

## COLLEGE OF SCIENCES

### Bylaws

**Preamble** Members of the Faculty Forum of the College of Sciences are expected to participate in college governance through appropriate committees and by providing input into decisions through committees relating to degree requirements, hiring and promotion of faculty, development of teaching and workload policies, and assessment of colleagues in accordance with fair procedures and processes.

**Article I. Faculty Involvement in University Governance**

The [Rules and Regulations](#) of the Board of Regents of The University of Texas System for Governance of The University of Texas System contains the following provision concerning faculty involvement in University governance:

Subject to the authority of the Board and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas: general academic policies and welfare, student life and activities, requirements of admission and graduation, honors and scholastic performance generally, approval of candidates for degrees, and faculty rules of procedure.

**Article II. Membership**

The College Faculty Forum shall consist of all *members of the General Faculty* as defined in Chapter 2 Section 01 of the [UTSA Handbook of Operating Procedures](#). Faculty holding joint appointments with a majority appointment in the COS are members of the College Faculty Forum.

**Article III. Officers**

A. Dean

1. The Dean of the College of Sciences shall preside over all meetings of the College Faculty Forum.

B. Secretary

1. The Secretary shall assist the Dean in chairing the meetings of the College Faculty Forum and shall keep summary minutes of its meetings.
2. The term of office for the Secretary shall be two years and shall begin on September 1 of each odd numbered year.

3. The Dean shall seek nominations for the position of Secretary and conduct an election in April of each odd numbered year to elect the Secretary. No person may serve consecutive terms as Secretary.
4. In the case of a vacancy in the position of Secretary, the Dean shall appoint a member of the College Faculty Forum to fulfill the remainder of the term.

**Article IV. Executive Committee**

- A. The Executive Committee shall consist of COS department chairs, Associate Deans, and Assistant Deans.
- B. The Executive Committee shall serve in an advisory capacity to the Dean.

**Article V. Meetings**

- A. The Dean shall call a townhall meeting of the College Faculty Forum each Fall and Spring semester.
- B. The agenda for meetings of the College Faculty Forum shall be set by the Secretary in consultation with the Dean. Members of the College Faculty Forum may request that the Secretary place items on the agenda for a particular meeting. A preliminary agenda will be distributed one week prior to the meeting. Additions may be proposed up to three days prior to the meeting at which time a final agenda will be distributed.
- C. The Dean shall present a State of the College of Sciences report at each regular meeting of the College Faculty Forum. During this report the Dean shall provide an update on the college budget.
- D. A quorum at all meetings of the College Faculty Forum shall consist of at least one faculty member from each department excluding the department chairs and assistant department chairs.
- E. [Robert's Rules of Order](#) shall be the standard for parliamentary procedure at all meetings of the College Faculty Forum.
- F. The Secretary shall serve as the Parliamentarian to serve for the duration of each College Faculty Forum. The Parliamentarian shall rule on all matters of parliamentary procedures as defined by Robert's Rules of Order during the meeting.
- G. Special meetings of the College Faculty Forum may be called by the Dean, by the Secretary of the College Faculty Forum, or by a written request to the Secretary signed by at least 20% of the members of the College Faculty Forum. The members of the College Faculty Forum must be given at least a four-day notice of special meetings of the College Faculty Forum.

**Article VI. Committees**

- A. Each College committee will have at least one faculty representative from each department in the College of Sciences unless otherwise noted.
- B. Department representatives on College committees shall be elected or appointed by their respective departments in accordance to their department bylaws. Department representatives must be a member of their respective department's Faculty Forum as well as the College Faculty Forum.
- C. Each College committee member will serve a term of two years unless otherwise noted in the committee's charge. No person may serve two consecutive terms. The term of each member of a College committee shall begin on September 1.
- D. Initial term length on a new College committee will be determined by lot so that committees will have both current and new members each year.
- E. Department Chairs may not serve as members of any College committee unless appointed by the Dean. Department Chairs may serve as a resource to committees at the request of the committee or Dean.
- F. A member of the Committee designated by the Dean shall convene the initial meeting of a newly elected College committee. All committees shall then elect their chairperson upon the first meeting. The Chair shall serve a term of one year.
- G. Committees are expected to meet on a monthly basis or as needed unless otherwise noted in the descriptions below.
- H. The Dean and/or Dean's delegate may be invited by the Chair of a Committee to serve as an *ex officio* participant at committee meetings.
- I. A member of the Committee who must be absent from a meeting of the Committee may designate another eligible member of the College Faculty Forum from the same Department to attend the meeting in their place, if needed. The substitute member must fulfill the committee composition requirements of the Committee.
- J. The standing committees of the College of Sciences are as follows:
  - 1. College Academic Policy and Curriculum Committee (CAPCC)**
    - a. The College Academic Policy and Curriculum Committee shall serve as the general advisory committee to the Dean in academic areas. The responsibilities of the College Academic Policy and Curriculum Committee shall include the development of policy recommendations and guidelines in support of instruction and research.

- b. The College Academic Policy and Curriculum Committee shall review proposals for new and modified academic programs and courses at both the undergraduate and graduate levels and review the recommendations of departmental curricula committees and graduate studies committees.
- c. The College Academic Policy and Curriculum Committee shall have at least two members with FTT appointments, at least one Undergraduate Advisor of Record (UGAR), and at least one Graduate Advisor of Record (GAR).
- d. The Dean may appoint additional members to the Committee to meet these committee composition requirements.

**2. College Faculty Review Advisory Committee (CFRAC)**

- a. The College Faculty Review Advisory Committee shall make recommendations to the Dean concerning tenure, promotion, and termination of tenured and tenure-track faculty members in the College of Sciences. The committee shall follow the guidelines found in Chapter 2, Section 10 of the [UTSA Handbook of Operating Procedures](#).
- b. The members of the College Faculty Review Advisory Committee shall consist of one tenured faculty member from each department elected by the respective Department Faculty Review Advisory Committee, one tenured faculty member from each department appointed by the Dean, and one tenured faculty member from outside the College of Sciences appointed by the Dean or in collaboration with another college.
- c. The member appointed from outside the College of Sciences shall serve a two-year term.
- d. The Chair of the College Faculty Review Advisory Committee shall be elected among the CFRAC membership annually at the first meeting. In the case that the CFRAC is unable to reach consensus on a chair, the Dean may appoint a committee chair.

**3. College Review Committee (CRC)**

- a. The College Review Committee shall make recommendations to the Dean concerning promotion for Fixed-Term Track faculty members. The Committee shall follow the guidelines found in Chapter 2, Section 50 of the [UTSA Handbook of Operating Procedures](#).
- b. The members of the College Review Committee shall consist of one FTT faculty member from each department at equal or higher rank of the Associate Professor series of FTT job titles. In the event an FTT faculty member holding this level of job title is not available, the department will appoint a tenured/tenure-track faculty member from the department or, an FTT faculty member from another department.

- c. The members of the College Review Committee shall serve a term for three years to ensure consistency in the FTT review and promotion process.
- d. The Chair of the College Review Committee must be a Fixed-Term Track faculty member.

**4. College Teaching Standards and Practices Committee (CTSPC)**

- a. The College Teaching Standards and Practices Committee shall promote excellence in teaching initiatives, monitor student success in the College trends to make recommendations for best practices for undergraduate and graduate teaching to all faculty, and establish standards for teaching and evaluation including establishing a practice of peer evaluation of all faculty teaching in the College of Sciences. The Committee will review and revise the standards on a regular basis to update best practices in teaching and evaluation.
- b. The membership of the College Teaching Standards and practices Committee will also include three additional at-large members appointed by the Dean or Dean's delegate from three separate departments to rotate among departments each term. With these at-large member appointments, the Dean shall try to ensure that there is representation from FTT and T/TT faculty who teach at multiple levels (i.e., lower division, upper division, graduate).
- c. Each member can serve up to two consecutive terms.
- d. The Chair will report periodically the committee's progress and activities to the Dean and Department Chairs

**5. College Awards Committee (CAC)**

- a. The College Awards Committee will be responsible for seeking awards nominations and providing recommendations to the Dean on the College's nominees for faculty awards.
- b. The members of the College Awards Committee shall consist of a FTT or T/TT faculty member from each department and two faculty members-at-large appointed by the Dean or Dean's delegate.

**6. College Faculty Development Leave Committee (CFDLC)**

- a. The College Faculty Development Leave Committee will be responsible for providing recommendations to the Dean on the College's applications for faculty development leave as outlined in [HOP 2.25](#).
- b. The members of the CFDLC shall consist of one tenure-track or tenured faculty member from each department elected or appointed according to the respective Department bylaws.

**7. College Bylaws Committee (CBC)**

- a. The College Bylaws Committee considers proposals from the College Faculty Forum and from the Dean to revise the faculty bylaws of the College of Sciences. The Committee may also review the bylaws and make revision recommendations of its own to the dean and to the faculty. In addition, the committee reviews departmental bylaws, including new bylaws and revisions, and it may conduct a college-wide review of existing departmental bylaws periodically.
- b. The College Bylaws Committee shall consist of one TTT and one FTT member from each department.
- c. The College Bylaws Committee shall include an Associate Dean and a Department Chair appointed by the Dean.
- d. The Dean shall appoint an Associate Dean as chair of the committee.
- e. The College Bylaws Committee shall meet once per year.
- f. Suggested changes to the bylaws shall be routed through the respective department representative to the committee chair.

**8. Ad hoc Committees**

- a. Ad hoc committees may be appointed as necessary by the Dean.
- b. Ad hoc committees shall make their recommendations to the Dean for action.

**Article VII. Elections**

The College-wide elections whose process is not specified by the [UTSA Handbook of Operating Procedures](#), will require that the winning candidate receive the highest number of votes cast. The Secretary of the College Faculty Forum with the assistance of college administrative support staff shall organize and conduct the vote. In the case of a tie, a run-off election between the candidates who are tied for the most votes will be conducted.

**Article VIII. Revisions**

These Bylaws may be amended by at least a 2/3 majority vote of all votes cast by at least 20% of the College Faculty Forum. Bylaw amendments will be shared with at least five business days notice and the vote shall be conducted by electronic voting. Bylaws revisions may be initiated by the Dean, the College Bylaws Committee (CBC), or Faculty submitting a request according to Article XI.8.d. The Secretary of the College Faculty Forum with the assistance of college administrative support staff shall organize and conduct the vote.