TTUHSC Faculty Senate Bylaws

SECTION 1. NAME
The name of the organization representing the faculty of the six major schools and five regional campuses, as described in Section 4, shall be the Faculty Senate of Texas Tech University Health Sciences Center (TTUHSC), and may also be known as the TTUHSC Faculty Senate, herein after referred to as the Faculty Senate.

SECTION 2. PURPOSE

- Section 2.1. The vision statement of the Faculty Senate shall always be in alignment with the vision of TTUHSC.
- Section 2.2. The mission of the Faculty Senate is to represent the faculty in the shared governance of TTUHSC. We will:
  o Assure academic freedom.
  o Enhance the environment for creativity in teaching, research, service, and patient care.
  o Effectively communicate among faculty, student, staff and administration.

SECTION 3. JURISDICTION, DUTIES, AND POWERS

- Section 3.1. The Faculty Senate shall provide a forum for the full and free discussion of all matters affecting TTUHSC and it shall have the power to consult with any individual faculty member about such matters whether or not they are members of the Faculty Senate.
  o Section 3.1.1. In their elected capacity, Faculty Senate members report directly to the Faculty Senate President and not to the leadership associated within their school's appointment.
  o Section 3.1.2. The Faculty Senate shall seek to express collective faculty judgment, as appropriate, on such matters, as it deems significant.
  o Section 3.1.3. In all deliberation and action, the Faculty Senate shall seek effective faculty participation in the formation of University policy, especially as that policy bears on academic governance of the University.
- Section 3.2. The Senate shall have the power to review and evaluate TTUHSC operating policies and procedures directly affecting education and practices of the Health Sciences Center as a whole.
  o Section 3.2.1. The Faculty Senate provides a forum for appropriate faculty discussion of any educational policies or practices affecting the entire Health Sciences Center.
  o Section 3.2.2. The Faculty Senate shall facilitate and encourage communication within the University, among the academic units and reciprocally among faculty, students, and administration.
  o Section 3.2.3. The Faculty Senate may advise and consult with the chief administrative officers and inform them of faculty opinions about such matters. The Faculty Senate shall facilitate and encourage communication.
within the University, among the academic units and reciprocally among faculty, students, and administration.

- **Section 3.3.** The Senate shall review and act on matters referred to it by the University President, the Provost, or the individual academic units. Further, any faculty member may bring before the Faculty Senate in an appropriate manner any matter of concern, including individual grievances. The Senate shall have the power to establish guidelines and procedures for dealing with such submissions and grievances.

### SECTION 4. MEMBERSHIP

- **Section 4.1.** The Faculty Senate will consist of a total of 24 members among which three officers will be elected. All members will have voice and vote with the exception of the Immediate Past President who will have no vote. The representatives will include:

  **Three representatives each from the major schools:**

<table>
<thead>
<tr>
<th>School</th>
<th>Senators</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Medicine</td>
<td>3</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>School of Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>Jerry H. Hodge School of Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>Graduate School of Biomedical Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Julia Jones Matthews School of Population and Public Health</td>
<td>3</td>
</tr>
</tbody>
</table>

  **School Total** 18

  **One Regional Representative from each geographically isolated campus:**

<table>
<thead>
<tr>
<th>School</th>
<th>Regional Senators</th>
</tr>
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</table>

  Deleted: 1
  Deleted: two
  Deleted: 2
  Deleted: 15
*When a senator serves as both a school representative and a regional campus representative, the total number of senators will be decreased by one (1).

**With a new school addition, the Faculty Senate President, TTUHSC Provost, and Dean of the new school will follow guidelines found in the Faculty Senate Constitution and the Bylaws will be updated upon appointment of new school Senators. The decision on number of Senators in the process of establishing a new school may impact the Faculty Senate Total and quorum until full representation by the school is reached.

SECTION 5. ELECTION OF MEMBERSHIP

- **Section 5.1.** The Faculty of each School shall each have three (3) Faculty members as Senators representing that School. The process used by each School to select these Senators shall be consistent with the Bylaws of the respective School.
- **Section 5.2.** Senators shall serve for a 3-year term, with terms staggered to ensure that each School elects one new Senator per year.
- **Section 5.3.** To be elected as a Senator, a faculty member must meet the following eligibility criteria:
  - **Section 5.3.1.** Faculty has a minimum of 75% full-time equivalency (FTE) faculty appointment and recommended less than a 50% administrative appointment as determined by each specific school’s policies.
  - **Section 5.3.2.** Faculty elected as Senators from the Regional Campuses may have an appointment from any school; however, will be elected by a vote of all faculty at the Regional Campus, and serve as a geographic
representative for all faculty employed in that area. Additional guidance for the election of Regional Senators is outlined in Section 6.

- **Section 5.4.** Should a senator be unable to complete his/her term of office, the Faculty Senate President shall request the respective school/campus to select a replacement to complete the unexpired term within one month.

- **Section 5.5.** Members of the Faculty Senate and of the various standing/ad hoc committees are expected to attend called meetings.
  
  - **Section 5.5.1.** If a Faculty Senate member is unable to attend a meeting, he or she shall notify the President of the Faculty Senate and shall send a proxy to attend the meeting on his or her behalf.

- **Section 5.6.** If a Faculty Senate member has more than two (2) absences from regularly scheduled meetings during the academic year and has not sent a proxy, then that Faculty Senator’s seat on the Faculty Senate can be declared vacant. To fill the vacancy, see Section 5.4.
  
  - **Section 5.6.1.** Once declared vacant, the Senator may be removed from office upon two-thirds majority vote of the Faculty Senate.
  
  - **Section 5.6.2.** A seat vacancy action may be appealed to the full body of the Faculty Senate and final action will be determined by a simple majority vote of the Faculty Senate.

**SECTION 6. SELECTION OF REPRESENTATIVE FOR REGIONAL CAMPUSES (Other than Lubbock)**

- **Section 6.1.** In order to achieve regional representation to the TTUHSC Faculty Senate, the following rules shall be observed:
  
  - **Section 6.1.1.** One representative from each regional campus shall be elected by all faculty on that campus.
  
  - **Section 6.1.2.** When a regional campus has more than 1 school, the representation from the regional campus should be rotated among the schools after every three-year term.
  
  - **Section 6.1.3.** If the regional representative is unable to attend the Faculty Senate meeting, and does not appoint a proxy for the meeting, members present in the room on that campus may designate one member to cast their vote on a pending matter.

**SECTION 7. OFFICERS**

- **Section 7.1.** The officers of the Faculty Senate shall be the President, President-Elect, Vice-President, and Immediate Past President.
  
  - **Section 7.1.1.** Candidates for office must meet the following eligibility criteria:
    
    - a. Candidate must have been an elected member of the Faculty Senate for at least one year;
    
    - b. Candidate must have attained rank of assistant professor or above;
    
    - c. Candidate must have a minimum of 75% FTE faculty appointment.
Section 7.1.2. The office of the President Elect must rotate across each of the schools within the Texas Tech University Health Sciences Center.

Section 7.1.3. Each officer must come from a different School.

Section 7.1.4. Each will serve a one-year term beginning September 1 and ending August 31 of the following year.

Section 7.1.5. On September 1 of each year, the President-Elect will succeed to the presidency.

Section 7.1.6. On September 1 of each year, the President will succeed to the position of Immediate-Past President.

Section 7.2. The President shall:

Section 7.2.1. Preside at meetings of the Faculty Senate and TTUHSC General Faculty meetings.

Section 7.2.2. Serve as chairperson of the Executive Committee.

Section 7.2.3. Meet with the TTUHSC President no less than once every 90 days.

Section 7.2.4. Transmit to the TTUHSC President:

Section 7.2.4.1. All minutes of the Faculty Senate meetings.

Section 7.2.4.2. All recommendations and matters of concern approved or identified by the Faculty Senate.

Section 7.2.4.3. Transmissions should contain; a statement of the issue, recommendation(s) being made, and the rationale for the recommendation(s).

Section 7.2.4.4. A meeting between the TTUHSC President and the Faculty Senate Officers to discuss the recommendation(s) may be requested by either party.

Section 7.3. The President-Elect shall:

Section 7.3.1. Serve on the Faculty Senate Executive committee.

Section 7.3.2. Oversee the keeping and posting of minutes/records of the Faculty Senate proceedings as delegated to an administrative staff member.

Section 7.3.3. Post the minutes of each meeting on the Faculty Senate website within ten (10) business days of their approval.

Section 7.3.4. In the absence of the President, preside at Faculty Senate and TTUHSC General Faculty meetings.

Section 7.3.5. In the absence of the President, assume all other responsibilities of the President.

Section 7.4. The Immediate Past President shall:

Section 7.4.1. Serve on the Faculty Senate Executive committee; and

Section 7.4.2. Serve as the Faculty Senate representative to the Staff Senate.

Section 7.5. The Vice-President shall:

Section 7.5.1. Serve on the Faculty Senate Executive committee.

Section 7.6. When feasible, one of the four (4) officers will visit each campus annually, to coincide with the monthly Faculty Senate meeting. Travel will be reimbursed from Faculty Senate budget via the office of the TTUHSC President.

Section 7.7. In the event of the Faculty Senate President’s death, resignation, or removal from office, the President-Elect shall serve as President and a new President-Elect will be selected by the Faculty Senate.
• **Section 7.8.** Any officer may be removed from office for substantive cause upon a two-thirds majority vote of the Faculty Senate.

**SECTION 8. COMMITTEES & REPRESENTATIVES**

• **Section 8.1.** The TTUHSC Faculty Senate constitutes a Committee of the Whole, acting independently on issues of concern to the Faculty, related to TTUHSC in general or involving any individual school.

• **Section 8.2.** The Faculty Senate may choose to refer items to committee. The Faculty Senate President is responsible for appointing the membership of all standing and ad hoc Committees or Task Forces.
  
  o **Section 8.2.1.** Committees/task forces shall be appointed by the Faculty Senate President in response to issues before the Faculty Senate at any time and as needs dictate.
  
  o **Section 8.2.2.** Each committee/task force shall consist of at least one member of the Faculty Senate but all members of the TTUHSC Faculty are eligible to serve.
  
  o **Section 8.2.3.** Non-faculty members (e.g., administrators, staff, and non-voting faculty members) may be appointed to committees as ad hoc members when they possess expertise relevant to the issue at hand.
  
  o **Section 8.2.4.** The Faculty Senate may disestablish and/or reconstitute an ad hoc committee as a standing committee.
  
  o **Section 8.2.5.** Committees and task forces shall make monthly written reports to the Faculty Senate. When actions are finalized, they shall be posted on the Faculty Senate website in a timely fashion.

**Section 8.3.** The following will be Standing Committees of the Faculty Senate:

**Section 8.3.1. The Executive Committee:** The Executive Committee is comprised of the President, President-Elect, Vice-President and Immediate Past President. The committee is responsible for:

1. Preparing an agenda for each meeting of the Faculty Senate;
2. Posting the Agenda on the Faculty Senate website one week in advance of each meeting.
3. Distributing the agenda to the TTUHSC President or his/her designated representative one week in advance of each meeting.

• **Section 8.3.1.1.** The Board of Regents, the TTUHSC President, the body representing the Faculty of any School within TTUHSC, any committee whose members are appointed by the TTUHSC President, and each full time faculty member at TTUHSC has the right to request specific items be placed on the agenda.

• **Section 8.3.1.2.** Such requests should be transmitted in writing to the Faculty Senate President at least two (2) weeks prior to the next regularly scheduled meeting.
• **Section 8.3.2.** The Faculty Awards Task Force: The Faculty Awards Task Force is responsible for coordinating policies, practices, and procedures for the announcement, processing, and recommendation to the TTUHSC President of faculty awards as directed by the Faculty Senate President. These awards include, but may not be limited to:

1. President’s Excellence in Teaching Award for an Individual
2. President’s Excellence in Team Teaching Award
3. President’s Excellence in Research Award
4. President’s Early Career Investigator Award
5. President’s Outstanding Clinician Award
6. President’s Excellence in Community Engagement Award
7. President’s Award for Interprofessional Collaborative Practice

• **Section 8.3.3.** The Constitution & Bylaws Committee: The Constitution & Bylaws Committee will review and make recommendations for changes to the Faculty Senate Constitution & Bylaws annually, or as requested by the Faculty Senate President.

  • **Section 8.3.3.1.** Proposed amendments to the Bylaws shall be sent to the Faculty Senate President in time for attachment to the agenda for the next Faculty Senate meeting.

  • **Section 8.3.3.2.** Proposed amendments that present editorial changes may be adopted by a majority vote of the Faculty Senate present.

  • **Section 8.3.3.3.** Proposed amendments that contain substantive changes must be adopted by a majority vote of the entire TTUHSC Faculty by means of an electronic ballot overseen by the Executive Committee.

• **Section 8.3.4.** The Operational Policies (OP) Committee: The OP Committee will review and make recommendations on TTUHSC operating policies and procedures that directly affect education and practices of the Health Sciences Center as a whole.

  • **Section 8.3.4.1.** All new or revised versions of TTUHSC Policies should be sent to the Faculty Senate for review.

• **Section 8.4.** The Faculty Senate will have a standing representative to:

  • **Section 8.4.1.** The Compliance Committee: The Compliance Committee shall advise the Faculty Senate President and its members on operational policies affecting TTUHSC Faculty to maintain University compliance with local, state, and federal laws and regulations. The Faculty Senate President shall appoint a representative from the OP Committee to serve at the institutional compliance committee.

  • **Section 8.4.2.** The Staff Senate: The Staff Senate Representative will be the Immediate Past President of the Faculty Senate. He or she shall report to the Faculty Senate on issues affecting the good order and morale of employees at TTUHSC, as discussed by the Staff Senate.
Section 8.4.3. e-Learning Committee: The Faculty Senate President shall appoint a representative from among Senate volunteers.

Section 8.4.4 Diversity, Equity, & Inclusion Committee: The Faculty Senate President shall appoint a representative from among Senate volunteers.

Section 8.4.5 TTU Faculty Senate: The TTU Faculty Senate Representative will be the President-Elect.

SECTION 9. MEETINGS

Section 9.1. The Agenda for each meeting of the Faculty Senate or of the entire TTUHSC Faculty shall be prepared by the Executive Committee and posted on the Faculty Senate website at least one week before the scheduled meeting.

Section 9.1.1. Customary Timeline for Faculty Senate Activities – Senate meets each month

- August – Election of new representatives from each School and Campus, Election of officers (President-Elect/Vice-President), Appointment of Chairs of Standing Committees
- October - Faculty Senate sets priorities for year
- November - Fall faculty-wide Faculty Senate meeting to coincide with President’s awards ceremony
- January - (Note: meeting postponed 1 week due to the holiday break)
- April - Spring faculty-wide Faculty Senate meeting/
  Acknowledgment of the service of outgoing senators
- June/July - Presidential Awards reviewed

Section 9.1.2. Additional items may be introduced at a meeting under “Other” or “New Business” provided sufficient time is available. However, action will be taken on such items only if the Faculty Senate shall amend the Agenda by a majority vote.

Section 9.1.3. If the Faculty Senate determines an issue is time sensitive, then a special meeting of the Faculty Senate or the entire TTUHSC Faculty can be called to consider the item.

Section 9.2. The Faculty Senate meetings shall be held monthly during the year.

Section 9.2.1. The Faculty Senate President shall serve as the Presiding Officer at all meetings. The President-Elect shall preside if the President is unavailable. If both the President and the President-Elect are unavailable, the Immediate Past President will preside.

Section 9.2.2. No business shall be transacted unless a quorum constituted by a majority of the members of the Faculty Senate is present at the time of a vote. In the absence of a quorum, the Faculty Senate President may only make announcements of an informative nature, rule on...
the existence of a quorum, and recess once for a short period to attempt to secure a quorum.

- **Section 9.2.2.1.** For conducting the business of the Faculty Senate, a quorum consists of a 50% + 1 majority of the Faculty Senate members present plus at least one representative from each School and campus.

- **Section 9.2.3.** All meetings shall be open to any TTUHSC faculty unless otherwise required by law or unless voted to be a closed meeting by the Faculty Senate membership. **Meetings may be held both in person and via videoconferencing platforms. In emergent situations that do not allow for an in-person scheduled meeting or in-person called special meeting, videoconferencing will be used.**
  - **Section 9.2.3.1.** A two-thirds affirmative vote, with at least one affirmative vote from each school, shall be required to conduct a meeting, or part of a meeting, in executive session.

- **Section 9.2.4.** The TTUHSC President or designate is invited to attend all meetings of the Faculty Senate as an **ex officio** member.

- **Section 9.2.5.** Special meetings of the Faculty Senate may be called by the Faculty Senate President when requested by the President of the Health Sciences Center, when approved by a majority vote of the Faculty Senate, or when petitioned in writing by any twenty members of the TTUHSC Faculty.

- **Section 9.3.** General TTUHSC Faculty meetings of the entire faculty will be called at least once during each fall and spring semester with telecommunication linkage from the originating site to all campuses.
  - **Section 9.3.1.** No decision, recommendation, or advice shall come from a general faculty meeting except when a member of the Executive Committee is presiding.
  - **Section 9.3.2.** The President of the TTUHSC shall be invited to make comments of his/her choice or use the opportunity to address specific issues of common interest to all of the Schools.

**SECTION 10. SUBMISSION AND ADOPTION OF PROPOSALS**

- **Section 10.1.** Issues for discussion or proposals may originate within the Faculty Senate or be brought before it by:
  1. the Board of Regents;
  2. the TTUHSC President;
  3. the body representing the Faculty of any School within TTUHSC;
  4. the Dean of any school;
  5. any committee whose members are appointed by the TTUHSC President; and,
  6. any full-time faculty member at TTUHSC.

- **Section 10.2.** Such issues or proposals may originate within or be sent in writing to the Executive Committee of the Faculty Senate.
• **Section 10.3.** Approval by a two-thirds vote of the Faculty Senate, with at least one assenting vote from the representation of each school, will be required for passage of a proposal.

• **Section 10.4.** The Faculty Senate shall report to the general membership on all issues/proposals brought before it.

• **Section 10.5.** The Faculty Senate may elect, with similar requirements, under certain circumstances, to take proposed actions before the entire TTUHSC Faculty for a vote of approval.
  - **Section 10.5.1.** If a proposal is to be voted on by the general membership, the Faculty Senate President will distribute necessary information to the membership in a timely manner allowing sufficient time for adequate discussion.
    - **Section 10.5.1.1.** The proposed action shall be posted on the Faculty Senate website at least four weeks prior to scheduled consideration at a regular or called meeting of the entire TTUHSC Faculty, or e-mail vote.
    - **Section 10.5.1.2.** Comments on the proposal may be sent in writing or by e-mail to the Faculty Senate President up until five business days prior to the meeting.
    - **Section 10.5.1.3.** The President shall make the comments available to the membership on the Faculty Senate website.
    - **Section 10.5.1.4.** The Faculty Senate shall be responsible for making all appropriate changes arising from the discussion at this meeting and posting the final proposal on the website.
    - **Section 10.5.1.5.** Voting for approval shall be by an online ballot distributed to all members of the Faculty of all Schools and shall be held no sooner than ten (10) business days from the posting of the final version of the proposal.
    - **Section 10.5.1.6.** Votes may be cast by members present at a general faculty meeting or by e-mail if approved by majority vote of the Faculty Senate.
    - **Section 10.5.1.7.** Votes on specific items are not binding unless the item is approved by a two-thirds majority of those members voting whether present or by e-mail.

**SECTION 11. ADOPTION OF AN ACTION**

• **Section 11.1.**

Adoption of an action on a proposal or issue shall require a majority vote (50% of the members of the Faculty Senate present at the time of a vote +1) and at least one assenting vote from each school and campus.

**SECTION 12. DISSOLUTION CLAUSE**

• **Section 12.1.** Any action to dissolve the Faculty Senate must a) be proposed by a petition to the Faculty Senate President; b) include written notice distributed to all the TTUHSC Faculty at least four weeks prior to the consideration of such action;
and c) be approved by a two-thirds affirmative vote by the TTUHSC Faculty submitting a vote.

- **Section 12.2.** Failure to hold either a Fall and/or a Spring meeting shall not result in a dissolution of the Faculty Senate.
- **Section 12.3.** In the case of dissolution of the Faculty Senate, any and all assets shall be used to pay any outstanding liabilities with any remaining funds to be conveyed to the TTUHSC Fund for Excellence.

Adopted this 7th day of May, 2007.
Revised this 8th day of August, 2008.
Revised this 20th day of May, 2011.
Revised this 3rd day of August, 2012.
Revised this 2nd day of May, 2014.
Revised this 2nd day of June, 2015.
Revised this 1st day of March, 2018.
Revised this 1st day of May, 2020.
Revised this 2nd day of July, 2021.