the voting faculty for approval. Copies of minutes of all college and departmental faculty meetings will be kept in the department offices and the Dean's office, and will be made available to faculty members upon request.

c. The College Council Parliamentarian will also serve as Parliamentarian during college meetings and provide guidance in matters of parliamentary procedures.

- d. Faculty shall be informed in writing or e-mail of time, place, and agenda at least five working days prior to the meeting.
- e. A meeting may also be called at a specified date and time as a result of a petition signed by at least 20% of the voting members of the faculty and delivered to the Dean or a voting member of the College Council at least five working days prior to the date of the meeting. If a meeting is called by petition, the petition must specify at least one topic to be placed on the agenda. Such meeting shall be held within two weeks (excluding academic breaks) of presentation of the petition.
- f. An item may be placed on the agenda of a meeting of the faculty of the college through a signed request and delivered to either the Dean or a member of the College Council at least one working day prior to the date of the meeting or through a motion to amend the agenda made at the meeting, providing that the motion carries.
- g. For any meeting of the college, a quorum consists of one-half plus one of the voting faculty membership. No business may be transacted in the absence of a quorum.
- h. A meeting can be postponed by a majority vote of the voting faculty present.
- i. Major decisions should be confined to meetings held during the nine month academic year.
- j. College meetings are open to interested parties.

4. Voting Procedures

- a. Voting in college meetings or on matters under formal consideration by the College Council, including deliberations and other actions of the Council's committees, shall be in person, in-person ballot, electronic ballot (including email), or written or electronic absentee ballot.
- b. Voting associated with all committee meetings or on initiatives arising in, or following, committee meetings shall be in person, in-person ballot, electronic ballot (including email), or written or electronic absentee ballot.
- c. Proxy voting is not allowed.
- d. Voting in connection with elections and amendments to these Bylaws shall require advance notification of at least seven (7) working days and the use of ballot procedures outlined above.

e. Any member may call for the use of ballot procedures rather than voice votes during faculty, College Council, committee, or departmental meetings.

f. A member of the voting faculty who cannot attend a meeting may cast a vote in absentia on any matter on the agenda distributed prior to the meeting, provided that the vote is delivered in writing, clearly specifying the intent, and with the signature of the voting member, to a voting member of the appropriate body.

5. Rules of Order. All meetings of the College and all committee meetings shall be conducted in accord with the latest edition of Robert's Rules of Order.

<http://www.rulesonline.com/>

IV. COLLEGE STANDING COMMITTEES

A. Committees

The college shall have the following standing committees (additional college committees may be created at the discretion of the Dean and/or the college council; the Dean and/or the college council shall disseminate that information and solicit membership from eligible college faculty):

1. Annual Review (Merit) Committee. According to HOP 6.2.2.
2. Tenure and Promotion Committee. According to HOP 6.2.6 and HOP 6.2.7.
3. Research and Faculty Development Committee. The role of the Research and Faculty Development Committee is to:
 - a. Advise the Dean and department chairs on matters related to research and faculty development in the college.
 - b. Recommend policies to promote and facilitate the research activities of the faculty of the college as well as coordinate, together with the research administration office, the identification of research opportunities and collaborations.
 - c. Make recommendations for research seminars and lectures for faculty development and resource needs as the college develops a stronger research emphasis.
 - d. Consider means of supporting faculty-student research interaction.
 - e. A student representative will be appointed by the Committee.

Membership on the Committee will be two years on staggered terms.

B. Membership and Rules

1. All full-time faculty members are eligible for membership in college committees, except for the Tenure and Promotion Committee, which requires tenured faculty.
2. Each college standing committee shall be composed of one representative from each department elected by the eligible voting faculty in that department.
3. Membership on college academic committees is limited to one appointment; i.e. no faculty member may serve concurrently on two or more standing college committees unless the number of faculty in a department is less than the number of college committees.
4. The Dean or his or her designee shall be a non-voting ex-officio member on all college standing committees, except for the Tenure and Promotion Committee.
5. Each committee shall elect a chairperson, vice-chairperson, and secretary at the first meeting of the academic year. Officers will serve for a 1-year term, which commences with the beginning of the academic year.
6. Each standing committee of the college shall write or revise its charge, subject to the approval of the College Council and faculty.
7. Each standing committee, except the Tenure and Promotions and the Annual Review Committees, shall submit an academic year-end report of its activities to the Dean and College Council.

V. COLLEGE POLICIES

The college shall have the following policies adopted and approved through the procedure outlined in section VI “Review and Amendments” Section:

A. Annual Review (Merit)

B. Tenure and Promotion

C. Recruitment and Hiring

VI. REVIEW AND AMENDMENTS

A. Review

The college bylaws and policies shall be reviewed at least every 5 years by the College Council in consultation with the Dean. The college bylaws and policies shall be made available online at the college web page.

B. Ratification

Within ten (10) working days of the date of College Council approval, copies of the proposed amendments must be distributed to the faculty with a ballot. This ballot must be returned to the Secretary of the College Council within seven (7) working days. If 3/4 of the eligible faculty members voting approve the amendments, they shall be ratified. Such amendments shall take effect the following Fall/Spring semester.

C. University Handbook of Operating Procedure (HOP)

In case of a conflict between the college bylaws/policies and University Handbook of Operating Procedure (HOP) then the HOP shall prevail.